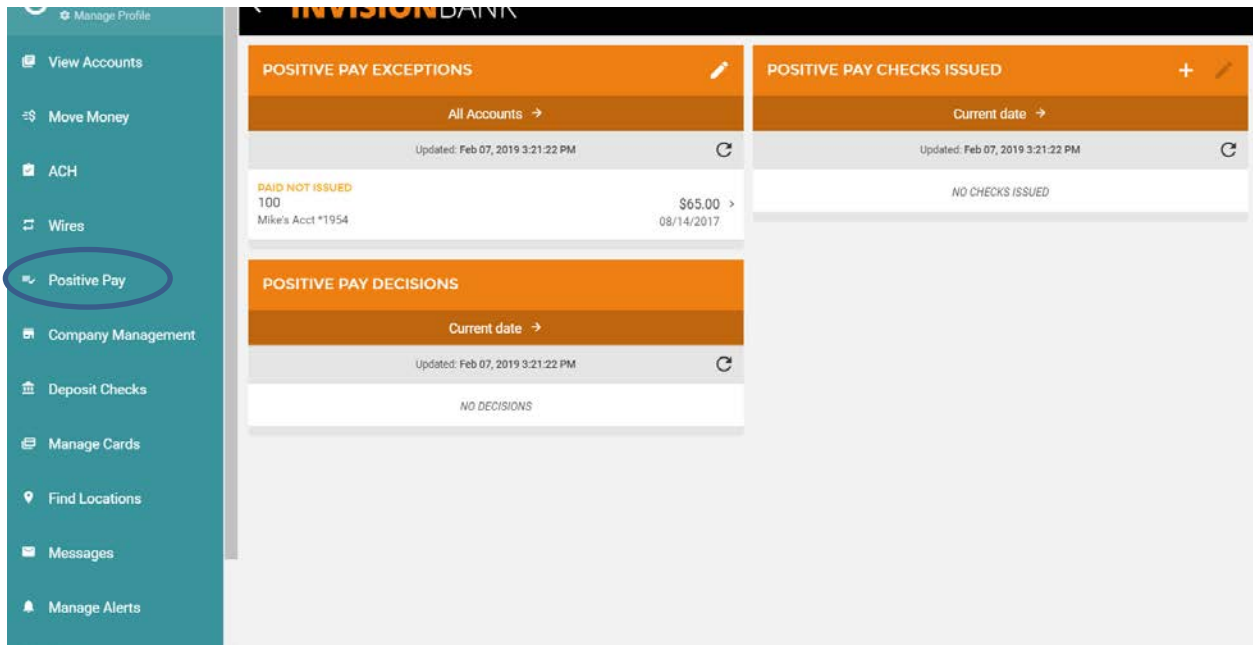


Positive Pay



Step 1: Customer may add Issued Checks or Import a file

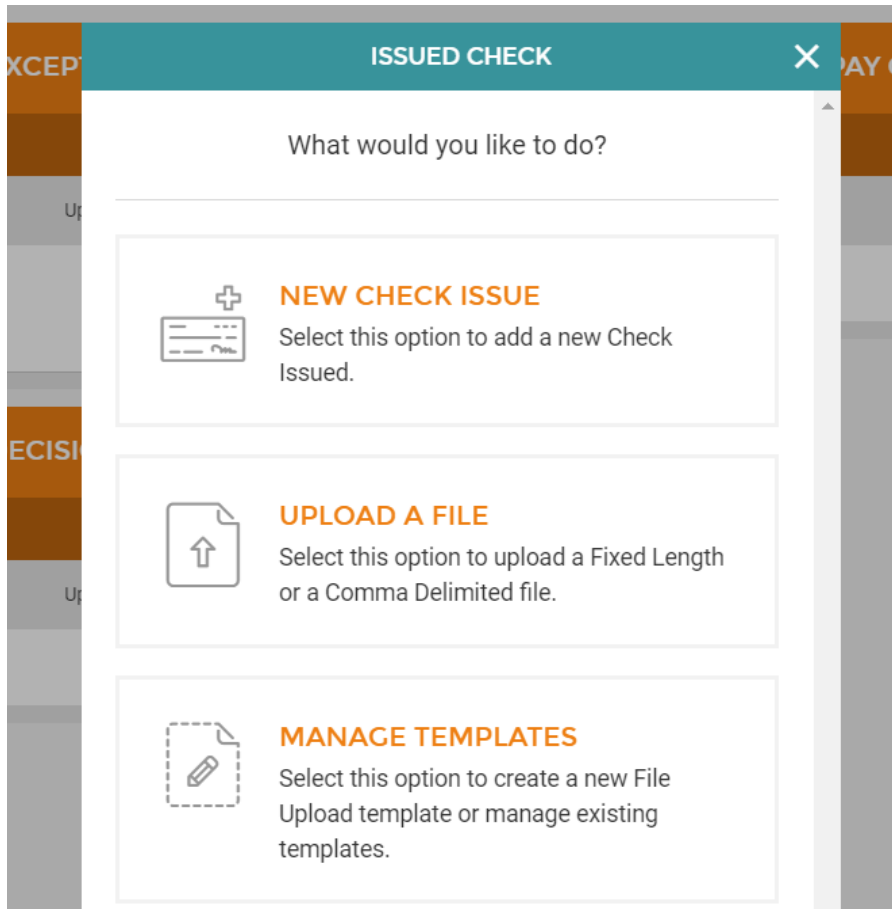
** Cutoff for Positive Pay additions and decisions is 11 a.m. CST.

Manually adding a check:

- Click “+” to manually add checks or import a file.



- Select input method. The user has the option to save import file formats as a template for future use.



If Customer Imports File

****File can be Fixed Length or CSV (comma-separated values) / Comma Delimited**

If Comma Delimited

- User will select the fields that are contained in the file. The fields must be in the order they are saved in the CSV file.
- Enter the number of lines to skip if any header information is included in the file.
- If amounts in file exclude decimals, select that option at the end of the upload screen.
-



UPLOAD DETAILS



Choose a layout template to apply (optional):

LAYOUT TEMPLATE



Heads up! Applying a template will remove any layout that you may have created below.

Select the fields contained in the Fixed Length file and place them in the order they exist from left to right. If you would like to ignore a field, insert a **Filler** notation.

Account Number **Required**

FIELD LENGTH

required



Amount **Required**

FIELD LENGTH

required



Serial Number **Required**

FIELD LENGTH

required





UPLOAD DETAILS



Amount **Required**

FIELD LENGTH required



Serial Number **Required**

FIELD LENGTH required



Write Date **Required**

FIELD LENGTH required



+ Insert New Field

Number of Header Rows to Skip:


HEADER ROWS

Amount Excludes Decimals


READ FILE →

Step 2: Exceptions

- Any exceptions will be listed for the user to decision.

POSITIVE PAY EXCEPTIONS 

All Accounts →

Updated: Feb 07, 2019 3:21:22 PM 

PAID NOT ISSUED	
100	\$65.00 >
Mike's Acct *1954	08/14/2017

- Click on the item to select the appropriate decision.

Positive Pay Exceptions

100

[Approve](#) | [Fix](#) | [Return](#)

ACCOUNT
Mike's Acct *1954

AMOUNT
\$65.00

DATE
08/14/2017

EXCEPTION REASON
Paid Not Issued

Any previous decisions will be listed in on the main Positive Pay page and can be displayed by a date range.

