



SYNOVUS[®]

G A T E W A Y

Positive Pay User Guide
Digital Commercial Banking

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Purpose

This document is intended to provide the background information and procedures that you need for Synovus Gateway Positive Pay. The guide explains how to perform the following procedures and more:

- Navigate Synovus Gateway Positive Pay
- Send a file of your issued checks
- Decision exceptions items
- Access advanced features

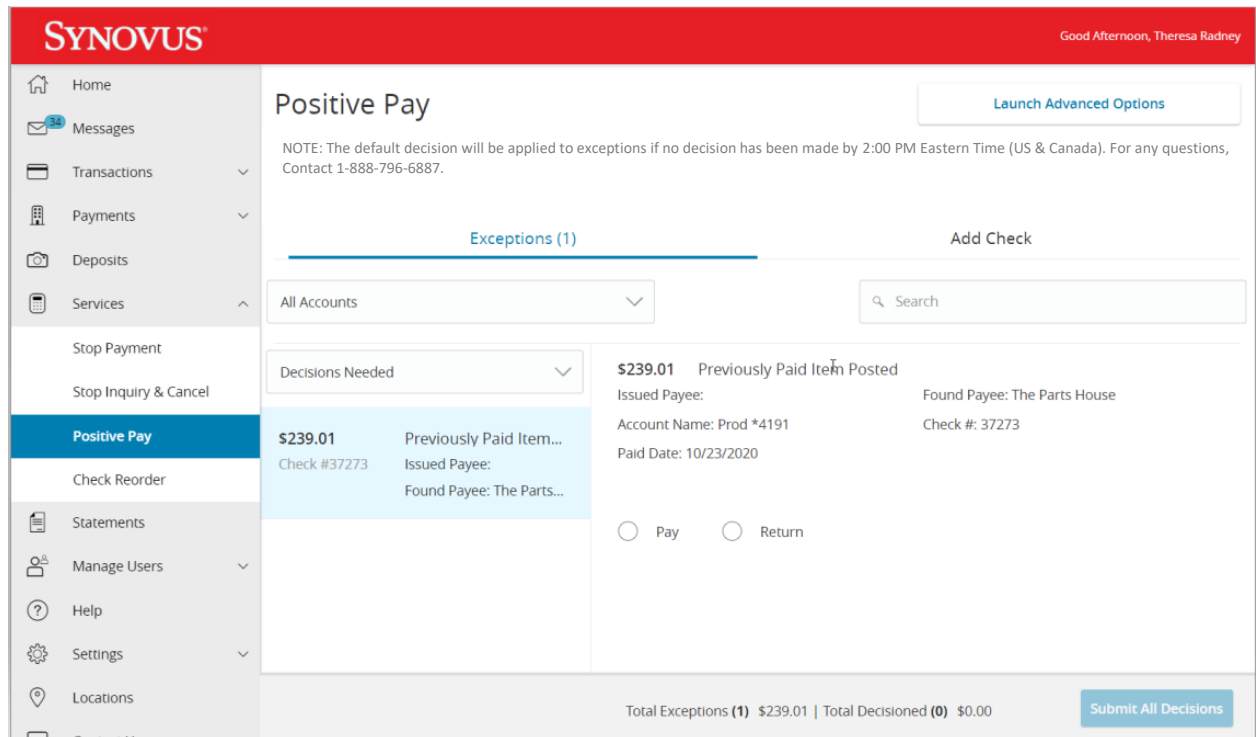
Audience

This document is intended for all Synovus Gateway digital commercial banking users with business and commercial accounts.

Positive Pay

Synovus Positive Pay is an automated fraud detection tool that matches incoming checks and ACH debits with payments you've previously authorized. All exceptions are then presented to you for review and payment decisions.

This way you can stay on top of your account activity, stop potential fraudulent threats, and help protect your business' bottom-line.



Check Positive Pay

Check Positive Pay allows you to set up validation and authorization protocols for checks posted to your account, with the convenience of being initiated online through Synovus Gateway.

By sending a file of your issued checks, Positive Pay will maintain your data and match the check number, account number, dollar amount and issue date with any check that is presented.

Exception items are created when checks received do not match your check issue file. You can easily view these exception items and decide whether they should be paid or returned. For each exception decision, you can choose from a reason including:

- Duplicate item
- Fraud
- Past Deadline Item Paid
- Past Deadline Item Returned
- Refer to Maker
- Serial Number Correction
- Stale Dated

- Unauthorized
- Void

If you do not decision your exceptions by the cutoff time 2:00 PM Eastern Time, your default decision will be applied.

ACH Positive Pay

With the ACH Positive Pay, you can directly return unpaid ACH debits, review posted transactions, and make appropriate payment decisions.

For an extra layer of protection and automation, you can also add an ACH Rule for specific companies. It dictates the preferred SEC code, transaction type and the maximum amount that can be debited from your account without being posted as an unauthorized ACH transaction.

With this streamlined solution, it is easy to make Pay or Return decisions to stop unauthorized payments.

Exceptions

To make Pay / Return decisions:

1. In the navigation menu, click or tap Services > Positive Pay.
2. Select an account or search on all accounts.
3. From the Exceptions drop-down list, select Decisions Needed, Decisioned, or All.
4. Select an Exception you want to pay or return. The transaction details appear in the right pane.
5. In the transaction details pane, select Pay or Return.
 - a. For unpaid ACH debits, decide whether to add an ACH Rule.
 - i. Click or tap ACH Rule.
 - ii. Select an SEC Code.
 - iii. Select a Transaction Type.
 - iv. (Optional) Edit the Max Amount.
 - v. (Optional) Enter a Note.
 - vi. Click or tap Done.
 - b. If returning a check, select a reason in the drop-down list.
6. Click or tap Submit All Decisions.

Adding a Check

To manually send a file of issued checks:

1. In the navigation menu, click or tap Services > Positive Pay.
2. Click or tap Add Check.
3. Enter an Amount.
4. Enter a Payee.
5. Select an account in the Account drop-down list.
6. Select an Issue Date.
7. Enter Check Number.
8. (Optional) Click or tap Auto Increment.
 - a. If submitting multiple checks that are in sequential order, selecting Auto Increment will

increment the check number.

9. Click or tap Add Check.

To upload a file containing issued check records:

1. In the navigation menu, click or tap Services > Positive Pay.
2. Click or tap Submit Issued Check File.
3. Select the file type in the File Type drop-down list.
4. Select Choose File to browse for the desired file and upload it.
5. Click or tap Process File.

Advanced Options

You also have the option to access advanced settings and features, by selecting Launch Advanced Options.

You can:

- Submit and void checks directly from the issue file.
- Access system reporting for a comprehensive overview of all your transactions. You can also set up email and mobile alerts for all your users at every stage of the Positive Pay process.
- Establish preauthorized rules for your ACH debits.

To access advanced settings and features, from the navigation menu, click or tap Services > Positive Pay.

Client Setup / Maintenance

ACH Authorization Rules displays a listing of all pre-authorized rules and allows you to establish preauthorized rules for your ACH debits. If an unauthorized ACH item posts to an account, the rules determine whether the item requires a pay / return decision of if you will receive and alert by email that an unauthorized activity has occurred.

You can perform the following actions on this page:

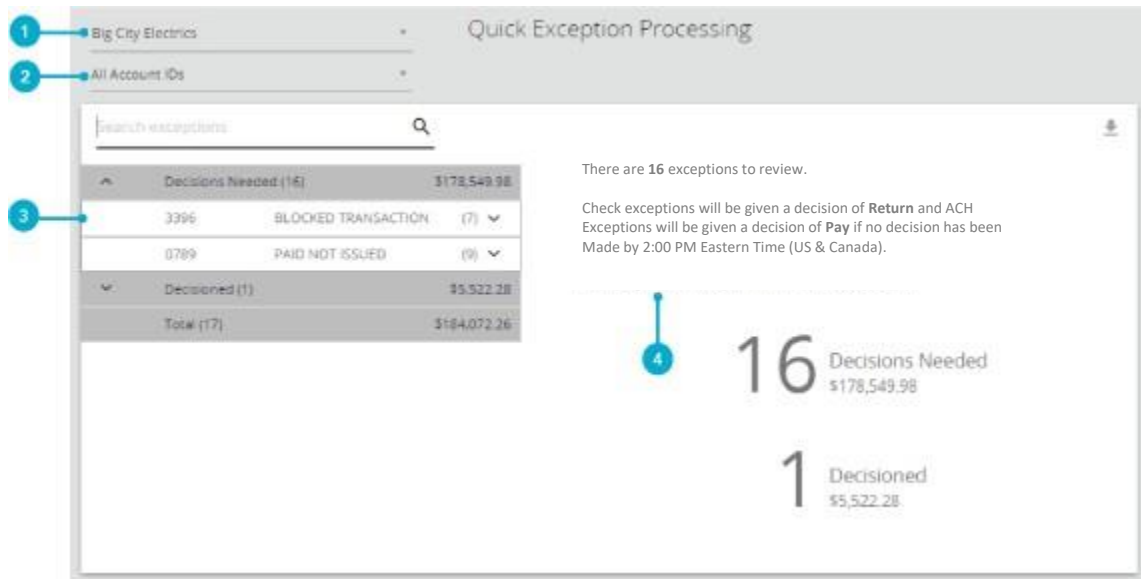
- Drag a column header to reorder.
- Select the search filter icon to filter and search all results or select a specific column to search within.
- Select the columns icon to select or remove columns from the report.
- Select the export icon to export the search results to Excel or PDF.
- Set up a new ACH authorization rule. To set up a new ACH authorization rule:
 - Select the Add icon.
 - Select the account from the Account ID drop down.
 - Select Debits Only from the Debits or Credits drop down.
 - (Optional) Enter a description.
 - Select the SEC Code (ACH transaction Type) from the SEC Code drop down.

- Enter a max allowable amount.
- Click Save and Add more (if adding multiple rules) or Save Changes.

You can also manage your users under Client Setup / Maintenance. User Setup (Client) is available for administrators only.

Exception Processing

Use Exception Processing to manage exception item activity.



1. Select the company to process exceptions for. Only companies with available exceptions to process are available.
2. (Optional) Select an individual account to process exceptions for.
3. Select the exception reason row in the Decisions Needed section to display a list of all exceptions.
4. Specifies the exception cutoff time.

Note: Decisions must be applied by 2:00 PM Eastern Time.

Transaction Processing

Transaction Processing provides an additional menu option for adding a new issued check, submitting an issued check file, or voiding a check. While these functions can be performed prior to launching advanced options, you will need to access Transaction Process to place secondary decisions if dual approval is enabled or if you are modifying / adding a new import configuration.

To upload a file containing issued check records:

1. Select Choose File to browse for the desired file and upload it.
2. Select the Account from the Account ID drop down.

3. Select the file type from the File Processing Type drop down.
4. Click Process File.

To add a new issued check:

1. Select the account from the Account ID drop down.
2. Enter the Check Number.
3. Enter the Amount.
4. Enter the Issue Date as MM//DD/YYYY or select from the calendar.
5. (Optional) Enter the Issued Payee.
6. (Optional) Enter Notes.
7. (Optional) Auto Increment.
 - a. If submitting multiple checks that are in sequential order, selecting Auto Increment will increment the check number.
8. Click Add Check.

To void a check:

1. Enter check information.
 - a. Select the account from the Account ID drop down.
 - b. Enter the Check Number.
 - c. Enter the Check Amount.
 - d. Enter the Issue date as MM/DD/YYYY or select from the calendar.
2. Click Find Matching Check to find the check.
3. Once search results appear, verify the check that will be voided.
4. Click Void Check to complete the void process.

System Reports

Issued Check File Processing Log displays a list of all issued check files.

Once you choose the desired Input Date From and Input Date To range and click Search, you can perform the following actions:

- Drag a column header to reorder.
- Select the search filter icon to filter and search all results or select a specific column to search within.
- Select the columns icon to select or remove columns from the report.
- Select the export icon to export the search results to Excel or PDF file format.

The following is displayed:

< Back to Search Parameters
Issued Check Processing Log

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Filter: Status set ✕

Account ID	File Mapping Format	Status	Items	Amount	Input Date	File Name	Check Number
Operating 5762	MICASH	⚠️ Processed wit...	10	\$605,296.00	03/05/2021 9:07 AM	CHECK_ISSUED_FILE_C...	N/A
Operating 5762	MICASH	⚠️ Processed wit...	10	\$605,296.00	03/05/2021 9:12 AM	CHECK_ISSUED_FILE_C...	N/A
Operating 5762	MICASH	❌ Rejected	10	\$605,296.00	03/11/2021 8:27 PM	CHECK_ISSUED_FILE_C...	N/A
Operating 5762	MICASH2	❌ Rejected	10	\$605,296.00	03/05/2021 9:22 AM	CHECK_ISSUED_FILE_C...	N/A
Operating 5762	N/A	✅ Processed	1	\$100.00	03/19/2021 11:21 AM (M)	N/A	402
Operating 5762	N/A	✅ Processed	1	\$1,000.00	03/21/2021 9:19 AM (M)	N/A	823

Showing 6 results
1
View 10 v

Processing Totals (All Pages)

File Status	Total Items	Total Amount
Processed	12	\$617,756.00
Processed with Exceptions	10	\$593,936.00
Rejected	20	\$1,210,592.00

Item	Description
Account ID	The nickname or description that identifies the account.
File Mapping Format	The file processing type associated with this upload.
Status	<p>The results column from the Issued Check File Processing Log will display one of the following processing statuses:</p> <p>Unprocessed - the file has been uploaded but has not yet been processed.</p> <p>Processed - the file was processed successfully.</p> <p>Processed with Exceptions - the file was processed successfully, but duplicate checks were not loaded.</p> <p>Rejected - the file was rejected due to one of the following reasons:</p> <p>A mismatch between the number of items /amounts entered on the page and the number of items / amounts contained in the file.</p> <p>The file format did not match the format selected.</p>
Items	The number of items in the file.
Amount	The total amount in the file.
Input Date	The date the file was uploaded.
File Name	the name of the issued check file uploaded to Synovus Gateway.
Check Number	the check number if manually keyed in Synovus Gateway.

To see additional details for each record, select the three vertical dots. If processed with exceptions or rejected, you can view the error details.

Audit Reports

Transaction Audit Log is an administrator only option that provides audit history for accounts and users.

To view audit logs:

1. (Optional) Select an account(s) from Account ID.
 - a. Note: If you do not choose an account, your search results will contain audit logs for all accounts.
2. Choose the Start and End date.
3. Select the Transaction Type.
 - a. Check Transactions – search results will contain audit records for user activity associated with check transactions.
 - i. If you select Check Transactions, enter the Check Number (optional).
 - b. ACH Transactions – search results will contain audit records for user activity associated with ACH transactions.
 - i. If you select ACH Transactions, enter the ACH Description (optional).
4. Select <All Users> or an individual user from the User drop down.
5. Select the Maximum # of Records.
 - a. Note: the default is 500
6. Click Produce Report.

Transaction Reports

Transaction Reports provides comprehensive reporting including a summary of daily checks issued, stopped and voided checks, reconciliation summaries, etc.

Report Name	Description
Daily Checks Issued Summary	See how many checks were issued on any given day and their totals. This includes both manually loaded checks and checks uploaded through an issued check file.
Check Search	Used to search for specific Check transactions. See account, check number, amount, issue payee, issue date, paid date, and current status.
ACH Transaction Search	Review posted ACH transaction activity. Only transactions with valid ACH Standard Entry Class (SEC) codes or ACH transaction codes appear on this report. Note: If a check is converted to ACH, it will appear in this search instead of in the Check Search.
Paid Transactions Extract	Review extract of paid checks.
Stops and Voids	Create a report of checks that have been stopped or voided. Select items by Issued Date, Void Date, Stop Placed Date, Item Stopped Date, or Issued Payee.
Exceptions Items	Generate a report of items that were flagged as exception items.
Correction Report	List items that have been corrected by Synovus Bank. These are items that have posted incorrectly, usually due to encoding errors such as check number blank,

Appendix

Positive Pay File Mapping

The File Mapping function allows the user to define the file formats for issued check files. This is done by selecting a file, then mapping the data elements within the file. You can perform the following actions on this page:

- Select **Add New** to create a new file mapping format from scratch.
- Select **Copy** to create a new file mapping from an existing mapping. You can choose to make an exact copy or create a copy with changes.
- Select **Edit** to modify an existing mapping.

File Format Profile Name	Format Type	Date Added	
08081TestMapping	Fixed Length	02/07/2023	Edit Copy
8.8.24 Test	Delimited	02/22/2024	Edit Copy
87231 Test	Fixed Length	07/20/2022	Edit Copy
checks test test test	Microsoft Excel	04/12/2022	Edit Copy
			Add New

- **File Format Profile Name**—the name of the file format.
- **Format Type**—the type of file defined by the format. Types include Fixed Length, Microsoft Excel, or Delimited.
- **Date Added**—the date the format was created.

Define the file structure

File Mapping

Profile Name: checks test test test Update

File Format: Microsoft Excel

Delimiter: Comma Tab Space Semicolon Other Text Qualifier: Double Quote

Select File: Choose File No file chosen

Delete Format Next >

Delete Format is disabled because the format is assigned to one or more clients.

In **Edit** mode:

- The **Delete Format** button is only enabled if the format is not already assigned to a client.
- To change the Profile Name, key in updated name and select **Update** to rename the format.
- **File Format** cannot be changed.

Adding a new File Mapping:

The screenshot shows a web form titled "File Mapping" with a red header. The form contains the following fields and options:

- Profile Name:** A text input field.
- File Format:** A dropdown menu currently set to "Delimited Text".
- Delimiter:** Radio button options for "Comma" (selected), "Tab", "Space", "Semicolon", and "Other".
- Text Qualifier:** A dropdown menu set to "Double Quote", which is only visible when "Other" is selected.
- Select File:** A "Choose File" button and the text "No file chosen".
- Next >** A red button to proceed.
- Message:** "Delete Format is disabled because the format is assigned to one or more clients." located at the bottom of the form.

The following file formats are available to map when **Add New** is selected:

- Delimited Text
- Fixed Length File
- Microsoft Excel

Note: Delimited or Excel formats are preferred. These format types are more adaptable for allowed characters.

Profile Name—the name of the data mapping profile being defined. This is the name that is assigned to the client.

File Format—specifies whether the issued check file is delimited, fixed length, or a Microsoft Excel file.

Delimiter—the type of delimiter used in the delimited file when **File Format** is set to **Delimited**.

Text Qualifier (optional)—specifies the special character that is used to encase each data element.

All files do not use text qualifiers, and this is an optional field.

Select File—choose the file to map from clients operating system.

Select **Next** to continue setting up the file mapping.

- For **Delimited Text** and **Microsoft Excel** formats, see [Delimited and Excel Formats](#).
- For **Fixed Length File** format, see [Fixed Length Formats](#).

Delimited and Excel Formats

The top portion of the page shows the first few lines of your file to help with configuration.

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1	TEST FILE						
2	check#	payee	date	amount	notes	code	account
3	1111	payee1	2/4/2016	1.11	note1	I	1234567
4	2222	payee2	2/4/2016	2.22	note2	I	1234567
5	3333	payee3	2/4/2016	3.33	note3	V	1234567
6							

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

File Totals Options:

Field #

Items in File:

Dollar Amount in File:

< Back Next >

- **File Does Not Contain Issued Date**—enable this option if the issued check file does not contain an issued date within the file. When enabled, the user is required to enter an issued date when the file is uploaded.
- **First Row Contains Column Names**—enable this option if the first row of the file is used for column names. When checked, the first-row data is displayed above.
- **Skip Rows at Beginning**—specifies the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.
- **Skip Rows at Ending**—specifies the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.
- **File Totals Options**—there are three file totals options in the system:
 - **Require File Totals**—the client will be asked for the number of items and file totals when they upload the issued check.
 - **Obtain Totals from File**—the number of items and total amount are listed in the file.
 - **Do Not Require File Totals**—file totals are not required.
- **Items in File**—the field that the number of items in the file may be located.

Note: This is only required if the **Obtain Totals from File** option is selected.

- **Dollar Amount in File**—the field that the file totals may be located.

Note: This is only required if the **Obtain Totals from File** option is selected.

Select **Next** to configure additional mapping options.

File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1	1111	payee1	2/4/2016	1.11	note1	I	1234567
2	2222	payee2	2/4/2016	2.22	note2	I	1234567
3	3333	payee3	2/4/2016	3.33	note3	V	1234567
4							
5							
6							

Check Number:

Amount: Insert Decimal Point

Issued Date: Dates in file do not include separators (Ex: '/' or '-')

* Special Date Type:

* 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:

Account ID:

Notes:

Issued Payee:

Issued Payee Address:

Record Type: Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

Required Fields (Check Number, Amount, Issued Date):

- **Check Number**—select the source field for the check number in the file.
- **Amount**—the field in the file that contains the issued check amount.
 - **Insert Decimal Point**—enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, \$124.50 is in the file as 12450)
- **Issued Date**—the field is in the file that contains the issued date.
 - **Dates in file do not include separators (Ex: '/' or '-')** – enable this option only for dates (in the issued check file) that does not contain a separator.
- **Special Date Type**—only required for dates that do not contain separators between the month, day, and year digits. (For example, 08202010 would need the MMDDYYYY special date type.) If the issued date does not contain separators, check the **Date in the file do not include separators** box and select the appropriate date format from the **Special Date Type** dropdown.

Optional Fields:

- **Account Number**—the field in the file that contains the account number.

Note: Mapping the account number will allow customers to upload one issued check file containing checks for multiple accounts.
- **Client/Account ID**—the field in the file that contains the Client/Account ID.

Note: Mapping this field will allow customers to upload one issued check file containing checks for multiple accounts.
- **Notes**—the field in the file that contains the notes for the issued item.
- **Issued Payee**—the field in the issued check file that contains the payee information. **(Printed Payee Name must match exactly to the Payee Name in the Issued Check File.)**

Note: This field is required if the account is verifying payee information and is enabled for Payee Positive Pay.

The Payee Match process will validate up to and approximately 120 characters in the Payee Name field.

- **Issued Payee Address**—the field in the issued check file that contains the payee's address information. **(Printed Payee Name & Address must match exactly to the Payee in the Issued Check File.)**

Note: This field is enabled if Payee Address information is supplied in the issued check file. **The Payee Match process will validate up to and approximately 120 characters in the Payee Address field.**

- **Record Type**—the field in the issued check file that contains the record type.
 - **Convert Negative Amounts to Voids**—enable this option to convert negative dollar amounts to voided items.

Note: The three types that may be mapped in the file are: Issued, Void, and Stop Pay Item Codes. If anything else, Positive Pay treats these as issued items.

- **Issued Item Code**—enter the relevant code for any issued items.
- **Void Item Code**—enter the relevant code for any voided items.
- **Stop Pay Item Code**—enter the relevant code for any stopped pay items.

Note: Stop Pay coding does not create a stop payment in the banking system. This coding is for reconciliation purposes within Positive Pay only.

Select **Next** to show the summary page and verify the settings.

File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1	1111	payee1	2/4/2016	1.11	note1	I	1234567
2	2222	payee2	2/4/2016	2.22	note2	I	1234567
3	3333	payee3	2/4/2016	3.33	note3	V	1234567
4							
5							
6							
7							

Profile Name: MP TEST
File Type: Delimited Text
Delimiter: Comma
Header: No File Headers

Check Number: Column 1
Amount: Column 4
Add Decimal: No
Issued Date: Column 3
Account Number: Column 7
Account ID: Not Defined
Notes: Column 5
Issued Payee: Column 2
Issued Payee Address: Not Defined
Record Type: Column 6
Negative Amounts to Voids: No
Issued Item Code: I
Void Item Code: V
Stop Pay Item Code: Not Defined

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

< BackSave

Select **Save** to save the file mapping profile.

Fixed Length Formats

The data in the file is displayed on the top of the page. For fixed length files, the position is displayed as the header.

File Mapping

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	T	E	S	T		F	i	x	e	d		F	I	L	E														
2	1	1	1	1	0	1	1	1		0	2	0	4	1	6		1	1	1	1	1	1	1	1	1	1	.	1	1
3	2	2	2	2	0	2	2	2		0	2	0	4	1	6		2	2	2	2	2	2	2	2	2	2	.	2	2
4	3	3	3	3	0	3	3	3		0	2	0	4	1	6		3	3	3	3	3	3	3	3	3	3	.	3	3
5																													

File Does Not Contain Issued Date
 First Row Contains Column Names
 Skip Rows at Beginning
 Skip Rows at Ending
 File Totals Options: ▼

Start
End

 Items in File:
 Dollar Amount in File:

< Back
Next >

- **File Does Not Contain Issued Date**—enable this option if the issued check file does not contain an issued date within the file. When checked, the user will be required to enter an issued date when the file is uploaded.
- **First Row Contains Column Names**—enable this option if the first row of the file is used for column names. When checked, the first-row data is displayed directly above.
- **Skip Rows at Beginning**—defines the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.
- **Skip Rows at Ending**—defines the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.
- **File Totals Options**—there are three file totals options in the system:
 - **Require File Totals**—the client will be asked for the number of items and file totals when they upload the issued check.
 - **Obtain Totals from File**—the number of items and total amount are listed in the file.
 - **Do Not Require File Totals**—file totals are not required.
- **Items in File**—the starting and ending position of the number of items in the file.
Note: This is only required if the **Obtain Totals from File** option is selected.
- **Dollar Amount in File**—the starting and ending position of the file totals in the file.
Note: This is only required if the **Obtain Totals from File** option is selected.

Select **Next** to continue setting up the file mapping.

File Mapping

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	T	E	S	T	F	i	x	e	d		F	I	L	E															
2	1	1	1	1	0	1	1	1	0	2	0	4	1	6		1	1	1	1	1	1	1	1	1	1	1	1	1	1
3	2	2	2	2	0	2	2	2	0	2	0	4	1	6		2	2	2	2	2	2	2	2	2	2	2	2	2	2
4	3	3	3	3	0	3	3	3	0	2	0	4	1	6		3	3	3	3	3	3	3	3	3	3	3	3	3	3
5																													

Start **End**

Check Number:

Amount: Insert Decimal Point

Issued Date: Dates in file do not include separators (Ex: '/' or '-')

* Special Date Type: ▼

* 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:

Account ID

Notes:

Issued Payee:

Issued Payee Address:

Record Type: Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

< Back
Next >

Required Fields (Check Number, Amount, Issued Date):

- **Check Number**—the starting and ending position in the issued check file that contains the check number. (Maximum characters 15)
- **Amount**—the starting and ending position in the file that contains the issued check amount. (Maximum characters 15)
 - **Insert Decimal Point**—enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, \$124.50 is in the file as 12450).
- **Issued Date**—the starting and ending position in the file that contains the issued date. (Maximum characters 10)
 - **Dates in file do not include separators (Ex: '/' or '-')** – enable this option only for dates (in the issued check file) that does not contain a separator.
- **Special Date Type**—the special date type is only required for dates that do not contain separators between the month, day, and year digits. (For example, 08202010 would need the MMDDYYYY special date type.)

Optional Fields:

- **Account Number**—the starting and ending position in the file that contains the account number.

Note: Mapping the account number will allow customers to upload one issued check file containing checks for multiple accounts.
- **Client/Account ID**—the starting and ending position in the file that contains the Client/Account ID.

Note: Mapping the Client/Account ID will allow customers to upload one issued check file containing checks for multiple accounts.
- **Notes**—the starting and ending position in the file that contains the notes for the issued item.
- **Issued Payee**—the starting and ending position in the issued check file that contains the payee information.

(Printed Payee Name must match exactly to the Payee Name in the Issued Check File.)

Note: Payee is required if the account is verifying issued payee. **The Payee Match process will validate up to and approximately 120 characters in the Payee Name field.**

- **Issued Payee Address** - the starting and ending position in the issued check file that contains the payee address information. **(Printed Payee Name & Address must match exactly to the Payee in the Issued Check File.)**

Note: Payee is required if the account is verifying issued payee. **The Payee Match process will validate up to and approximately 120 characters in the Payee Address field.**

- **Record Type**—the starting and ending position in the issued check file that contains the record type.
 - **Convert Negative Amounts to Voids**—enable this option to convert negative dollar amounts to voided items.

Note: The three types that may be mapped in the file are: Issued, Void, and Stop Pay Item Codes. If anything else, Positive Pay treats these as issued items.

- **Issued Item Code**—enter the relevant code for any issued items.
- **Void Item Code**—enter the relevant code for any voided items.
- **Stop Pay Item Code**—enter the relevant code for any stopped pay items.

Note: Stop Pay coding does not create a stop payment in the banking system. This coding is for reconciliation purposes within Positive Pay only.

Select **Next** to show the summary page and verify the settings.

File Mapping

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	T	E	S	T		F	i	x	e	d		F	I	L	E														
2	1	1	1	1	0	1	1	1		0	2	0	4	1	6		1	1	1	1	1	1	1	1	1	1	.	1	1
3	2	2	2	2	0	2	2	2		0	2	0	4	1	6		2	2	2	2	2	2	2	2	2	2	.	2	2
4	3	3	3	3	0	3	3	3		0	2	0	4	1	6		3	3	3	3	3	3	3	3	3	3	.	3	3
5																													

Profile Name: MP test fixed
 File Type: Fixed Length File
 Header: No File Headers

Check Number: Positions 1 to 9
 Amount: Positions 17 to 28
 Add Decimal: No
 Issued Date: Positions 10 to 15 (MMDDYY)
 Account Number: Positions 38 to 49
 Account ID: Not Defined
 Notes: Positions 30 to 35
 Issued Payee: Positions 50 to 127
 Issued Payee Address: Not Defined
 Record Type: Positions 36 to 36
 Negative Amounts to Voids: No
 Issued Item Code: I
 Void Item Code: V
 Stop Pay Item Code: Not Defined

Skip Rows at Beginning: 1
 Skip Rows at Ending: 0
 File Total Option: Do Not Require File Totals

< Back
Save

Select **Save** to save the file mapping profile.



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