

HOW TO CONFIGURE POSITIVE PAY

When uploading Positive Pay items via file, an upload format must be established online indicating where to find item details within your file. Required fields include account number, item (check) number, and amount. Recommended fields include payee and issue date. Additional fields for stop payments and voids may also be added.

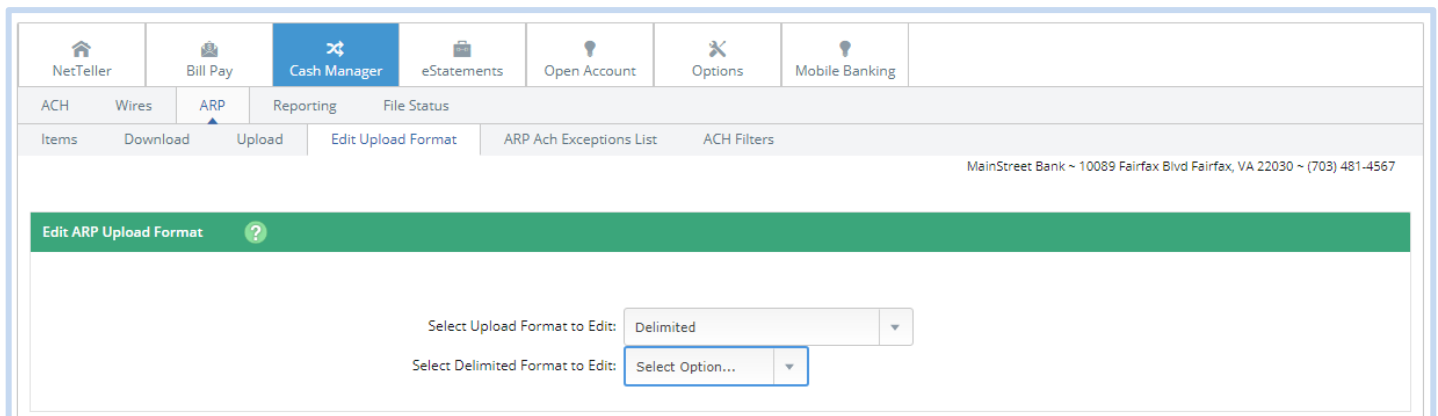
Step 1 Identify your file layout

This is an example file configuration that includes account number, item number, issue date, amount, and payee. Files should always be saved as CSV. *Please note that when you upload a live file, it cannot contain any headers.*

	A	B	C	D	E	F
1	Account Number	Item Number	Debit Indicator	Issue Date	Amount	Payee
2	123456789	10001	D	1/1/2020	846.42	Mickey Mouse
3	123456789	10002	D	1/1/2020	250.00	Donald Duck
4	123456789	10003	D	1/1/2020	1089.10	Buzz Lightyear
5	123456789	10004	D	1/1/2020	521.83	Tinker Bell
6	123456798	10005	D	1/1/2020	1206.99	Snow White
7						

Step 2 Login to NetTeller and access Positive Pay

- Login to NetTeller and click on Cash Manager > ARP > Edit Upload Format
- Select Delimited>Default Delimited



Step 3 Configure your upload format

From your created file, map the fields to their relative columns and click save. Once you have created the upload format, it will not need to be configured again unless your file layout changes.