Help Card: Creating a CSV (Comma Delimited File) Regions Positive Pay Input File

The following information provides guidance to help Administrators create a Positive Pay CSV File.

Positive Pay CSV (Comma Delimited File)

- Open an Excel document
- Place the check information within the spreadsheet the following way:

	A	B	C	D	E	F
1	Account Number	Check Amount	Check Number	Date	Issue or Void Indicator	Payee Name
2	0001234567	100.00	101	01/25/2019	I	John Doe
3	0001234568	100.00	102	01/25/2020	V	John Doe
4	0001234569	100.00	103	01/25/2021	I	John Doe
5	0001234570	100.00	104	01/25/2022	V	John Doe
6	0001234571	100.00	105	01/25/2023	V	John Doe
7	0001234572	100.00	106	01/25/2024	I	John Doe

  - Column “A” - Place the account number. Format the Column for leading zeroes to remain within the account number. The account must be at least 10 digits long. Click here for help.
  - Column “B” - Place the dollar amount (verify the dollar amount is formatted to two decimal places). For example, a one-hundred-dollar check should be input in the following manner: 100.00.
  - Column “C” - Place the check number. Must be numeric and match the check number within the check’s MICR line.
  - Column “D” - Input the Issue or Void date. Regions recommends using the following format for the date MM/DD/YYYY (which represents MONTH/DAY/YEAR). Format the Column for leading zeroes to remain within the date. Click here for help.
  - Column “E” - Place the Issue or Void indicator. When issuing a check, place an “I” in the column. When voiding a check, place a “V” (verify that you capitalize the I or V).
  - Column “F” - Place the name of the beneficiary.

- Next, save the file as a CSV (comma delimited file).
  - Go to File > Save as > Browse > Click on the Save as type drop down menu > Select (CSV Comma Delimited) (*.csv) > Click on Save.

Note: For successful load, verify that an Import Map has been created to match the above layout. If using another layout, verify the format matches the import map within iTreasury.

Questions?

If you have any additional questions, or need further assistance, please contact Regions Client Services:

- Email: ClientServicesGroup@regions.com
- Phone: 1-800-787-3905

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