

Positive Pay – Submit Issued Check File

Users can use the **Submit Issued Check File** page to upload issued check files to Bonvenu.

Note: To use this page, users must have **Allow user to add/edit transactions** enabled in the **Security Settings** tab on the **User Setup (Client)** page.

Submit Issued Check File

Step 1. Select a file to process.

No file chosen

Step 2. Input details about the file.

Account ID: ▼

File Mapping Format: ▼

Items in File:

Dollar Amount in File:

Issued Date:

Step 3. Click the "Process File" button.

After selecting **Process File**, view additional details regarding the file by selecting the **Status** column. For example, to view the exceptions on a file that has a status of **Processed with Exceptions**, select the **Processed with Exceptions** link.

- **Client/Account ID**—the Client/Account ID associated with the issued checks contained within the file. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

This list only includes accounts that are set up to create either same day or next day exceptions. To enable exceptions, use the **Check exception creation type** option on the Account/Client ID Setup page in the **Security/Account Administration** section of the menu. If no accounts are configured to create check exceptions, all accounts are displayed.

Note: If an issued check file contains items for multiple accounts, select any of the Client IDs represented within the file.

- **File Mapping Format**—the format of the issued check file. The list is limited to the file formats assigned to the client by the FI using the File Mapping page.
- **Items in File**—the number of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual number of items in the file, the file will be rejected.

Note: If the field is disabled, the number of items in the file is not required or is included in the file. This is defined during the file mapping process.

- **Dollar Amount in File**—the total dollar amount of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual amount in the file, the file will be rejected.

Note: If the field is disabled, the dollar amount in the file is not required or is included in the file. This is defined during the file mapping process.

- **Issued Date**—if the issued check file does not have an issued date within the file, then the issued date must be entered when the file is uploaded.

Note: This is defined during the file mapping process.

Once a file is uploaded and processed, a window is displayed indicating the processing status. If the file has not processed within 30 seconds, a message is displayed informing the customer that an email will be sent indicating the file

processing status. The file processing status can also be checked online using the Issued Check File Processing Log page. The following is a list of the possible processing statuses:

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

[Close](#) **Results: Rejected**  

Error Message	
1	Account ID: Tes't Check Number: 54345 Amt: 100.00 Error:1002-CHECK IS ALREADY IN SYSTEM