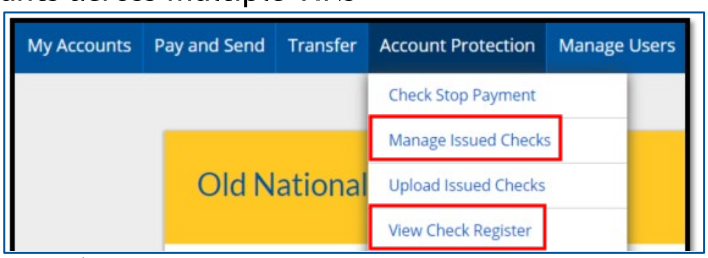
Check Registers allows business users to add and/or upload checks issued by the business. Issued checks are then matched against the list of checks that have been presented to the FI for payment.

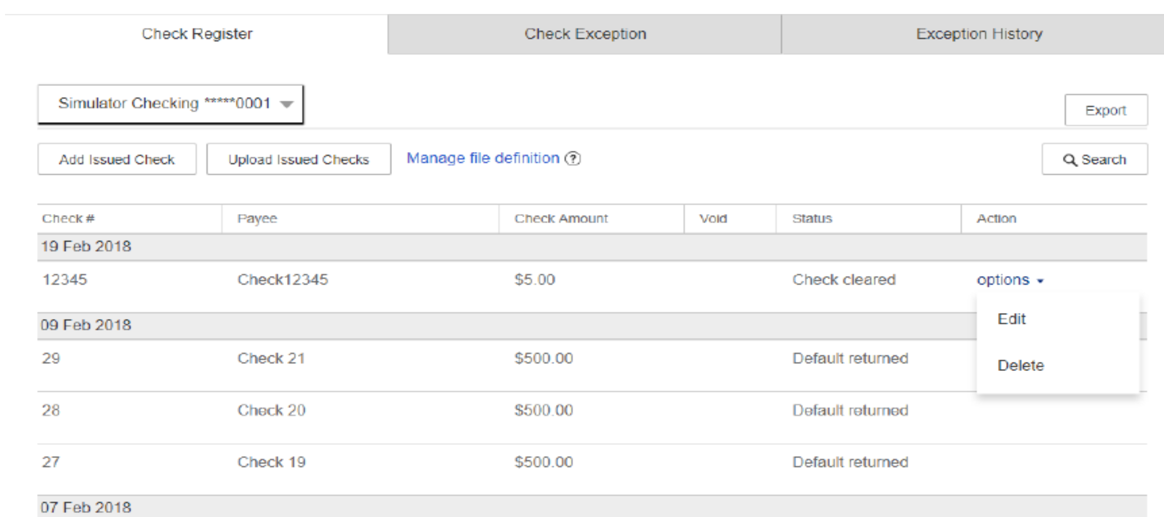
Check Register Basics

- Visible to business users with View Check Register and Manage Check Register permissions
- Options to Add, Upload, Edit, and Delete are removed for business users with View Check Register permissions
- Register displays information on the account level based on entitlements, including accounts across multiple TINs



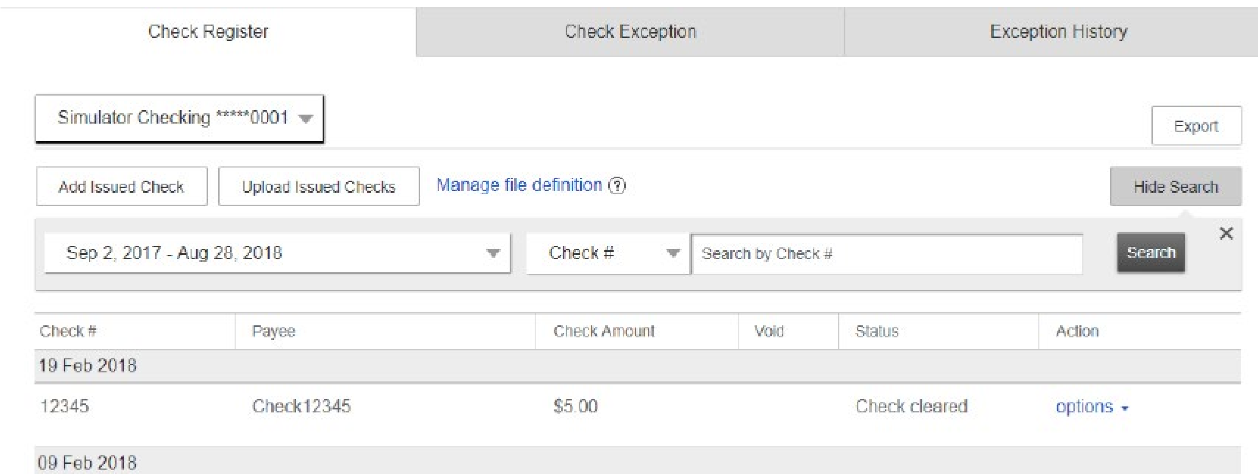
Check Register Layout

1. Options to add issued checks or upload issued checks file (check issue file upload limited to no more than 5,000 checks per upload).
2. Search for issued checks previously added or uploaded.
3. Issued checks listed by date.
4. Option dropdown to edit or delete issued checks previously added or uploaded.
5. Export check register information.



Search for issued checks:

1. Select the account the check is drawn on.
    - Entitlements determine the accounts that display in dropdown, including accounts across multiple TINs.
2. Select **Search** to expand search function.
    - Button will change to Hide Search after expanded.
    - Selecting the Hide Search button will remove the search boxes and return the date range back to the default (-/+ 180 days).
3. Select date range. Once date range is selected, additional criteria may be entered such as check number, payee, amount, or status.
4. Select **Search**.
5. If desired, select Export to save data to a .csv format.

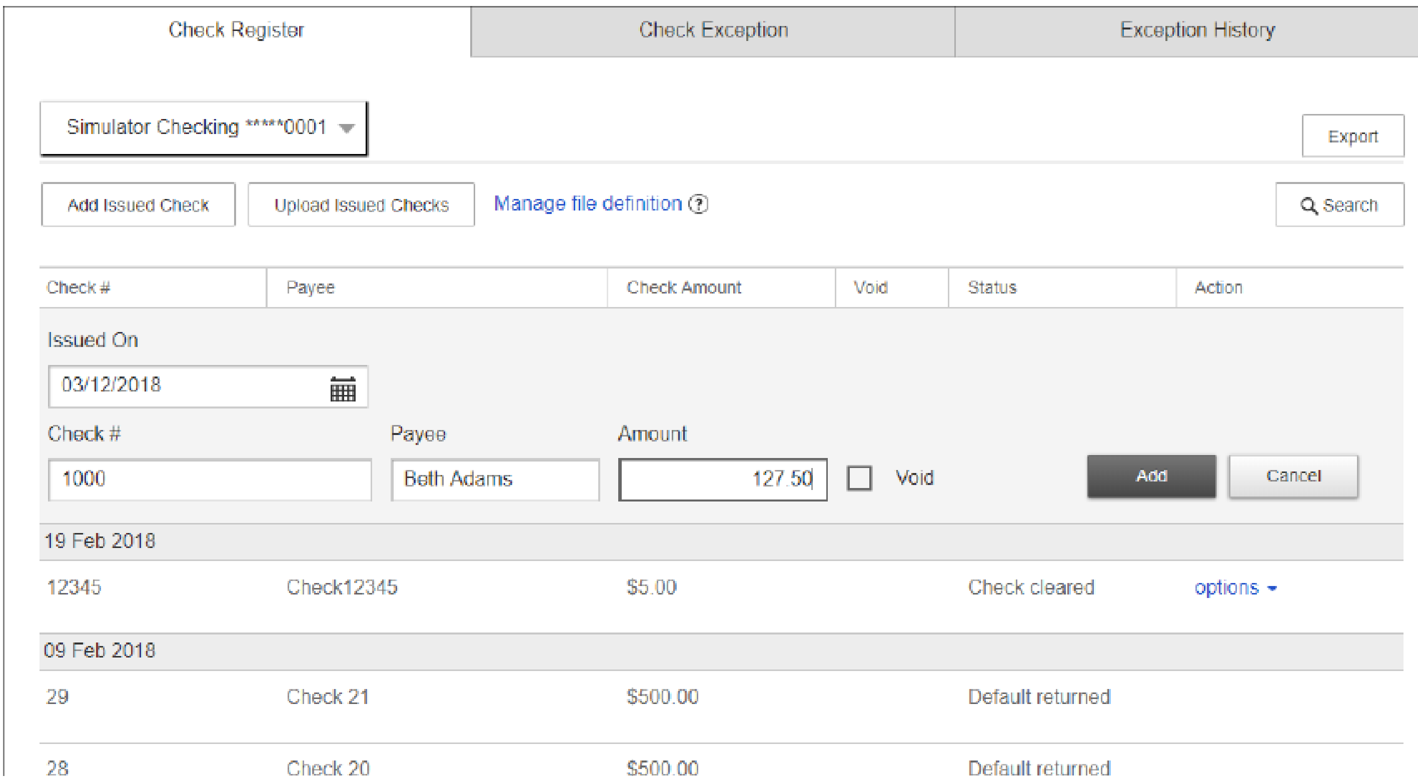


Tips:

- A default date range of -/+ 180 days will be displayed in the date rate selection field. Additional options of all days, last 30 days, last 60 days, last 90 days, last 180 days, and custom dates selection options also appear in the dropdown.
- The All Days date range can only be used when searching for a specific check number.
- Custom date range selections are limited to one year.
- Payee search requires that at least the first 3 characters of the payee be entered; wildcard searches are not supported.

Add issued checks:

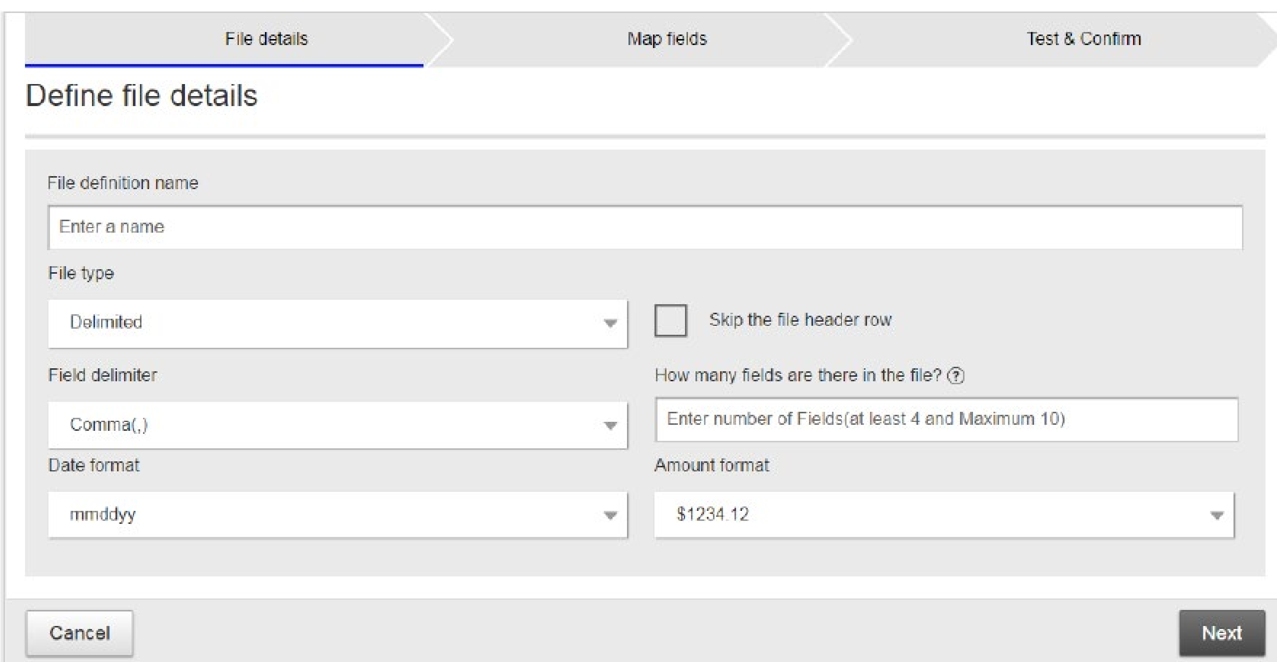
1. Select the account the check is drawn on.
    - Entitlements determine the accounts that display in dropdown, including accounts across multiple TINs.
2. Select **Add Issued Check.**
3. Enter check information, including; issued on date, check number, payee name, amount.



Manage Import File Definitions:

Step 1: File Details

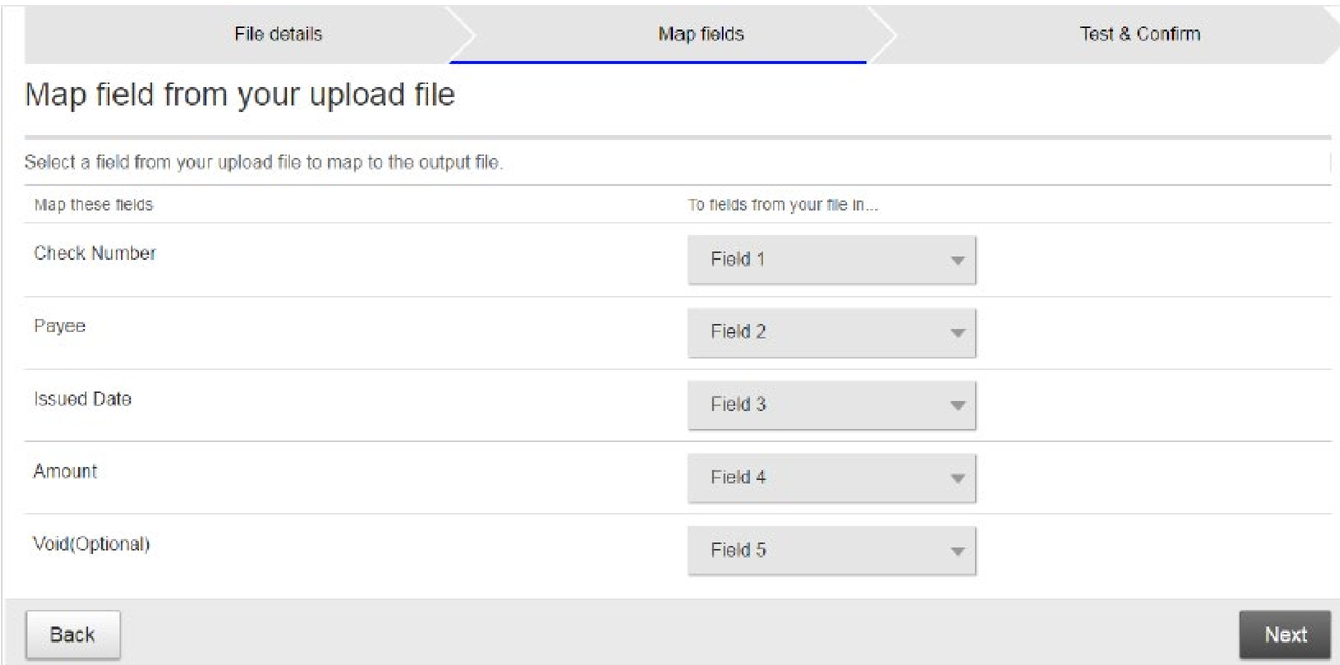
1. Enter File Definition Name. Definition Name must be unique from other file definitions.
2. Select File type (Delimited Only). Select what separates the data (comma, tab, or pipe).
3. Select Date Format.
4. If the file has a header in the first row, check Skip the file header row.
5. Enter number of fields in the file (at least 4). Required fields for Check Positive Pay:
    - Check Number
    - Payee Name
    - Issue Date
    - Amount
6. Select the amount format
    - Fixed or Tab and Pipe Delimited ($1,234.12, $1234.12, 1,234.12, 1234.12)
    - For Comma Delimited: ($1234.12, 1234.12)



Manage Import File Definitions:

Step 2: Map Fields

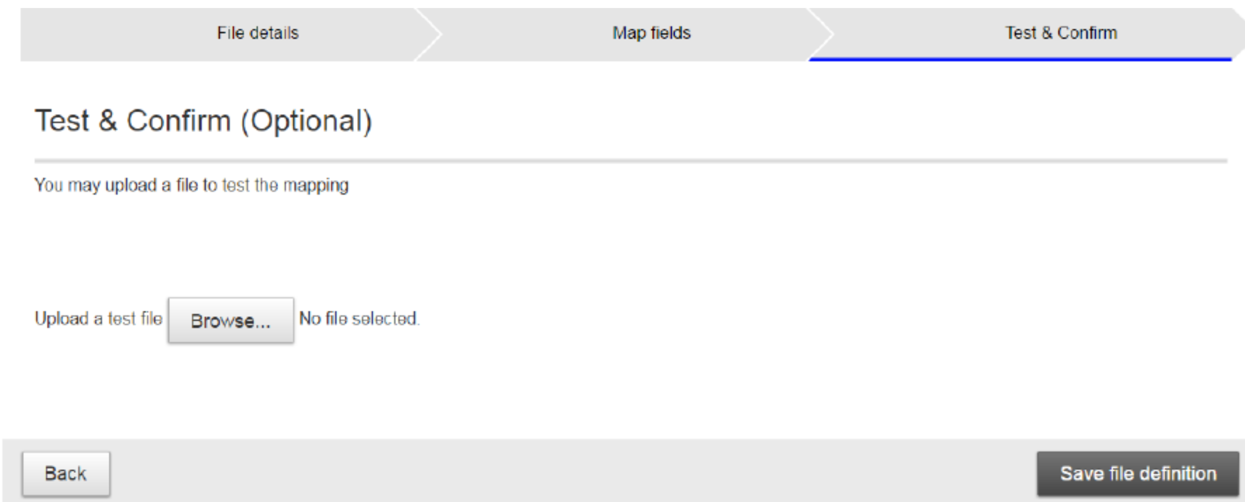
- Tell the system where the data is located within the file that will be imported.
- All the fields required for Check Positive Pay must be included in the file import.



Manage Import File Definitions:

Step 3: Test & Confirm

Best practice is to do a test import with an actual file to validate the mapping is correct. The system validates each field to make sure only valid characters are imported.



Tips:

- Approval is not required when creating an import file map.
- Once created, import maps are saved for future use.
- Import maps can be edited later if file layouts change.

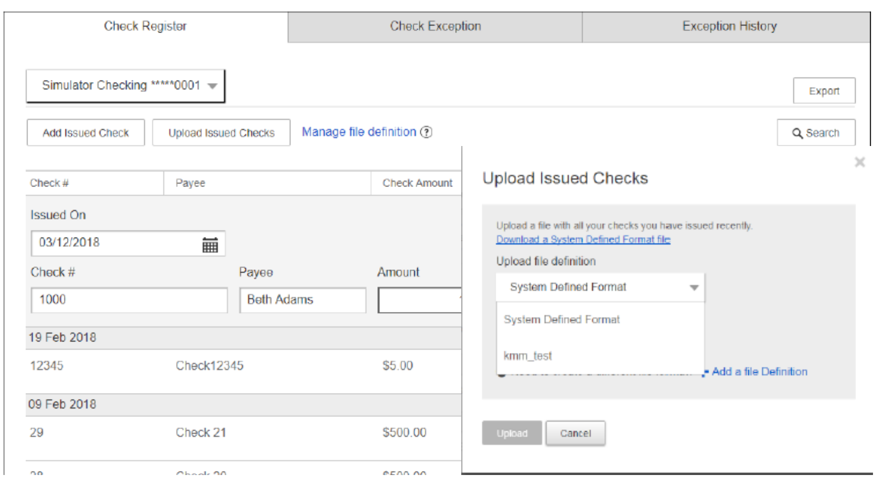
Steps to upload issued checks:

1. Select **Upload Issued Check.**
2. Select Upload file definition from dropdown. (System Defined Format or existing file definition)
3. Click **Browse** to locate and select the desired file. Click **Upload**.

File Format when using System Defined file definition

- Must be in a .csv format
- Must include the five fields required when manually adding issued checks.
    - Check number
    - Payee name
    - Issue Date – YYYY-MM-DD*
    - Amount
    - Void – Yes or No

*Date format is critical for successful upload. The sample file will "break I opened in Excel. To build/manipulate files for upload, text edit tools such as Text Wrangler or TextEdit are recommended.

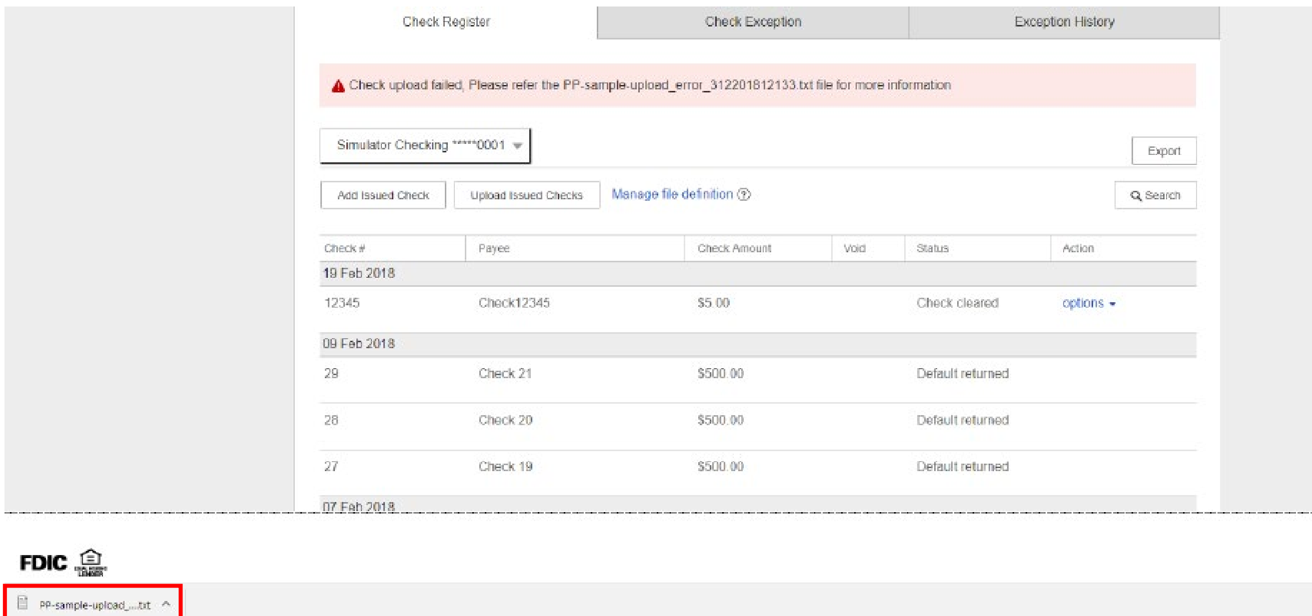


Tip:

- Business users can download a sample file to help ensure that their file contains the correct fields and fields are in the correct format.
- Business users can also use Upload Issued Checks to update issued check data for checks already added to the register but have not yet been processed.

Troubleshooting upload issued checks:

Business users will receive an error message when attempting to upload check information via a file containing errors (i.e. invalid amount format, invalid date format, etc.). Business Users will also be presented with a file containing the details for each error. This information can be used to repair the original file and attempt the upload again.



	A	B	C	D	E	F	G	H
1	10/-/2017	745	Jen Fish	123	NO	##INVALID_ISSUED_DATE_FORMAT##		
2	10/24/17	**6	Mark Dog	1245	NO	##INVALID_CHECK_NUMBER##		
3	10/22/17	741	Jim Bird	800	N			
4	10/23/17	744	Dave Snake	$1,245.00	NO	##INVALID_AMOUNT_FORMAT##		
5	10/21/17	740	Tabitha Swar	999	YES	##INVALID_AMOUNT_FORMAT##		
6	10/21/17	739	Gary Lion	8900	NO			
7	10/21/17	738	Liz Crow	6320.9	Y			
8	10/22/17	742	Tim Fox	654c.00	NO	##INVALID_AMOUNT_FORMAT##		
9	10/23/17	743	Nancy Lemur	862.88	NO			