

Payment File Layout

The data must be provided in the following format:

Data is to be provided by e-mail, esale@co.morgan.co.us.

File may be submitted as text files (.txt) or MS Excel files (.xls or .xlsx). Each file name must be unique.

Field Widths - Variable with the following delimiters between.

*Column - Pipe or tab

*Row - New Line

Fields 1 and 2 are required. Fields 4 and 5 may be omitted. Field 3 may be omitted if all payments in the file are of the same payment type.

EASY FILE PAYMENT SPECIFICATION

Field #	Excel Column	Column Name	Description
1	A	Account #	Alpha prefix followed by 6 to 8 numeric characters
2	B	Payment Amt	Enter amount with 2 decimal places but no dollar sign
3	C	Payment Type (Optional)	0 or f for First Half, 1 or s for Second Half, 2 or w for Whole Pmt
4	D	Note (Optional)	For information purposes only.
5	E	Payor (Optional)	Enter the text of the Payer's name or the ID from the Mortgage Company table