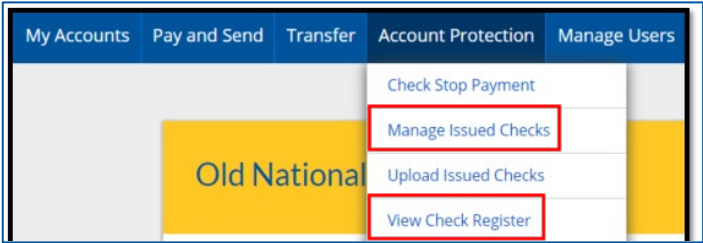


Check Registers allows business users to add and/or upload checks issued by the business. Issued checks are then matched against the list of checks that have been presented to the FI for payment.

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.

Check Register

Check Exception

Exception History

Simulator Checking *****0001

Export

Add Issued Check

Upload Issued Checks

Manage file definition ?

Q Search

Check #	Payee	Check Amount	Void	Status	Action
19 Feb 2018					
12345	Check12345	\$5.00		Check cleared	options ▾
09 Feb 2018					
29	Check 21	\$500.00		Default returned	<div>Edit</div> <div>Delete</div>
28	Check 20	\$500.00		Default returned	
27	Check 19	\$500.00		Default returned	
07 Feb 2018					

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.

Check Register

Check Exception

Exception History

Simulator Checking *****0001

Export

Add Issued Check

Upload Issued Checks

Manage file definition ?

Hide Search

Sep 2, 2017 - Aug 28, 2018

Check #

Search by Check #

Search

X

Check #	Payee	Check Amount	Void	Status	Action
19 Feb 2018					
12345	Check12345	\$5.00		Check cleared	options ▾
09 Feb 2018					

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.

Check Register

Check Exception

Exception History

Simulator Checking *****0001

Export

Add Issued Check

Upload Issued Checks

Manage file definition ?

Search

Check #	Payee	Check Amount	Void	Status	Action
Issued On					
03/12/2018					
Check #	Payee	Amount			
1000	Beth Adams	127.50	<input type="checkbox"/> Void	<div>Add</div>	<div>Cancel</div>
19 Feb 2018					
12345	Check12345	\$5.00		Check cleared	options
09 Feb 2018					
29	Check 21	\$500.00		Default returned	
28	Check 20	\$500.00		Default returned	

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)

File details

Map fields

Test & Confirm

Define file details

File definition name

Enter a name

File type

Delimited

☐ Skip the file header row

Field delimiter

Comma(,)

How many fields are there in the file?

Enter number of Fields(at least 4 and Maximum 10)

Date format

mmddyy

Amount format

\$1234.12

Cancel

Next

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.

File details

Map fields

Test & Confirm

Map field from your upload file

Select a field 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

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.

File details

Map fields

Test & Confirm

Test & Confirm (Optional)

You may upload a file to test the mapping

Upload a test file

No file selected

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” if opened in Excel. To build/manipulate files for upload, text edit tools such as Text Wrangler or TextEdit are recommended.

The screenshot shows the 'Check Register' interface with three tabs: 'Check Register', 'Check Exception', and 'Exception History'. The 'Check Register' tab is active, displaying a table of checks. A modal dialog titled 'Upload Issued Checks' is open on the right. The dialog has a section for 'Upload file definition' with a dropdown menu set to 'System Defined Format'. Below the dropdown, there is a list of file definitions, including 'kmm_test'. At the bottom of the dialog are 'Upload' and 'Cancel' buttons. The background table shows columns for 'Check #', 'Payee', and 'Check Amount'. It lists two checks: one for \$5.00 dated 03/12/2018 and another for \$500.00 dated 09 Feb 2018.

Check #	Payee	Check Amount
12345	Check12345	\$5.00
29	Check 21	\$500.00

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.

Check Register

Check Exception

Exception History

 Check upload failed. Please refer the PP-sample-upload_error_312201812133.txt file for more information

Simulator Checking *****0001 ▾

Export

Add Issued Check

Upload Issued Checks

Manage file definition ⓘ

Q Search

Check #	Payee	Check Amount	Void	Status	Action
19 Feb 2018					
12345	Check12345	\$5.00		Check cleared	options ▾
09 Feb 2018					
29	Check 21	\$500.00		Default returned	
28	Check 20	\$500.00		Default returned	
27	Check 19	\$500.00		Default returned	
07 Feb 2018					



PP-sample-uploaded_...txt ^

	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			