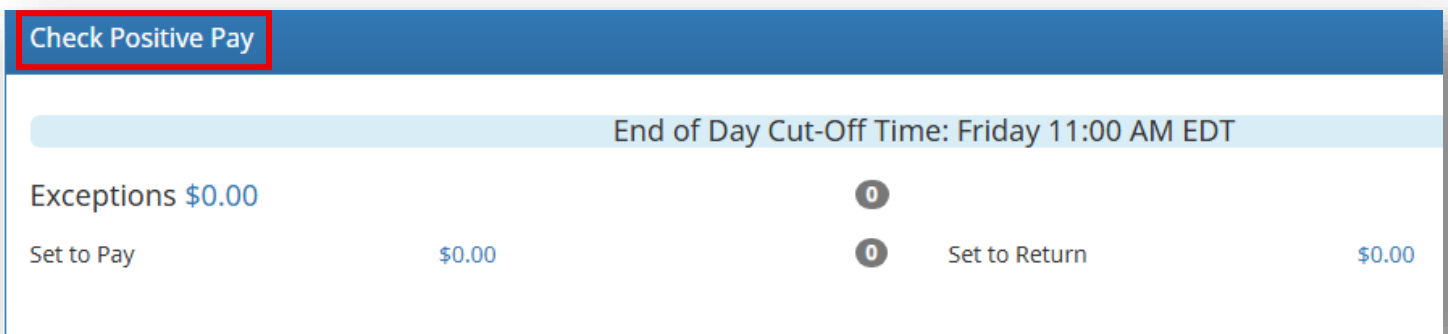


Uploading Issues Items in Check Positive Pay

Creating Issue Templates

You **MUST** create an issue template before you can upload your issue file.

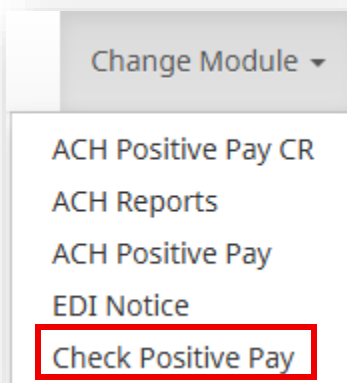
After landing on the Dashboard in ACH Positive Pay, Click "Check Positive Pay" on the left in the title bar to land on the Check Positive Pay menu.



The screenshot shows the 'Check Positive Pay' menu. At the top, there is a blue header bar with the text 'Check Positive Pay' highlighted by a red rectangle. Below this, a light blue bar displays 'End of Day Cut-Off Time: Friday 11:00 AM EDT'. The main content area shows 'Exceptions \$0.00' with a circular icon containing the number '0'. Below this, there are two rows of data: 'Set to Pay' with a value of '\$0.00' and a circular icon with '0', and 'Set to Return' with a value of '\$0.00' and a circular icon with '0'.

Or

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



The screenshot shows a 'Change Module' dropdown menu. The menu is open, displaying a list of options: 'ACH Positive Pay CR', 'ACH Reports', 'ACH Positive Pay', 'EDI Notice', and 'Check Positive Pay'. The 'Check Positive Pay' option is highlighted by a red rectangle.

Then go to “Manage > Issue Template”. Here you will create the template you will use to load your issue items.

Manage ▾

Issue Templates

Select “Create New Template”.

Create New Template

Create New Template

| | | |
|---|---|---|
| Template Name <input type="text"/> | File Type? <div>- select file type ▾</div> | Template Status <div>Active ▾</div> |
| Number of Header Rows? <input type="text" value="0"/> | Number of Footer Rows? <input type="text" value="0"/> | Template Level? <div>Client ▾</div> |
| Multi-Line Payee Name Separator: ? <div>Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [; , - _ /]</div> <input type="text"/> | | |

Here you will input the fields of your Issue items file:

Template Name: Name of the template being created.

File Type: Select the appropriate file type.

Check Positive Pay accepts Issuance File uploads with the following formats:

- Comma Separated (.csv): A delimited text file that uses a comma to separate values. Each line of the file is a data record. Each record consists of one or more fields, separated by commas.
- Fixed Width (.txt): Data in a fixed-width text file is arranged in rows and columns, with one entry per row. Each column has a fixed width, specified in characters, which determines the maximum amount of data it can contain. No delimiters are used to separate the fields in the file.
- Excel Workbook (.xlsx): A file created using the Excel program. Each line of the file is a data record. Each record consists of one or more fields separated into columns.
- Excel 97-2003 Workbook (.xls): A file created using the Excel program. Each line of the file is a data record. Each record consists of one or more fields separated into columns.
- Pipe Separated (.csv): A delimited text file that uses a pipe character (|) to separate values. Each line of the file is a data record. Each record consists of one or more fields, separated by pipes
- Semi-colon Separated (.csv): A delimited text file that uses a semi-colon to separate values. Each line of the file is a data record. Each record consists of one or more fields, separated by semi-colons.
- Tab Separated (.txt): A simple text format that uses a tabular structure to separate values. Each line of the file is a data record. Each record consists of one or more field, separated by tabs.

All file types but Fixed Width require you to define the column the data fields will be found:

File Mapping

| Add | Input Field? | File Column? | Field Format |
|-------------------------------------|-----------------|----------------------|--|
| | Check Number | <input type="text"/> | |
| | Amount? | <input type="text"/> | <input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234) |
| <input checked="" type="checkbox"/> | Status? | <input type="text"/> | <input type="text" value="ISSUED"/> - for ISSUED <input type="text" value="VOIDED"/> - for VOIDED |
| <input type="checkbox"/> | Account Number? | <input type="text"/> | |
| <input type="checkbox"/> | Issuance Date? | <input type="text"/> | |
| <input type="checkbox"/> | Payee Name? | <input type="text"/> | |
| <input type="checkbox"/> | Routing Number? | <input type="text"/> | |

While the Fixed Width files require you to define the start and end position in which the data field is located:

File Mapping

| Add | Input Field? | Start Position? | End Position? | Field Format |
|-------------------------------------|-----------------|----------------------|----------------------|--|
| | Check Number | <input type="text"/> | <input type="text"/> | |
| | Amount? | <input type="text"/> | <input type="text"/> | <input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234) |
| <input checked="" type="checkbox"/> | Status? | <input type="text"/> | <input type="text"/> | <input type="text" value="ISSUED"/> - for ISSUED <input type="text" value="VOIDED"/> - for VOIDED |
| <input type="checkbox"/> | Account Number? | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> | Issuance Date? | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> | Payee Name? | <input type="text"/> | <input type="text"/> | |
| <input type="checkbox"/> | Routing Number? | <input type="text"/> | <input type="text"/> | |

Template Status: Can be set to Active or Inactive. Active templates are used for loading issue files; inactive templates cannot be used for issue file loading.

Number of Header/Footer Rows: Many accounting systems can export excel or fixed width files. Sometimes those files have header (beginning) rows or footer (ending) rows containing data not required by Check Positive Pay. When setting up a template, define the number of rows Check Positive Pay should ignore at the beginning and end of the file. If the values are entered incorrectly, an issue file may load with errors or no items.

Multi-Line Payee Name Separator: This feature allows the user to enter a character to be used to separate Multiple Payee Names on separate lines of an issued item.

Acceptable and allowed characters are limited to the following: ; | , - _ /

Do not use a Multi-Line Payee Name Separator character that will ever be present in a Payee Name, or that will be a character used in a specific file type (i.e., Comma Separated files).

Please note that Payee Name Separators are only necessary when payee names are listed on two or more separate lines of a check.

The File Mapping section will change depending on which file is selected:

Check Number: The number of the check.

Amount: The amount of the check. You must specify whether the amount data in the imported file will or will not contain decimal points. For example, if the Amount value is set to Fractional Dollars, then 100, 100.0 and 100.00 are all processed the same. If the Amount value is set to Whole numbers of cents, the system divides by 100 and saves it as a dollar value. For example, a value of 100 would be saved as \$1.00 in the system.

Status: If the Status box is not checked, all issue items will load with a status of Issued. If the file represents Voided items as a negative number, the Client can check the box Treat Negative Amount as Void and it will status any item in the file with a negative value as Voided. Issuance with a \$0 amount will also be treated as void. If your file contains another value to represent status, such as X as issues and Y as voided, please input them so the system can translate.

☐ **Treat Negative Amount As Void?**
Issuance with \$0 amount will be treated as Void

X

- for ISSUED

Y

- for VOIDED

Account Number: If the account box is selected, the user can import one file that contains issue items for multiple accounts. If the account box is NOT selected, when you load a file, you will be required to select the account the checks were issued on.

Issuance Date: If the issuance date box is NOT checked, it will default the issue date to the date the file was loaded. If the issuance date box is checked, the file must contain an issuance date for each item.

For Excel files, it will translate the data format used in the file. For separated and fixed width files, the Client must define the date format being used. If the date format configured includes dashes or slashes (i.e., MM/dd/yyyy), the mapped issuance file should include the dashes or slashes (i.e., 10/29/2024) as show below.

M for month, y for year
d for day of month, D for day of year
Examples:
yyyy-MM-dd for 2019-12-25
yyyy-M-d for 2019-9-25, 2019-10-3
MM/dd/yy for 12/25/19
MMM dd, yyyy for Dec 25, 2019
yyyyDDD for 2020364

Payee Name: The name of the Payee. For Excel or delimited files, the complete and single payee name is expected in a single column. For fixed width files, the complete and single payee name must be contained in the file between the starting and ending position. This field supports both alphabetic and numeric characters. When a payee name is required in an issuance file, values consisting of only white space (i.e., all spaces) will be considered the same as an empty value and will not be accepted. If the Multiple Payee Names feature is enabled, the Issuance Payee name may display more than one payee.

Routing Number: The routing number of your check.

Issued File Template and File Example

| | | |
|------------------------------------|--------------------------------|-------------------|
| Template Name | File Type? | Template Status |
| <input type="text" value="Test"/> | <div>Excel Workbook</div> | <div>Active</div> |
| Number of Header Rows? | Number of Footer Rows? | Template Level? |
| <input type="text" value="0"/> | <input type="text" value="0"/> | <div>Client</div> |
| Multi-Line Payee Name Separator: ? | <div>-</div> | |

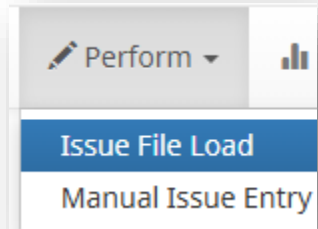
| Add | Input Field? | File Column? | Field Format |
|-------------------------------------|-----------------|--------------------------------|---|
| | Check Number | <input type="text" value="1"/> | |
| | Amount? | <input type="text" value="2"/> | <div><div><input checked="" type="radio"/> Fractional Dollars (12.34)</div><div><input type="radio"/> Whole numbers of cents (1234)</div></div> |
| <input checked="" type="checkbox"/> | Status? | <input type="text" value="3"/> | <div><div><input type="text" value="Y"/></div><div><input type="text" value="X"/></div><div>- for ISSUED</div><div>- for VOIDED</div></div> |
| <input type="checkbox"/> | Account Number? | <div></div> | |
| <input checked="" type="checkbox"/> | Issuance Date? | <input type="text" value="5"/> | |
| <input checked="" type="checkbox"/> | Payee Name? | <input type="text" value="4"/> | |
| <input checked="" type="checkbox"/> | Routing Number? | <input type="text" value="6"/> | |

| | | | | | |
|------|-------|---|----------------------|------------|-----------------------|
| 1005 | 10.5 | Y | JOHN ADAMS | 09/19/2025 | <div></div> 091101879 |
| 1002 | 12.34 | Y | JOHN SMITH-JANESMITH | 09/19/2025 | <div></div> 091101879 |
| 1006 | 65.43 | X | KITTY DUCK | 09/19/2025 | <div></div> 091101879 |
| 1004 | 1.69 | X | ADAM SMITH | 09/19/2025 | <div></div> 091101879 |

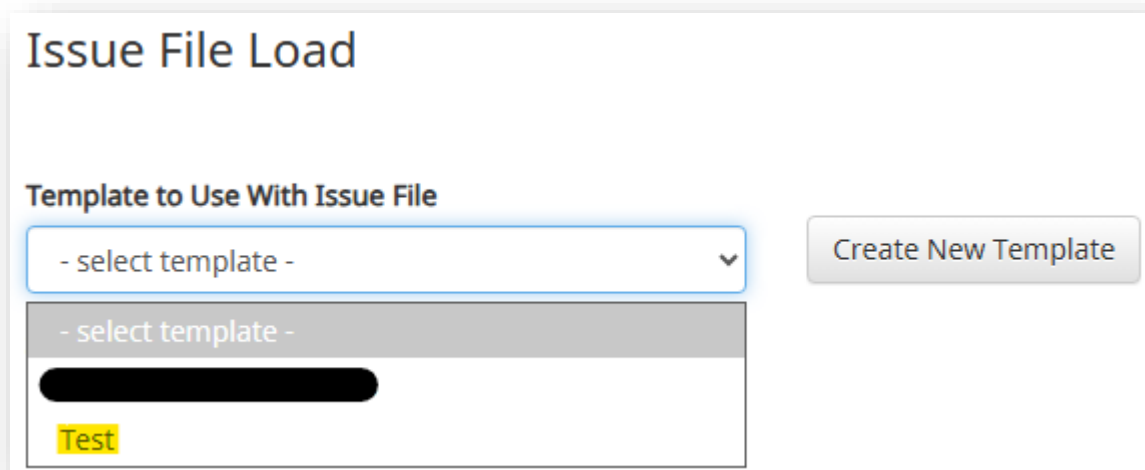
How to upload the Issued File

Please note that in order to upload a issue file, you must first create a template with the parameters of the file outlined.

Within Check Positive Pay, navigate to "Perform > Issue File Load".

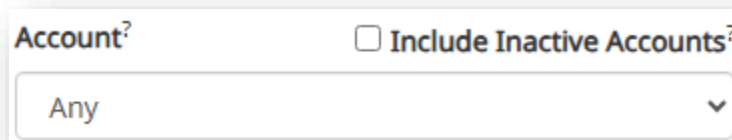


Select the drop down under "Template to Use With Issue File" and select the applicable template.

A screenshot of a web form titled 'Issue File Load'. Below the title is a section labeled 'Template to Use With Issue File'. It contains a dropdown menu with the text '- select template -' and a downward arrow. Below the dropdown is a list of templates, with the first one being '- select template -' and the second one being 'Test' (highlighted in yellow). To the right of the dropdown is a button labeled 'Create New Template'.

Then select the drop down under "Account" and select the account to use with this template*.

*Not necessary when using the account number field in your template.

A screenshot of a web form showing a section for account selection. It includes a label 'Account?' followed by a checkbox labeled 'Include Inactive Accounts?'. Below these is a dropdown menu with the text 'Any' and a downward arrow.

You will then be able to either select “Browse” to find the appropriate file or drop your file in the “Drag & drop files here” section.

Select one issue file that is in the format of the selected template

Drag & drop files here ...

Select files ...

Browse ...

After inputting the file you wish to use, hit the “Upload” button.

Remove

Upload

Browse ...

You will then be taken to this screen, which will show the status of the file, and your imported check items.

< Back to Status

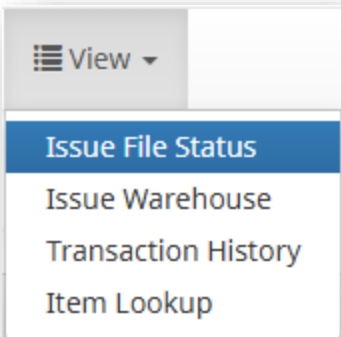
Test check import.xlsx

| File Status | | | | | |
|--|--------------|----------|-----------------------------------|------------------------|---------------|
| Queued | Processed | Approved | Completed | Deleted | |
| File processing is complete. View list below to see items. | | | | | |
| View items: 4 Items totaling \$89.96 | | | Load Date: 09/11/2025 8:40 PM EDT | | |
| Rows 1 - 4 of 4. | | | | | |
| Account Number | Check Number | Amount | Payee Name | Status | Issuance Date |
| | 1005 | \$10.50 | JOHN ADAMS | AVAILABLE_FOR_MATCHING | 09/19/2025 |
| | 1002 | \$12.34 | JOHN SMITH JANESMITH | AVAILABLE_FOR_MATCHING | 09/19/2025 |
| | 1006 | \$65.43 | KITTY DUCK | AVAILABLE_FOR_MATCHING | 09/19/2025 |
| | 1004 | \$1.69 | ADAM SMITH | AVAILABLE_FOR_MATCHING | 09/19/2025 |

Delete

How to View and Delete Issue Items

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



The Issuance Files Status page will load.

| Issuance Files Status | | | | | | |
|-------------------------|----------------------|-----------------|-------------------------|-------------------|-------------------|-------------|
| 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

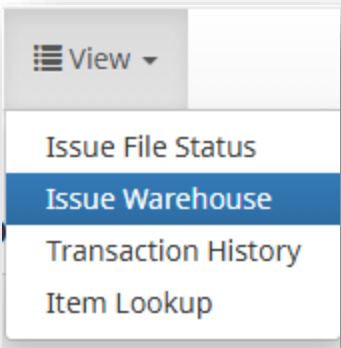
Load Date: 09/03/2025 11:57 AM EDT

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".



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".

Please note that the only field you cannot update is the check number.

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:

