# 🗱 Community Bank

#### USER GUIDE

## **Converting Customers Positive Pay Mapping Guide**

- To view/print Positive Pay file mapping prior to conversion: go to 'Positive Pay', click 'Edit Upload Format', and select the format type.
- 2. Select the name of your saved format.
- 3. Screen shot or print the format page.

# To create the mapping on Premier Business Connect:

- From the Slide-out menu, select 'Payment Fraud Control/Check Positive Pay'
- 2. Scroll to the Check Issue Management widget.
- 3. Select the 'Import Mapping' tab.
- 4. ALL FIELDS ARE REQUIRED:
  - Account Number, Issue Date, and Issue/ Void Indicator will now be required to be included in your file.
  - While the mapping requires a position for the payee information field, the payee information is not required to be included in the file.
  - c. The bank will only verify payee information if you have enrolled in Payee Name Verification. If you are unsure if you are enrolled in Payee Name Verification please reach out to your Cash Management Officer or commercialservices@cbna.com.
  - d. Complete the fields in the applicable Comma-Separated Import Format column OR the Fixed-Record Import Format (based on your file format).

nline Banking	Bill Pay	X Business	Online	eStatements	Internal Transfers	My Finance	B <sub>0</sub> Dashboard	X Options
ACH Wires	Positive F	ay/ARP	Users	Reporting	File Status			
ARPPosPay	Download	Upload	Edit Up	load Format	ARP ACH Exception	ons List ACH P	filters	
Edit Positive Payl	ARP Upload For	rmat 🧕	2	For assistan	ce with Positive	Pay, please call 8	866-764-8638 Op	tion 3, option 3
				Select Upload	Format to Edit: Se	elect Option	v	

Select Upload Format to Edit:	Delimited		-
Select Delimited Format to Edit:	Select Option	4	
	Select Option Add New Default Delimited test1	<b>^</b>	

CHECK ISSUES/VOIDS	IMPORT ISSUE FILES	IMPORT MAPPING			
Comma-Separated import Form	ut	Fixed-Record Import Format			
Field Name	Position In Import File	Field Name	Field Start Position	Field Length	Strip Zeroes
Account Number (34)	1 🗸	Account Number (34)	1	34 V	D
Check Issue Number (11)	2 4	Check Issue Number (11)	35	11 🗸	
Amount (10)	3 V	Amount (10)	46	10 🗸	o
Issue/Void Date (10)	4 🗸	Issue/Void Date (10)	56	10 🗸	
Issue/Void Indicator (1)	5 V	Issue/Void Indicator (1)	66	1	
Payee Information 1 (50)	6 V	Payee Information 1 (50)	67	50 V	
Payee Information 2 (50)	7 4	Payee Information 2 (50)	117	50 🖌	

### **Questions? Contact Us.**

Get in touch. Stop into your local branch, pick up the phone or visit our website at cbna.com.

**Commercial Services Support** (M–F: 8am–6pm ET): 1-866-764-8638, Option 3, Option 3 or **commercialservices@cbna.com**.