

Exact/TMS™ Issued File Format Requirements

The following information details the issued file format options available in Exact/TMS™. The system is extremely flexible and can handle a wide variety of different file formats. This allows the bank to be flexible with the customer as far as issued file format requirements are concerned.

Required Fields

The following fields must be supplied for each issued check:

1. Check Number – the check serial number (recommended format is to have no leading zeros)
2. Check Amount – the amount of the check (recommended format 999999.99 with no leading zeros)
3. Issued Date – the date the check was issued (recommended format mm/dd/yyyy)

Optional Fields

The following fields may optionally be supplied for each issued check:

1. Account Number – the account number for the check
2. Client/Account ID – a bank-assigned value that represents the checking account
3. Notes – miscellaneous notes related to the check
4. Payee Name – the name from the payee line on the check
5. Record Type – “I” for issued check, “V” for voided check

Other Fields

If additional fields are included in the issued check file, these fields can be ignored. However, it is recommended that only the fields listed above are included.

Field Formatting

Fields must be consistently formatted in each file that is submitted. Field formats other than the recommended formats listed above can be supported. The key is consistency.

Exact/TMS™ Supported Browsers

The Exact/TMS™ system is designed to be browser-independent. The system does not require a specific browser. The system is tested using the most popular browsers. The following desktop browsers and versions have been tested and are supported as of October 2018.

- Microsoft Internet Explorer version 11
- Microsoft Edge version 25 thru 38
- Mozilla Firefox version 41 thru 58
- Google Chrome version 45 thru 63
- Apple Safari version 11.0.2 and greater

The Exact/TMS™ system typically does not require any system upgrades as newer versions of these supported browsers are released.

Issued File – Supported File Types

Exact/TMS™ supports the following three types of issued files:

1. Delimited text files
2. Microsoft Excel files (Including .XLSX files)
3. Fixed-width text files

Delimited Text Files

A delimited text file is a file that has each field separated by a field delimiter. The most common delimited file format is a comma-separated values (csv) file. Separator characters other than commas are also supported. Other commonly used separator characters are semi-colon “;” and the pipe “|” character. Double quote characters may be used to surround the actual values between delimiters, but they are not required unless the field value contains a delimiter. For example, if the field value is “Lincoln, NE” is contained within a comma delimited file, then the field value must have double quotes around the value since the value contains a comma between “Lincoln” and “NE”. An example of records from a comma-delimited file may look like this:

```
I,123,100,12/31/2006,123.66  
I,123,101,12/31/2006,1500.00  
I,123,102,12/31/2006,40000.00
```

Microsoft Excel Files

For Microsoft Excel files (xls & xlsx), each field should be listed in a separate column.

Fixed-width Text Files

In a fixed-width text file format, each field occupies the same columns in each record. This record format is most commonly generated by mainframe-based accounting systems. An example of records from a fixed-width file may look like this:

```
I1230001001231200600000123.66  
I1230001011231200600001500.00  
I1230001021231200600040000.00
```

Header and Trailer Records

It is recommended that header and trailer records be omitted from all issued files regardless of the file type.