

Check Positive Pay Manual

Decision check exceptions, upload issued items and view item activity.

Check Exceptions

Use the *Check Exceptions* view to search for a specific Positive Pay exception and to view the available list of Positive Pay exceptions.

Working with Check Exceptions

- Go to **Payments > Positive Pay > Check Exceptions**.
- Select **Pay** or **Return** for each exception item
- Select **Review**
- **Decision (#)** to finalize the decision
- The following confirmation message appears: **Decisions Saved Successfully!**

NOTE: Select **View Check XXXX** to view the image and Select **Details** to see additional information.

Pay	Return	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	Open All
☒	☐	JD Biz 3444	View Check 1000	\$1.03	\$1.03	02/08/2024	02/08/2024	SMBT Training	Payee mismatch	Details
☒	☐	JD Biz 3444	View Check 1001	\$2.07	\$2.07	02/08/2024	02/08/2024	SMBT Training	Payee mismatch	Details
☒	☐	JD Biz 3444	View Check 1002	\$1.50	\$0.00	02/08/2024			Paid item without issue (post all)	Details
☒	☐	JD Biz 3444	View Check 1003	\$5.40	\$0.00	02/08/2024			Paid item without issue (post all)	Details

Viewing 4 check exceptions

[Review](#) [Reset](#)

Review Decisions

Decision	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason
Pay	JD Biz 3444	View Check 1000	\$1.03	\$1.03	02/08/2024	02/08/2024	SMBT Training	Payee mismatch
Pay	JD Biz 3444	View Check 1001	\$2.07	\$2.07	02/08/2024	02/08/2024	SMBT Training	Payee mismatch

Viewing 4 items

[Confirm Decisions](#) [Cancel](#)

Check Exceptions - Decision Activity

Use the Check Exceptions - Decision Activity page to view past exceptions and the decision made.

- Go to **Payments > Positive Pay > Check Exceptions - Decision Activity**
- **Download:** Use this to download a CSV file or PDF of the decided activity displayed
- **Print:** Use this to print the decided activity displayed
- Search decision activities using the **Search Check Exceptions – Decision Activity**
 - **Decision Taken:** All, Pay or Return
 - **Account:** Select All Accounts or a specific account
 - **Check Number:** Enter a specific check number or leave blank
 - **Paid Amount:** Specific amount, amount range or leave blank
 - **Issued Amount:** Specific amount, amount range or leave blank
 - **Posted Date:** Select a specific date or date range
 - **Issued Date:** Today, specific date, date range, week to date, month to date or year to date
 - **Issued Payee:** Enter Payee or leave blank
 - **Exception Reason:** Select specific reason or leave as All

Create Issued Items

Use the Create Issued Items view to manually enter or upload issued items.

Manual Entry

Use this option to enter individual or multiple checks manually that have been issued.

Manually Enter Issued Items

- Go to **Payments > Positive Pay > Create Issued Items**
- Select **Manual Entry**
- Complete the information fields
 - **Type:** Check or Void
 - **Account Number:** Enter or search available list
 - **Check Number**
 - **Date Issued**
 - **Check Amount**
 - **Payee**
- Select **Add Row** as needed
- Select **Review**
- Select **Confirm** to complete

The screenshot shows the 'Create Issued Items' interface with the 'Manual Entry' tab selected. It features a progress bar at the top with steps: 1. Manage Issued Items, 2. Review, and 3. Confirmation. Below the progress bar, there are radio buttons for 'Manual Entry' (selected) and 'Upload File'. A search bar labeled 'Type to filter' is present. A table with columns 'Type', 'Account Number (Type)', 'Check Number', 'Date Issued', 'Check Amount', and 'Payee' is shown. The first row contains the values: 'Check', 'xxxxx2444 (Checking)', '12345', 'Specific Date', '02/06/2024', '\$1.23', and 'ACBO LLC'. An 'Add Row' button is at the end of the table. At the bottom, there are buttons for 'Review', 'Undo Changes', and 'Cancel'. A summary on the right indicates 'Total Checks: 1' and 'Total Amount: \$1.23'.

Upload File

Use this option to upload a file of issued check items.

Uploading Issued Items

- Go to **Payments > Positive Pay > Create Issued Items**
- Select **Upload File**
- Select the **Saved Format** from the drop-down list
- **NOTE:** Create New Format will need to be completed first.
- Choose the Account Number if not determined in the file
- **Select A File** to browse and select the file to upload, and then select **Open**
- Select **Upload**
- Select **Review**
- Select **Confirm** to complete

The screenshot shows the 'Create Issued Items' interface with the 'Upload File' tab selected. It features a progress bar at the top with steps: 1. Upload Issued Items File, 2. Manage Issued Items, and 3. Review. Below the progress bar, there are radio buttons for 'Manual Entry' and 'Upload File' (selected). A 'Saved Format' dropdown menu is shown with the text 'Select a Saved Format'. An 'Account' field with a search icon is also present. A large green button labeled 'Select A File' is prominent. Below it, a note states 'Maximum file size of 4MB'. At the bottom, there are buttons for 'Upload' and 'Cancel'.

Issued Items Activity

- Go to **Payments > Positive Pay > Issued Items Activity**
- **Download:** Use this to download a CSV file or PDF of the item activity displayed
- **Print:** Use this to print the item activity displayed
- Search item activity using the **Search Issued Items Activity**
 - Item Entry Type
 - Item Type
 - Item Status
 - Date Type
 - Accounts
 - Amount
 - Check Number
 - Payee

Edit, Void or Delete Issued Items

Items in an *Issued* Item Status may be Edited, Voided or Deleted.

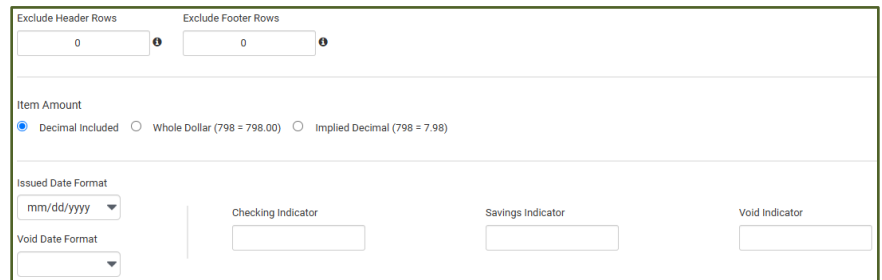
- Go to **Payments > Positive Pay > Issued Items Activity**
- Use the **Actions** menu next to the item to *Edit, Void or Delete*.
 - Edit: Select **Edit** from the Actions menu to edit:
 - Issued Date
 - Amount
 - Check Number
 - Payee
 - Void: Select **Void** from the *Actions* menu to void an issued item.
 - Delete: Select **Delete** from the *Actions* menu to delete an issued item.

Check Upload Formats

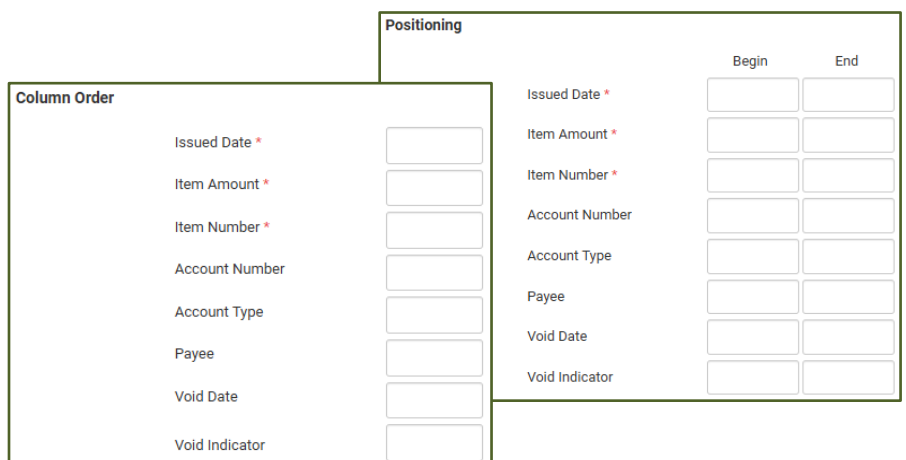
Use the *Check Upload Formats* view to build an individual format for check uploads and to view the list of current upload formats.

Create New Format

- Go to **Payments > Positive Pay > Check Upload Formats**
- Select **Create New Format**
- Select **Delimited** or **Fixed Position**
- Enter a **Format Name**
- Enter the number of header and footer rows to exclude
- Select the **Item Amount** decimal format
 - Decimal Included
 - Whole Dollar (798 = 798.00)
 - Implied Decimal (798 = 7.98)
- Select an **Issue Date Format** from the drop-down list
- Select a **Void Date Format** from the drop-down list
- Enter the **Checking Indicator**
- Enter the **Savings Indicator**
- Enter the **Void Indicator**
- Complete the fields: Column Order (Delimited) or Positioning (Fixed Position)
 - Issued Date
 - Item Amount
 - Item Number
 - Account Number
 - Account Type
 - Payee
 - Void Date
 - Void Indicator



NOTE: If you select **Delimited**, indicate the order of the columns in your file. If you select **Fixed Position**, indicate the starting and ending positions of the columns in your file.



Column Order	Positioning
Issued Date *	Begin: [] End: []
Item Amount *	Begin: [] End: []
Item Number *	Begin: [] End: []
Account Number	Begin: [] End: []
Account Type	Begin: [] End: []
Payee	Begin: [] End: []
Void Date	Begin: [] End: []
Void Indicator	Begin: [] End: []

- Select **Save**