# Quick Reference Guide – Positive Pay Issue Files

## Manual Entry - Upload an Individual Item(s)

As a company user, you can upload issue items for your Positive Pay accounts.

To upload an individual item:

1. From the 🏛 Accounts tab, select the account with the Positive Pay service. Tabs appear above the window name.

2. Click the ⬆ ISSUE ITEMS tab. The Upload Items for Positive Pay window opens.
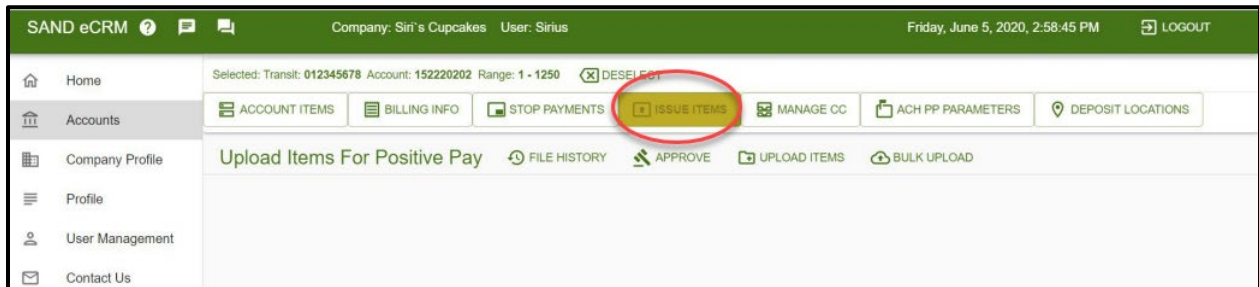
3. Click ➕ UPLOAD ITEMS. The Upload Individual Items window opens.
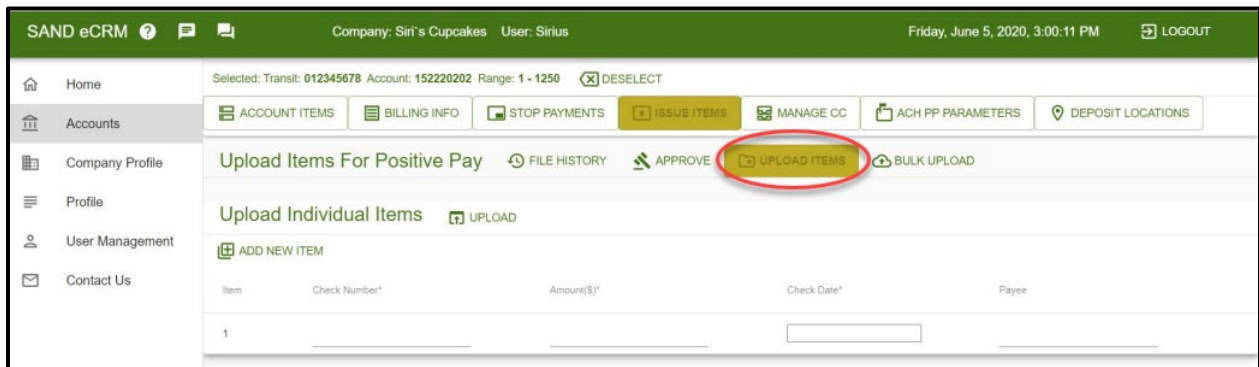

4. Type the Check Number.
5. Type the check Amount($).
6. Type the Check Date.
7. Type the Payee.

NOTE: To void a check, type "VOID CHECK" in the payee field. Positive Pay identifies the check number entered and voids the check.

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❖ Click ⊞ ADD NEW ITEM to add an additional item to upload. Positive Pay adds an additional row, with the next sequential check number populated, and a DELETE option added to the first row.
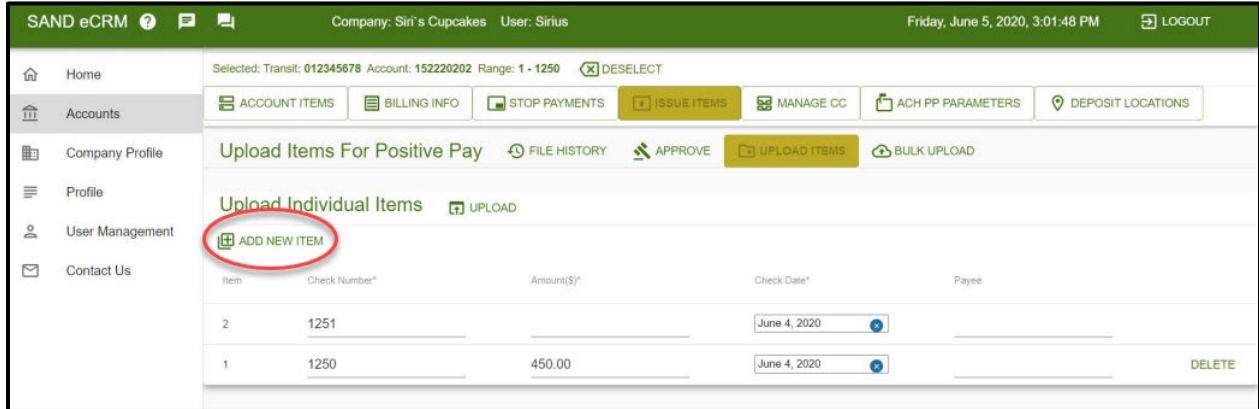

8. Complete the information for the additional item.

9. Click 🔼 UPLOAD. A confirmation message opens.

10. Click ⊘ OK to upload the items and return to the Upload Items For Positive Pay window.

Uploading Issued Items File – Bulk Upload

To bulk upload issue files:

1. From the 🏛 Accounts tab, select the account for which you want to upload issue items. Tabs appear above the window name.

2. Click the 🔼 ISSUE ITEMS tab. The Upload Items for Positive Pay window opens.
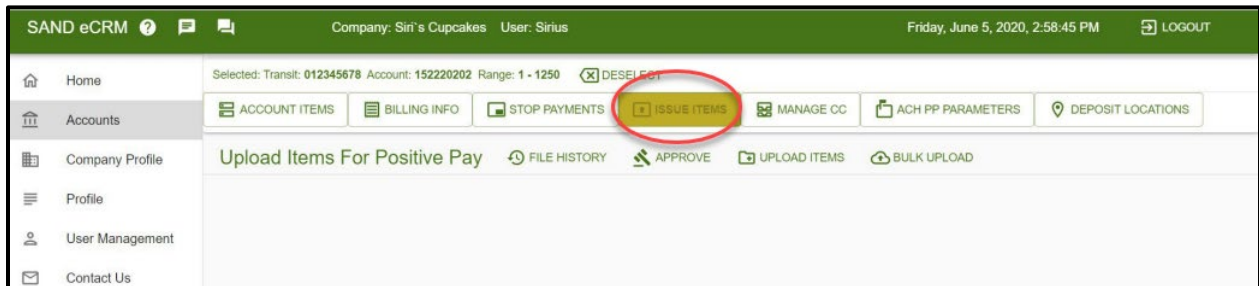
3. Click ☁ BULK UPLOAD. The Bulk Upload window opens.

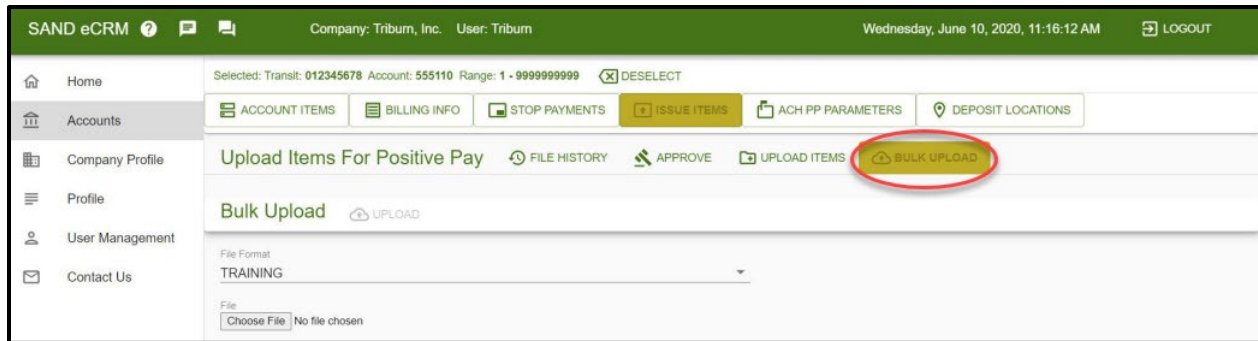# Quick Reference Guide – Positive Pay Issue Files

4. Select the File Format to use for the issue file.

> **NOTE**: The Positive Pay service for the company account must have the Allow Format Selection function enabled to select a file format.

5. In File, click Choose File to locate and select the file to upload.

6. Click 🔼 UPLOAD. A confirmation message opens indicating that the file was uploaded. The window displays the following information about the upload:

   - Import ID
   - Transit Number
   - Account Number
   - File Name
   - Number of checks issued—The number of issued checks is zero if the file is duplicated or if the file contains accounts not permitted.
   - Total amount issued
   - Number of checks void
   - Total amount void
   - First check number
   - Last check number
   - Account Status—Indicates the status of the file upload
     - Active
     - Pending—Indicates that Dual Control is enabled on the account, and a second authorized user must approve the upload

7. Click ✅ OK to return to the Upload Items For Positive Pay window.

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Approving Issue Items – Dual Control

IMPORTANT: Only Dual Control accounts with the Positive Pay can approve issue file uploads. The approving user must also have the ApproveIssueItems permission **(Requires System Configuration by BancFirst)**.

For accounts with Dual Control enabled, authorized users can approve or deny issue items uploaded by other company users.

To approve an issue item that was uploaded:

1. From the 🏛 Accounts tab, select the account with the Positive Pay service. Tabs appear above the window name.

2. Click the 🔼 ISSUE ITEMS tab. The Upload Items for Positive Pay window opens.
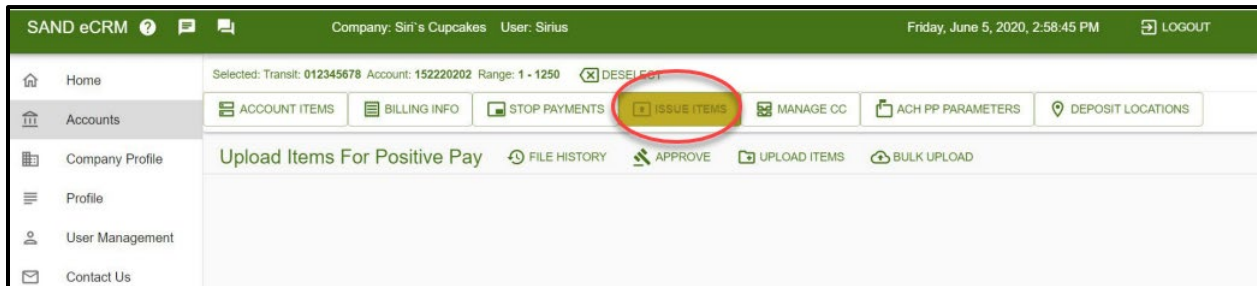
3. Click ⚒ APPROVE. The Bulk Decisions window opens.

NOTE: If the Approve option does not appear, you do not have the required ApproveIssueItems permission. **(Requires System Configuration by BancFirst)**

4. [Optional] Select an issue item to view its contents. The OUTSTANDING ITEMS window opens.

5. In Bulk Decisions - Apply to all items on this page, select ✔ ACCEPT or ✕ REJECT. A confirmation message opens.

6. Click ⊘ OK to confirm the decision and return to the Upload Items for Positive Pay window.

Issue File Upload Errors

If Positive Pay cannot upload an issue file, an error message appears. The following messages indicate a file upload error:

- Invalid format—The following are incompatible with the layout assigned to the account:

- o File format

- o Data mask such as date, values for issue, or void

- o Record size

- Invalid data—The content of one or more fields includes binary data rather than ASCII data. This is prohibited to prevent injection of malicious code.

- Invalid account—The issue file contains an incorrect account number or the user uploading the file does not have the appropriate permission to access the account.

- Duplicate issue over paid—The issue file contains a check that has already cleared. This indicates the file is a duplicate that was mistakenly uploaded.
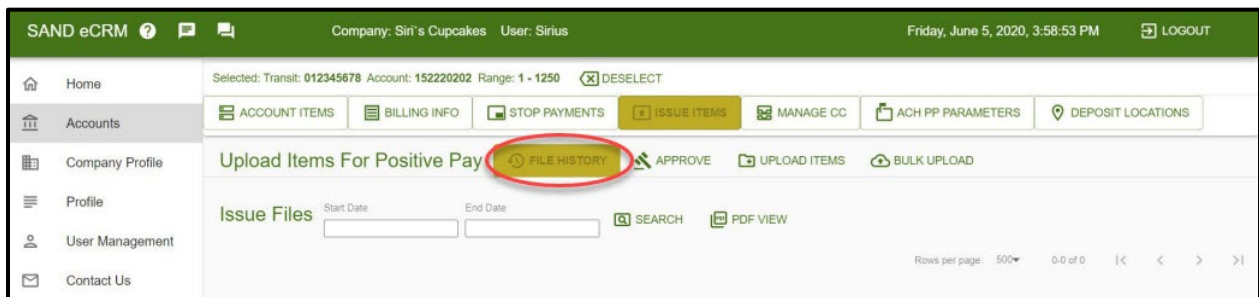
Viewing the Issue File History

After you upload items individually or in bulk from an issue file, you can show the history of all items added and files uploaded for the account.

To view the issue file history:

1. From the 🏛 Accounts tab, select the row that contains the account with the Positive Pay service. Tabs appear above the window name.

2. Click the ⬆ ISSUE ITEMS tab. The Upload Items for Positive Pay window opens.
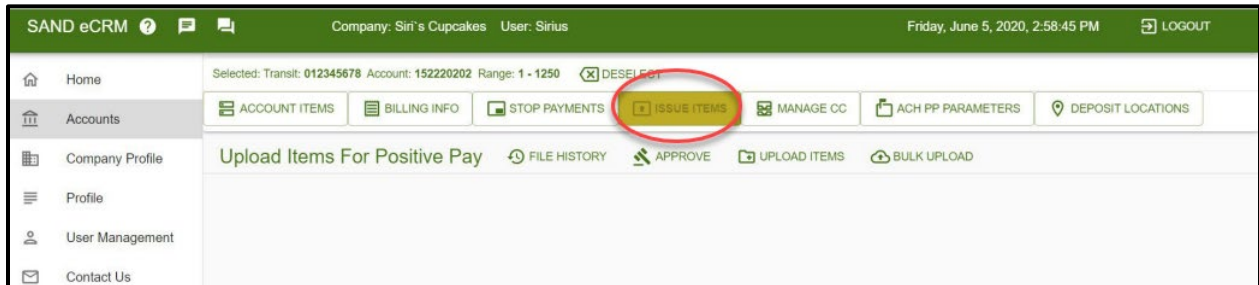
3. Click 🕐 FILE HISTORY. The Issue Files window opens.

4. [Optional] From Rows per page, select the number of results to include on each page.

5. Click SEARCH to view all issue files. Each result includes the following information:

- Import ID—Unique identification number designated by Positive Pay

- Date—Date the user or system uploaded the issue file or when a user manually added the item

- File Name—The issue file name. If this was manually uploaded, the file name is Manual Issue.

- # Issued—The total number of checks from this account included in the issue file or manually-added. For manually-voided checks, the number is zero (0).

- Amount Issued—The total amount of all checks included in the issue file. If a manually-issued item, the amount is one (1). For voided checks, the amount is zero dollars (0.00).

- # Void—Total number of voided checks included in the issue file or added manually.

- Amount Void—Total amount of voided checks included in the issue file or added manually

- First Check—First check number in the issue file sequence

- Last Check—Last check number in the issue file sequence

- Presented by—User who uploaded the issue file or manually issued the item

- Import Status—Status of the upload for the issue file

- Approval Status—For accounts with dual control enabled, the approval decision

- Total No. of Chks Issued—Total number of items included in manually-entered issue files

- Total Amount Issued—Total amount of checks included in manually-entered issue files

- Total No of Chks Void—Total number of voided checks included in manually-entered issue files

- Total Amount Void—Total amount of all voided checks included in manually-entered issue files

TIP: To narrow search results, select or type a Start Date, End Date, or both, and then click Search.

6. [Optional] Click ⬛ PDF VIEW to open a PDF version of the Issued File History report, and then click ⊗ CLOSE PDF VIEW to return to the Issue Files window.