



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

A screenshot of the "Check Positive Pay" menu interface. At the top, there is a blue header bar with the text "Check Positive Pay" in white, which is highlighted with a red rectangular box. Below the header, a light blue bar displays "End of Day Cut-Off Time: Friday 11:00 AM EDT". The main content area is white and contains the following information: "Exceptions \$0.00" with a circular icon containing the number "0" to its right; "Set to Pay \$0.00" with a circular icon containing the number "0" to its right; and "Set to Return \$0.00" with a circular icon containing the number "0" to its right.

Or

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

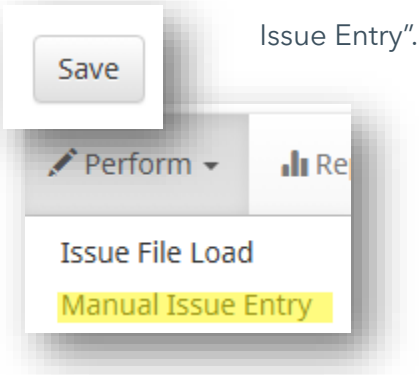
A screenshot of the "Change Module" dropdown menu. The dropdown is open, showing a list of modules. The "Change Module" button is at the top with a downward arrow. The list of modules includes: "ACH Positive Pay CR", "ACH Reports", "ACH Positive Pay", "EDI Notice", and "Check Positive Pay". The "Check Positive Pay" option is highlighted with a yellow background.

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

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

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?

- not selected -

Auto populate next check number: ☒

Row	Check Number	Amount	Payee Name?	Status	Issuance Date
	<input type="text"/>	<input type="text"/>	<input type="text"/>	ISSUED	<input type="text" value="08/28/2025"/>

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.

< Back to Status

MANUAL_1756915030845

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	AVAILABLE_FOR_MATCHING	09/03/2025

Delete

Viewing or Deleting Manual Issue Items

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

The Issuance Files Status page will load.

View

Issue File Status

Issue Warehouse

Transaction History

Item Lookup

Issuance Files Status

Sep 03, 2025

Filters

1 files totaling \$2.00

Rows 1 - 1 of 1.

Issuance Load ID	File Name	Status	Load Date/Time	Transaction Count	Transaction Total	View/Manage
59360	MANUAL_1756915030845	SYSTEM_APPROVED	09/03/2025 11:57 AM EDT	2	\$2.00	Manage

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

< Back to Status

MANUAL_1756915030845

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.

File Status

Queued

Processed

Approved

Completed

Deleted

Deleted By Client User

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	DELETED	09/03/2025
xxxx0010	1002	\$1.00	John & Jane Doe	DELETED	09/03/2025

Editing Manual Issue Items

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

View

Issue File Status

Issue Warehouse

Transaction History

Item Lookup

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.

Issue Warehouse

Date Range
Sep 03, 2025

Filters

Account?

Any

Match Status

Any

Date Range Filter Type

Issue Date

Load Date

Amount

\$ amount

Check Number

serial #

Issue Type

Any

Apply

Reset

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

1002

Amount

2

Payee Name?

John & Jane Doe

Status

ISSUED

Issuance Date

09/03/2025

Save

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

Issue updated.