

Help Card: Positive Pay Fixed Width Import Map Regions iTreasury

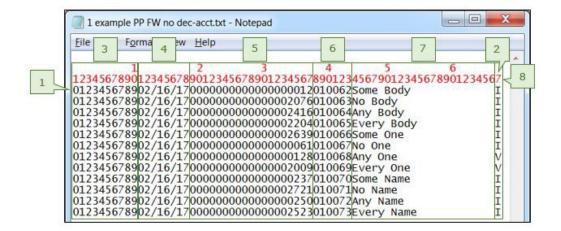
Some Positive Pay files use a Fixed Width format as the following information describes. A fixed width format file is a text file that arranges data into columns and rows with one entry per row. Each column has a fixed width defined by a start and stop position.

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:

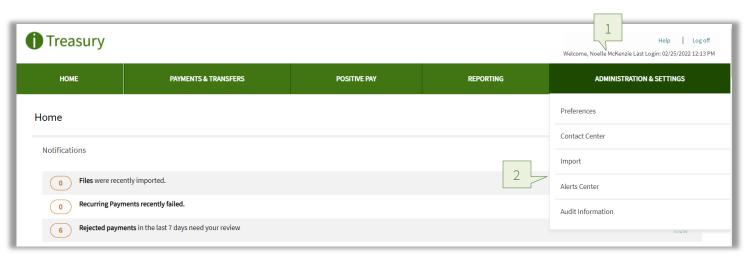
- 1. The entries start at line4.
- 2. The record length is 67.
- The account number starts at position 1 andends at 10.
- The issue/void date starts at 11 and ends at18.
 - a. The date is in aMDDYY format.
 - b. The date separator is a forward slash.



- 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.

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 Import Check Issue/Void.

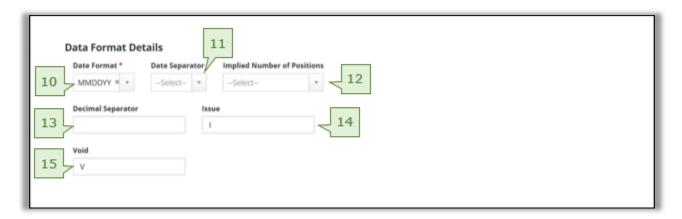


- 6. Input the *Format Name* (No spaces or symbols allowed).
- 7. Input the *Description* (This is an optional field).
- 8. Input the row on which the check information begins.
- 9. Input the Record Width.



- 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.



- 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.



