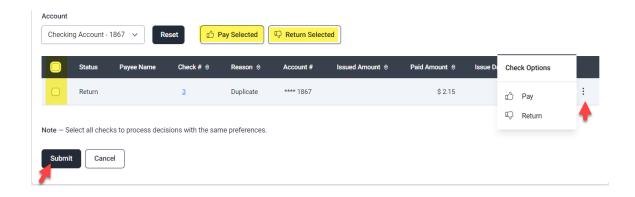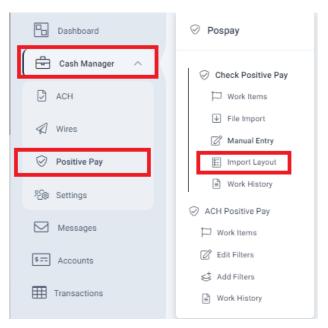# Check Positive Pay

Working Exception Items

1. Cash Manager > Positive Pay > Check Positive Pay>Work Items
2. Choose to pay or return each item
   - Decision each item separately by selecting the ellipses button to the right **OR**
   - Decision all items at one time with the Pay Selected or Return Selected buttons following with selecting the **Submit** button at the bottom.

If an image is available, the check number is a link to view the front and back of the item.
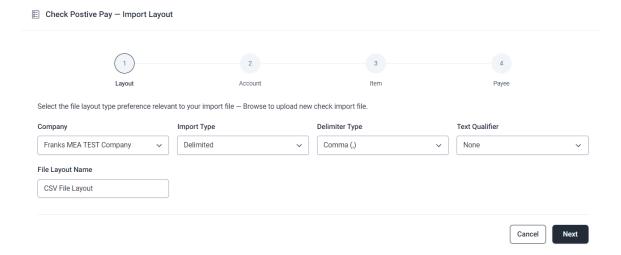
Create or Edit Import Layout

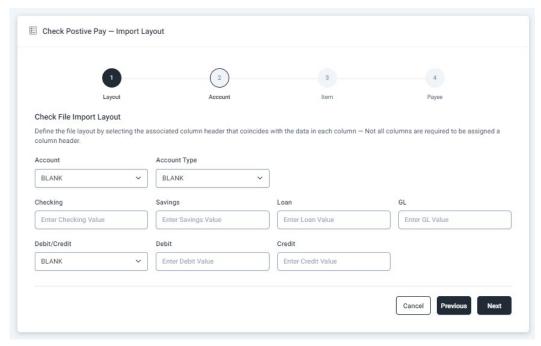1. Cash Manager > Positive Pay > Check Positive Pay> Import Layout

2. From the **+Import Layout or the Edit** option, select one of the following file types and select Next:

   - Import Type

       - Delimited

       - Fixed

   - Delimiter Type

       - Comma (,)

       - Pipe (|)

       - Semicolon (;)

   - Text Qualifier

       - None

       - Double Quote

       - Single
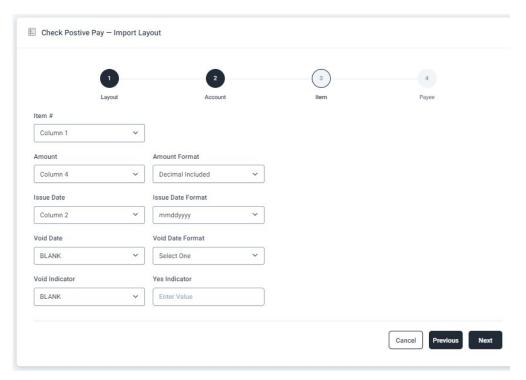
Delimited File Example (CSV File Format)

1. Page 1 of the Import Layout

    a. Choose Delimited Type

    b. Delimited is Comma

    c. Name the File layout

    d. Click Next

2. Page 2 of the Import Layout, you are not required to adjust any items to be included here.
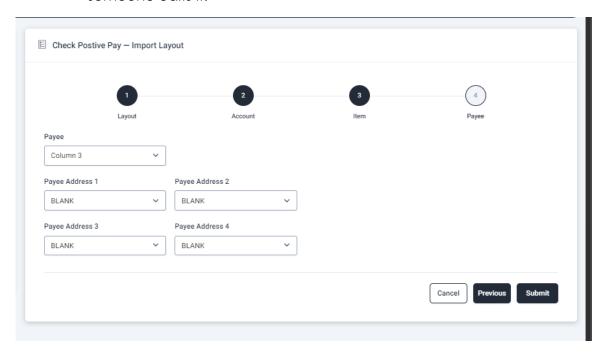
    a. Just click Next

3. on Page 3 of the Import Layout, set up the items that relate to the columns in your CSV file

   a. Item # is your check #

   b. Amount is the check amount. Set format to include/not include the decimal

   c. Issue date of the check and set the date format

   d. If you use the Void indicator, choose the matching column to your file and enter the void indicator, such as a V

   e. Click Next
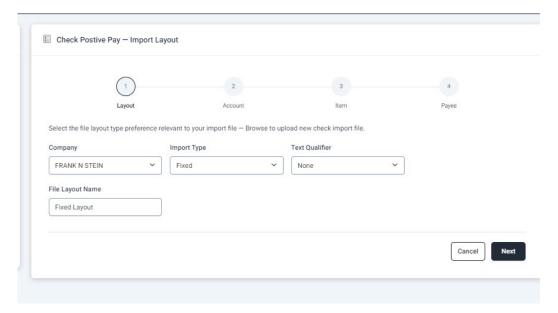
4. Page 4 of the Import Layout

   a. Set the column for the payee to match your file

   b. Addresses are not required

   c. Any columns used outside of what is required you do not need to include for the system to read. Also you do not have to remove from your file as long as the Item #, Amount, Amount Format, Date, Date Format and Payee are included

   d. Click Submit – this will save your format. The format will remain the same until someone edits it.
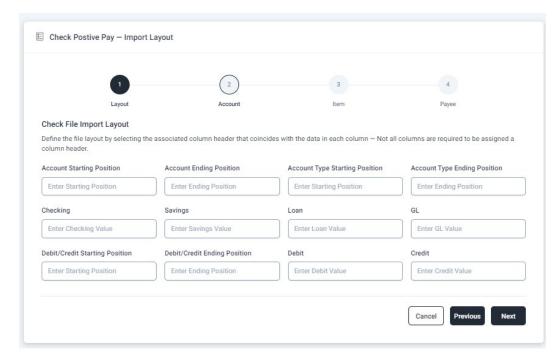
Fixed Position File (TXT File Format)

For a fixed position file, enter the beginning and ending position of the information.

1. Page 1 of Import Layout

    a. Choose Import Type as Fixed

    b. Choose a File Layout Name

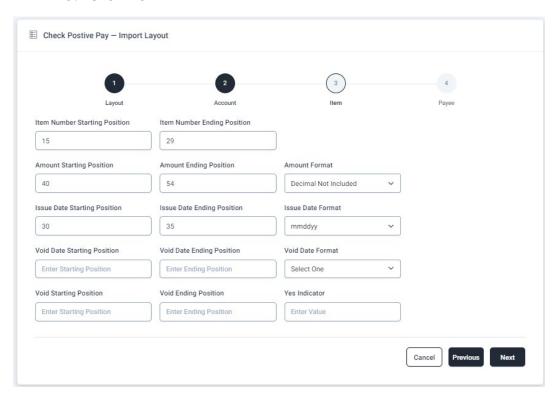   c. Click Next

2. Page 2 of Import Layout, these fields are not required

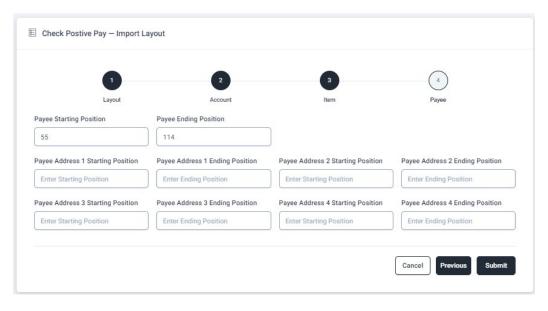   a. Click Next

3. Page 3 of Import Layout

   a. Item Number – insert the starting and ending positions for the check number in the file

   b. Amount – insert the starting and ending positions

   c. Issue date- insert the starting and ending positions also include how the date is formatted in the file

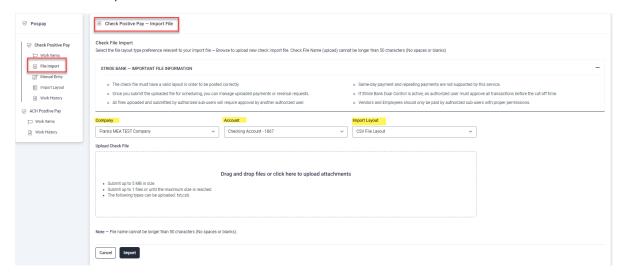   d. If you use the Void be sure to set up the Void indicator and the positioning

   e. Click Next

4. Page 4 of the Import Layout

   a. Insert starting and ending positions for the Payee Name

      i. allow for at least 60 characters so you can include the full name as it shows on the check

   b. Address is not required

   c. Click Submit to complete the format layout

Importing an Issued Items File

While your file can contain as much information as you want, item number and item amount are required.

1. Cash Manager> Positive Pay > Check Positive Pay Import

2. Select Company

3. Select Account

4. Select Import Layout:

5. Drag and drop your .txt or .csv file or click the Upload box area to select a file to import from your device

6. Click the Import button

Manual Entry of an Issued Items File

- *Manual Entry* - Use this method if you already uploaded your file for the day but haveextra issued items, or if you cannot create a CSV file or a Fixed Position file. With themanual entry option, you can enter the item's information directly into Online Banking.