

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

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- 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

Profile Name:	Test File 6						
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	Other						
Select File:	Choose File						
		Next >					

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

	File Mapping							
	Column 1	Column 2	Column 3	Column 4	Column 5			
1	Amount	Check Number	Туре	Issued Date	Payee			
2	\$8.52	1	1	11/12/2021	LAW FIRM			
3	\$58.08	2	1	11/12/2021	JOE JONAS			
4	\$2,761.08	3	1	9/10/2021	BRAD PITT			
5	\$107.41	4	1	9/10/2021	BREWERY CLUB			
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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	Туре	Issued Date	Payee	
	1	\$8.52	1	Ĩ	11/12/2021	LAW FIRM	
	2	\$58.08	2	1	11/12/2021	JOE JONAS	
	3	\$2,761.08	3	Ţ.	9/10/2021	BRAD PITT	
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10. On next screen click Save.

File Mapping								
	Amount	Check Number	Туре	Issued Date	Payee			
	1 \$8.52	1	2	11/12/2021	LAW FIRM			
	2 \$58.08	2	1	11/12/2021	JOE JONAS			
	3 \$2,761.08	3	0	9/10/2021	BRAD PITT			
	4 \$107.41	4	3	9/10/2021	BREWERY CLUB			
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11. Confirmation screen will populate with the mapping created.

