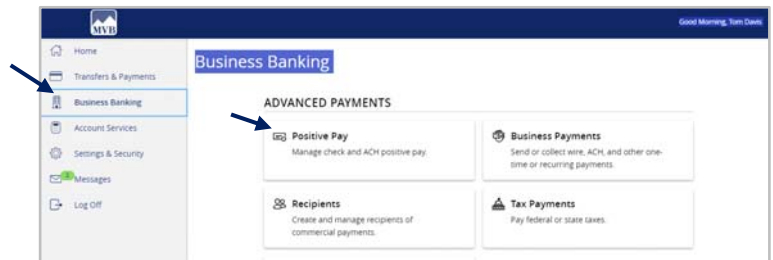




# File Mapping

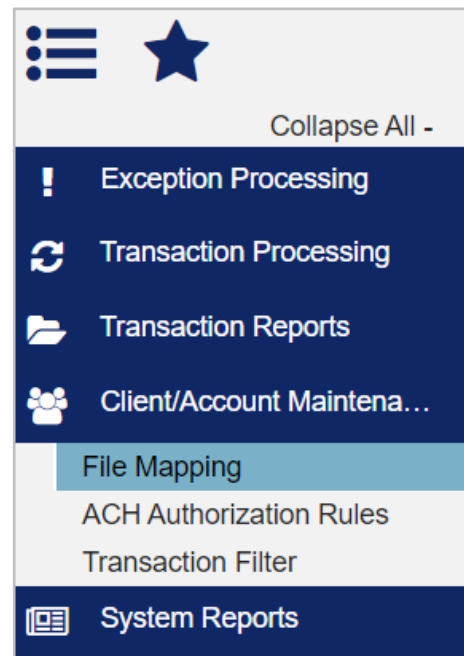
1. Select the 'Business Banking' menu and then 'Positive Pay'.



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



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



Questions? Please contact Client Support at 1-844-682-2265 or [ClientSupport@MVBBanking.com](mailto:ClientSupport@MVBBanking.com).





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	
Test Client - Delimited CSV	Delimited	06/14/2023	Copy
Test Client - Excel	Microsoft Excel	06/14/2023	Copy Add New

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

File Mapping

Profile Name:

File Format:

Delimiter:  Tab  
 Space  
 Semicolon  
 Other  Text Qualifier:

Select File:  No file chosen

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# File Mapping

13. 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.
14. Click the drop-down menu and select the appropriate File Totals Option.
15. If there is a value in the file which designates how many items and or total dollar amount in the file, enter the field number where each corresponding value is located.

	Column 1	Column 2	Column 3	Column 4	Column 5
1	ACH Recipient	062203984	123456789	1	10
2	Another Recipient	062203984	987654321	2	25

File Does Not Contain Issued Date  
 First Row Contains Column Names  
 Skip Rows at Beginning  
 Skip Rows at Ending

File Totals Options: Require File Totals

Field #

Items in File:

Dollar Amount in File:

< Back      Next >

**NOTE:** This is an optional step.

16. Click 'Next' to continue.
17. Click the drop-down menu beside Check Number, Amount and Issued Date to indicate the corresponding column number in the file for each.
18. If dates in the file do not include separators, click the check box and select a Special Date Type from the drop-down menu.
19. Please note that if the file does not contain an issue date, the system will use today's date as the default.
20. Click the drop-down menu beside any of the Optional Fields you wish to include in the new map.
21. Click 'Next' to continue.

Check Number: Column 4

Amount: Column 5  Insert Decimal Point

Issued Date: <Select>  Dates in file do not include separators (Ex: ' / ' or '-')

\* Special Date Type: <Not Selected>

\* 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.

**Optional Fields**

Account Number: Column 3

Account Nickname: <Select>

Notes: <Select>

Issued Payee: <Select>

Issued Payee Address: <Select>

Record Type: <Select>  Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

< Back      Next >

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# File Mapping

22. Review the information on the screen and click 'Save'.

File Mapping					
	Column 1	Column 2	Column 3	Column 4	Column 5
1	ACH Recipient	062203984	123456789	1	10
2	Another Recipient	062203984	987654321	2	25

Profile Name: Demo Map  
 File Type: Delimited Text  
 Delimiter: Comma  
 Header: No File Headers

---

Check Number: Column 4  
 Amount: Column 5  
 Add Decimal: No  
 Issued Date: Column 2  
 Account Number: Column 3  
 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 Map) Created			
File Mapping			
Search	Search	Reset	3 of 3 records
File Format Profile Name	Format Type	Date Added	
Demo Map	Delimited	10/31/2023	Edit   Copy
Test Client - Delimited CSV	Delimited	06/14/2023	Copy
Test Client - Excel	Microsoft Excel	06/14/2023	Copy
			Add New

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