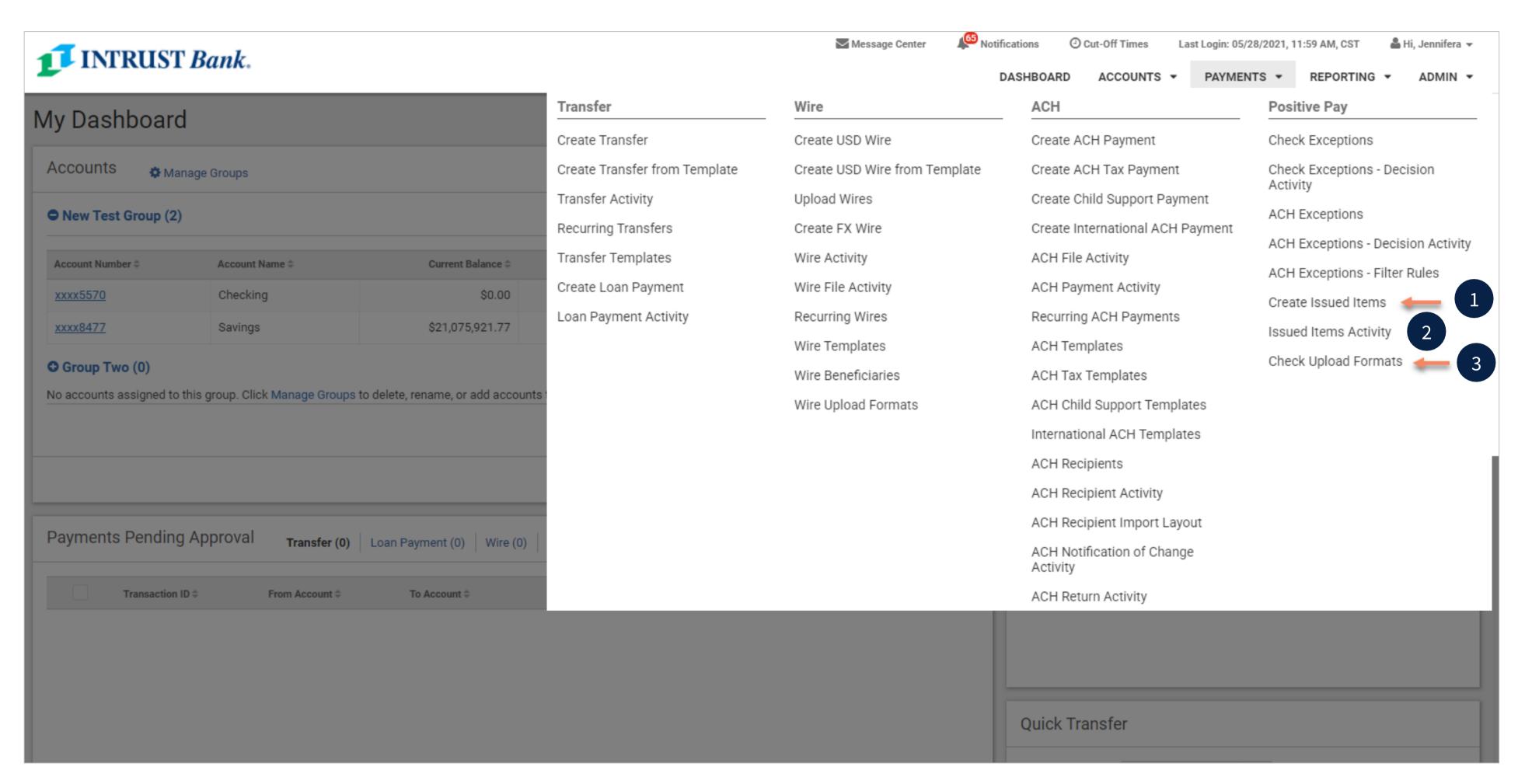


Quick Reference Guide

Positive Pay Menu

Payments > Positive Pay



1 Create Issued Items

Enter or upload files of Issued and Voided checks

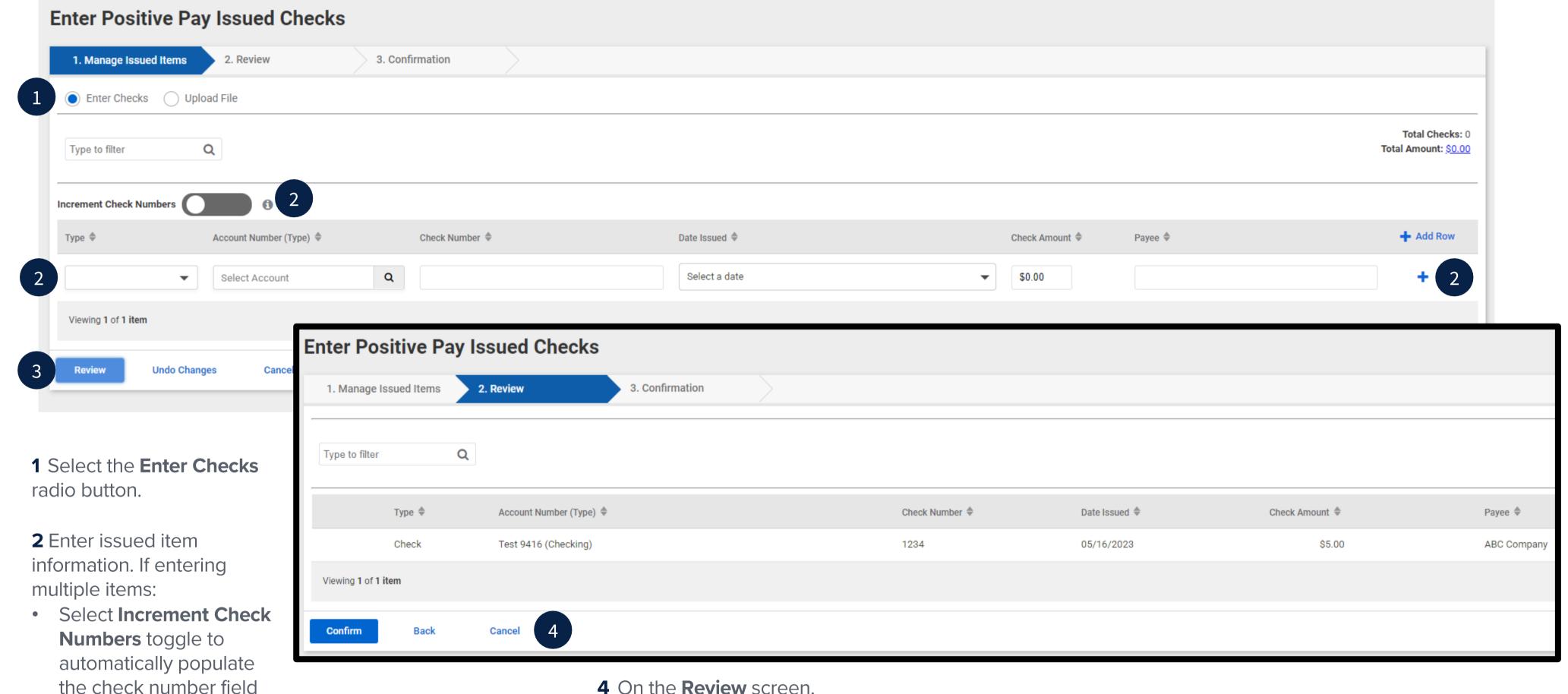
2 Issued Items Activity

View items

3 Check Upload Formats

Create new formats for file upload, view, edit or delete existing formats

Create Issued Items – Manual Entry



- **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

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

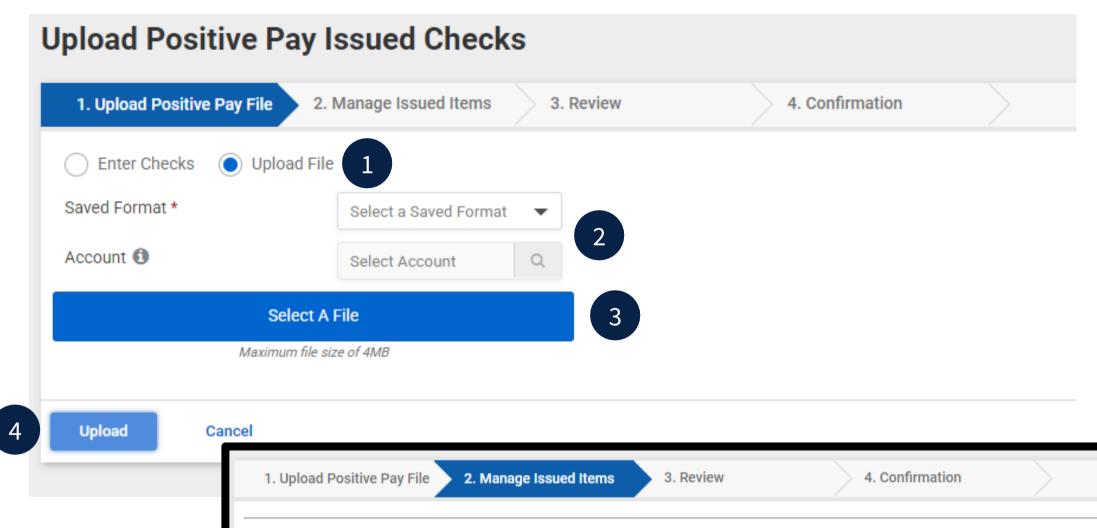
• Select + to populate

additional rows

with the next available

number

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.

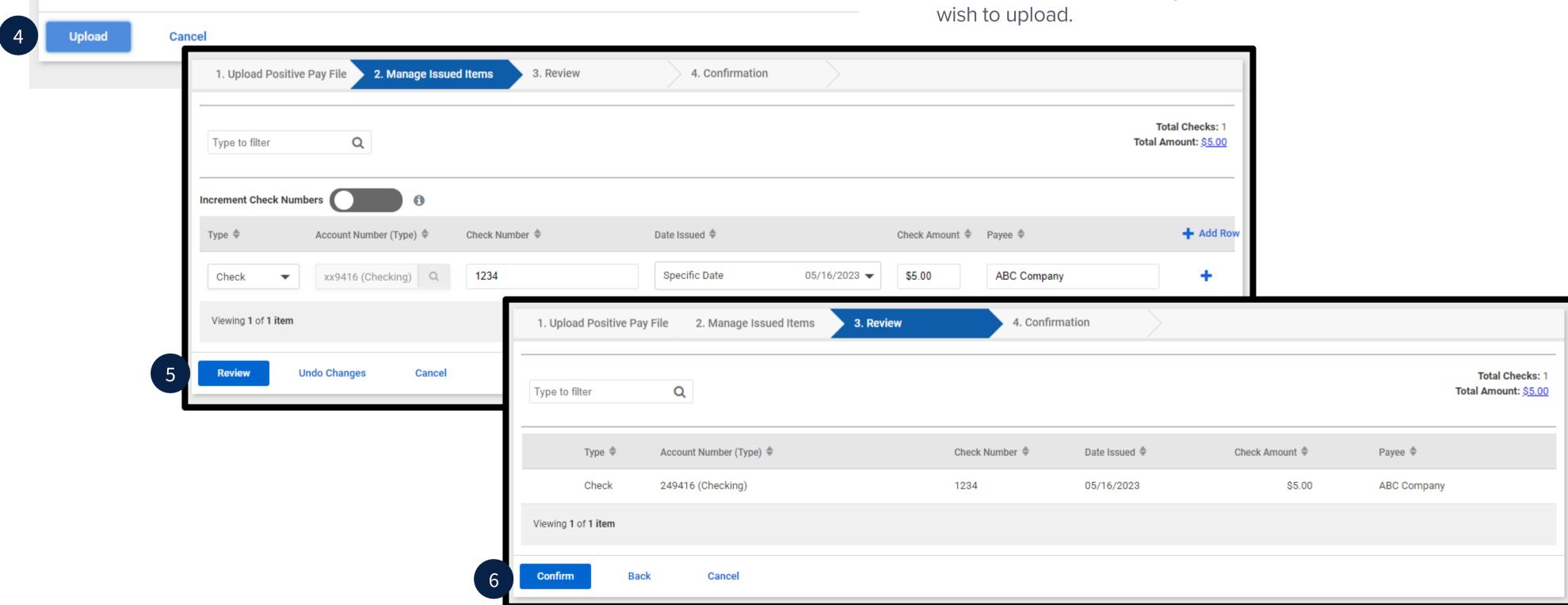
Note: If a Saved Format is not available, navigate to

Payments > Positive Pay >

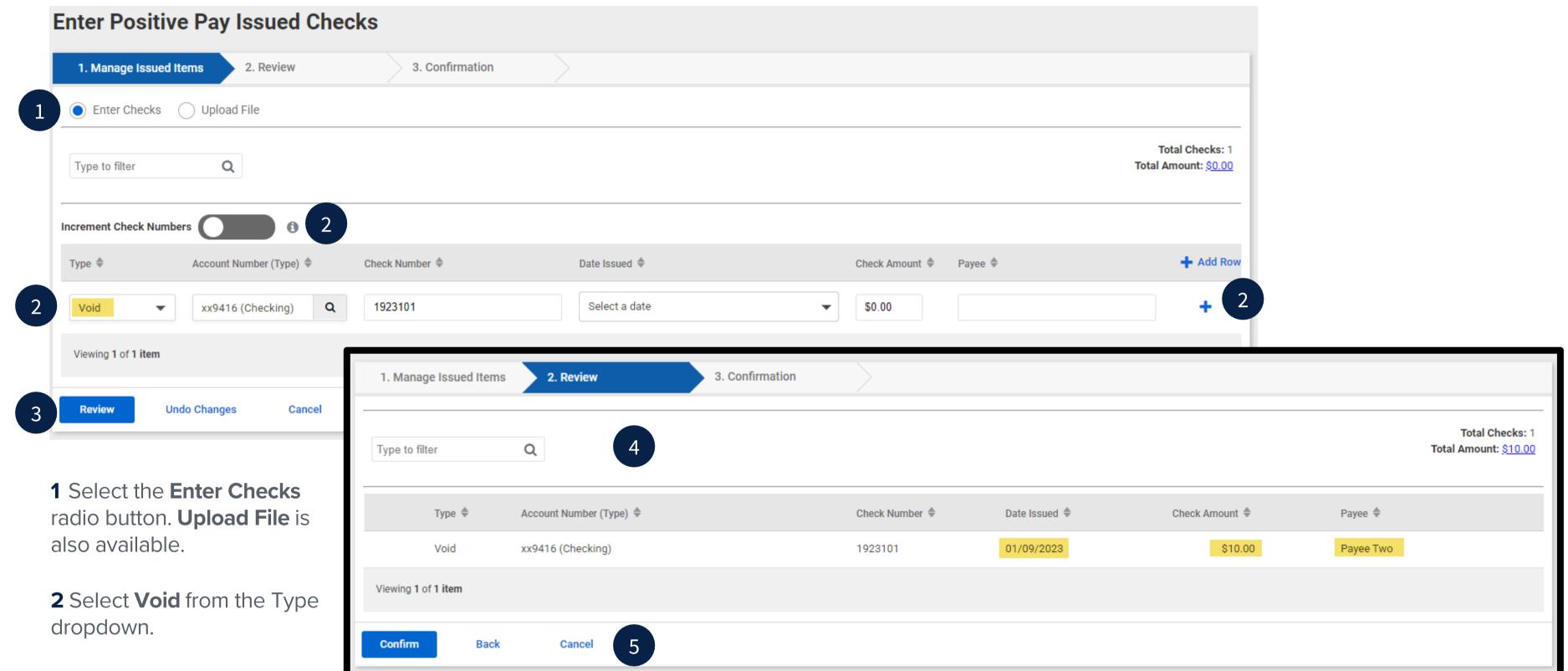
Check Upload Formats to create an upload format for your Positive Pay file.

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



Voiding Issued Items



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

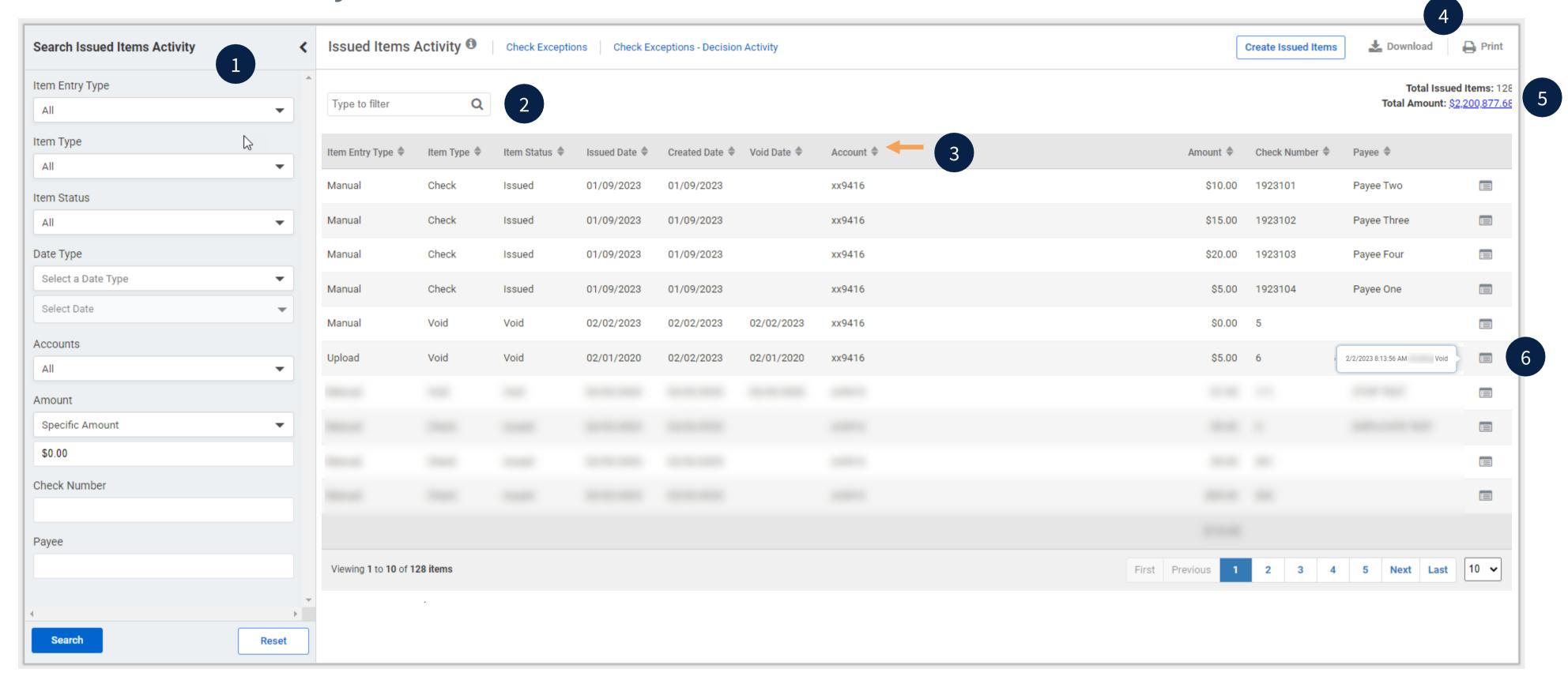
- **3** When all items have been entered, select **Review**.
- **4** Use the **Review** screen to verify all check numbers are correct.

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

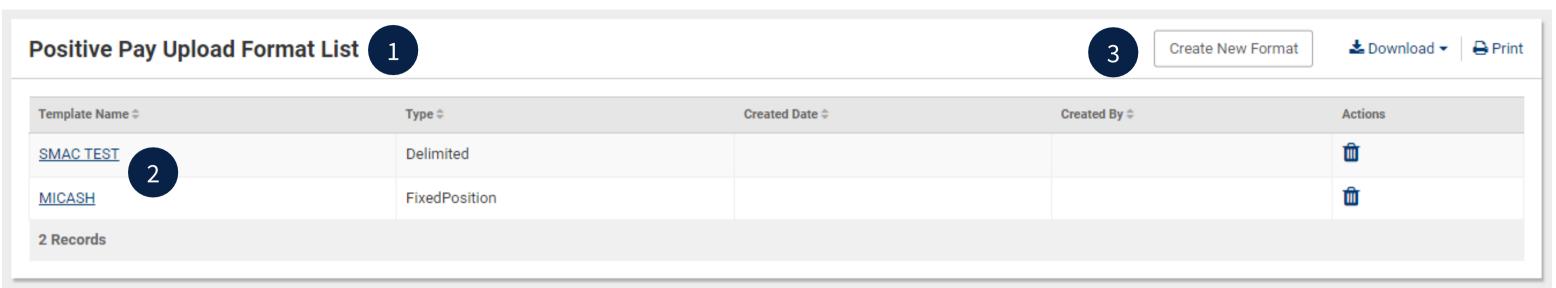
Issued Items Activity

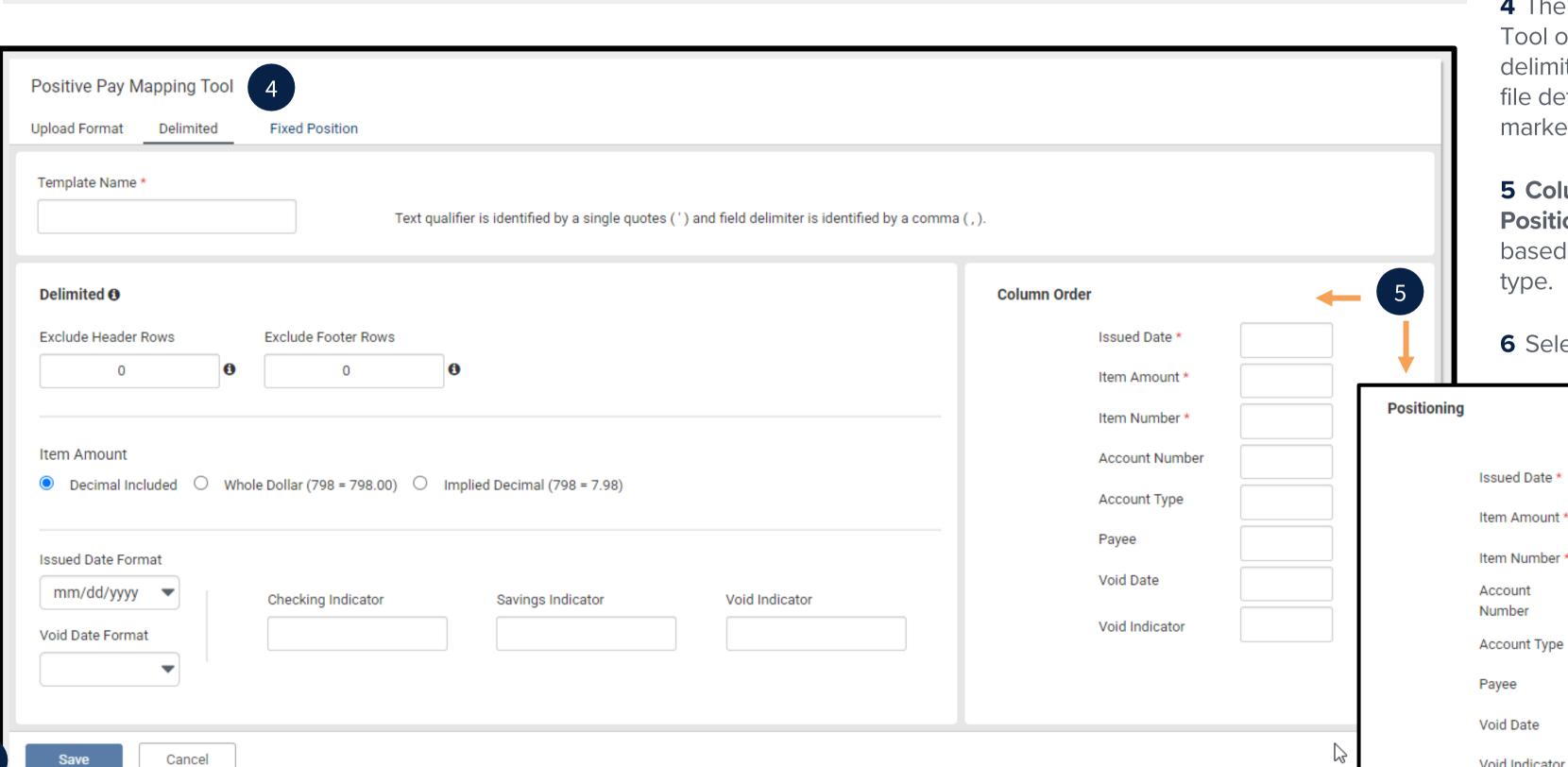


- **1** Search for Issued Items using the flyout filter. Optional search criteria includes:
- Item Type check or void
- Item Status includes issued, cleared, void, etc.
 - Exclude "deleted" if searching with all statuses
- Date Type issued, created or void date
- Payee partial name allowed

- **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.

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.

Begin

End

Void Indicator