

Creating a Positive Pay File Using File Upload

1. Log in to Online Banking. Click **Cash Management**. Then, click **Positive Pay**.
2. To pull in multiple transactions at one time, click **Edit Upload File Format**.
3. Create a delimited (CSV) file without a header. At the minimum, you will need the check item number, the amount, and the item Indicator (Issued or Void).
4. Select Upload Format to Edit. NOTE: Most common one used is delimited.
5. Select Delimited Format to Edit
6. Click on “Add new” or existing file format that you want to edit
7. Add a Format Name
8. Choose a column # next to each field you use in the delimited file. For example, if your Check Item Number is in column 1, then choose 1. Amount, choose 2. File Indicator, choose 3, etc.
9. Next to “Yes Indicator” type “Issued”.
10. Next to “Amount Format” choose Decimal Included.
11. Click **Save**.
12. Click **Add Issued Items**.
13. From the drop-down, choose Account.
14. Choose Upload File type: Saved Format.
15. Choose File from where it was saved.
16. Click **Upload**.
17. Click **Refresh** until “View Details” appears next to the file you submitted.
18. Click **View Details** and the file information will appear.
19. Review the Upload Results (file details) and then click **Approve**.
20. Click **File Status** to verify that the file you submitted shows as Uploaded.

Creating a Positive Pay File Using Manual Entry

1. Log in to Online Banking. Click **Cash Management**. Then, click **Positive Pay**.
2. Click on **Add Issued Items**.
3. From the drop-down, choose Account.
4. Choose **Upload File** type: Manual Entry.
5. Enter the Check Number, Date Issued, Check Amount, Transaction Type and Payee information.
6. Click **Upload**.
7. Click **Refresh** until “View Details” appears next to the file you submitted.
8. Click **View Details** and the file information will appear.
9. Review the Upload Results (file details) and then click **Approve**.
10. Click **File Status** to verify that the file you submitted shows as Uploaded.

Reviewing Positive Pay Exceptions

1. Log in to Online Banking. Click **Cash Management**. Then, click **Positive Pay**.
2. Click Work **Check Exceptions**.
3. Choose to return or pay each item.
4. **Submit**.