Positive Pay

♥ Manage Profile				
View Accounts	POSITIVE PAY EXCEPTIONS	1	POSITIVE PAY CHECKS ISSUED	+ 2
=\$ Move Money	All Accounts →		Current date →	
🖻 ACH	Updated: Feb 07, 2019 3:21:22 PM	c	Updated: Feb 07, 2019 3:21:22 PM	G
다 Wires	DAID NOT ISSUED 100 Mike's Acct *1954	\$65.00 > 08/14/2017	NO CHECKS ISSUED	
Positive Pay	POSITIVE PAY DECISIONS			
Company Management	Current date →			
童 Deposit Checks	Updated: Feb 07, 2019 3:21:22 PM NO DECISIONS	c		
😂 Manage Cards				
Find Locations				
Messages				
Manage Alerts				

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.

XCEP [.]	ISSUED CHECK	X
Uţ	What would you like to do?	_
	NEW CHECK ISSUE Select this option to add a new Check Issued.	ł
ECISI UF	UPLOAD A FILE Select this option to upload a Fixed Length or a Comma Delimited file.	I
	MANACE TEMPLATES Select this option to create a new File Upload template or manage existing templates.	

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	ł
Amount Required	
FIELD LENGTH	
Serial Number Required	
FIELD LENGTH	

UPLOAD DETAILS		×
Amount Required	ired	•
FIELD LENGTH		
Serial Number Required		
FIELD LENGTH	ired III	
Write Date Required	rod	
FIELD LENGTH		
+ Insert New Field		l
Number of Header Rows to Skip:		1
HEADER ROWS		1
Amount Excludes Decimals	\bigcirc	
READ FILE →		Ŧ

Step 2: Exceptions

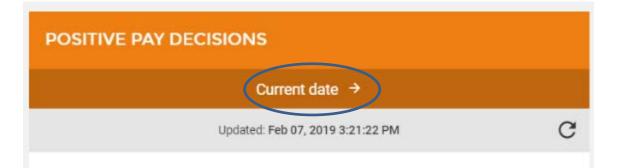
- Any exceptions will be listed for the user to decision.

POSITIVE PAY EXCEPTIONS		1	
	All Accounts →		
	Updated: Feb 07, 2019 3:21:22 PM	C	
PAID NOT ISSUED		\$65.00 >	

- 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.



	DATE RANGE	×	PAY
			A
Current date		>	
Last 7 days		>	
Last month		>	
Date range		>	

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