



Help Card: Positive Pay Fixed Width Import Map Regions iTreasury

Some Positive Pay files use a Fixed Width format as the following information describes. A fixed width format file is a text file that arranges data into columns and rows with one entry per row. Each column has a fixed width defined by a start and stop position.

The file can have headers or empty rows at the top. Different files may contain different data and may have data in different positions. The following information provides a brief guide to fixed width import maps in iTreasury®.

File Example

In the example to the right:

1. The entries start at line 4.
2. The record length is 67.
3. The account number starts at position 1 and ends at 10.
4. The issue/void date starts at 11 and ends at 18.
 - a. The date is in aMDDYY format.
 - b. The date separator is a forward slash.
5. The amounts start at 19 and end at 37.
 - a. The amount does not have a decimal point to indicate cents.
 - b. The last two digits are the cents.
6. The check numbers start at 38 and end at 43.
7. The payees' names start at 44 and end at 66.
8. The issue/void indicators start and end at 67.

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1 example PP FW no dec-acct.txt - Notepad
File 3  Format 4  ew  Help 5  6  7  2
1 12345678901234567890123456789012345678901234567890123456789012345678901234567 8
012345678902/16/170000000000000000012010062Some Body I
012345678902/16/1700000000000000002076010063No Body I
012345678902/16/1700000000000000002416010064Any Body I
012345678902/16/1700000000000000002204010065Every Body I
012345678902/16/1700000000000000002639010066Some One I
012345678902/16/17000000000000000061010067No One I
012345678902/16/170000000000000000128010068Any One V
012345678902/16/1700000000000000002009010069Every One V
012345678902/16/170000000000000000237010070Some Name I
012345678902/16/1700000000000000002721010071No Name I
012345678902/16/170000000000000000250010072Any Name I
012345678902/16/1700000000000000002523010073Every Name I
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HOW TO ADD A FIXED WIDTH (FW) IMPORT MAP

1. Select the *Administration and Settings* menu.

The screenshot shows the Treasury application interface. At the top left is the Treasury logo. The top navigation bar includes HOME, PAYMENTS & TRANSFERS, POSITIVE PAY, REPORTING, and ADMINISTRATION & SETTINGS. The ADMINISTRATION & SETTINGS menu is open, showing options: Preferences, Contact Center, Import, Alerts Center, and Audit Information. A callout box with the number '1' points to the ADMINISTRATION & SETTINGS menu. Below the navigation bar, the 'Home' section displays a 'Notifications' area with three items: 'Files were recently imported.', 'Recurring Payments recently failed.', and 'Rejected payments in the last 7 days need your review'. A callout box with the number '2' points to the 'Import' option in the ADMINISTRATION & SETTINGS menu.

2. Click on *Import*.
3. Click on *Add Import Map*.

The screenshot shows the 'Import Map' page. At the top left is the 'Import Map' title. Below it is a '+ Add Import Map' button with a callout box containing the number '3'. To the right of the button is a clock icon and the date '12/07/2021 12:41 PM'. Below the button is a 'Filter' dropdown menu with 'Select fields' selected. To the right of the filter is a dropdown menu with 'All Accounts' selected and a 'Filters' icon. Below these elements is a table with the following columns: All, Actions, Format Name, Description, Payment Type Description, Map Type, and Owner. The table contains four rows of data:

<input type="checkbox"/> All	Actions	Format Name	Description	Payment Type Description	Map Type	Owner	
<input type="checkbox"/>	View	Transfer1	Transfer1	Transfer	Delimited	Client	
<input type="checkbox"/>	View	ITR3366	ITR3366	Import Check Issue/Void	Delimited	Client	
<input type="checkbox"/>	View	FrankTest		Payroll	NACHA	Client	
<input type="checkbox"/>	View	TransferPayment	TransferPayment	Transfer	Delimited	Client	

4. Select the *Map Type* drop box and select *Fixed*.
5. Click on the *Payment Type* drop box and select *Import Check Issue/Void*.

6. Input the *Format Name* (No spaces or symbols allowed).
7. Input the *Description* (This is an optional field).
8. Input the row on which the check information begins.
9. Input the *Record Width*.

10. Click on the *Date Format* drop box to select the date format.
11. Click on the *Date Separator* drop box to select the appropriate separator.
12. Input the *Implied Number of Positions* if the amount does not have a decimal indicating cents.
 - a. This designates how many digits at the end of the amount represent cents.
 - b. This should be left blank if a decimal is used.
13. Input the *Decimal Separator* if the amount does have a decimal indicating cents.
 - a. This is the symbol being used as a cent separator.
 - b. This should be left blank if a decimal is not used.
14. Input the *Issue* indicator if the file contains one.
 - a. Leave as 'I' if it does not.

15. Input the *Void* indicator if the file contains one.
 - a. Leave as 'V' if it does not.

Data Format Details

10 Date Format * MMDDYY * 11 Date Separator --Select-- 12 Implied Number of Positions --Select--

13 Decimal Separator Issue I 14

15 Void V

16. Select the fields which should be active
17. Input the *Start* and *End* positions of the different fields.
18. If a file does not have a certain field, the positions should be left blank and a default value should be entered.
19. Click *Save*.

File Map

All Active

Active	Field Name	Start Position	End Position	Match	Default Value
<input type="checkbox"/>	Account Number			No	
<input type="checkbox"/>	Check Amount			No	
<input type="checkbox"/>	Check Number			No	
<input type="checkbox"/>	Issue / Void Date			No	
<input type="checkbox"/>	Issue / Void Indicator			No	
<input type="checkbox"/>	Memo			No	
<input type="checkbox"/>	Payee Name			No	

16 (Active checkbox) 17 (Start Position) 18 (Default Value) 19 (Save button)

Save Reset Cancel