

# Positive Pay – Issued Items

## Quick Reference Guide

# Positive Pay – Issued Items Activity

## Channel User Access

Once the appropriate entitlements have been granted the user will see the following navigation.

The screenshot displays the INTRUST Bank web interface. At the top, there is a navigation bar with the INTRUST Bank logo on the left and user information on the right, including a Message Center, Notifications (65), Cut-Off Times, Last Login (05/28/2021, 11:59 AM, CST), and a user profile for Jennifer. Below the navigation bar is a main menu with tabs for DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The PAYMENTS tab is selected, and a sub-menu is open showing various payment options categorized into Transfer, Wire, ACH, and Positive Pay. The Positive Pay section includes 'Issued Items Activity', which is highlighted with an orange circle containing the number '1'. The dashboard area on the left shows 'My Dashboard' with sections for Accounts and Groups. The bottom of the page features a 'Payments Pending Approval' section with filters for Transfer (0), Loan Payment (0), Wire (0), and ACH (0), and a table with columns for Transaction ID, From Account, To Account, Amount, Transfer Date, Created Date, and Status.

1 Payments > Positive Pay > Issues Items Activity

# Positive Pay – Issued Items Activity

## Issued Items Activity

**3** Search Issued Items Activity

Item Entry Type  
 Both  Manual  Upload

Item Type  
 Both  Check  Void

Item Status  
 All Selected

Issued Date  
 [Dropdown]

Created Date  
 Today

Account  
 All Selected

Amount  
 Specific Amount  
 \$0.00

Check Number  
 [Input]

Payee  
 [Input]

Search [Reset]

**Issued Items Activity** | [Check Exceptions](#) Create Issued Items | Download | Print

Type to filter **1**

Total Issued Items: 6  
Total Amount: **\$15,966.25**

Item Entry Type	Item <b>2</b>	Item Status	Issued Date	Created Date	Account	Amount	Check Number	Payee	
Manual	Check	Issued	03/15/2020	03/15/2020	Primary Checking	\$123.83	38888	Lawrence Landscaping LLC	[Menu]
Manual	Check	Issued	02/18/2020	02/18/2020	1023342313	\$2,391.28	38273	Howard Inc	[Menu]
Upload	Check	Stale Date	12/03/2019	12/03/2019	Indiana	\$510.25	1102846	Kris Stapleton	[Menu]
Upload	Check	Issued	12/03/2019	12/03/2019	Indiana	\$12,500.00	2014	11/10/2020 3:37:57 PM SIERRAMAC 11/10/2020 3:49:14 PM SIERRAMAC	Create Void
Upload	Check	Issued	12/03/2019	12/03/2019	Indiana	\$59.95	372947	Steven Williams	[Menu]
Upload	Check	Returned	12/03/2019	12/03/2019	Indiana	\$381.21	000000028	Nancy White	[Menu]
Amount Total (this page) - \$15,966.25									

Viewing 1-6 of 6 10 | First | Previous | **1** | Next | Last

**1** Utilize the Type to Filter feature to narrow the results.

**2** Item status is available for each issued item on the Issued Items Activity page. Statuses include:

- Issued
- Cleared
- Returned
- Void
- Stop Pay
- Stale Date
- Dormant
- Deleted

**3** Search issued items by a number of search filter options.

Issued Entry Type for transactions will be appropriately labeled as manual or upload depending on how they were loaded into the system.

# Positive Pay – Issued Items Activity

## Results Total Feature

**Search Issued Items Activity** <

Item Entry Type  
 Both  Manual  Upload

Item Type  
 Both  Check  Void

Item Status  
 All Selected

Issued Date  
 [Dropdown]

Created Date  
 Today

Account  
 All Selected

Amount  
 Specific Amount

\$0.00

Check Number  
 [Input]

Payee  
 [Input]

**Search** Reset

**Issued Items Activity** | [Check Exceptions](#)

[Create Issued Items](#) | [Download](#) | [Print](#)

Total Issued Items: 6  
Total Amount: **\$15,966.25**

Item Entry Type	Item Type	Item Status	Issued Date	Created Date	Account	Amount	Check Number	Payee	
Manual	Check	Issued	03/15/2020	03/15/2020	Primary Checking	\$123.83	38888		
Manual	Check	Issued	02/18/2020	02/18/2020	1023342313	\$2,391.28	38273		
Upload	Check	Stale Date	12/03/2019	12/03/2019	Indiana	\$510.25	1102846	Kris Stapleton	[Menu]
Upload	Check	Issued	12/03/2019	12/03/2019	Indiana	\$12,500.00	2014	Armani Warren	[Menu]
Upload	Check	Issued	12/03/2019	12/03/2019	Indiana	\$59.95	372947	Steven Williams	[Menu]
Upload	Check	Returned	12/03/2019	12/03/2019	Indiana	\$381.21	000000028	Nancy White	[Menu]
<b>Amount Total (this page) - \$15,966.25</b>									

Account	Item Count	Amount Total
1023342313	1	\$2,391.28
Indiana	4	\$13,451.14
Primary Checking	1	\$123.83
<b>Total Amount</b>		<b>\$15,966.25</b>

Viewing 1-6 of 6 | 10 | First | Previous | **1** | Next | Last

1

1 Click on the Total Amount to display a window with an overview of item count and amount total associated with each account.

# Positive Pay – Issued Items File Mapping

The screenshot displays the INTRUST Bank Business Online Banking interface. At the top, the INTRUST Bank logo is on the left, and navigation links for Message Center, Notifications, Cut-Off Times, Last Login, and user profile are on the right. The main navigation bar includes DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The 'PAYMENTS' menu is expanded, showing sub-menus for Transfer, Wire, ACH, and Positive Pay. The 'Positive Pay' sub-menu is highlighted, and the 'Check Upload Formats' option is circled in orange with the number '1'. Below the navigation, the 'My Dashboard' section shows account information for 'New Test Group (2)' and 'Group Two (0)'. The 'Payments Pending Approval' section is visible at the bottom, along with a 'Quick Transfer' form and a 'Helpful hints for ACH' section.

1 Payments > Positive Pay > Check Upload Formats

# Positive Pay – Issued Items File Mapping

The screenshot shows the INTRUST Bank interface for the Positive Pay Upload Format List. The page header includes the INTRUST Bank logo, a Message Center, Notifications (64), Cut-Off Times, Last Login: 05/27/2021, 01:01 PM, CST, and user information for Jennifera. The navigation menu includes DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The main content area is titled "Positive Pay Upload Format List" and features a "Create New Format" button, a "Download" button, and a "Print" button. A table displays the following data:

Template Name	Type	Created Date	Created By	Actions
<a href="#">Avantasure</a>	FixedPosition			

Below the table, it indicates "1 Records".

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**1** The Positive Pay Upload Format List displays all upload formats that have been created. Fixed Position and Delimited are the formats that are supported. Selecting the Template Name allows you to drill into the details of a specific format.

**2** In addition to Create New Format, you can download templates in a PDF format as well as print templates.

# Positive Pay – Issued Items File (Support Multiple Accounts)

Allow an issued items file with a single account or multiple accounts.

INTRUST Bank

Message Center Notifications Cut-Off Times Last Login: 05/27/2021, 02:03 PM, CST Hi, Jennifera

DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

## Upload Positive Pay Issued Checks

1. Upload Positive Pay File 2. Manage Issued Items 3. Review 4. Confirmation

Enter Checks  Upload File

Saved Format: \* Select a Saved Format

Account: Select Account

Select File...

Maximum file size of 4MB

Upload Cancel

If the selected Upload Format includes an account number, selection of an account is not required.

### Upload File

- The ability to select a Saved Format has been placed above the Account selection
- List of issued items will display the Account and Account Type
- You will be presented with a Totals link that will include the total amount and count of issued items by Account and Account Type
- You will be presented with an option to automatically increment the check number if they opt to manually enter issued items while in the Manage Issued Items workflow

**IMPORTANT:** Users who utilize a file format that includes an account number are not required to select an account, the account number within the file will be utilized. Users who utilize a file format that does not include an account number will be required to select an account from the account list prior to upload.

### When defining an Issue File upload format:

- The account type is NOT a required field
- When TM is processing an uploaded Issue File with an Account Number defined in the file format:
- If the account is present without an account type, the system will determine the account type
- If the account type is present, the system will use the account type in the file

# Positive Pay – Issued Items File (Support Multiple Accounts)

INTRUST Bank

Message Center Notifications Cut-Off Times Last Login: 05/27/2021, 02:03 PM, CST Hi, Jennifera

DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

## Enter Positive Pay Issued Checks

1. Manage Issued Items 2. Review 3. Confirmation

Enter Checks  Upload File

Type to filter

Total Checks: 0  
Total Amount: \$0.00

Increment Check Numbers  ?  
If you would like to sequentially increment check numbers when selecting add row, please select yes.

Account Number (Type)	Check Number	Date Issued	Check Amount	Type	Payee
Select Account		mm/dd/yyyy			

Viewing 1 - 1 of 1

Review Undo Changes Cancel

## Manual Entry

- 1 Add Row icon will remain present with each additional issued item line
- 2 List of issued items will now display the Account and Account Type
- 3 You will be presented with a Totals link that will include the total amount and count of issued items by Account and Account Type
- 4 You will be presented with an option to automatically increment the check number as a new row is added to the issued item listing