

Custom Check Specifications

To ensure successful import and processing, the CSV file must conform to the following structure and formatting rules:

General Requirements

- The file must be in CSV format (Comma-Separated Values).
- The first row must be a header row containing the exact column names listed below.
- Each subsequent row must represent a single data record.
- If a field has no value, leave it blank but retain the comma.

Required Header and Field Descriptions

Header	Description
Name	Full name of the individual or organization. Required
Contact	The contact person. <i>Optional</i>
Street1	Primary street address or PO Box. Required
Street2	Secondary address information (e.g., apartment, suite number). <i>Optional</i>
City	City of the address. Required
State	State or province of the address. Required
Zip	ZIP or postal code of the address. Required
Remarks	Any additional notes or comments about the entry. It will be shown at the detail of the check. <i>Optional</i>
Amount	The check amount to be received. Required
CheckNumber	The check number that will be displayed. <i>Optional</i>