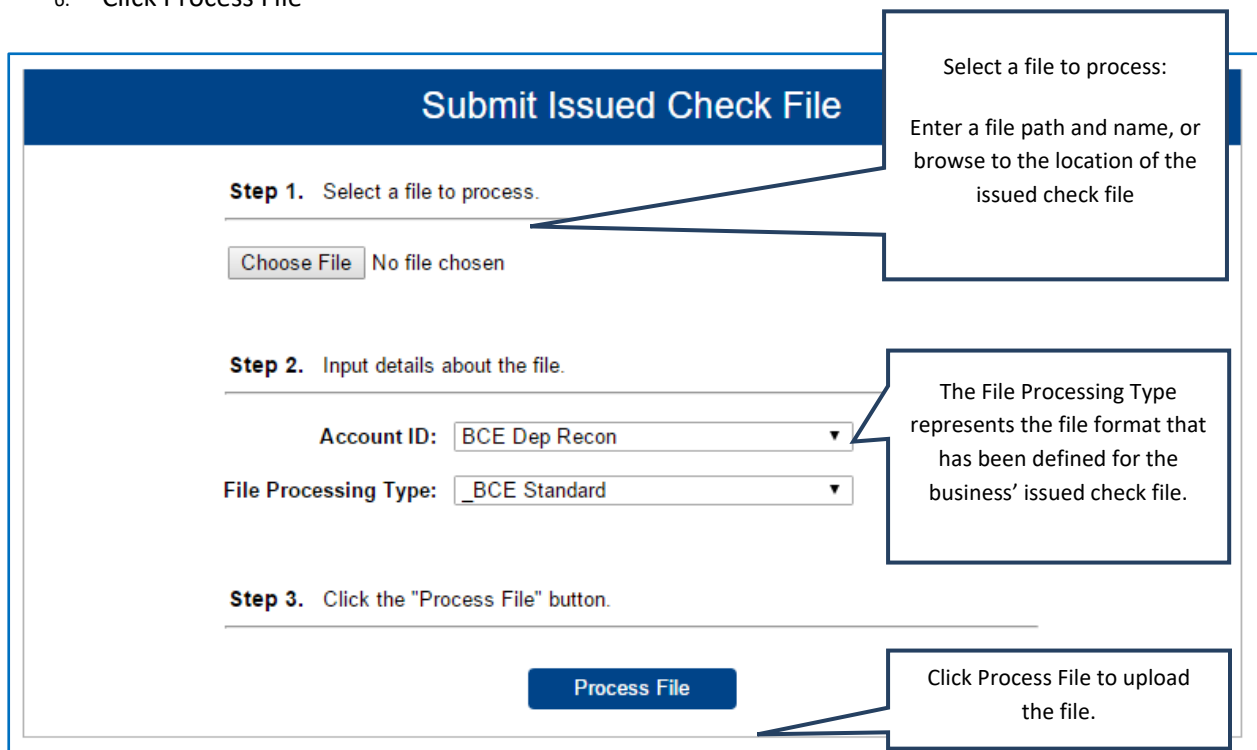# Positive Pay- Issued Check File Submission

1. In the navigation menu, click or tap **Advanced Payments** > **Positive Pay Advanced**. The Positive Pay Advanced features page appears.
2. Click or tap Transaction **Processing>Submit Issued Check File**.
3. Search for appropriate check file to upload
4. Select Account
5. Select File Processing Type
6. Click Process File

Submit Issued Check File

Step 1. Select a file to process.

Choose File   No file chosen

> Select a file to process:
>
> Enter a file path and name, or browse to the location of the issued check file

Step 2. Input details about the file.

Account ID: BCE Dep Recon ▼

File Processing Type: _BCE Standard ▼

> The File Processing Type represents the file format that has been defined for the business' issued check file.

Step 3. Click the "Process File" button.

Process File

> Click Process File to upload the file.

To view additional details regarding the file, click on the status column. For example, to view the exceptions on a file that has a result of Processed with Exceptions, click on the 'Processed with Exceptions' link.

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

File Processing Type: Indicates the format of the issued check file.

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 will be 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 screen. 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/amount entered on the screen and the number of items/amount contained in the file
- The file format did not match the format selected