

## Manually Entering a Positive Pay item/check

1. From the Upload option, select Manual Entry as the file type.

Upload ARP Files ?

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

Enter the name of the file you wish to upload (some browsers will provide a Browse button to help you find the file). Click the Upload button. If you are consistently having trouble uploading your file, try the 'Open Input' method.

Upload File For:

Upload File Type:

Saved Format:  (highlighted)

No file chosen

NOTE: Maximum upload file size is 4052 MB.

2. Select the account the items are for.
3. Enter item information. Multiple pages of up to 11 items can be entered.

Upload ARP Files ?

Upload File For:

	Check Number:	Date Issued:	Check Amount:	Type:	Payee:
1	1233	05/23/2016	100.00	Debit	Allen B
2				Debit	
3				Debit	
4				Debit	
5				Debit	
6				Debit	
7				Debit	
8				Debit	
9				Debit	
10				Debit	
11				Debit	

1 2 3 4 5 6 7 8

4. Click **Upload**.

5. Once the file uploads, click **View Details** to review items.

File Upload Status <span>?</span>						View 5   <a href="#">10</a>   <a href="#">20</a>   <a href="#">50</a>   <a href="#">100</a>   <a href="#">All</a>
File Name	Format	Type	Related Account	Upload Date ▾	Status	
Sample4 CSV.csv	Delim	ARP	CK 500	5/23/2016 10:16:31 AM	<a href="#">View Details</a>	
CR Payroll.ach	NACHA	ACH	N/A	5/20/2016 8:43:17 AM	Uploaded	

6. Verify that the item information is correct, and then click **Approve**.

Upload Results <span>?</span>						View 10   <a href="#">20</a>   <a href="#">50</a>   <a href="#">100</a>   <a href="#">All</a>
Status:	Check Number: ▾	Date Issued:	Payee:	Amount:		
Successful	00000014000	04/26/2016	Mary Smith And Bros Inc	\$2,140.00		
Successful	00000014001	04/26/2016	Joe Jones	\$301.00		
Successful	00000014002	04/26/2016	Al Allen	\$8,714.00		
Successful	00000014003	04/26/2016	Sue Park	\$678.00		
Successful	00000014004	04/26/2016	Mary Smith And Bros Inc	\$100.00		
Successful	00000014005	04/26/2016	Joe Jones	\$23.98		
Successful	00000014006	04/26/2016	Al Allen	\$876.90		
Successful	00000014007	04/26/2016	Sue Park	\$2,140.00		
Successful	00000014008	04/26/2016	Joe Jones	\$153.00		
Successful	00000014009	04/26/2016	Al Allen	\$90.00		

Total: 10 check(s) \$15,216.88

A file must be approved prior to uploading another issued items file.