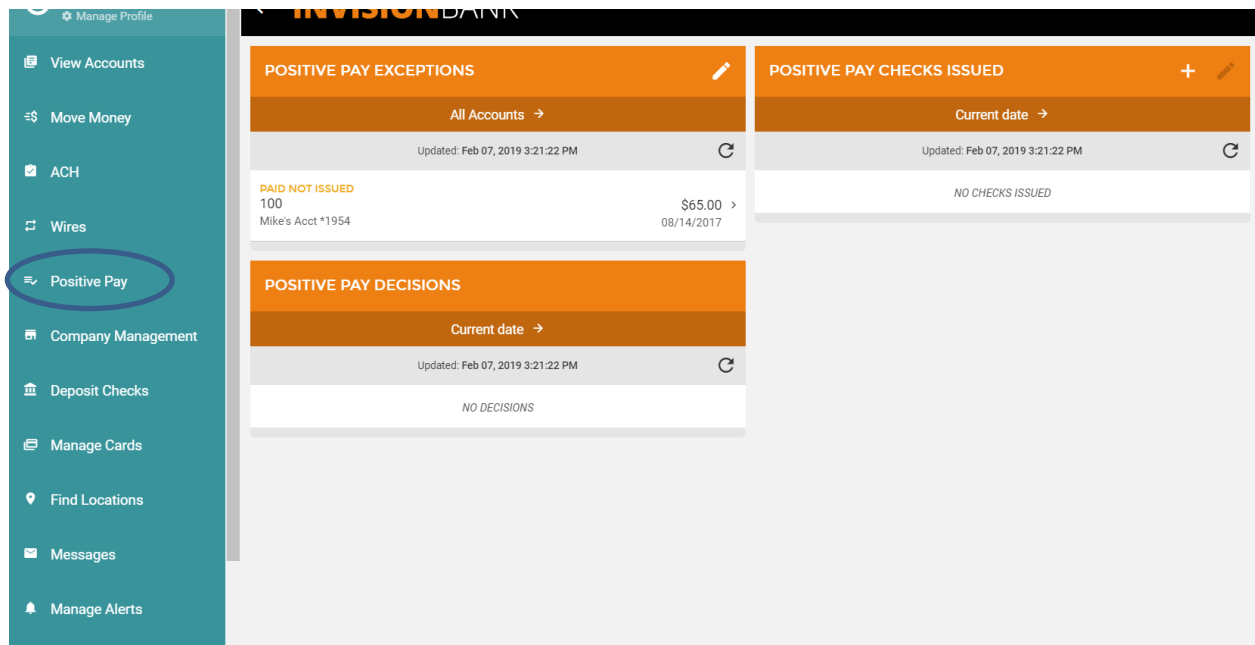# Positive Pay Process

User Permission

- Positive Pay setup must be completed in NuPoint prior to granting access in Digital Banking.
- Access to Positive Pay is located on the Checking Account tab below ACH and Wire permissions.

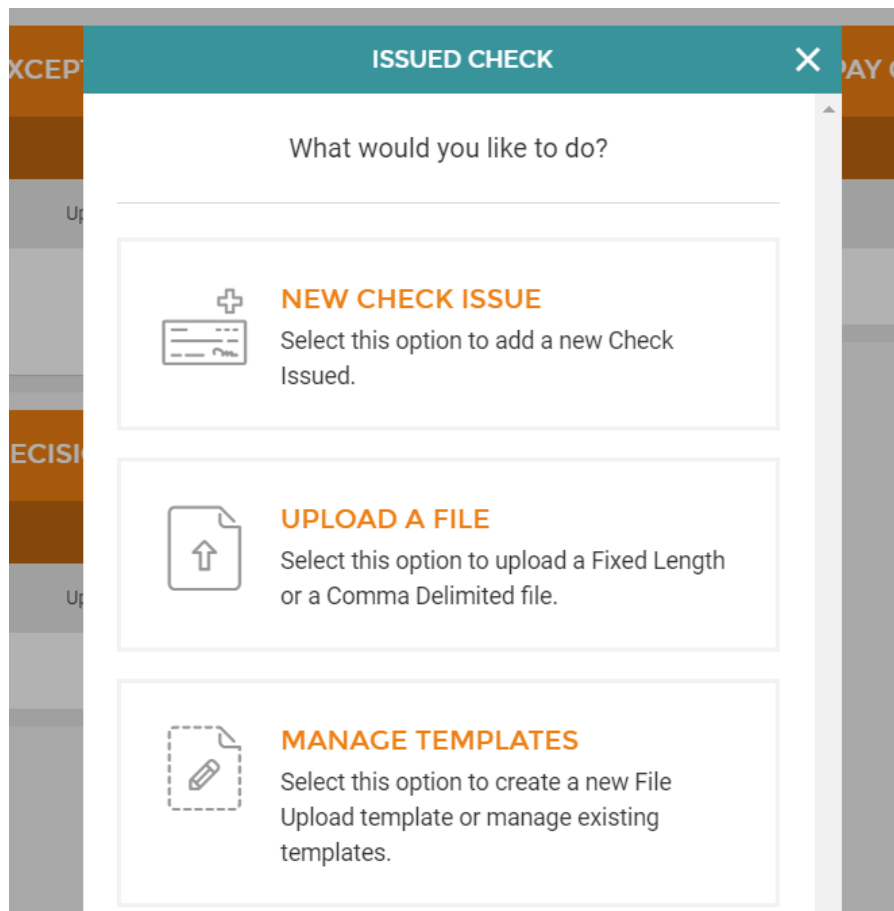Positive Pay Access: ☐

Digital Banking User Process

Step 1: Customer may add Issued Checks or Import a file

Manually adding a check:

- Click "+" to manually add checks or import a file.

- Select input method. The user has the option to save import file formats as a template for future use.

If Customer Imports File

**File can be Fixed Length or CSV (comma-separated values) / Comma Delimited

If Comma Delimited

- User will select the fields that are contained in the file. The fields must be in the order they are saved in the CSV file.
- Enter the number of lines to skip if any header information is included in the file.
- If amounts in file exclude decimals, select that option at the end of the upload screen.

Amount Required

required

FIELD LENGTH

⠿

Serial Number Required

required

FIELD LENGTH

⠿

Write Date Required

required

FIELD LENGTH

⠿

+ Insert New Field

Number of Header Rows to Skip:

HEADER ROWS

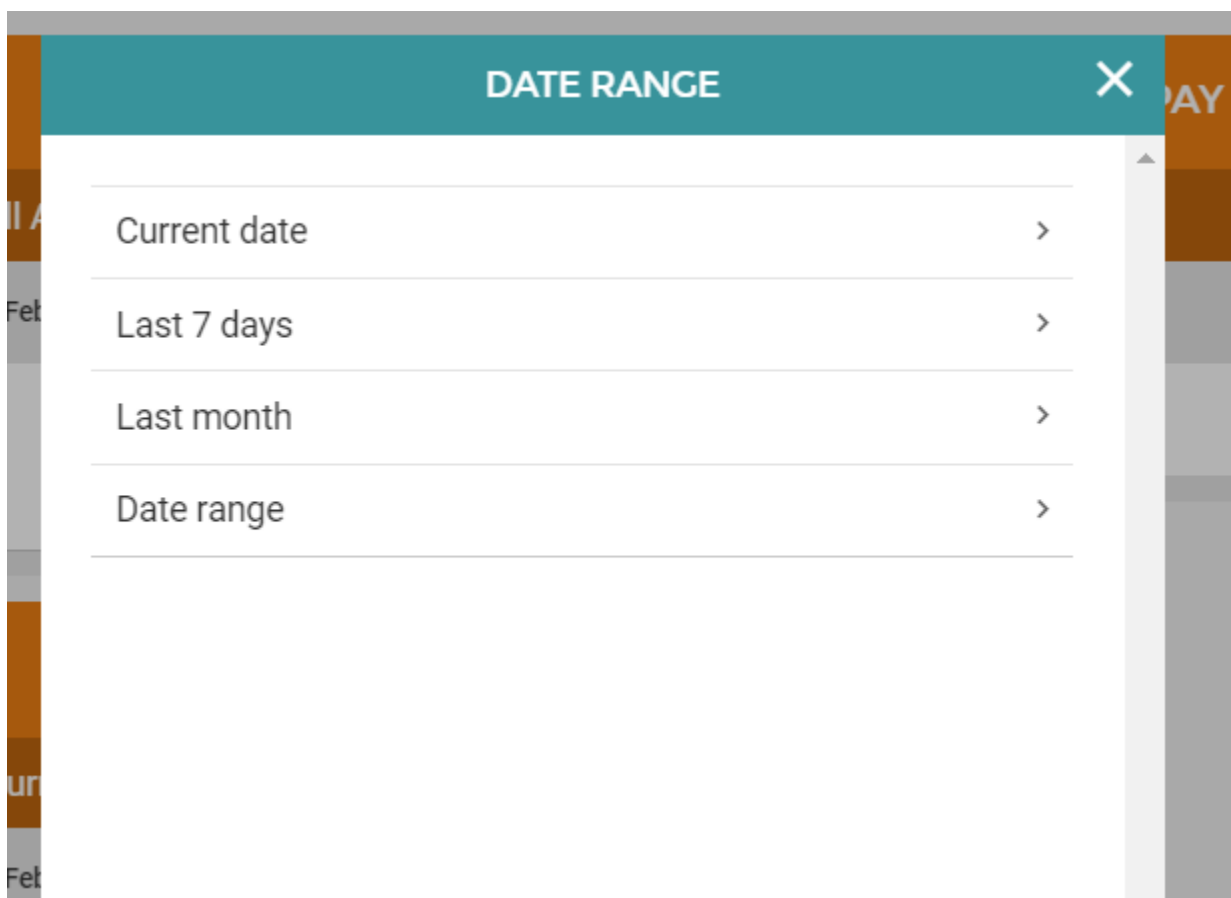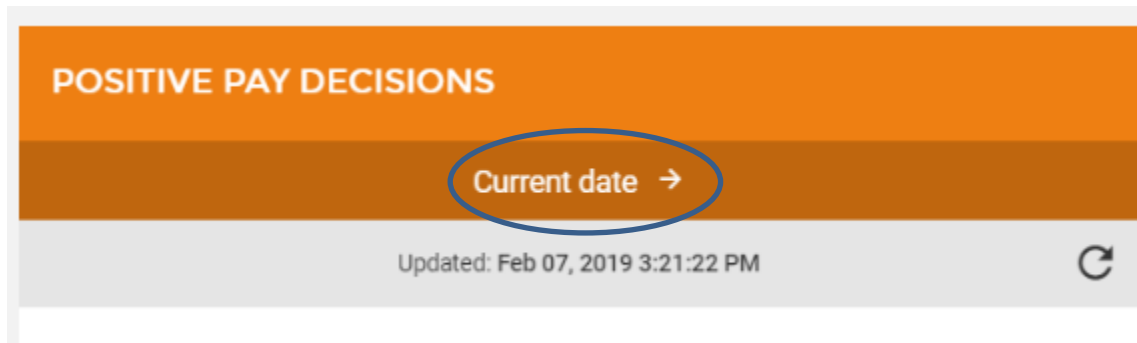**Amount Excludes Decimals** ◯

READ FILE →

Step 2: Exceptions

- Any exceptions will be listed for the user to decision.

POSITIVE PAY EXCEPTIONS ✏

All Accounts →

Updated: **Feb 07, 2019 3:21:22 PM** ↻

PAID NOT ISSUED
100
Mike's Acct *1954

$65.00 ›
08/14/2017

- Click on the item to select the appropriate decision.

Positive Pay Exceptions
100 .

| Approve | Fix | Return |

ACCOUNT
Mike's Acct *1954

AMOUNT
$65.00

DATE
08/14/2017

EXCEPTION REASON
Paid Not Issued

Any previous decisions will be listed in on the main Positive Pay page and can be displayed by a date range.

POSITIVE PAY DECISIONS

Current date →

Updated: Feb 07, 2019 3:21:22 PM

DATE RANGE ✕

Current date	>
Last 7 days	>
Last month	>
Date range	>

CSI recommends Positive Pay customers set up the "Positive Pay Exception" alert. This will alert them anytime there is an exception that needs attention.