



FIFTH THIRD BANK

File Map & Import

User Guide

Version 1.2

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Introduction

The purpose of this document is to introduce the features and benefits of the new Fifth Third Direct® File Map & Import tool. It allows you to map Positive Pay issue, void and/or stop payment files and import them into Fifth Third Bank. It is found on Fifth Third Direct on the Data Exchange page.

Key Features of the new import tool

- Integration with Fifth Third Direct
- Drag and Drop input controls
- Instant preview windows
- New dashboard to see the status of recently submitted files.

Once in File Map & Import, there are three sections **Setup Mapping**, **Submit Positive Pay File** and **Dashboard**.

Setup Mapping is where you will create a profile to build a map for Fifth Third to read the positive pay file submitted by the user.

Submit Positive Pay File is where you will upload a Positive Pay File to Fifth Third using a previously created profile.

Dashboard allows you to check on the status of a previously submitted file. You can also view and export file history.



Setup Mapping
Create/Edit/View Mapping

Setup Mapping



Submit Positive Pay File
Upload file to bank

Submit Positive Pay File



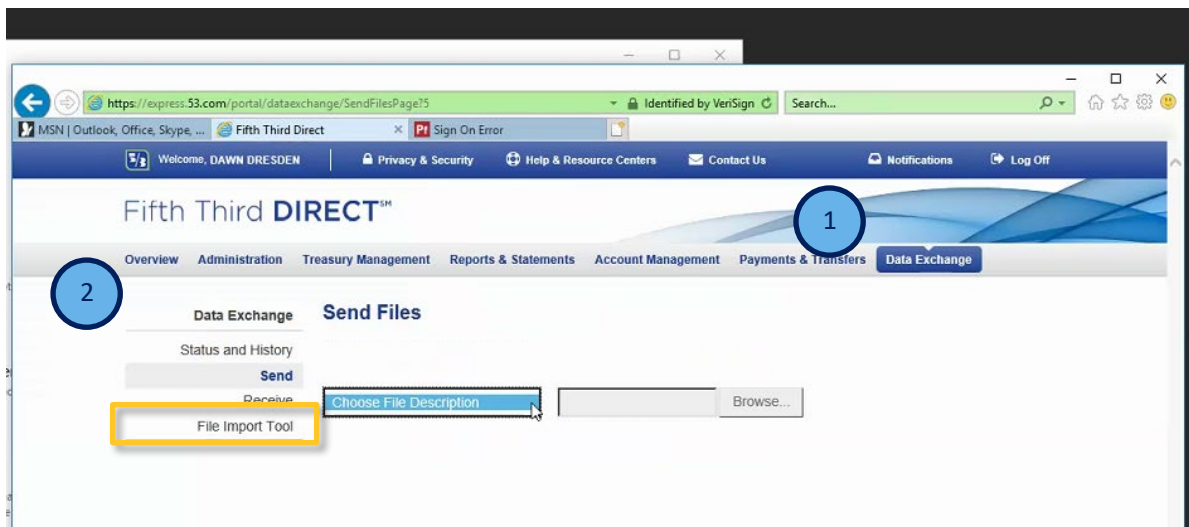
Dashboard
File upload history

Dashboard

Getting Started

Sign in to Fifth Third Direct. Access Fifth Third Direct using the following path: <https://direct.53.com>. At the Login page enter your ID and password.

1. Select **Data Exchange** from the main menu
2. Click **File Map & Import** or **File Import Tool**



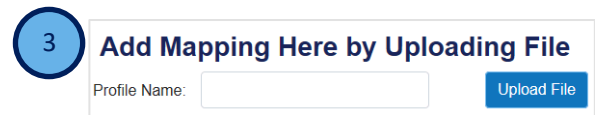
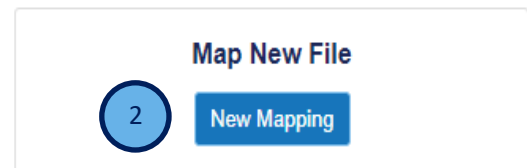
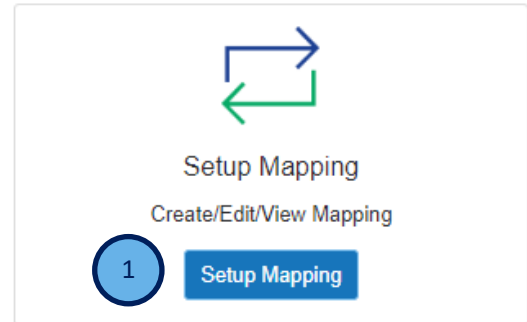
Upload and Create Profile for Setup

With File Map & Import, users create upload file profiles to manage and transmit files automatically without having to input data manually saving time and reducing errors. Users can create upload files for check positive pay issues, voids and stop payments.

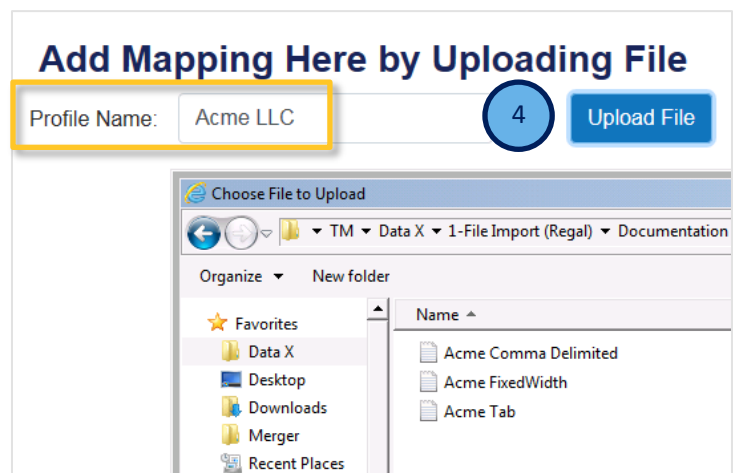
A profile defines how the system reads an uploaded issue file. Only one profile is required for any and all issue files that match the profile setup. The following steps detail how to build a profile.

1. Click **Setup Mapping**.
2. Click **New Mapping**.
3. In the **Add Mapping Here by Uploading File** screen, type a Profile Name. Click **Upload File**

Note: You will want to remember this profile name because it becomes the profile for uploading issue files daily.



4. Select the file from the local drive.
The file name will appear in the dialogue box. Click **Upload File**.



Select the File Type

Selecting the file type is critical to communicating the type of files sent to Fifth Third. A delimited issue file is a file with information separated (or delimited) by a special character. A fixed width issue file contains data elements in a fixed width format without a delimiter.

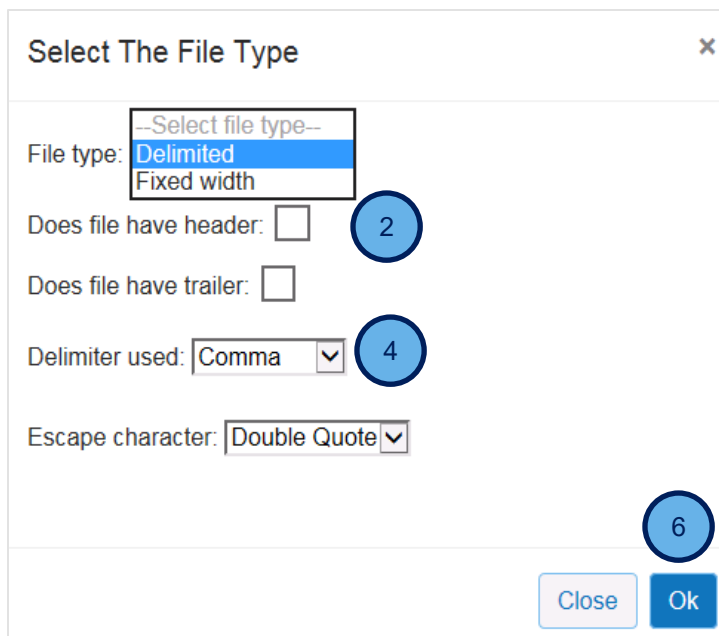
An example of a delimited issue file is a comma separated version (CSV).

1. Choose **Delimited** Issue File versus **Fixed Width** file type.

Map Delimited Issue File

If you choose delimited the following steps are required:

2. Click the box to indicate if the file has a header row.
3. Click the box if the file contains footer information.
4. If the profile contains a delimiter other than a comma, change the **Delimiter used** type to any of these options: commas, tabs, spaces, semicolons, asterisks, pipes or tildes.
5. Choose the **Escape Character***
6. Click **OK**.



*Escape Character Explained:

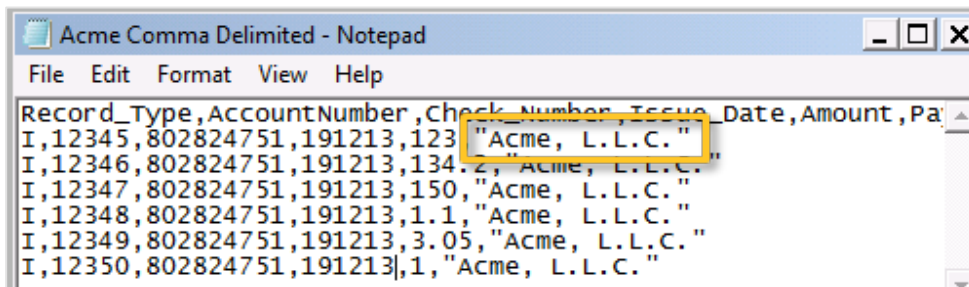
Payee names and vendor names may contain special characters like commas, periods, or ampersands.

Note: stars or asteriks are not valid characters within any field.

In the vendor name example: **Acme, L.L.C.** there are both comma and period special characters.

If the delimiter used is a comma, the file will split the vender or payee name into two columns, **Acme** and **L.L.C.** To ensure the vendor or payee name is not split, place Double Quotes around the name, for example: **"Acme, L.L.C."** The double quotes are the escape character in this case. Your other option is Single Quote.

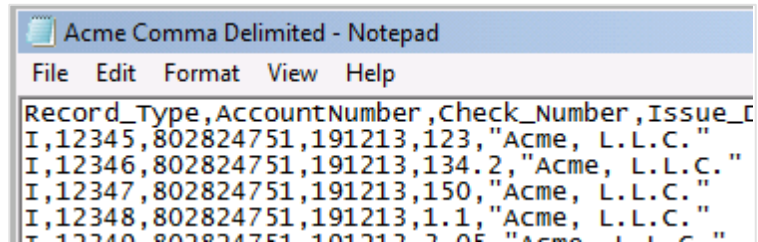
Escape character: Double Quote



Note: Most Excel files are pre-populated with double-quotes as the escape character.

In this example, the file has a header row and the delimiter is a comma.

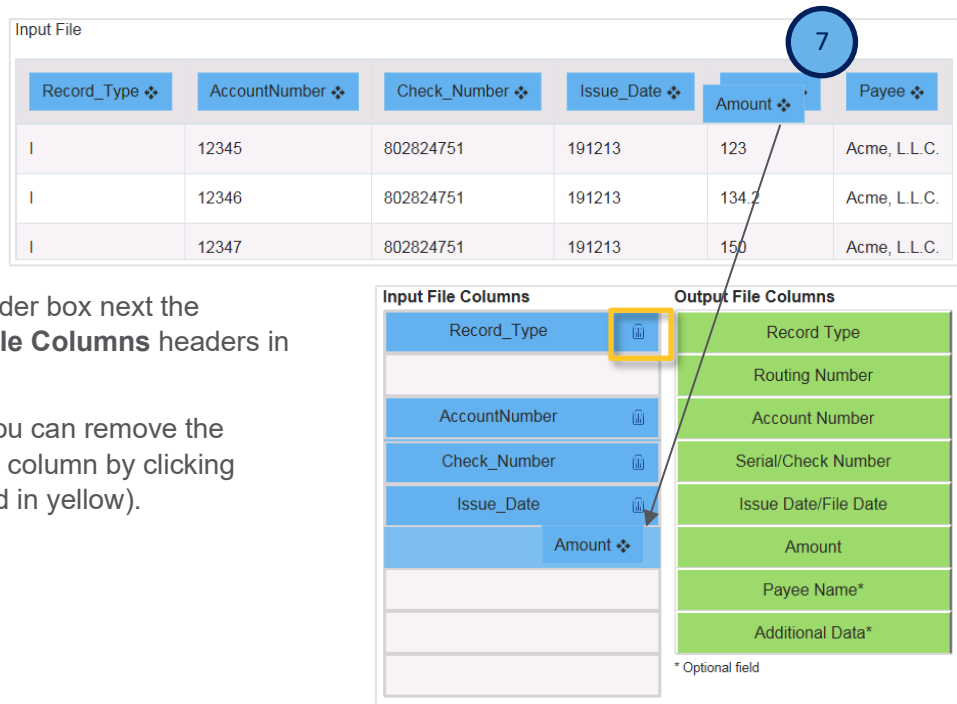
Note: Once the delimited profile/test file is loaded, the user can set up the system to read future file uploads.



```
Record_Type,AccountNumber,Check_Number,Issue_Date,Amount,Payee
I,12345,802824751,191213,123,"Acme, L.L.C."
I,12346,802824751,191213,134.2,"Acme, L.L.C."
I,12347,802824751,191213,150,"Acme, L.L.C."
I,12348,802824751,191213,1.1,"Acme, L.L.C."
I,12349,802824751,191213,2.05,"Acme, L.L.C."
```

7. Drag the default headers from the **Input File** review screen into the appropriate **Input File Columns** boxes by dropping the blue header box next the corresponding **Output File Columns** headers in green.

If you make a mistake, you can remove the header from the input file column by clicking the trash can icon (circled in yellow).



Record_Type	AccountNumber	Check_Number	Issue_Date	Amount	Payee
I	12345	802824751	191213	123	Acme, L.L.C.
I	12346	802824751	191213	134.2	Acme, L.L.C.
I	12347	802824751	191213	150	Acme, L.L.C.

Input File Columns	Output File Columns
Record_Type	Record Type
	Routing Number
AccountNumber	Account Number
Check_Number	Serial/Check Number
Issue_Date	Issue Date/File Date
Amount	Amount
	Payee Name*
	Additional Data*

* Optional field

8. The **Output File** review window at the bottom of the Delimited Issue File page shows the test file data in the placements based on Step 6. If the data is not in the correct column, repeat the step by dragging the header into the appropriate box.

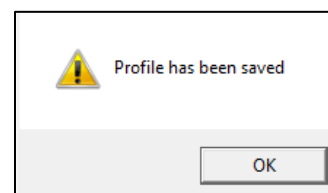
9. When the data looks correct, click **Save & Enable**.

Output File 8

Record Type	Routing Number	Account Number	Serial/Check Number	Issue Date/File Date	Amount	Payee Name
I	123456789	12345	802824751	12/13/2019	\$123.00	Acme, L.L.C.
I	123456789	12346	802824751	12/13/2019	\$134.20	Acme, L.L.C.
I	123456789	12347	802824751	12/13/2019	\$150.00	Acme, L.L.C.

Save as Draft
Save & Enable for Upload

10. Click OK when the Profile has been saved message appears



11. Finally, click **Enable Profile**

Amount	Payee Name	Additional
\$123.00	Acme, L.L.C.	
\$134.20	Acme, L.L.C.	
\$150.00	Acme, L.L.C.	
\$1.10	Acme, L.L.C.	

Enable Profile

Advanced Mapping for Delimited Files

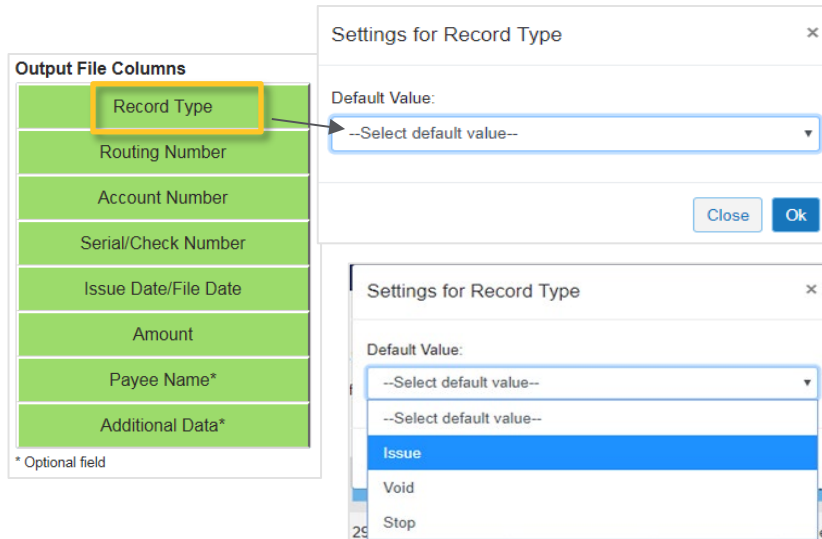
File Map & Import allows you the flexibility to add or change the default values for your issue file. Use this function when you have default values that are or are not present in your source file, but are required in the issue file to Fifth Third Bank. All fields are required unless denoted by an * (i.e., Payee Name, Additional Data). It also allows you to add or change information to the test file used for create the profile. It also removes the need to resubmit the test file when changes to the test file are required.

Add a Record Type

There are three record types: issue, void and stop (see description on the next page).

If you want all records to be one type or the other, you can change the value of the record type,

- Click on **Record Type** in the Output File Columns.
- Select the Issue, Void or Stop from the dropdown provided under Default Value.
- Click **OK** to complete.



Output File Columns

Record Type
Routing Number
Account Number
Serial/Check Number
Issue Date/File Date
Amount
Payee Name*
Additional Data*

* Optional field

Settings for Record Type

Default Value:

--Select default value--

Close Ok

Settings for Record Type

Default Value:

--Select default value--

--Select default value--

Issue

Void

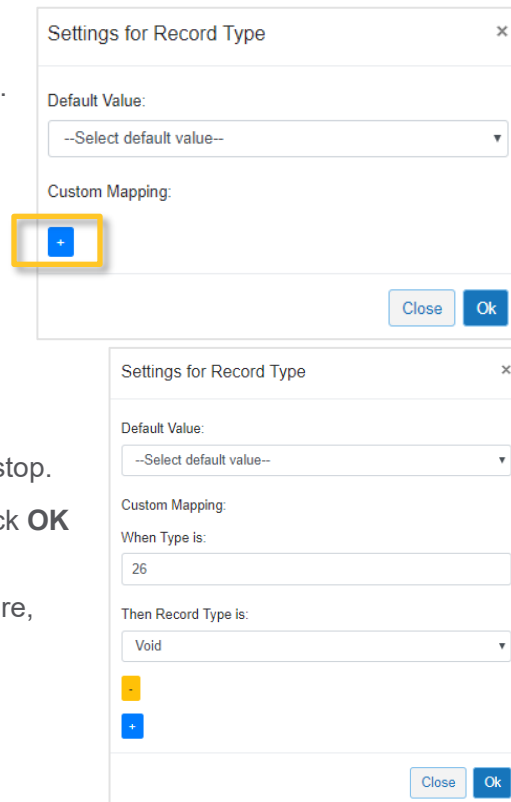
Stop

Custom Mapping for Record Type

Some clients use code in their input file to identify their record type. Common file type codes include 10 = Issue and 26 = Void. Should your file contains these code, translate those codes to Issue, Void or Stop by using the Custom Mapping:

- Click on the blue box under **Custom Mapping**. The **Settings for Record Type** box will expand.
- In the dialogue box under **When Type is** place the value from your source data.
- In the dialogue box under **The Record Type is** select the appropriate record type from the dropdown: issue, void or stop.
- When you are satisfied with your various custom maps, click **OK** to complete.

Note: Should you decide not to use the Custom Mapping feature, click the yellow box to remove the Custom Mapping.



Settings for Record Type

Default Value:

--Select default value--

Custom Mapping:

+

Close Ok

Settings for Record Type

Default Value:

--Select default value--

Custom Mapping:

When Type is:

26

Then Record Type is:

Void

+

Close Ok

Record Type Explained:

The first step in the fraud mitigation service within any positive pay platform is to tell the system to authorize the check, void/cancel the check issue or stop payment on the check. The Record Type is the indicator used to communicate to the bank handle the transaction. File Map & Import has three options:

Issue or I = Authorize the check

The check was written/issued and is valid for payment.

Void or V = Void/cancel the check issue

A void can be submitted when the check has not distributed to the intended payee and is subsequently destroyed. Voids should be used if there is no chance that the item will be negotiated. Voids clear out issues at the Bank so they are not considered still outstanding on your account reconciliation reporting.

Stop or S = Stop Payment

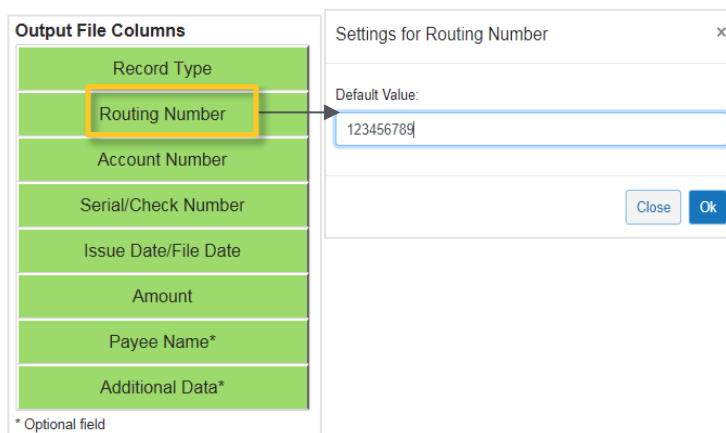
Stop Payments are placed on checks that have entered circulation and have been lost, stolen, damaged, or stale dated and need to be replaced or destroyed. Stop Payments are tracked at the teller line to help prevent these checks from posting against your account. Stops are valid return reasons within the banking industry

Adding Your Routing Number

If you do not have the routing number as part of your source data, you will need to have a default value for it. The routing number is the 9 digit number on the bottom of your check in the MICR line next to the account number and check number.

To add or change a routing number to the output file,

- Click **Routing Number** in the **Output File Columns**.
- When the **Settings for Routing Number** dialogue box opens, type the routing number from your checks in the space provided under **Default Value**.
- Click **OK** to complete.

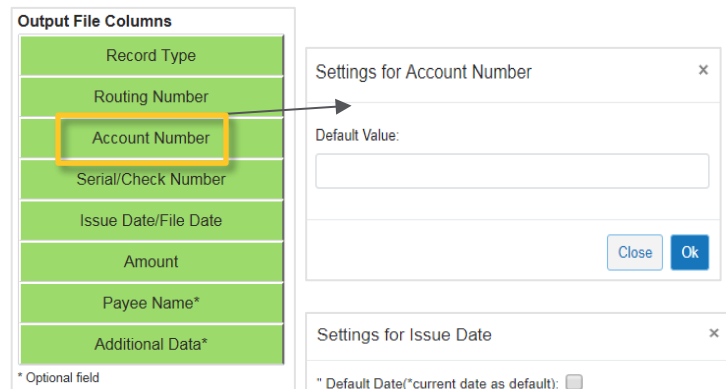


The screenshot shows two overlapping windows. The 'Output File Columns' window on the left has a list of columns: Record Type, Routing Number, Account Number, Serial/Check Number, Issue Date/File Date, Amount, Payee Name*, and Additional Data*. The 'Routing Number' column is highlighted with a yellow box, and an arrow points from it to the 'Settings for Routing Number' dialog box on the right. This dialog box has a 'Default Value:' label and a text input field containing '123456789'. At the bottom right of the dialog are 'Close' and 'Ok' buttons. A footnote at the bottom left of the columns list states '* Optional field'.

Adding Your Account Number

If you do not have your account number as part of your source data, you can have it default. To add or change an account number to the output file,

- Click **Account Number** in the **Output File Columns**.
- When the **Settings for Account Number** dialogue box opens, type the account number from your checks in the space provided under **Default Value**.
- Click **OK** to complete.

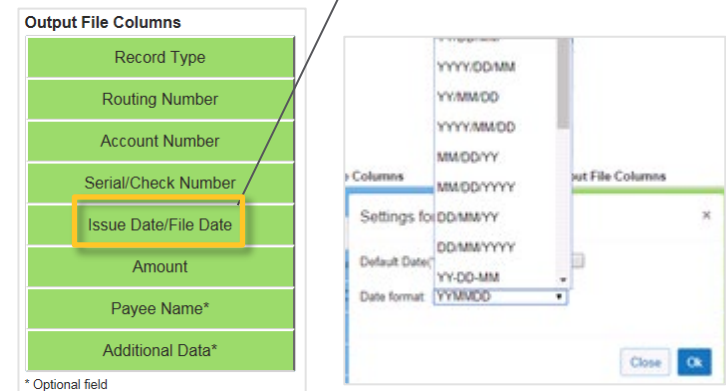


The 'Output File Columns' list shows 'Account Number' highlighted. The 'Settings for Account Number' dialog box is open, showing a 'Default Value' text field and 'Close' and 'Ok' buttons.

Changing the Date Format

Your source file may have a specific date format. You can map the file to this format with these steps:

- Click **Issue Date/File Date** in the **Output File Columns**.
- When the **Settings for Issue Date** dialogue box opens, select the date format from the dropdown list that matches your file's date format.
- Click **OK** to complete.



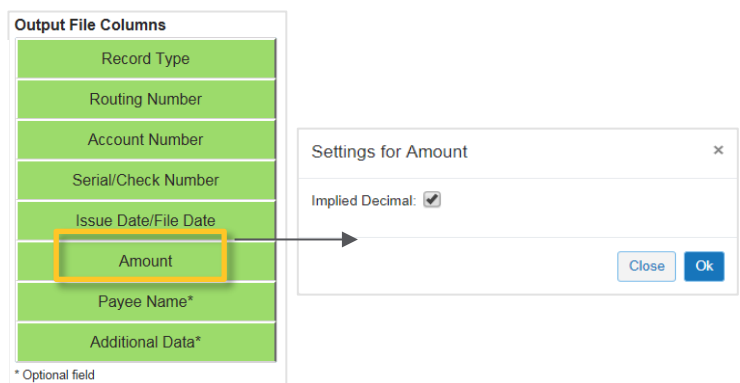
The 'Output File Columns' list shows 'Issue Date/File Date' highlighted. The 'Settings for Issue Date' dialog box is open, showing a 'Date format' dropdown menu with various options like 'YYYY/DD/MM', 'YY/MM/DD', etc., and 'Close' and 'Ok' buttons.

Decimal Place for Amounts

When creating a profile your source file may not have decimal points included, i.e., \$200.50 may be written as 20050 – this is called an Implied Decimal. Note: This is particularly common for fixed width files. Maximum dollar amount is \$99,999,999.99.

To imply a decimal point in the amounts found in your CSV format,

- Click **Amount** in the **Output File Columns**.
- When the **Settings for Amount** dialogue box opens, click the grey box for the check to select Implied Decimal if that applies.
- Click **OK** to complete.



The 'Output File Columns' list shows 'Amount' highlighted. The 'Settings for Amount' dialog box is open, showing an 'Implied Decimal' checkbox which is checked, and 'Close' and 'Ok' buttons.

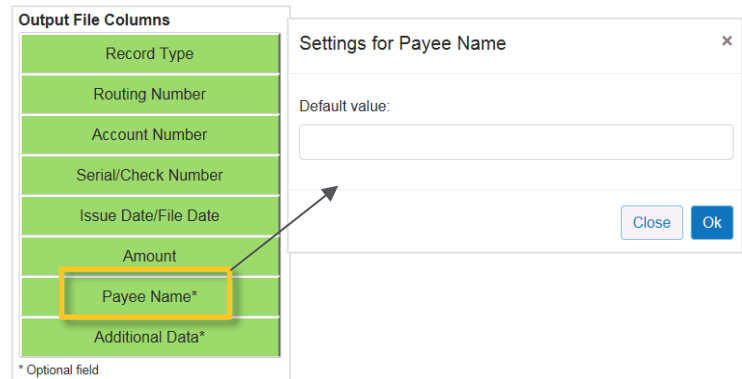
Optional Fields Mapping

Adding Your Payee Name

This is an optional field. If you include payee in your file, you should map it from your issue file. If somehow the payee is all the same, you map it in your profile as a default.

If you do not use payee name verification, then skip this field on the map.

Note: Payee names can be up to 80 characters.



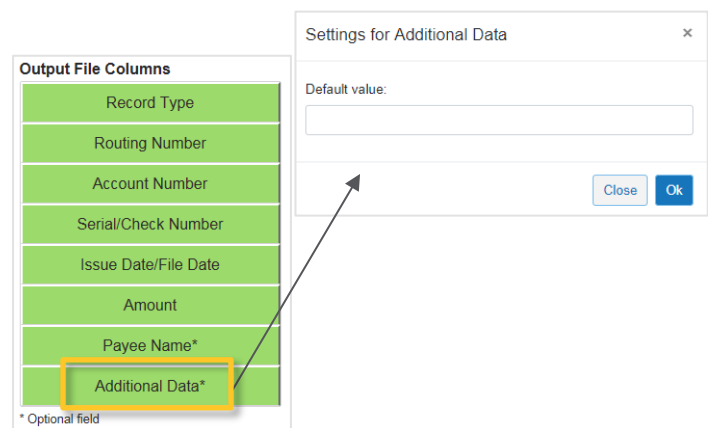
The screenshot shows two overlapping windows. The background window is titled 'Output File Columns' and contains a list of fields: Record Type, Routing Number, Account Number, Serial/Check Number, Issue Date/File Date, Amount, Payee Name*, and Additional Data*. The 'Payee Name*' field is highlighted with a yellow box. The foreground window is titled 'Settings for Payee Name' and has a 'Default value:' label above a text input field. An arrow points from the 'Payee Name*' field in the background window to the text input field in the foreground window. At the bottom right of the foreground window are 'Close' and 'Ok' buttons. A small asterisk note at the bottom left of the background window reads '* Optional field'.

Adding Your Additional Data

This Additional Data field is an optional field. If you include additional data in your file, map it in your profile.

If you want to provide repeated additional data and it is not in your source data, you can have it default. To add additional data to the output file,

- Click **Additional Data** in the Output File Columns.
- When the **Settings for Additional Data** dialogue box opens, type the information in the space provided under Default Value.
- Click **OK** to complete.



The screenshot shows two overlapping windows. The background window is titled 'Output File Columns' and contains a list of fields: Record Type, Routing Number, Account Number, Serial/Check Number, Issue Date/File Date, Amount, Payee Name*, and Additional Data*. The 'Additional Data*' field is highlighted with a yellow box. The foreground window is titled 'Settings for Additional Data' and has a 'Default value:' label above a text input field. An arrow points from the 'Additional Data*' field in the background window to the text input field in the foreground window. At the bottom right of the foreground window are 'Close' and 'Ok' buttons. A small asterisk note at the bottom left of the background window reads '* Optional field'.

Checking For Errors

If there are errors in the data, you will find the errors listed in the first column of the **Output File** review screen. You can not save or confirm the file until the Errors are corrected.

Common error messages could be:

- Issue Date must be in MM/DD/YYYY Format
- Routing Number must be 9 Numeric Character

Note: For a full list of errors, go to [Appendix A](#)

Output File (Error Found)		
Error	Record Type	Routing
Err41-Check Nbr must be 10 digits or less		12345678
Err51-Date format mismatch		
Err41-Check Nbr must be 10 digits or less		12345678

Reloading a New File

At any point in the profile build process, you can start again and by reloading a new file. The most common reasons you might want to do this is to correct errors in your source data, or if you uploaded an incorrect file for mapping. At the top of the mapping page, click **Update File** to pull a new file from your local drive. The refreshed file will appear in the **Input File** preview screen.

Add Mapping Here by Uploading File
Profile Name

Map Fixed Width Issue File

A fixed width issue file contains information not separated by any special characters. The information is specified in the same field positions in each line throughout the file. To manage this file type in the File Map & Import requires an extra step to identify which parts of the information correspond with the anticipated output file.

Once a fixed width issue file is uploaded and **Fixed Width** file type is selected, the following process demonstrates how to manage the file.

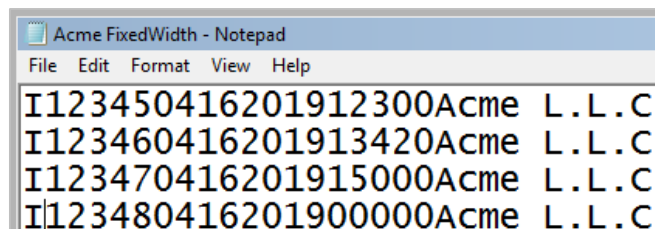
1. Notice the test file will appear in the Input Text box. Place the cursor anywhere in the file and the system will tell you which column you placed the cursor. You will need to tell the tool where to parse the various parts of the file.
2. Under **Define Field Layout**, indicate the Field Name (using the drop down), Column Position and Field Width for each part of the file.

In the example, Column 1 is the Record Type. It is in the first position of the file and is only one character length long "I". The Field Name is "Record Type", the Column Position is "1" and the Field Length is 1.

3. Repeat this for all the required fields. Add fields by clicking the blue square. You will see the results of your layout in the Preview screen.

4. Once complete, click **Ok**.

Note: For a list of possible errors, go to [Appendix B](#)



```

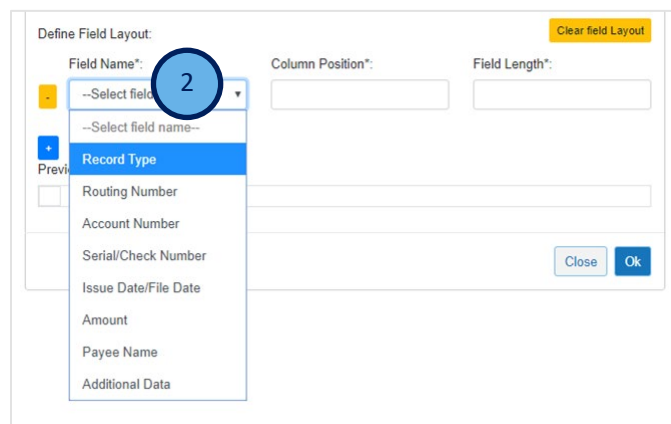
I123450416201912300Acme L.L.C
I123460416201913420Acme L.L.C
I123470416201915000Acme L.L.C
I123480416201900000Acme L.L.C
    
```



Input Text: 1

```

I1234580282475112131912300Acme, L.L.C.
I1234680282475112131913420Acme, L.L.C.
I1234780282475112131915000Acme, L.L.C.
    
```



Define Field Layout: Clear field Layout

Field Name*: --Select field-- Column Position*: Field Length*:

--Select field name--

Record Type

Routing Number

Account Number

Serial/Check Number

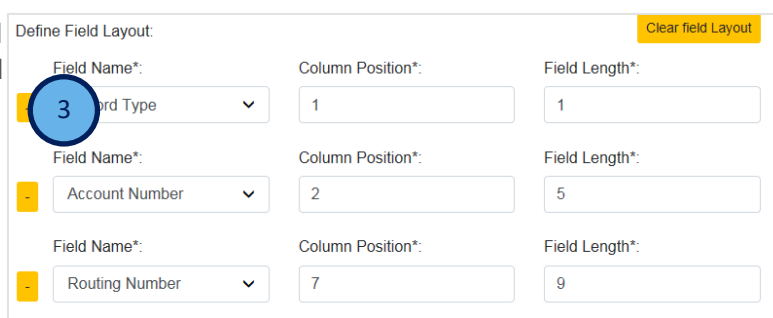
Issue Date/File Date

Amount

Payee Name

Additional Data

Close Ok



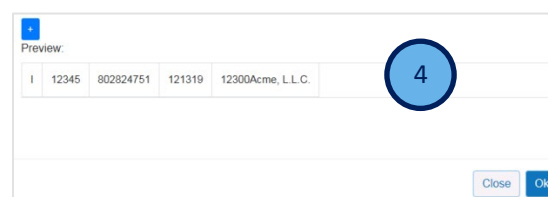
Define Field Layout: Clear field Layout

Field Name*: Record Type Column Position*: 1 Field Length*: 1

Field Name*: Account Number Column Position*: 2 Field Length*: 5

Field Name*: Routing Number Column Position*: 7 Field Length*: 9

Close Ok



Preview

I	12345	802824751	121319	12300Acme, L.L.C.
---	-------	-----------	--------	-------------------

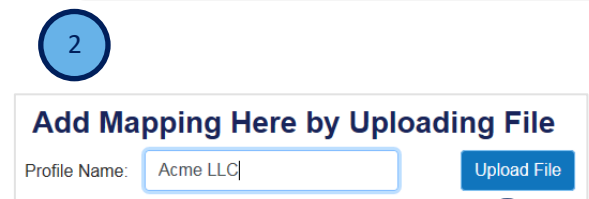
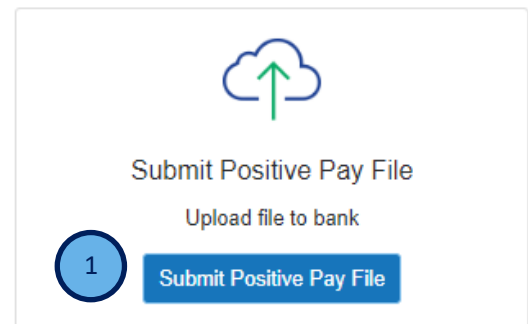
Close Ok

Submit Positive Pay File

Using the File Map & Import tool, you can upload Positive Pay Files issues, voids and/or stop payments.

After your profile map is defined, each time you come into the tool, you can just simply submit Positive Pay Files.

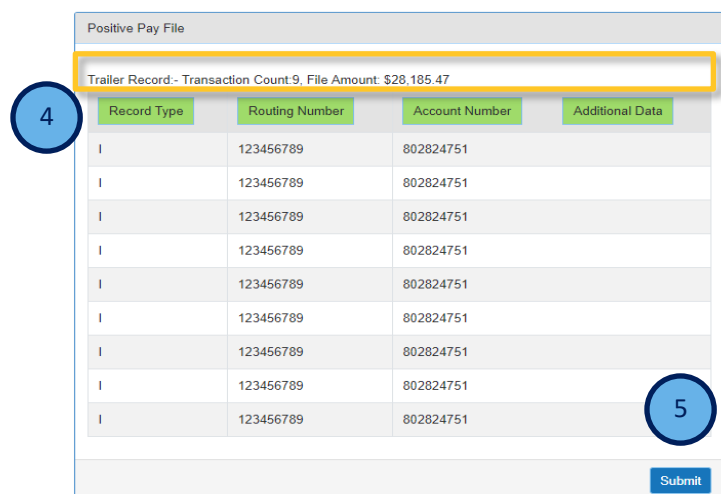
1. From the **File Map & Import** home page click **Submit Positive Pay File**. This is where you will upload a Positive Pay File to Fifth Third using a previously created profile.
2. From the drop-down menu, select the **Profile Name** that you created previously.
3. Click **Upload** and select your file from your local drive.
4. Review the file in the preview screen to make sure all headers are correct and no errors are indicated.



Note: The Trailer Record will show the **Transaction Count** of file successfully uploaded. This number should match the row count in your original file.

The Trailer Record also shows the **File Amount**. This represents the sum of amounts in the Amount column for both issues and voids as positive numbers. If the amount does not match what was anticipated, either not all records were successfully uploaded or one of the records contains an incorrect amount.

5. Once complete, click **Submit**.



Positive Pay File			
Trailer Record - Transaction Count: 9, File Amount: \$28,185.47			
Record Type	Routing Number	Account Number	Additional Data
I	123456789	802824751	
I	123456789	802824751	
I	123456789	802824751	
I	123456789	802824751	
I	123456789	802824751	
I	123456789	802824751	
I	123456789	802824751	
I	123456789	802824751	
I	123456789	802824751	

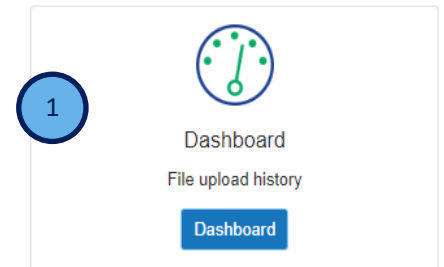
Dashboard

The **Dashboard** displays the status of current activity. Here you can monitor the status of a positive pay file upload and you can also view and export file history.

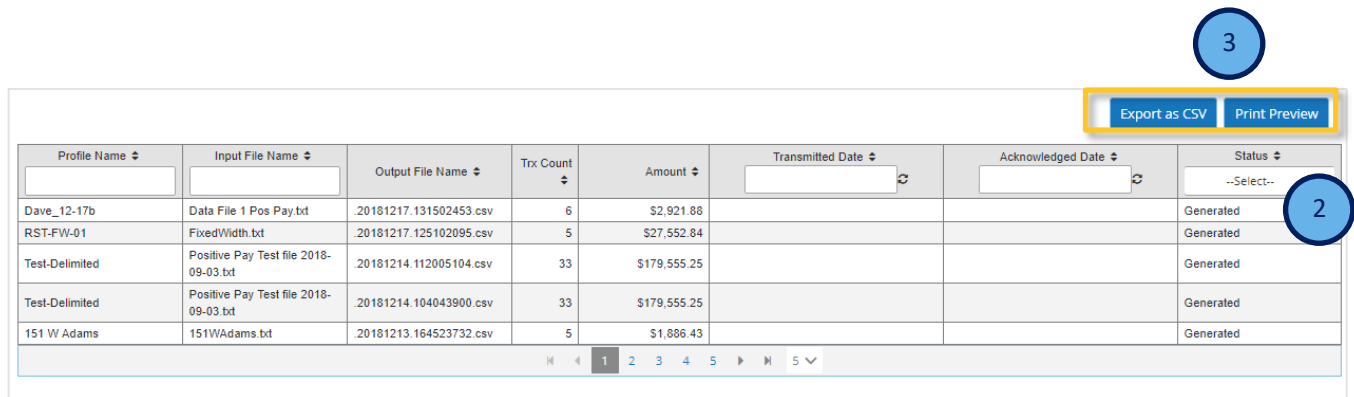
- From the **File Map & Import** home page click **Dashboard**.

In the Dashboard you will see the following:

- Profile Name
- Input File Name
- Output File Name
- Transaction Count
- Amount
- Acknowledgement Date
- Status



- You will always want to review this screen to confirm the Status of your file upload. When a file is successfully uploaded to File Map & Import, the Status shows as **“Generated”**. Then changes to **“Uploaded”**. Once the file is received successfully by the Bank, the Status changes to **“Acknowledged”**. In general, the **“Acknowledged”** status should appear within 30 minutes. If there is a problem, you may call the Commercial Support Center for research.



Profile Name	Input File Name	Output File Name	Trx Count	Amount	Transmitted Date	Acknowledged Date	Status
Dave_12-17b	Data File 1 Pos Pay.txt	.20181217.131502453.csv	6	\$2,921.88			Generated
RST-FW-01	FixedWidth.txt	.20181217.125102095.csv	5	\$27,552.84			Generated
Test-Delimited	Positive Pay Test file 2018-09-03.txt	.20181214.112005104.csv	33	\$179,555.25			Generated
Test-Delimited	Positive Pay Test file 2018-09-03.txt	.20181214.104043900.csv	33	\$179,555.25			Generated
151 W Adams	151WAdams.txt	.20181213.164523732.csv	5	\$1,886.43			Generated

Note: All columns have sort functionality by clicking on the up and down arrows next to each header. You can also perform a filtered search by entering search criteria in the box under the column header.

- To export the information, click **Export as CSV**. To print, click **Print Preview**.

Appendix A – File Mapping Error Messages for Delimited Files

Error Message	Possible Reasons For Error	Resolution
Err11-Record Type must be I, V or S	- Record type is not mapped. - There is no record type indicator in the source data.	To correctly map, add the record type indicators in the source data then resubmit the profile or add an indicator using the Default Value option (See Add Your Record Type).
Err51-Date format mismatch	- Date field was not mapped from the source data, or - Date format in the source field data does not match the assigned date format. Note: There must be a date in the source data	To correctly map, add the dates in the source data then resubmit the profile or match the date using the Setting Date Format option (See Changing the Date Format).
Err61-Your amount is either zero or exceeds \$100MM	I The Amount is zero or exceeded a number with more than 10 digits, i.e., more than \$99,999,999.99, which is allowed in the industry.	Review the source file. Make appropriate changes then resubmit the file.
Err21-RT Nbr must be 9 digits	- Routing number was not mapped. - There is no routing number in the source data. - The routing number in the source data is incorrect.	To correctly map, add the correct routing number in the source data then resubmit the profile or add a routing number using the Setting a Routing Number (See Adding Your Routing Number).
Err31-Acct Nbr must be 10 digits or less	- Accounting number was not mapped. - There is no account number in the source data.	To correctly map, add the correct account number in the source data then resubmit the profile or add an account number using the Setting an Account Number (See Adding Your Account Number).

Error Message	Possible Reasons For Error	Resolution
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Err41-Check Nbr must be 10 digits or less	- Serial/Check number was not mapped. - There is no Serial/Check number in the source data or the check number was "0". - The Serial/Check number in the source data is incorrect.	You will need to correct the Serial/Check number in the source data. Add the correct Serial/Check number in the source data then resubmit the profile.
Err32-Acct Nbr is not associated with user	The account number in the source data is incorrect.	To correctly map, add the correct account number in the source data then resubmit the profile or add an account number using the Setting an Account Number (See Adding Your Account Number).

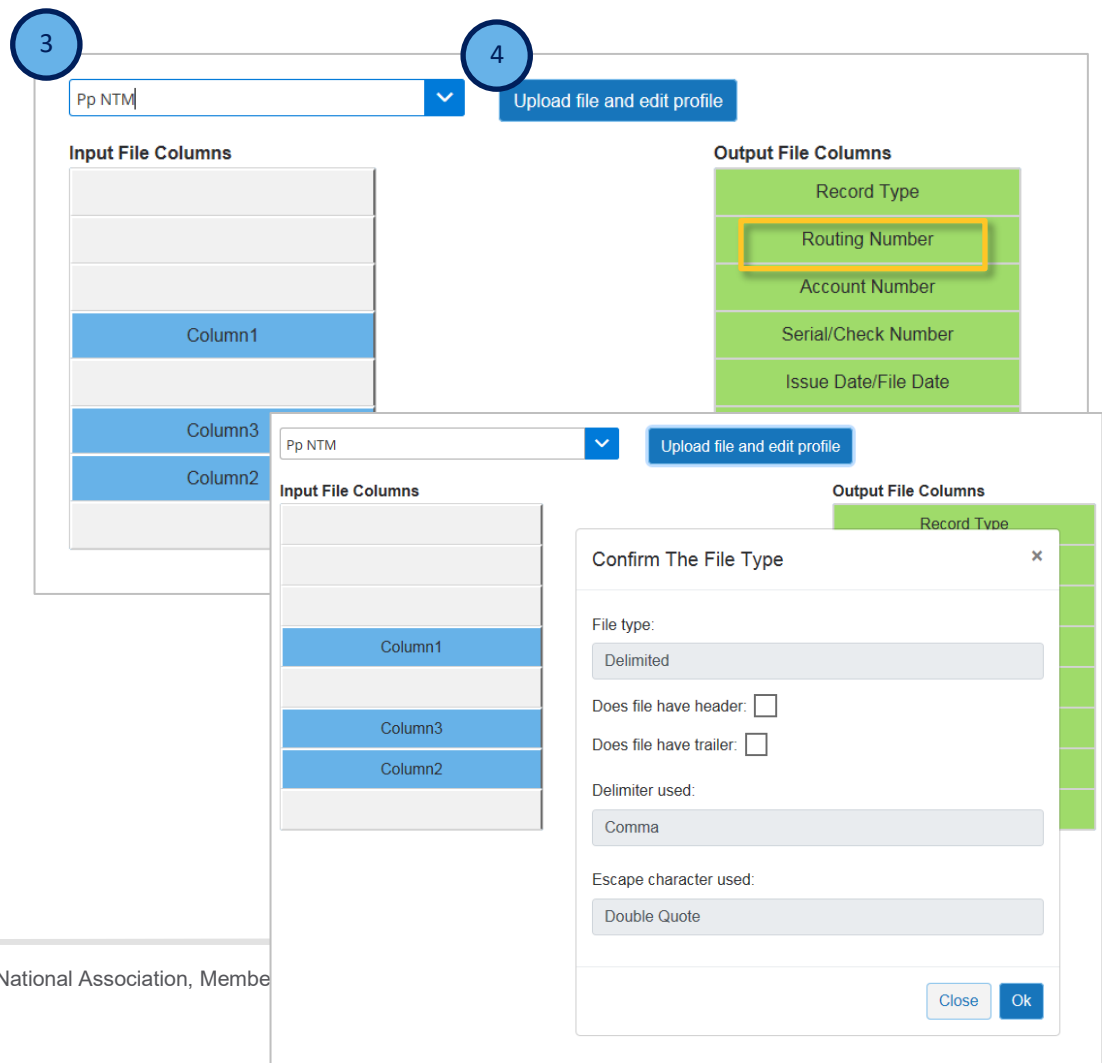
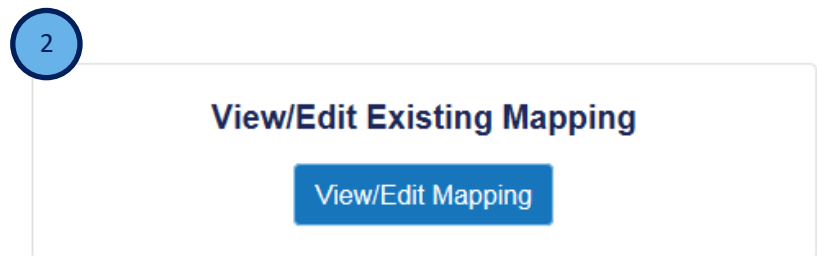
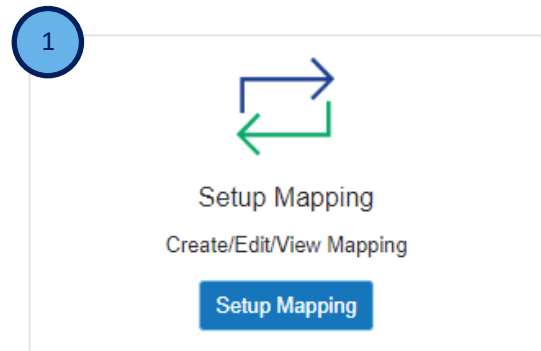
Appendix B – File Mapping Error Messages for Fixed Width Files

Error Message	Possible Reasons For Error	Resolution
Err61-Your amount is either zero or exceeds \$100MM	The Amount is zero or exceeded a number with more than 10 digits, i.e., more than \$99,999,999.99, which is allowed in the industry.	Review the source file. Make appropriate changes then resubmit the file.
Err91-Must map at least 1 field	You have to define the field layout for fixed width file before clicking on OK.	There must be at least two columns defined In the fixed width output prior to clicking on OK. (See Map Fixed Width Issue File).
Err92-Missing or invalid name position	You have not chosen a field name from the fixed width "Field Name" drop down.	Select a header from the Field Name drop down. (See Map Fixed Width Issue File).
Err93-Missing or invalid field position	You have not input the field length.	Add the length of the field In the Field Length box. (See Map Fixed Width Issue File).
Err94-Missing or invalid column position	You have not input the column position in the Column Position box.	Add the position where the column starts in the Column Positon box. (See Map Fixed Width Issue File).

Appendix C – How to edit or disable a Profile

upload and you can also view and export file history.

1. From the **File Map & Import** home page click **Setup Mapping**.
2. Click **View/Edit Existing Mapping**
3. In the dropdown, select the profile to edit or disable.
4. Once the profile is selected, click **Upload file and edit profile**.



5. Click **OK** in the Confirm The File Type dialogue box.
Note: that this screen is not editable. If one of these choices is incorrect make a new profile.
6. Make all required changes.

To DISABLE a profile, change the profile name ("Do Not Use") then click **Save as Draft**.

7. To ENABLE profile changes, click **Save & Enable for Upload**.
not change the profile name, if not required



Note: Do

For more information on editing a profile go to [Advanced Mapping for Delimited Files](#).

Profile Name:

Input File

Record_Type	AccountNumber	Check_Number	Issue_Date	Amount	Payee
I	12345	802824751	191213	123	Acme, L.L.C.
I	12346	802824751	191213	134.2	Acme, L.L.C.
I	12347	802824751	191213	150	Acme, L.L.C.

Output File

Record Type	Routing Number	Account Number	Serial/Check Number	Issue Date/File Date	Amount	Payee Name
I	123456789	12345	802824751	12/13/2019	\$123.00	Acme, L.L.C.
I	123456789	12346	802824751	12/13/2019	\$134.20	Acme, L.L.C.
I	123456789	12347	802824751	12/13/2019	\$150.00	Acme, L.L.C.

Questions? Please call 866-475-0729 or email CommercialSupport@53.com for assistance.