# CHECK POSITIVE PAY (PRO-CHEX) SUPPLEMENTAL GUIDE: USING QUICKBOOKS TO CREATE ISSUANCE FILES

## Client User Guide

ASSUMPTIONS:

This documentation is based on the following assumptions:

- The Check Positive Pay (PRO-CHEX) user is experienced in using QuickBooks for bookkeeping purposes;
- The FI is using Alkami (formerly ACH Alert) as both the client-facing interface and exception identification back-end solution; and
- The user has read through the PRO-CHEX Client User Guide.

**NOTE:**

**All screenshots used in this User Guide were obtained using QuickBooks online and Check Positive Pay (PRO-CHEX) in the Chrome and/or Edge browser. If using Check Positive Pay (PRO-CHEX) in a different browser, certain screens may display differently than shown in this guide. However, even though screens may appear slightly different, the functionality remains the same across browsers.**

**NOTE:**

**As of 02/27/2024, the FPHQ platform and all modules thereon are supported for the following modern browsers only:**
- **Chrome: Last 4 versions**
- **Firefox: Last 4 versions**
- **Firefox Extended Support Release: Latest**
- **Edge: Last 4 versions**

**NOTE:**

**The FPHQ Platform screens are best viewed and supported for desktops and laptops using approved browsers.**

# Table of Contents

This guide is meant to aid client users in exporting check file data from QuickBooks. This instructional guide was created using the QuickBooks Online version using an approved browser. The method used is to create a Check Detail Report, which can be exported as an Issuance File and loaded to Check Positive Pay (PRO-CHEX).

Please note:

A.  Check Positive Pay (PRO-CHEX) offers standard, optional, and upgraded features available through Check Positive Pay (PRO-CHEX) Enterprise. These features are noted in this document as follows:

    a.  Standard features appear in regular font.

    b.  *Optional features appear in green, italic font.*

    c.  **Features available with Check Positive Pay (PRO-CHEX) Enterprise appear in blue, bold font.**

# I. CHECK POSITIVE PAY SETTINGS

## A. Check Positive Pay Settings Associated with Issue File Loading

Features:

The following feature settings must be enabled to use Issue Templates and load issuance files.

| Feature Name | Description | Dependency | Standard | Enterprise | Optional |
|---|---|---|---|---|---|
| Standard Positive Pay | Issue items are used to match against presented items. | None | ✔ | | ✔ |
| Payee Positive Pay | The name on the check in the "pay to the order of" line is scored against the payee name provided with the issue item to determine the likelihood of a match. | Standard Positive Pay Only | ✔ | | ✔ |
| Issue File Mapping | Allows FI and/or Client users to select the issue file format to be loaded and to indicate the location and format of the necessary data elements. | | ✔ | | ✔ |
| Additional Issue Fields | Allows FI and/or Client users to create and use additional issue fields within issuance templates. | Client Additional Issue Fields | | ✔ | ✔ |
| Delete Issue Files | Allows an FI and/or Client user to delete issue files loaded in error. | | ✔ | | ✔ |

# Client Settings:

The following Client settings must be enabled on the Client Settings tab in the Client Profile screen:

1. The Client Settings page displays. Under the Check Positive Pay (PRO-CHEX) section, the Client Additional Issue Fields checkbox can be clicked to enable the feature. Click the Update Client Settings box to save the changes.



# Client User Privileges:

The following Client user privileges must be enabled to load and/or view issuance files.

| Privilege | Description |
|---|---|
| ☑ View Issue File Status | **View Issue File Status**<br><br>Allows the user to view the status of issue files loaded into the system. |
| ☑ Load Issue File | **Load Issue File**<br><br>Allows the user to load issue files via the Client Portal. |
| ☑ Manage Issue File Status | **Manage Issue File Status**<br><br>Ability to edit parse errors in the file or delete issue files. |

| Privilege | Description |
|---|---|
| ☑ Issue Load Alerts | **Issue Load Alerts**<br><br>*Will receive success or failure alerts when Clients load issue files.*<br><br>**NOTE: Issue Load Alerts must be enabled.** |
| ☑ Client Additional Issue Fields | **Client Additional Issue Fields**<br><br>*Allows the user to create Additional Issue Fields within Issuance File Templates.*<br><br>**NOTE: Additional Issue Fields must be enabled.** |
| ☑ Issue Templates | **Issue Templates**<br><br>*Allows a user to create a template defining the format of the issue file they will load, including the format and location for the data elements to be provided in the file. If this privilege is enabled for a user, the user can manage additional issue fields.*<br><br>**NOTE: Issue File Mapping must be enabled.** |
| ☑ Issue Warehouse | **Issue Warehouse**<br><br>Allows the user to view issue items and history. |

# II. ISSUE TEMPLATES

## A. Issue Templates

The purpose of issue templates is to make it easy to load issue items into Check Positive Pay (PRO-CHEX) using files generated from most accounting systems. PRO-CHEX provides organizations a variety of flexible options for providing a list of checks issued or voided.

Issue templates allow users to select from a list of file formats supported and identify where the required data elements are located within the file.

Once a template has been set up, the template can be selected when loading a file to tell Check Positive Pay (PRO-CHEX) how to use the data contained in the file.

Multiple file templates can be set up, displayed, and used. FIs can create templates for Clients to use, or the FI can allow Clients to create their own templates.

> **NOTE:**
>
> **The Issue Template user privilege must be enabled.**

1. From within the Check Positive Pay (PRO-CHEX) module, click Manage > Issue Templates.
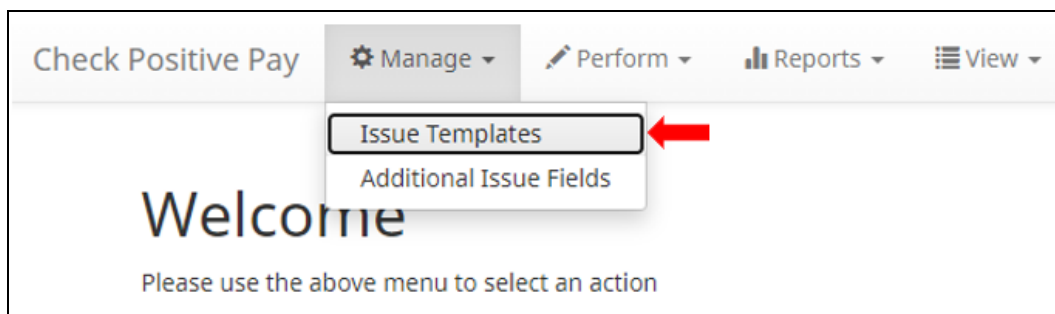
2. The system displays a list of any existing templates available for view or edit, and a button to Create New Template. NOTE: Templates created by the FI cannot be modified by a Client. Templates created by the Client can be modified by the Client and the FI. Templates created by the FI can be viewed by clicking the eye icon in the Edit/View column.

| Delete | Template<br>Filter by Template | File Type<br>Filter by File Type | Edit/View |
|---|---|---|---|
| | 2011 Regression C | Comma Separated | 👁 |
| | CSV | Comma Separated | 👁 |
| | CSV1 | Comma Separated | 👁 |
| | DBFI Fixed Width | Fixed Width | 👁 |
| | Excel 1 | Excel Workbook | 👁 |
| | Excel 97-2003 Workbook | Excel 97-2003 Workbook | 👁 |
| | Quickbooks Type 1 | Excel Workbook | 👁 |
| ☐ | 2008 Regression | Comma Separated | ✎ |
| ☐ | 2008 Regression A | Excel Workbook | ✎ |

3. To view or edit an existing template, click the pencil icon for the appropriate template. The template displays with the date the template was last updated.

Edit Template: 2105 Template C                     Last Updated: 12/13/2021

| Template Name | File Type? | Template Status |
|---|---|---|
| 2105 Template C | Excel Workbook | Active |

4. To delete an existing template, click the checkbox next to the Templates to be deleted and click Delete Selected. Templates that have the Delete option were built by the Client and can be deleted/edited by the Client user. Templates without the Delete option were built by the FI and cannot be deleted/edited by the Client user.

5. To create a new template, click the Create New Template button.

Create New Template

| Template Name | File Type? | Template Status |
|---|---|---|
| | - select file type | Active |
| **Number of Header Rows?** | **Number of Footer Rows?** | **Template Level?** |
| 0 | 0 | Client |

**Multi-Line Payee Name Separator: ?**

Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [ ; | , - _ / ]

The upper portion of the template screen will not change, regardless of the file type selected. The template name, file type, and template status values are required. The header and footer fields are optional.

**Template Name**    Name of the template being created.

**File Type**    Select the appropriate file type. **Check Positive Pay (PRO-CHEX) accepts Issuance File uploads with the following formats:**

- Comma Separated (.csv)
- Fixed Width (.txt)
- Excel Workbook (.xlsx)
- Excel 97-2003 Workbook (.xls)
- Pipe Separated (.csv)
- Semi-colon Separated (.csv)
- Tab Separated (.txt)

*File types other than the ones listed above are not accepted.*

Once File Type is selected, specific instructions for each file type will appear, based on the selection. Examples of each file type are shown below.

**Comma Separated (.csv)**: A delimited text file that uses a comma to separate values. Each line of the file is a data record. Each record consists of one or more fields, separated by commas.

```
1  322172441,1111111111,200.00,136,20210201,tr9991,356468,Art, , , , ,CHECK
2  322172441,1111111111,20.00,137,20210201,tr9992,456987,Stuff, , , , ,CHECK
3  322172441,1111111111,500.00,138,20210201,tr9993,45879,Misc, , , , ,DEPOSIT
4  322172441,1111111111,650.00,139,20210201,tr9994, , , , , , ,CHECK
5  322172441,2222222222,65.00,140,20210201,tr9995, , , , , , ,CHECK
6  322172441,2222222222,150.00,141,20210201,tr9996, , , , , , ,CHECK
7  322172441,2222222222,489.00,142,20210201,tr9997,Supplies, , , , ,CHECK
8  322172441,2222222222,54.00,143,20210201,tr9998, , , , , , ,DEPOSIT
9  322172441,3333333333,480.00,144,20210201,tr9999,457896, , , , , ,CHECK
```

**Excel 97-2003 Workbook / Excel Workbook (xls, .xlsx)**: A file created using the Excel program. Each line of the file is a data record. Each record consists of one or more fields separated into columns.

| | A | B | C | D | E | F | G |
|---|---|---|---|---|---|---|---|
| 1 | Num | Date | Name | Account | Original Amount | Status | Deposit Location |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | 114131 | 09/22/2022 | Cisco Webex, LLC | 1111111111 | $65.55 | ISSUED | 151 |
| 5 | 114132 | 09/22/2022 | Jonathan Copeland \| Michael Copeland | 1111111111 | $600.00 | ISSUED | 169 |
| 6 | 114133 | 09/22/2022 | Office Pride | 1111111111 | $260.00 | ISSUED | 121 |
| 7 | 114134 | 09/22/2022 | Richard Canova | 1111111111 | $30.00 | ISSUED | 151 |
| 8 | 114135 | 09/22/2022 | Waller Lansden Dortch & Davis, LLP | 1111111111 | $933.00 | ISSUED | 151 |
| 9 | 114136 | 09/22/2022 | Advanced Medical | 1111111111 | $24.00 | ISSUED | 121 |
| 10 | 114137 | 09/22/2022 | Citizens Union Bank | 1111111111 | $6,130.00 | ISSUED | 169 |

**Fixed Width (.txt)**: Data in a fixed-width text file is arranged in rows and columns, with one entry per row. Each column has a fixed width, specified in characters, which determines the maximum amount of data it can contain. No delimiters are used to separate the fields in the file.

```
1  1047203/23/2020-88325.05    pppppppppppppppppppppppppppppppppppppppppppppppppppppppppppppppp
2  1048203/23/2020-1295.00     oooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooooo
3  1049203/23/2020-8716.40     kkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkkk
4  1050203/23/2020-6477.60     llllllllllllllllllllllllllllllllllllllllllllllllllllllllllllll
5  1051203/23/2020-839.70      mmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmmm
6  1052203/23/2020-240.00      nnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnnn
7  1053203/23/2020-15518.69    gggggggggggggggggggggggggggggggggggggggggggggggggggggggggggggggg
8  1054203/23/2020-145099.42   tttttttttttttttttttttttttttttttttttttttttttttttttttttttttttttt
9  1054303/23/2020-6955.00     uuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuuu
```

**Pipe Separated (.csv)**: A delimited text file that uses a pipe character ( | ) to separate values. Each line of the file is a data record. Each record consists of one or more fields, separated by pipes.

```
1  125|7000|ISSUED|2222222222
2  126|8000|ISSUED|2222222222
```

**Semi-colon Separated (.csv)**: A delimited text file that uses a semi-colon to separate values. Each line of the file is a data record. Each record consists of one or more fields, separated by semi-colons.

```
1  127;7000;ISSUED;2222222222
2  128;8000;ISSUED;2222222222
```

**Tab Separated (.txt)**: A simple text format that uses a tabular structure to separate values. Each line of the file is a data record. Each record consists of one or more field, separated by tabs.

```
1   123 5000    ISSUED  2222222222
2   124 6000    ISSUED  2222222222
```

| | |
|---|---|
| **Template Status** | Can be set to Active or Inactive. Active templates are used for loading issue files; inactive templates cannot be used for issue file loading. |
| **Number of Header/Footer Rows** | Many accounting systems can export excel or fixed width files. Sometimes those files have header (beginning) rows or footer (ending) rows containing data not required by Check Positive Pay (PRO-CHEX).<br><br>When setting up a template, the Client can define the number of rows Check Positive Pay (PRO-CHEX) should ignore at the beginning and end of the file. If the values are entered incorrectly, an issue file may load with errors or no items. |
| **Multi-Line Payee Name Separator** | This feature allows the user to enter a character to be used to separate Multiple Payee Names on separate lines of an issued item.<br><br>Acceptable and allowed characters are limited to the following:  **;  \|  ,  -  _  /**<br><br>Do not use a Multi-Line Payee Name Separator character that will ever be present in a Payee Name, or that will be a character used in a specific file type (i.e., Comma Separated files).<br><br>Payee Name Separators are only necessary when payee names are listed on two or more separate lines of a check.<br><br>***Please Refer to Section X, Payee Positive Pay Tips & Best Practices, for more information about Multiple Payee Handling and Multi-Line Payee Separators.*** |

*About Multi-Line Payee Name Separator:*

*The Multi-Line Payee Name Separator field is optional. This feature allows the FI to enter a character to be used to separate Multiple Payee Names on separate lines of an issued check.*

Currently, the system restricts the allowed characters to the following: **; | , - _ /** . The user must be aware that using a separator character appearing elsewhere in the payee name might conflict with the file itself. Examples of scenarios where problems might arise are listed below:

Within a Comma Separated file (.csv), different data fields are separated by a comma. Therefore, a comma cannot be used in the data field itself, or the .csv will read the comma as a separator before the next field. Therefore, listing two payees for an item in this way: "Elain Archeron,Nesta Archeron" will cause issues reading the .csv file. In this scenario, the user should select a multi-line payee name separator character that will not cause an issue, such as a semicolon. "Elain Archeron;Nesta Archeron" in the Payee Name field of the .csv file will process correctly.

If the user selects a separator character that would ever appear in a payee name field, such as a dash (-), the system would then separate the data before and after the character as separate payees. For instance, if the user has selected a dash (-) as the Multi-Line Payee Name Separator, and a common payee used is "In-and-Out Burger," the system will interpret four payees (e.g., In, and, Out, Burger). In this case, the user should select a multi-line payee name separator that will not cause such issues, such as a pipe (|) or a semicolon (;) for cases of multiple payee names.

*Please refer to the Check Positive Pay (PRO-CHEX) Client User Guide, Section X, Payee Positive Pay Tips & Best Practices for more information about multiple payee name handling.*

The mapping section below displays based on the file type selected. **Not all fields/options seen in these graphics may be available for your organization based on settings configured by your financial institution.**

Excel and separated files require Clients to define the column data elements that will be found.

Fixed Width files require the Client to define the start and end position in which the data element is located.

## Create New Template

| Template Name | File Type? | Template Status |
|---|---|---|
| | Fixed Width ⌄ | Active ⌄ |

| Number of Header Rows? | Number of Footer Rows? | Template Level? |
|---|---|---|
| 0 | 0 | Client ⌄ |

**Multi-Line Payee Name Separator:** ?

Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [ ; | , - _ / ]

This Client has not been setup for client additional issue fields in templates.

Configure in Client level settings and setup client additional issue fields for the Client and try again.

File Mapping

| Add | Input Field? | Start Position? | End Position? | Field Format |
|---|---|---|---|---|
| | Serial Number | | | |
| | Amount? | | | ◉ Fractional Dollars (12.34) ○ Whole numbers of cents (1234) |
| ☑ | Status? | | | ISSUED  - for ISSUED / STOPPED  - for STOPPED / VOIDED  - for VOIDED |
| ☐ | Account Number? | | | |
| ☐ | Issuance Date? | | | |
| ☐ | Payee Name? | | | |
| ☐ | Routing Number? | | | |

Save

?- Place the cursor over this label for more information

The mapping section on the lower part of the screen displays the required fields. The Check Serial # and Amount fields are always required. The Client must specify whether the amount data in the imported file will or will not contain decimal points. For example, if the Amount value is set to Fractional Dollars, then 100, 100.0 and 100.00 are all processed the same. If the Amount value is set to Whole numbers of cents, the system divides by 100 and saves it as a dollar value. For example, a value of 100 would be saved as $1.00 in the system.

The Client can import additional data by checking the Add box next to the desired data element.

If the Status box is not checked (as shown below), Check Positive Pay (PRO-CHEX) will load all issue items with a status of Issued. If the Client file represents Voided items as a negative number, the Client can check the box Treat Negative Amount as Void and PRO-CHEX will status any item in the file with a negative value as Voided. Issuance with a $0 amount will also be treated as void.

## Create New Template

| Template Name | File Type[?] | Template Status |
|---|---|---|
|  | Fixed Width ▼ | Active ▼ |

| Number of Header Rows[?] | Number of Footer Rows[?] | Template Level[?] |
|---|---|---|
| 0 | 0 | Client ▼ |

**Multi-Line Payee Name Separator:** [?]

Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [ ; | , - _ / ]

This Client has not been setup for client additional issue fields in templates.

Configure in Client level settings and setup client additional issue fields for the Client and try again.

File Mapping

| Add | Input Field[?] | Start Position[?] | End Position[?] | Field Format |
|---|---|---|---|---|
|  | Serial Number |  |  |  |
|  | Amount[?] |  |  | ◉ Fractional Dollars (12.34)<br>○ Whole numbers of cents (1234) |
| ☐ | Status[?] |  |  | ☑ Treat Negative Amount As Void[?]<br>Issuance with $0 amount will be treated as Void |

If the Client checks the Status box additional fields displays as shown below. If the Client's accounting system exports issue items with an Issued or Voided status, no additional action is required.
If the Status box is checked for a template, and this information is not provided in the issue file loaded, the system will give each record an ISSUED status. In addition, the STOPPED status may not appear in the Template configuration screen if the FI has disabled stop payments.



If the accounting system used exports issued items with a value of X and voided items with a value of Y, the user can identify the values as shown below so Check Positive Pay (PRO-CHEX) can translate the data appropriately when importing the data.



A description has been provided below to define system behavior if additional data elements are included.

| | |
|---|---|
| **Account #** | **If the account box is selected, the user can import one file that contains issue items for multiple accounts**. If the account box is NOT selected, when a Client user loads a file through the Client portal, Check Positive Pay (PRO-CHEX) will require the user to select the account the checks were issued on. |
| **Issuance Date** | If the issuance date box is NOT checked, Check Positive Pay (PRO-CHEX) will default the issue date to the date the file was loaded. If the issuance date box is checked, the file must contain an issuance date for each item. For Excel files, PRO-CHEX translates the data format used in the file. For separated and fixed width files, the Client must define the date format being used. If the date format configured includes dashes or slashes (i.e., MM/dd/yyyy), the mapped issuance file should include the dashes or slashes (i.e., 10/29/2024) as shown in the screenshot below. The formats displayed are examples only. A complete list of date formats can be found at:<br><br>https://docs.oracle.com/javase/8/docs/api/java/time/format/DateTimeFormatter.html#patterns |

**Payee Name**

The Payee Name box appears if one or more accounts are configured for payee positive pay. If the payee name box is checked, Check Positive Pay (PRO-CHEX) requires the payee name for accounts configured for payee positive pay. If payee name is provided for accounts not enrolled in payee positive pay, the payee name data will be ignored when the file is loaded. For Excel or delimited files, the complete and single payee name is expected in a single column. For fixed width files, the complete and single payee name must be contained in the file between the starting and ending position.

*This field supports up to 100 alphanumeric characters.*

**When a payee name is required in an issuance file, values consisting of only white space (i.e., all spaces) will be considered the same as an empty value and will not be accepted.**

*If the Multiple Payee Names feature is enabled, the Issuance Payee name may display more than one payee. However, Multi-Line Payee Names cannot be used on accounts that have a Custom Payee Box enabled.*

# B. Additional Issue Fields

**Additional Issue Fields is an Enterprise feature and is only available if enabled by the FI, and the Client Additional Issue Fields user privilege is turned on for a user.** **Additional issue fields are not used in any exception matching process**. These additional issue fields are available for Client use, to allow Clients to record additional information within an issuance file to be used for historical or reconciliation purposes. If this feature is enabled and in use, it will impact the view and behavior of the Manual Issue Entry and Issue File Template screens. A few examples are shown below.

Check Positive Pay (PRO-CHEX) allows creating up to 6 additional issue fields within an issue template.

Additional issue fields 1 and 2 are reserved for use by the FI to set institution-wide additional issue fields to be used by all enrolled clients.

Issue Fields 3 through 6 are available for Client-specific use and can be tailored to fit the recordkeeping needs of the individual Client. These fields can be configured by the FI at Client's request or by the Client user. Both FI and Client users can delete Additional Issue Fields 3 through 6. FI Level Additional Fields 1 and 2 can only be deleted by an FI user.

Additional issue fields, once set up for client use, are displayed as configuration options in any File Templates created or edited. In turn, once enabled, additional issue fields are displayed when viewing file status or transaction status on any issued items.

1.  From within the Check Positive Pay (PRO-CHEX) module, click Manage > Additional Issue Fields.
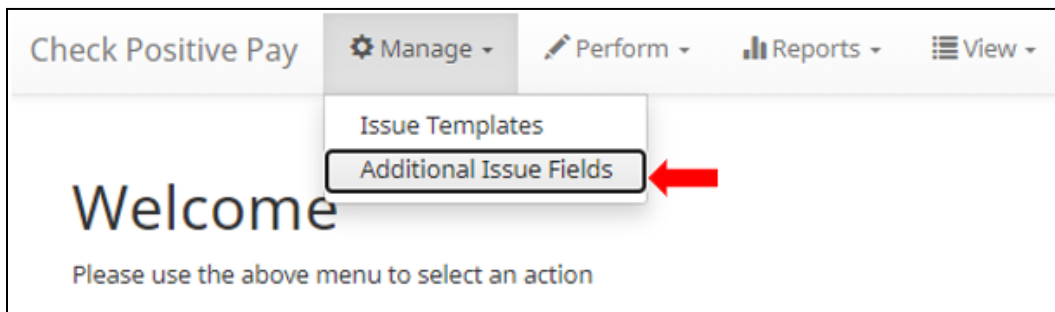
2.  The Additional Issue Fields page appears.



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| Issue Field | FI Global 1 and FI Global 2 are reserved for FI labels. Client-1 to Client-4 may be used by the FI or clients and are customizable to the Client. Select the Additional Issue Field desired by clicking the drop-down menu. |
|---|---|
| Label | The name of the additional issue field the Client wishes to set up. The label must be unique to the client, and the client labels may not match any labels already configured by the FI. |

The maximum field length is 250 characters, including spaces.

A.  Once a Client clicks the drop-down menu to select an Additional Issue Field, another row appears so further Additional Issue Fields can be added, until all 4 available Additional Issue Fields have been setup.

B.  Once all Additional Issue Fields have been created, click Save button to complete the process.

C. Existing Additional Issue Fields can be edited by clicking on the Additional Issue Field drop-down or by clicking within the Label field.

D. Existing Additional Issue Fields can be deleted by clicking the Trash icon in the Delete column on the Additional Issue Fields page.

E. Once established, Additional Issue Fields are displayed within both the existing and new Client's File Templates as fields that can be mapped when submitting Issuance File data. The user should see the additional issue fields set up at the bottom of the list.

F. The Additional Issue Fields are displayed when the Client submits files via Issuance Manual Entry and are also displayed when viewing items in the Issue Warehouse.

# III. EXPORTING ISSUANCE FILES FROM QUICKBOOKS

## A. Accessing Check Detail Report

The Check Detail Report in QuickBooks can be configured, exported and used as an Issuance File to be loaded into the Check Positive Pay (PRO-CHEX) system. The QuickBooks user can access the Check Detail Report in one of two ways:

1. Navigate to the Reports menu at the top of the QuickBooks screen. Select Vendors and Payables, and then Check Detail.
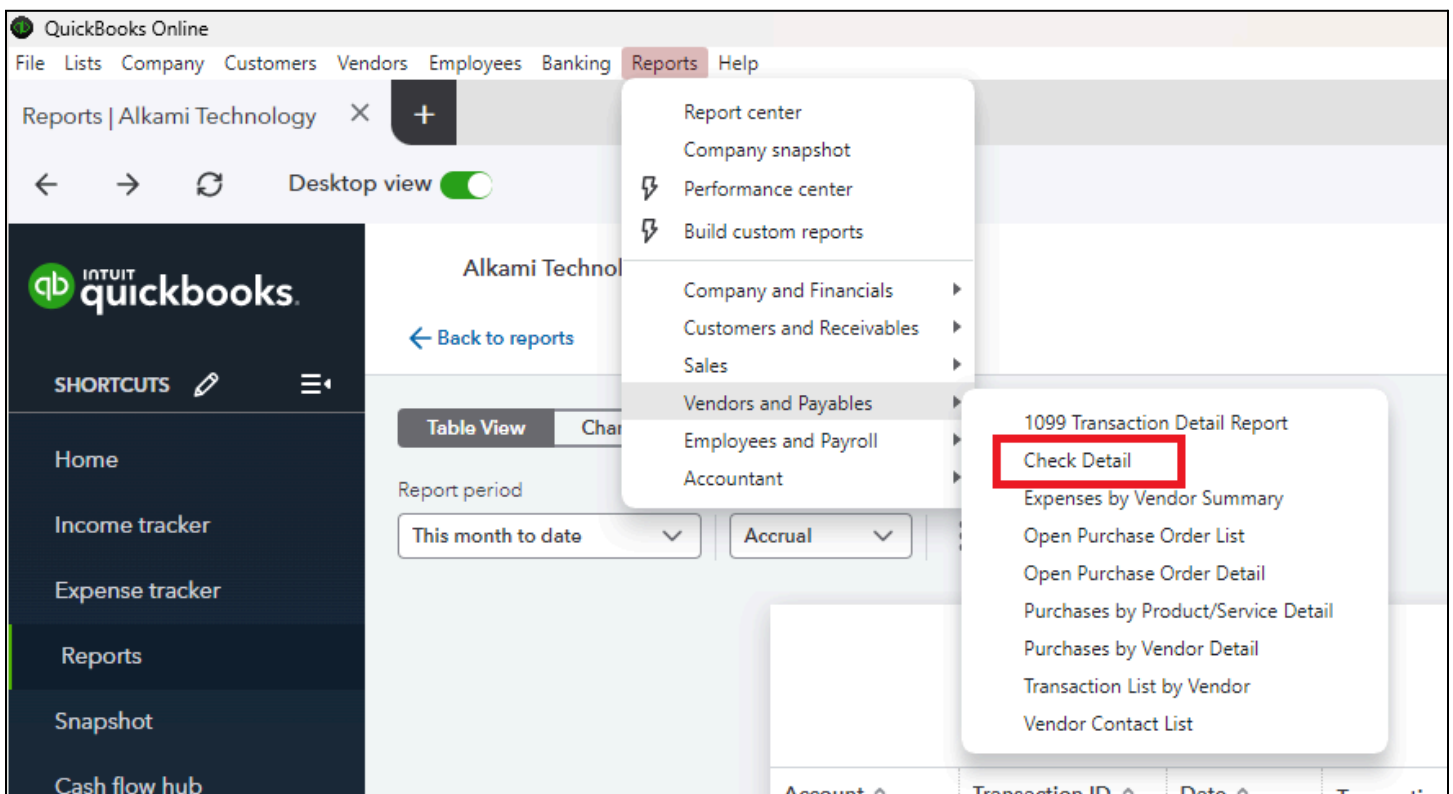
2. Alternatively, the user can select Reports from the menu along the left side of the screen.
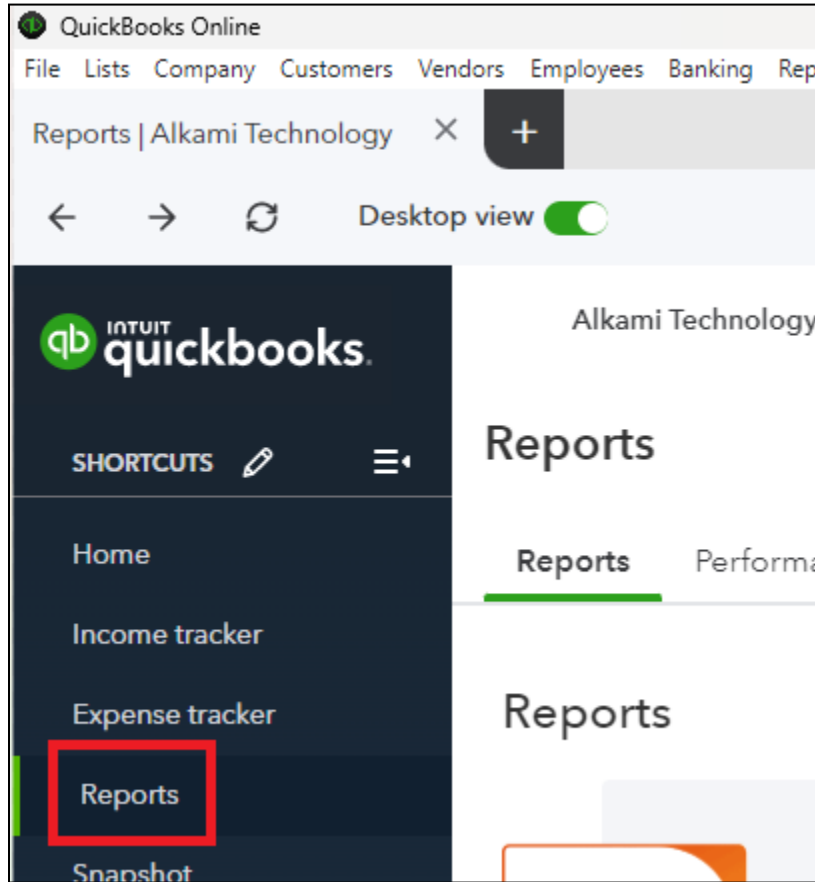
3. From the Reports interface, scroll down to the Expenses and Vendors heading, and select Check Detail.
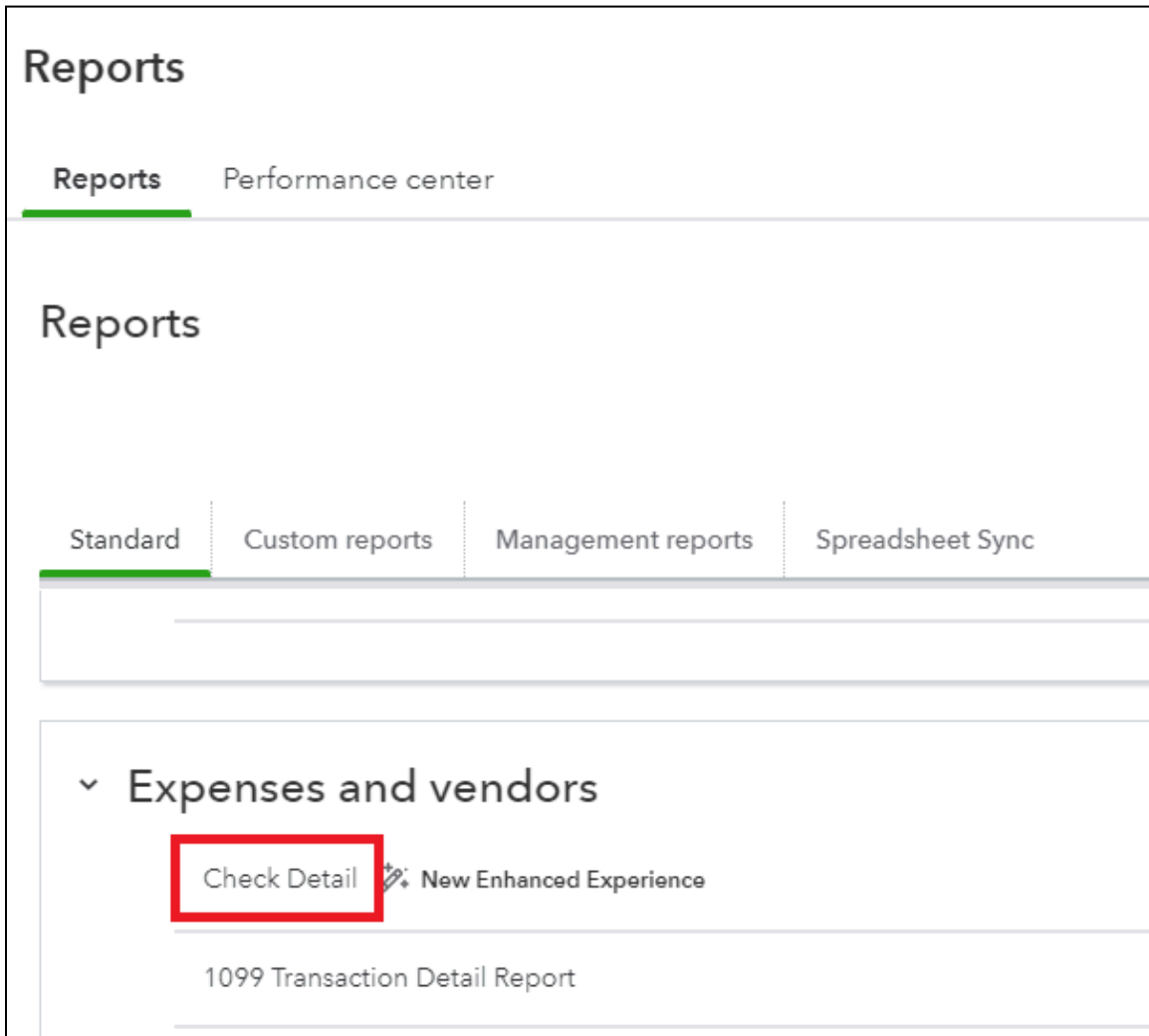


4. The Check Detail Report screen will display.

# B. Configuring Check Detail Report

**NOTE:**

- **Incoming Issuance Files are limited to 25 fields/columns for mapping.**

In order to configure the Check Detail Report into a usable format for an Issuance File, several steps can be taken to format the report with the issuance file fields needed by your organization.

Most Issuance Files need the following fields:

- Date
- Account Number
- Serial Number
- Payee Name
- Amount
- Status

The fields available in the Check Detail Report map to the above Issuance Template fields as shown below:

| Check Detail Report Field | | Issuance Template Field |
|---|---|---|
| Date | | Issuance Date |
| Account Number | | Account Number |
| Number | **Maps to** | Serial Number |
| Name | | Payee Name |
| Amount | | Amount |
| Memo/Description | | Status |

1. The default display of the Check Detail Report has several fields and groupings that are not compatible with the Issuance Templates that can be created in Check Positive Pay. Some fields and settings must be



Check Detail Report
Alkami Technology
May 1-10, 2024
Refresh report
Last updated 20 minutes ago

| Account (Transaction : ... | Transaction ID (Transaction) | Date (Transaction) | Transaction type (Transaction lin... | Num (Trans... | Name (Transaction) | Memo/Description (Transaction line items) | Cleared (Transacti... | Amount (Transaction li... |
|---|---|---|---|---|---|---|---|---|
| ∨ PC Main (20) | | | | | | | | |
| ∨ 83 (2) | | | | | | | | |
| PC Main | 83 | 05/04/2024 | Check | 9355 | Cisco Webex, LLC | – | Uncleared | -$65.55 |
| PC Main | 83 | 05/04/2024 | Check | 9355 | Cisco Webex, LLC | Uniform Items | – | $65.55 |
| ∨ 84 (2) | | | | | | | | |
| PC Main | 84 | 05/04/2024 | Check | 9356 | Jonathan Copeland and Michael Copeland | – | Uncleared | -$600.00 |
| PC Main | 84 | 05/04/2024 | Check | 9356 | Jonathan Copeland and Michael Copeland | Carpentry - Break Room | – | $600.00 |
| ∨ 85 (2) | | | | | | | | |
| PC Main | 85 | 05/04/2024 | Check | 9357 | Office Pride | – | Uncleared | -$260.00 |

removed, and others added in order to configure a compatible issue file.

2. First, select the Group Icon at the top of the Check Detail Report screen.
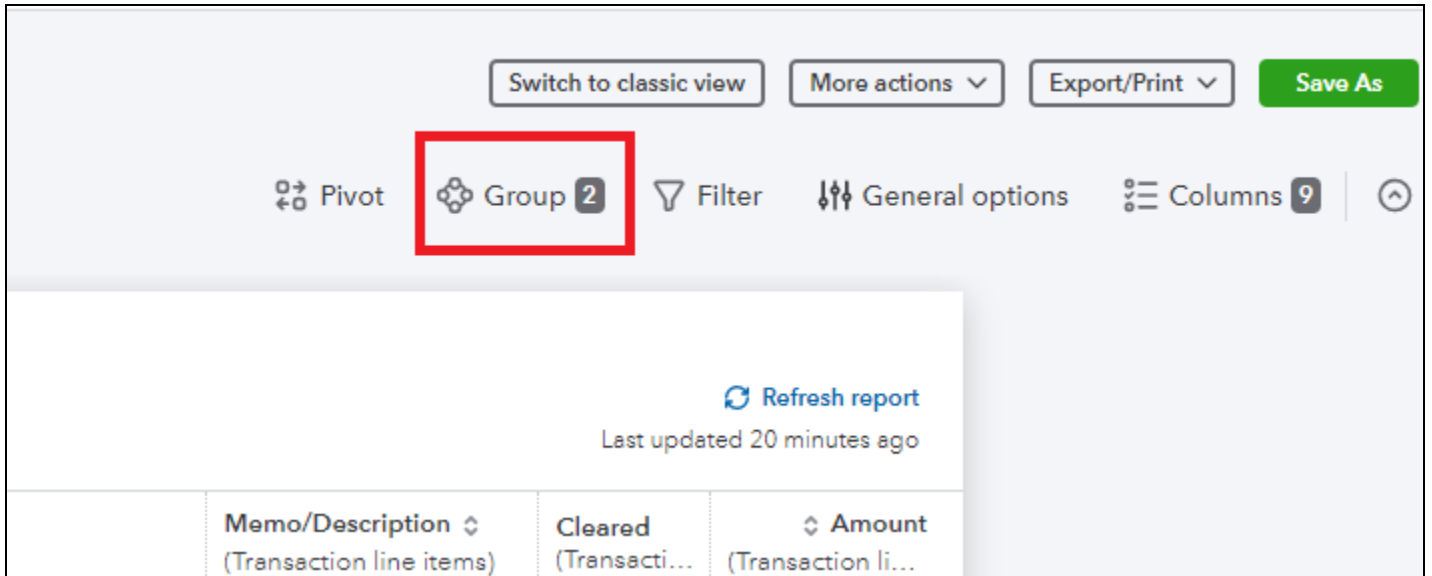


3. The Group pop-up menu will display. Click the X icon next to any groups that are displaying on this pop-up menu. In the example below, the report is currently grouped by Account, and then by Transaction ID. These groupings should be removed.
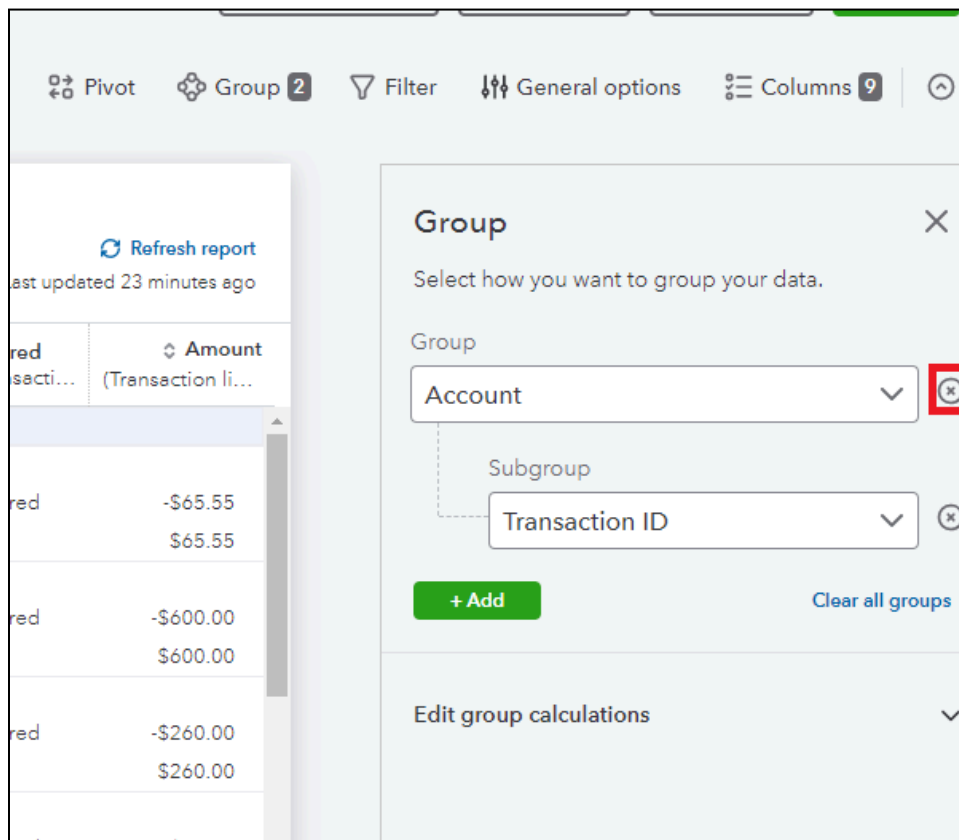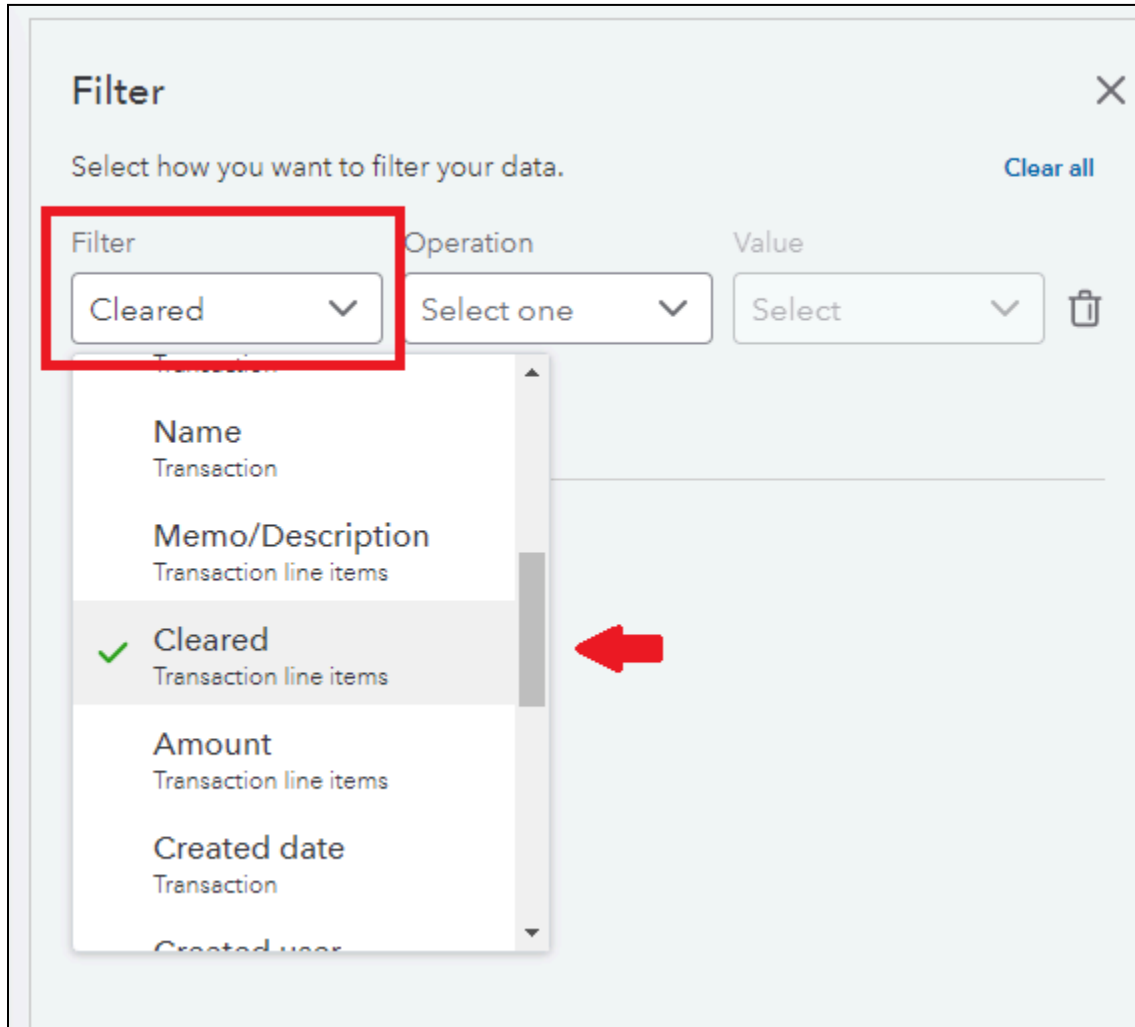
4.  Once Groups are removed, the pop-up menu should appear as shown below. Click the X at the top right of the screen to close the pop-up.
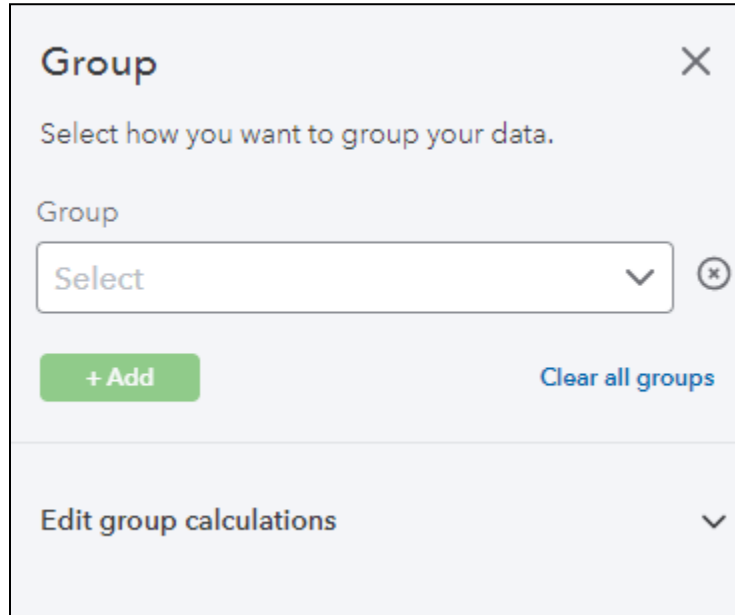


5.  Next, click on the Filter icon at the top left of the screen.
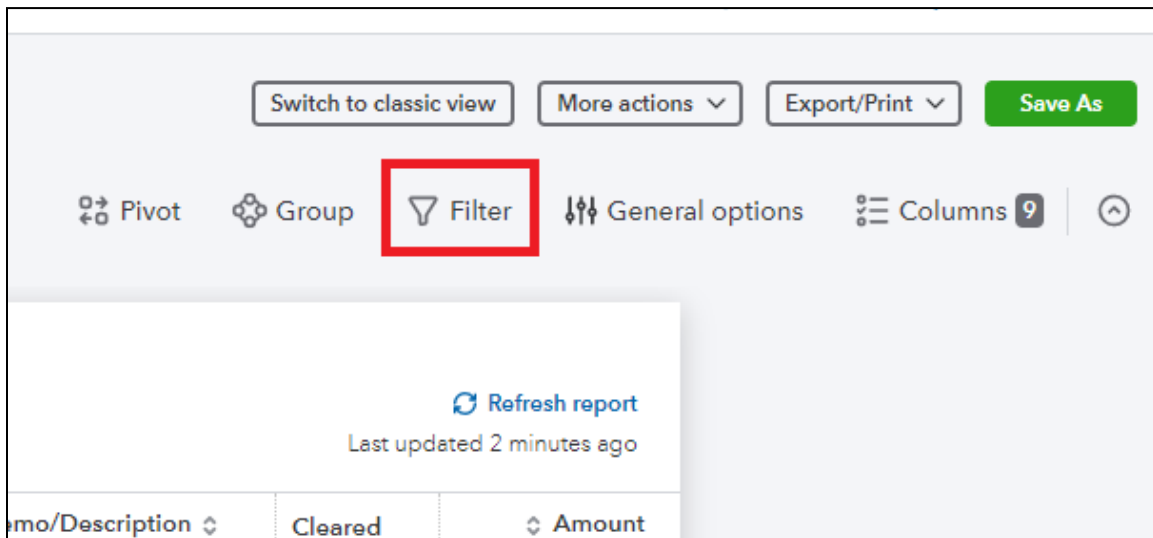
6. The Filter pop-up menu will display. Under the Filter drop-down menu, select the Cleared field.

7. From the Operation drop-down menu, select the equals operation.
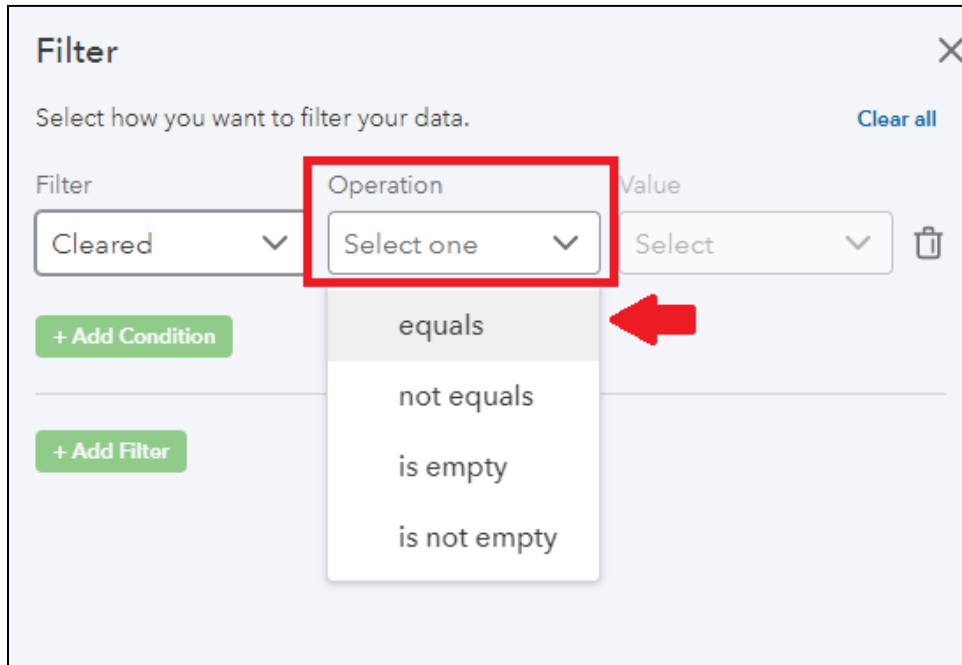


8. From the Value drop-down menu, select the Uncleared option.
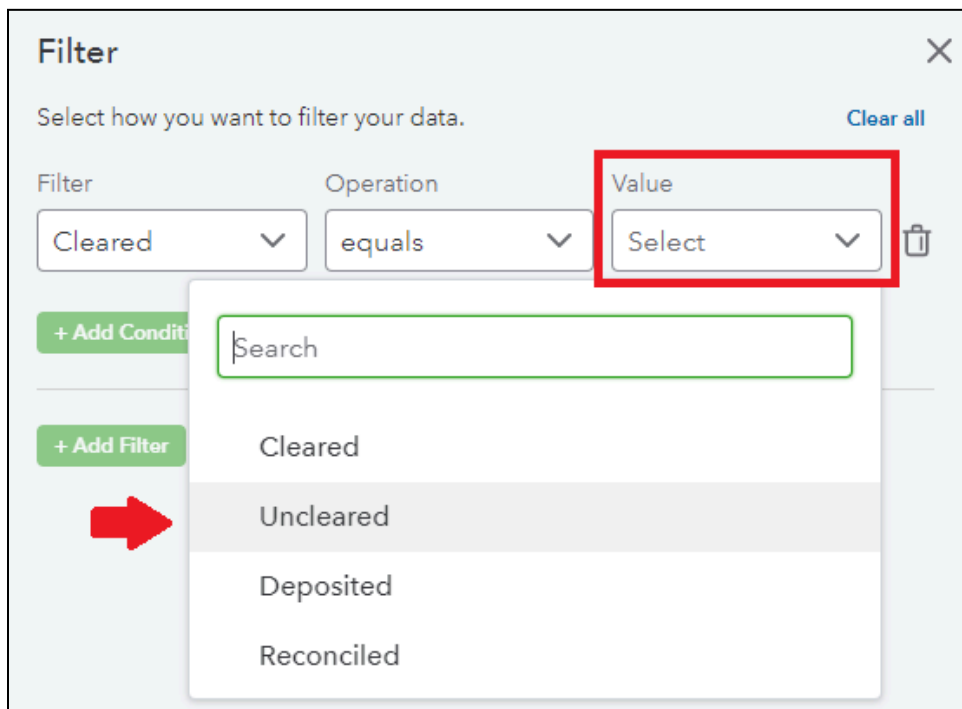
9. Once the Filter has been set up, the pop-up menu should appear as shown below. Click the X at the top right of the screen to close the pop-up.
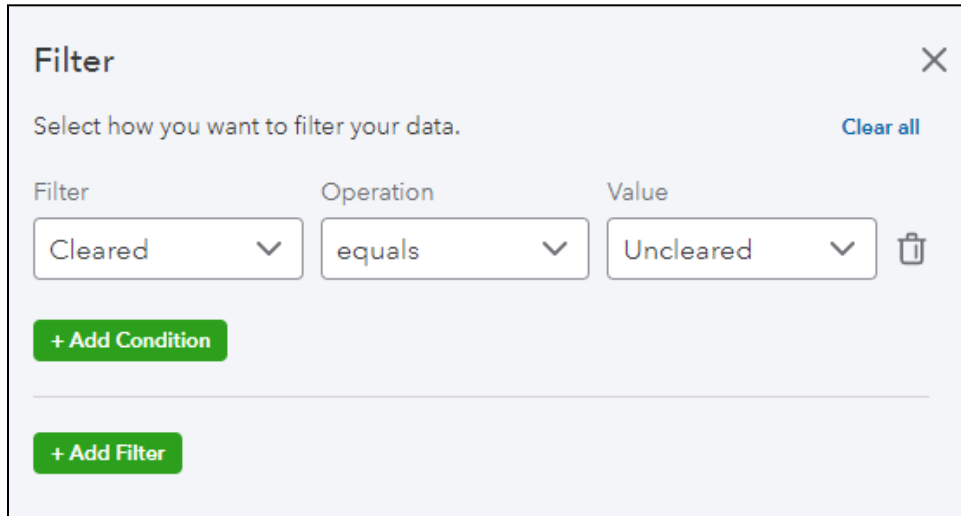


10. If needed, an additional Filter can be added to select one account if multiple accounts exist in the QuickBooks interface, as shown below.
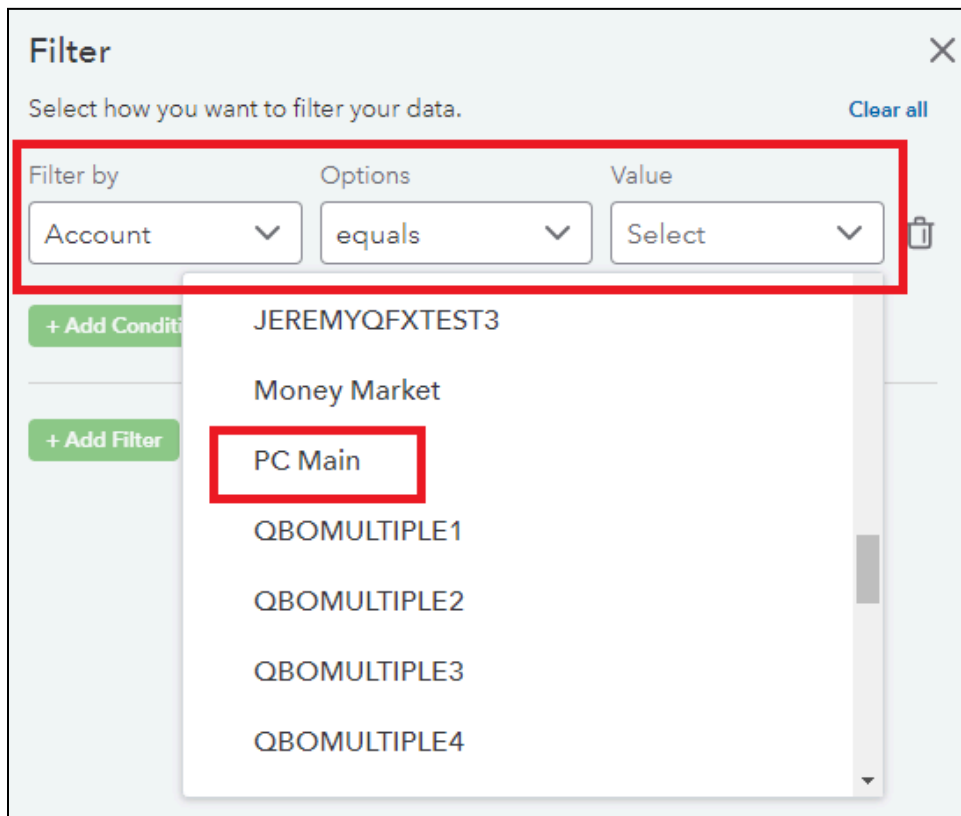
11. The Check Detail Report view should have changed based on the filter(s) set.

| | | | | | | Check Detail Report 🖉 | | | |
| | | | | | | Alkami Technology | | | 🔄 Refresh report |
| | | | | | | May 1-10, 2024 | | | Last updated 2 minutes ago |
| Account ⇕ (Transacti... | Transaction ID ⇕ (Transaction) | Date ⇕ (Transaction) | Transaction type (Transaction lin... | Num ⇕ (Trans... | Name ⇕ (Transaction) | Memo/Description ⇕ (Transaction line items) | Cleared (Transacti... | ⇕ Amount (Transaction li... |
|---|---|---|---|---|---|---|---|---|
| PC Main | 83 | 05/04/2024 | Check | 9355 | Cisco Webex, LLC | – | Uncleared | -$65.55 |
| PC Main | 84 | 05/04/2024 | Check | 9356 | Jonathan Copeland and Michael Copeland | – | Uncleared | -$600.00 |
| PC Main | 85 | 05/04/2024 | Check | 9357 | Office Pride | – | Uncleared | -$260.00 |
| PC Main | 86 | 05/04/2024 | Check | 9358 | Richard Canova | – | Uncleared | -$30.00 |
| PC Main | 87 | 05/04/2024 | Check | 9359 | Waller Lansden Dortch & Davis, LLP | – | Uncleared | -$933.00 |
| PC Main | 88 | 05/04/2024 | Check | 9360 | Advanced Medical Inc. | – | Uncleared | -$24.00 |
| PC Main | 89 | 05/04/2024 | Check | 9361 | Citizens Union Bank | – | Uncleared | -$6,130.00 |
| PC Main | 90 | 05/04/2024 | Check | 9362 | Covey Seminars | – | Uncleared | -$53.36 |
| PC Main | 91 | 05/04/2024 | Check | 9363 | Cuyahoga County Clerk | – | Uncleared | -$193.93 |
| PC Main | 92 | 05/04/2024 | Check | 9364 | Michael Farrell | – | Uncleared | -$2,800.00 |
| PC Main | 93 | 05/04/2024 | Check | 9365 | Nesta Archeron and Elain Archeron | Issued | Uncleared | -$150.00 |
| PC Main | 94 | 05/04/2024 | Check | 9366 | Jake Chambers | – | Uncleared | -$150.00 |
| PC Main | 95 | 05/04/2024 | Check | 9367 | ABC Carpentry | – | Uncleared | -$750.00 |

12. Next, click on the Columns icon at the top right of the screen.

13. The Columns pop-up menu will display. Deselect the following columns to remove them from the report: Account (Transaction : Account), Transaction ID.
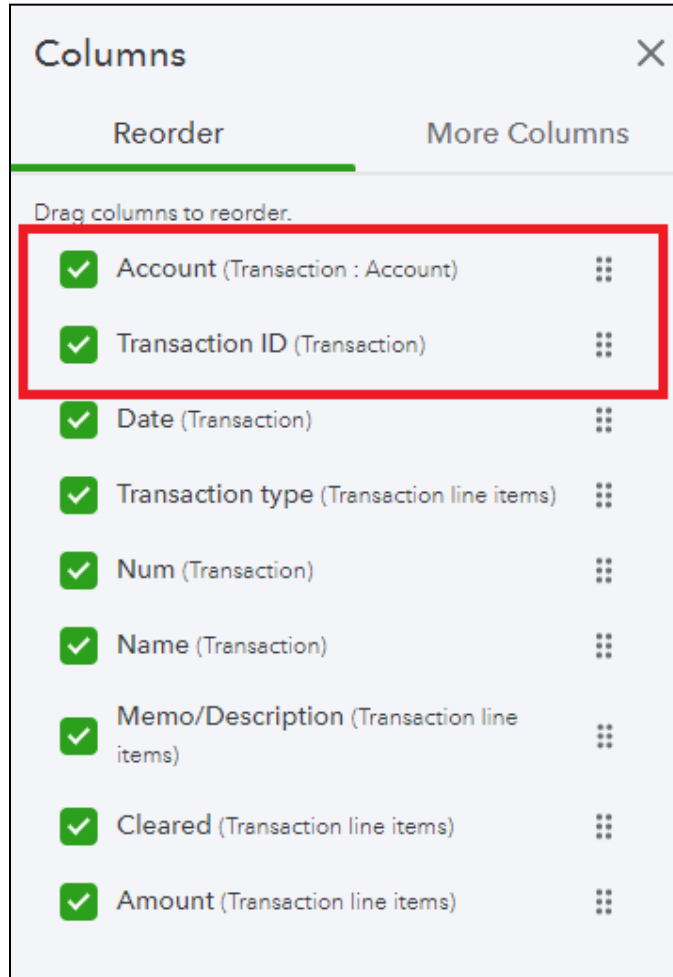
14. Next, scroll down and select the Account # (Transaction line items: Account) column to add to the report.
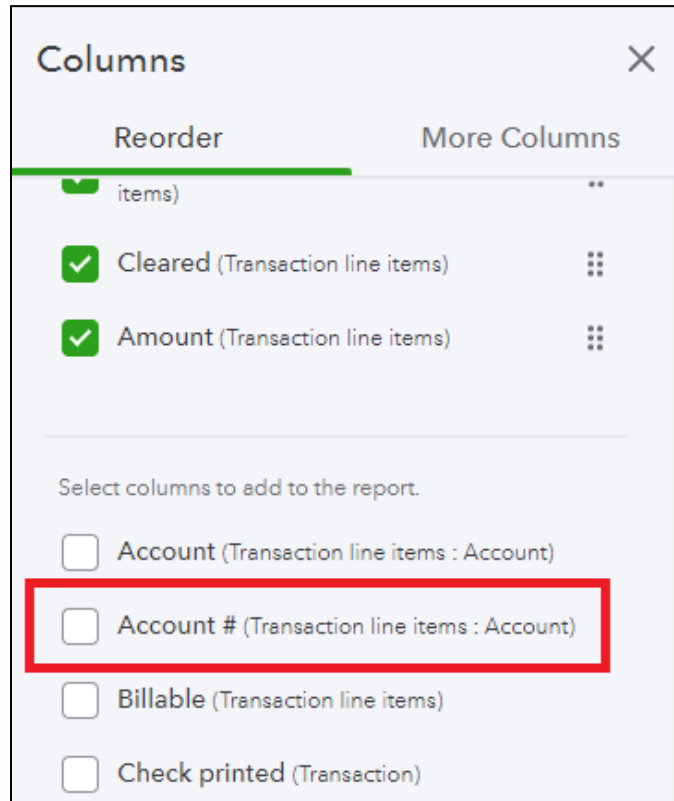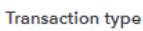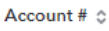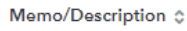
15. The Columns can be dragged to be placed in a different order in the report by clicking on the icon to the left of each column field.
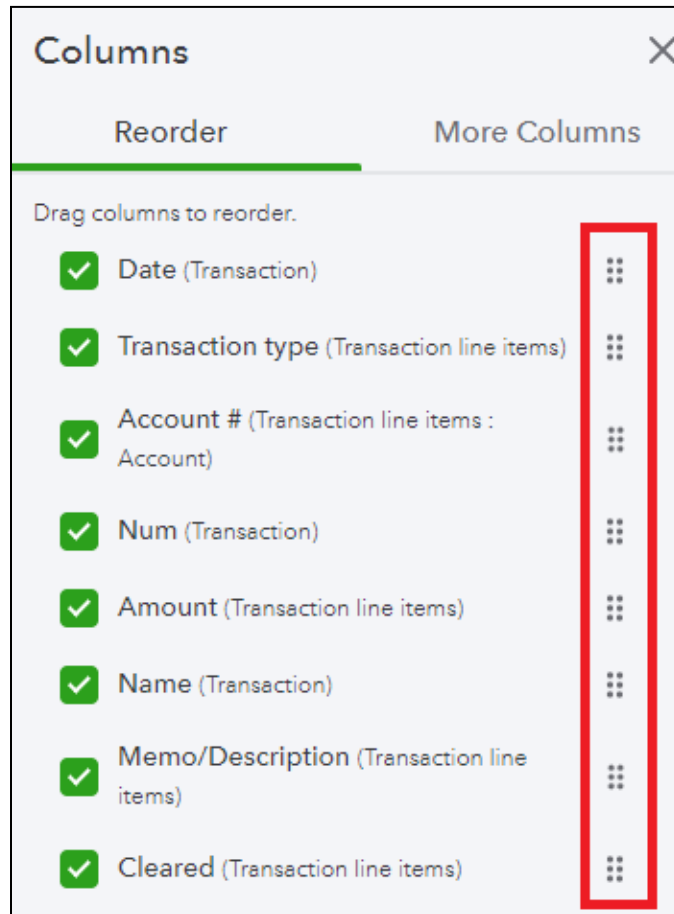


16. Once Columns are arranged in the order preferred, close the Columns pop-up menu by clicking on the X at the top right of the pop-up screen.

17. Once Columns have been selected and arranged, the Check Detail Report view should have changed based on those selections.

18. Once the report is set up with the desired fields in the appropriate order, the configuration created can be saved to be used again in the future. Click on the Save As button in the top right of the screen.
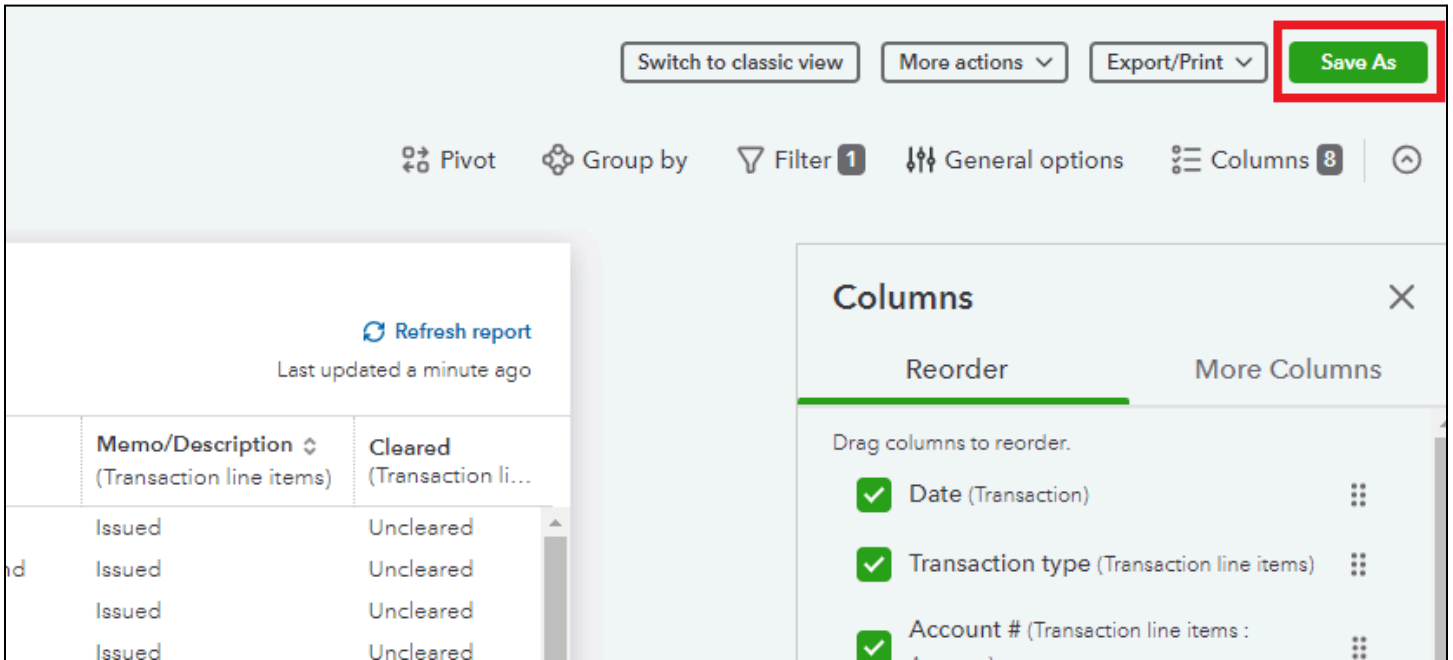


19. A success message will appear.
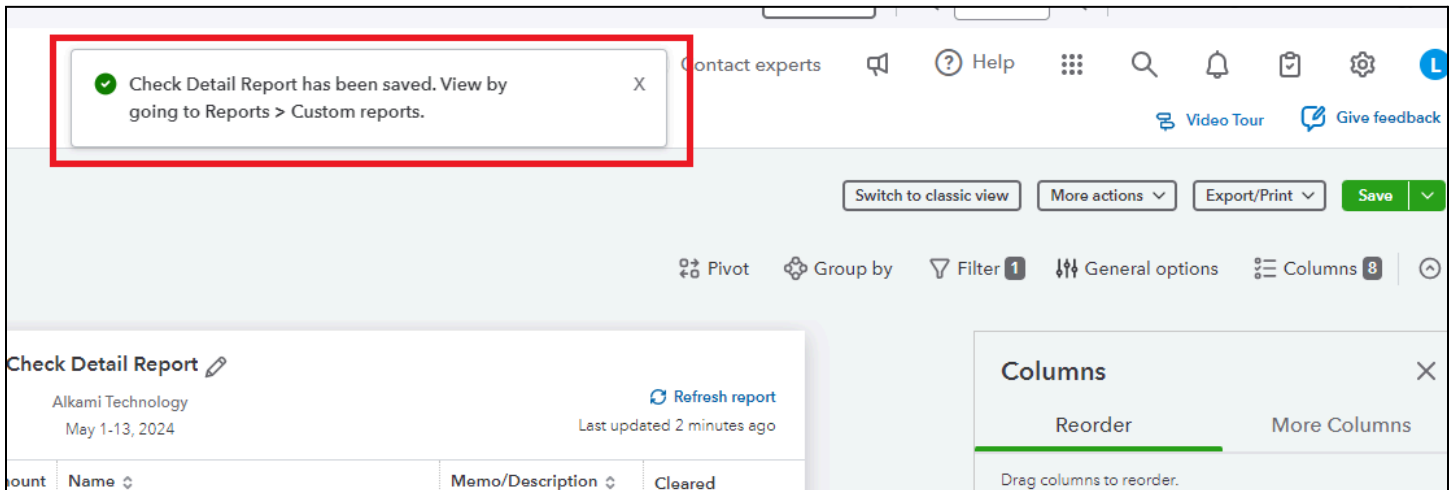
20. The saved report configuration will be available under the Reports menu, Custom reports tab.
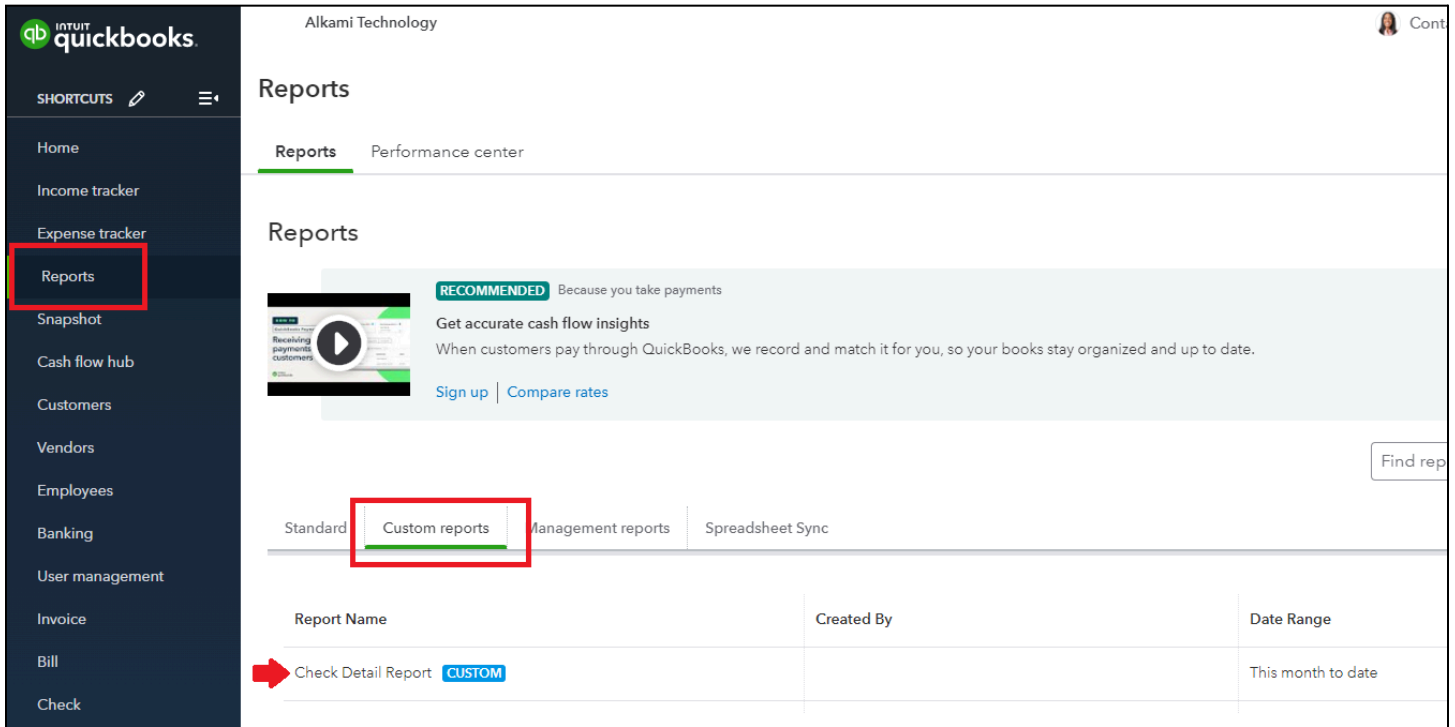


21. <u>About Memo/Description Field</u>: The Memo/Description field in QuickBooks can be utilized to map to the Status field in Check Positive Pay Issue Templates.

   a. When creating a check entry in QuickBooks, the Memo/Description field is used to add any additional notes about the transaction that are not included in the Description field. To use this as the Status field, place the Status of the check in the Memo/Description field. Depending on the configurations of the financial institution, the available options for check status could include: Issued, Voided or Stopped.

b. Within the Check entry screen, the Memo field is located at the bottom left.

c. Enter Issued, Voided or Stopped in the Memo field, then click the Save and Close button at the bottom right of the screen.



d. The data entered in the Memo field will display in the Check Detail Report as shown below.

### Check Detail Report ✏️

Alkami Technology
May 1-13, 2024

🔄 Refresh report
Last updated a few seconds ago

| Date ⇕ (Transaction) | Transaction type (Transaction lin... | Account # ⇕ (Transactio... | Num ⇕ (Trans... | ⇕ Amount (Transacti... | Name ⇕ (Transaction) | Memo/Description ⇕ (Transaction line items) | Cleared (Transaction li... |
|---|---|---|---|---|---|---|---|
| 05/04/2024 | Check | 2468024680 | 9355 | -$65.55 | Cisco Webex, LLC | Issued | Uncleared |
| 05/04/2024 | Check | 2468024680 | 9356 | -$600.00 | Jonathan Copeland and Michael Copeland | Issued | Uncleared |
| 05/04/2024 | Check | 2468024680 | 9357 | -$260.00 | Office Pride | Issued | Uncleared |
| 05/04/2024 | Check | 2468024680 | 9358 | -$30.00 | Richard Canova | Issued | Uncleared |
| 05/04/2024 | Check | 2468024680 | 9359 | -$933.00 | Waller Lansden Dortch & Davis, LLP | Issued | Uncleared |
| 05/04/2024 | Check | 2468024680 | 9360 | -$24.00 | Advanced Medical Inc. | Issued | Uncleared |
| 05/04/2024 | Check | 2468024680 | 9361 | -$6,130.00 | Citizens Union Bank | Issued | Uncleared |
| 05/04/2024 | Check | 2468024680 | 9362 | -$53.36 | Covey Seminars | Issued | Uncleared |

22. The report period can be set using the Report Period dropdown menu at the top left of the Check Detail Report screen.



## C. Exporting Check Detail Report

1. When the report is configured and showing the appropriate data within the date range selected, the user can export the report by clicking the Export/Print button at the top right of the screen.

2. The report can be downloaded as an Excel file, or as a CSV (comma separated value) file. A pop-up window will appear so that the user can select the file location to which the report can be downloaded. The default location is the Downloads folder. Once the file location is selected, click the Save button.
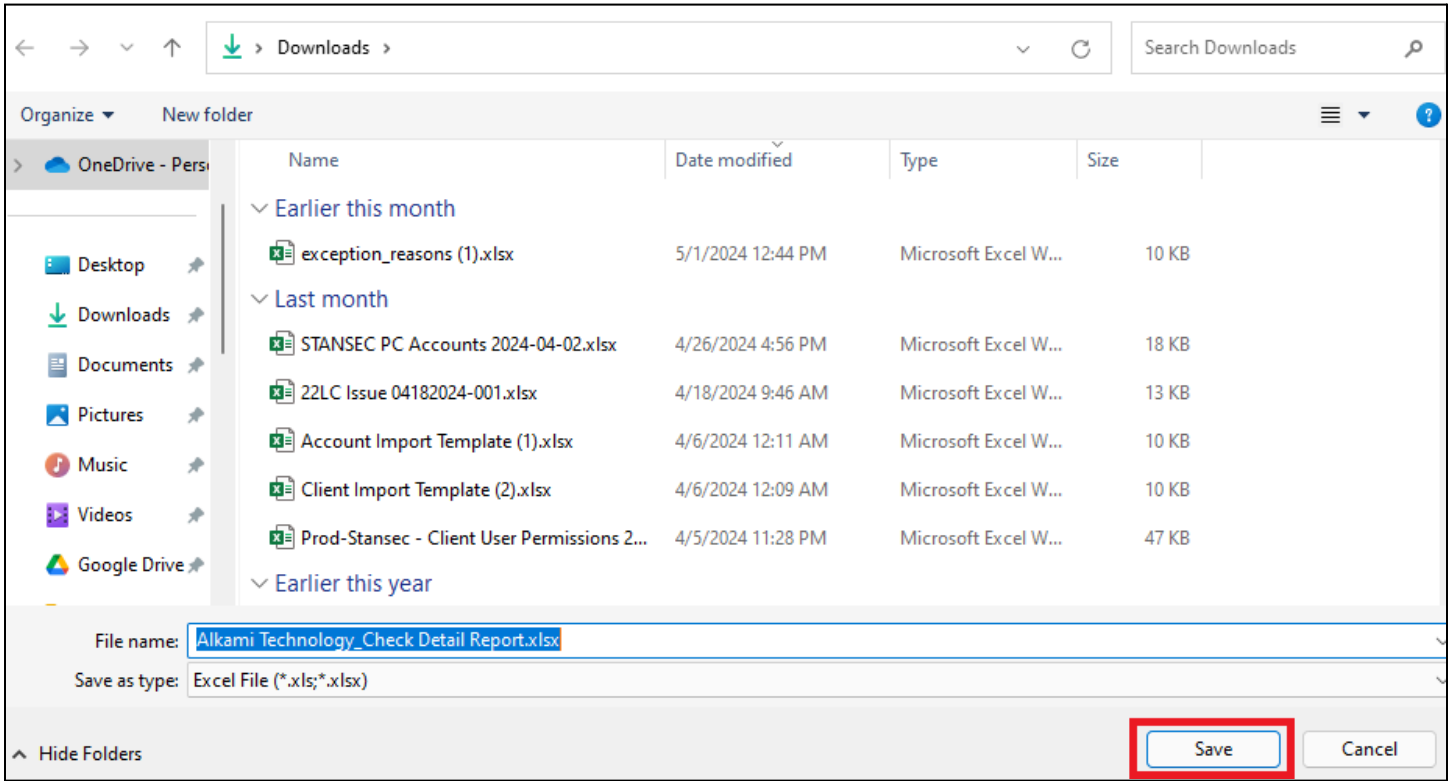
3. If an excel file is downloaded, the report will display with header and footer rows, as shown below:

| | Date | Transaction type | Account # | Num | Amount | Name | Memo/Description | Cleared |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | **Alkami Technology** | | | |
| 2 | | | | | **Check Detail Report** | | | |
| 3 | | | | | **May 1-13, 2024** | | | |
| 4 | | | | | | | | |
| 5 | Date | Transaction type | Account # | Num | Amount | Name | Memo/Description | Cleared |
| 6 | 05/04/2024 | Check | 2468024680 | 9355 | -65.55 | Cisco Webex, LLC | Issued | Uncleared |
| 7 | 05/04/2024 | Check | 2468024680 | 9356 | -600.00 | Jonathan Copeland and Michael Copelan | Issued | Uncleared |
| 8 | 05/04/2024 | Check | 2468024680 | 9357 | -260.00 | Office Pride | Issued | Uncleared |
| 9 | 05/04/2024 | Check | 2468024680 | 9358 | -30.00 | Richard Canova | Issued | Uncleared |
| 10 | 05/04/2024 | Check | 2468024680 | 9359 | -933.00 | Waller Lansden Dortch & Davis, LLP | Issued | Uncleared |
| 11 | 05/04/2024 | Check | 2468024680 | 9360 | -24.00 | Advanced Medical Inc. | Issued | Uncleared |
| 12 | 05/04/2024 | Check | 2468024680 | 9361 | -6,130.00 | Citizens Union Bank | Issued | Uncleared |
| 13 | 05/04/2024 | Check | 2468024680 | 9362 | -53.36 | Covey Seminars | Issued | Uncleared |
| 14 | 05/04/2024 | Check | 2468024680 | 9363 | -193.93 | Cuyahoga County Clerk | Issued | Uncleared |
| 15 | 05/04/2024 | Check | 2468024680 | 9364 | -2,800.00 | Michael Farrell | Issued | Uncleared |
| 16 | 05/04/2024 | Check | 2468024680 | 9365 | -150.00 | Nesta Archeron and Elain Archeron | Issued | Uncleared |
| 17 | 05/04/2024 | Check | 2468024680 | 9366 | -150.00 | Jake Chambers | Issued | Uncleared |
| 18 | 05/04/2024 | Check | 2468024680 | 9367 | -750.00 | ABC Carpentry | Issued | Uncleared |
| 19 | 05/04/2024 | Check | 2468024680 | 9368 | -180.00 | FedEx | Issued | Uncleared |
| 20 | 05/04/2024 | Check | 2468024680 | 9369 | -90.00 | UPS | Issued | Uncleared |
| 21 | 05/04/2024 | Check | 2468024680 | 9370 | -65.55 | Mike Mechanics | Issued | Uncleared |
| 22 | 05/04/2024 | Check | 2468024680 | 9371 | 0.00 | Leonard Thomas | Voided | Uncleared |
| 23 | 05/04/2024 | Check | 2468024680 | 9372 | -260.00 | Jack King | Issued | Uncleared |
| 24 | 05/04/2024 | Check | 2468024680 | 9373 | 0.00 | Joseph Little | Voided | Uncleared |
| 25 | 05/04/2024 | Check | 2468024680 | 9374 | -933.00 | Mary Moses | Issued | Uncleared |
| 26 | | | | | Monday, May 13, 2024 Monday, May 13, 2024 03:32 PM GMTZ | | | |

4. If a CSV file is downloaded, the report will display with header and footer rows, as shown below:

```
Alkami Technology_Check Detail Report.csv  ●

C: > Users > liz.delaere > Downloads > 📊 Alkami Technology_Check Detail Report.csv
  1    Alkami Technology,,,,,,,,
  2    Check Detail Report,,,,,,,,
  3    "May 1-13, 2024",,,,,,,
  4
  5    Date,Transaction type,Account #,Num,Amount,Name,Memo/Description,Cleared
  6    05/04/2024,Check,2468024680,9355,-65.55,"Cisco Webex, LLC",Issued,Uncleared
  7    05/04/2024,Check,2468024680,9356,-600.00,Jonathan Copeland and Michael Copeland,Issued,Uncleared
  8    05/04/2024,Check,2468024680,9357,-260.00,Office Pride,Issued,Uncleared
  9    05/04/2024,Check,2468024680,9358,-30.00,Richard Canova,Issued,Uncleared
 10    05/04/2024,Check,2468024680,9359,-933.00,"Waller Lansden Dortch & Davis, LLP",Issued,Uncleared
 11    05/04/2024,Check,2468024680,9360,-24.00,Advanced Medical Inc.,Issued,Uncleared
 12    05/04/2024,Check,2468024680,9361,"-6,130.00",Citizens Union Bank,Issued,Uncleared
 13    05/04/2024,Check,2468024680,9362,-53.36,Covey Seminars,Issued,Uncleared
 14    05/04/2024,Check,2468024680,9363,-193.93,Cuyahoga County Clerk,Issued,Uncleared
 15    05/04/2024,Check,2468024680,9364,"-2,800.00",Michael Farrell,Issued,Uncleared
 16    05/04/2024,Check,2468024680,9365,-150.00,Nesta Archeron and Elain Archeron,Issued,Uncleared
 17    05/04/2024,Check,2468024680,9366,-150.00,Jake Chambers,Issued,Uncleared
 18    05/04/2024,Check,2468024680,9367,-750.00,ABC Carpentry,Issued,Uncleared
 19    05/04/2024,Check,2468024680,9368,-180.00,FedEx,Issued,Uncleared
 20    05/04/2024,Check,2468024680,9369,-90.00,UPS,Issued,Uncleared
 21    05/04/2024,Check,2468024680,9370,-65.55,Mike Mechanics,Issued,Uncleared
 22    05/04/2024,Check,2468024680,9371,0.00,Leonard Thomas,Voided,Uncleared
 23    05/04/2024,Check,2468024680,9372,-260.00,Jack King,Issued,Uncleared
 24    05/04/2024,Check,2468024680,9373,0.00,Joseph Little,Voided,Uncleared
 25    05/04/2024,Check,2468024680,9374,-933.00,Mary Moses,Issued,Uncleared
 26    "Monday, May 13, 2024 Monday, May 13, 2024 03:34 PM GMTZ",,,,,,,
 27
```

# IV. MAPPING ISSUANCE FILE TO ISSUE TEMPLATE IN CHECK POSITIVE PAY (PRO-CHEX)

1. To create an Issue Template that maps correctly to the Issuance File created by exporting the Check Detail record, the following fields in the Issue Template interface should be correctly configured.

2. File Type: Select Comma Separated for CSV files, or Excel Workbook for Excel files.

3. Number of Header Rows:

    a. The Excel version of the issuance file has 5 header rows before the first line of data begins. It is important that the Number of Header Rows is set to 5 so that the system knows to skip these rows when pulling data from the issuance file.

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | **Alkami Technology** | | | |
| 2 | | | | | **Check Detail Report** | | | |
| 3 | | | | | May 1-13, 2024 | | | |
| 4 | | | | | | | | |
| 5 | **Date** | **Transaction type** | **Account #** | **Num** | **Amount** | **Name** | **Memo/Description** | **Cleared** |
| 6 | 05/04/2024 | Check | 2468024680 | 9355 | -65.55 | Cisco Webex, LLC | Issued | Uncleared |
| 7 | 05/04/2024 | Check | 2468024680 | 9356 | -600.00 | Jonathan Copeland and Michael Copelan | Issued | Uncleared |
| 8 | 05/04/2024 | Check | 2468024680 | 9357 | -260.00 | Office Pride | Issued | Uncleared |

## Create New Template

**Template Name**

QB Issuance Files

**File Type?**

Excel Workbook

**Template Status**

Active

**Number of Header Rows?**

5

**Number of Footer Rows?**

0

**Template Level?**

Client

**Multi-Line Payee Name Separator: ?**

Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [ ; | , - _ / ]

b. The CSV version of the issuance file has 5 header rows before the first line of data begins. It is important that the Number of Header Rows is set to 5 so that the system knows to skip these rows when pulling data from the issuance file.

4. Number of Footer Rows:

    a. The Excel version of the issuance file has 1 footer row at the end of the file. It is important that the Number of Footer Rows is set to 1 so that the system knows to skip this row when pulling data from the issuance file.

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | Alkami Technology | | | |
| 2 | | | | | Check Detail Report | | | |
| 3 | | | | | May 1-13, 2024 | | | |
| 4 | | | | | | | | |
| 5 | Date | Transaction type | Account # | Num | Amount | Name | Memo/Description | Cleared |
| 6 | 05/04/2024 | Check | 2468024680 | 9355 | -65.55 | Cisco Webex, LLC | Issued | Uncleared |
| 7 | 05/04/2024 | Check | 2468024680 | 9356 | -600.00 | Jonathan Copeland and Michael Copeland | Issued | Uncleared |
| 8 | 05/04/2024 | Check | 2468024680 | 9357 | -260.00 | Office Pride | Issued | Uncleared |
| 9 | 05/04/2024 | Check | 2468024680 | 9358 | -30.00 | Richard Canova | Issued | Uncleared |
| 10 | 05/04/2024 | Check | 2468024680 | 9359 | -933.00 | Waller Lansden Dortch & Davis, LLP | Issued | Uncleared |
| 11 | 05/04/2024 | Check | 2468024680 | 9360 | -24.00 | Advanced Medical Inc. | Issued | Uncleared |
| 12 | 05/04/2024 | Check | 2468024680 | 9361 | -6,130.00 | Citizens Union Bank | Issued | Uncleared |
| 13 | 05/04/2024 | Check | 2468024680 | 9362 | -53.36 | Covey Seminars | Issued | Uncleared |
| 14 | 05/04/2024 | Check | 2468024680 | 9363 | -193.93 | Cuyahoga County Clerk | Issued | Uncleared |
| 15 | 05/04/2024 | Check | 2468024680 | 9364 | -2,800.00 | Michael Farrell | Issued | Uncleared |
| 16 | 05/04/2024 | Check | 2468024680 | 9365 | -150.00 | Nesta Archeron and Elain Archeron | Issued | Uncleared |
| 17 | 05/04/2024 | Check | 2468024680 | 9366 | -150.00 | Jake Chambers | Issued | Uncleared |
| 18 | 05/04/2024 | Check | 2468024680 | 9367 | -750.00 | ABC Carpentry | Issued | Uncleared |
| 19 | 05/04/2024 | Check | 2468024680 | 9368 | -180.00 | FedEx | Issued | Uncleared |
| 20 | 05/04/2024 | Check | 2468024680 | 9369 | -90.00 | UPS | Issued | Uncleared |
| 21 | 05/04/2024 | Check | 2468024680 | 9370 | -65.55 | Mike Mechanics | Issued | Uncleared |
| 22 | 05/04/2024 | Check | 2468024680 | 9371 | 0.00 | Leonard Thomas | Voided | Uncleared |
| 23 | 05/04/2024 | Check | 2468024680 | 9372 | -260.00 | Jack King | Issued | Uncleared |
| 24 | 05/04/2024 | Check | 2468024680 | 9373 | 0.00 | Joseph Little | Voided | Uncleared |
| 25 | 05/04/2024 | Check | 2468024680 | 9374 | -933.00 | Mary Moses | Issued | Uncleared |
| 26 | | | | | Monday, May 13, 2024 Monday, May 13, 2024 03:32 PM GMTZ | | | |

## Create New Template

**Template Name**

QB Issuance Files

**File Type?**

Excel Workbook

**Template Status**

Active

**Number of Header Rows?**

4

**Number of Footer Rows?**

1

**Template Level?**

Client

**Multi-Line Payee Name Separator:** ?

Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [ ; | , - _ / ]

b. The CSV version of the issuance file has 2 footer rows at the end of the file. It is important that the Number of Footer Rows is set to 2 so that the system knows to skip this row when pulling data from the issuance file.

5. File Mapping:

The table below displays the Issue Template fields and the matching field name in QuickBooks. Based on your configuration of the Issuance file from QuickBooks, your File Column settings may differ from what are illustrated below. ***For definitions of the different fields in the Issue Template interface, please refer to Section II. Issue Templates.***

| Check Detail Report/ Issuance File Field | Maps to | Issuance Template Field |
|---|---|---|
| Date | | Issuance Date |
| Account Number | | Account Number |
| Num | | Serial Number |
| Name | | Payee Name |
| Amount | | Amount |
| Memo/Description | | Status |

6. In the images below, the Issue Template is mapped correctly to the corresponding Issuance File.

Issuance File:

| | A | B | C | D | E | F | G | H |
|---|---|---|---|---|---|---|---|---|
| 1 | | | | | Alkami Technology | | | |
| 2 | | | | | Check Detail Report | | | |
| 3 | | | | | May 1-13, 2024 | | | |
| 4 | | | | | | | | |
| 5 | Date | Transaction type | Account # | Num | Amount | Name | Memo/Description | Cleared |
| 6 | 05/04/2024 | Check | 2468024680 | 9355 | -65.55 | Cisco Webex, LLC | Issued | Uncleared |
| 7 | 05/04/2024 | Check | 2468024680 | 9356 | -600.00 | Jonathan Copeland and Michael Copelan | Issued | Uncleared |
| 8 | 05/04/2024 | Check | 2468024680 | 9357 | -260.00 | Office Pride | Issued | Uncleared |
| 9 | 05/04/2024 | Check | 2468024680 | 9358 | -30.00 | Richard Canova | Issued | Uncleared |
| 10 | 05/04/2024 | Check | 2468024680 | 9359 | -933.00 | Waller Lansden Dortch & Davis, LLP | Issued | Uncleared |
| 11 | 05/04/2024 | Check | 2468024680 | 9360 | -24.00 | Advanced Medical Inc. | Issued | Uncleared |
| 12 | 05/04/2024 | Check | 2468024680 | 9361 | -6,130.00 | Citizens Union Bank | Issued | Uncleared |
| 13 | 05/04/2024 | Check | 2468024680 | 9362 | -53.36 | Covey Seminars | Issued | Uncleared |
| 14 | 05/04/2024 | Check | 2468024680 | 9363 | -193.93 | Cuyahoga County Clerk | Issued | Uncleared |
| 15 | 05/04/2024 | Check | 2468024680 | 9364 | -2,800.00 | Michael Farrell | Issued | Uncleared |
| 16 | 05/04/2024 | Check | 2468024680 | 9365 | -150.00 | Nesta Archeron and Elain Archeron | Issued | Uncleared |
| 17 | 05/04/2024 | Check | 2468024680 | 9366 | -150.00 | Jake Chambers | Issued | Uncleared |
| 18 | 05/04/2024 | Check | 2468024680 | 9367 | -750.00 | ABC Carpentry | Issued | Uncleared |
| 19 | 05/04/2024 | Check | 2468024680 | 9368 | -180.00 | FedEx | Issued | Uncleared |
| 20 | 05/04/2024 | Check | 2468024680 | 9369 | -90.00 | UPS | Issued | Uncleared |
| 21 | 05/04/2024 | Check | 2468024680 | 9370 | -65.55 | Mike Mechanics | Issued | Uncleared |
| 22 | 05/04/2024 | Check | 2468024680 | 9371 | 0.00 | Leonard Thomas | Voided | Uncleared |
| 23 | 05/04/2024 | Check | 2468024680 | 9372 | -260.00 | Jack King | Issued | Uncleared |
| 24 | 05/04/2024 | Check | 2468024680 | 9373 | 0.00 | Joseph Little | Voided | Uncleared |
| 25 | 05/04/2024 | Check | 2468024680 | 9374 | -933.00 | Mary Moses | Issued | Uncleared |
| 26 | | | | | Monday, May 13, 2024 Monday, May 13, 2024 03:32 PM GMTZ | | | |

Issue Template:

## Create New Template

| Template Name | File Type? | Template Status |
|---|---|---|
| QB Issuance Files | Excel Workbook | Active |

| Number of Header Rows? | Number of Footer Rows? | Template Level? |
|---|---|---|
| 5 | 1 | Client |

**Multi-Line Payee Name Separator:** ?

[blank field]

Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [ ; | , - _ / ]

### File Mapping

| Add | Input Field? | File Column? | Field Format |
|---|---|---|---|
| | Serial Number | 4 | |
| | Amount? | 5 | ● Fractional Dollars (12.34)  ○ Whole numbers of cents (1234) |
| ☑ | Status? | 7 | Issued — for ISSUED;  Stopped — for STOPPED;  Voided — for VOIDED |
| ☑ | Account Number? | 3 | |
| ☑ | Issuance Date? | 1 | |
| ☑ | Payee Name? | 6 | |

7. Once configured correctly, remember to save your Issue Template by clicking Save at the bottom of the Issue Template pop-up screen.



8. *Instructions for loading an issuance file through the Client Portal can be found in the Check Positive Pay Client User Guide, under Section IV, Managing Issue Items.*

# APPENDIX A – DOCUMENT REVISION INDEX

A comprehensive list of all revisions made to this document since last publication.

Current Version: 1.0.0 (published 05/14/2024 – Release # a2024.2)

| Section | Pages | Description |
|---|---|---|
| **Entire Document** | | Newly created document. |