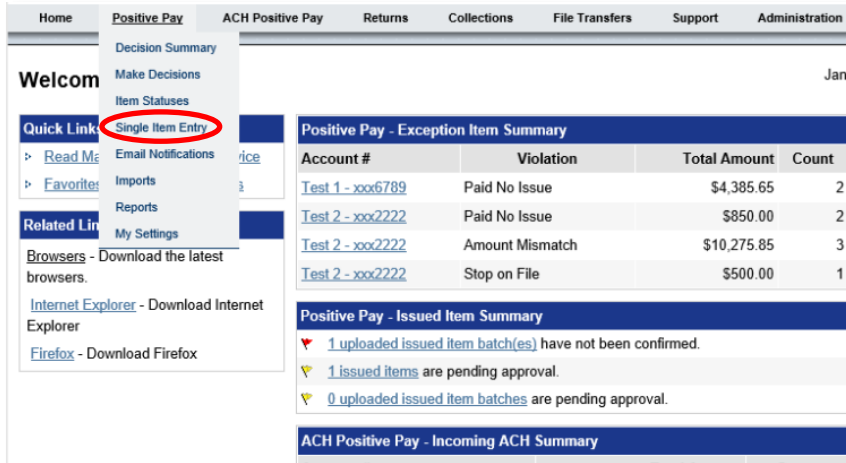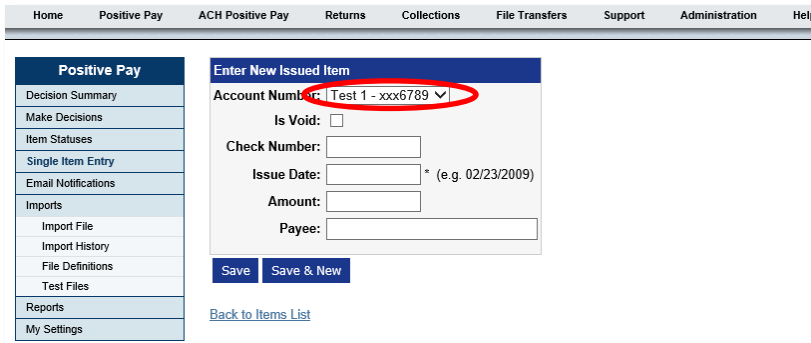## POSITIVE PAY – ISSUING ITEMS

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)

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.

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.
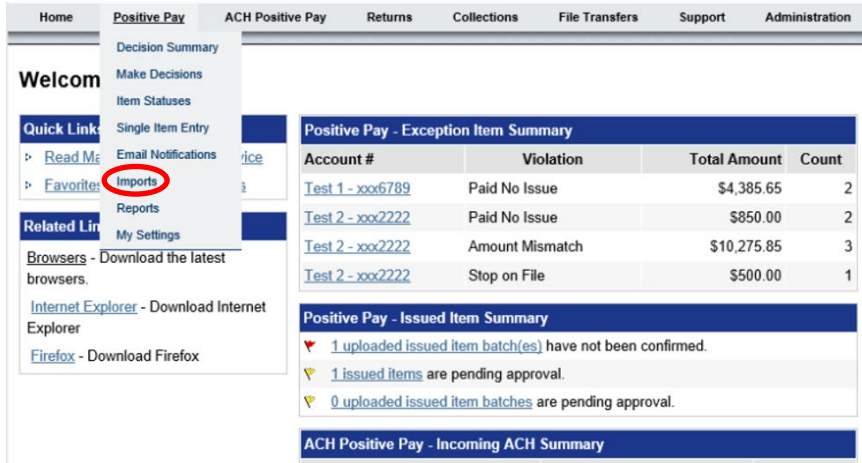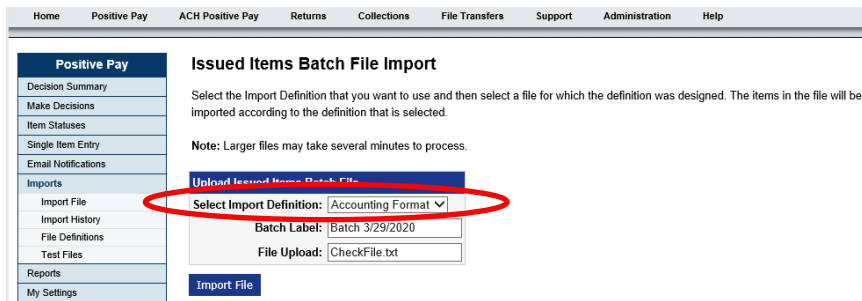
Import an Issued Check File

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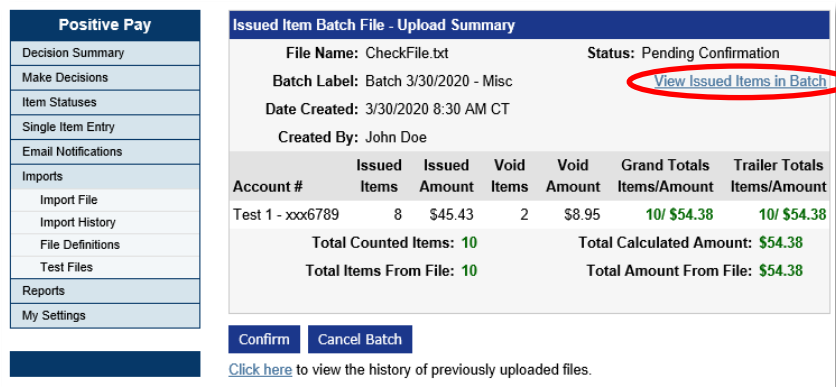Hover over *Positive Pay* in the menu bar and select *Imports*.

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.

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.

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.