

Positive Pay: CSV File

CSV File Format (Delimited)

CSV File Upload

Positive Pay: CSV File Format (Delimited)



Navigation menu with icons and labels: Bill Pay, Cash Manager, My Finances, New, Dashboard, Settings. Sub-menu items: ACH, Wires, ARP, Users, Reporting, File Status, Transactions, Stop Payments. Action items: Items, Download, Upload, Edit Upload Format, ARP Ach Exceptions List, ACH Filters.

Edit ARP Upload Format ?

Select Upload Format to Edit: Delimited

Select Delimited Format to Edit: Select Option...

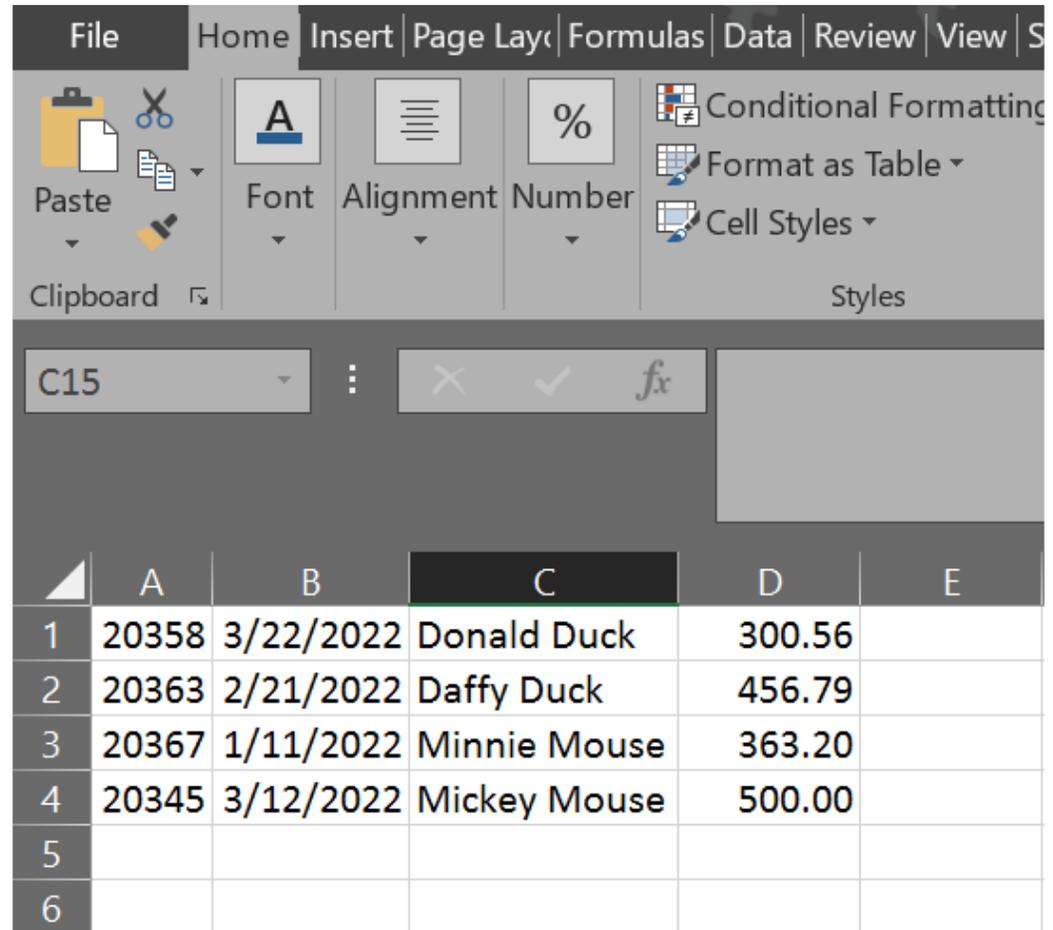
- Select Option...
- Add New...**
- Default Delimited
- Chuck Test
- Testy Test
- Sarah Test

1. Click **Cash Manager > ARP > Edit Upload Format**
2. Select **“Delimited”** in the Upload Format drop down menu
3. Select **“Add New...”** to create an upload format for your CSV file



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**CSV File (Excel)
Example:**



The screenshot shows the Microsoft Excel interface with the following data in the worksheet:

	A	B	C	D	E
1	20358	3/22/2022	Donald Duck	300.56	
2	20363	2/21/2022	Daffy Duck	456.79	
3	20367	1/11/2022	Minnie Mouse	363.20	
4	20345	3/12/2022	Mickey Mouse	500.00	
5					
6					

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The following fields are required for a CSV File:

- Check #
- Issue Date & Date Format
- Payee
- Check Amount (should be assigned the number for the column they are in the CSV file in Excel)

Save the format at the bottom right of the screen

Edit Delimited File Upload Format:

Format Name	<input type="text" value="Chuck Test"/>				
Account Number	<input type="text" value="Select Option..."/>				
Account Type	<input type="text" value="Select Option..."/>	Chk <input type="text"/>	Sav <input type="text"/>	Christmas Club <input type="text"/>	GL <input type="text"/>
Debit / Credit	<input type="text" value="Select Option..."/>	Debit Indicator <input type="text"/>	Credit Indicator <input type="text"/>		
Item Number	<input type="text" value="1"/>				
Item Amount	<input type="text" value="4"/>				
Issue Date	<input type="text" value="2"/>	Date Format	<input type="text" value="mmddyyyy"/>		
Void Date	<input type="text" value="Select Option..."/>	Date Format	<input type="text"/>		
Payee	<input type="text" value="3"/>				
Payee Address 1	<input type="text" value="Select Option..."/>				
Payee Address 2	<input type="text" value="Select Option..."/>				
Payee Address 3	<input type="text" value="Select Option..."/>				
Payee Address 4	<input type="text" value="Select Option..."/>				
Void Indicator	<input type="text" value="Select Option..."/>	Yes Indicator	<input type="text"/>		
Stop Indicator	<input type="text" value="Select Option..."/>	Yes Indicator	<input type="text"/>		
Amount Format	<input type="text" value="Default (No Format Validation)"/>				
Field Delimiter	<input type="text" value="Comma (,)"/>				
Text Qualifier	<input type="text" value="None"/>				

Cancel Delete Reset **Save**

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Navigation menu: Bill Pay, Cash Manager, My Finances, New Account/Loan, Dashboard, Settings

Sub-menu: ACH, Wires, ARP, Users, Reporting, File Status, Transactions, Stop Payments

ARP sub-menu: Items, Download, Upload, Edit Upload Format, ARP Ach Exceptions List, ACH Filters

Upload ARP Files

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

Enter the name of the file you wish to upload (some browsers will provide a Browse button to help you find the file). Click the Upload button. If you are consistently having trouble uploading your file, try the 'Open Input' method.

Upload File For: Operating

Upload File Type: Saved Upload Format

Saved Format: Default Delimited

No file chosen

NOTE: Maximum upload file size is 4052 MB.

After the CSV File Layout has been saved you are ready to upload any outstanding checks or your first Issue File.

1. Select **Cash Manager > ARP > Upload**
2. Choose the Account you are uploading for in the first drop down menu
3. Under Upload File Type, select “Saved Upload Format”
4. Under the Saved Format, select the Upload Format you created from “Choose File” from your computer
5. Click “Upload”

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Bill Pay | Cash Manager | My Finances | New Account/Loan | Dashboard | Settings

ACH | Wires | ARP | Users | Reporting | File Status | Transactions | Stop Payments

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File Name	Format	Type	Related Account	Upload Date	Status
Positive Pay CSV Upload Example_format amount.csv	Delim	ARP	Operating	2/11/2022 2:44:32 PM	Queued
NACHA File Example - Chucks Test Company.txt	NACHA	ACH	N/A	2/10/2022 2:40:44 PM	Uploaded
Chucks Test Company NACHA file.txt	NACHA	ACH	N/A	2/10/2022 2:31:20 PM	Uploaded
Chucks Test Company NACHA file.txt	NACHA	ACH	N/A	2/10/2022 2:30:14 PM	Uploaded
Chucks Test Company NACHA file.txt	NACHA	ACH	N/A	2/10/2022 1:13:46 PM	Uploaded

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[Refresh List](#)

You will then see the File Upload Status screen with the ARP file status showing as “Queued”

1. Click “[Refresh List](#)” until you see the Status change to “[View Details](#)”
2. Click [View Details](#), **verify the information is correct** and then click “[Approve](#)”

File Name	Format	Type	Related Account	Upload Date	Status
Positive Pay CSV Upload Example_format amount.csv	Delim	ARP	Operating	2/11/2022 2:44:32 PM	View Details

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The screenshot shows the 'Cash Manager' interface with the 'ARP' tab selected. Below the navigation bar, there are tabs for 'Items', 'Download', 'Upload', 'Edit Upload Format', 'ARP Ach Exceptions List', and 'ACH Filters'. The main content area displays the 'Upload Results' table with the following data:

Status:	Check Number:	Date Issued:	Payee:	Amount:
Successful	00000020358	03/22/2022	Donald Duck	\$300.56
Successful	00000020363	02/21/2022	Daffy Duck	\$456.79
Successful	00000020367	01/11/2022	Minnie Mouse	\$363.20
Duplicate Item	00000020345	03/12/2022	Mickey Mouse	\$500.00

Total: 4 check(s) \$1,620.55

Buttons: **Approve** (highlighted), Cancel

****Verify the information is correct and click "Approve". If you do not click Approve, the Issue File will not upload or go to the Bank. ****

Failure to approve the file will result in receiving an Information Message expressing the ARP items were not approved and no items were submitted.

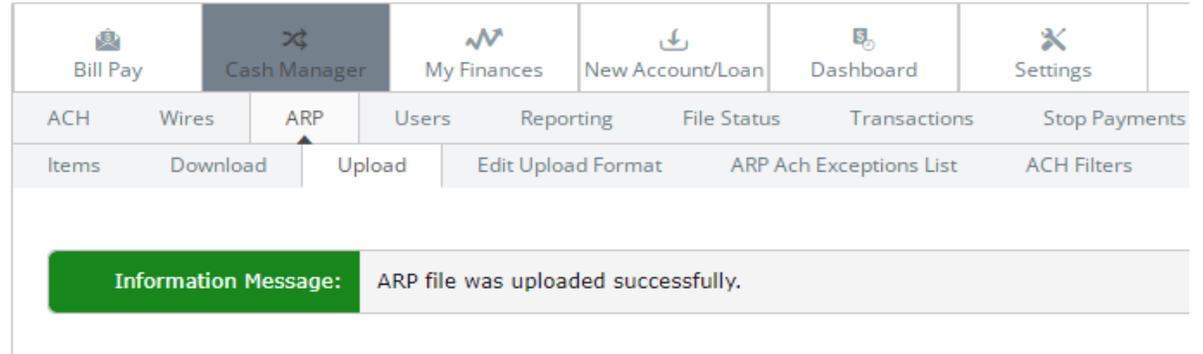
The screenshot shows the 'ARP' tab selected in the interface. A red arrow points from the text on the left to a red banner with the following message:

Information Message: ARP items approval was cancelled. No items were submitted.

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Once approved, you receive an **Information Message** letting you know the file was successfully uploaded.

You may also return to the **File Upload Status** screen and check to see if it was Uploaded or Unapproved (did not make it to the Bank).



The screenshot shows the Cash Manager interface with a navigation menu at the top. The 'Cash Manager' tab is active. Below the menu, there are sub-menus for 'ACH', 'Wires', 'ARP', 'Users', 'Reporting', 'File Status', 'Transactions', and 'Stop Payments'. The 'ARP' sub-menu is expanded, showing options for 'Items', 'Download', 'Upload', 'Edit Upload Format', 'ARP Ach Exceptions List', and 'ACH Filters'. A green information message box is displayed, stating: 'Information Message: ARP file was uploaded successfully.'

File Upload Status ?				Display 5 10 20 50 100 All		
File Name	Format	Type	Related Account	Upload Date ▾	Status	
Positive Pay Fixed Position ARP File.txt	Text	ARP	Operating	2/11/2022 3:29:53 PM	View Details	
Positive Pay CSV Upload Example_format amount.csv	Delim	ARP	Operating	2/11/2022 2:50:57 PM	Uploaded	
Positive Pay CSV Upload Example_format amount.csv	Delim	ARP	Operating	2/11/2022 2:44:32 PM	Unapproved	
NACHA File Example - Chucks Test Company.txt	NACHA	ACH	N/A	2/10/2022 2:40:44 PM	Uploaded	
Chucks Test Company NACHA file.txt	NACHA	ACH	N/A	2/10/2022 2:31:20 PM	Uploaded	