

## Positive Pay Formats

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Positive Pay is when you send a file to the bank for check verification. This allows you to define the format your bank requires. It is capable of creating a delimited or fixed width text file. Maintain positive pay formats under Settings > Accounts Payable > Positive Pay Formats.

**Format name:** The unique name for this positive pay format.

**Line type:** If the format uses multiple record types this defines those. If format requires a single record type then just use the Detail line type; all other line types should not contain any columns. If there is a separate format for voids altogether then use the Detail Void line type; otherwise, leave it blank.

**Column type:** Whether the format is delimited or fixed width/position.

**Add pad blocks:** Check this if the format requires a certain number of lines exist. For example, if the number of rows has to be in multiples of 10.

**File path:** The default path for the file to be created.

**Void true/false value:** The value of the void indicator column if the check is a void versus not voided.

## Columns

**Column ID:** Identifies the column number.

**Column Name:** A way to identify what this column is. This is only used for documentation.

**Length:** The length of the data in the column.

**Start-End:** If fixed width, this shows the positions this column will be placed in.

**Data Source:** Whether the column is to be blank, a literal, or a constant. A literal outputs the Data Value. A constant is a variable for the payment that outputs the variable Data Value.

**Data Value:** The literal or constant value to output. A list of the available constants are in the drop-down.

**Pad Char:** A character to fill any remaining spaces with to fill the length of the column.

**Remove Char:** If you wish to remove a specific character from the data value, specify it here.

**Justify:** Whether the column is left or right justified. This will determine where the Pad Char is placed.

**Text Delimiter:** Applies only if using a delimited column type. It will surround the column with the character specified. Typically this is quotation marks for text fields.

**Format:** Used only for numbers and dates.

**Required:** If checked it will show an error if this column is not specified during the export.

**Description:** This is only used for documentation.

The menu option to generate the positive pile file is under Daily > [Create Positive Pay](#).

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