SYNOVUS®

GATEWAY

Positive Pay
File Mapping Requirements
Digital Commercial Banking

Contents

Positive Pay File Mapping

The File Mapping function allows the user to define the file formats for issued check files. This is done by selecting a file, then mapping the data elements within the file. You can perform the following actions on this page:

- Select **Add New** to create a new file mapping format from scratch.
- Select **Copy** to create a new file mapping from an existing mapping. You can choose to make an exact copy or create a copy with changes.
- Select **Edit** to modify an existing mapping.

- **File Format Profile Name**—the name of the file format.
- **Format Type**—the type of file defined by the format. Types include Fixed Length, Microsoft Excel, or Delimited.
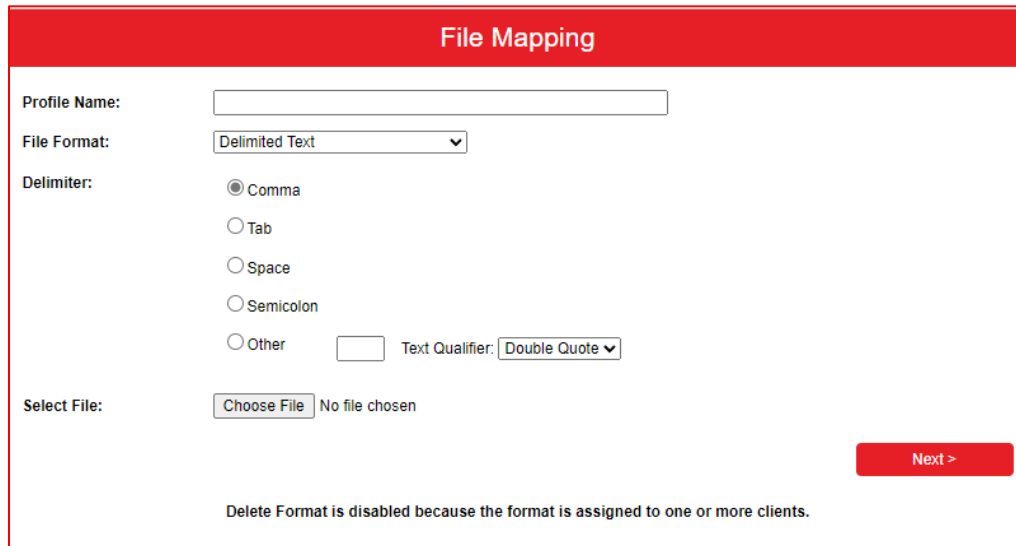- **Date Added**—the date the format was created.

Define the File Structure

In **Edit** mode:
- The **Delete Format** button is only enabled if the format is not already assigned to a client.
- To change the Profile Name, key in updated name and select **Update** to rename the format.
- **File Format** cannot be changed.

Adding a new File Mapping:

The following file formats are available to map when **Add New** is selected:
- Delimited Text
- Fixed Length File
- Microsoft Excel

Note: Delimited or Excel formats are preferred. These format types are more adaptable for allowed characters.

Profile Name—the name of the data mapping profile being defined. This is the name that is assigned to the client.
File Format—specifies whether the issued check file is delimited, fixed length, or a Microsoft Excel file.
Delimiter—the type of delimiter used in the delimited file when **File Format** is set to **Delimited**.
Text Qualifier (optional)—specifies the special character that is used to encase each data element.
      All files do not use text qualifiers, and this is an optional field.
Select File—choose the file to map from clients operating system.

Select **Next** to continue setting up the file mapping.
- For **Delimited Text** and **Microsoft Excel** formats, see Delimited and Excel Formats.
- For **Fixed Length File** format, see Fixed Length Formats.

Delimited and Excel Formats

The top portion of the page shows the first few lines of your file to help with configuration.

- **File Does Not Contain Issued Date**—enable this option if the issued check file does not contain an issued date within the file. When enabled, the user is required to enter an issued date when the file is uploaded.
- **First Row Contains Column Names**—enable this option if the first row of the file is used for column names. When checked, the first-row data is displayed above.
- **Skip Rows at Beginning**—specifies the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.
- **Skip Rows at Ending**—specifies the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.
- **File Totals Options**—there are three file totals options in the system:
  - o **Require File Totals**—the client will be asked for the number of items and file totals when they upload the issued check.
  - o **Obtain Totals from File**—the number of items and total amount are listed in the file.
  - o **Do Not Require File Totals**—file totals are not required.
- **Items in File**—the field that the number of items in the file may be located.

  Note: This is only required if the **Obtain Totals from File** option is selected.
- **Dollar Amount in File**—the field that the file totals may be located.

  Note: This is only required if the **Obtain Totals from File** option is selected.

Select **Next** to configure additional mapping options.

File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1	1111	payee1	2/4/2016	1.11	note1	I	1234567
2	2222	payee2	2/4/2016	2.22	note2	I	1234567
3	3333	payee3	2/4/2016	3.33	note3	V	1234567
4							
5							
6							

Check Number: Column 1

Amount: Column 4 ☐ Insert Decimal Point

Issued Date: Column 3 ☐ Dates in file do not include separators (Ex: '/' or '-')

* Special Date Type: <Not Selected>

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number: Column 7

Account ID: <Select>

Notes: Column 5

Issued Payee: Column 2

Issued Payee Address: <Select>

Record Type: Column 6 ☐ Convert Negative Amounts to Voids

Issued Item Code: I

Void Item Code: V

Stop Pay Item Code:

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Required Fields (Check Number, Amount, Issued Date):
- **Check Number**—select the source field for the check number in the file.
- **Amount**—the field in the file that contains the issued check amount.
  - **Insert Decimal Point**—enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, $124.50 is in the file as 12450)
- **Issued Date**—the field is in the file that contains the issued date.
  - **Dates in file do not include separators (Ex**: '/' or '-') – enable this option only for dates (in the issued check file) that does not contain a separator.
- **Special Date Type**—only required for dates that do not contain separators between the month, day, and year digits. (For example, 08202010 would need the MMDDYYYY special date type.) If the issued date does not contain separators, check the **Date in the file do not include separators** box and select the appropriate date format from the **Special Date Type** dropdown.

Optional Fields:
- **Account Number**—the field in the file that contains the account number.
  Note: Mapping the account number will allow customers to upload one issued check file containing checks for multiple accounts.
- **Client/Account ID**—the field in the file that contains the Client/Account ID.
  Note: Mapping this field will allow customers to upload one issued check file containing checks for multiple accounts.
- **Notes**—the field in the file that contains the notes for the issued item.
- **Issued Payee**—the field in the issued check file that contains the payee information. **(Printed Payee Name must match exactly to the Payee Name in the Issued Check File.)**

Note: This field is required if the account is verifying payee information and is enabled for Payee Positive Pay.

The Payee Match process will validate up to and approximately 120 characters in the Payee Name field.

- **Issued Payee Address**—the field in the issued check file that contains the payee's address information. **(Printed Payee Name & Address must match exactly to the Payee in the Issued Check File.)**

Note: This field is enabled if Payee Address information is supplied in the issued check file. **The Payee Match process will validate up to and approximately 120 characters in the Payee Address field.**

- **Record Type**—the field in the issued check file that contains the record type.
  - **Convert Negative Amounts to Voids**—enable this option to convert negative dollar amounts to voided items.

Note: The three types that may be mapped in the file are: Issued, Void, and Stop Pay Item Codes. If anything else, Positive Pay treats these as issued items.

- **Issued Item Code**—enter the relevant code for any issued items.
- **Void Item Code**—enter the relevant code for any voided items.
- **Stop Pay Item Code**—enter the relevant code for any stopped pay items.

Note: Stop Pay coding does not create a stop payment in the banking system. This coding is for reconciliation purposes within Positive Pay only.

Select **Next** to show the summary page and verify the settings.

Select **Save** to save the file mapping profile.

Fixed Length Formats

The data in the file is displayed on the top of the page. For fixed length files, the position is displayed as the header.

- **File Does Not Contain Issued Date**—enable this option if the issued check file does not contain an issued date within the file. When checked, the user will be required to enter an issued date when the file is uploaded.
- **First Row Contains Column Names**—enable this option if the first row of the file is used for column names. When checked, the first-row data is displayed directly above.
- **Skip Rows at Beginning**—defines the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.
- **Skip Rows at Ending**—defines the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.
- **File Totals Options**—there are three file totals options in the system:
  - **Require File Totals**—the client will be asked for the number of items and file totals when they upload the issued check.
  - **Obtain Totals from File**—the number of items and total amount are listed in the file.
  - **Do Not Require File Totals**—file totals are not required.
- **Items in File**—the starting and ending position of the number of items in the file.

  Note: This is only required if the **Obtain Totals from File** option is selected.
- **Dollar Amount in File**—the starting and ending position of the file totals in the file.

  Note: This is only required if the **Obtain Totals from File** option is selected.

Select **Next** to continue setting up the file mapping.

File Mapping

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	T	E	S	T		F	i	x	e	d			F	I	L	E													
2	1	1	1	1	0	1	1	1		0	2	0	4	1	6		1	1	1	1	1	1	1	1	.	1	1		
3	2	2	2	2	0	2	2	2		0	2	0	4	1	6		2	2	2	2	2	2	2	2	.	2	2		
4	3	3	3	3	0	3	3	3		0	2	0	4	1	6		3	3	3	3	3	3	3	3	.	3	3		
5																													

	Start	End	
Check Number:	1	9	
Amount:	17	28	☐ Insert Decimal Point
Issued Date:	10	15	☑ Dates in file do not include separators (Ex: '/' or '-')
* Special Date Type:	MMDDYY		

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

	Start	End	
Account Number:	38	49	
Account ID	0	0	
Notes:	30	35	
Issued Payee:	50	127	
Issued Payee Address:	0	0	
Record Type:	36	36	☐ Convert Negative Amounts to Voids
Issued Item Code:	I		
Void Item Code:	V		
Stop Pay Item Code:			

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Required Fields (Check Number, Amount, Issued Date):
- **Check Number**—the starting and ending position in the issued check file that contains the check number. (Maximum characters 15)
- **Amount**—the starting and ending position in the file that contains the issued check amount. (Maximum characters 15)
  - **Insert Decimal Point**—enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, $124.50 is in the file as 12450).
- **Issued Date**—the starting and ending position in the file that contains the issued date. (Maximum characters 10)
  - **Dates in file do not include separators (Ex**: '/' or '-') – enable this option only for dates (in the issued check file) that does not contain a separator.
- **Special Date Type**—the special date type is only required for dates that do not contain separators between the month, day, and year digits. (For example, 08202010 would need the MMDDYYYY special date type.)

Optional Fields:
- **Account Number**—the starting and ending position in the file that contains the account number.
  Note: Mapping the account number will allow customers to upload one issued check file containing checks for multiple accounts.
- **Client/Account ID**—the starting and ending position in the file that contains the Client/Account ID.
  Note: Mapping the Client/Account ID will allow customers to upload one issued check file containing checks for multiple accounts.
- **Notes**—the starting and ending position in the file that contains the notes for the issued item.
- **Issued Payee**—the starting and ending position in the issued check file that contains the payee information.
  (Printed Payee Name must match exactly to the Payee Name in the Issued Check File.)

Note: Payee is required if the account is verifying issued payee.   **The Payee Match process will validate up to and approximately 120 characters in the Payee Name field.**

- **Issued Payee Address -** the starting and ending position in the issued check file that contains the payee address information. **(Printed Payee Name & Address must match exactly to the Payee in the Issued Check File.)**

Note: Payee is required if the account is verifying issued payee.   **The Payee Match process will validate up to and approximately 120 characters in the Payee Address field.**

- **Record Type**—the starting and ending position in the issued check file that contains the record type.
  - **Convert Negative Amounts to Voids**—enable this option to convert negative dollar amounts to voided items.

Note: The three types that may be mapped in the file are: Issued, Void, and Stop Pay Item Codes. If anything else, Positive Pay treats these as issued items.

- **Issued Item Code**—enter the relevant code for any issued items.
- **Void Item Code**—enter the relevant code for any voided items.
- **Stop Pay Item Code**—enter the relevant code for any stopped pay items.

Note: Stop Pay coding does not create a stop payment in the banking system. This coding is for reconciliation purposes within Positive Pay only.

Select **Next** to show the summary page and verify the settings.

File Mapping

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	T	E	S	T		F	i	x	e	d			F	I	L	E													
2	1	1	1	1	0	1	1	1		0	2	0	4	1	6		1	1	1	1	1	1	1	1	1	.	1	1	
3	2	2	2	2	0	2	2	2		0	2	0	4	1	6		2	2	2	2	2	2	2	2	2	.	2	2	
4	3	3	3	3	0	3	3	3		0	2	0	4	1	6		3	3	3	3	3	3	3	3	3	.	3	3	
5																													

Profile Name:	MP test fixed
File Type:	Fixed Length File
Header:	No File Headers
Check Number:	Positions 1 to 9
Amount:	Positions 17 to 28
Add Decimal:	No
Issued Date:	Positions 10 to 15 (MMDDYY)
Account Number:	Positions 38 to 49
Account ID	Not Defined
Notes:	Positions 30 to 35
Issued Payee:	Positions 50 to 127
Issued Payee Address:	Not Defined
Record Type:	Positions 36 to 36
Negative Amounts to Voids:	No
Issued Item Code:	I
Void Item Code:	V
Stop Pay Item Code:	Not Defined
Skip Rows at Beginning:	1
Skip Rows at Ending:	0
File Total Option:	Do Not Require File Totals

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Select **Save** to save the file mapping profile.

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