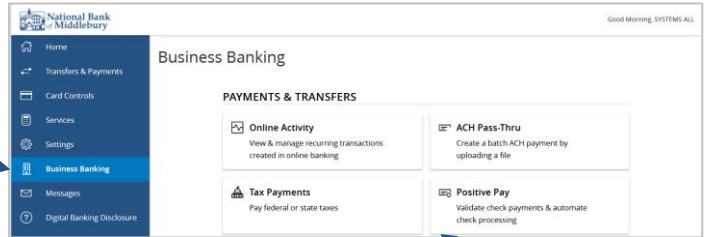




Use the Submit Issued Check File page to upload issued check files to National Bank of Middlebury.

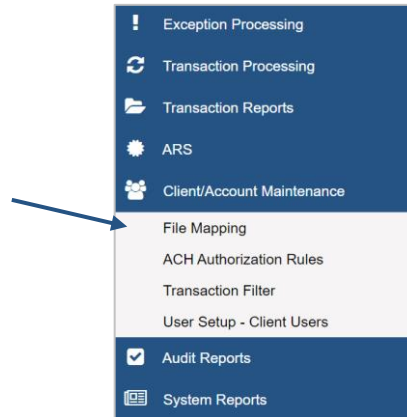
1. Select the 'Business Banking' menu and then 'Positive Pay'.



2. Click 'Launch Advanced Options' button to visit the full Positive Pay site.



3. Select the 'Client/Account Maintenance' menu then 'File Mapping'.



4. A listing of existing file mapping formats will be displayed on the screen.
5. Select 'Edit' to modify an existing mapping.
6. 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.
7. Select 'Add New' to create a new file mapping format from scratch.

File Format Profile Name	Format Type	Date Added	
Demo File Map	Microsoft Excel	07/17/2023	Edit Copy
Sample Mapping	Microsoft Excel	07/14/2023	Edit Copy
			Add New

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- Enter a desired 'Profile Name' for the new file map.
- Select a 'File Format' from the dropdown menu.
- If delimited text, select the corresponding delimiter.
- Click 'Choose File'. Select the file to be used for the new map.
- Click 'Next' to continue.

File Mapping

Profile Name:

File Format:

Delimiter: Comma
 Tab
 Space
 Semicolon
 Other Text Qualifier:

Select File: No file chosen

- Select the options on the screen in accordance with the file being imported. Options listed on the screen may vary based upon the type of file.
- Click the drop-down menu and select the 'Do Not Require File Total' option. Once the file has been processed, check the number of uploaded items and total dollar amount against your file for accuracy.
- Click 'Next' to continue.

File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5
1	IssueFile	Date	Check	Payee	Amount
2	1	12/7/2021 12:00:00 AM	1234	Target	125.75
3	1	12/7/2021 12:00:00 AM	1235	HyVee	100
4	1	12/7/2021 12:00:00 AM	1236	VonMaur	75.65
5	1	12/7/2021 12:00:00 AM	1237	BHWM	78.95
6	1	12/7/2021 12:00:00 AM	1238	Gap	25

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:

- Click the drop-down menu beside 'Check Number', 'Amount' and 'Issued Date' to indicate the corresponding column number in the file for each.
- If dates in the file do not include separators, click the check box and select a 'Special Date Type' from the drop-down menu.
- Please note that if the file does not contain an issue date, the system will use today's date as the default.

File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5
1	IssueFile	Date	Check	Payee	Amount
2	1	12/7/2021 12:00:00 AM	1234	Target	125.75
3	1	12/7/2021 12:00:00 AM	1235	HyVee	100
4	1	12/7/2021 12:00:00 AM	1236	VonMaur	75.65
5	1	12/7/2021 12:00:00 AM	1237	BHWM	78.95
6	1	12/7/2021 12:00:00 AM	1238	Gap	25

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.

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- 19. Click the drop-down menu beside any of the 'Optional Fields' you wish to include in the new map.
- 20. Click 'Next' to continue.

Optional Fields

Account Number:

Account Nickname:

Notes:

Issued Payee:

Issued Payee Address:

Record Type: Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

- 21. Review the information on the screen and click 'Save'.

File Mapping

	Column 1	Column 2	Column 3	Column 4	Column 5
1	IssueFile	Date	Check	Payee	Amount
2	1	12/7/2021 12:00:00 AM	1234	Target	125.75
3	1	12/7/2021 12:00:00 AM	1235	HyVee	100
4	1	12/7/2021 12:00:00 AM	1236	VonMaur	75.65
5	1	12/7/2021 12:00:00 AM	1237	BHVM	75.95
6	1	12/7/2021 12:00:00 AM	1238	Gap	25

Profile Name: Demo File Map1
 File Type: Microsoft Excel
 Header: No File Headers

Check Number: Column 3
 Amount: Column 5
 Add Decimal: No
 Issued Date: Column 2
 Account Number: Not Defined
 Account Nickname: Not Defined
 Notes: Not Defined
 Issued Payee: Not Defined
 Issued Payee Address: Not Defined
 Record Type: Not Defined
 Negative Amounts to Voids: No
 Issued Item Code: Not Defined
 Void Item Code: Not Defined
 Stop Pay Item Code: Not Defined

Skip Rows at Beginning: 0
 Skip Rows at Ending: 0
 File Total Option: Require File Totals

NOTE: The new map will now be available for future use.

File Mapping (Demo File Map) Created

File Upload Profile Name	Format Type	File Address
Demo File Map	Microsoft Excel	83112023 Edit Copy
Sample Mapping	Microsoft Excel	831142023 Edit Copy

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