

Submitting Issued Check File

1. Login to the Positive Pay System.
2. Click on the **Submit Issued Check File** button.

Submit Issued Check File

 Step 1. Select a file to process.

 Step 2. Input details about the file.

Client ID:

File processing type:

Items in file:

Dollar amount in file:

 Step 3. Click the "Process File" button.

Step 1

Click the browse button and select the file name.

Step 2

Client ID: Select the client id associated with issued check file.
File Processing Type: Select the format of the issued check file.
Items in File: Enter the total number of check in the file.
Dollar Amount in File: Enter the total dollar amount of all the checks in the file.

Step 3

Click the **Process File** button.

Note: If the total items in the file or the total dollar amount in the file does not match actual number of checks in the file, then the file will be rejected.

3. View the current status of all uploaded issued check files. Click on the **Issued Check File Processing Log Report** button.

Issued Check File Processing Log Report

Client: Demonstration Company

Client ID: All Selected

#1

#2

#3

Upload Date Start: End:

Item Count Start: End:

Dollar Amount Start: End:

Search by the **Upload Date, Item Count or Dollar Amount**. Click the **Produce Report** button.

Client	Client ID	File Type	Items	Amount	Upload Date	Use	File Name
Demonstration Company	1000	Standard Format	Rejected	11	2009.04.07 11:01:11	demo	000000000_000000001_ethe_text_issued.cbf
Demonstration Company	1000	Standard Format	Rejected	11	2009.04.07 11:01:11	demo	000000000_000000001_ethe_text_issued.cbf

Click links under the "Results" column for file processing info.

Processing Output Totals		
File Status	Item Total	Amount Total
Processed:	0	0.00
Exception:	0	0.00
Rejected:	22	1,100.00

Click the results link to view the details of the processing log:

Reject: The file was rejected (not processed).
Unprocessed: The file has not been processed by the bank yet.
Processed: The file was processed successfully.
Processed with exceptions: The file was processed successfully, but contained items that had been previously issued. The duplicate items were not processed.

Add New Issued Check

Manually enter a single check into the issued check archive. Click on the **Add New Issued Check** button.

Add New Issued Check

Client ID: Check #:

Amount: Issued Date:

Auto-Increment Check Number

Client ID: Select the account associated with the check.
Check #: Enter the check number that corresponds with the check.
Amount: Enter the dollar amount of the check.
Issued Date: Enter the date the check was issued.

Click the **Add Check** button.

CUTOFF TIME: Central Bank & Trust, Co. Positive Pay service has a daily cutoff time of 12:00 p.m. EST. If you do not make a decision it will automatically make the decision based on your Positive Pay contract of **Pay All** or **Return All**.