Positive Pay Formats

Positive Pay Formats
Settings > Accounts Payable > Positive Pay Formats

Positive Pay is when you send a file to the bank for check verification. This allows you to define the format your bank requires. It is capable of creating a delimited or fixed-width text file. Maintain positive pay formats under Settings > Accounts Payable > Positive Pay Formats.

Format name: The unique name for this positive pay format.

Line type: If the format uses multiple record types, this defines them. If the format requires a single record type, just use the Detail line type; all other line types should not contain any columns. If there is a separate format for voids, use the Detail Void line type; otherwise, leave it blank.

Column type: Whether the format is delimited or fixed width/position.

Add pad blocks: Check this if the format requires a certain number of lines to exist. For example, if the number of rows has to be multiples of 10,

File path: The default path for the file to be created.

Void true/false value: The value of the void indicator column if the check is a void versus not voided.

Columns

Column ID: Identifies the column number.

Column Name: A way to identify what this column is. This is only used for documentation.

Length: The length of the data in the column.

Start-End: If fixed width, this shows the positions where this column will be placed.

Data Source: Whether the column is to be blank, a literal, or a constant. A literal outputs the Data Value. A constant is a variable for the payment that outputs the variable Data Value.

Data Value: The literal or constant value to output. A list of the available constants is in the drop-down.

Pad Char: A character to fill any remaining spaces with to fill the length of the column.

Remove Char: If you wish to remove a specific character from the data value, specify it here.

Justify: Whether the column is left or right justified. This will determine where the Pad Char is placed.

Text Delimiter: Applies only if using a delimited column type. It will surround the column with the character specified. Typically this is quotation marks for text fields.

Format: Used only for numbers and dates.

Required: If checked it will show an error if this column is not specified during the export.

Description: This is only used for documentation.

The menu option to generate the positive pile file is under Daily > Create Positive Pay.