# Red River Bank-Treasury Management    Positive Pay-Issued Check File Mapping

Note-In order to Upload an Issued Check File, you must first complete File Mapping located in the "Advanced Options" of our Positive Pay platform.

1. Select the "Business Banking" menu and then select "Positive Pay".



2. Select "Launch Advanced Options".

3.  This will launch Red River Banks full Positive Pay site.  Select the "Client/Account Maintenance" menu then select "File Mapping".
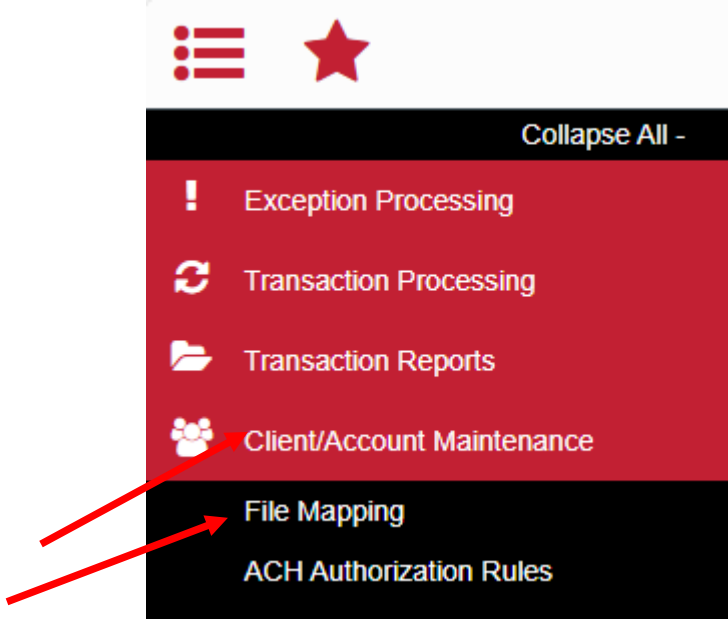


4.  Select "Add New" to create a new file mapping format from scratch.

5. Enter a desired "Profile Name" for the new file map.  Select a "File Format" from the dropdown menu.  If delimited text, select the corresponding delimiter.  Select "Choose File" to select the file from your computer or network drive that will be used for mapping.  Select "Next" to continue.

6. You will see an image display on the screen with items from your file. Select the options on the screen in accordance with the file being imported. Options listed on the screen may vary depending on the type of file. For the "File Totals Options" most customers will choose "DO NOT REQUIRE FILE TOTALS". Select "Next".

Note-This is an optional step:

If there is a field value in your file which designates how many items and or total dollar amount in the file, enter the field number associated with each value.

## File Mapping

| | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
|---|---|---|---|---|---|
| 1 | | | | | |
| 2 | Account | Check Number | Amount | Issue Date | Payee |
| 3 | 3218112 | 48421 | 79 | 1/23/2025 12:00:00 AM | john Smith |
| 4 | 3218112 | 48422 | 3548 | 1/23/2025 12:00:00 AM | Jane Smith |
| 5 | 3218112 | 48423 | 23151 | 1/23/2025 12:00:00 AM | Lee Construction |
| 6 | 3218112 | 48424 | 55.6 | 1/23/2025 12:00:00 AM | Hank's Groceries |

☐ 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 ▾]

Require File Totals
Obtain Totals From File
Do Not Require File Totals

Items in File:

Dollar Amount in File:

[< Back]                    [Next >]

EQUAL HOUSING LENDER

Member FDIC

7.   Select the drop-down menu beside "Check Number", "Amount" and "Issued Date" to indicate the corresponding column number in the file for each.  If dates in the file do not include separators, select the "check Box" and select a "Special Date Type" from the drop-down menu.  Please note that is your file does not contain an issue date the system will use today's date.  Select the drop-down menu to complete any of the optional fields that your file contains.  **PLEASE NOTE that "Issued Payee" does appear as an optional field.  It is a REQUIRED FIELD, if "Issued Payee" is not loaded all check items will be presented as exception items for Payee match.**  Select "Next" to continue.

## File Mapping

| | | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
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**Check Number:**   `<Select>` ▼

**Amount:**   `<Select>` ▼   ☐ Insert Decimal Point

**Issued Date:**   `<Select>` ▼   ☐ 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>` ▼

**Account Nickname:**   `<Select>` ▼

**Notes:**   `<Select>` ▼

**Issued Payee:**   `<Select>` ▼

[ Map another issued payee field ]

**Issued Payee Address:**   `<Select>` ▼

**Record Type:**   `<Select>` ▼   ☐ Convert Negative Amounts to Voids

**Issued Item Code:**   [          ]

**Void Item Code:**   [          ]

**Stop Pay Item Code:**   [          ]

[ < Back ]                                    [ Next > ]

8. Review the information on the screen and select "Save". You are now ready to upload your Issued Check File.

## File Mapping

|  | Column 1 | Column 2 | Column 3 | Column 4 | Column 5 |
|---|---|---|---|---|---|
| 1 |  |  |  |  |  |
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**Name:**                              Transfer Daily PP Check Files
**File Type:**                         Microsoft Excel
**Header:**                            No File Headers

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**Check Number:**                 Column 2
**Amount:**                           Column 3
   **Add Decimal:**     No
**Issued Date:**                      Column 4
**Account Number:**               Column 1
**Account Nickname**             Not Defined
**Notes:**                             Not Defined
**Issued Payee:**                   Column 5
**Issued Payee Address:**       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

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**Skip Rows at Beginning:**      2
**Skip Rows at Ending:**         0
**File Total Option:**              Do Not Require File Totals

< Back                                                                                 Save