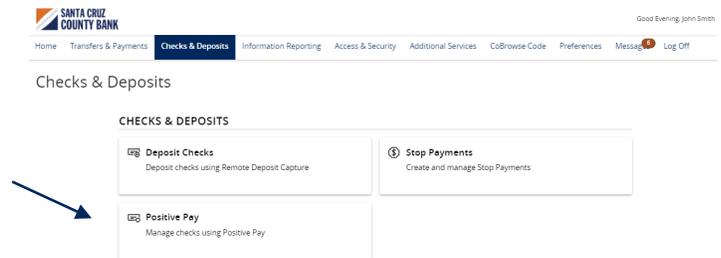


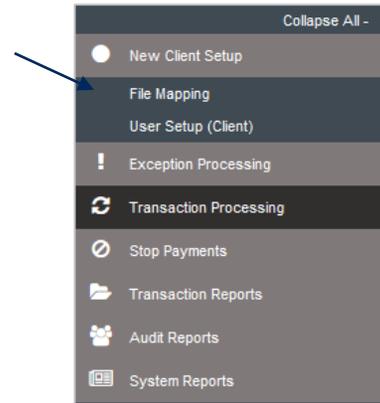
# Positive Pay: File Mapping Guide

Use the Submit Issued Check File page to upload issued check files to Santa Cruz County Bank.

1. Select the 'Checks & Deposits' menu and then 'Positive Pay'.



2. Select the 'New Client Setup' menu then 'File Mapping'.



3. A listing of existing file mapping formats will be displayed on the screen.

4. Select 'Edit' to modify an existing mapping.

5. Select 'Copy' to create a new file mapping from an existing mapping. You can choose to make an exact copy or create a copy with changes.

6. Select 'Add New' to create a new file mapping format from scratch.

7. Enter a desired 'Profile Name' for the new file map.

8. Select a 'File Format' from the dropdown menu.

9. If delimited text, select the corresponding delimiter.

10. Click 'Browse'. Select the file to be used for the new map.

The screenshot shows a table titled 'File Mapping' with a search bar and '5 of 5 records'. The table has columns for 'File Format Profile Name', 'Format Type', 'Date Added', and actions. A blue arrow points to the 'Add New' button at the bottom right of the table.

File Format Profile Name	Format Type	Date Added	
Demo Test 1	Delimited	01/05/2023	Edit   Copy
Sample 1	Microsoft Excel	01/05/2023	Edit   Copy
Sample Test	Microsoft Excel	01/05/2023	Edit   Copy
Test demo	Microsoft Excel	01/05/2023	Edit   Copy
TEST Excel Mapping	Microsoft Excel	08/27/2017	Copy



# Positive Pay: File Mapping Guide

- Click 'Next' to continue.
- Select the options on the screen in accordance with the file being imported. Options listed on the screen may vary based upon the type of file.
- Click the drop-down menu and select the appropriate File Totals Option.
- If there is a value in the file which designates how many items and or total dollar amount in the file, enter the field number where each corresponding value is located.

**File Mapping**

Profile Name:

File Format: **Delimited Text**

Delimiter:  Comma  
 Tab  
 Space  
 Semicolon  
 Other  Text Qualifier:

Select File:  No file selected.

**NOTE:** This is an optional step.

- Click 'Next' to continue.
- Click the drop-down menu beside 'Check Number', 'Amount' and 'Issued Date' to indicate the corresponding column number in the file for each.

**File Mapping**

	Column 1	Column 2	Column 3	Column 4	Column 5
1	IssueFile	Date	Check	Payee	Amount
2	1	12/7/2021 12:00:00 AM	1234	Target	125.75
3	1	12/7/2021 12:00:00 AM	1235	HyVee	100
4	1	12/7/2021 12:00:00 AM	1236	VonMaur	75.65
5	1	12/7/2021 12:00:00 AM	1237	BHWM	78.95
6	1	12/7/2021 12:00:00 AM	1238	Gap	25

File Does Not Contain Issued Date  
 First Row Contains Column Names  
 Skip Rows at Beginning  
 Skip Rows at Ending

File Totals Options: **Require File Totals**

Items in File:   
Dollar Amount in File:

- If dates in the file do not include separators, click the check box and select a 'Special Date Type' from the drop-down menu.

**NOTE:** that if the file does not contain an issue date, the system will use today's date as the default.

- Click the drop-down menu beside any of the Optional Fields you wish to include in the new map.

**File Mapping**

	Column 1	Column 2	Column 3	Column 4	Column 5
1	IssueFile	Date	Check	Payee	Amount
2	1	12/7/2021 12:00:00 AM	1234	Target	125.75
3	1	12/7/2021 12:00:00 AM	1235	HyVee	100
4	1	12/7/2021 12:00:00 AM	1236	VonMaur	75.65
5	1	12/7/2021 12:00:00 AM	1237	BHWM	78.95
6	1	12/7/2021 12:00:00 AM	1238	Gap	25

Check Number:   
Amount:   Insert Decimal Point  
Issued Date:   Dates in file do not include separators (Ex: '7' 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.



Questions? We're here to help. [eBanking@sccountybank.com](mailto:eBanking@sccountybank.com). 831.457.5000 option 1



# Positive Pay: File Mapping Guide

19. Click 'Next' to continue.

**Optional Fields**

Account Number: <Select>

Bankwell Positive Pay: <Select>

Notes: <Select>

Issued Payee: <Select>

Record Type: <Select>  Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

< Back Next >

20. Review the information on the screen and click 'Save'.

**NOTE:** The new map will now be available for future use.

**File Mapping**

	Column 1	Column 2	Column 3	Column 4	Column 5
1	IssueFile	Date	Check	Payee	Amount
2	1	12/7/2021 12:00:00 AM	1234	Target	125.75
3	1	12/7/2021 12:00:00 AM	1235	HyVee	100
4	1	12/7/2021 12:00:00 AM	1236	VonMaur	75.65
5	1	12/7/2021 12:00:00 AM	1237	BHWM	78.95
6	1	12/7/2021 12:00:00 AM	1238	Gap	25

Profile Name: Sample 1  
 File Type: Microsoft Excel  
 Header: No File Headers

Check Number: Column 3  
 Amount: Column 5  
 Add Decimal: No  
 Issued Date: Column 1  
 Account Number: Not Defined  
 Bankwell Positive Pay: Not Defined  
 Notes: Not Defined  
 Issued Payee: Not Defined  
 Record Type: Not Defined  
 Negative Amounts to Voids: No  
 Issued Item Code: Not Defined  
 Void Item Code: Not Defined  
 Stop Pay Item Code: Not Defined

Skip Rows at Beginning: 0  
 Skip Rows at Ending: 0  
 File Total Option: Require File Totals

< Back Save

✔ File Mapping (Sample 1) Created

**File Mapping**

Search:  Search Reset 5 of 5 records

File Format Profile Name	Format Type	Date Added	
Demo Test 1	Delimited	01/05/2023	Edit   Copy
Sample 1	Microsoft Excel	01/05/2023	Edit   Copy
Sample Test	Microsoft Excel	01/05/2023	Edit   Copy
Test demo	Microsoft Excel	01/05/2023	Edit   Copy
TEST Excel Mapping	Microsoft Excel	06/21/2017	Copy

[Add New](#)



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