

# POSITIVE PAY

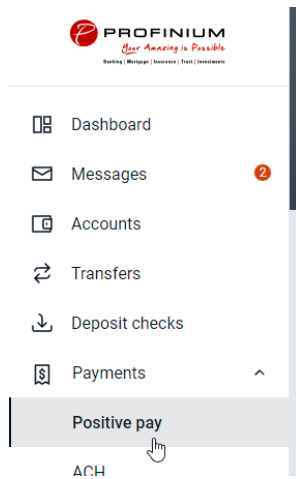


# Positive Pay

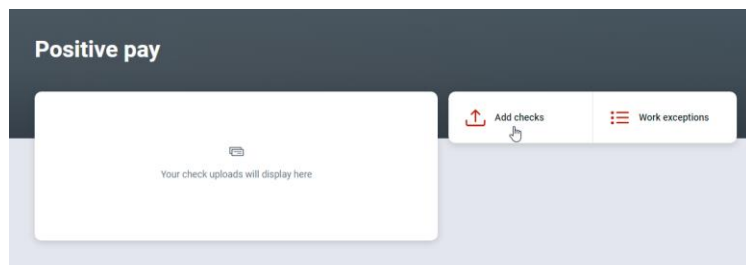
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## Adding Checks Manually

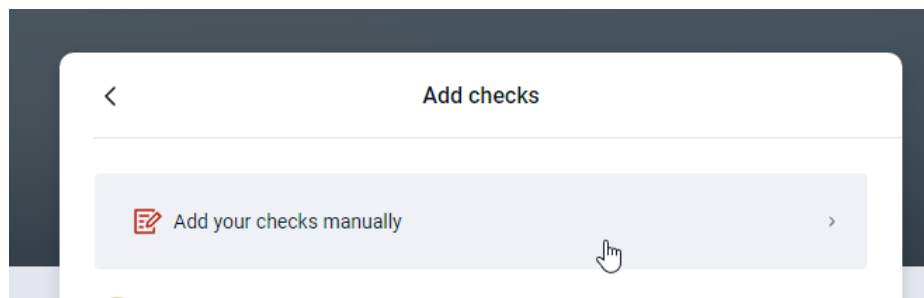
Log into your online banking and click Payments and then Positive pay.



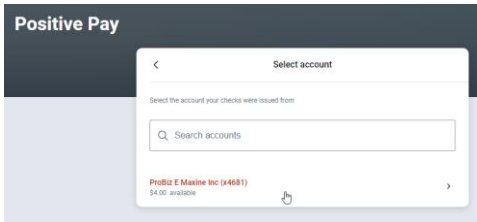
Click Add checks.



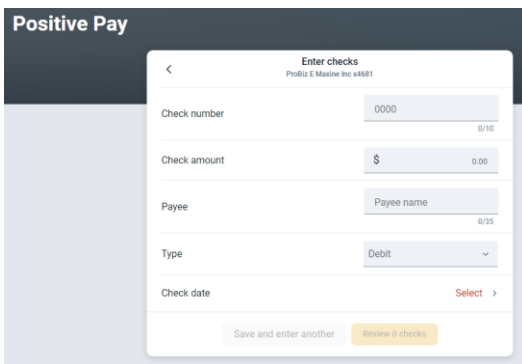
Click Add your checks manually.



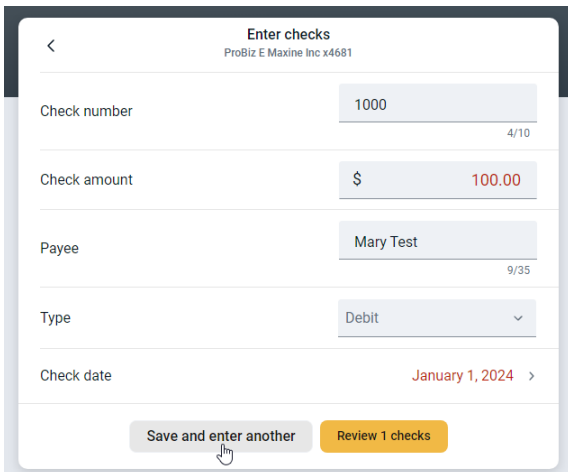
Select the account.



Enter the check information.



Click Save and enter another and repeat the previous step until all the checks are entered.



When all checks are entered click the yellow Review # checks button.

The screenshot shows a mobile application interface titled "Enter checks" for "ProBiz E Maxine Inc x4681". The form contains the following fields and values:

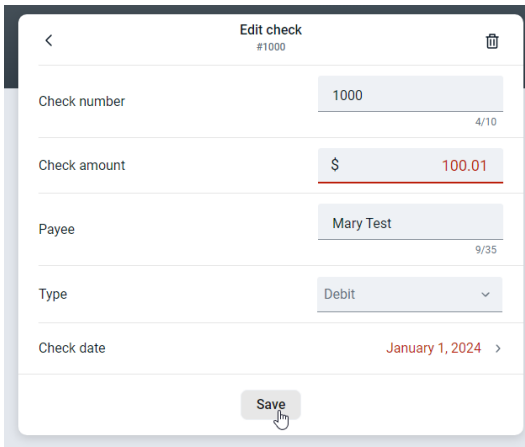
- Check number: 1001 (with a "4/10" indicator below the input field)
- Check amount: \$ 100.01
- Payee: Mary Test (with a "9/35" indicator below the input field)
- Type: Debit (with a dropdown arrow)
- Check date: January 1, 2024 (with a right-pointing arrow)

At the bottom of the form, there are two buttons: "Save and enter another" (light blue) and "Review 2 check" (yellow). A mouse cursor is pointing at the "Review 2 check" button.

Verify total item and amount counts. Any deletions or edits need to be done here before clicking Approve.

## Editing a check

Click anywhere on the row that needs to be changed. Make the edits and click Save.



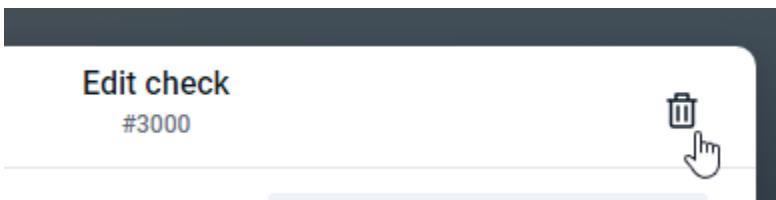
The screenshot shows a mobile application interface for editing a check. The title is "Edit check #1000". The form contains the following fields:

- Check number: 1000 (with a character count of 4/10)
- Check amount: \$ 100.01
- Payee: Mary Test (with a character count of 9/35)
- Type: Debit (with a dropdown arrow)
- Check date: January 1, 2024 (with a right arrow)

A "Save" button is located at the bottom center of the form.

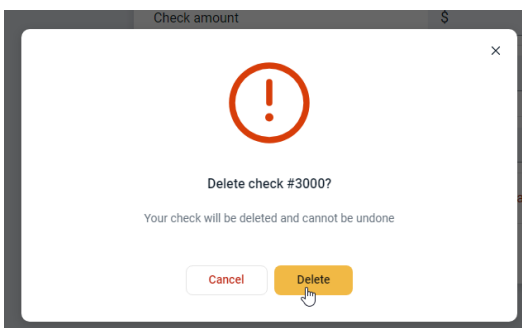
## Deleting a check

Click anywhere on the row needing to be deleted. Click the trash can icon on top right.



The screenshot shows the top portion of the "Edit check #3000" form. A trash can icon is visible in the top right corner, with a hand cursor pointing to it.

Click Delete.

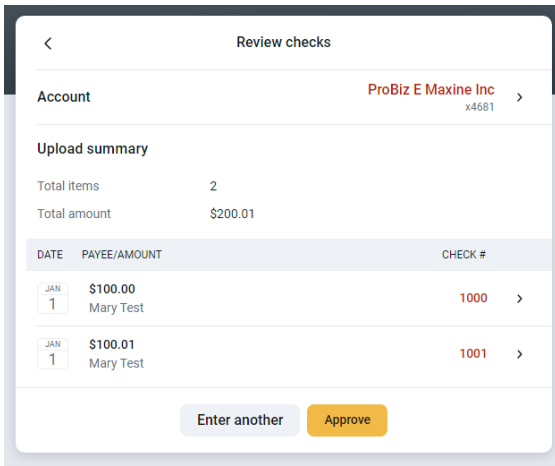


The screenshot shows a confirmation dialog box with a red exclamation mark icon. The text reads:

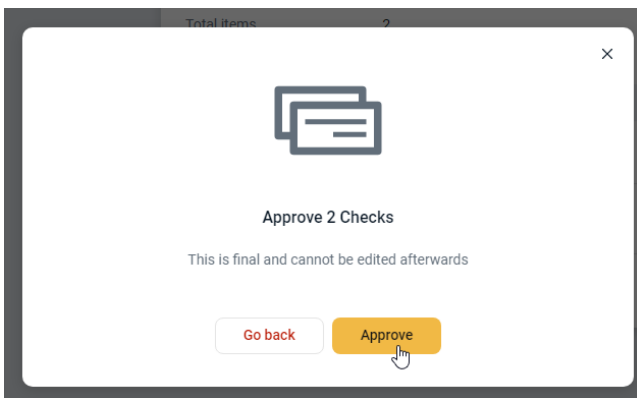
Delete check #3000?  
Your check will be deleted and cannot be undone

At the bottom, there are two buttons: "Cancel" and "Delete". A hand cursor is pointing to the "Delete" button.

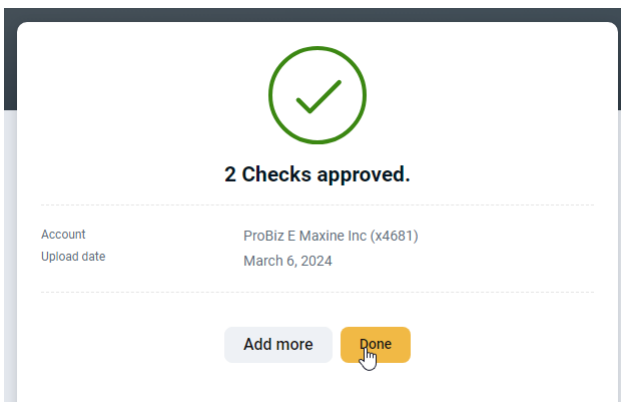
Click the yellow Approve button.



Click Approve.



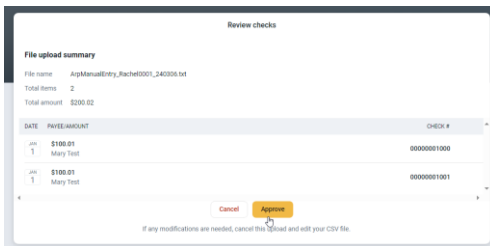
Click Done to close the confirmation screen.



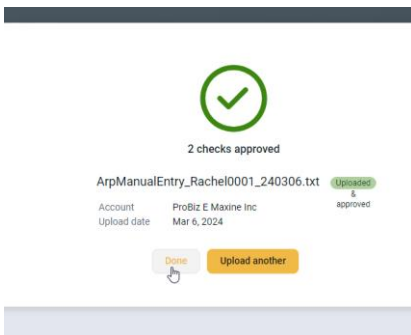
Manually entered checks need to be approved a second time. Click on Review & approve on the pending file line.



Review the checks and click Approve.

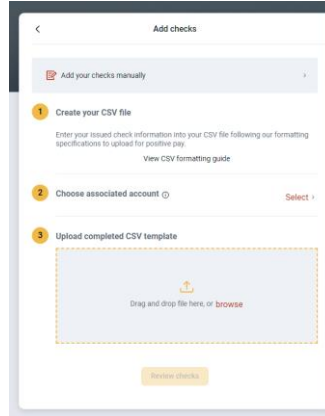
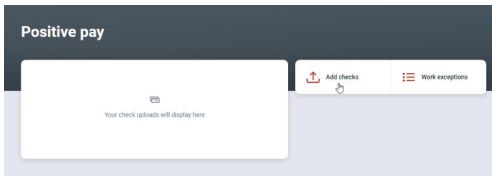


Click Done to close the confirmation screen.



# Uploading a CSV file

Click Add checks



Create or edit the CSV file to follow the formatting guide.



## View CSV formatting guide



Enter your issued check information into your CSV file following this format. Only the required columns are necessary, but you can use as many others as apply. Uploading your information in a different order or format will cause your file to be read incorrectly.

### Complete list of column properties (\*required)

- Column 1 Item number \*
- Column 2 Item amount\* x.xx (enter without currency sign)
- Column 3 Issue date mm/dd/yyyy
- Column 4 Payee Max 35 characters
- Column 5 Void indicator V = Void
- Column 6 Account type Chk=checking, Sav=savings, GL=general ledger
- Column 7 Debit/credit D=debit, C=credit
- Column 8 Void date mm/dd/yyyy
- Column 9 Payee address 1
- Column 10 Payee address 2
- Column 11 Payee address 3
- Column 12 Payee address 4
- Column 13 Stop indicator Stop = Yes

### Example CSV row with basic information

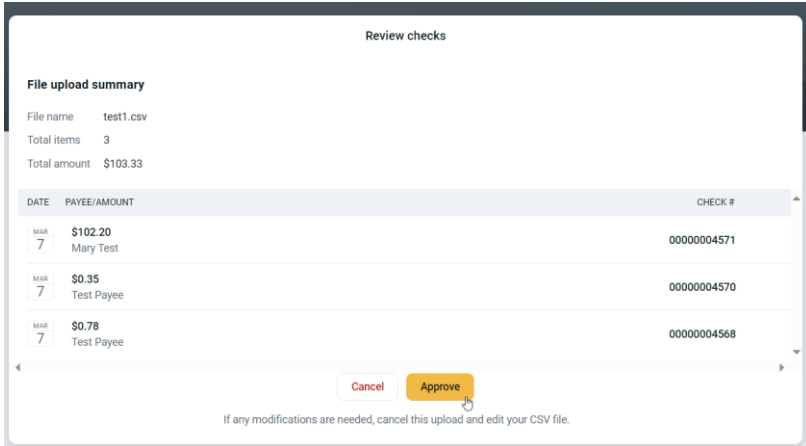
|             |             |            |       |      |              |
|-------------|-------------|------------|-------|------|--------------|
| 1234        | 1234.56     | 06/16/2022 |       |      | Chk          |
| Item Number | Item Amount | Issue date | Payee | Void | Account type |

Click Select on line two to choose the account.

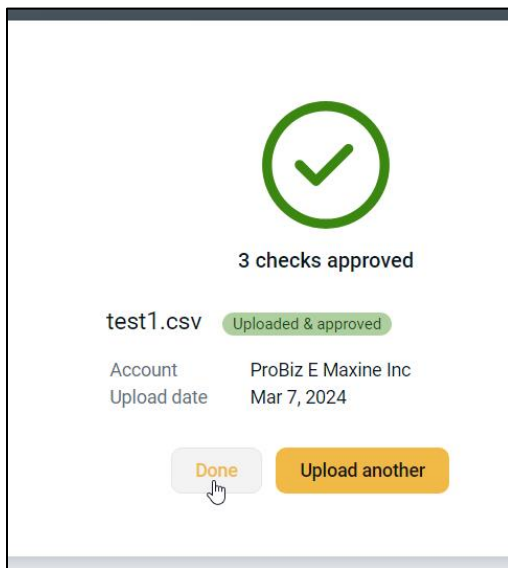
Either drag and drop or browse to find CSV file to upload.

Click review checks

Click Approve.



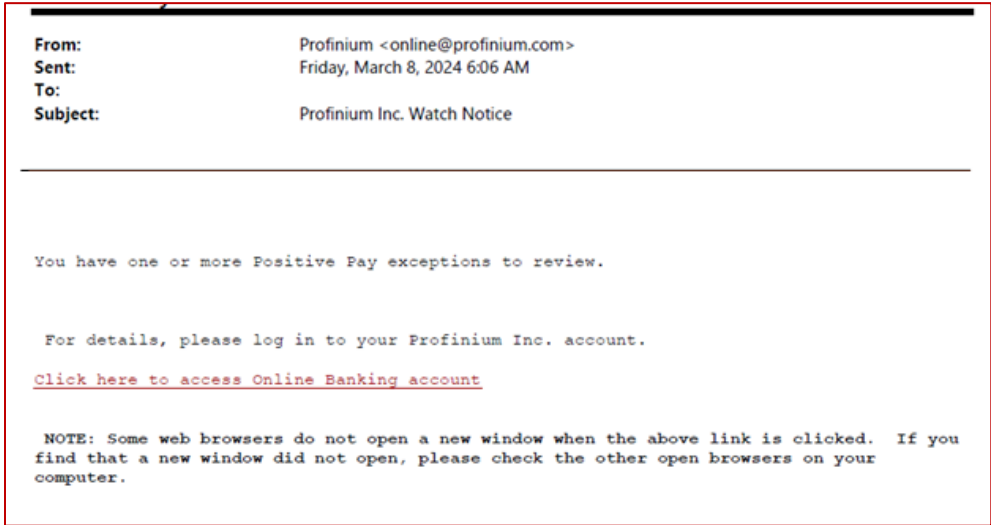
Click Done to close the confirmation screen.



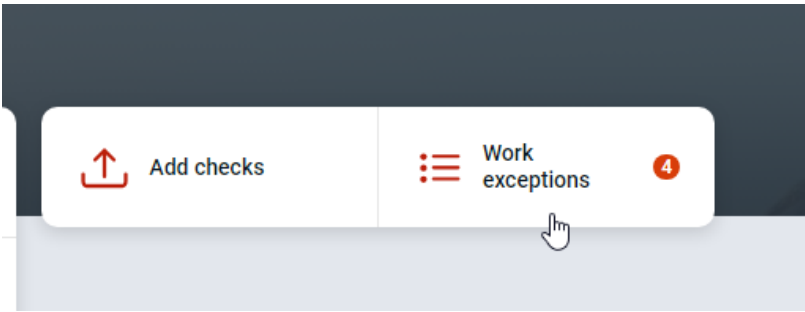
# Working Exceptions

Exception item decisions need to be submitted before 10am CT otherwise the default decision will be used.

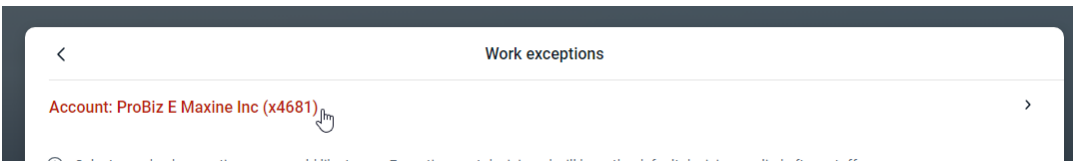
If there are any exception items, the following email will be sent.



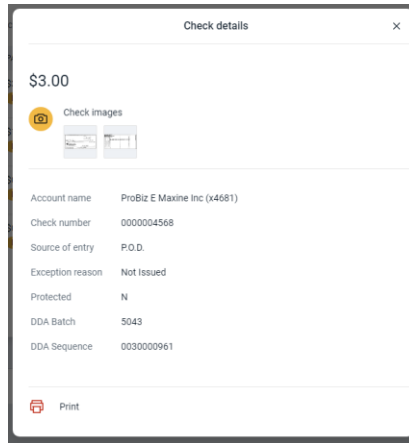
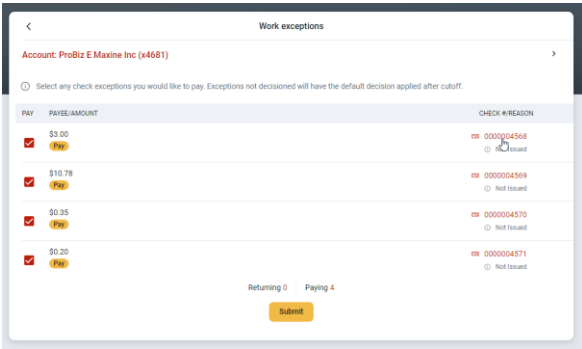
From the Positive Pay screen, click Work exceptions.



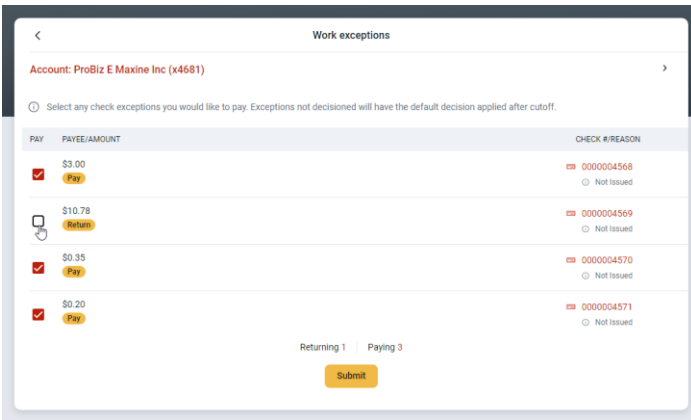
Click the account line to toggle between accounts if needed.



Click the check number to review the check details and any images.



Uncheck the box to return any checks.



Click Submit.

A confirmation alert will show at the bottom of the screen.

