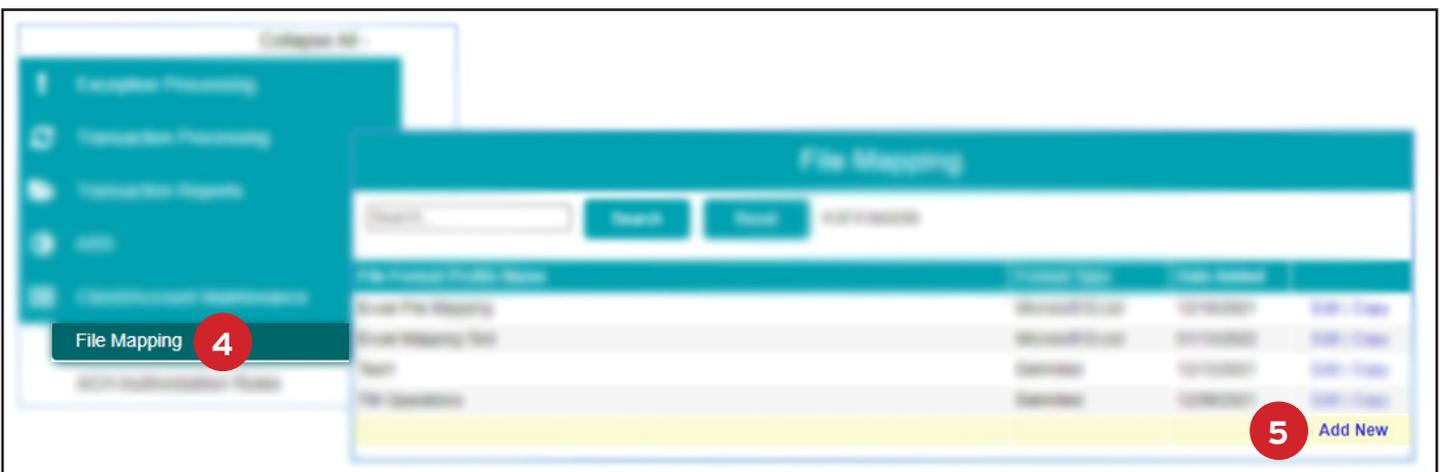


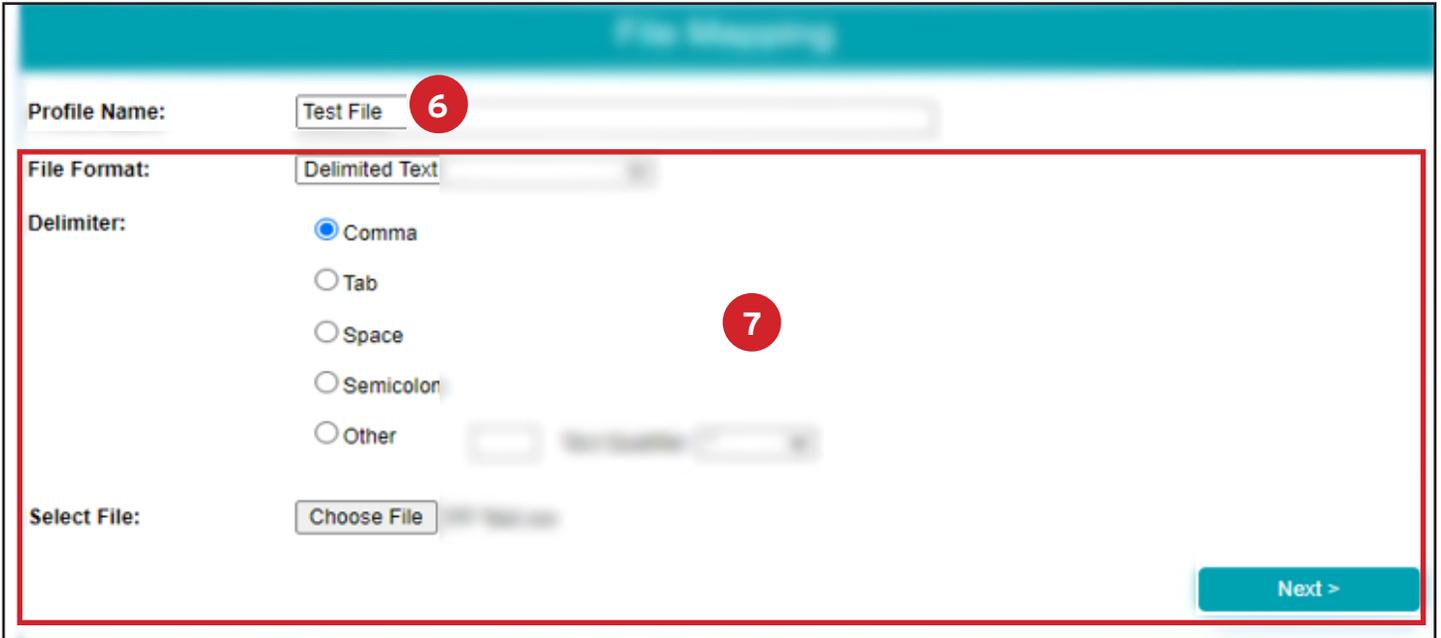
# HOW TO SET UP FILE MAPPING FOR CHECK POSITIVE PAY

After logging into Seacoast Bank online banking follow this path:

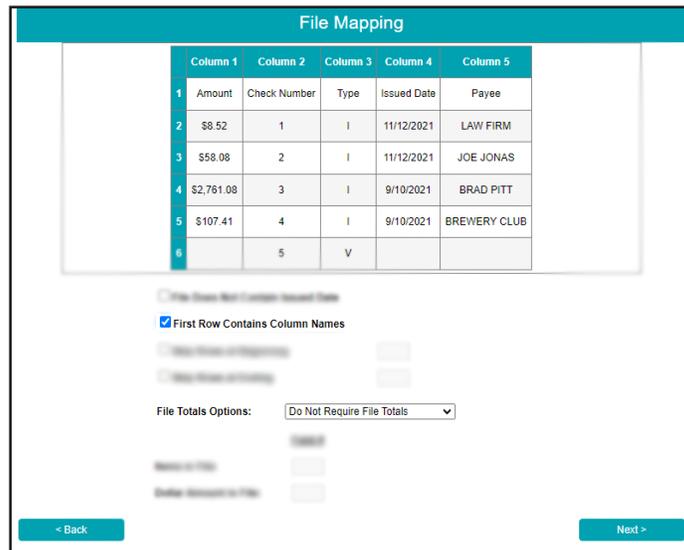
1. Treasury Services
2. Positive Pay/ACH Rpt
3. Launch Advanced Options
4. Under Client/Account Maintenance click on File Mapping
5. Click on Add New



6. Give the mapping format a name under Profile Name  
(suggest account name + last 4 of account #)
7. Choose:
  - ✓ File Format
  - ✓ Delimiter
  - ✓ Next to Select File click on Choose File and pull in your file
  - ✓ Click Next



8. Complete next screen on File Mapping based on file information and below screenshot and click Next:



	Column 1	Column 2	Column 3	Column 4	Column 5
1	Amount	Check Number	Type	Issued Date	Payee
2	\$8.52	1	I	11/12/2021	LAW FIRM
3	\$58.08	2	I	11/12/2021	JOE JONAS
4	\$2,761.08	3	I	9/10/2021	BRAD PITT
5	\$107.41	4	I	9/10/2021	BREWERY CLUB
6		5	V		

First Row Contains Column Names  
 First Row Contains Column Names  
 File Totals Options  
 File Totals Options  
 File Totals Options: Do Not Require File Totals

< Back Next >

9. Complete next screen on File Mapping based on file information and below screenshot and click Next. Please note that some fields are optional.

**File Mapping**

	Amount	Check Number	Type	Issued Date	Payee
1	\$8.52	1	I	11/12/2021	LAW FIRM
2	\$58.08	2	I	11/12/2021	JOE JONAS
3	\$2,761.08	3	I	9/10/2021	BRAD PITT
4	\$107.41	4	I	9/10/2021	BREWERY CLUB
5		5	V		

Check Number:

Amount:  Check Number Field

Issued Date:  Check Number Field

\* Special Date Type:

\* Note: Special Date Type is only supported for checks that are not issued sequentially. Special dates are entered manually in the file. See manual page.

**Optional Fields**

Account Number:

Account Name:

Bank:

Branch Name:

Branch Code:  Check Number Field

Account Code:

Branch Code:

Map Pay Item Code:

< Back
Next >

10. On next screen click Save.

**File Mapping**

	Amount	Check Number	Type	Issued Date	Payee
1	\$8.52	1	I	11/12/2021	LAW FIRM
2	\$58.08	2	I	11/12/2021	JOE JONAS
3	\$2,761.08	3	I	9/10/2021	BRAD PITT
4	\$107.41	4	I	9/10/2021	BREWERY CLUB
5		5	V		

Profile Name:

File Type:

Delimiter:

Header:

---

Check Number:

Amount:

Issued Date:

Account Number:

Account Name:

Bank:

Branch Name:

Branch Code:

Special Date Type:

Map Pay Item Code:

---

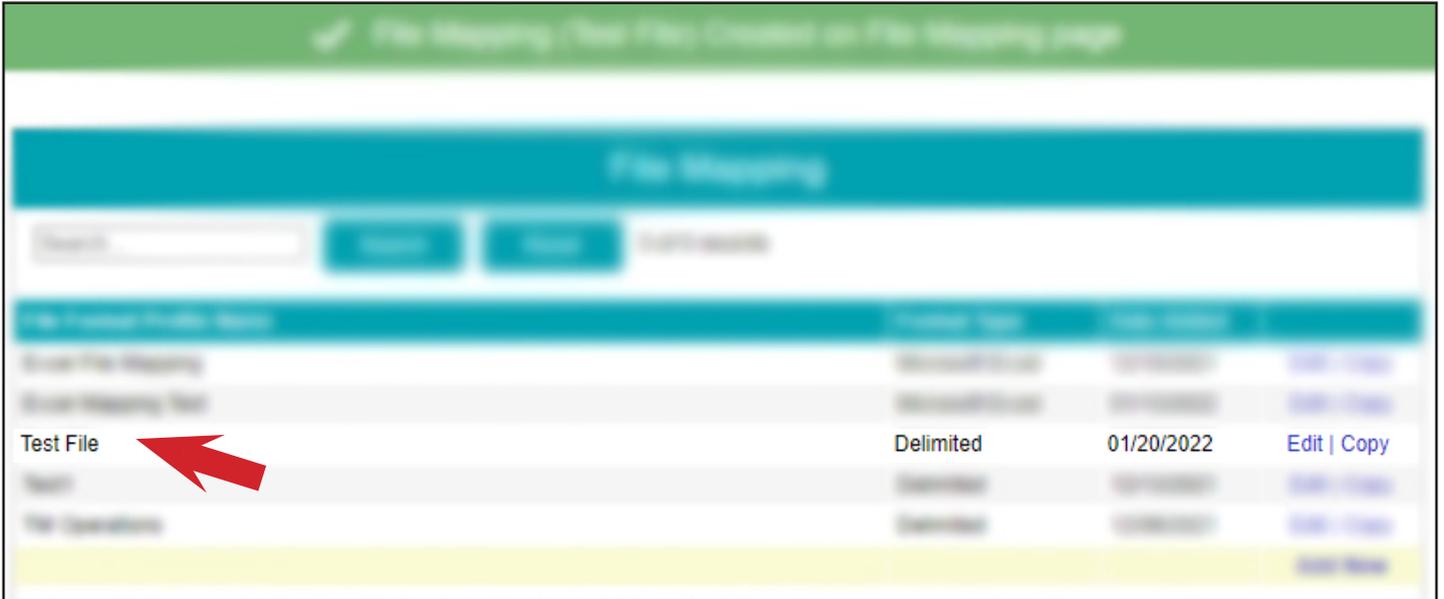
Map Name of Mapping:

Map Name of Mapping:

File Type Option:

< Back
Save

11. Confirmation screen will populate with the mapping created.



The screenshot displays a confirmation screen for file mappings. At the top, a green banner indicates that the mapping was successfully created. Below this is a teal header for the 'File Mapping' section, which includes a search bar and buttons for 'Cancel' and 'Refresh'. The main content is a table with the following data:

Name	Format	Date	Actions
Bank File Mapping	Delimited	01/20/2022	<a href="#">Edit</a>   <a href="#">Copy</a>
Bank Mapping Test	Delimited	01/20/2022	<a href="#">Edit</a>   <a href="#">Copy</a>
<b>Test File</b>	Delimited	01/20/2022	<a href="#">Edit</a>   <a href="#">Copy</a>
Test	Delimited	01/20/2022	<a href="#">Edit</a>   <a href="#">Copy</a>
File Operations	Delimited	01/20/2022	<a href="#">Edit</a>   <a href="#">Copy</a>