

POSITIVE PAY

Issued Check File Guide



Check positive pay allows users to manually issue checks or import a listing of issued checks. Checks clearing the account are matched to the issue items. The check positive pay system can accept several types of files.

Best practices:

- Files should be in a .csv format, .xlsx format, or .txt (fixed width) format
- Files may include new issued checks (may also include voids)
- Only checks may be included
- Negative amounts will be issued as the check amount (excluding the negative)
- \$0 items *can be mapped* as a void or issued amount
 - All standard formats below would import as \$0.00 amount

Import File Specifications

The following are our prebuilt default file format with Alerus' platform.

Note: Custom mapping is also available. You can map for yourself, please contact a Treasury Management Solutions Center team member for assistance.

Delimited Text File Format

Standard WITH PAYEE FORMAT (.csv)

Field	Maximum Length	Format	Comments
Check number	12	Zero fill, right justified, not null	
Payee name	200	Left justified, space fill to right	
Amount	13	Zero fill, right justified, \$\$\$\$\$.cc format	Includes decimal
Check date	10	MM/DD/YYYY	
Header/footer records	NA	NA	Not included

Sample

```
5433,Internal Revenue Service,375,11/15/2025
5434,Ye Olde Electric Company,852.00,11/15/2025
5435,Joe Smith,681.34,11/15/2025
5436,ABC Company,194.22,11/15/2025
```

Standard NO PAYEE (.csv)

Field	Maximum Length	Format	Comments
Check number	12	Zero fill, right justified, not null	
Amount	13	Zero fill, right justified, \$\$\$\$\$.cc format	Includes decimal
Check date	10	MM/DD/YYYY	
Header/footer records	NA	NA	Not included

Sample

```
5433,375,11/15/2025
5434,852.00,11/15/2025
5435,681.34,11/15/2025
5436,194.22,11/15/2025
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For More Information**Treasury Management Solutions Center**

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