

Check Positive Pay – Issues and Voids

Quick Reference Guide

Positive Pay – Issues and Voids

Positive Pay Menu

Payments > Positive Pay

The screenshot shows the INTRUST Bank web interface. At the top, there is a navigation bar with the INTRUST Bank logo on the left and utility links (Message Center, Notifications, Cut-Off Times, Last Login, and user profile) on the right. Below the navigation bar is a main menu with tabs for DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The PAYMENTS tab is selected. On the left side, there is a 'My Dashboard' section with a table of accounts. The main content area is divided into four columns: Transfer, Wire, ACH, and Positive Pay. The Positive Pay column contains several options, with three callouts: 1 pointing to 'Create Issued Items', 2 pointing to 'Issued Items Activity', and 3 pointing to 'Check Upload Formats'. At the bottom of the dashboard, there is a 'Payments Pending Approval' section with a table header for Transaction ID, From Account, and To Account.

Account Number	Account Name	Current Balance
xxxx5570	Checking	\$0.00
xxxx8477	Savings	\$21,075,921.77

Transaction ID	From Account	To Account
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1 Create Issued Items

Enter or upload files of Issued and Voided checks

2 Issued Items Activity

View items

3 Check Upload Formats

Create new formats for file upload, view, edit or delete existing formats

Positive Pay – Issues and Voids

Create Issued Items – Manual Entry

The screenshot shows the 'Enter Positive Pay Issued Checks' form in the '1. Manage Issued Items' step. At the top, there are three steps: '1. Manage Issued Items' (active), '2. Review', and '3. Confirmation'. Below the steps, there are two radio buttons: 'Enter Checks' (selected) and 'Upload File'. A search bar labeled 'Type to filter' is on the right. Below that, there is a toggle for 'Increment Check Numbers' (currently off) and an information icon. A table with columns 'Type', 'Account Number (Type)', 'Check Number', 'Date Issued', 'Check Amount', and 'Payee' is shown. The 'Check Amount' field is set to '\$0.00'. A '+ Add Row' button is on the right. At the bottom, there are buttons for 'Review', 'Undo Changes', and 'Cancel'.

1

2

3

1 Select the **Enter Checks** radio button.

2 Enter issued item information. If entering multiple items:

- Select **Increment Check Numbers** toggle to automatically populate the check number field with the next available number
- Select + to populate additional rows

3 When all items have been entered, select **Review**

The screenshot shows the 'Enter Positive Pay Issued Checks' form in the '2. Review' step. The steps are: '1. Manage Issued Items', '2. Review' (active), and '3. Confirmation'. The search bar is present. The table now contains one row: 'Check', 'Test 9416 (Checking)', '1234', '05/16/2023', '\$5.00', and 'ABC Company'. At the bottom, there are buttons for 'Confirm', 'Back', and 'Cancel'.

4

4 On the **Review** screen, verify all items are correct. Select from the following options:

- **Confirm** to submit items
- **Back** to edit items
- **Cancel** to return to the Issued Items Activity screen

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Create Issued Items – File Upload

Upload Positive Pay Issued Checks

1. Upload Positive Pay File | 2. Manage Issued Items | 3. Review | 4. Confirmation

Enter Checks Upload File **1**

Saved Format * **2**

Account **2**

3

Maximum file size of 4MB

4

1 Select the **Upload File** radio button.

2 Select the correct format from the dropdown menu, then select the account.

Note: If a Saved Format is not available, navigate to **Payments > Positive Pay > Check Upload Formats** to create an upload format for your Positive Pay file.

3 **Select a File** allows you to browse and select the file you wish to upload.

4 Select **Upload**

5 The **Manage Issued Items** screen will reflect all items in the file. Items can be edited if needed. Select **Review**.

6 On the **Review** screen, verify all items are correct. Select from the following options:

- **Confirm** to submit items
- **Back** to edit items
- **Cancel** to return to the Issued Items Activity screen

1. Upload Positive Pay File | **2. Manage Issued Items** | 3. Review | 4. Confirmation

Type to filter Total Checks: 1
Total Amount: [\\$5.00](#)

Increment Check Numbers

Type	Account Number (Type)	Check Number	Date Issued	Check Amount	Payee	<input type="button" value="+ Add Row"/>
Check	xx9416 (Checking) <input type="button" value="Q"/>	1234	Specific Date 05/16/2023	\$5.00	ABC Company	<input type="button" value="+"/>

Viewing 1 of 1 item

5

1. Upload Positive Pay File | 2. Manage Issued Items | **3. Review** | 4. Confirmation

Type to filter Total Checks: 1
Total Amount: [\\$5.00](#)

Type	Account Number (Type)	Check Number	Date Issued	Check Amount	Payee
Check	249416 (Checking)	1234	05/16/2023	\$5.00	ABC Company

Viewing 1 of 1 item

6

Positive Pay – Issues and Voids

Voiding Issued Items

Enter Positive Pay Issued Checks

1. Manage Issued Items | 2. Review | 3. Confirmation

1 Enter Checks Upload File

Type to filter Total Checks: 1
Total Amount: [\\$0.00](#)

Increment Check Numbers 2

Type	Account Number (Type)	Check Number	Date Issued	Check Amount	Payee	<input type="button" value="+ Add Row"/>
Void	xx9416 (Checking) <input type="text"/>	1923101	Select a date	\$0.00		<input type="button" value="+"/> 2

Viewing 1 of 1 item

3

1. Manage Issued Items | 2. Review | 3. Confirmation

Type to filter 4

Type	Account Number (Type)	Check Number	Date Issued	Check Amount	Payee
Void	xx9416 (Checking)	1923101	01/09/2023	\$10.00	Payee Two

Viewing 1 of 1 item

5

1 Select the **Enter Checks** radio button. **Upload File** is also available.

2 Select **Void** from the Type dropdown.

Note: Only account number and check number are required. If entering multiple items:

- Select **Increment Check Numbers** toggle to automatically populate the check number field with the next available number
- Select **+** to populate additional rows

3 When all items have been entered, select **Review**.

4 Use the **Review** screen to verify all check numbers are correct.

Note: Date Issued, Check Amount and Payee fields reflect information from the original Issued item and will be retained when the status updates to Void.

5 Select from the following options:

- **Confirm** to submit items
- **Back** to edit check numbers
- **Cancel** to return to the Issued Items Activity screen

Positive Pay – Issues and Voids

Issued Items Activity

The screenshot shows the 'Issued Items Activity' page. On the left is a search filter flyout (1) with fields for Item Entry Type, Item Type, Item Status, Date Type, Accounts, Amount, Check Number, and Payee. The main area has a search bar (2) and a table of items. The table has columns for Item Entry Type, Item Type, Item Status, Issued Date, Created Date, Void Date, Account (3), Amount, Check Number, and Payee. A summary box (5) shows 'Total Issued Items: 128' and 'Total Amount: \$2,200,877.65'. A pagination bar at the bottom shows 'Viewing 1 to 10 of 128 items' and navigation buttons. A 'Create Issued Items' button, 'Download' button, and 'Print' button are at the top right (4). A tooltip (6) is shown over an item's icon, displaying '2/2/2023 8:13:56 AM Void'.

Item Entry Type	Item Type	Item Status	Issued Date	Created Date	Void Date	Account	Amount	Check Number	Payee
Manual	Check	Issued	01/09/2023	01/09/2023		xx9416	\$10.00	1923101	Payee Two
Manual	Check	Issued	01/09/2023	01/09/2023		xx9416	\$15.00	1923102	Payee Three
Manual	Check	Issued	01/09/2023	01/09/2023		xx9416	\$20.00	1923103	Payee Four
Manual	Check	Issued	01/09/2023	01/09/2023		xx9416	\$5.00	1923104	Payee One
Manual	Void	Void	02/02/2023	02/02/2023	02/02/2023	xx9416	\$0.00	5	
Upload	Void	Void	02/01/2020	02/02/2023	02/01/2020	xx9416	\$5.00	6	2/2/2023 8:13:56 AM Void

1 Search for Issued Items using the flyout filter. Optional search criteria includes:

- Item Type – check or void
- Item Status – includes issued, cleared, void, etc.
 - Exclude “deleted” if searching with all statuses
- Date Type – issued, created or void date
- Payee – partial name allowed

2 Utilize the Type to Filter feature to narrow the results.

3 Arrows next to each heading will sort that column.

4 Options to Print results or download as CSV or PDF.

5 Select **Total Amount** to display an overview of item count and amount total associated with each account.

6 Hover over the icon to the right of each item to view the audit history.

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Check Upload Formats

Positive Pay Upload Format List 1 3 Create New Format Download Print

Template Name	Type	Created Date	Created By	Actions
SMAC TEST 2	Delimited			
MICASH	FixedPosition			

2 Records

1 The Positive Pay Upload Format List displays all upload formats that have been created.

2 Select a Template Name to view details or edit template.

3 Select **Create New Format** to build new upload template.

4 The Positive Pay Mapping Tool offers options for delimited and fixed position file details. Required fields are marked with a red asterisk.

5 **Column Order** or **Positioning** fields will change based on your selection of file type.

6 Select **Save** when finished.

Positive Pay Mapping Tool 4

Upload Format Delimited Fixed Position

Template Name * Text qualifier is identified by a single quotes (') and field delimiter is identified by a comma (,).

Delimited

Exclude Header Rows **Exclude Footer Rows**

Item Amount Decimal Included Whole Dollar (798 = 798.00) Implied Decimal (798 = 7.98)

Issued Date Format **Checking Indicator** **Savings Indicator** **Void Indicator**

Void Date Format

Column Order

- Issued Date *
- Item Amount *
- Item Number *
- Account Number
- Account Type
- Payee
- Void Date
- Void Indicator

Positioning

	Begin	End
Issued Date *	<input type="text"/>	<input type="text"/>
Item Amount *	<input type="text"/>	<input type="text"/>
Item Number *	<input type="text"/>	<input type="text"/>
Account Number	<input type="text"/>	<input type="text"/>
Account Type	<input type="text"/>	<input type="text"/>
Payee	<input type="text"/>	<input type="text"/>
Void Date	<input type="text"/>	<input type="text"/>
Void Indicator	<input type="text"/>	<input type="text"/>

6 Save Cancel