



Flat Rate Custom Positive Pay File

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Overview

Changing banks or implementing positive pay for the first time requires planning and preparation. All custom programming included in the product goes through the same quality and assurance testing as every production release.

Please allow adequate lead time for custom programming to be implemented, verified by your bank, and quality tested for release.

In some cases, we can expedite the process if your bank's specification exactly matches one done for another bank, however this scenario is the rare because there is no standard CSV format for positive pay.

Flat rate custom positive pay programming will be included in the next regular production release of the application. If needed on a rush basis, and subject to programmer availability, an additional charge for a special release will apply. Rush service is not available for cloud hosted users.

We require a complete file specification to implement a custom positive pay file. A sample record is not sufficient. We have provided a simple worksheet which can be filled out by your bank representative. If your bank has provided you with a proper specification, our help desk can help you fill out the worksheet so you can have it reviewed by your bank representative before ordering the custom programming.

If your bank's positive pay file format deviates from the available fields and options, additional charges may apply.

Below is a sample file specification to provide the bank. It shows the information we need to complete the file.

Available Fields

Check Amount	Number	Amount of check. Formatted as XXXX.XX.
Check Date	String	Check date. Must specify the date format. For example, YYYY-MM-DD.
Check Memo	String	Up to 40 character memo from the check. Can be truncated if necessary.
Check Number	Number	Check number. 64 bit integer.
Check Payee	String	Up to 40 character payee name from the check. Can be truncated if necessary.
Company Account Number	String	Formatted account number of company bank account. May contain dashes or other separators. See record formatting options.
Company Account Routing Number	String	Formatted routing number of company bank account. May contain dashes or other separators. See record formatting options.
Transaction Type	String	If used, must specify string to use for checks. See example specifications.

Record Formatting

Include Headers	The first record of the file will contain pre-defined field descriptions. These headings are subject to change in future releases. Fixed custom headers will incur additional programming charges.
Comma Delimited, Quoted	All fields are quoted. Fields are separated by commas. Records are separated by a CR LF.
Comma Delimited	No fields are quoted. Fields are separated by commas. Records are separated by a CR LF. Note: if a string field contains a comma, it is removed from the data.
Numeric Account Numbers	Account numbers are stripped of formatting so only digits are included. Routing numbers are zero filled to 9 digits.
Limit Special Characters	If specified, string fields may only contain letters, numbers, spaces, and the special characters listed. All other characters will be removed from the string.

Sample Positive Pay Specifications

Positive Pay Specification Example 1. Checks posted in a date range:

Fields Listed in Order	Options
Company Account Routing Number	
Company Account Number	
Check Number	
Check Date	MM-DD-YYYY
Check Amount	
Transaction Code	Check code is "320".
Check Payee	

Record format: Comma delimited, no quotes, no headers, numeric account numbers.

Example Output:

046123456,1230071212,12021,2023-01-11,1535.00,320,Joe Bruno

Positive Pay Specification Example 2. Checks posted in a date range:

Fields Listed in Order	Options
Check Number	
Check Amount	
Check Date	MM-DD-YYYY
Check Payee	

Record formatting: Comma delimited, quoted, no headers, formatted account numbers.

Example Output:

12021,1535.00,2023-01-11,Joe Bruno

File Specification Worksheet

Fill in the fields in the order they are to appear in each record. Use the naming conventions the Available Fields list in this document, not the naming conventions of your bank's specification.

Fields Listed in Order	Options

No Header _____ or Include Header _____

No Quotes _____ or Include Quotes _____

Formatted Account Numbers _____ or Numeric Account Numbers _____

Special Characters Limited To: _____

On-Premises User _____ or Cloud User _____

No Rush _____ or Requesting Rush with preferred delivery by _____

Specify any maximum field lengths in the options column.

Specify values for Account Type in the options column if used.