



Check Manager

File Mapping Specifications

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Getting Started

This guide details the mapping specifications of check printing between client and Hancock Whitney Treasury Manager.

The specifications provide information about the following required fields: position, length, and system validations. All incoming messages are assumed to be in CSV payment files initiated from bank customers. Clients provide these check files in the specified format. Hancock Whitney validates the Account and associated routing number. The resulting import files are used to print and mail the included check payments. ****Once a format has been tested and approved, client cannot change format prior to notifying Hancock Whitney****

Check Print Mapping

INPUT CSV SPECIFICATIONS

Note: The M/O column indicates if the field is mandatory (M), optional (O). Mandatory fields cannot be blank.

- **Header Row:** A header row with column headings must be included
 - **Mandatory Columns**
 - Column 1 must be CHKPGEN as the description for the column header and each position. It cannot change.
 - Client ID must always be named as such in the column header and cannot change
 - Any changes to the above will result in a failed file once it reaches Hancock Whitney.
- **INT(size):** -2147483648 to 2147483647 normal
- **BIGINT(size):** -9223372036854775808 to 9223372036854775807 normal
- **CHAR(size):** Holds a fixed length string (can contain letters, numbers, and special characters).
- **VARCHAR(size):** Holds a variable length string (can contain letters, numbers, and special characters).

**Field Names may be different than described below and order can be different with the exception of Field 1.*

****Allowed Special Characters @ ‘ “ ^ ! _ # \$ % & , * : \ . + - ` ~ [] () | /**



Field	Header/Field Name	Data Type	M/O	Description
*1	CHKPGEN (Payment Type)	CHAR7	M	Must be CHKPGEN (Case sensitive). **Must be in Field 1. Position cannot move.
*2	Check Source	INT	M	Content must default to 1001. Cannot change
*3	Client ID	INT	M	Header/Field name CANNOT change. Must be Client ID. Will be provided by Hancock Whitney. This is the ID associated with your company. Each routing number must have a unique Client ID, If your file will contain accounts with differing routing numbers, multiple Client ID's are needed.
4	Check Number	BIGINT(10)	M	Generated by the Client, numeric, maximum 10 digits
5	Check Date	YYYY-MM-DD	M	Check issue Date
6	Check Amount	Money	M	Include decimal. Max amount \$9,999,999.99
7	Check RTN	CHAR(9)	M	Routing Number of issuing account. Must be 9 digits
8	Check Account Number	VARCHAR(17)	M	Issuing account number. 17 max characters. Cannot be Alpha.
9	Payee Name	VARCHAR(51)	M	Name of the payee. Anything longer than 51 characters will be truncated.
10	Payee Address1	VARCHAR(62)	M	Address where the check will be mailed
11	Payee Address2	VARCHAR(62)	O	Optional address line 2
12	Payee City	VARCHAR(42)	M	City where the check will be mailed
13	Payee State	VARCHAR(2)	M	2-Letter state code
14	Payee Zip	VARCHAR(10)	M	Zip or Zip+4 format
15	Issuer (Subscriber) Name	VARCHAR(112)	M	Payer's Company Name
16	Issuer (Subscriber) Address1	VARCHAR(62)	M	Payer's address line 1
17	Issuer (Subscriber) Address2	VARCHAR(62)	O	Payer's address line 2
18	Issuer (Subscriber) City	VARCHAR(42)	M	Payer's address city
19	Issuer (Subscriber) State	VARCHAR(2)	M	Payer's state 2-Letter code
20	Issuer (Subscriber) Zip	VARCHAR(10)	M	Zip or Zip+4 format
21	Issuer (Subscriber) Payee Account Num	VARCHAR(50)	M	Account number by which the Payer's company is known at the Payee.
22	Account Holder Name	VARCHAR(112)	M	The company name by which the Payer's company is known at the Payee
23	Return Name	VARCHAR(112)	M	Name where USPS would deliver returned items



24	Return Address1	VARCHAR(62)	M	Address where USPS would deliver returned items
25	Return Address2	VARCHAR(62)	O	Address where USPS would deliver returned items. Line 2
26	Return City	VARCHAR(42)	M	City where USPS would deliver returned items
27	Return State	VARCHAR(2)	M	2-Letter State Code where USPS would deliver returned items
28	Return Zip	VARCHAR(10)	M	Zip or Zip+4 format where USPS would deliver returned items
29	Memo	VARCHAR(31)	O	Memo line of check
30	Signature Image	INT	M	'0' - Will display "signature on file" message.
31	Apron Header	VARCHAR(136)	O	136 characters - will be bolded
32	Apron Lines	VARCHAR(136)	O	Max 34 lines.

