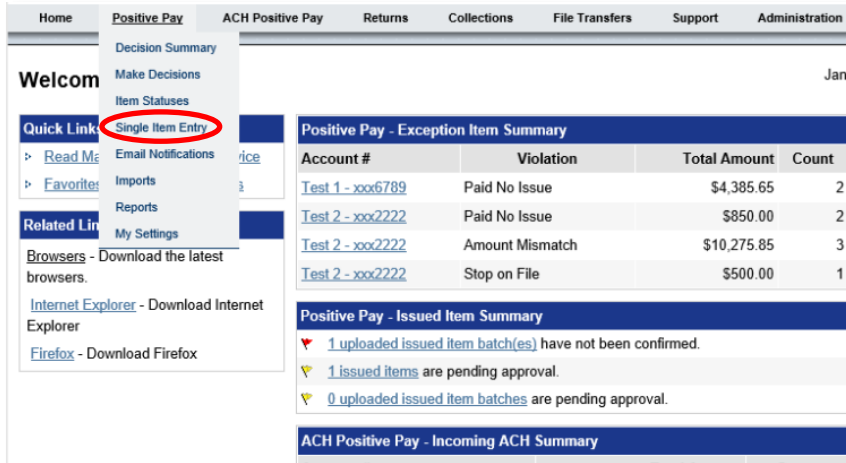


POSITIVE PAY – ISSUING ITEMS

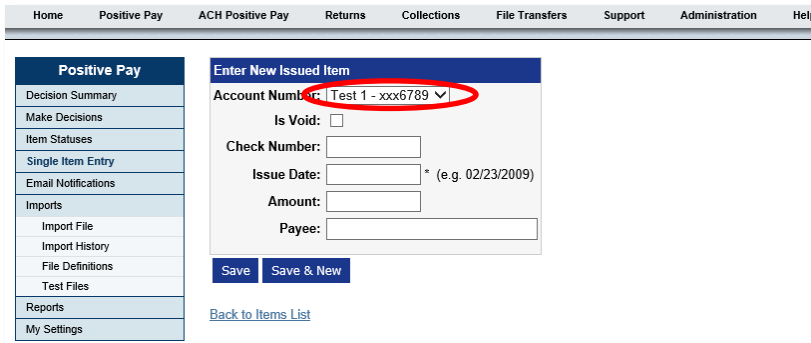
This guide provides instructions for entering issued checks in the Positive Pay system. Checks can be entered as single checks, multiple checks, or uploaded as an Issue Check file.



Single Check Entry

STEP 1:

Hover over *Positive Pay* in the menu bar and select *Single Item Entry* from the list of options.



STEP 2:

Select the account from the drop-down menu. If there is only one account, the account will automatically be displayed.

If the check is voided, select the *Is Void* check box to enter the check as a voided item.

- **Check Number**
- **Issue Date:** The date the check was issued.
- **Amount:** The amount of the check
- **Payee:** Enter the Payee Name exactly as it appears on the issued check, including initials, suffixes, commas, and periods. (This is an optional field for those not using Payee Match)

Positive Pay

Decision Summary
Make Decisions
Item Statuses
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Imports
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Import History
File Definitions
Test Files
Reports
My Settings

Enter New Issued Item

Account Number: Test 1 - xxx6789

Is Void:

Check Number:

Issue Date: * (e.g. 02/23/2009)

Amount:

Payee:

Save Save & New

[Back to Items List](#)

Multiple Check Entry

STEP 1:

To enter additional checks, select the *Save & New* button.

Once selected, the Check Number will increase by one and the issued date will stay the same.

Complete the remaining fields (Amount and Payee) and change values as needed.

Select the *Save* button once the last check has been entered.

Positive Pay

Decision Summary
Make Decisions
Item Statuses
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Select Issued Items List: All Items

Listed below are all uploaded issued item files ordered by status.

Uploaded Issued Item Files

Batch #	Created By	Date Created	File Name	Status
147	John Doe	3/30/2020 8:30 AM CT	MyFile3.txt	Pending Confirmation
146	John Doe	3/30/2020 9:30 AM	MyFile3.txt	Ready For Processing

Listed below are all issued items entered online ordered by status.

Issued Items Entered Online

Account #	Check #	Amount	Issue Date	Void	Status	Created By
xxx6789	1455	\$450.00	3/30/2020		Processed	John Doe
xxx6789	1455	\$1,256.25	3/30/2020		Ready For Processing	John Doe
xxx6789	1455	\$965.00	3/30/2020		In Review	John Doe
xxx2222	111233	\$85.00	3/30/2020	✓	Ready For Processing	John Doe
xxx2222	111233	\$755.00	3/30/2020		Ready For Processing	John Doe

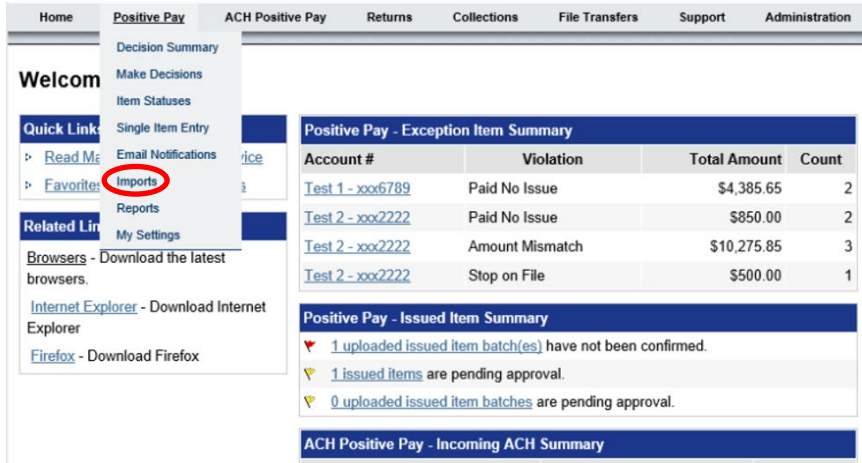
STEP 2:

Once saved, the Item Statuses page appears and displays issued items that have been entered online.

Note: The Bank picks up issued check files every 30 minutes, Monday through Saturday from 7 a.m. to 7 p.m. local time.

Issued check statuses:

- **Ready for Processing:** The check(s) are in the queue for processing.
- **Pending Confirmation:** The issued import file is pending user confirmation/approval of the checks issued. This occurs if the profile is set for dual approval – one user enters the check and a different user approves.
- **In Review:** Review/approval by a user other than the user who entered the issued check(s) is needed.
- **Processed:** The Bank has picked up the file for processing.
- **Canceled:** The batch has been canceled and will not process to the Bank.

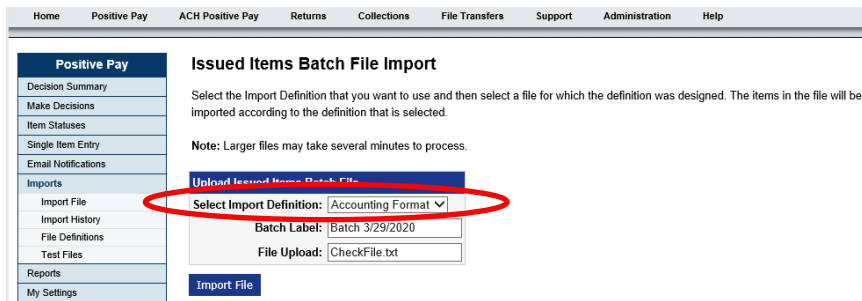


Import an Issued Check File

An issued check file can be exported from your accounting software in either a .CSV or .TXT format to be imported into the Positive Pay system.

STEP 1:

Hover over *Positive Pay* in the menu bar and select *Imports*.

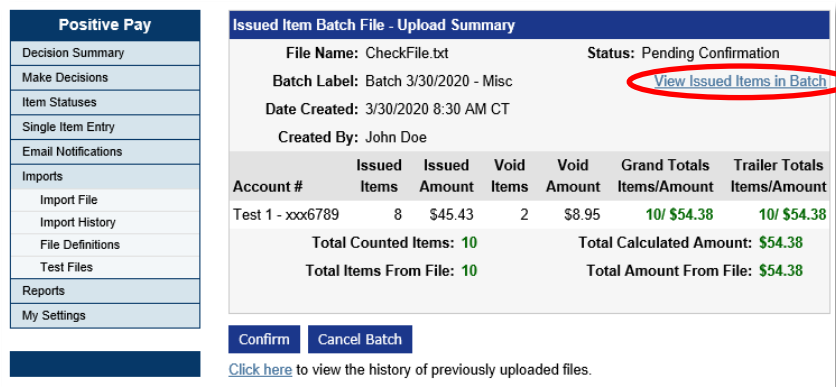


STEP 2:

Select the desired import definition from the drop-down menu.

Note: The Batch Label default is today's date but can be changed at any time.

Browse for the issued check file created from your accounting system, then click the *Import File* button.



STEP 3:

Once the Import File is imported, the *Issued Item Batch File – Upload Summary* screen will appear, which provides:

- Total of issued items
- Total issued amount
- Voids found in the file

Select the *View Issued Items in Batch* link to see each individual check that was imported.

Issued Items in Batch File CheckFile.txt - 3/30/2020 11:42 AM							
Account #	Check #	Amount	Issue Date	Void	Status	Suspect	Payee
Test 1 - xxx6789	11111	\$7.67	3/30/2020		Pending Confirmation		ABC Corp
Test 1 - xxx6789	11112	\$8.87	3/30/2020		Pending Confirmation		XYZ Corp
Test 1 - xxx6789	11113	\$2.13	3/30/2020		Pending Confirmation		Domestic Business Machines
Test 1 - xxx6789	11114	\$4.45	3/30/2020		Pending Confirmation		Widgets Inc.
Test 1 - xxx6789	11115	\$5.53	3/30/2020		Pending Confirmation	✓	Lobbies R Us
Test 1 - xxx6789	11116	\$3.42	3/30/2020		Pending Confirmation	✓	Big Machines Corp.
Test 1 - xxx6789	11117	\$6.56	3/30/2020		Pending Confirmation		Logistics, Inc.
Test 1 - xxx6789	11118	\$3.66	3/30/2020		Pending Confirmation		Payroll Genie
Test 1 - xxx6789	11119	\$2.11	3/30/2020		Pending Confirmation		Anchors Away, Inc.
Test 1 - xxx6789	11120	\$9.98	3/30/2020		Pending Confirmation		Catering Gurus

[Return to the Batch Summary Information.](#)

STEP 4:

Verify that all checks entered in the system are complete and accurate.

Once you have reviewed the issued checks with the import file, select *Return to the Batch Summary Information* link at the bottom to confirm the imported batch.

Issued Item Batch File - Upload Summary						
File Name: CheckFile.txt			Status: Pending Confirmation			
Batch Label: Batch 3/30/2020 - Misc			View Issued Items in Batch			
Date Created: 3/30/2020 8:30 AM CT						
Created By: John Doe						
Account #	Issued Items	Issued Amount	Void Items	Void Amount	Grand Totals Items/Amount	Trailer Totals Items/Amount
Test 1 - xxx6789	8	\$45.43	2	\$8.95	10/ \$54.38	10/ \$54.38
Total Counted Items: 10			Total Calculated Amount: \$54.38			
Total Items From File: 10			Total Amount From File: \$54.38			
<input type="button" value="Confirm"/> <input type="button" value="Cancel Batch"/>						
Click here to view the history of previously uploaded files.						

STEP 5:

Select *Confirm* to send the file to the Bank.

The Bank picks up issued check files for processing every 30 minutes, Monday through Saturday from 7 a.m. to 7 p.m. local time.