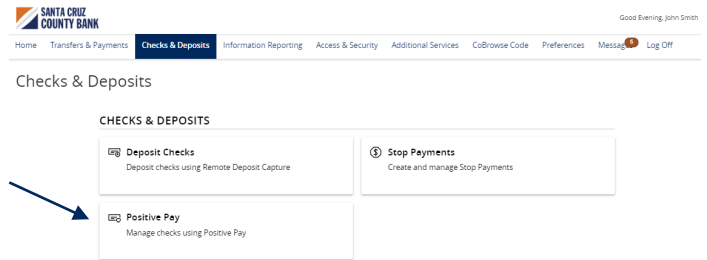


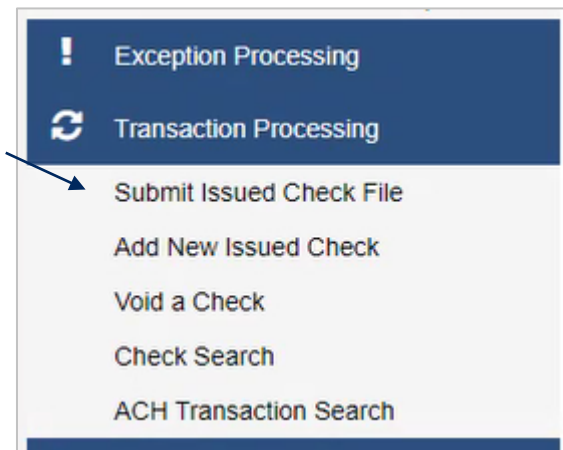
Positive Pay: Submit Issued Check File Guide

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

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



2. Select the 'Transaction Processing' menu then 'Submit Issued Check File'.



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3. Select a file to process.
4. Select the Account ID from the drop-down menu. This is the client or account ID associated with the issued checks contained within the file. If there is only one account ID, this field will be pre-populated.
5. Select the corresponding file processing type. This is the format of the issued check file. If there is only one account ID, this field will be pre-populated.
6. Click 'Process File'.

Submit Issued Check File

Step 1. Select a file to process.

Choose File No file chosen

Step 2. Input details about the file.

Account Nickname: ACCOUNT 3333

File Mapping Format: Sample Mapping

Items in File:

Dollar Amount in File:

Issued Date: 07/14/2023

Step 3. Click the "Process File" button.

Process File

The result of the process will display on the screen. If the file has not been processed within 30 seconds, a message will display, and a follow up email will be sent to the user indicating the file processing status.

Processing Results

File Name	Upload Date	Status	Items	Amount
Sample_File_Upload.xlsx	7/14/23 3:55:53 PM	Processed	6	\$422.60

NOTE: There are four possible results.

1. **Unprocessed**
The file has been uploaded but has not yet been processed.
2. **Processed**
The file was processed successfully.
3. **Processed with Exceptions**
The file was processed successfully, but duplicate checks were not loaded.
4. **Rejected**
The file was rejected due to one of the following reasons:
 - a. A mismatch between the number of items/amounts entered on the page and the number of items/amounts contained in the file
 - b. The file format did not match the selected format

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