

### 1. Click on Treasury Solutions then Positive Pay.

The screenshot shows the Treasury Management Solutions dashboard. The navigation bar includes Home, Transfers & Payments, Treasury Solutions (highlighted), Deposit Checks, Statements/Other Svcs, Settings, Messages (75), Help, and Log Off. The main content area is titled 'Treasury Management Solutions' and features a 'PAYMENT MANAGEMENT' section with several options: Payments (ACH & Wires), Recipients, Positive Pay (highlighted), Tax Payments, and Foreign Exchange Services.

### 2. Click on Launch Advanced Options.

The screenshot shows the 'Positive Pay' page with the 'Launch Advanced Options' button highlighted. Below the navigation bar, there are links for 'Exceptions', 'Add Check', and 'Submit Issued Check File'. The main area contains search filters for 'Accounts' (All Accounts) and 'Status' (Decision Needed). A search bar for 'Search PosPay Exceptions' is present, with a search result of 'No Exceptions'. At the bottom, a summary bar shows 'Total Exceptions (0) \$0.00' and 'Total Decided (0) \$0.00' with a 'Submit Decisions' button.

### 3. Under Security/Account Administration, click on File Mapping then Add New.

The screenshot shows the 'File Mapping' table in the Security/Account Administration section. The table has columns for File Mapping Format Name, Format Type, and Date Added. It displays 10 records, with the last record highlighted in yellow and an 'Add New' button next to it.

File Mapping Format Name	Format Type	Date Added
ADMIN FILE MAPPING TEST	Microsoft Excel	01/15/2026
BACKBASE DEMO	Microsoft Excel	03/10/2022
BOL TEST 11 26	Microsoft Excel	11/26/2024
Conversion	Microsoft Excel	06/19/2014
LONE STAR TITLE - XL	Microsoft Excel	07/22/2021
LONE STAR TITLE CSV	Delimited	07/22/2021
Map for Q2 upload	Delimited	05/09/2025
PAYEE MATCH TEST	Microsoft Excel	06/04/2025
SHOP 29 PAYEE MATCH	Microsoft Excel	10/07/2025
VBT TEST ERIKA	Microsoft Excel	07/13/2021

4. You will need to give the file mapping format a name, select the file format, and select the file that will be mapped and click Next.

File Mapping

**Name:**

**File Format:**

**Delimiter:**

Comma

Tab

Space

Semicolon

Other  Text Qualifier:

**Select File:**  FILE MAPPING TEST FILE.xlsx

5. In the next section, you will select options as needed.
- a. File Does Not Contain Issued Date - enable this option if the check file does not contain an issued date within the file. When enabled, the user is required to enter an issued date when the file is uploaded.
  - b. First Row Contains Column Names - enable this option if the first row of the file is used for column names. When checked, the first row data is displayed above.
  - c. Skip Rows at Beginning - specifies the number of rows at the beginning of the file that will be ignored.
  - d. Skip Rows at Ending - specifies the number of rows at the end of the file that will be ignored.
    - i. In the example below, the file has the column names in the first row.

File Mapping

	Column 1	Column 2	Column 3	Column 4
1	CHECK NUMBER	CHECK DATE	CHECK AMOUNT	CHECK PAYEE
2	68002	1/26/2026 12:00:00 AM	62094.51	Acme Brick Company EP(4501)
3	68003	1/26/2026 12:00:00 AM	2273.91	Acme Brick Company (0183)
4	68004	1/26/2026 12:00:00 AM	19632.65	Advanced Cast Stone Inc
5	68005	1/26/2026 12:00:00 AM	7521.23	Albert Uresti MPA PCC

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

- e. File Totals Options:
  - i. Require File totals – the user will be asked for the number of items and file totals when they upload a file.
  - ii. Obtain Totals From File - the number of items and total amount are listed in the file.

File Totals Options: Obtain Totals From File ▼

**Field #**

Items in File:

Dollar Amount in File:

- iii. Do Not Require File Totals - file totals are not required.
- f. Once the selections needed are made, press Next.

6. In the next section, you will need to map each field as per their respective column location.

- a. This will depend on the information included in the file.
- b. In the example below, the file includes the check number, date, amount and payee.
  - i. Note that the issued payee is listed under Optional Fields but will be required for customers with payee match.
  - ii. Issued payees can be included in different columns within the file and be mapped separately.
    - 1. An additional 9 issued payees can be mapped.

File Mapping				
	CHECK NUMBER	CHECK DATE	CHECK AMOUNT	CHECK PAYEE
1	68002	1/26/2026 12:00:00 AM	62094.51	Acme Brick Company EP(4501)
2	68003	1/26/2026 12:00:00 AM	2273.91	Acme Brick Company (0183)
3	68004	1/26/2026 12:00:00 AM	19632.65	Advanced Cast Stone Inc
4	68005	1/26/2026 12:00:00 AM	7521.23	Albert Uresti MPA PCC
5	68006	1/26/2026 12:00:00 AM	4.33	Betco Scaffolds
6	68007	1/26/2026 12:00:00 AM	840.48	BRANDSAFWAY SOLUTIONS LLC

**Check Number:** CHECK NUMBER - Column 1 ▼  
**Amount:** CHECK AMOUNT - Column 3 ▼  Insert Decimal Point  
**Issued Date:** CHECK DATE - Column 2 ▼  Dates in file do not include separators (Ex: / or '-')  
**\* Special Date Type:** <Not Selected> ▼

\* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

**Optional Fields**

**Account Number:** <Select> ▼  
**Nicknames:** <Select> ▼  
**Notes:** <Select> ▼  
**Issued Payee:** CHECK PAYEE - Column 4 ▼  
Map another issued payee field

- iii. If the amounts within the file do not contain a decimal point, the box to the right of the Amount section will be checked off.
  1. Example: 12450 will be converted to \$124.50

Check Number:

Amount:   Insert Decimal Point

- iv. If the date within the file does not contain any separators such as slashes or dashes, the box to the right of the Issued Date section will be checked off.

Check Number:

Amount:   Insert Decimal Point

Issued Date:   Dates in file do not include separators (Ex: '/' or '-')

- v. This will enable the Special Date Type field for the appropriate format to be selected.

Issued Date:   Dates in file do not include separators (Ex: '/' or '-')

\* Special Date Type:

\* Note: Special Date Type is or  contain separators (typically dashes or slashes)  
between the month, day and y

Optional Fields

Account Number:

Nicknames:

Notes:

Issued Payee:

- c. Optional Fields may be used depending on the information in the file.
  - i. Record Type:
    1. Amounts added as negative numbers within the file can be converted to voids by checking off the box to the right of Record Type.
    2. A record type does not need to be selected. The system will read the check amount.

Record Type:   Convert Negative Amounts to Voids

3. A column can be added within the file to specify the check status and have it mapped.
  - a. Only three types of statuses may be mapped: Issued, Void, and Stop Pay Item.
  - b. A code must be assigned to each status as per the file.

File Mapping

	CHECK NUMBER	CHECK DATE	CHECK AMOUNT	CHECK PAYEE	CHECK STATUS
1	68002	1/26/2026 12:00:00 AM	62094.51	Acme Brick Company EP(4501)	I
2	68003	1/26/2026 12:00:00 AM	2273.91	Acme Brick Company (0183)	V
3	68004	1/26/2026 12:00:00 AM	19632.65	Advanced Cast Stone Inc	S
4	68005	1/26/2026 12:00:00 AM	7521.23	Albert Uresti MPA PCC	I

Check Number:

Amount:   Insert Decimal Point

Issued Date:   Dates in file do not include separators (Ex: '/' or '-')

\* Special Date Type:

\* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

**Optional Fields**

Account Number:

Nicknames:

Notes:

Issued Payee:

Issued Payee Address:

Record Type:   Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

- d. Once all the desired fields are mapped, click Next.

7. The next screen will show you the mapping information. Review and click Save.

### File Mapping

	CHECK NUMBER	CHECK DATE	CHECK AMOUNT	CHECK PAYEE	CHECK STATUS
1	68002	1/26/2026 12:00:00 AM	62094.51	Acme Brick Company EP(4501)	I
2	68003	1/26/2026 12:00:00 AM	2273.91	Acme Brick Company (0183)	V
3	68004	1/26/2026 12:00:00 AM	19632.65	Advanced Cast Stone Inc	S
4	68005	1/26/2026 12:00:00 AM	7521.23	Albert Uresti MPA PCC	I

**Name:** FILE MAPPING TEST  
**File Type:** Microsoft Excel  
**Header:** First Row Contains Column Names

**Check Number:** CHECK NUMBER - Column 1  
**Amount:** CHECK AMOUNT - Column 3  
**Add Decimal:** No  
**Issued Date:** CHECK DATE - Column 2  
**Account Number:** Not Defined  
**Nicknames:** Not Defined  
**Notes:** Not Defined  
**Issued Payee:** CHECK PAYEE - Column 4  
**Issued Payee Address:** Not Defined  
**Record Type:** CHECK STATUS - Column 5  
**Negative Amounts to Voids:** No  
**Issued Item Code:** I  
**Void Item Code:** V  
**Stop Pay Item Code:** S

**Skip Rows at Beginning:** 0  
**Skip Rows at Ending:** 0  
**File Total Option:** Do Not Require File Totals

< Back

Save

8. The next screen will show you that the file mapping format was created.

✓ File Mapping (FILE MAPPING TEST) Created

File Mapping			
<input type="text" value="Search..."/>	<input type="button" value="Search"/>	<input type="button" value="Reset"/>	11 of 11 records
File Mapping Format Name	Format Type	Date Added	
ADMIN FILE MAPPING TEST	Microsoft Excel	01/15/2026	<a href="#">Edit</a>   <a href="#">Copy</a>
BACKBASE DEMO	Microsoft Excel	03/10/2022	<a href="#">Edit</a>   <a href="#">Copy</a>
BOL TEST 11.26	Microsoft Excel	11/26/2024	<a href="#">Edit</a>   <a href="#">Copy</a>
Conversion	Microsoft Excel	06/19/2014	<a href="#">Copy</a>
<b>FILE MAPPING TEST</b>	Microsoft Excel	02/04/2026	<a href="#">Edit</a>   <a href="#">Copy</a>
LONE STAR TITLE - XL	Microsoft Excel	07/22/2021	<a href="#">Edit</a>   <a href="#">Copy</a>
LONE STAR TITLE CSV	Delimited	07/22/2021	<a href="#">Edit</a>   <a href="#">Copy</a>
Map for Q2 upload	Delimited	05/09/2025	<a href="#">Edit</a>   <a href="#">Copy</a>
PAYEE MATCH TEST	Microsoft Excel	06/04/2025	<a href="#">Edit</a>   <a href="#">Copy</a>
SHOP 29 PAYEE MATCH	Microsoft Excel	10/07/2025	<a href="#">Copy</a>
VBT TEST ERIKA	Microsoft Excel	07/13/2021	<a href="#">Edit</a>   <a href="#">Copy</a>
			<a href="#">Add New</a>