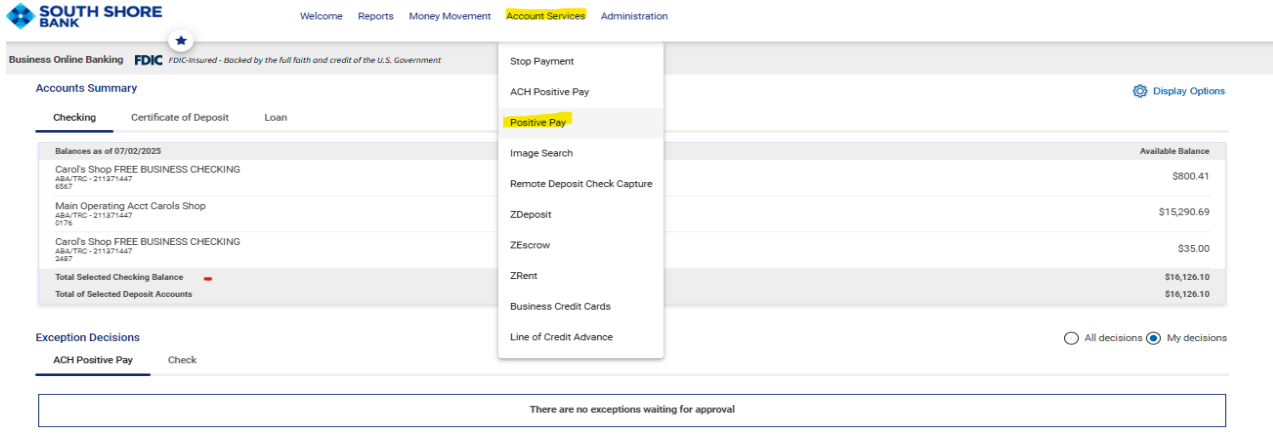# Positive Pay Check File Upload

This procedure provides user instructions to create a file format for positive pay check issue files and how to upload check issue files.
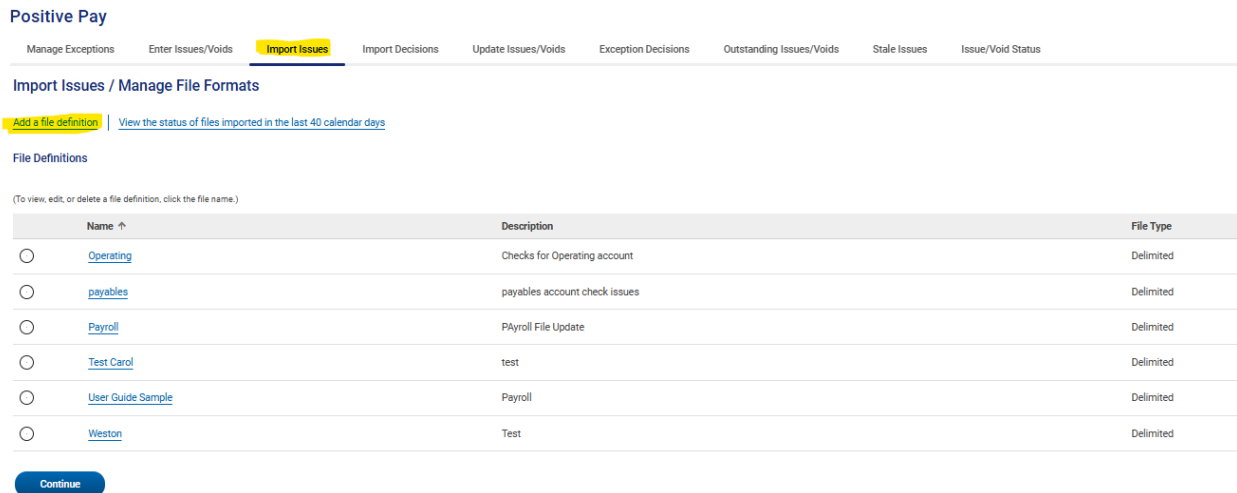
Access Positive pay through the account services menu

Click Import Issues to create an import file then click "Add a file definition"

A File Definition will be the positive pay check file used for future check uploads.

Create a check file from your software and save as a CSV comma delimited file before completing next steps.

The first part of the file format is description. Complete "Definition Name" and "Description" and File Contents click "Delimited" then click "Next "

SOUTH SHORE BANK

Positive Pay

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

Add File Definition

Import a file with an existing format

ⓘ Description   Complete ︿

Enter descriptive information to differentiate this definition from existing definitions.

Definition Name
operating account

Description
operating account checks

File Contents: Issues
File Type:
◉ Delimited
◯ Fixed

[Next]

Complete "Characteristics" Section

Choices noted are for a CSV comma delimited file. Field Delimiter = Comma (,) Text Qualifier = Double Quote (") "Amount Format" and Date Format needs to be updated reflecting your check file. Then click next.

Import a file with an existing format

ⓘ Description   Complete ⌄

② Characteristics   Complete ︿

Field Delimiter
Comma (,)   ▾

Text Qualifier
Double Quote(")   ▾

Amount Format:
◉ Decimal included (i.e. 123.00)
◯ Decimal not included (i.e. 123)

Date Format
MM/DD/YYYY   ▾

[Next]   [Previous]

Complete Default Field Values

This section identifies the bank account the check file represents

ABA = 211371447

Account= the account this file represents (See note below for multiple account Upload)

 Issue Type= "Issue"

Issue Action = "Add"

Click "Next"

Add File Definition

Import a file with an existing format

① Description	Complete
② Characteristics	Not Complete
③ Default Field Values	Optional

Enter default values that will be applied to all issues in your import file.

ABA/TRC
211371447

Account
Main Operating Acct Carols Shop - Checking - *0176

Issue Type
Issue

Issue Action
Add

[Next] [Previous]

| ④ Field Properties | Not Complete |

[Add File Definition] [Cancel]

A file can be created to include multiple accounts in one file. Do not enter the account number in the account drop down. The CSV file will need an additional column listing the account number and The Field Properties section will include a column for account number outlined on page 4.

Field Properties matches your CSV file columns with the field name in the Positive Pay Platform

Sample CSV File below

Column format when matching sample file with field properties

1= *Check Number*

2= *Payee*

3= *Issue Date*

4= *Check Amount*

Column 1	Column 2	Column 3	Column 4
4246	Bobs Auto	3/7/2025	1452.36
4259	Marcs Tow Company	3/7/2025	1114.99
4255	National Grid	3/7/2025	191.99
4247	Town of Weymouth	3/7/2025	924.09
4239	Ford Motor	3/7/2025	914.67

Complete the field properties to match your CSV file. The sample below matches the CSV file above then click "Complete" then click "Add File Definition".

Import a file with an existing format

① Description		Complete
② Characteristics		Complete
③ Default Field Values		Optional
④ Field Properties		Complete

Enter the numeric order of the fields listed below as they would appear in your import file. For example, if the first field in your file is "ABA/TRC", and the second field is "Account" you would list the fields as position number "1" and position number "2" to import.

Valid field properties are listed below for your reference.

Field Name	Position	Valid Field Values Within A File
Check Number	position 1	Numeric only (0-9), 15 characters max
Amount	position 4	Numeric only (0-9), greater than 0.00 and less than 100,000,000.00
Issued Date	position 3	Numeric date in specified format (for example, MMDDYY)
Debit/Credit (optional)	position	Debit, D, Credit, C
Payee	position 2	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 128 characters max
Additional Payee Information (optional)	position	Alpha (a-z, A-Z), numeric (0-9), special characters (including spaces), 128 characters max

Complete   Previous

Add File Definition   Cancel

Process to upload check issue file

Click account services and click "Positive Pay."

Choose the import file for the positive pay account and click the radial button then continue.

Positive Pay

| Manage Exceptions | Enter Issues/Voids | Import Issues | Import Decisions | Update Issues/Voids | Exception Decisions | Outstanding Issues/Voids | Stale Issues | Issue/Void 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
○	Operating	Checks for Operating account	Delimited
○	payables	payables account check issues	Delimited
○	Payroll	PAyroll File Update	Delimited
○	Test Carol	test	Delimited
○	User Guide Sample	Payroll	Delimited
○	Weston	Test	Delimited

Continue

Click "Browse" to locate the file on your computer and upload file.

Click "Import File"

Positive Pay

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

Select File

New selection

File Import Definition

Definition Name:	payables
Description:	payables account check issues
File Type:	Delimited

File to Import :   [Browse]   Operating account checks 03_15_2025.csv

[Import File]   [Cancel]

You will receive confirmation that the file was successfully received.

Positive Pay

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

Import Confirmation

✓ **The file has been successfully received and is being processed.**

Import another file

File Definition Name:	payables
Description:	payables account check issues
File Name:	Operating account checks 03_15_2025.csv
File Type:	Delimited
Status:	To view the imported file processing status, go to File Import Status