SUPERIOR
NATIONAL BANK

Manually Adding Issue Check Items

Inputting Manual Issue items

After landing on the Dashboard in Positive Pay, select "Check Positive Pay" on the left in the title bar to land on the Check Positive Pay menu

Or

Select "Change Module" in the top right on the Dashboard, the select "Check Positive Pay" land on the Check Positive Pay menu.

After landing on the Check Positive Pay page, go to "Perform > Manual   Issue Entry".

Save

You will then land on the "Manual Issue Entry" page.

Perform ▾   ⬛ Re

Issue File Load

Manual Issue Entry

Select the drop-down menu under "Account" and pick the applicable account.

After selecting the account, either leave the box in the top right checked, and the next check number will populate, or uncheck to add individual check numbers.
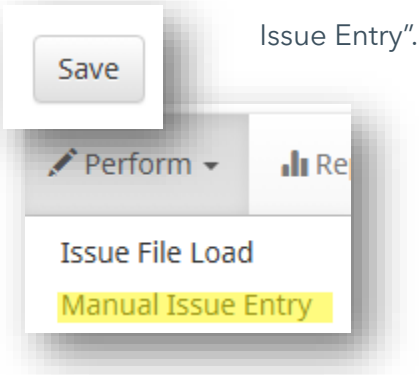
Manual Issue Entry

Account?   Auto populate next check number: ☑

| - not selected - ▾ |

Row	Check Number	Amount	Payee Name?	Status	Issuance Date
				ISSUED ▾	🗓 08/28/2025

ℹ Click any row to select that row for editing

Save

Then add the check number, amount, payee name*, status and issuance date. Please note that the issuance date will automatically select the date that you are inputting your manual entry.

*If entering multiple payees, they must be on separate lines in the payee name field by using the enter key in order for them to be distinguished as different payees.

If multiple payees are listed on a single line of the check, putting them on separate lines is not applicable.

Check Number	Amount	Payee Name?	Status	Issuance Date
1001	$1.00	John Doe Jane Doe Jane Smith John Smith	ISSUED	09/03/2025
1002	$1.00	John & Jane Doe	ISSUED	09/03/2025

After entering all manual entries, select the "Save" button.

You will then receive this success page.

Viewing or Deleting Manual Issue Items

To view manual issued files, navigate to "View > Issue File Status".

The Issuance Files Status page will load.

Select "Manage" to view individual checks in the file.

	MANUAL_1756915030845					
< Back to Status						

File Status

Queued	Processed	Approved	Completed	Deleted

File processing is complete. View list below to see items.

⊕ View items: 2 Items totaling $2.00   Load Date: 09/03/2025 11:57 AM EDT

Rows 1 - 2 of 2.

Account Number	Check Number	Amount	Payee Name	Status	Issuance Date
xxxx0010	1001	$1.00	John Doe Jane Doe Jane Smith	AVAILABLE_FOR_MATCHING	09/03/2025
xxxx0010	1002	$1.00	John & Jane Doe	OVERWRITTEN	09/03/2025

Delete

To delete the file, select "Delete" in the bottom right corner.

After selecting "Delete" you will receive this page to confirm the deletion.

Delete Issuance File

Delete issuance file "MANUAL_1756915030845"

Click Cancel to return or Confirm to continue

Cancel   Confirm

When it has been confirmed you will see this success page.

Editing Manual Issue Items

To edit issued items, go to "View > Issue Warehouse".

Select the drop-down for "Filters" and change the "Date Range Filter Type" to "Issue Date" in order to see manually issued items.

Update the other boxes to search for the item you are looking for, then hit the "Apply" button.

After finding the check item you want to update, select pencil icon under "Update".

Item ID	Account Number	Check Number	Payee Name	Issue Type	Match Status	Amount	Load Date/Time	Issuance Date	Update
> 16681688	xxxx0010	1002	John & Jane Doe	ISSUED	OUTSTANDING	$2.00	08/08/2025 11:22 AM EDT	09/03/2025	✏️

The following page will load. Update the applicable information then select "Save".

Update Issue Item

Check Number	Amount	Payee Name?	Status	Issuance Date
1002	2	John & Jane Doe	ISSUED	📅 09/03/2025

Save

You will receive this success message in the upper right corner:

Issue updated.   ✕