Sage ERP MAS 90 and 200 4.4 PU2

Bank Reconciliation Positive Pay In-Product Export Details

Positive Pay is designed for businesses that want to prevent check fraud and want their financial institution to help monitor against suspicious check activity. Positive Pay will match the account number, check number, and dollar amount of each check transmitted for payment against a list of checks previously authorized and issued by your company. All three components of the check must match or it will not be paid.

Positive Pay requires your company to send a file of issued checks to your financial institution each day checks are written. Your financial institution provides you with the file format requirements needed to submit the checks.

Note Sage does not warrant that the financial institution associated with the name of any particular format will accept submission of that file. Contact your financial institution for their current submission requirements.

Positive Pay Export Wizard Column Heading Comparisons

The table below provides you with some alternative column heading names collected from various financial institutions that you can use to compare and select the predefined fields for the export file.

Positive Pay Export Wizard - Column Headings	Financial Institution - Column Headings	Description/Comments
Field Description	• Description • Data Element • Field • Field Description • Column Headers • Field Name	Provides a list of common fields that are used by your financial institution. If the field does not closely match the required fields provided by your financial institution, enter a new field description of up to 30 alphanumeric characters.
Start/End	• Position • From/To • Beginning Position • Field Position • Start Position • Character Positions • Column Begin/End	Displayed only when using a fixed format file type.

	• Row Formatting Instructions	
Column No.	• Field • Field No. • Position • Column	Displayed when using a comma delimited (csv) file type.
Length	• Max Length • Size • Length • Field Length • Field Size • Characters • Row Formatting Instructions	Calculated for fixed format file types, and is based on the value entered at the Start and End fields. You can enter the length of the field for comma delimited (csv) file types.
Field Value	• Value • Description • Contents	Used for constant values, bank numbers, remote ID, batch ID, service type, destination identifier, and other literal values.
Date Format	• Date Format • Format • Notes • Content • Special Instructions • Rules • Comments • Description • Row Formatting Instructions	Contains the following values: • YYYYMMDD • YYMMDD • MMDDYY • MMDDYYYY • YYYYDDD • MM/DD/YY • MM/DD/YYYY • MM-DD-YYYY • YYDDD Note DDD is the number of the day of the year.
Justification	• Format/Justification • Comment • Description • Type • Rules • Value • Data Requirements	Contains the following values: • Right • Left

	• Row Formatting Instructions • Specification Overview	
Zero Filled	• Format/Justification • Comment • Description • Type • Rules • Value • Data Requirements • Row Formatting Instructions • Specification Overview	Select the check box if the field needs to be zero filled.
Implied Decimal	• Field Type • Field Details • Row Formatting Instructions	Select the check box if a decimal point should not be exported. If a numeric value has 3 decimal places, it will be rounded to 2 decimal places before the decimal point is removed. Example: 10 will be exported as 1000, 10.1 will be exported as 1010, and 10.125 will be exported as 1013.

Note: The Length of Record field may be referred to as the Record Length or Record Size by your financial institution. The number at this field is calculated based on the Start and Length columns, or you can enter a value. As lines are added, deleted, or modified this field is populated with the total record length. This only applies to fixed format file types.

Define Formatting Information for the File Header Record, Header Record, Second Header Record, Trailer Record, Second Trailer Record, and File Trailer Record

- A File Header Record may be referred by your financial institution as a File Header Record, Sign On Record, or CBB/FTS Upload Record.
- A Header Record may be referred to by your financial institution as a Header Record or a Batch Header Record.
- A Second Header Record may be referred to by your financial institution as a Header Record, File Header Record, or a Batch Header Record.

- A Trailer Record may be referred to by your financial institution as a Trailer Record, Control Record, or a Total Record.
- A Second Trailer Record may be referred to by your financial institution as a Second Trailer Record, Batch Trailer Record, or Total Record.
- A File Trailer Record may be referred to by your financial institution as a File Trailer Record or a File Total Record.

Sample 1 of a Positive Pay Export File Structure - if not combining multiple bank codes into a single file

Note The export file structure may not exactly match your export file structure.

File Header Record

      Bank Code A Header Record

      Bank Code A Header 2 Record

          Bank Code A Detail Record

          Bank Code A Detail Record

          Bank Code A Detail Record

          Bank Code A Detail Record

          Bank Code A Detail Record

      Bank Code A Trailer Record

      Bank Code A Trailer 2 Record

File Trailer Record

Sample 2 of a Positive Pay Export File Structure - when combining multiple bank codes into a single file

Note The export file structure may not exactly match your export file structure.

File Header Record

      Bank Code A Header Record

Bank Code A Header 2 Record

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Trailer Record

Bank Code A Trailer 2 Record

Bank Code B Header Record

Bank Code B Header 2 Record

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Trailer Record

Bank Code B Trailer 2 Record

File Trailer Record

Sample 3 of a Positive Pay Export File Structure - when combining multiple bank codes into a single file, and one record per file is selected for Header Record and Second Header Record

Note The export file structure may not exactly match your export file structure.

File Header Record

Bank Code A Header Record

Bank Code A Header 2 Record

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Trailer Record

Bank Code A Trailer 2 Record

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Trailer Record

Bank Code B Trailer 2 Record

File Trailer Record

Sample 4 of a Positive Pay Export File Structure - when the header sequence number is used in the File Header Record, Header Record, Trailer Record, and File Trailer Record

Note The export file structure may not exactly match your export file structure.

File Header Record (Header Sequence No = 1)

Bank Code A Header Record (Header Sequence No = 2)

Bank Code A Header 2 Record (Header Sequence No = 2)

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Trailer Record (Header Sequence No = 2)

Bank Code A Trailer 2 Record (Header Sequence No = 2)

Bank Code B Header Record (Header Sequence No = 3)

Bank Code B Header 2 Record (Header Sequence No = 3)

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Trailer Record (Header Sequence No = 3)

Bank Code B Trailer 2 Record (Header Sequence No = 3)

File Trailer Record (Header Sequence No = 1)

Sample 5 of a Positive Pay Export File Structure - when the header sequence number is used only in the Header Record and Trailer Record

Note The export file structure may not exactly match your export file structure.

File Header Record

Bank Code A Header Record (Header Sequence No = 1)

Bank Code A Header 2 Record

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Detail Record

Bank Code A Trailer Record (Header Sequence No = 1)

Bank Code A Trailer 2 Record

Bank Code B Header Record (Header Sequence No = 2)

Bank Code B Header 2 Record

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Detail Record

Bank Code B Trailer Record (Header Sequence No = 2)

Bank Code B Trailer 2 Record

File Trailer Record

Sample 6 of a Positive Pay Export File Structure - when the header sequence number is used in the File Header Record, Header Record, Trailer Record, and File Trailer Record and the checks are sorted by check date

Note The export file structure may not exactly match your export file structure.

File Header Record

Bank Code A Check Date 05/01/10 Header Record (Header Sequence No = 1)

Bank Code A Check Date 05/01/10 Header 2 Record

Bank Code A Check Date 05/01/10 Detail Record

Bank Code A Check Date 05/01/10 Detail Record

Bank Code A Check Date 05/01/10 Detail Record

Bank Code A Check Date 05/01/10 Trailer Record (Header Sequence No = 1)

Bank Code A Check Date 05/01/10 Trailer 2 Record

Bank Code A Check Date 05/03/10 Header Record (Header Sequence No = 2)

Bank Code A Check Date 05/03/10 Header 2 Record

    Bank Code A Check Date 05/03/10 Detail Record

    Bank Code A Check Date 05/03/10 Detail Record

    Bank Code A Check Date 05/03/10 Detail Record

Bank Code A Check Date 05/03/10 Trailer Record (Header Sequence No = 2)

Bank Code A Check Date 05/03/10 Trailer 2 Record

Bank Code B Check Date 05/01/10 Header Record (Header Sequence No = 3)

Bank Code B Check Date 05/01/10 Header 2 Record

    Bank Code B Check Date 05/01/10 Detail Record

    Bank Code B Check Date 05/01/10 Detail Record

    Bank Code B Check Date 05/01/10 Detail Record

Bank Code B Check Date 05/01/10 Trailer Record (Header Sequence No = 3)

Bank Code B Check Date 05/01/10 Trailer 2 Record

Bank Code B Check Date 05/02/10 Header Record (Header Sequence No = 4)

Bank Code B Check Date 05/02/10 Header 2 Record

    Bank Code B Check Date 05/02/10 Detail Record

    Bank Code B Check Date 05/02/10 Detail Record

    Bank Code B Check Date 05/02/10 Detail Record

Bank Code B Check Date 05/02/10 Trailer Record (Header Sequence No = 4)

Bank Code B Check Date 05/02/10 Trailer 2 Record

File Trailer Record

Note When defining record requirements for a single record type, only the detail record type needs to be defined.

Use the table below to help select the predefined fields that best match the fields required by your financial institution. The field descriptions are used for the File Header Record, Header Record, Second Header Record, Trailer Record, Second Trailer Record, and File Trailer Record.

Positive Pay Export Wizard Field Descriptions	Description/Comments
Record Type	This field indicates the type of record. It is also referred to as the Record Type Code, Record Indicator, Record Code, Header Record Type, Header Record Indicator, Header Record Label, Trailer Record Type, Account Total Indicator, File Total Indicator, or Total Record Indicator. Example: H, 20, 1, or $$ADD
Account Number	This is the Account Number field set up in Bank Code Maintenance. It is also referred to as the Checking Account Number, Bank Account Number, DCH Account Number, or Account.
Bank Number	Provided by your financial institution. It is also referred to as the Bank ID or Bank Code.
Transit ID	It is also referred to as the Routing Transit Number or Bank Transit Number.
Company Name	This is the Company Name field set up in Company Maintenance. The field value can be changed.
File Date	This field is the system date at the time of processing. It is also referred to as the File Creation Date, Batch Creation Date, Processing Date, Transmission Date, or Date of File.
File Time	This field is the system time at the time of processing. It is also referred to as the File

	Creation Time, Transmission Time, or Batch Creation Time.
File Sequence No.	This field is a sequence number generated by the program and can also be used in the file name. It applies only for file name formats such as 'Run Date + Bank Code + Seq' and 'ARPxxxxx'. It is blank for other file name formats.
Header Sequence No.	This field is a sequence number generated by the program and is used when there are multiple header records. It increases when a new Header Record is generated. A Header Record is generated when the 'group' changes. A group is usually a Bank Code. If the Sort Checks by Check Date check box is selected, a group is Bank Code + Check Date.
Total Detail Count	This field is the total number of detail records in the exported file.
Total Item Count	This field is the total number of records in the exported file, but may not equal the true number of records in the file. A Header or Trailer Record is counted when the Does the header/trailer record need to be included in the total item count? check box is selected in the Positive Pay Export Wizard. Reversed and voided checks are counted when the Do you need to include reversed and voided checks in the total item count? check box is selected in the Positive Pay Export Wizard.
Total Dollar Amount	This field is the sum of all the amounts in the exported file. Reversed checks can increase, decrease, or not be included in this total.
Sum of Check Numbers	This field is the total sum of the actual check numbers in the exported file. It is also referred to as a Hash Total.
Total Bank Count	This field is the total number of bank codes that are included in the export file. This field is available only for the File Header Record and File Trailer Record types.
Next Batch Number	A batch number can be entered at the time of processing and increments automatically at the

	end of processing. It is also referred to as a Batch Control Number.
Runtime Date Option	Can be used for entering a date at the time of processing. It is also referred to as Certification Cutoff Date.
Runtime Option 1	Can be used for entering a value at the time of processing. It is also referred to as Final Input Indicator.
Runtime Option 2	Can be used for entering a value at the time of processing.
User-Defined Fields	User-defined fields appear if they were created for Gl Bank Code Master. UDFs are available in a Header Record and Trailer Record.

Define Formatting Information for the Detail Record

Use the table below to help select the predefined fields that best match the fields required by your financial institution. The field descriptions are used for the Detail Record.

Positive Pay Export Wizard Field Descriptions	Description/Comments
Record Type	This field indicates the type of record. It is also referred to as the Record Type Code, Record Indicator, Record Code, Region Code, or Detail Indicator. Example: D, 00, 10, or blank
Account Number	This is the Account Number field set up in Bank Code Maintenance. It is also referred to as the Checking Account Number, Bank Account Number, DCH Account Number, or Account.
Check/Serial Number	It is also referred to as the Check Number, Serial Number, Cheque Sequence Number, or Cheque Serial Number.
Issue Date	It does not apply to voided, reversed, or deleted checks. It is also referred to as the Issue Date of Check, Check Issue Date, Date of Issue, Actual

	Date of Issue, Check Date of Issue Check, or Date.
Void Date	It does not apply to issue checks. Can be the same as the Issue Date field or your financial institution may require the void date in another position/column in the exported file. It is also referred to as the Check Date of Voided, Reversed Check, or Deleted Check.
Original Issue Date	It does not apply to issue checks. It is also referred to as the Original Check Date, Original Issue Date, Original Issue Date of Voided Check, Original Issue Date of Reversed Check, or Check Date. Example: The check number 00123 was issued on 3/10/10; it was reversed on 3/12/10; the original issue date is 3/10/10.
Amount	It is also referred to as the Check Amount, Transaction Amount, Dollar Amount, or Cheque Amount.
Check Type Indicator	The value at this field defaults from the value entered in the Define Formatting Information for the Detail Record page. It is also referred to as the Action, Transaction Code, Transaction Type, Record Type Code, Status Code, Record Type, Void Indicator, Void Type Indicator, Void Check Indicator, Issue Record, or Payment Type.
Payee Name	This is the Payee Name field on the check. For payroll checks, the payee name is the Employee Name field from Employee Maintenance and it is the employee first name + space + employee last name. It is blank for reversed and voided checks if the Do you need to include the payee name for reversed and voided checks? check box is cleared in the Positive Pay Export Wizard.
Vendor Address	This is the Address field from Vendor Maintenance. It is the full address including the city, state, and ZIP Code. Country code is also part of the address for accounts payable checks.
Employee Address	This is the Address field from Employee Maintenance. It is the full address including the city, state, and ZIP Code.

Highest Deletd Chk No.	This is the last voided check number in the range of checks.
Next Batch Number	A batch number can be entered at the time of processing and increments automatically at the end of processing. It is also referred to as a Batch Control Number.
Runtime Date Option	Can be used for entering a date at the time of processing.
Runtime Option 1	Can be used for entering a value at the time of processing.
Runtime Option 2	Can be used for entering a value at the time of processing.
User-Defined Fields	User-defined fields appear if they were created for GL Bank Code Master.