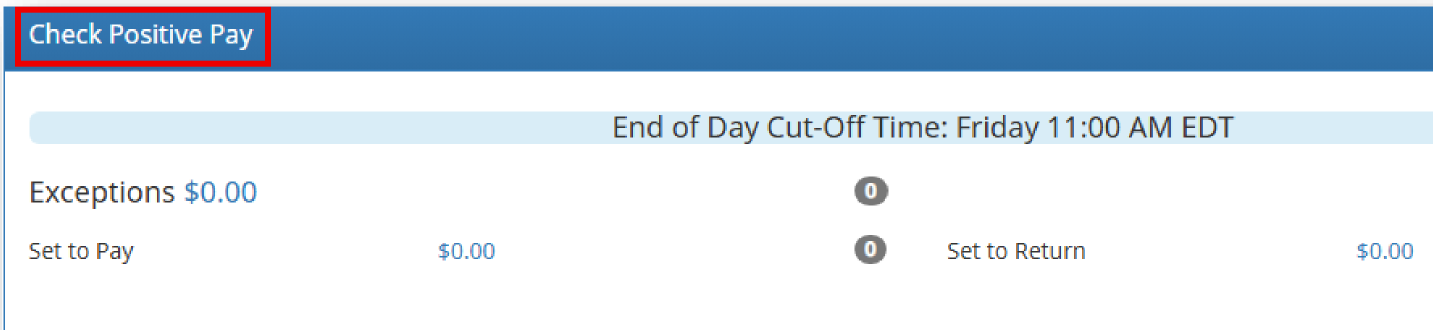
Uploading Issues Items in Check Positive Pay

Creating Issue Templates

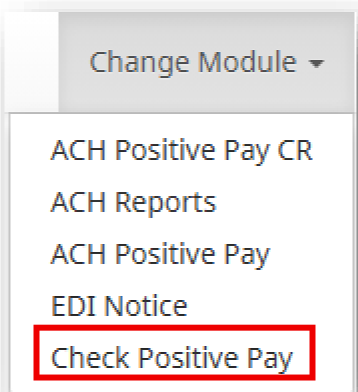
You MUST create an issue template before you can upload your issue file.

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.

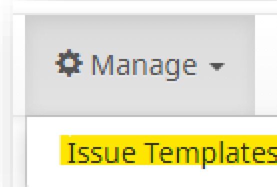


Or

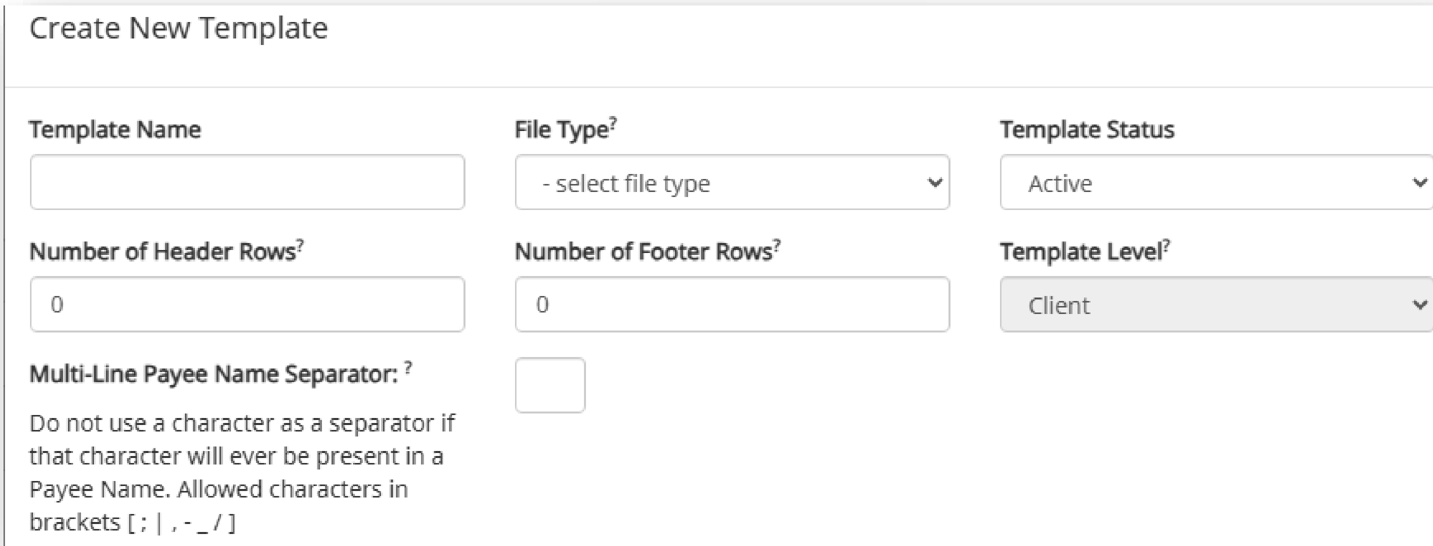
Select "Change Module" in the top right on the Dashboard, the select "Check Positive Pay" to land on the Check Positive Pay menu.



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



Select “Create New Template”.



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

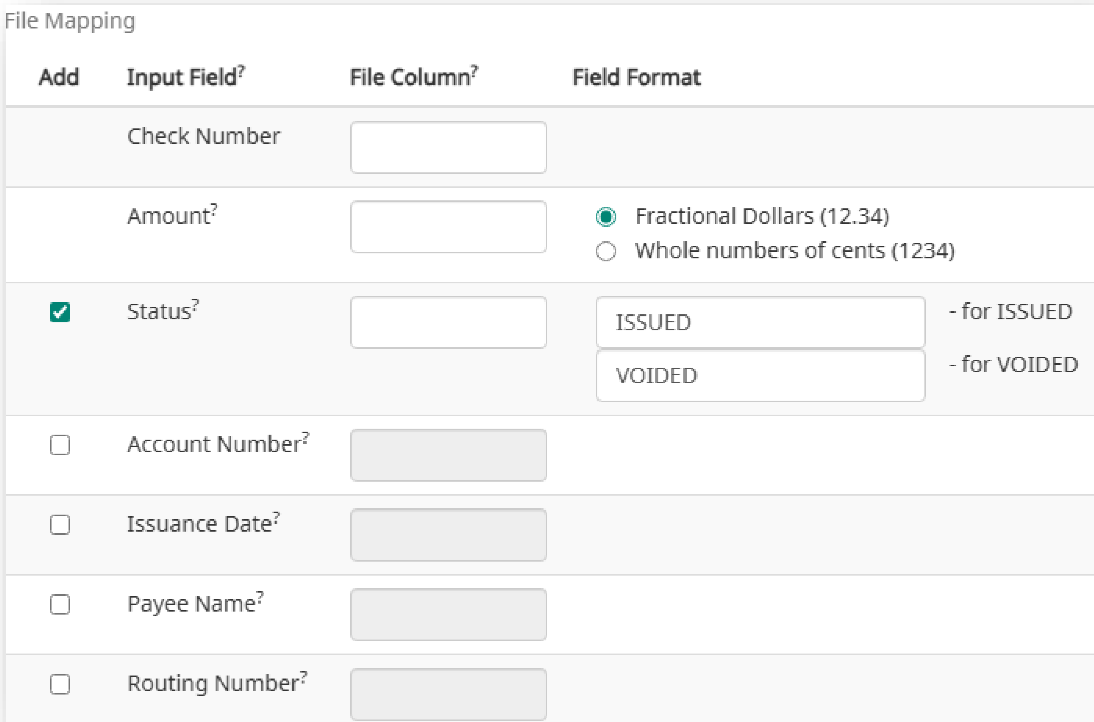
Template Name: Name of the template being created.

File Type: Select the appropriate file type.

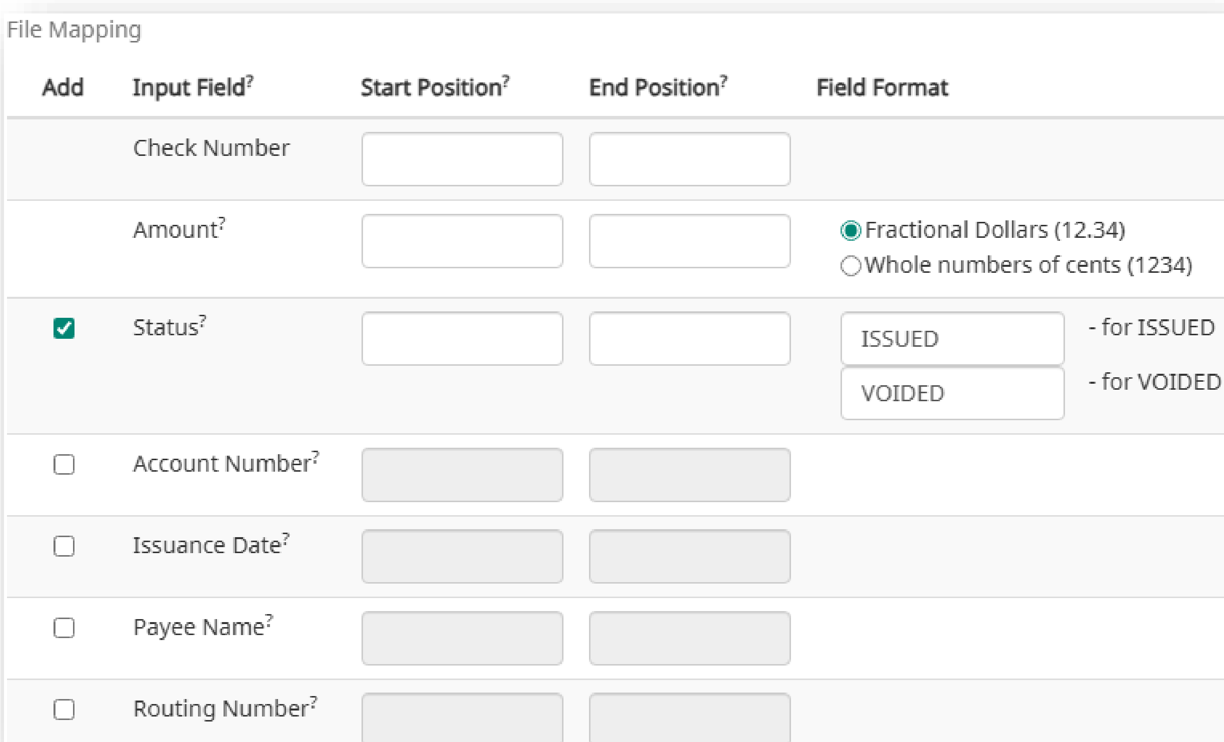
Check Positive Pay accepts Issuance File uploads with the following formats:

- 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:



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



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).

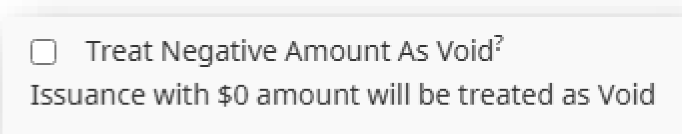
Please note that Payee Name Separators are only necessary when payee names are listed on two or more separate lines of a check.

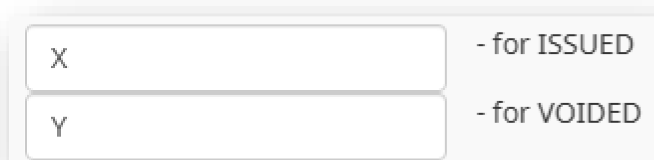
The File Mapping section will change depending on which file is selected:

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.





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
Test	Excel Workbook	Active
Number of Header Rows?	**Number of Footer Rows?**	**Template Level?**
0	0	Client
Multi-Line Payee Name Separator: ?	-	

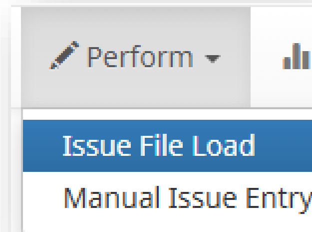
Add	Input Field?	File Column?	Field Format
	Check Number	1	
	Amount?	2	(●) Fractional Dollars (12.34) ( ) Whole numbers of cents (1234)
☑	Status?	3	Y - for ISSUED X - for VOIDED
☐	Account Number?		
☑	Issuance Date?	5	
☑	Payee Name?	4	
☑	Routing Number?	6	

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

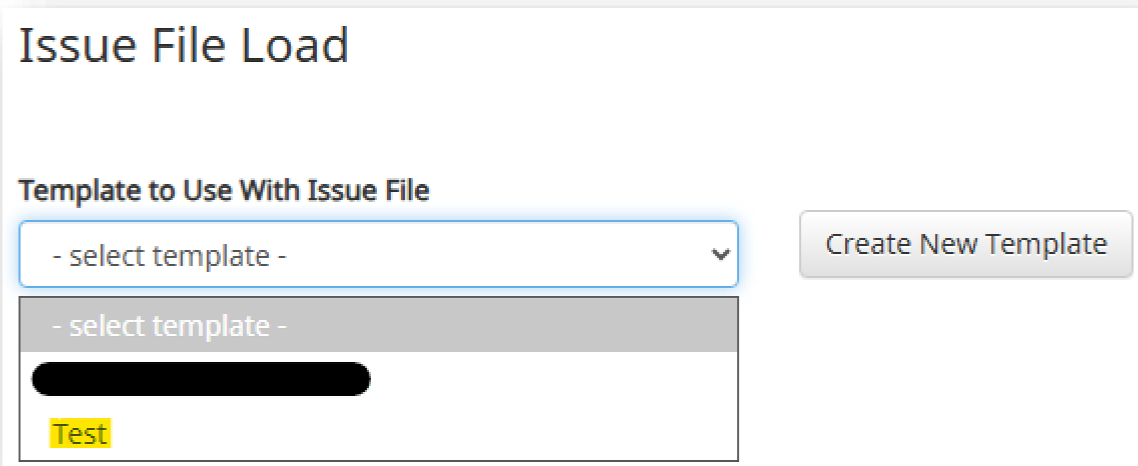
How to upload the Issued File

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".

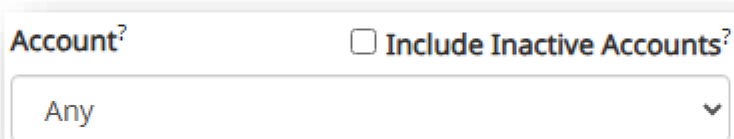


Select the drop down under "Template to Use With Issue File" and select the applicable template.

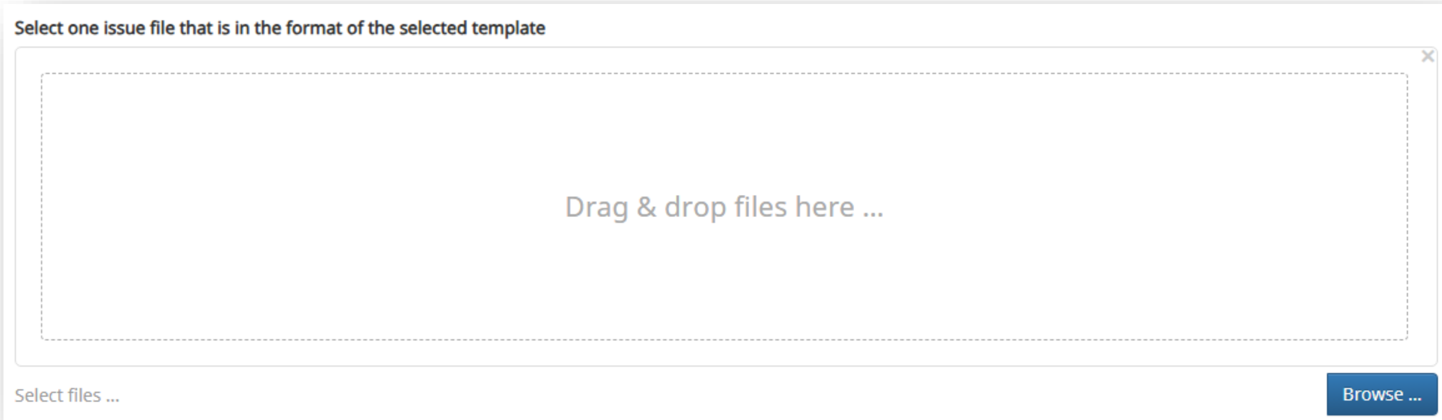


Then select the drop down under "Account" and select the account to use with this template*.

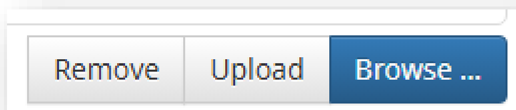
*Not necessary when using the account number field in your template.



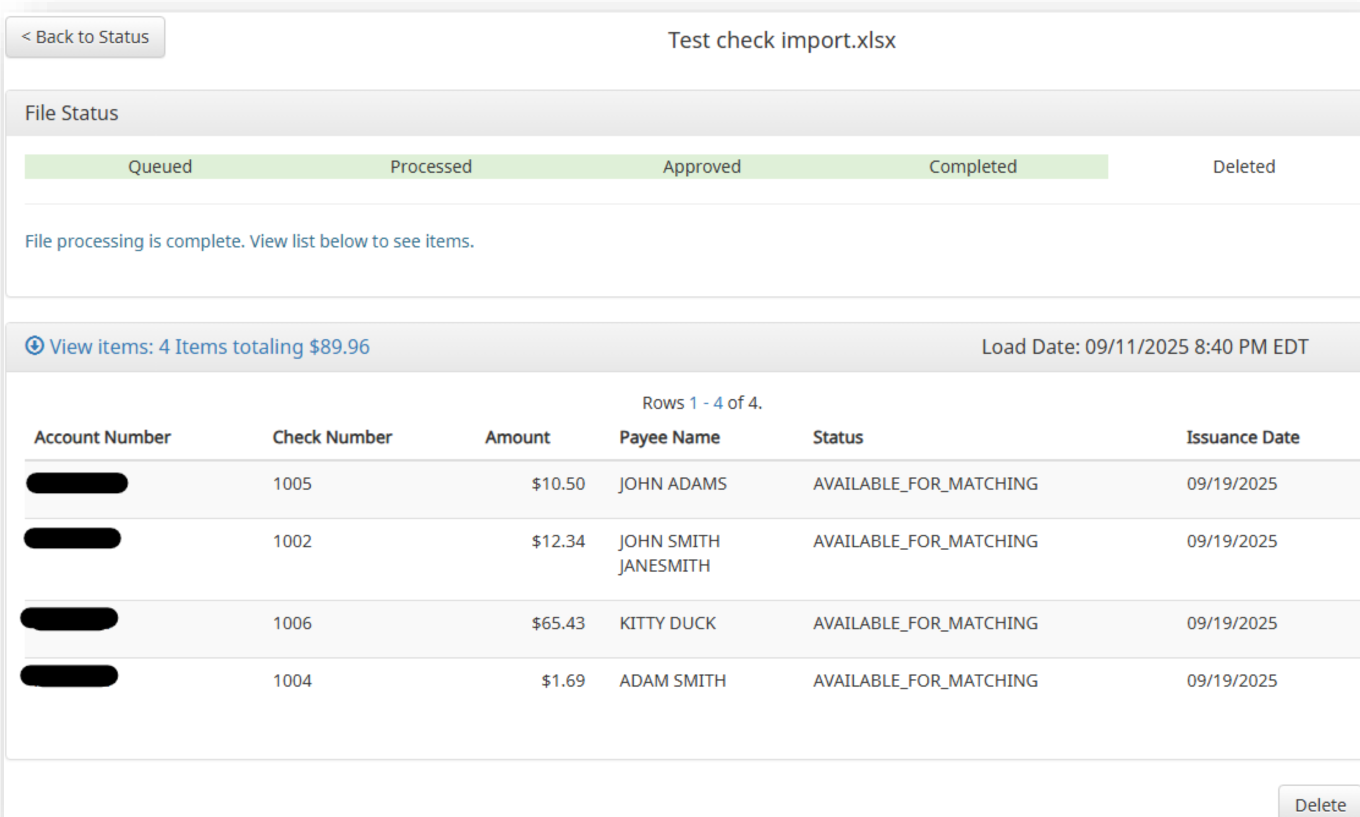
You will then be able to either select “Browse” to find the appropriate file or drop your file in the “Drag & drop files here” section.



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



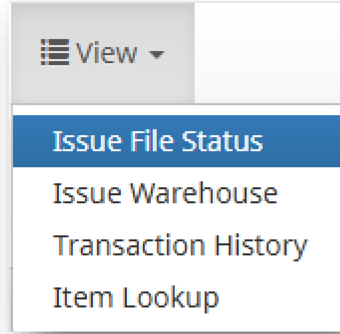
You will then be taken to this screen, which will show the status of the file, and your imported check items.



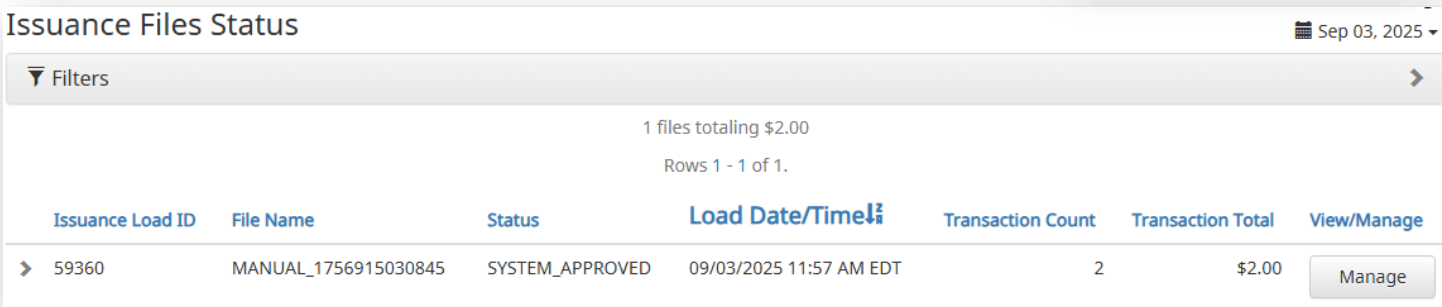
Account Number	Check Number	Amount	Payee Name	Status	Issuance Date
[redacted]	1005	$10.50	JOHN ADAMS	AVAILABLE_FOR_MATCHING	09/19/2025
[redacted]	1002	$12.34	JOHN SMITH JANESMITH	AVAILABLE_FOR_MATCHING	09/19/2025
[redacted]	1006	$65.43	KITTY DUCK	AVAILABLE_FOR_MATCHING	09/19/2025
[redacted]	1004	$1.69	ADAM SMITH	AVAILABLE_FOR_MATCHING	09/19/2025

How to View and Delete Issue Items

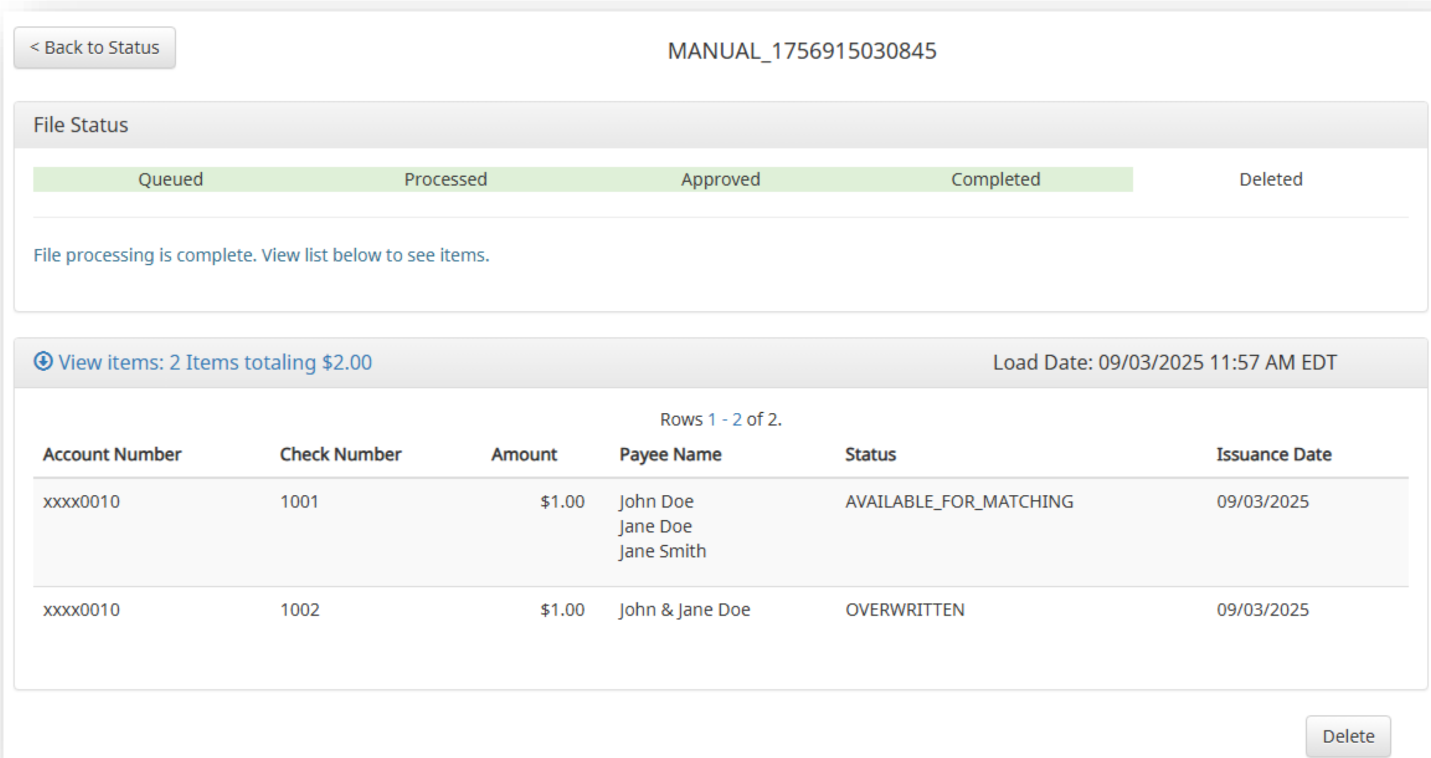
To view manual issued files, navigate to “View > Issue File Status”.



The Issuance Files Status page will load.

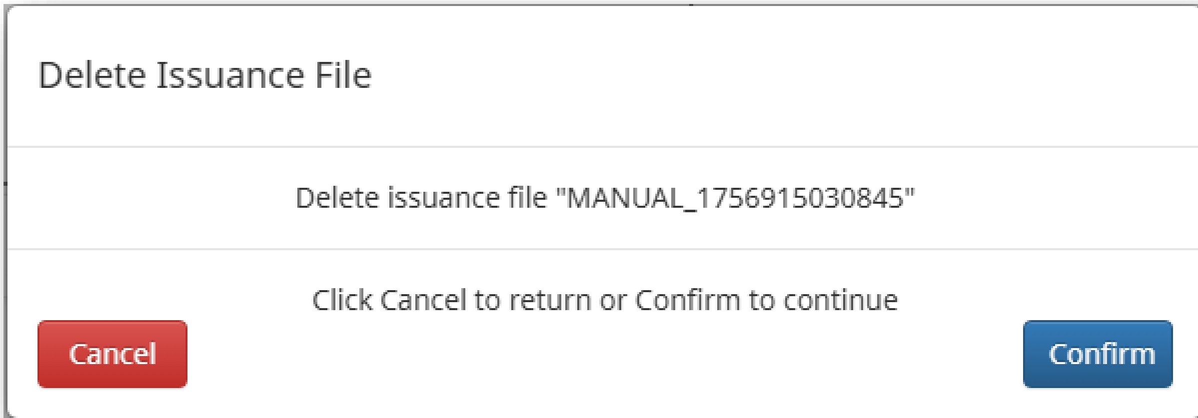


Select “Manage” to view individual checks in the file.

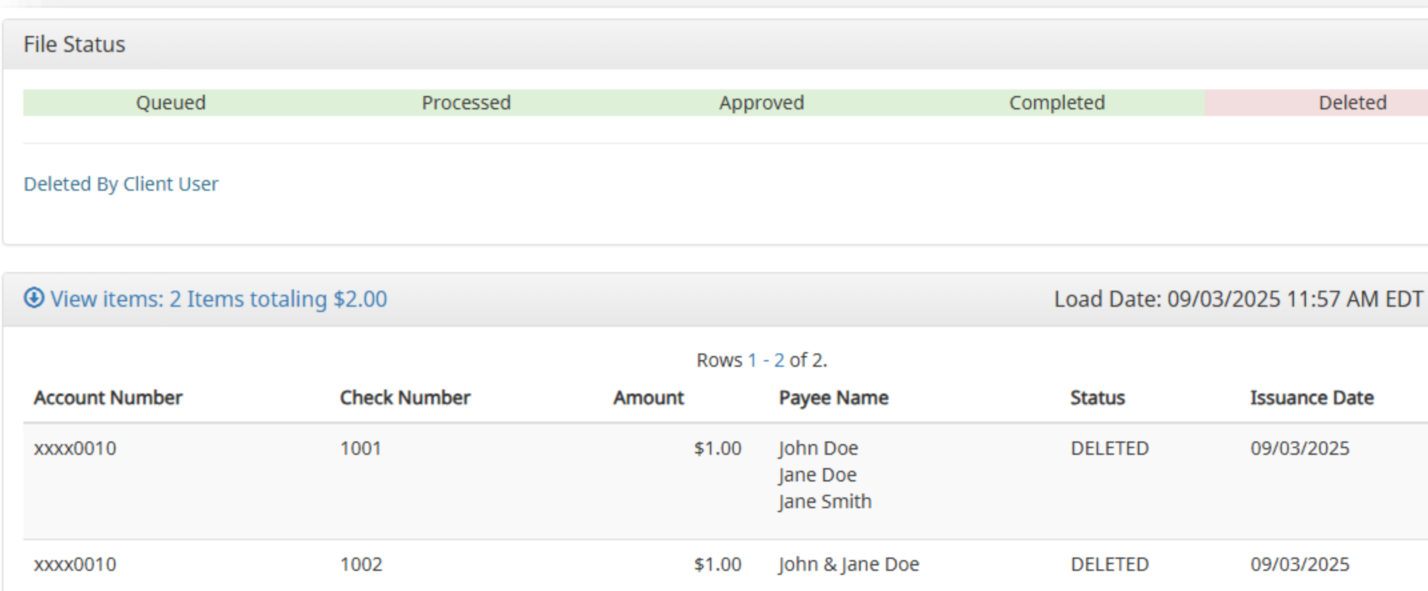


To delete the file, select "Delete" in the bottom right corner.

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



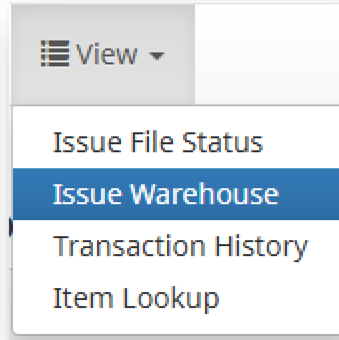
When it has been confirmed you will see this success page.



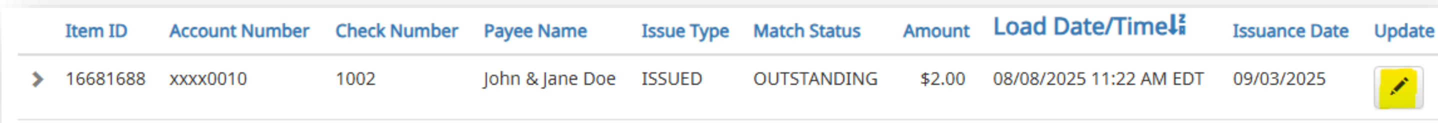
Account Number	Check Number	Amount	Payee Name	Status	Issuance Date
xxxx0010	1001	$1.00	John Doe Jane Doe Jane Smith	DELETED	09/03/2025
xxxx0010	1002	$1.00	John & Jane Doe	DELETED	09/03/2025

Editing Manual Issue Items

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

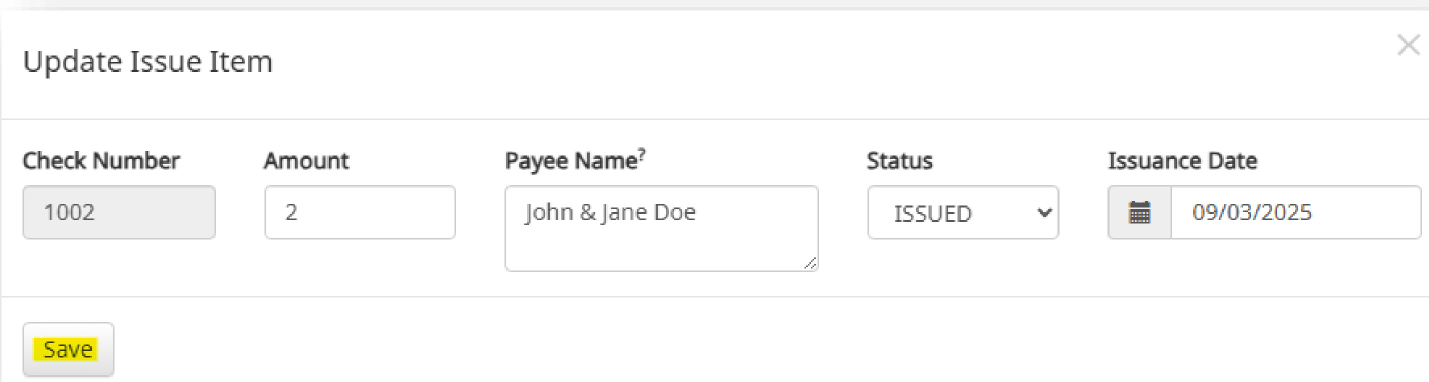


After finding the check item you want to update, select pencil icon under "Update".



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.



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