Check Positive Pay File Format Instructions

To ensure successful processing of your Check Positive Pay file, please follow these guidelines:

1. **Required Information:** Check Date, Check Number, Check Amount, Payee Name, Account number (if more than one account) and Void (if Applicable)
2. **Standard File Format Samples:**
   - **Excel (.xlsx)**

	A	B	C	D	E	F
1	Account Number	Check Date	Check Number	Payee name	Check Amount	Void
2	12345678	7/1/2022	124002	John Smith	$1,232.45	V
3	12345678	7/1/2022	124003	Utility Company XYZ	$356.80	

   - **Tab Delimited (.txt)** (A tab separates each section)

```
1    123456789    07/12/2023    15001    78945.12    Vendor Supply Company         V
2    123456789    07/12/2023    15002      300.00    Bob Smith
3    123456789    07/12/2023     1001     1254.63    XYZ LLC DBA Utility Company
```

   - **Fixed Length (.txt)**

```
1    Account    Date    Check #    Amount  Void  Payee (It doesn't need a header, this is just to show what each section is.)
2    012345678907/12/2023000001500100078945.12 Vendor Supply Company
3    012345678907/12/202300000150020000300.00VBob Smith
4    012345678907/12/20230000001001001254.63 XYZ LLC DBA Utility Company
```

Fixed Length - Allow 10 spaces for account #, check # and amount (can be with or without decimal points, but it needs to include the cents for each amount) leave blank spaces (left padding) in front of check # and dollar amount. Allow 40+ spaces for payee name with right padding. It is easiest to put it at the end where it doesn't have other data after it.

3. **Account Number**
   - Only required if there are multiple accounts being setup with Check Positive Pay,
4. **Payee Name**
   - The payee name in the file **must exactly match** the name printed on the check.
5. **Information Order**
   - The column order is not fixed and can follow any format.
   - The information can typically be exported directly from your accounting software, and we can map that format to your United Community profile.
6. **Amount Format**
   - Amounts must include **both dollars and cents** (e.g., 123.45).
7. **Voided Checks**
   - If you plan to void checks using the file,
     - Add a column for a **Void Indicator** (e.g., use **"V"** to mark voided checks).
8. **Headers and Footers**
   - Files with headers and footers are **acceptable**. We can accommodate them.
9. **File Format Changes**
   - If any changes are made to the file **after going live on Monday, 07/14**, you must send us a **new sample file** so we can update your format in the Positive Pay system.