



Help Card: Positive Pay Fixed Width Import Map The New 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.

File Example

In the example to the right:

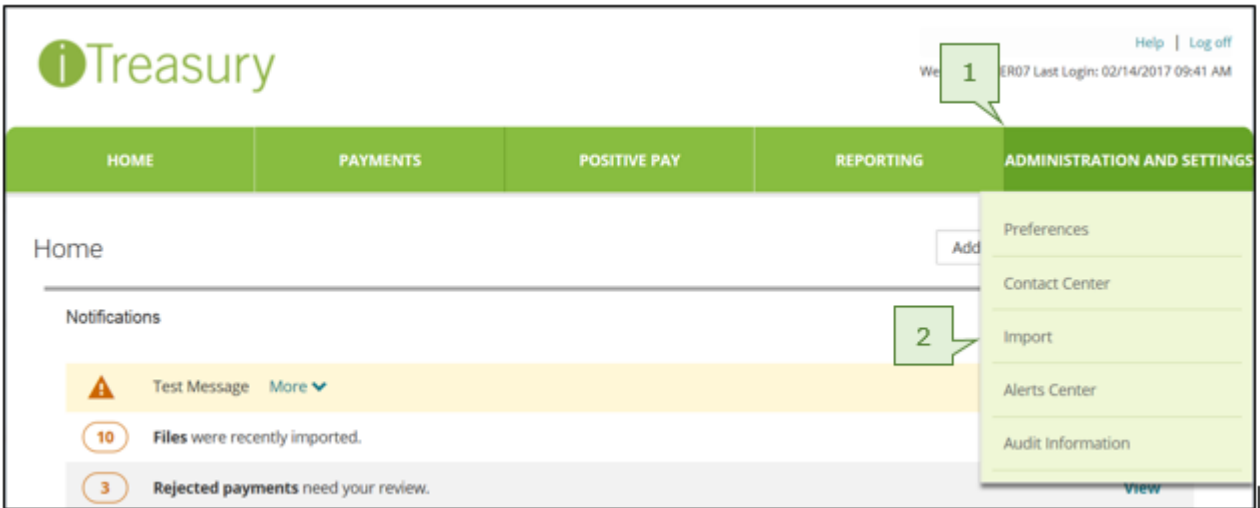
1. The entries start at line 4.
2. The record length is 67.
3. The account number starts at position 1 and ends at 10.
4. The issue/void date starts at 11 and ends at 18.
 - a. The date is in a MDDYY format.
 - b. The date separator is a forward slash.
5. The amounts start at 19 and end at 37.
 - a. 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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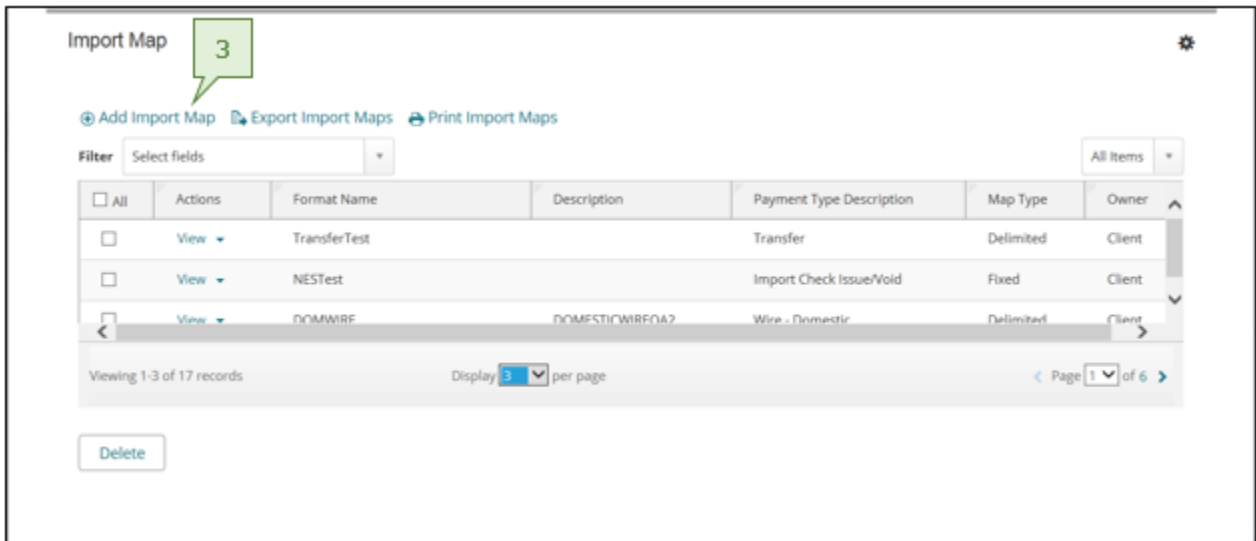
1 2 3 4 5 6 7 8
123456789012345678901234567890123456789012345679012345678901234567
012345678902/16/170000000000000000012010062Some Body I
012345678902/16/1700000000000000002076010063No Body I
012345678902/16/1700000000000000002416010064Any Body I
012345678902/16/1700000000000000002204010065Every Body I
012345678902/16/1700000000000000002639010066Some One I
012345678902/16/170000000000000000061010067No One I
012345678902/16/1700000000000000000128010068Any 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
  
```

HOW TO ADD A FIXED WIDTH (FW) IMPORT MAP

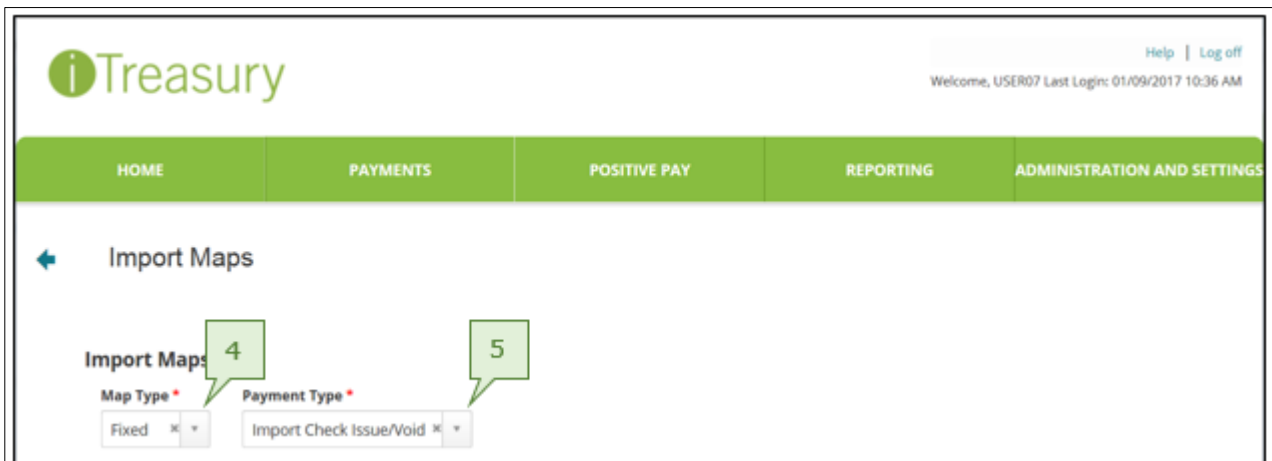
1. Select the *Administration and Settings* menu.
2. Click on *Import*.



3. Click on *Add Import Map*.



4. Select the *Map Type* drop box and select *Fixed*.
5. Click on the *Payment Type* drop box and select *Imported 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**.

The screenshot shows a form titled "File Properties" with the following fields and callouts:

- Format Name ***: A text input field with a callout bubble containing the number 6.
- Description**: A text input field with a callout bubble containing the number 7.
- Start Import At Row ***: A text input field containing the number "1" with a callout bubble containing the number 8.
- Record Width**: A text input field with a callout bubble containing the number 9.

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.

The screenshot shows a form titled "Data Format Details" with the following fields and callouts:

- Date Format ***: A dropdown menu showing "MMDDYY" with a callout bubble containing the number 10.
- Date Separator**: A dropdown menu showing "--Select--" with a callout bubble containing the number 11.
- Implied Number of Positions**: A dropdown menu showing "--Select--" with a callout bubble containing the number 12.
- Decimal Separator**: A text input field with a callout bubble containing the number 13.
- Issue**: A text input field containing the letter "I" with a callout bubble containing the number 14.
- Void**: A text input field containing the letter "V" with a callout bubble containing the number 15.

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

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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"/>	Payee Name			No	

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