

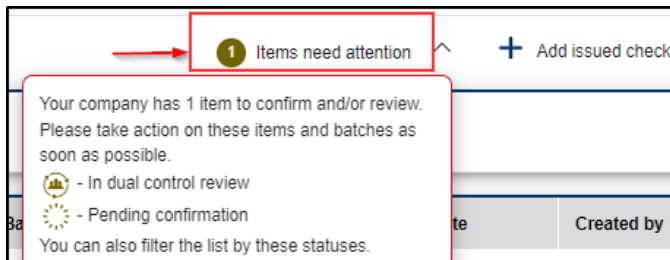
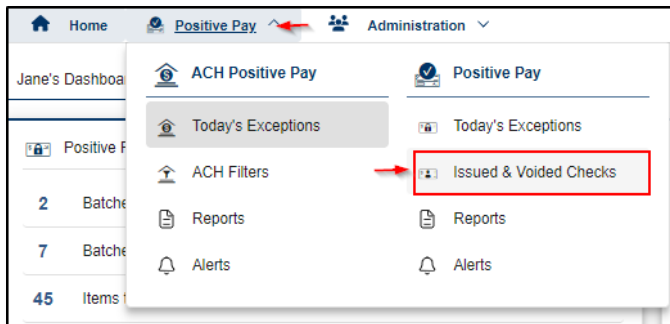
POSITIVE PAY – ISSUING ITEMS

This guide provides instructions for entering Issued checks and Void Items in the Positive Pay system. Checks can be entered as single checks or uploaded as an Issued Check file. This guide will cover the following:

- Manual Check Entry - individually entered issued items or void items
- Importing a Batch file - batches that can contain both issued and voided items
- Reviewing and approving batches

Manual Check Entry

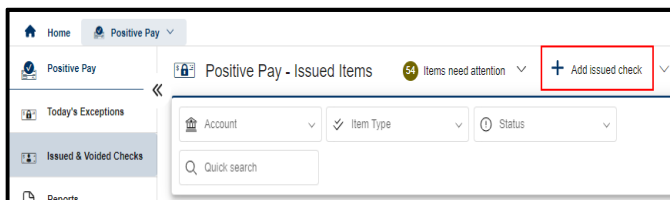
From the Positive Pay menu, select Issued & Voided Checks from the menu options.



The title bar shows the number of issued and voided items or batches that need attention such as:

- Batches that need confirmation
- Issued or voided items
- Batches that need dual control review

Note: For customers using dual control for issued items or batches.



STEP 1:

- Select **Add Issued Check** from the title bar of the Positive Pay Issued Items screen.
- The entry screen will pop up on the righthand side of the screen.

STEP 2: SINGLE CHECK ENTRY

item created

1. Complete all fields.

- **Type:** If the check is voided, change the Type from Issued to Voided using the drop-down selection. Before voiding a check, verify the check has not already been paid.
- **Account:** Select the account from the drop-down menu.
- **Check Number**
- **Issued Date:** The date the check was issued and shown on the check.
- **Issued Amount:** The amount of the check.
- **Payee line:** Enter the Payee Name exactly as it appears on the issued check, including initials, suffixes, commas, and periods.

Note: This is required for Payee Match and can be an optional field for those not using Payee Match.

2. Click Save.

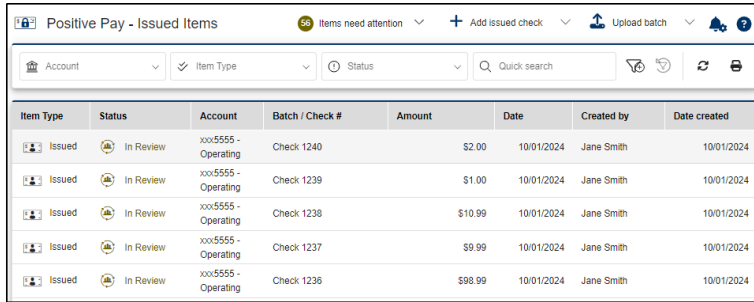
3. The “item created” confirmation box will appear at the bottom of the screen.

Multiple Check Entry

1. To enter additional checks, select the *Save & New* button from the *Save* dropdown after completing all fields in the previous step.

The Check Number will increment by one to the next check number. The Type, Account and date fields will remain, thereby reducing required field entries.

2. Complete the two remaining fields: **Issued Amount** and **Payee**.



Item Type	Status	Account	Batch / Check #	Amount	Date	Created by	Date created
Issued	In Review	xxx555 - Operating	Check 1240	\$2.00	10/01/2024	Jane Smith	10/01/2024
Issued	In Review	xxx555 - Operating	Check 1239	\$1.00	10/01/2024	Jane Smith	10/01/2024
Issued	In Review	xxx555 - Operating	Check 1238	\$10.99	10/01/2024	Jane Smith	10/01/2024
Issued	In Review	xxx555 - Operating	Check 1237	\$9.99	10/01/2024	Jane Smith	10/01/2024
Issued	In Review	xxx555 - Operating	Check 1236	\$98.99	10/01/2024	Jane Smith	10/01/2024

3. Click **Save** once the last check has been entered.

STEP 3:

- Once saved, the Issued Items page appears and displays the newly added issued items at the top of the list.

- Their status initially indicates “In Review”. This can be used to verify all items entered. While in this status, items can be modified or removed if necessary.

Note: The Bank picks up issued check files every 15 minutes, Monday through Saturday from 7 a.m. to 7 p.m. local time.

Issued and Voided check statuses:

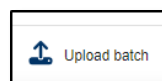
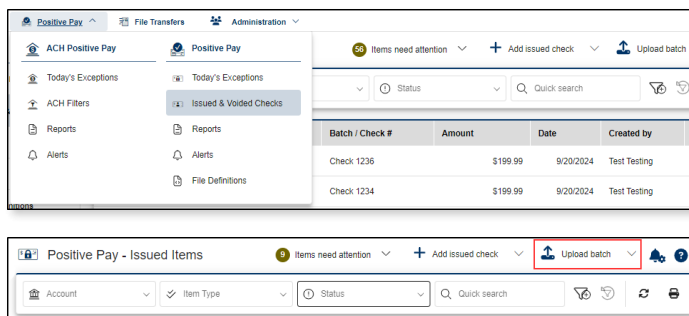
- Ready for Processing:** The check(s) are in the queue for processing.
- In Review:** Review/approval by a user other than the user who entered the issued check(s) is needed.
- Processed:** The Bank has picked up the file for processing.

Important Issued Check File

An issued check file from your accounting software can be saved in either .CSV or .TXT format to then be imported within the Positive Pay module.

STEP 1:

- From the Positive Pay menu, select **Issued & Voided Checks** from the menu items under Positive Pay.
- Select **Upload batch** from the top menu of the Positive Pay – Issued Items screen.



STEP 2:

Complete the fields of the **Upload a batch file** pop-up screen.

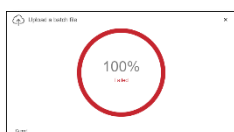
1. Select the desired import **File definition** (previously created and tested) from the drop-down menu.
2. The Batch Name default is today's date but can be changed at any time.
3. Browse or drag and drop the issued check file created from your accounting system, then click the **Upload**.



batch confirmed

Account	Items	Total
xxx5555 - Operating	10	\$180,050.00
Grand totals	10	\$180,050.00

Warning: This batch has one or more warnings:
 • 1 voided item in this batch.
 Press Finish later and drill into the details of this batch to make adjustments.



The upload process will show whether the batch upload was successful or if it failed.

4. Verify the **account number** for the batch as well as the **total number of items** and **total amount**. Then click on **Confirm**.

If the file upload failed, the next screen will provide general information as to where an error was found.

Batch Upload

Pending Confirmation Jane Doe 10/08/2024

Warning: This batch has one or more warnings:

- 1 voided item in this batch.

Id / Name: 5265644 - Batch 10/8/24 11:51

File name: Use DEMO TEST CSV - ABC Demo Account.csv

File definition: DEMO TEST CSV

[View the entire batch \(10 items\) >](#)

Totals: 10 Issued 9 Voided 1

Account	Items	Total
xxx5555 - Operating	10	\$180,050.00
Grand totals	10	\$180,050.00

[Confirm](#) [Delete](#)

History

Created: Jane Doe 10/8/24, 11:57 AM

STEP 3:

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

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

Select the *View the entire batch* link to see the batch details or download a copy of the batch that was imported.

Batch Upload

Ready for Processing Jane Doe - 10/08/2024

Warning: This batch has one or more warnings:

- 1 voided item in this batch.
- 1 existing issued item will be voided.
- 9 duplicate issued items will be processed unless rejected.

Id / Name: 5265643 - Batch 10/8/24 08:25

File name: DEMO TEST CSV - ABC Demo Account.csv

File definition: DEMO TEST CSV

[View the entire batch \(10 items\) >](#)

Totals: 10 Issued 9 Voided 1

Account	Items	Total
xxx5555 - Operating	10	\$180,050.00
Grand totals	10	\$180,050.00

[Delete](#) [Reset to pending](#)

History

Created: Jane Doe 10/8/24, 9:25 AM

This can also be retrieved from the Positive Pay Issued Items listing by selecting the row with the same batch number.

Positive Pay - Batch Contents (10 items)

[+ Add issued check](#) [Upload batch](#) [Items need attention](#)

[Back](#) [Account](#) [Item Type](#) [Status](#)

Quick search

Item Type	Status	Account	Batch / Check #	Amount	Date	Created by	Date created
Issued	Pending Confirmation	xxx5555 - Operating	Check 1034	\$10,050.00	10/08/2024	Jane Doe	10/08/2024
Issued	Pending Confirmation	xxx5555 - Operating	Check 1035	\$15,000.00	10/08/2024	Jane Doe	10/08/2024
Issued	Pending Confirmation	xxx5555 - Operating	Check 1036	\$16,000.00	10/08/2024	Jane Doe	10/08/2024
Issued	Pending Confirmation	xxx5555 - Operating	Check 1037	\$17,000.00	10/08/2024	Jane Doe	10/08/2024
Issued	Pending Confirmation	xxx5555 - Operating	Check 1038	\$18,000.00	10/08/2024	Jane Doe	10/08/2024
Issued	Pending Confirmation	xxx5555 - Operating	Check 1039	\$19,000.00	10/08/2024	Jane Doe	10/08/2024
Issued	Pending Confirmation	xxx5555 - Operating	Check 1040	\$20,000.00	10/08/2024	Jane Doe	10/08/2024

STEP 4:

Verify that all checks entered in the system are complete and accurate. **Note:** The totals will include the amounts of the voided items.

To return to the confirmation, click on **Issued & Voided Checks** on lefthand navigation.

View the entire batch (10 items) >

Totals **10** Issued **9** Voided **1**

Account	Items	Total
xxx5555 - Operating	10	\$180,050.00
Grand totals	10	\$180,050.00

Confirm **Delete**

History

Created
Jane Doe
10/8/24, 11:57 AM

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.

Batch Upload

Pending Confirmation Jane Doe 10/08/2024

! This batch has one or more warnings:
• 1 voided item in this batch.

Id / Name 5265644 - Batch 10/8/24 11:51

File name Use DEMO TEST CSV - ABC Demo Account.csv

File definition DEMO TEST CSV

View the entire batch (10 items) >

Totals **10** Issued **9** Voided **1**

Account	Items	Total
xxx5555 - Operating	10	\$180,050.00
Grand totals	10	\$180,050.00

Confirm **Delete**

History

Created
Jane Doe
10/8/24, 11:57 AM

DUAL CONTROL:

Items requiring dual control will appear in the Issued Items list as *Pending Confirmation*.

Items in dual control review will show **Confirm** and **Delete** buttons for users authorized to approve issued/voided items under dual control.

All batches must be confirmed before they can move forward to the next queue, *Ready for Processing*.

Batch Issued check statuses:

- **Pending Confirmation:** This batch needs to be confirmed by the uploader before it can be processed.
- **In Review:** This account requires an approver of the batch before it is sent for processing.
- **Ready for Processing:** batch was confirmed as ready for export to ARP/SMS.
- **Processed-Success:** batch has been being processed.
- **Processed-Warnings:** batch was processed, but there were warnings about duplicate, void, paid items, etc.
- **Processed-Failed:** batch failed to import.
- **Canceled:** batch was canceled.

Note:

CHECK ISSUE DATES: *5 yrs ≤ Check Issue Date ≤ 1 year to the exact date*

- Check Issued Dates within the file cannot be over 5 years old to the exact date.
- Check Issued items within the file cannot be future dated more than 1 year from <today's date>.