



Business Banking

Positive Pay



Submitting Issued Checks Guide



Positive Pay- Submitting Issued Checks

Check Positive Pay with Payee Match helps detect check fraud by matching the company's issued check with the check presented for payment.

This step-by-step guide provides instructions for submitting issued checks for review within Positive Pay in order to identify discrepancies. See the Check Issue File Formatting Guidelines for file mapping prerequisites.

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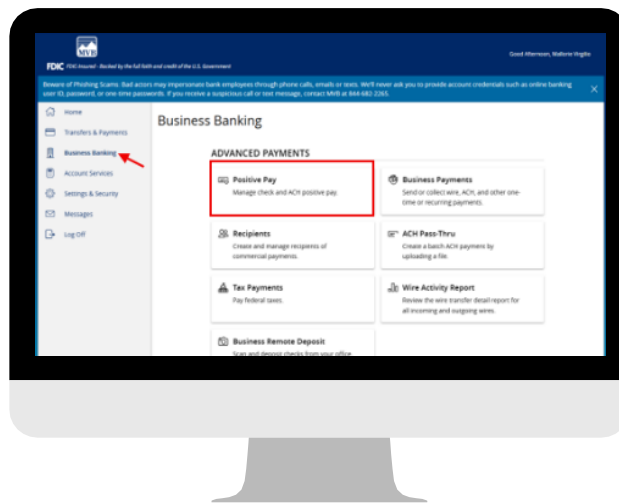


Accessing Positive Pay

Below are steps you will take to access Positive Pay, where you can view or add issued payments, and decision exception items.

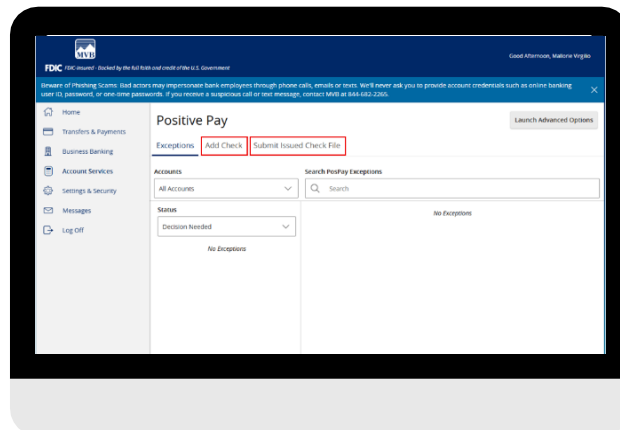
1

From the Home page, click **Business Banking** and then select the Positive Pay tile.



2

Once in Positive Pay, determine preferred method of submitting issued checks. Click either **Add Check** or **Submit Issued Check File**.



Note: Submitting a Check File is the preferred method when entering ten or more checks at a time.

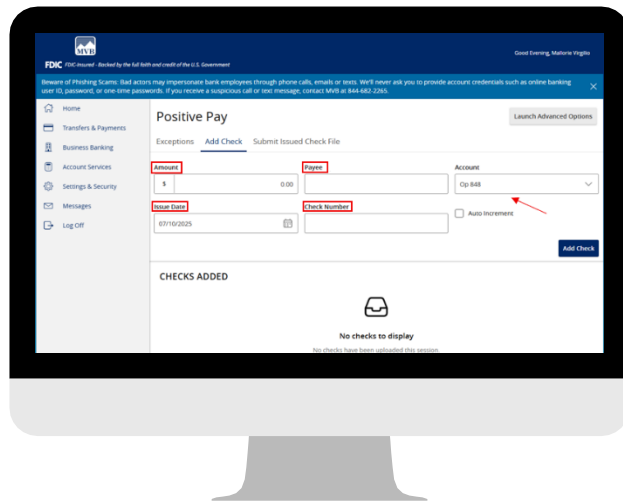
Add New Issued Check

Below are steps you will take to submit issued checks for small quantities of items.

1

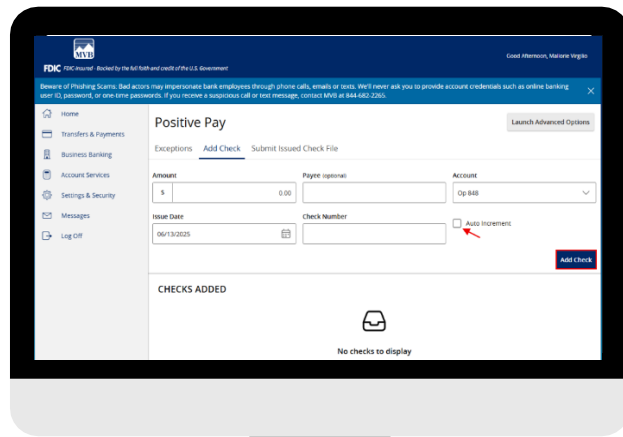
Select the corresponding Account ID from the drop-down menu.

- a. Enter the dollar amount
- b. Enter the issued payee
- c. Enter the issued date of check
- d. Enter the check number



2

Check the box next to **Auto Increment** option to increase the check number by one after each check submission. Then click **Add Check**.



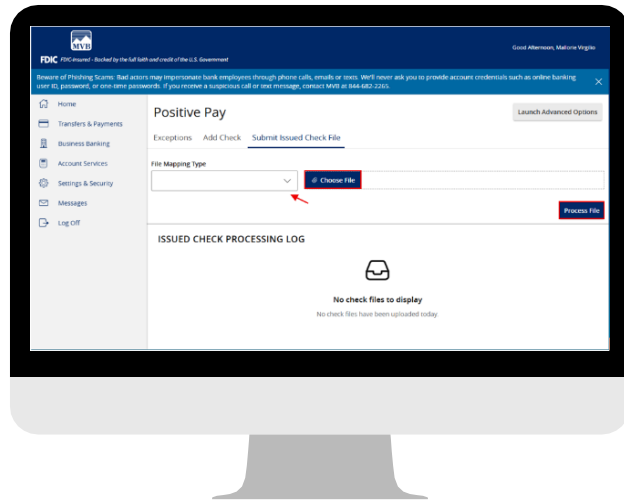
Note: Submission of an issued check is a real time process. The checks are considered current outstanding issued items as of this point.

Submit Issued Check File

Below are steps you will take to submit issued checks for ten or more payment items.

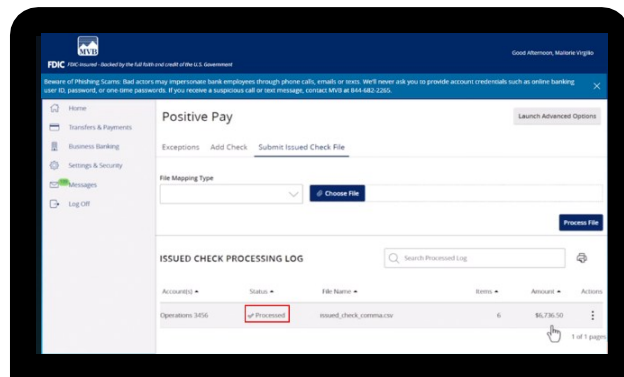
1

Select the File Mapping Type being uploaded. Then click **Choose File** to upload the file. Once selected, click **Process File**.



2

Once file has been processed, status will show **✓Processed** if completed successfully.



Note: There are four possible results.

1. Unprocessed- the file has been uploaded but has not yet been processed.
2. Processed- the file was processed successfully.
3. Processed with Exceptions- the file was processed successfully, but duplicate checks were not loaded.
4. Rejected- the file was rejected due to one of the following reasons:
 - a. A mismatch between the number of items/amounts entered on the page and the number of items/amounts contained in the file.
 - b. The file format did not match the selected format.



Questions?
Please contact Client Support at 1-844-682-2265 or ibsupport@mvpbanking.com

