

Positive Pay File Conversion

Converting Your Excel Issue/Void File to CSV

A Step-by-Step Guide for Blue Foundry Bank Commercial Customers

Overview

As part of your transition to the new BOSS online banking platform, the Positive Pay service will now accept check issue and void files in CSV (Comma-Separated Values) format. Excel files (.xls and .xlsx) will no longer be supported for Positive Pay file imports.

The good news: you do not need to change how you build your file. The column layout, field order, and data you submit today will remain exactly the same. The only change is the file format — instead of saving as an Excel workbook, you will save as a CSV file before uploading.

What's Changing

- File format: Excel (.xls / .xlsx) → CSV (.csv)
- File structure: No change — keep your existing column layout and data
- Where you upload: BOSS Positive Pay tab (replacing iBanking)
- When it takes effect: Once you go live on BOSS

Important Timing

- Continue using your current Excel format in Blue Foundry iBanking until your BOSS go-live date.
- Once you are live on BOSS, all Positive Pay file imports must be in CSV format.

Understanding the CSV Format

A CSV file is a plain-text version of a spreadsheet. Each row is a line of text, and each column value is separated by a comma. Most spreadsheet applications — including Microsoft Excel and Apple Numbers — can save your existing file as a CSV with just a few clicks.

Key points to remember:

- Your existing column order and headers should stay the same.
- Do not add, remove, or rename columns when converting.
- Save only the sheet that contains your check issue data — CSV files cannot contain multiple sheets.
- Avoid special formatting such as merged cells, formulas, or color-coded rows. These are stripped out automatically when saving as CSV.

Converting Excel to CSV on Windows

Follow these steps to convert your Positive Pay issue file from Excel to CSV using Microsoft Excel on a Windows computer.

Step 1: Open Your File in Excel

1. Locate your existing Positive Pay Excel file (.xls or .xlsx) on your computer.
2. Double-click the file to open it in Microsoft Excel.
3. Confirm that your check issue data is in the correct sheet and that the columns and rows look correct.

Step 2: Save the File as CSV

1. Click the File menu in the upper-left corner of Excel.
2. Select Save As from the menu.
3. Choose the location where you want to save the file (for example, your Desktop or Documents folder).
4. In the Save As dialog box, locate the Save as type dropdown (located just below the File name field).
5. Click the dropdown and select CSV (Comma delimited) (*.csv).
6. Verify the file name is correct, then click Save.

Tip

If you see a pop-up warning that says "This workbook cannot be saved in the selected file format," or asking about compatibility, click OK or Yes to continue. Excel is simply confirming that any formulas, formatting, or extra sheets will not be saved in the CSV file. Your data will remain intact.

Step 3: Verify the New CSV File

1. Navigate to the folder where you saved your file.
2. Confirm that the file now ends in .csv (for example, IssueFile_2026-07-13.csv).
3. To preview the contents, right-click the file, select Open with, and choose Notepad. You should see your data displayed with commas between each value.
4. Close the file once you have confirmed it looks correct. Do not re-save the file from Notepad.

Converting Excel to CSV on Mac

Mac users have two options depending on which application you currently use to build your Positive Pay file: Microsoft Excel for Mac or Apple Numbers.

Option A: Using Microsoft Excel for Mac

1. Open your Positive Pay file in Microsoft Excel for Mac.
2. Click the File menu at the top of the screen.
3. Select Save As (or press Shift + Command + S).
4. Choose your save location.
5. In the File Format dropdown at the bottom of the Save As window, select CSV UTF-8 (Comma delimited) (.csv).
6. Click Save. If prompted that only the active sheet will be saved, click Save Active Sheet.

Option B: Using Apple Numbers

If you build your Positive Pay file in Apple Numbers, you will need to export it as a CSV. Numbers cannot save directly to CSV through the Save command — you must use the Export feature.

1. Open your file in Apple Numbers.
2. Click the File menu at the top of the screen.
3. Hover over Export To and select CSV from the submenu.
4. In the Export Your Spreadsheet window, you can optionally expand Advanced Options to confirm the text encoding (Unicode (UTF-8) is recommended).
5. Click Next.
6. Enter a file name, choose your save location, and click Export.

Tip for Mac Users

Mac sometimes hides file extensions by default. To make sure your file is saved as .csv, open Finder, select the file, press Command + I, and check the Name & Extension field. If the .csv extension is hidden, uncheck Hide extension.

Verify Your CSV File

1. Locate the file in Finder.
2. Confirm the file name ends in .csv.
3. Right-click the file, select Open With, and choose TextEdit to preview the contents. You should see your data separated by commas.
4. Close the file without saving any changes from TextEdit.

Need Help?

If you have questions about converting your Positive Pay file or about your BOSS go-live, please contact Fulton Bank Cash Management Support.

Fulton Bank Cash Management Support

Phone: 866.943.8739 option 1

Email: casupportffc@fultonbank.com