

Enter your issued check information into your CSV file following this format. Only the required columns are necessary, but you can use as many others as apply. Uploading your information in a different order or format will cause your file to be read incorrectly.

Complete list of column properties (*required)

Column 1	Item number *	
Column 2	Item amount*	x.xx (enter without currency sign)
Column 3	Issue date	mm/dd/yyyy
Column 4	Payee	Max 35 characters
Column 5	Void indicator	V = Void
Column 6	Account type	Chk=checking, Sav=savings, GL=general ledger
Column 7	Debit/credit	D=debit, C=credit
Column 8	Void date	mm/dd/yyyy
Column 9	Payee address 1	
Column 10	Payee address 2	
Column 11	Payee address 3	
Column 12	Payee address 4	
Column 13	Stop indicator	Stop = Yes

Example CSV row with basic information

1234	1234.56	06/16/2022			Chk
Item Number	Item Amount	Issue date	Payee	Void	Account type