

Voiding Issued Check/Item already approved

Items may be submitted as void at initial upload or after to change the status of a previously uploaded item.

If including a voided item within an uploaded file, you must include a void date and customer defined void indicator under Positive Pay Edit Upload Format.

Add New Delimited File Upload Format:

Format Name:	Operational Format				
Account Number:	Select	Chk:	Sav:	Christmas Club:	GL:
Account Type:	Select	Debit Indicator:	Credit Indicator:		
Debit / Credit:	Select	Item Number:	1		
Item Amount:	2	Issue Date:	3	Date Format:	
Void Date:	Select	Date Format:			
Payee:	4				
Payee Address 1:	Select				
Payee Address 2:	Select				
Payee Address 3:	Select				
Payee Address 4:	Select				
Void Indicator:	Select	Yes Indicator:			
Stop Indicator:	Select	Yes Indicator:			
Amount Format:	Default (No For				
Field Delimiter	Comma (,)				
Text Qualifier	None				

If manually entering the voided item, Click on Positive Pay Upload and make sure to change the type to Void. Once all Voids have been entered, Click on Upload at the bottom.

Upload ARP Files ?

Upload File For: CK 500

	Check Number:	Date Issued:	Check Amount:	Type:	Payee:
1	1233	05/23/2016	100.00	Void	Allen B
2				Debit	
3				Debit	
4				Debit	

Once file uploads, the status has **View Details**. Click **View Details** to review items.

File Upload Status ? View 5 | 10 | 20 | 50 | 100 | All

File Name	Format	Type	Related Account	Upload Date	Status
Sample4 CSV.csv	Delim	ARP	CK 500	5/23/2016 10:16:31 AM	View Details
CR Payroll.ach	NACHA	ACH	N/A	5/20/2016 8:43:17 AM	Uploaded

[Refresh List](#)

Verify that the item information is correct. Click **Approve**.

Upload Results ? View 10 | 20 | 50 | 100 | All

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

[Approve](#) [Cancel](#)

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