Check Positive Pay – Issues and Voids

Quick Reference Guide
Positive Pay – Issues and Voids

Positive Pay Menu
Payments > Positive Pay

1 Create Issued Items
Enter or upload files of Issued and Voided checks

2 Issued Items Activity
View items

3 Check Upload Formats
Create new formats for file upload, view, edit or delete existing formats
Positive Pay – Issues and Voids

Create Issued Items – Manual Entry

1 Select the **Enter Checks** radio button.

2 Enter issued item information. If entering multiple items:
   - Select **Increment Check Numbers** toggle to automatically populate the check number field with the next available number
   - Select + to populate additional rows

3 When all items have been entered, select **Review**

4 On the **Review** screen, verify all items are correct. Select from the following options:
   - **Confirm** to submit items
   - **Back** to edit items
   - **Cancel** to return to the Issued Items Activity screen
Positive Pay – Issues and Voids

Create Issued Items – File Upload

1. Select the Upload File radio button.
2. Select the correct format from the dropdown menu, then select the account.

Note: If a Saved Format is not available, navigate to Payments > Positive Pay > Check Upload Formats to create an upload format for your Positive Pay file.

3. Select a File allows you to browse and select the file you wish to upload.
4. Select Upload

5. The Manage Issued Items screen will reflect all items in the file. Items can be edited if needed. Select Review.

6. On the Review screen, verify all items are correct. Select from the following options:
   - Confirm to submit items
   - Back to edit items
   - Cancel to return to the Issued Items Activity screen
Positive Pay – Issues and Voids

Voiding Issued Items

1 Select the Enter Checks radio button. Upload File is also available.

2 Select Void from the Type dropdown.

Note: Only account number and check number are required. If entering multiple items:
- Select Increment Check Numbers toggle to automatically populate the check number field with the next available number
- Select + to populate additional rows

3 When all items have been entered, select Review.

4 Use the Review screen to verify all check numbers are correct.

Note: Date Issued, Check Amount and Payee fields reflect information from the original Issued item and will be retained when the status updates to Void.

5 Select from the following options:
- Confirm to submit items
- Back to edit check numbers
- Cancel to return to the Issued Items Activity screen
Positive Pay – Issues and Voids

Issued Items Activity

1 Search for Issued Items using the flyout filter. Optional search criteria includes:
   - Item Type – check or void
   - Item Status – includes issued, cleared, void, etc.
   - Exclude “deleted” if searching with all statuses
   - Date Type – issued, created or void date
   - Payee – partial name allowed

2 Utilize the Type to Filter feature to narrow the results.

3 Arrows next to each heading will sort that column.

4 Options to Print results or download as CSV or PDF.

5 Select Total Amount to display an overview of item count and amount total associated with each account.

6 Hover over the icon to the right of each item to view the audit history.

Business Online Banking

© 2023 INTRUST Bank | Member FDIC
Positive Pay – Issues and Voids

Check Upload Formats

1. The Positive Pay Upload Format List displays all upload formats that have been created.
2. Select a Template Name to view details or edit template.
3. Select Create New Format to build new upload template.
4. The Positive Pay Mapping Tool offers options for delimited and fixed position file details. Required fields are marked with a red asterisk.
5. Column Order or Positioning fields will change based on your selection of file type.
6. Select Save when finished.

Business Online Banking

© 2023 INTRUST Bank | Member FDIC