



Positive Pay – Import Mapping Guide

Contents

File Import History	3
Viewing Import File Details	5
Deleting Imported Data	5
Import Map	6
Add a Payee Positive Pay Import Map (Delimited or CSV)	6
Fixed Record	13
CSV Delimited	14

Import

The Import workspace is made up of two widgets:

- [File Import History](#)
- [Import Map](#)

File Import History

The File Import History widget displays a list of imported files, one file to a row. Each file is identified by file name, date of import, import type, and job ID. Users are entitled to File Import History if they have one or more entitlements to import features, such as importing payments.

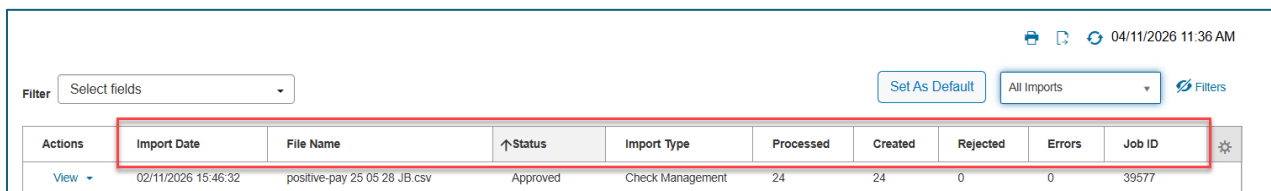
To view file import history:

1. Select **Import** from the [Administration & Settings menu](#).

The system displays the Import workspace with the File Import History widget at the top of the screen. The widget lists all imported files.

The list displays the following information for each file:

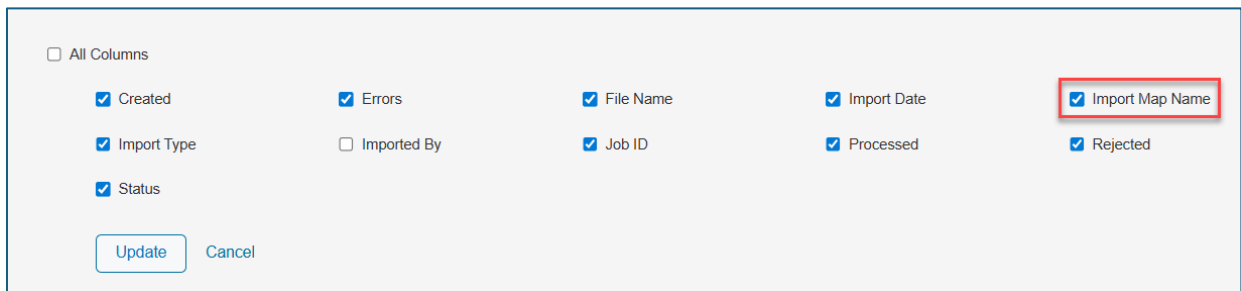
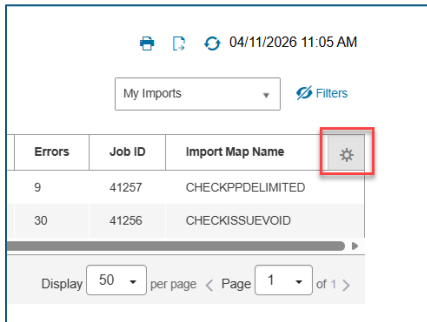
- Import Date
- File Name
- Status
- Import Type
- Processed
- Created
- Rejected
- Errors
- Job ID



Actions	Import Date	File Name	↑ Status	Import Type	Processed	Created	Rejected	Errors	Job ID
View	02/11/2026 15:46:32	positive-pay 25 05 28 JB.csv	Approved	Check Management	24	24	0	0	39577

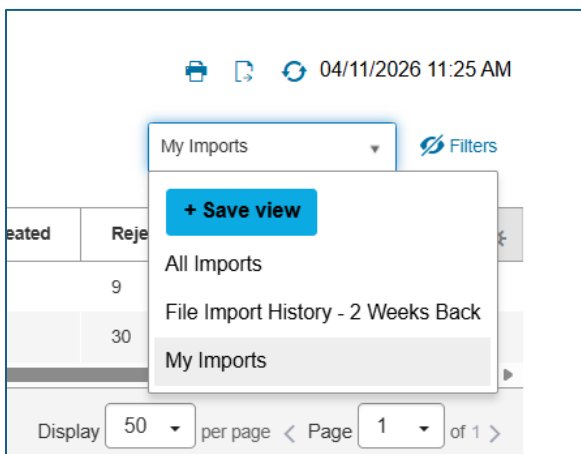
In addition to these default columns of information, you can add the **Import Map Name** to see the name of the [import map](#) used for importing the file.

To add the **Import Map Name**, select the gear icon and place a checkmark on the Import Map Name field.



You can filter the Imports history by selecting the dropdown, and choosing from the following options:

- **All Imports** – Displays all imported files
- **File Import History – 2 Weeks Back** – Provides the last two (2) weeks of history
- **My Imports** – All imported files you have uploaded



Viewing Import File Details

To see details of an file import, from the **Actions** drop-down list select **View**, or drill down on one of the items in the list. A table corresponding to the item type is displayed. It lists pertinent details about the import, including explanatory comments on any errors that occurred during import. The detail screen will display both failed records and successful imports. Click the right arrow (➤) to see details of either type.

Successful Imports

The screen lists the following information for the successfully imported records:

- Company ID
- Company Number
- File Name
- Import Date
- Number of Items
- Number of Issues
- Number of Voids
- Total Amount of Items
- Total Amount of Issues
- Total Amount of Voids

To see details of any of the successful imports, in the **Actions** column, click **View**.

Deleting Imported Data

Depending on your permissions, you can delete the data imported from a file. Data can be deleted if the following criteria are met:

- **Check Issue Items:** Check items in the file must not have the status of approved or bank confirmed.

To delete data imported with a file:

Note: *This will delete the data that was imported from a file. However, the file will still be listed on the File Import History screen.*

1. Select **Import** from the [Administration & Settings menu](#).
2. Select the appropriate entry in the File Import History list, and with the **Actions** drop-down, select delete.

The system deletes the items that were imported from the file. Note that the file will still appear in the File Import History list.

Import Map

This feature allows you to create custom import maps that can be used to import data from your systems. The tool provides you with the ability to define the file layout, field mapping, and rules for importing files. Data imported with a custom import map can be used to create or modify single beneficiary payments and templates, modify or add data to batch payments and templates, and create check issues and voids. Import maps are typically used in lieu of one of the provided, standard maps.

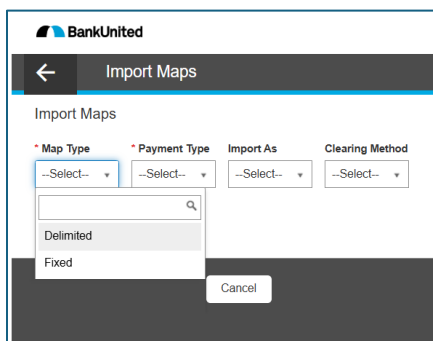
The Import Map feature lets you [add a new import map](#). In addition, you can view, edit, and delete existing maps.

Add a Payee Positive Pay Import Map (Delimited or CSV)

The following instructions outline the steps for creating a Payee Positive Pay import map. The fields you see in the window will be different depending on the map and payment type you choose.

To add an import map:

1. Select **Import** from the [Administration & Settings menu](#). The system displays the Import workspace.
2. Scroll to the bottom of the screen to view the Import Map widget.
3. Click **Add Import Map**.
4. Select the map type from the drop-down list. The map type represents the file format of the files that you will import.
 - Select **Delimited** if imported files will use a delimiter, such as a comma, semicolon, or other indicator to separate the records.
 - Select **Fixed** if the imported files will be fixed width text files.
5. Select the payment type that you are creating a map for.



Additional fields will appear for the payment type you selected. Note that the fields are different depending on the payment type and map type you select.

BankUnited Home Payments & Transfers Fraud / Risk Management

← Import Maps

Import Maps

* Map Type Delimited x v

* Payment Type Import Check Issue/Void x v

File Properties

* Format Name Description

6. In the **Format Name** field, enter a name for the import map.
Note: No spaces allowed. Maximum alphanumeric character length is 35.
7. In the **Description** field, enter a description for the import map.
8. In the **Start Import at Row** field, enter the number of the row that you want to commence the import. For example, if your import file contains 3 rows of header data, and the records start at row 4, enter **4** in the field.

Delimited

File Properties

* Format Name Description

* Start Import At Row

1

* String Delimiter

Double Quote x v 34

* Field Delimiter ⓘ

Comma x v 44

9. In the **String Delimiter** field, select the delimiter used to indicate a string in the file. The default selection is “Double Quote.”

Note: *If you select **Other** as the delimiter, you must enter the corresponding ASCII code for the delimiter (for example, a semicolon [;] = 59).*

10. In the **Field Delimiter** field, select the delimiter used to indicate the end of a field in the file. The default selection is “Comma.”
11. In the **Date Format** field, select the date format used in the file. The default selection is **MMDDYY**.
12. In the **Date Separator** field, if needed, choose how dates are separated.
13. The **Implied Number of Positions** field is an optional field that can be used to designate the implied number of decimals in a numeric value in the file. For example, you would choose 2 if the number 10000 should be interpreted as 100.00. If a decimal separator is defined below, you can leave this field blank.
14. In the **Decimal Separator** field, enter the character used to indicate a decimal in the file.
15. The values shown in the **Issue** and **Void** fields are the abbreviations used to represent these values in the file. These fields are case sensitive. If needed, you can change the default values.

Notes on importing issues and voids

If you are importing check issue/void:

- **Search Pattern 1-5** fields will appear after the **Decimal Separator** field. These allow you to designate five fixed patterns of alphanumeric characters. The patterns you designate will indicate to ignore a record in the file if the record contains one of the defined patterns in Position 1. A total of ten characters can be added for each pattern. For example, if you enter a pattern of ABC, then data rows with the following combinations will be ignored:
- For example, if you enter a pattern of ABC, then data rows with the following combinations will be ignored:
 - ABC45
 - abc45

Note that 1ABC will not be ignored since a leading numeric character does not begin the pattern that was entered.

Search Pattern 1:	Search Pattern 2:	Search Pattern 3:
<input type="text"/>	<input type="text"/>	<input type="text"/>
Search Pattern 4:	Search Pattern 5:	
<input type="text"/>	<input type="text"/>	

16. The table at the bottom of the screen is used to indicate how the fields in your file map to fields in the applicable screen in the application.

Active	Field Name	Field Number	Match	Default Value
<input type="checkbox"/>	ABA	<input type="text"/>	No	<input type="text"/>
<input type="checkbox"/>	Account Number	<input type="text"/>	No	<input type="text"/>
<input type="checkbox"/>	Bank Code	<input type="text"/>	No	<input type="text"/>
<input type="checkbox"/>	Check Amount	<input type="text"/>	No	<input type="text"/>
<input type="checkbox"/>	Check Number	<input type="text"/>	No	<input type="text"/>
<input type="checkbox"/>	Issue / Void Date	<input type="text"/>	No	<input type="text"/>
<input type="checkbox"/>	Issue / Void Indicator	<input type="text"/>	No	<input type="text"/>
<input type="checkbox"/>	Memo	<input type="text"/>	No	<input type="text"/>
<input type="checkbox"/>	Payee Name	<input type="text"/>	No	<input type="text"/>

An explanation of the fields in the table is included below.

- **Active** – A check mark in this field indicates that a field in the file should either be imported or matched against existing data in the application.
- **Field Name** – The name of the field in the application. The values in this column vary by payment type.
- **Field Number** – For delimited map types, indicates which field in the file maps to a field on the application screen. For example, if the 3rd field in your file maps to Payee, enter **3** in the field number field for Payee.
- **Default Value** – Used to indicate the default if a value is not supplied in the file.

17. Complete the screen as appropriate. Once you have finished entering the values for the import map, click **Save**.

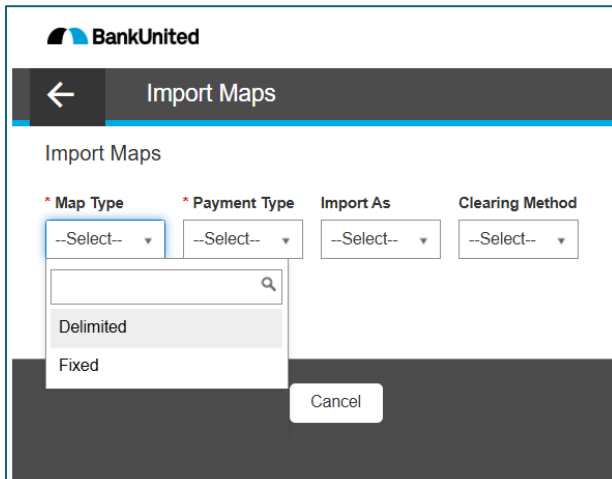
Add a Payee Positive Pay Import Map (Fixed Record)

The following instructions outline the steps for creating a Payee Positive Pay import map. The

fields you see in the window will be different depending on the map and payment type you choose.

To add an import map:

1. Select **Import** from the [Administration & Settings menu](#). The system displays the Import workspace.
2. Scroll to the bottom of the screen to view the Import Map widget.
3. Click **Add Import Map**.
4. Select the map type from the drop-down list. The map type represents the file format of the files that you will import.
 - Select **Delimited** if imported files will use a delimiter, such as a comma, semicolon, or other indicator to separate the records.
 - Select **Fixed** if the imported files will be fixed width text files.
5. Select the payment type that you are creating a map for.



Additional fields will appear for the payment type you selected. Note that the fields are different depending on the payment type and map type you select.

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← Import Maps

Import Maps

* Map Type: Fixed x v

* Payment Type: Import Check Issue/Void x v

File Properties

* Format Name:

Description:

* Start Import At Row:

Record Width:

6. In the **Format Name** field, enter a name for the import map.
Note: No spaces allowed. Maximum alphanumeric character length is 35.
7. In the **Description** field, enter a description for the import map.
8. In the **Start Import at Row** field, enter the number of the row that you want to commence the import. For example, if your import file contains 3 rows of header data, and the records start at row 4, enter **4** in the field.

Data Format Details

* Date Format: MMDDYY x v

Date Separator: --Select-- v

Implied Number of Positions: --Select-- v

Decimal Separator:

Issue:

Void:

9. In the **Date Format** field, select the date format used in the file. The default selection is **MMDDYY**.
10. In the **Date Separator** field, if needed, choose how dates are separated.
11. The **Implied Number of Positions** field is an optional field that can be used to designate the implied number of decimals in a numeric value in the file. For example, you would choose 2 if the number 10000 should be interpreted as 100.00. If a decimal separator is defined below, you can leave this field blank.
12. In the **Decimal Separator** field, enter the character used to indicate a decimal in the file.

The values shown in the **Issue** and **Void** fields are the abbreviations used to represent these values in the file. These fields are case sensitive. If needed, you can change the default values.

Notes on importing issues and voids

If you are importing check issue/void:

- Search Pattern 1-5 fields will appear after the Decimal Separator field. These allow you to designate five fixed patterns of alphanumeric characters. The patterns you designate will indicate to ignore a record in the file if the record contains one of the defined patterns in Position 1. A total of ten characters can be added for each pattern.
- For example, if you enter a pattern of ABC, then data rows with the following combinations will be ignored:
 - ABC45
 - abc45

Note that 1ABC will not be ignored since a leading numeric character does not begin the pattern that was entered.

Search Pattern 1: <input style="width: 95%; height: 25px;" type="text"/>	Search Pattern 2: <input style="width: 95%; height: 25px;" type="text"/>	Search Pattern 3: <input style="width: 95%; height: 25px;" type="text"/>
Search Pattern 4: <input style="width: 95%; height: 25px;" type="text"/>	Search Pattern 5: <input style="width: 95%; height: 25px;" type="text"/>	

13. The table at the bottom of the screen is used to indicate how the fields in your file map to fields in the applicable screen in the application.

Active	Field Name	Start Position	End Position	Match	Default Value
<input type="checkbox"/>	ABA	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	No	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Account Number	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	No	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Bank Code	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	No	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Check Amount	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	No	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Check Number	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	No	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Issue / Void Date	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	No	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Issue / Void Indicator	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	No	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Memo	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	No	<input style="width: 95%; height: 20px;" type="text"/>
<input type="checkbox"/>	Payee Name	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	No	<input style="width: 95%; height: 20px;" type="text"/>

An explanation of the fields in the table is included below.

- **Active** – A check mark in this field indicates that a field in the file should either be imported or matched against existing data in the application.
- **Field Name** – The name of the field in the application. The values in this column vary by payment type.
- **Start Position** – For fixed map types, indicates the starting point of the field (in characters, measured from the start of the file).
- **End Position** – For fixed map types, indicates the ending point of the field (in characters, measured from the start of the file).
- **Match** – Check the check box if the value in the file should be matched against the value in the application. This column is only used for batch payment types and when the file process is *Match and Update* or *Append New*.
- **Default Value** – Used to indicate the default if a value is not supplied in the file.

14. Complete the screen as appropriate. Once you have finished entering the values for the import map, click **Save**.

BankUnited Default Positive Pay Maps

Fixed Record

Active	Field Name	Start Position	End Position	Match	Default Value
<input type="checkbox"/>	ABA	<input type="text"/>	<input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Account Number	1 <input type="text"/>	34 <input type="text"/>	No	<input type="text"/>
<input type="checkbox"/>	Bank Code	<input type="text"/>	<input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Check Amount	47 <input type="text"/>	56 <input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Check Number	35 <input type="text"/>	46 <input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Issue / Void Date	57 <input type="text"/>	66 <input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Issue / Void Indicator	67 <input type="text"/>	67 <input type="text"/>	No	I <input type="text"/>
<input type="checkbox"/>	Memo	<input type="text"/>	<input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Payee Name	68 <input type="text"/>	118 <input type="text"/>	No	<input type="text"/>

CSV Delimited

Active	Field Name	Field Number	Match	Default Value
<input type="checkbox"/>	ABA	<input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Account Number	1 <input type="text"/>	No	<input type="text"/>
<input type="checkbox"/>	Bank Code	<input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Check Amount	3 <input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Check Number	2 <input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Issue / Void Date	4 <input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Issue / Void Indicator	5 <input type="text"/>	No	I <input type="text"/>
<input type="checkbox"/>	Memo	<input type="text"/>	No	<input type="text"/>
<input checked="" type="checkbox"/>	Payee Name	6 <input type="text"/>	No	<input type="text"/>