

Associated Connect[®]

Positive Pay Import Format Guide



Adding and Editing Import Formats

Use the Import Format: Add screen to create the import formats that you can select when importing Positive Pay files.

Use the Import Format: Edit or View screens to review and/or modify import formats that have been created. You can only edit import formats that you create.

The screenshot shows a navigation bar with four items: 'Message Center' with a red notification badge '1', 'Contact Us', 'My Profile', and 'Company Admin'. Below this is a box titled 'Formats & Templates (facilitate data transfer between the bank and your desktop applications)' containing three links: 'Create Positive Pay issue import formats', 'Manage Wire Templates', and 'Create ACH import formats'. To the left of this box is a vertical menu with 'Import Format' selected, and sub-options for 'Add', 'Edit', and 'View'.

Use the following fields to create a new import format to define search criteria to locate an import format.

The screenshot shows the 'Manage Positive Pay Import Formats' form. It includes a title bar 'Import Format' and a main heading 'Manage Positive Pay Import Formats'. Below the heading is a descriptive paragraph: 'A Positive Pay Import format is required to "map" each piece of information in your import file to its proper place in Positive Pay. You must create an import format for each type of import you perform in Positive Pay. Use this screen to add a new import format for Positive Pay.' The form contains a section titled 'Import Format Criteria' with the following fields: 'Format Type' with radio buttons for 'Fixed Width' and 'Delimited' (selected); 'Format Name *' with a text input field; 'Activation Date *' with a date input field showing '01/12/2018'; 'Deactivation Date' with a date input field; 'Service' with a dropdown menu set to 'Positive Pay'; 'Transaction Type' with a dropdown menu set to 'Any'; 'Financial Instrument' with a dropdown menu set to 'Check'; and 'Description' with a text input field. At the bottom of the form are 'Continue' and 'Reset' buttons.

Format Type

Select Fixed Width or Delimited. Delimited files contain data separated by commas, tabs, or periods, with each defining the break between individual fields. Fixed-width files may contain data in a continuous string of characters and spaces or may use a record delimiter to define each new record.

Format Name

Enter a name for the format.

Activation Date

Enter the date the import format becomes available for use. You can also click the calendar icon to view a calendar and select a date.

Deactivation Date

Enter the date the import format is no longer available for use. You can also click the calendar icon to view a calendar and select a date.

Service

The service is Positive Pay.

Transaction Type

Transaction Type can be Any, Issue, or Void. If the Transaction Type is Any, the import format can be set up so that the import file can include Issue and/or Void records.

Financial Instrument

The financial instrument is Check.

Description

Enter a description of the import format.

Creating Import Formats

Types of Import Formats

When you create an import file from a spreadsheet or accounting package, it must be saved as a delimited or fixed-width file type. The information presented below will help you understand how you must format your import files.

Fixed Width Files

Fixed-width files may contain data in a continuous string of characters and spaces or may use a record delimiter to define each new record. Each field must have a set number of characters and spaces. The import format defines each field by its start position and end position in the import file.

For example, if ABA Number is the first field and occupies nine spaces, the field position would start at 1 and end at 9. If Account Number is the second field and it occupies 12 spaces, the field position would start at 10 and end at 21.

An example of a fixed width file type with the fields: ABA Number (111111118), Account Number (01234444 plus one space), Serial Number (978 plus one space), Issue Amount (5511.99 plus two spaces), Issue Date (09/10/2004), Payee Name (John Doe plus 16 spaces), and Check Memo (payroll) appears below. Note that spaces are represented by dashes (-).

```
11111111801234444-978-5511.99--09/10/2004John-Doe-----payroll
```

Delimited Files

Delimited files contain data separated by commas, tabs, or periods, with each defining the break between individual fields. The import format defines each field by assigning it a specific field order. For example, if Account Number is the second field in the import file, you would assign it a field number of **2**.

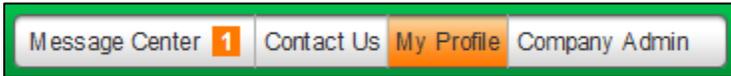
An example of a delimited file type with the fields: ABA Number (111111118), Account Number (01234444), Serial Number (978), Issue Amount (5511.99), Issue Date (09/10/2004), Payee Name (John Doe), and Check Memo (payroll) appears below.

```
111111118,01234444,978,5511.99,09/10/2004,John Doe,payroll
```

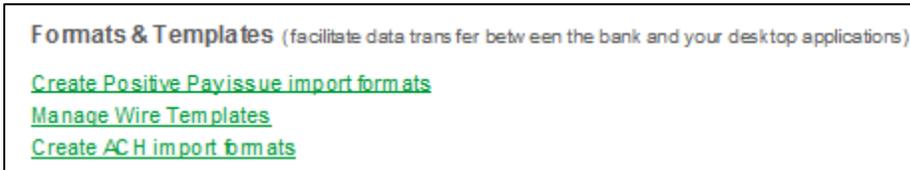
Creating Fixed Width Import Formats

The steps below describe how to create a fixed width file import format.

1. From the Service Menu, click **My Profile**.



2. On the Setup screen, scroll down to Formats & Templates, and click **Create Positive Pay issue import formats**. The Manage Positive Pay Import Formats screen appears.

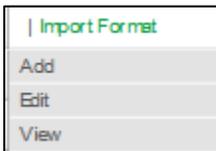


The 'Manage Positive Pay Import Formats' screen. At the top, it says 'Import Format' and 'Manage Positive Pay Import Formats'. Below is a descriptive paragraph: 'A Positive Pay Import format is required to "map" each piece of information in your import file to its proper place in Positive Pay. You must create an import format for each type of import you perform in Positive Pay. Use this screen to add a new import format for Positive Pay.' Below this is a form titled 'Import Format Criteria' with the following fields:

- Form Type: Radio buttons for 'Fixed Width' (selected) and 'Delimited'.
- Service: 'Positive Pay'.
- Format Name: Text input field.
- Transaction Type: Dropdown menu with 'Any' selected.
- Activation Date: Text input field with '01/12/2018' and a calendar icon.
- Financial Instrument: 'Check'.
- Deactivation Date: Text input field with a calendar icon.
- Description: Text input field.

 At the bottom are 'Continue' and 'Reset' buttons.

3. From the Function Menu, select **Import Format > Add**. The Import Format: Add screen appears. Select Import Format > Edit or View to open the Edit and View screens. Use these screens to review and/or modify the import formats. You can view an import format that the financial institution creates, but you cannot edit it.



4. Select **Fixed Width** as the Format Type.
5. Enter a **Format Name** and **Description** using up to 50 characters.
6. Enter an **Activation Date** in mm/dd/yyyy format. Use the Deactivation Date when you want to end the import format use. The system eventually purges the deactivated import format.

- Click **Reset** to return fields to the original values.

Import Format Criteria

Format Type Fixed Width Delimited

Service Positive Pay

Format Name *

Transaction Type

Activation Date *

Financial Instrument Check

Deactivation Date

Description

- Select a **Transaction Type**. Select Any to allow the Positive Pay import files using this import format to contain issue and void information. Select Issue to only allow issue records in the import file or Void to only allow void records in the import file.

Transaction Type

- Click **Continue** to open the Import Format settings screen.
- Enter the appropriate value for each fixed width format search criteria field. Enter the appropriate value for each delimited format search criteria field. A description of each field appears below.

Import Format Criteria

Format Type Fixed Width

Service Positive Pay

Format Name *

Transaction Type Any

Activation Date *

Financial Instrument Check

Deactivation Date

Description

Import Information

This format will include * Issue and Voids
 Only Issues
 Only Voids

Issue Indicator *

Void Indicator *

Record Length *

Header Characters

Record Delimiter

Text Qualifier

Date Separator *

Date Format *

Amount Format *

Set Data Parameters

Field Name	Position		Default Value	Included In	
	Start	Stop		Issues	Voids
Record Indicator *	<input type="text"/>	<input type="text"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Number *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Serial Number *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue Amount *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue Date *	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use <input checked="" type="radio"/> ABA# <input type="radio"/> Bank ID	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payee Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Check Memo	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	

- Click **Submit**.

Fixed Width Import Format Criteria Fields

The following section lists Import Format Criteria fields that appear on the Fixed Width Import Format screen.

Format Type

The Format Type is Fixed Width.

Format Name

The name given to this import format.

Activation Date

The date the import format becomes available for use.

Deactivation Date

The date the import format is no longer available for use.

Service

The service is Positive Pay.

Transaction Type

Transaction Type can be Any, Issue, or Void. If the Transaction Type is Any, the import format can be set up so that the import file can include Issue and/or Void records.

Financial Instrument

The financial instrument is Check.

Description

A description of the import format.

Fixed Width Import Format File Information Fields

The following section lists File Information fields that appear on the Fixed Width Import Format screen.

This Format will include:

If the Import Format Transaction Type is "Any", you can select whether it will be used for Issues and Voids, Issues only or Voids only.

Import Information	
This format will include *	<input checked="" type="radio"/> Issue and Voids <input type="radio"/> Only Issues <input type="radio"/> Only Voids
Issue Indicator *	<input type="text"/>
Record Length *	<input type="text"/>
Record Delimiter	none ▾
Date Separator *	none ▾
Amount Format *	As Is ▾
Void Indicator *	<input type="text"/>
Header Characters	0
Text Qualifier	none ▾
Date Format *	MMDDYYYY ▾

Issue Indicator

If the Import Format Transaction Type is "Any", all issue records in the import file must include this Issue Indicator value. Enter the value that should appear in each record, such as "I". The maximum number of characters is 10.

Void Indicator

If the Import Format Transaction Type is "Any", all void records in the import file must include this Void Indicator value. Enter the value that should appear in each record, such as "V". The maximum number of characters is 10.

Record Length

Enter the total length of the record up to 999 characters. This must equal the length of all fields specified under Set Data Parameters, and does not include Header Characters. If a record is not exactly equal to this Record Length value, the record and subsequent records will fail to import. If Text Qualifiers are used, they must be included in the Record Length.

Header Characters

Enter the number of characters in the file's header that must be ignored. Skipping the header characters will not cause an error.

If a Record Delimiter is specified in the format, only one header record is recognized during the import, regardless of the number of Header Characters specified in the import format. The system recognizes the header as all characters up to the first Record Delimiter.

If you do not specify a Record Delimiter in the format, the system defines the header as the number of Header Characters specified in the format. The Record Length specified in the format does not apply to the header.

Record Delimiter

Fixed width import formats can have a value of <None> or <Enter>. The import file must match import format selection.

If the format includes a Record Delimiter, and the Record Length specified in the format is greater than the actual record length in the file, the system ignores the Record Delimiter and attempts to parse the file based on the specified Record Length.

If Text Qualifiers are used, they must be included in the Record Length.

Text Qualifier

Text Qualifier options include <none>, <`single quote>, <"double quote>, and <\back slash>.

The Text Qualifier is a text character used on both sides of data strings to encapsulate the entire string. (i.e.. "Doe, John").

This is used in the case when your data may contain a special character but needs to be read as a single field. For example, an issue record may appear as:

111111118,01234444,978,5511.99,09/10/2004,"Doe, John"

Review your accounting software program and issue file output to determine the type of text qualifier you should use. Some spreadsheet programs save information with a text qualifier, such as double quotes or allow you to select a qualifier.

Date Separator Character

Date Separator Character options include <none>, </forward slash>, <-dash>, and <.period>.

Examples include 01 31 2004, 01/31/2004, 01-31-2004, and 01.31.2004.

Review your accounting software program and issue file output to determine the date separator option that you should select.

Date Format

Options include MMDDYYYY, MMDDYY, DDDMMYYYY, DDMMYY, YYYYMMDD, and YYMMDD. Use the date separator character with the date format. All dates in an import file must use the same date format.

Examples include 01/31/2004, 01/31/04, 31/01/2004, 31/01/04, 2004/01/31, and 04/01/31.

Amount Format

Amount format options include As Is and Insert 2 Positions.

As Is - If you select **As Is**, the amount values in the issue file will be read as follows:

50.00 remains unchanged

50 becomes 50.00

50.1 becomes 50.10

50.111 is not imported and reported as an error.

Insert 2 Positions - Only use the Insert 2 Positions option if there are no decimals in the amount field of the issue file. This option inserts a decimal point two positions to the left of the last digit specified in the amount field. For example, 5000 becomes 50.00. If 50.23 was the amount in the record, and Insert 2 Positions was selected, the amount would become 50.2300, and the record would be rejected because amounts with more than 2 decimal places are not supported.

Fixed Width Import Format Data Parameter Fields

The following section lists File Information fields that appear on the Fixed Width Import Format screen.

Start Position

The field's beginning position in the record. If Account Number is the second field in the record and the first field occupies 10 spaces, the Account Number starting position is 11. If this field is not required, do not enter a value. You must enter a value if the field is required.

Stop Position

The field's ending position in the record. If Account Number occupies 10 characters and it begins at position 11, then the ending position is 20. You must enter a value if the field is required.

Note: When a User creates an import file, each field must have the same number of characters or spaces as defined in the import format. For example, if the import format defines the Issue Amount field as 12 characters (including the decimal) and the actual amount is 999.99 dollars, the remaining six positions may be spaces or zeros. Amounts may be right or left justified in the field and padded with spaces or right justified and padded on the left with zeroes.

Default Value:

If you enter a default value, it is only used if the imported issue file does not contain a value. For instance, if you include the account number as a default value, the import file does not need to have account number, although the file would still need to include the field blank-filled. If the import file contains a value, it overwrites the default value.

For example, if the default value for the account number was included in the format, you would not need to include it in the issue files but an appropriate padding would have to be included. Depending on the field, padding can be spaces or zeros. Note that the dashes represent spaces where the Account Number would be.

111111118-----9785511.9909/10/02"Doe, John"

Record Indicator

If the import format is set up to allow Issue and Void records, enter the Start and Stop positions for the Issue and Void Indicator values entered above. The field must accommodate the number of characters specified for the Issue and Void Indicator values.

Account Number

The maximum size is 17 alphanumeric characters. Field padding can be spaces to the left or right of the account number. The account number in the import file must exactly match how the account has been set up in WCM. If leading zeroes are used when the account was added, then leading zeroes are significant digits for an account number and must be included in the account number in the import file. The Account number may appear as follows in the file. Note that the dashes represent spaces.

1111111801234444---9785511.9909/10/02"Doe,-John"

11111118---012344449785511.9909/10/02"Doe,-John"

Serial Number

The maximum size is 13 numeric characters. Field padding can be spaces or zeros.

For example all of the following are acceptable formats for the serial number 978 with a field size of 9:

000000978 includes 6 zeros preceding the serial number.

----- 978 includes 6 spaces (represented by dashes) preceding the serial number.

978 ----- includes 6 spaces (represented by dashes) after the serial number.

Issue Amount

The maximum size is 11 numeric characters including any decimal. **Note** that comma separators are not allowed in the Amount field. Field padding can be spaces or zeros.

For example if the Amount Format is set to As Is, all of the following are acceptable formats for the amount of \$5511.99:

00005511.99 includes 4 zeros preceding the serial number.

---- 5511.99 includes 4 spaces (represented by dashes) preceding the serial number.

5511.99 ---- includes 4 spaces (represented by dashes) after the serial number.

The fixed width file may appear as follows with the amount Start Position as 24 and Stop Position as 35 for all formats. Note that the dashes represent spaces.

111111180123444497800005511.9909/10/02"Doe,-John"

1111111801234444978----5511.9909/10/02"Doe,-John"

11111118012344449785511.99----09/10/02"Doe,-John"

Issue Date

The maximum size is 10 numeric characters. In a fixed width format the issue date size must match the date format selected plus any date delimiters specified.

Use ABA Number or Bank ID Number

This field is optional but should be used if the same account number is used for more than one bank identifier. Select either ABA or Bank ID. Select the check boxes in the left column to specify whether this field is to be used for Issue and Voids. The maximum size is 11 numeric characters.

Payee Name

The maximum size is 25 alphanumeric characters. This field is optional. Field padding can be spaces.

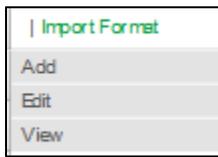
Check Memo

The maximum size is 50 alphanumeric characters. The field is optional with Issue formats and does not appear with Void formats. Field padding can be spaces.

Creating Delimited Import Formats

The steps below describe how to create an import format for a delimited file.

1. From the Service Menu, click **My Profile**.
2. On the **My Profile** screen, click **Edit**.
3. Scroll down to Formats & Templates, and click **Create Positive Pay issue import formats**. The Manage Positive Pay Import Formats screen appears.
4. From the Function Menu, select **Import Format > Add**. The Import Format: Add screen appears. Select Import Format > Edit or View to open the Edit and View screens. Use these screens to review and/or modify the import formats. You can view an import format that the financial institution creates, but you cannot edit it.



5. Select **Delimited** as the Format Type.
6. Enter a **Format Name** and **Description** using up to 50 characters for each.
7. Enter an **Activation Date** in mm/dd/yyyy format. Use the Deactivation Date when you want to end the import format use. The system eventually purges the deactivated import format. Click **Reset** to return fields to the original values.
8. Select a **Transaction Type**. Select **Any** to allow the Positive Pay import files using this import format to contain issue and void information. Select Issue to only allow issue records in the import file or Void to only allow void records in the import file.
9. Click **Continue** to open the Import Format settings screen.

 A screenshot of the "Manage Positive Pay Import Formats" screen. The page title is "Manage Positive Pay Import Formats". Below the title is a descriptive paragraph: "A Positive Pay Import format is required to 'map' each piece of information in your import file to its proper place in Positive Pay. You must create an import format for each type of import you perform in Positive Pay. Use this screen to add a new import format for Positive Pay." Below this is a section titled "Import Format Criteria" with a collapse icon. The form contains the following fields:

- Format Type: Radio buttons for "Fixed Width" and "Delimited" (selected).
- Format Name *: Text input field.
- Activation Date *: Text input field with "01/16/2018" and a calendar icon.
- Deactivation Date: Text input field with a calendar icon.
- Service: "Positive Pay".
- Transaction Type: Dropdown menu with "Any" selected.
- Financial Instrument: "Check".
- Description: Text input field.

 At the bottom of the form are two buttons: "Continue" (green) and "Reset" (green).

10. Enter the appropriate value for each delimited format search criteria field. A description of each field appears below.

Import Format Criteria

Format Type	Delimited	Service	Positive Pay
Format Name *		Transaction Type	Any
Activation Date *	<input type="text" value="01/16/2018"/>	Financial Instrument	Check
Deactivation Date	<input type="text"/>	Description	<input type="text"/>

Import Information

This format will include *

Issue and Voids
 Only Issues
 Only Voids

Issue Indicator *	Void Indicator *
<input type="text"/>	<input type="text"/>
Header Lines	Record Delimiter
<input type="text" value="0"/>	<input type="text" value="(enter)"/>
Field Delimiter	Text Qualifier
<input type="text" value="(comma)"/>	<input type="text" value="none"/>
Date Separator *	Date Format *
<input type="text" value="none"/>	<input type="text" value="MMDD YYYY"/>
Amount Format *	
<input type="text" value="As Is"/>	

Set Data Parameters

Field Name	Field Order	Default Value	Included In Issues	Included In Voids
Record Indicator *	<input type="text"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Account Number *	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Serial Number *	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue Amount *	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Issue Date *	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Use <input checked="" type="radio"/> ABA# <input type="radio"/> Bank ID	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Payee Name	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Check Memo	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/>	

11. Click **Submit**.

Delimited Import Format Criteria Fields

The following section lists Import Format Criteria fields that appear on the Delimited Import Format screen.

Format Type

The Format Type is Delimited.

Format Name

The name given to this import format.

Activation Date

The date the import format becomes available for use.

Deactivation Date

The date the import format is no longer available for use.

Service

The service is Positive Pay.

Transaction Type

Transaction Type can be Any, Issue, or Void. If the Transaction Type is Any, the import format can be set up so that the import file can include Issue and/or Void records.

Financial Instrument

The financial instrument is Check.

Description

A description of the import format.

Delimited Import Format File Information Fields

The following section lists File Information fields that appear on the Delimited Import Format screen.

This Format will include:

If the Import Format Transaction Type is "Any", you can select whether it will be used for Issues and Voids, Issues only or Voids only.

Issue Indicator

If the Import Format Transaction Type is "Any", all issue records in the import file must include this Issue Indicator value. Enter the value that should appear in each record, such as "I". The maximum number of characters is 10.

Void Indicator

If the Import Format Transaction Type is "Any", all void records in the import file must include this Void Indicator value. Enter the value that should appear in each record, such as "V". The maximum number of characters is 10.

Header Lines

The number of header lines that should be ignored. Header lines can be skipped without creating an error. Maximum is 9,999 header lines.

Record Delimiter

Delimited import formats only use the Enter key as the delimiter.

Field Delimiter

Field Delimiter options include <,comma>, <tab>, and <.period>.

A delimiter character separates each field from the field preceding it and the field that follows it. A comma (,) is often used as a field delimiter. In the example below a comma is used to separate each field.

11111118,01234444,978,1000.00,09/10/2004,John Doe,payroll

Text Qualifier

Text Qualifier options include <none>, <`single quote>, <"double quote>, and <\back slash>.

A text qualifier character is used on both sides of data strings to encapsulate the entire string. (i.e. "Doe, John"). This is used in the case when your data may contain a Field Delimiter or special character but needs to be read as a single field. For example, an issue record that uses a comma as a Field Delimiter may appear as:

11111118,01234444,978,1000.00,09/10/2004,"Doe, John",Memo Lease

Review your accounting software program and issue file output to determine the type of text qualifier you should use. Some spreadsheet programs save information with a text qualifier, such as double quotes or allow you to select a qualifier.

Date Separator Character

Date Separator Character options include <none>, </forward slash>, <-dash>, and <.period>.

Examples include 01 31 2004, 01/31/2004, 01-31-2004, and 01.31.2004.

Review your accounting software program and issue file output to determine the date separator option that you should select.

Date Format

Options include MMDDYYYY, MMDDYY, DDMMYYYY, DDMMYY, YYYYMMDD, and YYMMDD. Use the date separator character with the date format. All dates in an import file must use the same date format.

Examples include 01/31/2004, 01/31/04, 31/01/2004, 31/01/04, 2004/01/31, and 04/01/31.

Amount Format

Amount format options include As Is and Insert 2 Positions.

As Is - If you select **As Is**, the amount values in the issue file will be read as follows:

50.00 remains unchanged

50 becomes 50.00

50.1 becomes 50.10

50.111 is not imported and reported as an error.

Insert 2 Positions - Only use the Insert 2 Positions option if there are no decimals in the amount field of the issue file. This option inserts a decimal point two positions to the left of the last digit specified in the amount field. For example, 5000 becomes 50.00. If 50.23 was the amount in the record, and Insert 2 Positions was selected, the amount would become 50.2300, and the record would be rejected because amounts with more than 2 decimal places are not supported.

Delimited Import Format Data Parameter Fields

The following section lists Data Parameter fields that appear on the Delimited Import Format screen.

Field Order:

Use the Field Order to indicate where in the file the field appears. If Account Number is the second field in the file, enter **2**. If a field, such as Check Memo is not required, do not include a Field Order number.

For example in the following record ABA number (11111118) would have a Field Order of 1 and the Issue Date (09/10/2004) would have a Field Order of 5.

11111118,01234444,978,5511.99,09/10/2004,"Doe, John",payroll

Default Value:

If you enter a default value in the format, it is only used if the imported issue file does not contain a value. If the import file contains a value, it overwrites the default value.

If you include the account number as a default value in the format, you do not need to include the number in the file, although the file would still need to include the delimiter character.

For example, if the default value for account number was included in the format, you would not need to include it in the issue file but you would have to include a delimiter character.

11111118,,978,5511.99,09/10/2004,"Doe, John",payroll

Include in Issues and Voids

Select the check boxes in the left column to specify whether this field is to be used for Issue and Voids. This option is not available for all fields.

Record Indicator

If the import format is set up to allow Issue and Void records, enter the field order.

Account Number

The maximum size is 17 alphanumeric characters.

Serial Number

The maximum size is 13 numeric characters.

Issue Amount

The maximum size is 11 numeric characters including any decimal. Note that comma separators are not allowed in the Amount field.

Issue Date

The maximum size is 10 characters.

Use ABA Number or Bank ID Number

This field is optional but should be used if the same account number is used for more than one bank identifier. Select either ABA or Bank ID. Select the check boxes in the left column to specify whether this field is to be used for Issue and Voids. The maximum size is 11 numeric characters.

Payee Name

The maximum size is 25 characters. This field is optional. Select the check boxes in the left column to specify whether this field is to be used for Issue and Voids.

Check Memo

The maximum size is 50 characters. The field is optional with Issue formats and does not appear with Void formats. Select the check box in the left column to specify whether this field is to be used for Issue records.

