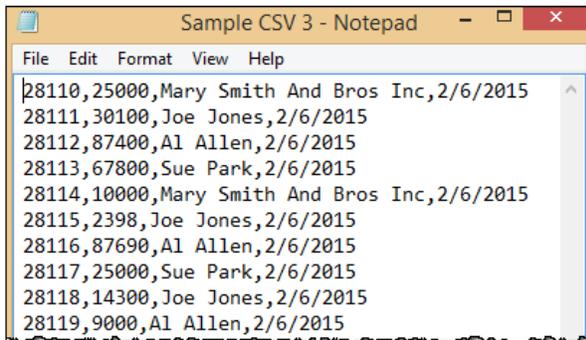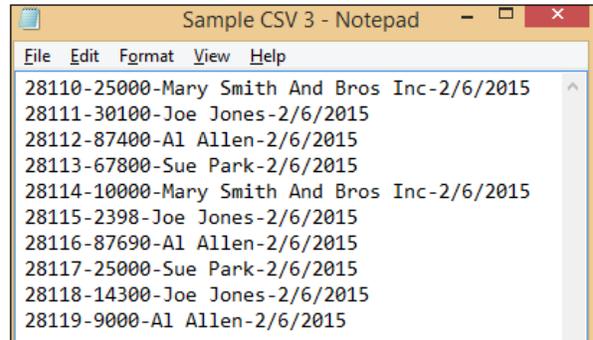# Edit the Upload Format for a Positive Pay File

Two types of files may be uploaded to Positive Pay, delimited and fixed position.

A delimited file can be created a few different ways. Separate fields within the file using a comma (,), dash (-), semicolon (;), or tab. A delimited file can also be created in Excel® as long as the file is saved with a .csv extension.
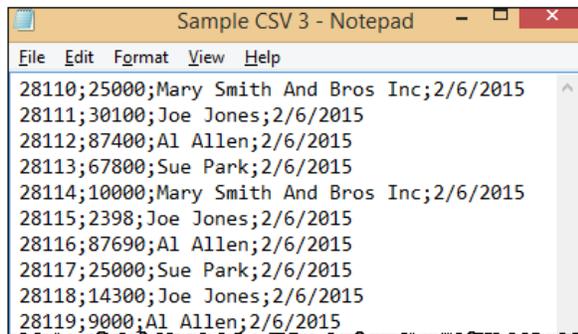
```
Sample CSV 3 - Notepad
File   Edit   Format   View   Help
28110,25000,Mary Smith And Bros Inc,2/6/2015
28111,30100,Joe Jones,2/6/2015
28112,87400,Al Allen,2/6/2015
28113,67800,Sue Park,2/6/2015
28114,10000,Mary Smith And Bros Inc,2/6/2015
28115,2398,Joe Jones,2/6/2015
28116,87690,Al Allen,2/6/2015
28117,25000,Sue Park,2/6/2015
28118,14300,Joe Jones,2/6/2015
28119,9000,Al Allen,2/6/2015
```
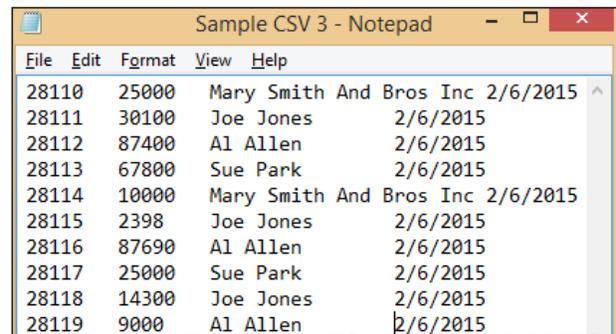
```
Sample CSV 3 - Notepad
File   Edit   Format   View   Help
28110-25000-Mary Smith And Bros Inc-2/6/2015
28111-30100-Joe Jones-2/6/2015
28112-87400-Al Allen-2/6/2015
28113-67800-Sue Park-2/6/2015
28114-10000-Mary Smith And Bros Inc-2/6/2015
28115-2398-Joe Jones-2/6/2015
28116-87690-Al Allen-2/6/2015
28117-25000-Sue Park-2/6/2015
28118-14300-Joe Jones-2/6/2015
28119-9000-Al Allen-2/6/2015
```

```
Sample CSV 3 - Notepad
File   Edit   Format   View   Help
28110;25000;Mary Smith And Bros Inc;2/6/2015
28111;30100;Joe Jones;2/6/2015
28112;87400;Al Allen;2/6/2015
28113;67800;Sue Park;2/6/2015
28114;10000;Mary Smith And Bros Inc;2/6/2015
28115;2398;Joe Jones;2/6/2015
28116;87690;Al Allen;2/6/2015
28117;25000;Sue Park;2/6/2015
28118;14300;Joe Jones;2/6/2015
28119;9000;Al Allen;2/6/2015
```

```
Sample CSV 3 - Notepad
File   Edit   Format   View   Help
28110    25000    Mary Smith And Bros Inc 2/6/2015
28111    30100    Joe Jones          2/6/2015
28112    87400    Al Allen           2/6/2015
28113    67800    Sue Park           2/6/2015
28114    10000    Mary Smith And Bros Inc 2/6/2015
28115    2398     Joe Jones          2/6/2015
28116    87690    Al Allen           2/6/2015
28117    25000    Sue Park           2/6/2015
28118    14300    Joe Jones          2/6/2015
28119    9000     Al Allen           2/6/2015
```

With a fixed position file, information is located within a specific position of the line. In this example, the issue date begins in position 1 and ends in position 6 while the item number begins in position 8 and ends in 11.
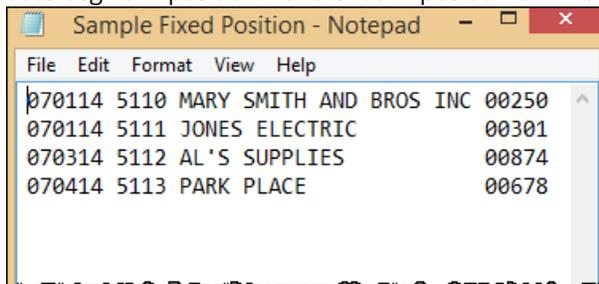
```
Sample Fixed Position - Notepad
File   Edit   Format   View   Help
070114 5110 MARY SMITH AND BROS INC 00250
070114 5111 JONES ELECTRIC          00301
070314 5112 AL'S SUPPLIES           00874
070414 5113 PARK PLACE              00678
```

Before you upload a file, an upload format must be established to where within the file fields of information are contained. You can create and save multiple formats. From the **Edit Upload Format** option, select the type of file being uploaded.

Edit ARP Upload Format ❓

Select Upload Format to Edit:	Select Option... ▼
	Select Option...
	Delimited
	Fixed Position

Select whether to create a format or edit a saved format.

Edit ARP Upload Format ❓

Select Upload Format to Edit:	Delimited ▼
Select Delimited Format to Edit:	Select Option... ▼
	Select Option...
	Add New...
	Default Delimited

Delimited Formats

Based on your file, select the appropriate location for each field. Not all the following fields are required.

Add New Delimited File Upload Format:

Format Name:	Operational Format					
Account Number:	Select ▼					
Account Type:	Select ▼	Chk:	Sav:	Christmas Club:	GL:	
Debit / Credit:	Select ▼	Debit Indicator:	Credit Indicator:			
Item Number:	1 ▼					
Item Amount:	2 ▼					
Issue Date:	3 ▼	Date Format: ▼				
Void Date:	Select ▼	Date Format: ▼				
Payee:	4 ▼					
Payee Address 1:	Select ▼					
Payee Address 2:	Select ▼					
Payee Address 3:	Select ▼					
Payee Address 4:	Select ▼					
Void Indicator:	Select ▼	Yes Indicator:				
Stop Indicator:	Select ▼	Yes Indicator:				
Amount Format:	Default (No For ▼					
Field Delimiter	Comma (,) ▼					
Text Qualifier	None ▼					

Save   Reset   Cancel

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If your file contains a date, select the format in which your date displays.
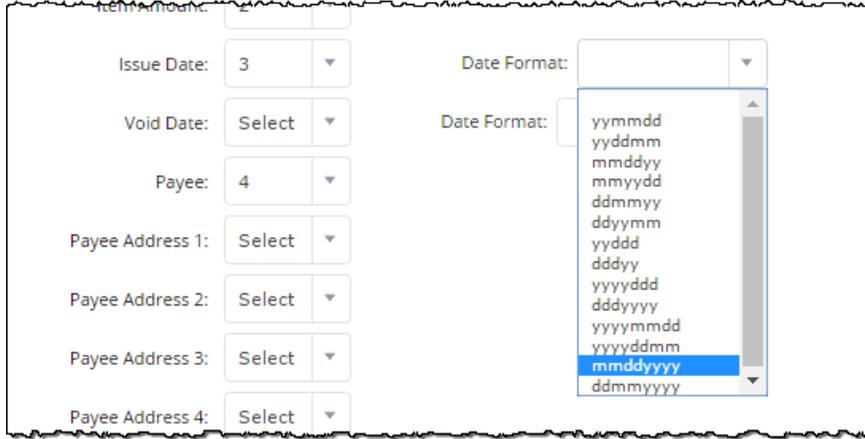
Issue Date:	3 ▼	Date Format:	▼
Void Date:	Select ▼	Date Format:	yymmdd
			yyddmm
			mmddyy
Payee:	4 ▼		mmyydd
			ddmmyy
			ddyymm
Payee Address 1:	Select ▼		yyddd
			dddyy
Payee Address 2:	Select ▼		yyyyddd
			dddyyyy
			yyyymmdd
Payee Address 3:	Select ▼		yyyyddmm
			mmddyyyy
Payee Address 4:	Select ▼		ddmmyyyy

If your file contains void items, enter the indicator for a voided item. For example, you may use a V or Void for those items.
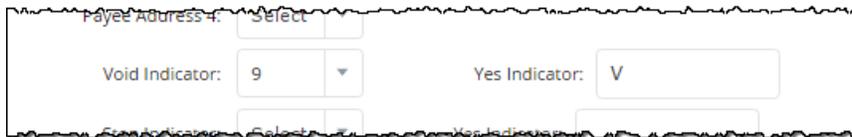
| Void Indicator: | 9 ▼ | Yes Indicator: | V |

With delimited formats, select the field delimiter. The delimiter indicates a new field. Options are comma (,), dash (-), semicolon (;), or tab.

Field Delimiter	Comma (,) ▼
Text Qualifier	**Comma (,)**
	Dash (-)
	SemiColon (;)
	Tab

Indicate the format of your amount field. Are you including the decimals?
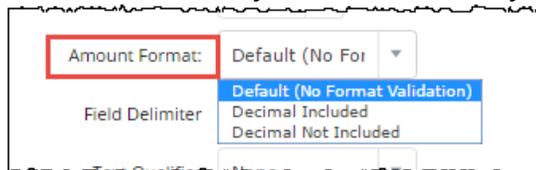
Amount Format:	Default (No For ▼
	Default (No Format Validation)
Field Delimiter	Decimal Included
	Decimal Not Included

Indicate any text qualifiers. Options are none, single quotes ('), or double quotes (").

Text Qualifier	None ▼
	None
	Double Quote ("")
	Single Quote (')

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And finally, since multiple formats may be created, enter a name for this format. The name must be unique from other format names.

Fixed Position Formats

Based on your file, select the appropriate location for each field. Not all the following fields are required.

If your file contains a date, select the format in which your date displays.

If your file contains void items, enter the indicator for a voided item. For example, you may use a V or Void for those items.

| Void Indicator: | 68 | 68 | Yes Indicator | V |
| Stop Indicator: | 0 | 0 | Yes Indicator | |

Indicate the format of your amount field. Are you including the decimals?

Amount Format: Default (No Format Validation) ▼

Default (No Format Validation)
Decimal Included
Decimal Not Included

And finally, since multiple formats may be created, enter a name for this format. The name must be unique from other format names.

Add New Fixed Position File Upload Format:

Format Name: Oper

Begin   End