



EASTERN TREASURY®

D1B Check Positive Pay

User Guide

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Positive Pay

About Positive Pay

Positive Pay helps to prevent check fraud by allowing company users to examine questionable checks and make decisions to pay or return them.

Positive Pay matches posted check information with check issue items like serial number and amount and creates exceptions if discrepancies are found. Positive Pay does not verify funds availability (i.e. account balances) when processing checks.

About Reverse Positive Pay

Reverse Positive Pay helps to prevent check fraud by allowing company users to examine every check and make decisions to pay or return them.

Companies can have Positive Pay and Reverse Positive Pay services entitled but an account can only be entitled to one of the services.

About Payee Positive Pay

Payee Positive Pay helps to prevent check fraud by comparing the payee names in a company user's check issue file against those stored by the financial institution. When the payees do not match perfectly an exception is created.

Exceptions generated from the payee comparison always appear with a Payee Mismatch exception reason.

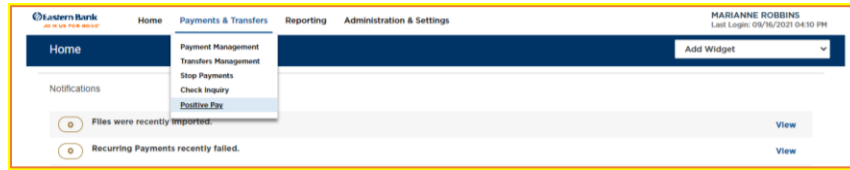
Payee Positive Pay is available to companies that also use Positive Pay.

Accessing Positive Pay Services

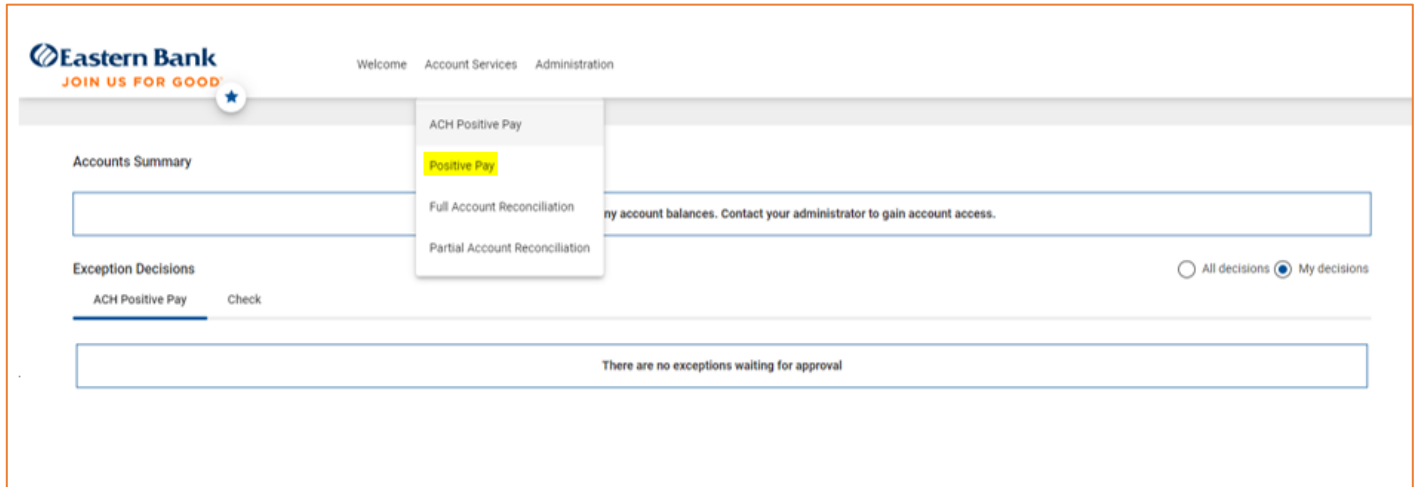
Positive Pay Services are accessed using Eastern Treasury

Log on to Eastern Treasury

- Navigate to and click the **Payments & Transfers** tab, click the **Positive Pay** option



- Choose **Positive Pay** from the **Account Services** menu bar. Please *note* that only permitted services will be presented.



Check Exceptions

About Check Exceptions

Check exceptions are checks that are presented for payment that differ from the reconciliation file stored at the financial institution.

- Check exceptions must be decided as Pay or Return. Exception items will be available to view after 7:00am ET and all decisions must be completed by 2:00pm ET.
- After 2:00pm a pre-established default decision is applied.

Check Exception Reasons

Checks can differ from the reconciliation for many reasons.

Exception Reason	Description
Duplicate Item	Two or more checks paid with the same serial number.
Amount Mismatch	The paid check amount and the issued amount are not the same.
Future Dated	The check was paid on a date earlier than when it was issued.

Exception Reason	Description
Posted Against Void	A paid check matched a voided issue.
No Issue Found	A paid check had no matching issue.
Serial Error	A paid check is missing a serial number. For example, the serial number may not have been correctly read during processing.
Payee Mismatch	The payee's name on the posted check does not match the issued item. This Exception Reason is only applicable to companies that have the Payee Positive Pay service.
Posted Against Stop	A paid check matched a stopped issue.

Make Decisions on Check Exceptions

Company users can make pay or return decisions on check exceptions.

1. Click **Account Services > Positive Pay > Manage exceptions**.
2. Go to the **Check Exceptions Awaiting Decision** section to make a decision on one or more exceptions:

Option	Description
Make a decision on one exception	<ol style="list-style-type: none"> 1. Click the Select decision link beside the exception. 2. Click a link in the Decision column.
Apply a decision to multiple exceptions	<ol style="list-style-type: none"> 1. Select the check boxes beside the exceptions. 2. Select an Apply this decision to selected exceptions option and then click Apply.

3. Click **Continue**.
4. Verify the decision as needed and then click **Approve/Transmit**.

Check Exceptions Awaiting Decision

Eastern Bank
JOIN US FOR GOOD

Welcome Account Services Administration

Hi, Kathleen | SignOff
Last Login: Nov 10, 2022, 3:48:05 PM ET

Approvals Exceptions

Check Exceptions Awaiting Decision

Decisions can be made from 10:00 AM to 02:00 PM ET. Checks converted to ACH electronic payments appear with "ACH" beside the check number.

Select All	Decision	Account	Check ↑	Issued Date	Issued Amount	Amount Paid	Exception Reason	Payee	Read Payee	Approval Status
<input type="checkbox"/>	Select Decision	*4691	00000001105	11/10/2022	\$10.00	\$1.00	Amount Mismatch	Eastern Demo	n/a	0 of 1 received Ready to transmit
<input type="checkbox"/>	Select Decision	*4691	00000001106	09/30/2021	\$72.00	\$1.10	Amount Mismatch Stale Dated	Balch, David	n/a	0 of 1 received Ready to transmit
<input type="checkbox"/>	Select Decision	*4691	00000001108	09/30/2021	\$97.00	\$1.30	Amount Mismatch Stale Dated	Consolo, Joe	n/a	0 of 1 received Ready to transmit
<input type="checkbox"/>	Select Decision	*4691	00000001110	11/10/2022	\$1.50	\$1.50	Posted Against Void	VOID	n/a	0 of 1 received Ready to transmit

Check Exception Decision Options

Port Decisions Update Issues Exception Decisions Outstanding

Select Decision

Decision ↑	Description
Pay	Pay the Item
Return - Fraud	Fraudulent Check
Return - Maker	Refer to Maker
Return - Other	Other
Return - Stale	Stale Date

Cancel

Approve Check Exceptions

Check exceptions can be approved after decisions have been made on them.

1. Click **Exceptions**.
2. Go to the **Check Exceptions Awaiting Approval** section and select the exceptions to approve.
3. Click **Continue**.
4. Verify the exceptions as needed and then click **Approve/Transmit**.

Search for Check Exceptions

1. Click **Account Services > Positive Pay > Manage exceptions**.
2. Go to the **Check Exceptions Awaiting Approval** or **Check Exceptions Awaiting Decision** section and then click the search (🔍) icon.

Complete the following fields:

- Account** The account number.
- Check number** One check or a range of checks.
- Posted amount** Specific amount or a range of amounts.

4. Click **Search**.

Search Exceptions Page Sample

Positive Pay

Manage Exceptions Enter Issues Import Issues Import Decisions Update Issues **Exception Decisions** Outstanding Issues Stale Issues Issue Status

Search Exception Decisions

Up to 18 months of data are available; a maximum of three months may be retrieved during a single search.

Output To Screen (HTML) [v]

Accounts

View All Accounts [v]

Account [v]

Issue Date Range

Specific Date

Date 12/13/2022 [calendar icon]

Date Range

Previous Business Day

Decision Option

Include all decisions

Paid only

Return Only

Correction Only

Generate Report

Delete Decisions Made on Check Exceptions

Decisions that are pending approval can be deleted. Once a decision is deleted the exception requires a new decision and re-approval.

1. Click **Account Services > Positive Pay > Manage exceptions**.
2. Click the link in the **Check** column for the decision you want to delete.
3. Click the **Delete** icon.
4. Verify the decision as needed and then click **Yes, Delete decision**.


Verify Decision Deletion Page Sample

Verify Decision Deletion

Once deleted, decisions and approvals already applied to the item would no more be applicable.

[View exceptions](#)

Exception Details

Decision:	Return - fraud
Account:	*3456
Check number:	8917 
Issued date:	
Issued amount:	
Posted amount:	\$50.00
Exception reason:	No Issue Found
Issued payee:	
Decision user:	ADMIN
Decision date:	7/9/2014 9:29:53 AM

Search for Decisions Made on Check Exceptions

Company users can view the decisions made on check exceptions for entitled accounts regardless of who made the decisions.

1. Click **Account Services > Positive Pay > Exception decisions**.

2. Complete the following fields and then click

Output to Screen, CSV, or PDF.

Account Accounts entitled to Positive Pay.

Decision date range Specific date, From/To, or Previous business day.

Decision option Include all decisions, Paid only, Return only, or Correction only (this option might not be available to all companies).

3. Click **Generate Report**.

Exception Decisions Page Sample

Exception Decisions

Auto decisions are displayed when no decision has been made. Checks that have been converted into an ACH electronic payment are displayed with an ACH indicator beside the check number.

View Criteria Modify Search

DEMO CHECKING 1 - Checking - 011301798 - *4691

Total Reported Amount : \$8.70
Total Reported Items : 6

Check Number	Amount	Issued Date	Posted Date	Disposition Decision	Payee
1105	\$1.00	11/10/2022	11/14/2022	Return - maker	Eastern Demo
1106	\$1.10	11/10/2022	11/14/2022	Paid	Eastern Demo
1108	\$1.30	11/10/2022	11/14/2022	Paid	Eastern Demo
1111	\$1.60	11/10/2022	11/14/2022	Paid	Eastern Demo
1113	\$1.80	11/10/2022	11/14/2022	Paid	Eastern Demo
1114	\$1.90	11/10/2022	11/14/2022	Paid	Eastern Demo

Check Issues

About Check Issues

Check issues are representations of checks written by company users.

Check issues can be manually added or imported through a file.

- Single or a sequence of check issues can be added manually.
- Check issues can be imported using a pre-defined or custom file import definition. When a company user imports a check issue file their approval is applied automatically to the file.
- Each check issue that is successfully imported is audited and available for review in user activity.
- A check issue file format or MAP must be defined prior to importing issue files. Please refer to the [File Import Definitions](#) section below.

Add Check Issues

Single check issues can be added manually to the system.

1. Click **Account Services > Positive Pay > Enter issues**.
2. Complete the following fields:

Account Entitled accounts.

Check number The number on the check.

Amount	The amount on the check.
Issued date	The date on which the check was issued.
Issue type	Issue or Void.
Payee (Optional)	The name of the payee. Required if using payee matching.
Sequential entry	Click this option if entering a sequence of check issue items. When this option is selected, the account information is pre-filled with the account from the previous entry and the check number is pre-filled with the next incremental check number.

- If entering sequential check issues, continue adding sequential check issue items until all items have been added.


Issue Entry Page Sample


- Click **Continue**.
- Verify the information and click the **Submit for approval** link or click **Add issue** (depending on your entitlements).

Verify Issue Page Sample

Positive Pay

Manage Exceptions **Enter Issues** Import Issues Import Decisions Update Issues Exception Decisions

Issue Verification 

 Almost done. Please confirm the details below.

[New Entry](#)

Account Information

Account: DEMO CHECKING 1 - Checking - *4691

Item Details

Check Number: 99999999
Amount: \$100.00
Issued Date: 12/13/2022
Issue Type: Issue
Payee: Test Issue

To submit this request without approving, click [Submit for approval](#).

Import Check Issue Files

Large quantities of check issues can be imported into the system through a file. The company user who imports a check issue file automatically has their approval applied to the file.

1. Click **Account Services > Positive Pay > Import issues**.
2. Select a **file definition** and then click **Continue**.
3. Click **Browse** and select the file you want to import.
4. Click **Import file** to import the file and automatically apply your approval.

Import Issues Page Sample

Positive Pay

Manage Exceptions Enter Issues **Import Issues** Import Decisions Update Issues Exception Decisions Outstanding Issues Stale Issues Issue Status

Import Issues / Manage File Formats

[Add a file definition](#) | [View the status of files imported in the last 40 calendar days](#)

File Definitions

(To view, edit, or delete a file definition, click the file name.)

Name ↑	Description	File Type
Digital One Testing	Digital One Testing	Delimited
Format A	No ABA number contained within the file	Fixed
MICASH	Parses uploaded MI format Issues file	Fixed

[Continue](#)

View the Status of Imported Check Issue Files

Company users can view the status of check issue files that were imported in the last 40 calendar days to determine if the import was successful.

1. Click **Account Services > Positive Pay > Import issues**.
2. Click the **View the status of files imported in the last 40 calendar days** link.
3. **Optional:** If available, click the link in the **File Name** column to view the file details.

File Status Page Sample

Positive Pay

Manage Exceptions Enter Issues **Import Issues** Import Decisions Update Issues Exception Decisions Outstanding Issues Stale Issues Issue Status

File Status

Status of imported files in the last 40 calendar days.

All approvals must be received before a file will be fully processed.

[Import another file](#)

Imported Files

(To view the records within a file that were not imported due to invalid data, click on the file name.)

File Name	Total Records	Issues in File	Total Amount for Issues	Voids in File	Total Amount for Voids	Date Imported ↓	Status
Eastern Bank12022022102042.txt.txt	2	2	\$3,283.60	0	\$0.00	12/02/2022	Completed
Digital One Test Check Issue File.csv	8	7	\$18.70	1	\$1.50	11/10/2022	Completed with errors

Status Descriptions for Imported Check Issue Files

File Status	Description
Completed	The file imported successfully without issues.
Completed with errors	The file was imported but some records in the file were not because of invalid data, format, and so on.
Completed with notes	The file processed successfully with additional details provided for some records in the file such as, the record was successfully uploaded with a \$0.00 dollar amount or the issue was paid on X date, and so on.
Pending Approvals	The file was imported and needs approval by another user or users in the company. Once all approvals are received for a file, it is validated, and the status is updated.
Rejected	The file was not imported because it had an incorrect file format.
Processing	The file is in the process of being imported. This status is typically seen when importing large issue files.

Correct Check Issues

Company users can update the amount, issued, date, or payee on check issues that do not match the information on the corresponding checks. When a check issue is updated to match the exception, the exception is removed from the **Manage Exceptions** page.


1. Click **Account Services > Positive Pay > Update issues**.
2. Complete the following fields:

View Criteria	All accounts, entitled, or recently used accounts.
Account	Select an account.
Date range	Specific date, Date Range, or Previous Business Day.
Include	Exception issue items or Outstanding issue items.
Check number (optional)	Type a specific check number.
3. Click **Continue**.
4. Click the link in the **Check** column for the issue you want to correct.
5. Correct the selected exception or outstanding issue:
 - a. Click the edit icon beside the **Issues Details** heading.
 - b. Change the **Item Details** options as needed and then click **Continue**.
6. Verify the information as needed and then click **Save changes**.

Issue Verification Page Sample

Positive Pay

Manage Exceptions Enter Issues Import Issues Import Decisions **Update Issues**

Issue Verification 

Account Information


Account: *4691

Item Details

Check Number: 1116
Issued Date: 11/29/2022
Issued Amount: \$20.00
Payee: Test Edits

Save Changes **Cancel**

Delete Outstanding Check Issues


1. Click **Account Services > Positive Pay > Update issues**.
2. Click **Continue**.
3. Click the delete icon () beside the issue you want to delete.
4. Click **Yes, Delete**.

Verify Issue Deletion Page Sample

Positive Pay

Manage Exceptions Enter Issues Import Issues Import Decisions **Update Issues**

Verify Issue Deletion

 **Are you sure you want to delete this issue item?**
Once deleted, the item cannot be recovered.

[New selection](#)

Account: *4691
Check Number: 101199
Issued Date: 11/29/2022
Issued Amount: \$5.00
Payee:

Yes, Delete **Cancel**

View/Download Check Issue File Content

Company users responsible for approving check issue files can view and/or download the content of files before approving them.

1. Click **Approvals > Files**.
2. Scroll to the **Positive Pay Issue Files** section and then click the relevant link in the **File Name** column

Approve File Page Sample

The screenshot shows the 'Approvals' interface with the 'Files' tab selected. It includes a navigation bar with tabs for Transfers, Transactions, Templates, Scheduled Requests, Exceptions, Files, and Users. Below the navigation is a 'Back' button and the page title 'Issues File Detail'. The main content area is titled 'Approve Issues File Details' and contains a 'New Selection' section with instructions on how to approve or delete a file. Below this is a 'File Information' section with a close icon, displaying details such as Status (Pending Approval), File Name (test1.txt), Total Records (0), Issues in Files (0), Total Amount for Issues (\$0.00), Voids in File (0), Total Amount for Voids (\$0.00), Uploaded By (ANKIT1), and Upload Date (06/18/2020 11:37:47 AM(ET)). An 'Approval History Information' section follows, showing an approval status of '1 of 2 received - Ready to transmit' and a table with columns for Action, User ID, and Date/Time. The table lists two actions: 'Enter Request' and 'Approve Request', both performed by ANKIT1 on 06/18/2020 at 11:37:47 AM(ET). At the bottom of the page is a green 'Approve' button.

Action ↓	User ID	Date/Time
Enter Request	ANKIT1	06/18/2020 11:37:47 AM(ET)
Approve Request	ANKIT1	06/18/2020 11:37:47 AM(ET)

Approve Check Issues and Check Issue Files

Company users can approve individual outstanding issue files.

1. Click **Approvals**.
2. Do one of the following:
 - Click the **Exceptions** tab, click the check box beside each issue you want to approve and then click **Approve Selected**.
 - Click the **Files** tab and scroll to the **Positive Pay Issue Files** section. Click the check box beside each issue you want to approve and then click **Approve Selected**.

Delete Unapproved Check Issues and Check Issue Files

1. Click **Approvals**.
2. Do one of the following:
 - Delete issue files
 1. Click the **Files** tab and scroll to the **Positive Pay Issue Files** section.
 2. Click the link in the **File Name** column.
 3. Click the delete icon beside the **File Information** section heading.
 4. Click **Delete**.
 - Delete issues
 1. Click the **Exceptions** tab and scroll to the **Positive Pay Issues** section.
 2. Click the link in the **Check** column.
 3. Click the delete icon beside the **Account Information** section heading.
 4. Click **Delete**.

Viewing Outstanding Check Issues

View a record of checks that have been issued but not paid during this cycle or a previous one.

1. Click **Account Services > Positive Pay > Outstanding issues**.
2. Complete the following fields:

Output To	Screen, CSV, or PDF
View	All account types or a specific account type like checking.
Account	Accounts entitled to Positive Pay.
Issued Date Range	All, Specific Date, Date Range, Previous Business Day
Include	Issues and Voids, Issues Only, or Voids Only.

3. Click **Generate Report**.

Outstanding Issues Page Sample

Positive Pay								
Manage Exceptions	Enter Issues	Import Issues	Import Decisions	Update Issues	Exception Decisions	Outstanding Issues	Stale Issues	Issue Status
Outstanding Issues								
View Criteria								
DEMO CHECKING 1 - Checking - 011301798 - *4691								
Total Reported Amount :		\$44.40						
Total Reported Items :		8						
Check Number	Amount	Issued Date	Payee	Issue Type				
1105	\$10.00	11/10/2022	Eastern Demo	Issue				
1110	\$1.50	11/15/2022		Issue				
1115	\$1.00	11/15/2022	Eastern Demo	Void				
1116	\$20.00	11/29/2022	Test Edits	Issue				
11106	\$1.10	11/10/2022	Eastern Demo	Issue				
11113	\$1.80	11/10/2022	Eastern Demo	Issue				
101189	\$4.00	11/29/2022		Issue				
101199	\$5.00	11/29/2022		Issue				

Issue File Formats & Field Requirements

User Defined Issue File Format

Users may define an Issue File format to match a file generated by their accounting system. The user defined format may be delimited or fixed.

Field requirements and supported formats:

- A delimited file is a flat text file consisting of data items separated by a specific character.
- A fixed file is a text file consisting of data that have specific lengths and positions.

Field	Required	Supported Formats/Characters
Amount	Yes	Dollar amounts with or without a decimal (.) or dollar sign (\$). If the decimal is not included, the customer needs to select an applied decimal format, Whole Dollar (123 =123.00) or Implied (123 =1.23).
Issue Date	Yes	MMDDYY, MMDDYYYY, MM/DD/YY, YYMMDD, YYYYMMDD, YY/MM/DD, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYYY/MM/DD, YY-MM-DD, YYYY-MM-DD
ABA/TRC	No, if default is value defined.	Numbers 0 - 9. Must match the routing number (ABA/TRC) set up with your financial organization.
Account	No, if default is value defined.	Numbers 0 - 9. Must match the account number setup with your financial organization.
Check Number	Yes	Numbers 0 - 9. Up to 15 characters allowed.
Issue Type	No, if default is value defined.	I for issue or V for void (not case sensitive). If this field is undefined or has characters other than I or V, it defaults to I for issue.
Debit/Credit	No	Not a required field and not required in file or mapped in field definition.

Field	Required	Supported Formats/Characters
Issue Action	No, if default is value defined.	A for add or D for delete. If this field is left blank or has characters other than A or D, it defaults to A for add. This field must be mapped; however you do not need to include it within the actual file.
Payee Name	Only required for Payee Positive Pay.	Letters A - Z and numbers 0 - 9. Up to 96 characters allowed for non-payee positive pay accounts. Up to 80 characters allowed for payee positive pay accounts.

Creating a Delimited File Import Definition for Check Issues

1. Click **Account Services > Positive Pay > Import issues**
2. Click the **Add a file definition** link.
3. Complete the following **Description** fields and then click **Continue**:

Definition name	The name of the definition (up to 20 alphanumeric characters).
Description	Information about the definition (up to 20 alphanumeric characters).
File contents	Issues.
File type	Delimited.

4. Complete the **Characteristics** fields and then click **Continue**:

Field delimiter	The character used to separate the data: comma (,), dash (-), semi-colon (;), or Tab.
Text qualifier	A single or double quote that is placed on either side of the text so that if a data field includes a character such as a comma, it is not considered a field delimiter. For example, if a file includes a company name like "Sample Company, Inc." the text qualifier ensures that the company name is not separated by the comma during the import process.
Amount format (if applicable)	Decimal included (i.e. 123.00) or Decimal not included (i.e. 123). An applied decimal format is required if decimals are not included.
Date format (if applicable)	MMDDYY, MMDDYYYY, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYMMDD, YYYYMMDD, YY/MM/DD, YY-MM-DD, or YYYY-MM-DD.

5. **Optional:** Select the **Default Field Value** options you want applied to all issues in the import file:

- ABA/TRC
- Account
- Issue type: Issue or Void
- Issue action: Add or Delete

6. Click **Continue**.
7. Type the numeric order of the **Position Number** fields as they would appear in the file and then click **Add file definition**.

File Definition Page Sample

Positive Pay

Manage Exceptions Enter Issues Import Issues Import Decisions Update Issues Exception Decisions Outstanding Issues Stale Issues Issue Status

< Back
File Definition Details

Description ✎ ✕

Definition Name: Digital One Testing
 Description: Digital One Testing
 File Contents: Issues
 File Type: Delimited

Characteristics ✎

Field Delimiter: Comma (,)
 Text Qualifier: Double Quote(")
 Amount Format: Decimal included (i.e. 123.00)
 Date Format: MM/DD/YYYY

Default Field Values (Optional) ✎

ABA/TRC: 011301798
 Account: *4691 - DEMO CHECKING 1
 Issue Action: Add

Field Properties ✎

The field properties below describe the relative locations for the data in the record. "Not used" indicates that the field will not be present in the uploaded file.

Field Name	Position Number	Valid Field Properties
Check Number	1	Numeric only (0-9), 15 characters max
Amount	3	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	2	Numeric date in specified format (for example, MMDDYY)
Issue Type	5	Issue, I, Void, V
Debit/Credit (Optional)		Debit, D, Credit, C
Payee (Optional)	4	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 96 characters max

Creating a Fixed File Import Definition for Check Issues

1. Click **Account Services > Positive Pay > Import issues**.
2. Click the **Add a file definition** link.
3. Complete the following **Description** fields and then click **Continue**:

- | | |
|------------------------|--|
| Definition name | The name of the definition (up to 20 alphanumeric characters). |
| Description | Information about the definition (up to 20 alphanumeric characters). |
| File contents | Issues. |
| File type | Fixed. |

4. Complete the **Characteristics** fields and then click **Continue**:

- | | |
|--------------------------------------|---|
| Amount format (if applicable) | Decimal included (i.e. 123.00) or Decimal not included (i.e. 123). An applied decimal format is required if decimals are not included. |
| Date format (if applicable) | MMDDYY, MMDDYYYY, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYMMDD, YYYYMMDD, YY/MM/DD, YY-MM-DD, or YYYY-MM-DD. |

5. **Optional:** Select the **Default Field Value** options you want applied to all issues in the import file:

- ABA/TRC
- Account
- Issue type: Issue or Void
- Issue action: Add or Delete

6. Click **Continue**.

7. Complete the following **Field Properties** fields and then click **Add file definition**:

Position Number The numeric location of the field in the file.

Length The numeric length of the field in the file.

Changing Delimited and Fixed File Import Definitions for Check Issues

1. Click **Account Services > Positive Pay > Import issues**.
2. Click the link in the **Name** column for the file you want to change.
3. Change the file import definition as needed by clicking the **Edit description**, **Edit characteristics**, **Edit default field values**, or **Edit field properties** link.

Deleting Delimited and Fixed File Import Definitions for Check Issues

File import definitions cannot be recovered once deleted.

1. Click **Account Services > Positive Pay > Import issues**.
2. Click the link in the **Name** column for the file you want to delete.
3. Click the **Delete file import definition** link.
4. Verify the definition as needed and then click **Delete**.

System Defined Issue File Formats

MICASH Issue File Definition Field Requirements

MICASH is a predefined standard fixed file format.

MICASH File Requirements

- Record size = 142
- Block size = 800
- EBCDIC for tape or mainframe transmission
- ASCII for PC transmissions
- Record Format = FB
- No label
- For numeric fields, right justify and zero fill

MICASH Field Requirements

Field Number	Positions	Length	Characteristics	Description
001	001 - 001	1	Alphanumeric Pic X	Constant Value = C
002	002 - 004	3	Numeric Pic 9(3)	Bank Number
003	005 - 006	2	Numeric Pic 9(2)	Filler - Zeros
004	007 - 016	10	Numeric Pic 9(10)	Account Number
005	017 - 017	1	Alphanumeric Pic X	Filler-Blanks/Spaces
006	018 - 018	1	Alphanumeric Pic X(3)	Issue Type R = Register V = Void
007	019 - 019	1	Alphanumeric Pic X(3)	Import Action A = Add D = Delete
008	020 - 020	1	Alphanumeric Pic X	Filler-Blanks/Spaces
009	021 - 030	10	Numeric Pic 9(10)	Check Serial Number

Field Number	Positions	Length	Characteristics	Description
010	031 - 040	10	Numeric Pic 9(8)V99	Check Amount
011	041 - 046	6	Numeric Pic 9(6)	Issue Date (MMDDYY)
012	047 - 142	96	Alphanumeric Pic X(20)	User Information

Format A Input File Definition Field Requirements

Format A is a predefined fixed file type that accommodates files without nine-digit American Bankers Association (ABA) routing numbers.

The total record length for Format A is 80 characters.

Format A Field Requirements

Field Number	Positions	Length	Characteristics	Description
001	001 - 003	003	Numeric Pic 9(03)	Numeric Pic 9(03) Bank Number
002	004 - 012	009	Alpha/Numeric Pic X(09)	Filler Value - Spaces
003	013 - 022	010	Numeric Pic 9(10)	Account Number
004	023 - 024	002	Alpha/Numeric Pic X(2)	Tran Type '50' = Void add '40' = Register add
005	025 - 030	006	Numeric Pic 9(06)	Issue date Format - MMDDYY
006	031- 041	011	Numeric Pic 9(9)V99	Issue Amount
007	042 - 051	010	Numeric Pic 9(10)	Serial Number
008	052 - 054	003	Alpha/Numeric Pic X(3)	Filler
009	055 - 076	022	Alpha/Numeric Pic X(22)	User Info (Payee)
010	077 - 080	004	Alpha/Numeric Pic X(4)	Filler Value - Spaces