



Business Banking Positive Pay



Check File Mapping Guide



Positive Pay- Check File Mapping

Check Positive Pay with Payee Match helps detect check fraud by matching the company's issued check with the check presented for payment. By defining data elements within your system (payee, check number, amount, and issue date) in correspondence with the specific fields required by the Positive Pay system, this will accurately match check information against issued check details and detect potential fraud. This step-by-step guide provides instructions for adding new file mapping or modifying existing file mapping.

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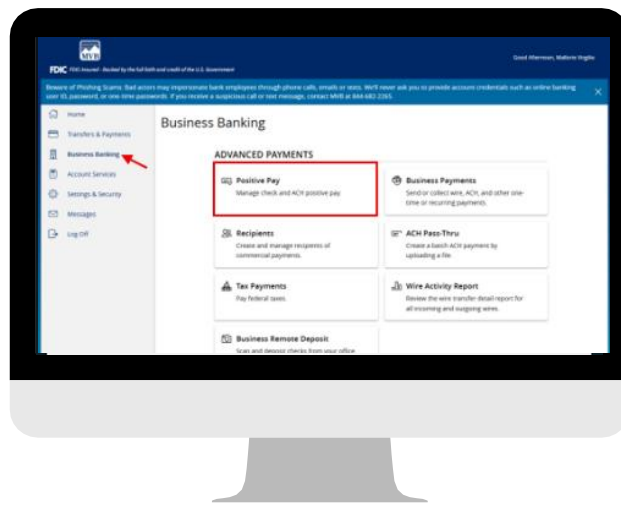
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Accessing Positive Pay

Below are steps you will take to access Positive Pay, where you can manage your file mapping.

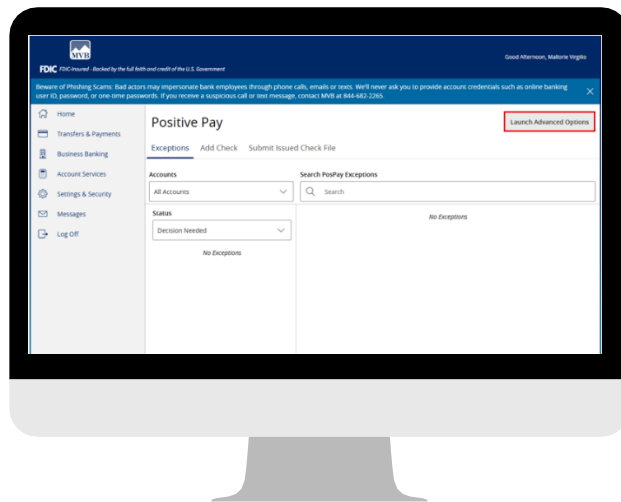
1

From the Home page, click **Business Banking** and then select the Positive Pay tile.



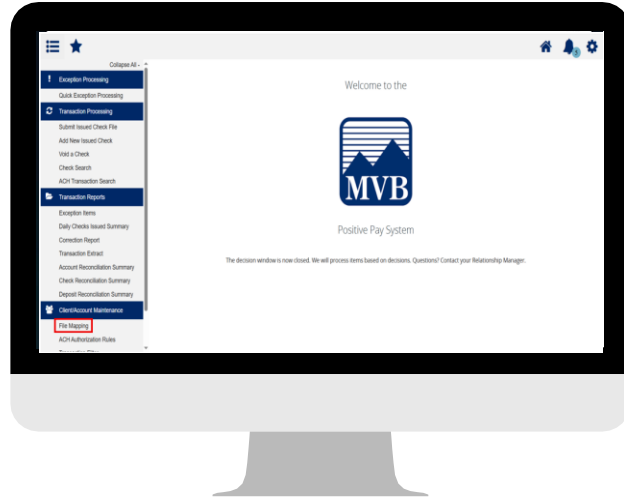
2

Click **Launch Advanced Options** to navigate to Centrix.



3

Select **File Mapping** in the Client/Account Maintenance Section.

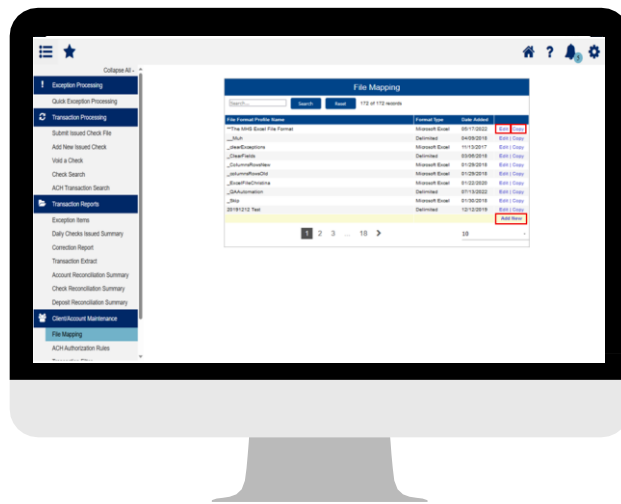


Add New, Copy or Edit a File Mapping

Below are steps you will take to add, copy or edit a file mapping for the purpose of uploading issued check files.

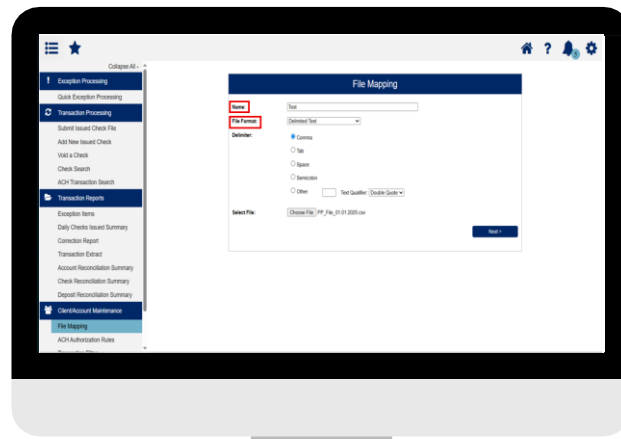
1

After selecting the **File Mapping** option, click on the **Add New** option. If editing or copying an existing file, click **Edit** or **Copy** next to the existing mapping.



2

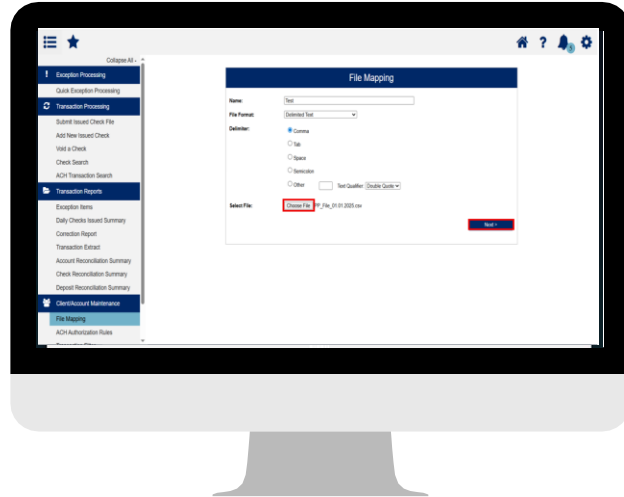
If adding a new mapping, enter a desired **Name** for the new file map and select a **File Format** type from the dropdown menu.



Note: If selecting Delimited Text, the corresponding delimiter must be selected. This will be the character that separates distinct parts of data or text within the file details.

3

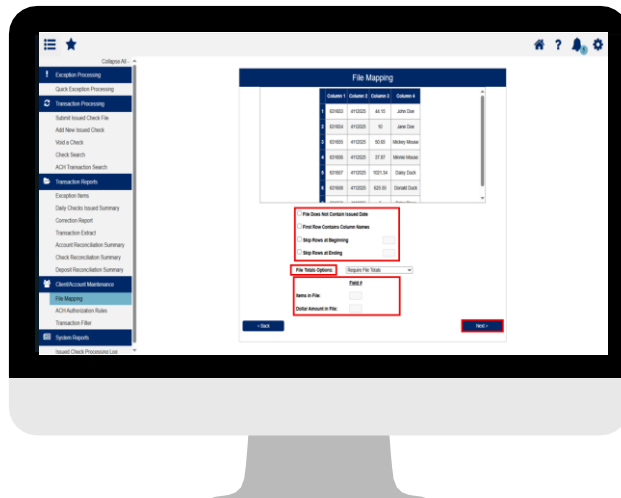
Click **Choose File** and select the file to be used for the new map, then click **Next** to continue.



Note: A sample file will need to be uploaded in order to proceed. See the Check Issue File Formatting Guidelines for additional details.

4

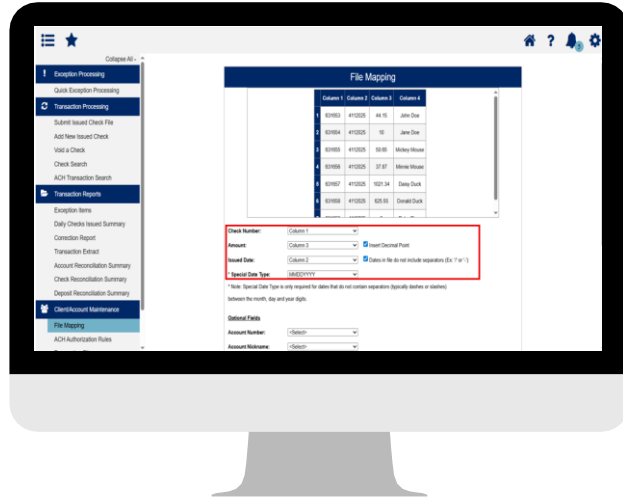
Select the options on the screen in accordance with the file being imported. Click the drop-down menu and select the appropriate **File Totals Option**, then click **Next**.



Optional: If there is a value in the file which designates how many items and/or total dollar amount in the file, enter the field number where each corresponding value is located.

5

Click the drop-down menu beside **Check Number**, **Amount** and **Issued Date** to indicate the corresponding column number in the file for each. If dates in the file do not include separators, click the check box and select a **Special Date Type** from the drop-down menu.

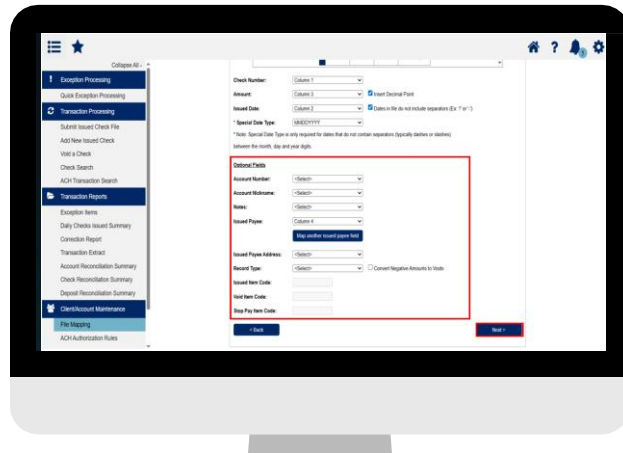


i

Note: If the file does not contain an issue date, the system will use today's date as the default.

6

Click the drop-down menu beside any of the **Optional Fields** you wish to include in the new map, ensuring **Issued Payee** is selected then, click **Next** to continue.

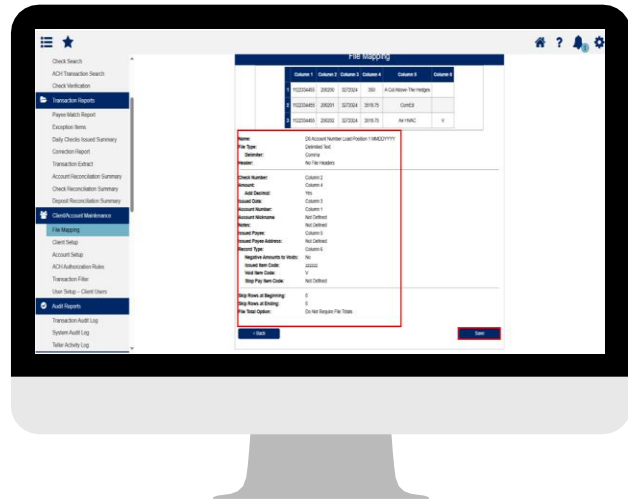


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Note: Although Issued Payee is in the optional fields, it is required to be included in file mapping. Not doing so will result in an error when attempting to upload a file. Additionally, you can indicate whether a check is issued or voided by mapping either option in the Record Type dropdown and establishing the relevant code and column. Stop payments are not able to be placed in Positive Pay and would need to be placed in Online Banking.

7

Review the information on the screen and click **Save**.



Note: The new or updated map will now be available for future use.

Questions?

Please contact Client Support at 1-844-682-2265 or ibsupport@mvpbanking.com