

Positive Pay – Add a New Issued Check

Users can use the Add New Issued Check page if a check was manually written or was otherwise not included in the electronic issued check file that was submitted to the Bonvenu. Any checks entered on this page in the current session are displayed in the table below.

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.

Add New Issued Check

Account ID:

Amount:

Issued Payee:

Notes:

512 characters left.

Check Number:

Issued Date:

Auto-Increment Check Number

	Account ID	Check Number	Amount	Issued Date	Issued Payee	Notes
1	Expense Account	157894	\$100.00	08/16/2017	Roger Miles	Issued Check
2	Expense Account	157895	\$200.00	08/16/2017	Jane Williams	Issued Check to Jane Williams
			Total: \$300.00			

Client/Account ID—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system. The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

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.

- **Check Number**—the check number of this item.
- **Amount**—the amount of the check.
- **Issued Date**—the issued date for this check.
- **Issued Payee**—the issued payee name for this check.

Note: Issued Payee is only displayed if Display Issued Payee Name is selected on the client setup page.

- **Notes**—notes for this issued check.

Note: Notes are only displayed if Display Notes is selected on the client setup page.

- **Auto-Increment Check Number**—checking this box increments the check number by one after each check submission.