

# Positive Pay – Uploading Issued Checks

Click on Manage file definition



Check Register | Check Exceptions | Exception History

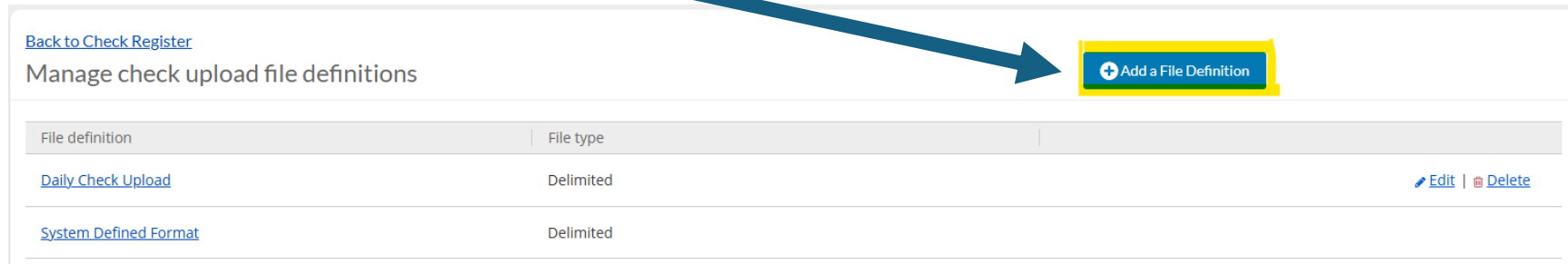
Demand Dep \*6393 Export

Add Issued Check Upload Issued Checks Manage file definition ⓘ Search

Delete 6 of 6 records. Export report for full results.

<input type="checkbox"/> Check#	Payee	Check Amount	Void	Status	Action
Oct 08, 2025					
<input type="checkbox"/> 196	Test 2	\$2.00		Default returned	
<input type="checkbox"/> 195	Test 2	\$2.00		Default returned	
<input type="checkbox"/> 194	Test 2	\$2.00		Default returned	
<input type="checkbox"/> 193	Test 2	\$2.00		Default returned	
Oct 06, 2025					
<input type="checkbox"/> 2356	Test	\$150.00		Submitted	<a href="#">Edit</a>   <a href="#">Delete</a>
Aug 27, 2025					
<input type="checkbox"/> 1235	Test 2	\$120.00	Void	Submitted	<a href="#">Edit</a>   <a href="#">Delete</a>

Click on Add a File Definition



[Back to Check Register](#)  
Manage check upload file definitions

[+ Add a File Definition](#)

File definition	File type	
<a href="#">Daily Check Upload</a>	Delimited	<a href="#">Edit</a>   <a href="#">Delete</a>
<a href="#">System Defined Format</a>	Delimited	

Complete the screen below to upload our sample file.

File Definition Name: Create your File Name

File Type: Delimited

Field Delimiter: Comma

Date Format: mm/dd/yy

Check the box next to Skip the file header row

How many fields are there in the file? 5

Amount format: 1234.12

Click Next once all information entered.

File details      Map fields      Test & Confirm

---

Define file details

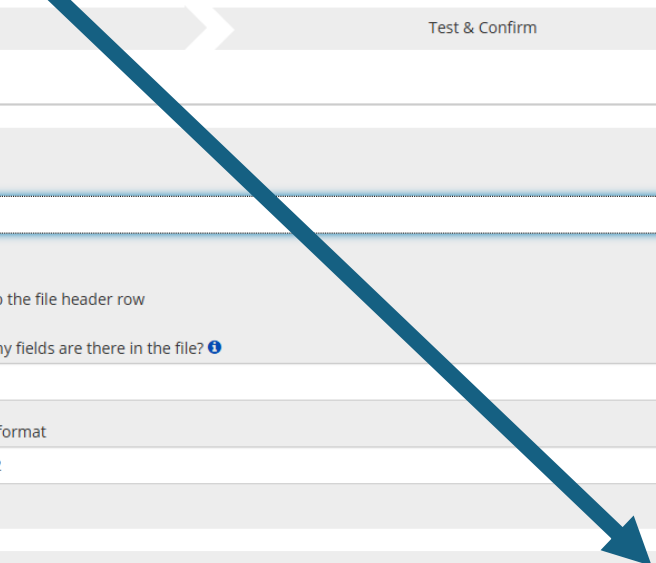
File definition name  
Daily Checks

File type  
Delimited  Skip the file header row

Field delimiter  
Comma(,)      How many fields are there in the file? 5

Date format  
mm/dd/yy      Amount format  
1234.12

Cancel      Next



Check Number should be Field 1    Payee should be Field 2    Issued Date should be Field 3  
Amount should be Field 4    Void should be Field 5

File details    **Map fields**    Test & Confirm

**Map field from your upload file**

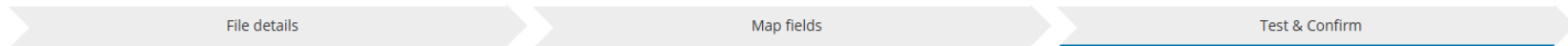
Select fields from your upload file to map to the output file.

Map these fields	To fields from your file in...
Check Number	Field 1
Payee	Field 2
Issued Date	Field 3
Amount	Field 4
Void (optional)	Field 5

Back    Next

## Upload a test file - Positive Pay Test Example

All files MUST be saved as a CSV (Comma Delimited) (\*.csv) file or you will receive an error.



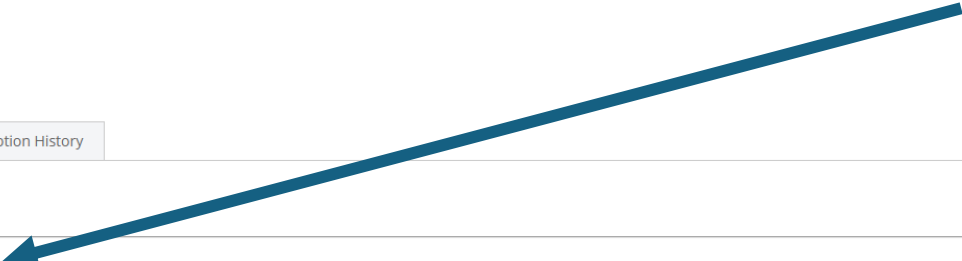
### Test & Confirm (Optional)

You may upload a file to test the mapping

Upload a test file

A	B	C	D	E	F
Check Number	Payee	Issued Date	Amount	Void	
1	Vendor	01/01/25	100.00	Yes	
2	Vendor	02/02/25	200.00	No	

# Upload your daily check register, click on Upload Issued Checks



**Check Register** | Check Exceptions | Exception History

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Add Issued Check Upload Issued Checks [Manage file definition](#) Search

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Click on Browse to find your saved daily check register to upload from your system, then click Upload once you have located your file.

**Upload Issued Checks** ×

Upload a file with all your checks you have issued recently. [Download a System Defined Format file](#)

Select file definition

Daily Check Upload

Browse

**i** Need to create a different file format? [+ Add a File Definition](#)

Upload Cancel

## Upload Issued Checks



Upload a file with all your checks you have issued recently. [Download a System Defined Format file](#)

Select file definition

Daily Check Upload

Browse

11 18 2025 test.csv



Need to create a different file format?



[Add a File Definition](#)

Upload

Cancel