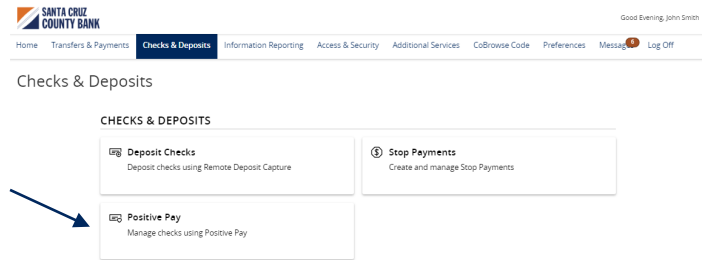


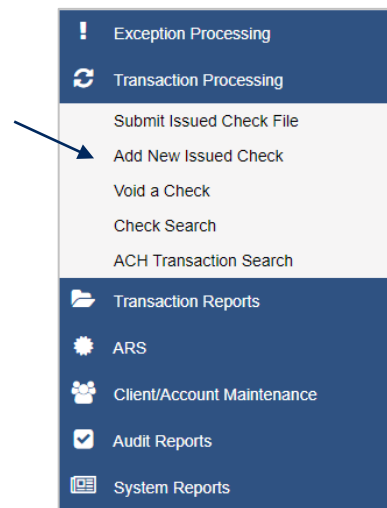
# Positive Pay: Add New Issued Check

Use the Submit Issued Check File page to upload issued check files to Santa Cruz County Bank.

1. Select the 'Check & Deposits' menu and then 'Positive Pay'.



2. Select the 'Transaction Processing' menu then 'Add New Issued Check'.



3. Select the corresponding Account ID from the drop-down menu.
  - a. Enter the check number.
  - b. Enter the dollar amount.
  - c. Enter the Issued Date of the check
  - d. Enter the Issued Payee.

The screenshot shows the 'Add New Issued Check' form. It includes the following fields: 'Account Nickname' (dropdown menu with '<Not Selected>' selected), 'Amount' (dropdown menu with '<Not Selected>', 'ACCOUNT 3333', and 'ACCOUNT 4444' options), 'Check Number' (text input), 'Issued Date' (text input with '07/17/2023' entered), 'Issued Payee' (text input), and 'Notes' (text area). Below the 'Notes' field, there is a checkbox for 'Auto-Increment Check Number' and an 'Add Check' button. The text '512 characters left.' is displayed below the 'Notes' field.

# Positive Pay: Add New Issued Check

- 4. Check the box next to Auto Increment Check Number option to increment the check number by one after each check submission.
- 5. Click Add Check.

**NOTE:** Submission of issued check files is a real time process. The checks are considered current outstanding issued items as of this point.

The screenshot shows a web form titled "Add New Issued Check". The form contains the following fields and elements:

- Account Nickname:** A dropdown menu showing "ACCOUNT 3333".
- Check Number:** A text input field containing "1234".
- Amount:** A text input field containing "1.00".
- Issued Date:** A text input field containing "07/17/2023".
- Issued Payee:** A text input field containing "Sample Payee".
- Notes:** A large text area with a "512 characters left" indicator.
- Auto-Increment Check Number:** A checkbox that is checked, with an arrow pointing to it from the "Add Check" button.
- Add Check:** A blue button at the bottom right of the form.