Positive Pay User Guide

Table of Contents

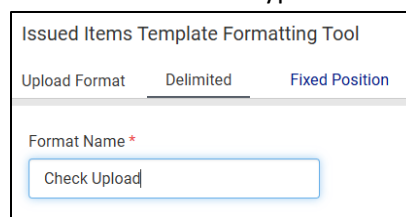## Set Check Upload Format

1. If uploading a file with all checks issued, select Payments > Check Upload Formats > Create New format.

2. Choose format type of Delimited or Fixed Position then type in the Format Name.
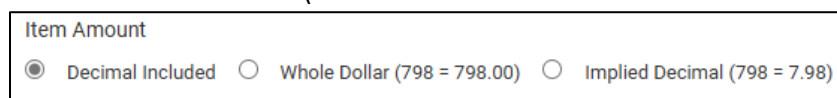
3. If a Header Row needs excluded type a 1.

4. For the Item Amount = Decimal Included. (Unless the format matches one of the others.)

5. Issued Date Format = Format of date within spreadsheet. (Choose from dropdown list)

Issued Date Format

mm/dd/yyyy ▼

6. Column Order = Each field should match the corresponding column #. (Column A = 1, Column B = 2, etc.)
   Note: Payee should be completed to limit exceptions, and must match the check issued exactly.

Column Order

Issued Date *	1
Item Amount *	2
Item Number *	3
Account Number	
Account Type	
Payee	4
Void Date	
Void Indicator	

A	B	C	D
Date	**Amount**	**Number**	**Payee**
1/10/2025	406.05	1001	JANE DOE
1/11/2025	645.24	1002	TEST PERSON
1/12/2025	580.46	1003	FAKE NAME
1/13/2025	522.97	1004	JOHN SMITH
1/14/2025	1100	1005	123 COMPANY LLC

7. Then select Save for this format to be saved for future use.

Create Issued Items (File Upload)

1. Select Payments > Create issued items.

2. Select Upload file and choose your saved format from the dropdown list.

3. Once selected, choose the account that these items were issued out of.

4. Then choose the 'Select A File' option to locate the associated spreadsheet that matches the format.
   Note: The check amount cannot include $ symbols, and excel files must be in a CSV format.
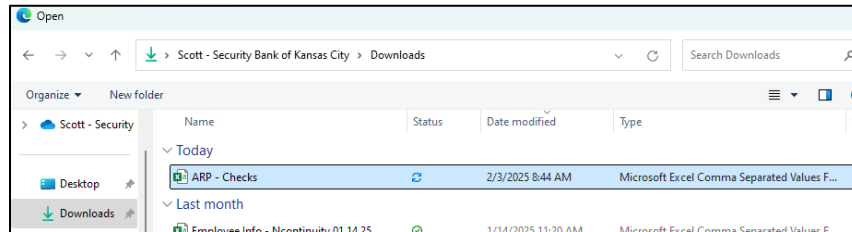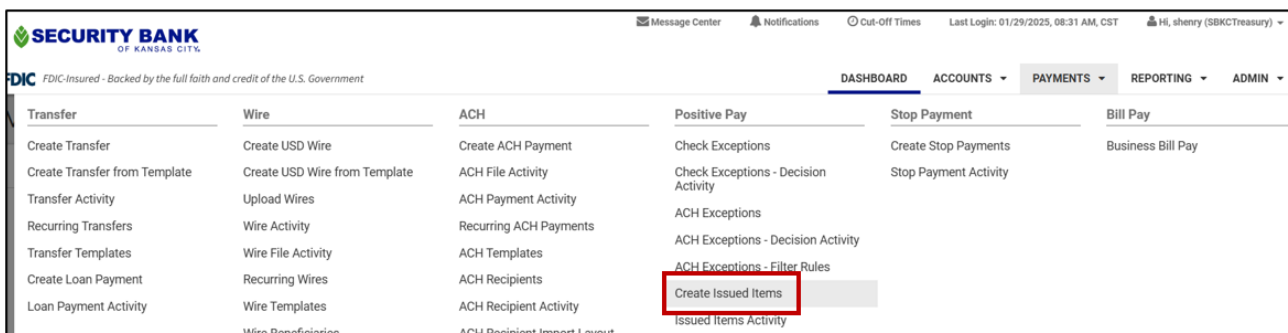

5. Once all information is complete, select the Upload icon.

6. The Manage Issued Items screen gives the option to review the uploaded information and make any adjustments to the items or add additional items.

7. Select Review to move to the Review screen before confirming the upload of items.

Create Issued Items (Manual Entry)

1. Select Payments > Create issued items.

2. Manual Entry > Type associated check information for the first item, then click the 'Add Row' option to continue adding additional items.

3. Once complete perform a review of the items and confirm the information is correct to submit.

Decisioning Exception Items

1. If the Positive Pay widget has not already been added to the dashboard, first add it to quickly access going forward.
    a. On the dashboard tab, select 'Configure Dashboard' > Add Widget

    b. Locate the Positive Pay tile, and select 'Add Widget' > Add Widgets > Save (top right).

2. As exceptions are identified they will display on the dashboard within the Positive Pay tile and have the following options:
    a. Select to Pay individual items
    b. Select to Return individual items
    c. Select to Pay All items
    d. Select to Return All items
    e. View the physical checks

3. Review the decisions before confirming to send.
4. Users can also navigate to the Payments > Check Exceptions menu to view the full screen with the same options.

Helpful Tips & Reminders:

- The amount field within excel cannot contain $ symbols, and needs to match the format selected.
- Excel files must be in a CSV format
- Positive Pay Exceptions must be handled prior to 11:00am

If you need further assistance, please contact Treasury Management Services at (913) 652-4888.