

D. Issue Templates

The purpose of issue templates is to make it easy to load issue items into Check Positive Pay (PRO-CHEX) using files that can be generated out of most accounting systems. PRO-CHEX provides organizations a variety of flexible options for providing a list of checks that have been issued or voided.

Issue templates allow users to select from a list of file formats supported and identify where the required data elements are located within the file.

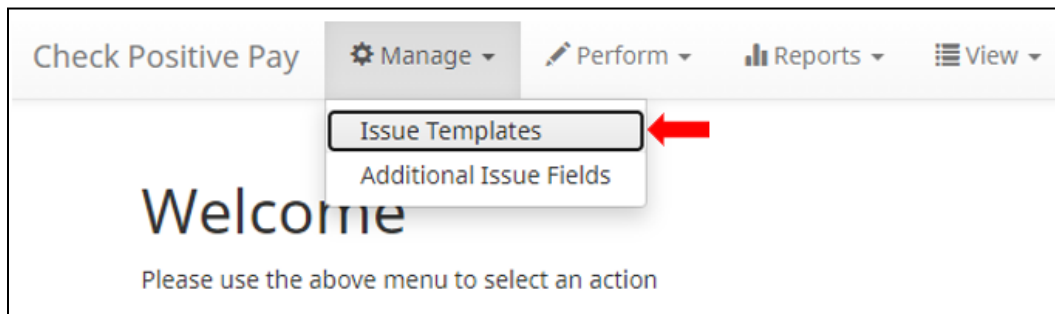
Once a template has been set up, the template can be selected when loading a file to tell Check Positive Pay (PRO-CHEX) how to use the data contained in the file.

Multiple file templates can be set up, displayed, and used. FIs can create templates for Clients to use, or the FI can allow Clients to create their own templates.

NOTE:

The Issue Template user privilege must be enabled.

1. From within the Check Positive Pay (PRO-CHEX) module, click Manage > Issue Templates.



- The system displays a list of any existing templates available for view or edit, and a button to Create New Template. NOTE: Templates created by the FI cannot be modified by a Client. Templates created by the Client can be modified by the Client and the FI. Templates created by the FI can be viewed by clicking the eye icon in the Edit/View column.

Create New Template			
Delete	Template <input type="text" value="Filter by Template"/>	File Type <input type="text" value="Filter by File Type"/>	Edit/View
	2011 Regression C	Comma Separated	
	CSV	Comma Separated	
	CSV1	Comma Separated	
	DBFI Fixed Width	Fixed Width	
	Excel 1	Excel Workbook	
	Excel 97-2003 Workbook	Excel 97-2003 Workbook	
	Quickbooks Type 1	Excel Workbook	
<input type="checkbox"/>	2008 Regression	Comma Separated	
<input type="checkbox"/>	2008 Regression A	Excel Workbook	

- To view or edit an existing template, click the pencil icon for the appropriate template. The template displays with the date the template was last updated.

Edit Template: 2105 Template C
Last Updated: 12/13/2021
✕

Template Name	File Type?	Template Status
<input type="text" value="2105 Template C"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Excel Workbook"/>	<input style="border: none; border-bottom: 1px solid #ccc;" type="text" value="Active"/>

- To delete an existing template, click the checkbox next to the Templates to be deleted and click Delete Selected. Templates that have the Delete option were built by the Client and can be deleted/edited by the Client user. Templates without the Delete option were built by the FI and cannot be deleted/edited by the Client user.

5. To create a new template, click the Create New Template button.

Create New Template

Template Name <input type="text"/>	File Type² - select file type <input type="button" value="v"/>	Template Status Active <input type="button" value="v"/>
Number of Header Rows² <input type="text" value="0"/>	Number of Footer Rows² <input type="text" value="0"/>	Template Level² Client <input type="button" value="v"/>
Multi-Line Payee Name Separator: [?] Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [; , - _ /]	<input type="text"/>	

The upper portion of the template screen will not change, regardless of the file type selected. The template name, file type, and template status values are required. The header and footer fields are optional.

Template Name Name of the template being created.

File Type Select the appropriate file type. **Check Positive Pay (PRO-CHEX) accepts Issuance File uploads with the following formats:**

- Comma Separated (.csv)
- Fixed Width (.txt)
- Excel Workbook (.xlsx)
- Excel 97-2003 Workbook (.xls)
- Pipe Separated (.csv)
- Semi-colon Separated (.csv)
- Tab Separated (.txt)

File types other than the ones listed above are not accepted.

Once File Type is selected, specific instructions for each file type will appear, based on the selection. Examples of each file type are shown below.

Comma Separated (.csv): A delimited text file that uses a comma to separate values. Each line of the file is a data record. Each record consists of one or more fields, separated by commas.

```
1 322172441,1111111111,200.00,136,20210201,tr9991,356468,Art, , , , ,CHECK
2 322172441,1111111111,20.00,137,20210201,tr9992,456987,Stuff, , , , ,CHECK
3 322172441,1111111111,500.00,138,20210201,tr9993,45879,Misc, , , , ,DEPOSIT
4 322172441,1111111111,650.00,139,20210201,tr9994, , , , ,CHECK
5 322172441,2222222222,65.00,140,20210201,tr9995, , , , ,CHECK
6 322172441,2222222222,150.00,141,20210201,tr9996, , , , ,CHECK
7 322172441,2222222222,489.00,142,20210201,tr9997,Supplies, , , , ,CHECK
8 322172441,2222222222,54.00,143,20210201,tr9998, , , , ,DEPOSIT
9 322172441,3333333333,480.00,144,20210201,tr9999,457896, , , , ,CHECK
```


Tab Separated (.txt): A simple text format that uses a tabular structure to separate values. Each line of the file is a data record. Each record consists of one or more field, separated by tabs.

1	123 5000	ISSUED	2222222222
2	124 6000	ISSUED	2222222222

Template Status

Can be set to Active or Inactive. Active templates are used for loading issue files; inactive templates cannot be used for issue file loading.

Number of Header/Footer Rows

Many accounting systems can export excel or fixed width files. Sometimes those files have header (beginning) rows or footer (ending) rows containing data not required by Check Positive Pay (PRO-CHEX).

When setting up a template, the Client can define the number of rows Check Positive Pay (PRO-CHEX) should ignore at the beginning and end of the file. If the values are entered incorrectly, an issue file may load with errors or no items.

Multi-Line Payee Name Separator

This feature allows the user to enter a character to be used to separate Multiple Payee Names on separate lines of an issued item.

Acceptable and allowed characters are limited to the following: ; | , - _ /

Do not use a Multi-Line Payee Name Separator character that will ever be present in a Payee Name, or that will be a character used in a specific file type (i.e., Comma Separated files).

Payee Name Separators are only necessary when payee names are listed on two or more separate lines of a check.

Please Refer to Section X, Payee Positive Pay Tips & Best Practices, for more information about Multiple Payee Handling and Multi-Line Payee Separators.

About Multi-Line Payee Name Separator:

The Multi-Line Payee Name Separator field is optional. This feature allows the FI to enter a character to be used to separate Multiple Payee Names on separate lines of an issued check.

Currently, the system restricts the allowed characters to the following: ; | , - _ / . The user must be aware that using a separator character appearing elsewhere in the payee name might conflict with the file itself. Examples of scenarios where problems might arise are listed below:

Within a Comma Separated file (.csv), different data fields are separated by a comma. Therefore, a comma cannot be used in the data field itself, or the .csv will read the comma as a separator before the next field. Therefore, listing two payees for an item in this way: "Elain Archeron,Nesta Archeron" will cause issues reading the .csv file. In this scenario, the user should select a multi-line payee name separator character that will not cause an issue, such as a semicolon. "Elain Archeron;Nesta Archeron" in the Payee Name field of the .csv file will process correctly.

If the user selects a separator character that would ever appear in a payee name field, such as a dash (-), the system would then separate the data before and after the character as separate payees. For instance, if the user has selected a dash (-) as the Multi-Line Payee Name Separator, and a common payee used is "In-and-Out Burger," the system will interpret four payees (e.g., In, and, Out, Burger). In this case, the user should select a multi-line payee name separator that will not cause such issues, such as a pipe (|) or a semicolon (;) for cases of multiple payee names.

Please refer to Section X, Payee Positive Pay Tips & Best Practices for more information about multiple payee name handling.

The mapping section below displays based on the file type selected. **Not all fields/options seen in these graphics may be available for your organization based on settings configured by your financial institution.**

Excel and separated files require Clients to define the column data elements that will be found.

×

Create New Template

Template Name

File Type?

- select file type
▼

Template Status

Active
▼

Number of Header Rows?

0
▲▼

Number of Footer Rows?

0

Template Level?

Client
▼

Multi-Line Payee Name Separator: ?

Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [; | . - _ /]

This Client has not been setup for client additional issue fields in templates.
Configure in Client level settings and setup client additional issue fields for the Client and try again.

File Mapping

Add	Input Field?	File Column?	Field Format
	Serial Number	<input style="width: 100%;" type="text"/>	
	Amount?	<input style="width: 100%;" type="text"/>	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input checked="" type="checkbox"/>	Status?	<input style="width: 100%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; display: flex; align-items: center;"> ISSUED - for ISSUED </div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px; display: flex; align-items: center;"> STOPPED - for STOPPED </div> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> VOIDED - for VOIDED </div>
<input type="checkbox"/>	Account Number?	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	Issuance Date?	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	Payee Name?	<input style="width: 100%;" type="text"/>	
<input type="checkbox"/>	Routing Number?	<input style="width: 100%;" type="text"/>	

Save

? - Place the cursor over this label for more information

Fixed Width files require the Client to define the start and end position in which the data element is located.

×

Create New Template

Template Name

File Type?

Fixed Width ▼

Template Status

Active ▼

Number of Header Rows?

Number of Footer Rows?

Template Level?

Client ▼

Multi-Line Payee Name Separator: ?

Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [; | , - _ /]

This Client has not been setup for client additional issue fields in templates.
Configure in Client level settings and setup client additional issue fields for the Client and try again.

File Mapping

Add	Input Field?	Start Position?	End Position?	Field Format
	Serial Number	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
	Amount?	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input checked="" type="checkbox"/>	Status?	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	<div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">ISSUED - for ISSUED</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 2px;">STOPPED - for STOPPED</div> <div style="border: 1px solid #ccc; padding: 2px;">VOIDED - for VOIDED</div>
<input type="checkbox"/>	Account Number?	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
<input type="checkbox"/>	Issuance Date?	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
<input type="checkbox"/>	Payee Name?	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	
<input type="checkbox"/>	Routing Number?	<input style="width: 80%;" type="text"/>	<input style="width: 80%;" type="text"/>	

Save

?- Place the cursor over this label for more information

The mapping section on the lower part of the screen displays the required fields. The Check Serial # and Amount fields are always required. The Client must specify whether the amount data in the imported file will or will not contain decimal points. For example, if the Amount value is set to Fractional Dollars, then 100, 100.0 and 100.00 are all processed the same. If the Amount value is set to Whole numbers of cents, the system divides by 100 and saves it as a dollar value. For example, a value of 100 would be saved as \$1.00 in the system.

The Client can import additional data by checking the Add box next to the desired data element.

If the Status box is not checked (as shown below), Check Positive Pay (PRO-CHEX) will load all issue items with a status of Issued. If the Client file represents Voided items as a negative number, the Client can check the box Treat Negative Amount as Void and PRO-CHEX will status any item in the file with a negative value as Voided. Issuance with a \$0 amount will also be treated as void.

Create New Template

Template Name <input type="text"/>	File Type[?] Comma Separated <input type="button" value="v"/>	Template Status Active <input type="button" value="v"/>	
Number of Header Rows[?] 0 <input type="button" value="up"/> <input type="button" value="down"/>	Number of Footer Rows[?] 0 <input type="text"/>	Template Level[?] Client <input type="button" value="v"/>	
Multi-Line Payee Name Separator: [?] Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [; , - _ /]			
<p>This Client has not been setup for client additional issue fields in templates. Configure in Client level settings and setup client additional issue fields for the Client and try again.</p>			
File Mapping			
Add	Input Field[?]	File Column[?]	Field Format
	Serial Number	<input type="text"/>	
	Amount [?]	<input type="text"/>	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input type="checkbox"/>	Status [?]	<input type="text"/>	<input checked="" type="checkbox"/> Treat Negative Amount As Void [?] Issuance with \$0 amount will be treated as Void

Create New Template

Template Name

File Type[?]

Template Status

Number of Header Rows[?]

Number of Footer Rows[?]

Template Level[?]

Multi-Line Payee Name Separator: [?]

Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [; | , - _ /]

This Client has not been setup for client additional issue fields in templates.

Configure in Client level settings and setup client additional issue fields for the Client and try again.

File Mapping

Add	Input Field [?]	Start Position [?]	End Position [?]	Field Format
	Serial Number	<input type="text"/>	<input type="text"/>	
	Amount [?]	<input type="text"/>	<input type="text"/>	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input type="checkbox"/>	Status [?]	<input type="text"/>	<input type="text"/>	<input checked="" type="checkbox"/> Treat Negative Amount As Void [?] Issuance with \$0 amount will be treated as Void

If the Client checks the Status box additional fields displays as shown below. If the Client's accounting system exports issue items with an Issued or Voided status, no additional action is required.

If the Status box is checked for a template, and this information is not provided in the issue file loaded, the system will give each record an ISSUED status. In addition, the STOPPED status may not appear in the Template configuration screen if the FI has disabled stop payments.

<input checked="" type="checkbox"/> Status?	<input type="text"/>	ISSUED	- for ISSUED
		STOPPED	- for STOPPED
		VOIDED	- for VOIDED

If the accounting system used exports issued items with a value of X and voided items with a value of Y, the user can identify the values as shown below so Check Positive Pay (PRO-CHEX) can translate the data appropriately when importing the data.

<input checked="" type="checkbox"/> Status?	<input type="text"/>	X	- for ISSUED
			- for STOPPED
		Y	- for VOIDED

A description has been provided below to define system behavior if additional data elements are included.

Account # If the account box is selected, the user can import one file that contains issue items for multiple accounts. If the account box is NOT selected, when a Client user loads a file through the Client portal, Check Positive Pay (PRO-CHEX) will require the user to select the account the checks were issued on.

Issuance Date If the issuance date box is NOT checked, Check Positive Pay (PRO-CHEX) will default the issue date to the date the file was loaded. If the issuance date box is checked, the file must contain an issuance date for each item. For Excel files, PRO-CHEX translates the data format used in the file. For separated and fixed width files, the Client must define the date format being used. If the date format configured includes dashes or slashes (i.e., MM/dd/yyyy), the mapped issuance file should include the dashes or slashes (i.e., 10/29/2024) as shown in the screenshot below. The formats displayed are examples only. A complete list of date formats can be found at:

<https://docs.oracle.com/javase/8/docs/api/java/time/format/DateTimeFormatter.html#patterns>

<input checked="" type="checkbox"/> Issuance Date?	<input type="text"/>	<input type="text"/>	<input type="text"/>
			M for month, d for day of month, y for year Examples: yyyy-MM-dd for 2019-12-25 MM/dd/yy for 12/25/19 MMM dd, yyyy for Dec 25, 2019

Payee Name

The Payee Name box appears if one or more accounts are configured for payee positive pay. If the payee name box is checked, Check Positive Pay (PRO-CHEX) requires the payee name for accounts configured for payee positive pay. If payee name is provided for accounts not enrolled in payee positive pay, the payee name data will be ignored when the file is loaded. For Excel or delimited files, the complete and single payee name is expected in a single column. For fixed width files, the complete and single payee name must be contained in the file between the starting and ending position.

This field supports both alphabetic and numeric characters.

When a payee name is required in an issuance file, values consisting of only white space (i.e., all spaces) will be considered the same as an empty value and will not be accepted.

If the Multiple Payee Names feature is enabled, the Issuance Payee name may display more than one payee. However, Multi-Line Payee Names cannot be used on accounts that have a Custom Payee Box enabled.

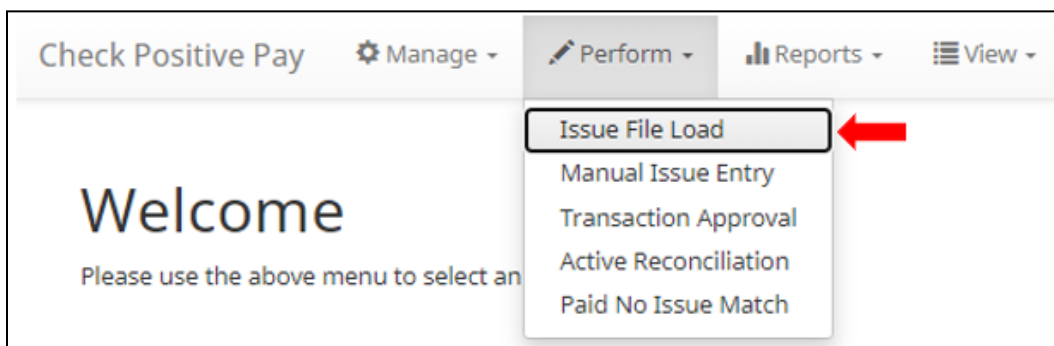
F. Loading Issue Files

NOTE:

- The Load Issuance File user privilege must be enabled.
- If Multiple Payee Names feature is enabled, Check Positive Pay (PRO-CHEX) supports more than one payee name in the Payee Name field of issuance files. Please see Step #2 below for more information.
- Multi-Line Payee Names cannot be used on accounts that have a Custom Payee Box enabled.
- If Payee Name is a required field in the issuance template used, issuance files in which the payee name field contains values consisting only of white space (ex, all spaces) will be considered the same way as an empty value and will not be accepted.
- Issue file loading will strip and ignore dollar signs on dollar amounts, and double and single quotations around data fields.
- For best results, users should not load issue files with mixed account numbers unless they have access to all the listed accounts. Loading issue files with account numbers for which the user has no access will cause errors.
- There is a 100-character limit on issuance file names.
- In the case of an issuance file containing Voids or Stops which are being loaded to overwrite previously issued (outstanding) items, the system will update the status of the issued items but will keep the original amount of the issued item, even if the Void/Stop amounts are listed in the issuance file.

Check Positive Pay (PRO-CHEX) allows Client users to load issue files into the system for use in matching. PRO-CHEX accepts these files in a variety of formats, used in conjunction with file templates (covered in the previous subsection).

1. From the Client Portal:
 - a. Check Positive Pay (PRO-CHEX) module, click Perform > Issue File Load.



b. The Load Check Issuance File page appears.

The screenshot shows the 'Issue File Load' page. At the top left is the title 'Issue File Load'. Below it is a section titled 'Template to Use With Issue File'. This section contains a dropdown menu with the text '- select template -' and a downward arrow. To the right of the dropdown is a button labeled 'Create New Template'. Below the dropdown is the text 'Select template that matches issue file format'.

c. Select the Template drop-down box to select from a list of existing templates. Select one of the available templates listed. If only one template is available for a client, the drop-down box selects that template by default.

The screenshot shows the 'Issue File Load' page with the 'Account?' dropdown menu open. The 'Template to Use With Issue File' dropdown is now set to 'Excel Workbook 2'. The 'Account?' dropdown menu is open, showing a list of accounts: '- not selected -', 'FFF Escrow - xxxx4444', 'FFF Expense - xxxx3333', 'FFF Payroll - xxxx2222', and 'FFFriends - xxxx1111'. The first option '- not selected -' is highlighted in blue. To the right of the dropdown is a button labeled 'Create New Template'. Below the dropdown is the text 'Select account and template that matches issue file format'. There is also a button labeled 'View Selected Template' to the left of the dropdown.

d. If the template selected was created without the Account field enabled, a drop-down box will display so that an Account can be selected. Select from the list of accounts. If only one account is available for a client, the drop-down box will select that account by default.

The screenshot shows the 'Issue File Load' page with the 'Template to Use With Issue File' dropdown menu open. The dropdown menu is open, showing a list of templates: '- select template -', '1234', 'CSV', 'DBFI Fixed Width', 'Excel 97-2003 Workbook', 'Excel Workbook', 'Excel Workbook 2', 'TestTemplate4', and 'tester'. The 'Excel Workbook' option is highlighted in blue. To the right of the dropdown is a button labeled 'Create New Template'.

e. The file upload interface appears. Click the Browse button to select the appropriate file.

Issue File Load

Template to Use With Issue File: Admin FI Level Template

Account?: The One and Only - xxxx1111

Create New Template

View Selected Template

Select one issue file that is in the format of the selected template

Drag & drop files here ...

Select files ...

Browse ...

f. Once the file is selected, it displays in the upload interface.

Issue File Load

Template to Use With Issue File: Admin FI Level Template

Account?: The One and Only - xxxx1111

Create New Template

View Selected Template

Select one issue file that is in the format of the selected template

PCC1_Issue 10182022-001.xlsx (12.12 KB)

PCC1_Issue 10182022-001.xlsx

Remove Upload Browse ...

Remove The file is removed from the page.

Browse Use Browse to locate the file you want to load.

Upload The file will be uploaded.

g. The Status Bar displays the Current Status of the file.

< Back to Status

WKP1 Issue 1028-001.xlsx

File Status

Queued Processed Approved / Rejected Completed Deleted

File is processing ...

h. If errors are encountered during the initial processing of the issuance file, the Parse Errors display appears, allowing the user to view the error detail within the file. The most common reason this error would appear is because the file contains improper formatting. At this point, the user will have the option to:

- Correct those errors.
- Delete individual errors. This feature only displays if there are errors in the file and is only available until errors have been corrected and the file is saved.
- Delete all errors. This feature only displays if there are errors in the file and is only available until errors have been corrected and the file is saved.
 - This will retain the totals and counts for audit history.
- Discard the file. This feature appears when there is an error in the file. This option is not available after corrections have been made and saved.

This will remove the file and its contents from the system.

< Back to Status ASBC1_Evens_Issue w errors 03042024-001.xlsx View Template

File Status

Queued Processed Approved / Rejected Completed Deleted

Errors occurred during loading. View list below to edit errors. If errors remain after 03/07/24, the issuance file will be automatically discarded.

Edit 4 Errors Delete All Errors

Rows 1 - 4 of 4.

Line Number	Account	Serial Number	Amount	Payee Name ²	Status	Issuance Date	Delete
35	24680z4680						
36	24680z4680						
37	24680z4680						
38	24680z4680						

Click any row to select that row for editing

Discard File Save

In this case, the account numbers in the issuance file were entered incorrectly and need to be corrected before the file can be fully processed and loaded.

- i. Click on any fields highlighted in red to make updates or changes.

Line Number	Account	Serial Number	Amount	Payee Name?	Status	Issuance Date	Delete
7	z1111 - select account - OctaTest - xxxx8888 The One and Only - xxxx1111 PC Test - xxxx1369 Gilbert's Grapes - xxxx6732	11568	\$ 30	Richard Canova	ISSUED	2021-04-15	
6		11567	\$260.00	Office Pride	ISSUED	04/15/2021	

In this example, the user is presented with an account number drop-down so they can choose the correct account number for the issuance item.

- j. Once all errors are corrected, the red highlights are no longer visible, and the file can be reprocessed by clicking the Save and Submit button. This feature is only available until all errors are corrected, deleted, or discarded.

Line Number	Account	Serial Number	Amount	Payee Name?	Status	Issuance Date	Delete
7	The One and Only - xxxx1111	11568	\$30.00	Richard Canova	ISSUED	04/15/2021	
6	z1111	11567	\$260.00	Office Pride	ISSUED	04/15/2021	
5	The One and Only - xxxx1111	11566	\$600.00	Jonathan Copeland Michael Copeland	ISSUED	04/15/2021	
4	The One and Only - xxxx1111	11565	\$65.55	Cisco Webex, LLC	ISSUED	04/15/2021	

Click any row to select that row for editing

Discard File Save and Submit

k. The file will be returned to processing.

< Back to Status ASBC1_Evens_Issue w errors 03042024-002.xlsx

File Status

Queued Processed Approved/Rejected Completed Deleted

File is pending approval.

l. If the file processes successfully, the user can view the details on all the items in the file.

< Back to Status ASBC1_Evens_Issue w errors 03042024-002.xlsx

File Status

Queued Processed Approved Completed Deleted

File processing is complete. View list below to see items.

View items: 4 Items totaling \$955.55 Load Date: 03/04/2024 9:20 AM EST

Rows 1 - 4 of 4.

Account Number	Serial Number	Amount	Payee Name	Status	Issuance Date
xxxx4680	9070	\$65.55	Cisco Webex, LLC	AVAILABLE_FOR_MATCHING	03/04/2024
xxxx4680	9071	\$600.00	Jonathan Copeland and Michael Copeland	AVAILABLE_FOR_MATCHING	03/04/2024
xxxx4680	9072	\$260.00	Office Pride	AVAILABLE_FOR_MATCHING	03/04/2024
xxxx4680	9073	\$30.00	Richard Canova	AVAILABLE_FOR_MATCHING	03/04/2024

Delete

If there are no errors in the file during the initial load, the file will automatically display as approved and complete.