File Format — Delimited

The following items can be in any order in the Positive Pay file. File should be saved as a .csv format prior to uploading.

1. Account Number

Account the issued item is written to.
- Account number is required if uploading one file for multiple accounts. In the example below, account number is not provided.

2. Issued Item Number[*]

The issued item number also known as the check number.

3. Issued Date[*]

The date the item was written on and dated for.

4. Issued Amount[*]

The amount the item was written for.
- No dollar signs or symbols should be used. The below example is decimal included.

5. Payee Name

The name of whom the item is paying.
- This should match exactly what is printed on the check, including capitalization and punctuation.

6. Void Indicator

Will indicate if an item should be voided or not. If no items need to be voided, it is acceptable to leave empty.

Tip: A column header and/or footer can be used if desired but is not needed or recommended.

*Required Field

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Treasury Connect Upload Format Mapping — Delimited

The following mapping fields should correlate with the Positive Pay file, each in the file must be included in the mapping formatting on Treasury Connect. The Positive Pay file should be saved as a .csv format prior to uploading.

1. **File Name**

   The File Name should be something easy to remember and can be adjusted at any time but is required.

2. **Column Order**

   Column Order is where you will enter the column location numbers for each of the items in the file.

Item	Column
Item Number	1
Item Amount	4
Issue Date	2
Payee	3
Void Indicator	5

3. **Item Amount**

   Select the format of the Item Amount from the file. In the file example on the previous page, the amount has the decimal included.
   - Decimal included
   - Whole dollar (798 = 798.00)
   - Implied decimal (798 = 7.98)

4. **Issued Date Format**

   Select the format for the Issue Date from the file. In the file example on the previous page, the format is mm/dd/yyyy.

5. **Void Indicator**

   Enter the Void Indicator exactly as it appears in the file. In the file example on the previous page, the indicator is "V". If the void indicator is a void date, you can keep the field blank but keep the assigned column for the void indicator.

   dddyy
   dddyyyy
   ddmmyy
   ddyymm
   ddmmyyyy
   mmddyy
   mmddyyyy
   mmyydd
   yyddd
   yyddmm
   yymmdd
   yyyyddd
   yyyyddmm
   yyyymmdd
   mm/dd/yyyy
   mm/dd/yy

   mm/dd/yyyy ▼

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Treasury Management

Quick Reference Guide:
Positive Pay File Format and Mapping

Simmons Bank
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File Format — Fixed Position

The following items can be in any order in the Positive Pay file. File should be saved as a .txt format prior to uploading.

1. Account Number

Account the issued item is written to.
- Account number is required if uploading one file for multiple accounts.

2. Issued Item Number *

The issued item number also known as the check number.

3. Issued Date *

The date the item was written on and dated for.

4. Issued Amount *

The amount the item was written for.
- No dollar signs or symbols should be used. The below example is implied decimal.

5. Payee Name

The name of whom the item is paying.
- This should match exactly what is printed on the check, including capitalization and punctuation.

6. Void Indicator

Will indicate if an item should be voided or not. If no items need to be voided, it is acceptable to leave empty.


```
File   Edit   Format   View   Help
000012345678 00002356900000002708096 04052024 PAYEENAMEV
000012345678 00002356910000002756295 04052024 PAYEENAME
000012345678 00002356920000002616250 04052024 PAYEENAME
000012345678 00002356930000002603405 04052024 PAYEENAME
000012345678 00002356940000000032300 04052024 PAYEENAME
000012345678 00002356950000000033000 04052024 PAYEENAMEV
000012345678 00002356960000000005000 04052024 PAYEENAME
000012345678 00002356970000000110000 04052024 PAYEENAME
000012345678 00002356980000000002331 04052024 PAYEENAMEV
000012345678 00002356990000000005000 04052024 PAYEENAME
```

* Required Field

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Treasury Connect Upload Format Mapping — Fixed Position

The following mapping fields should correlate with the Positive Pay file, each in the file must be included in the mapping formatting on Treasury Connect. The Positive Pay file should be saved as a .txt format prior to uploading.

1. File Name

The File Name should be something easy to remember and can be adjusted at any time but is required.

2. Positioning

Positioning is where you will enter the information locations for each of the items in the file. In the file example on the previous page, position 13 does not hold any values and therefore not included in the positioning.

Item	Begin	End
Account Number	1	12
Item Number	14	23
Item Amount	24	35
Issue Date	36	43
Payee	44	52
Void Indicator	53	54

3. Item Amount

Select the format of the Item Amount from the file. In the file example on the previous page, the amount has an implied decimal.
- Decimal included
- Whole dollar (798 = 798.00)
- Implied decimal (798 = 7.98)
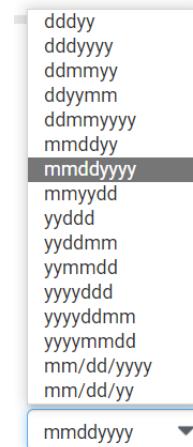
4. Issued Date Format

Select the format for the Issue Date from the file. In the file example on the previous page, the format is mmddyyyy.

5. Void Indicator

Enter the Void Indicator exactly as it appears in the file. In the file example on the previous page, the indicator is "V". If the void indicator is a void date, you can keep the field blank but keep the assigned position for the void indicator.

dddyy
dddyyyy
ddmmyy
ddyymm
ddmmyyyy
mmddyy
mmddyyyy
mmyydd
yyddd
yyddmm
yymmdd
yyyyddd
yyyyddmm
yyyymmdd
mm/dd/yyyy
mm/dd/yy

mmddyyyy ▼

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Treasury Management

Quick Reference Guide:
Positive Pay File Format and Mapping

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