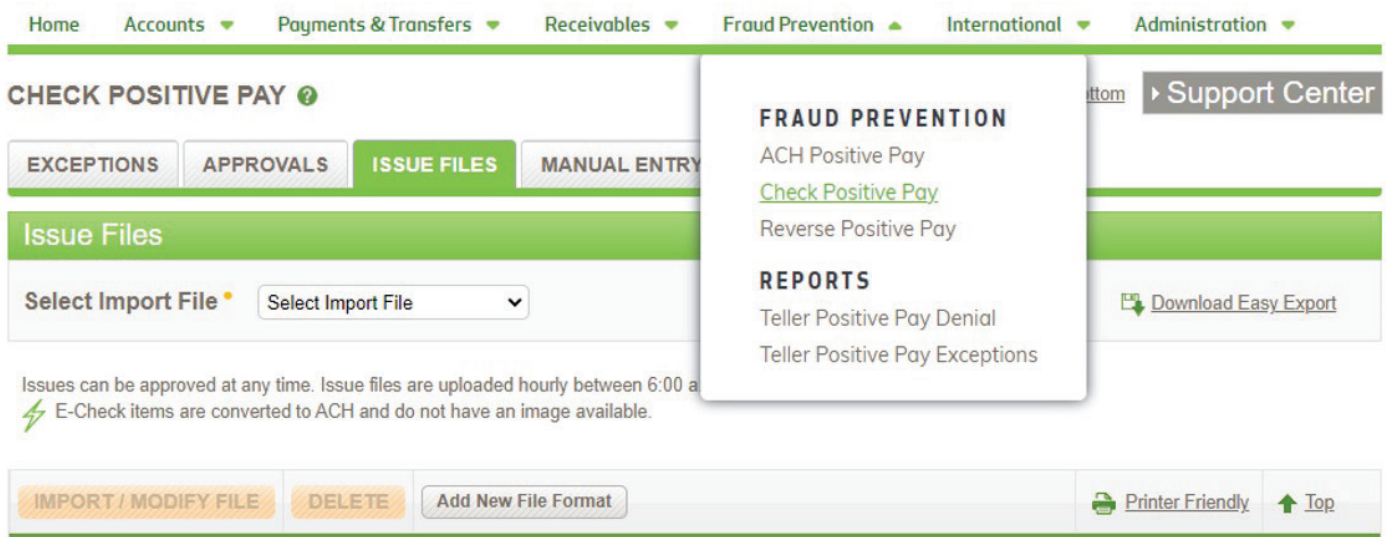


Business Online Check Positive Pay Import Mapping Guide

Check Positive Pay – Importing the Check Register

Below are instructions on how to setup your Huntington Check Positive Pay Import rules.

1. Navigate to **Fraud Prevention > Check Positive Pay > Issue Files**

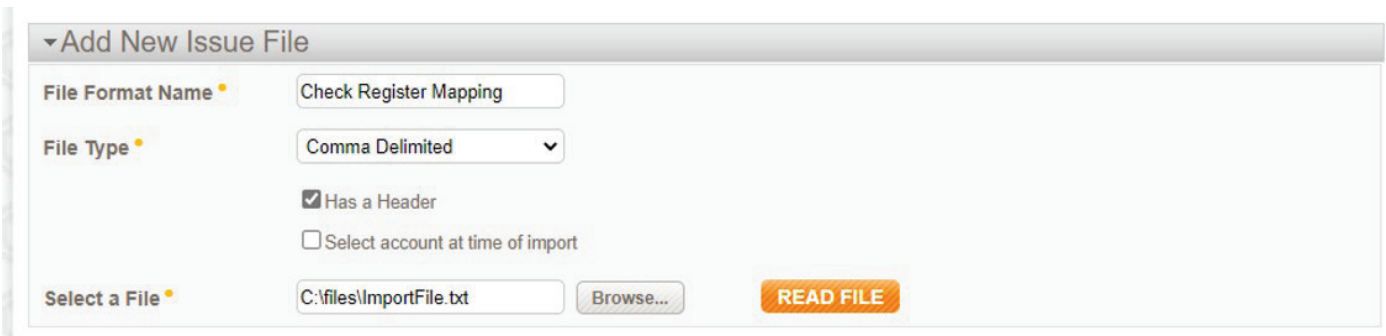


The screenshot shows the Huntington Business Online interface. At the top, there is a navigation bar with links for Home, Accounts, Payments & Transfers, Receivables, Fraud Prevention, International, and Administration. Below this, the 'CHECK POSITIVE PAY' section is active, with sub-tabs for EXCEPTIONS, APPROVALS, ISSUE FILES, and MANUAL ENTRY. The 'ISSUE FILES' tab is selected, showing a 'Select Import File' dropdown menu. A dropdown menu is open under 'FRAUD PREVENTION', listing options: ACH Positive Pay, Check Positive Pay (highlighted), and Reverse Positive Pay. Below this, there are 'REPORTS' for Teller Positive Pay Denial and Teller Positive Pay Exceptions. At the bottom of the interface, there are buttons for 'IMPORT / MODIFY FILE', 'DELETE', and 'Add New File Format', along with 'Printer Friendly' and 'Top' links.

2. Click the **Add New File Format** button.

Note: This is a one-time setup. If you've already completed this step, please proceed to step 5.

 - a. Enter the **File Format Name**: Name you will select when importing your files, so Huntington knows how to read your check register data.
 - b. Select the **File Type**: Select the file format used to create the file (Comma Delimited, Semi Colon Delimited, Colon Delimited, Tab Delimited, or Fixed Width). Note: the most common is Comma Delimited and Fixed Width
 - c. Select **Has a Header** if there is a header record within your file.
 - d. **Select account at time of import** if the account number isn't listed in your file.
 - e. Under **Select a File**, browse your documents for the file you want to use to create your mapping.
 - f. Click the Read File button



The screenshot shows the 'Add New Issue File' form. It has a title bar that says 'Add New Issue File'. The form contains several fields: 'File Format Name' with the value 'Check Register Mapping', 'File Type' with a dropdown menu set to 'Comma Delimited', a checked checkbox for 'Has a Header', an unchecked checkbox for 'Select account at time of import', and 'Select a File' with a text input containing 'C:\files\ImportFile.txt' and a 'Browse...' button. At the bottom right of the form is a prominent orange 'READ FILE' button.

3. Once you selected the file from your documents, define which field or position Huntington needs to read the account number (if in the file), check number, amount, Issue Date, Payee Name, and Issue Type.
 - a. Issue (IS) is the default Issue Type if not provided in the file. Please note that at TCF I = Issued Check and V = Voided Check, however at Huntington IS = Issued Check and CN = Cancelled / Voided Check. In Fixed-Width files, this field is 3 characters long, left justified, and space filled.

Issue Type	IS = Issued Check CN = Void/Cancel RIS = Reverse Issue (Delete an Issue) RCN = Reverse Void (Delete a Void)
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Comma Delimited Example below where you define the Fields

Fields and Formats

Account # *	Field1 "1235558589"		
Check # *	Field3 "10"		
Amount *	Field2 "665854"	\$\$\$\$\$\$CC	
Issue Date *	Field4 "20140315"	YYYYMMDD	
Payee Name *	Field5 "Test Payee"		
Issue Type	Field6 "IS"		
Additional Data	Select Field		

SAVE FILE
Reset
DELETE
Add New File Format
Printer Friendly
Top

Fixed Width Example below where you define the Positions

Fields and Formats

Account # *	1	11	
Check # *	22	7	
Amount *	12	10	\$\$\$\$\$\$CC
Issue Date *	29	6	MMDDYY
Payee Name *	35	15	
Issue Type	95	3	
Additional Data	52	33	

SAVE FILE
Reset
DELETE
Add New File Format
Printer Friendly
Top

4. **Save File** once mapping is complete. This mapping won't need changed unless something changes within your file.
5. Each time you import a check register (after mapping has been complete) find/select the name of your mapping in the Select **Import File** drop down menu, then click the **Import/Modify File** button.

EXCEPTIONS APPROVALS **ISSUE FILES** MANUAL ENTRY POSITIVE PAY ACTIVITY

Issue Files

Select Import File • Check Register Mapping ▾ [Download Easy Export](#)

Issues can be approved at any time. Issue files are uploaded hourly between 6:00 a.m. and 7:00 p.m. ET
 ⚡ E-Check items are converted to ACH and do not have an image available.

IMPORT / MODIFY FILE DELETE Add New File Format [Printer Friendly](#) [Top](#)

6. Browse for your file and click on **Import File**. You will receive a successful message at the top after importing the file.

EXCEPTIONS APPROVALS **ISSUE FILES** MANUAL ENTRY POSITIVE PAY ACTIVITY

Issue Files

Select Import File • Check Register Mapping ▾ [Download Easy Export](#)

▼ Import Issue File

Default File Location C:\files\ImportFile.txt

Import File • C:\files\ImportFile.txt Browse... **IMPORT FILE**

Sample success message:

CHECK POSITIVE PAY [Printer Friendly](#) [Bottom](#) [Support Center](#)

EXCEPTIONS APPROVALS **ISSUE FILES** MANUAL ENTRY POSITIVE PAY ACTIVITY

Message


✓ Your file has been successfully imported.
 7 Issue(s) have been added for Check Register Mapping, with a total issue amount of \$4,823.30.
 These items will be loaded into the Check Positive Pay system, pending approval, during the next processing window.

More Detailed File Characteristic Definitions and Specifications are down below.

Delimited File Format SAMPLE

User (client) will identify the delimiter included in the file (comma, semi-colon, colon, or tab)
The information below is a sample only and is not a layout requirement.

File Sample



```
01897654321,4267.89,84623,070711,JOHN SMITH,PAYROLL,IS
01897654321,526.63,84624,070711,JIM GUY,EXPENSE REIM,IS
01897654321,843.57,84621,070711,"ABC, INC.",INVOICE 475,CN
01897654321,1634.90,84622,070711,JANE DOE,PAYROLL,RIS
01897654321,2426.00,84625,070711,XYZ CO. JOE DOE ,CASH DISP,IS
```

Delimited Issue File Import SAMPLE Definitions

The file must contain the delimiter (comma, semi-colon, colon or tab).
Issue files may contain one header row, but no more than one. There cannot be any trailer or total records at the bottom. There can only be one row of data per check and there cannot be any blank rows between data.
The information below is a sample only and is not a layout requirement.

Field Name	Field Number	Contents	Description	Additional Info
Account Number	1	Numeric	11-digit HNB Account Number	Account number on which the check was issued Can be in the issue file or select it using a dropdown box at time of import
Check Amount	2	Numeric	Check amount	\$\$\$\$\$\$\$.CC (used in this sample) \$\$\$\$\$\$\$.CC
Serial Number	3	Numeric	Check number	Maximum number of digits = 10
Issue Date	4	Numeric	Check issue date	MMDDYY (used in this sample) MMDDYYYY YYYYMMDD DD/MM/YYYY DDMMYYYY MM/DD/YYYY YYYY/MM/DD
Payee*	5	Alphanumeric	Payee name MUST appear in file EXACTLY as it appears on the face of the check	Maximum number of characters = 80 Use quote marks (") to denote text when a delimiter character is used in the text field. Include all Payees on the check in this field.
Additional Data	6	Alphanumeric	Optional field	May be used to include invoice number, memo, etc.
Issue Type	7	Alphanumeric	Optional field, but needed if you want to import a void, reverse issue and/or a reverse void	IS = Issued Check CN = Void / Cancel RIS = Reverse Issue (Delete an Issue) RCN = Reverse Void (Delete a void)

*The Payee field only appears and is required if setup with the Payee Positive Pay (Payee Name Verification).

Fixed-Width Format SAMPLE

Information for this file format is always in the same start positions with the same field lengths. The information below is a sample only and is not a layout requirement.

File Sample

Position 1-11	Position 12-21	Position 22-28	Position 29-34	Position 35-49	Position 52-85	Position 95-97
018976543210000426789	0084623070711	JOHN SMITH		PAYROLL	IS	
018976543210000032463	0084624070711	JIM GUY		EXPENSE REIM	IS	
018976543210000084357	0084620070711	ABC, INC.		INVOICE 475	CN	
018976543210000163490	0084622070711	JANE DOE		PAYROLL,	RIS	
018976543210000242600	0084626070711	XYZ CO. JOE DOE		CASH DISP	IS	

Fixed-Width Issue File Import SAMPLE Definitions

Issue files may contain one header row, but no more than one. There cannot be any trailer or total records at the bottom. There can only be one row of data per check and there cannot be any blank rows between data. The Positions and lengths indicated below are for the Sample above and are not a layout requirement.

Field Name	Positions	Length	Contents	Description	Additional Info
Account Number	1-11	11	Numeric	11-digit HNB Account Number	Account number on which the check was issued Can be in the issue file or select it using a dropdown box at time of import
Check Amount	12-21	10	Numeric	Check amount	\$\$\$\$\$\$\$.CC \$\$\$\$\$\$\$.CC (used in this sample) Right-justified, zero-filled
Serial Number	22-28	7	Numeric	Check number	Maximum number of digits = 10 Right-justified, zero-filled
Issue Date	29-34	6	Numeric	Check issue date	MMDDYY (used in this sample) MMDDYYYY YYYYMMDD DD/MM/YYYY DDMMYYYY MM/DD/YYYY YYYY/MM/DD
Payee*	35-49	15	Alphanumeric	Payee name MUST appear in file EXACTLY as it appears on the face of the check	Maximum number of characters = 80 Left-justified, space filled. Include all Payees on the check in this field.
Additional Data	52-85	33	Alphanumeric	Optional field	May be used to include invoice number, memo, etc. Left-justified, space-filled
Issue Type	95-97	3	Alphanumeric	Optional field, but needed if you want to import a void, reverse issue and/or a reverse void	IS = Issued Check CN = Void RIS = Reverse Issue (Delete an Issue) RCN = Reverse Void (Delete a void) Left-justified, space-filled

*The Payee field only appears and is required if setup with the Payee Positive Pay (Payee Name Verification)