Positive Pay: CSV File

CSV File Format (Delimited)

CSV File Upload

Positive Pay: CSV File Format (Delimited)

1. Click **Cash Manager > ARP > Edit Upload Format**
2. Select "Delimited" in the Upload Format drop down menu
3. Select "Add New…" to create an upload format for your CSV file

Positive Pay: CSV File Format (Delimited)

CSV File (Excel)
Example:
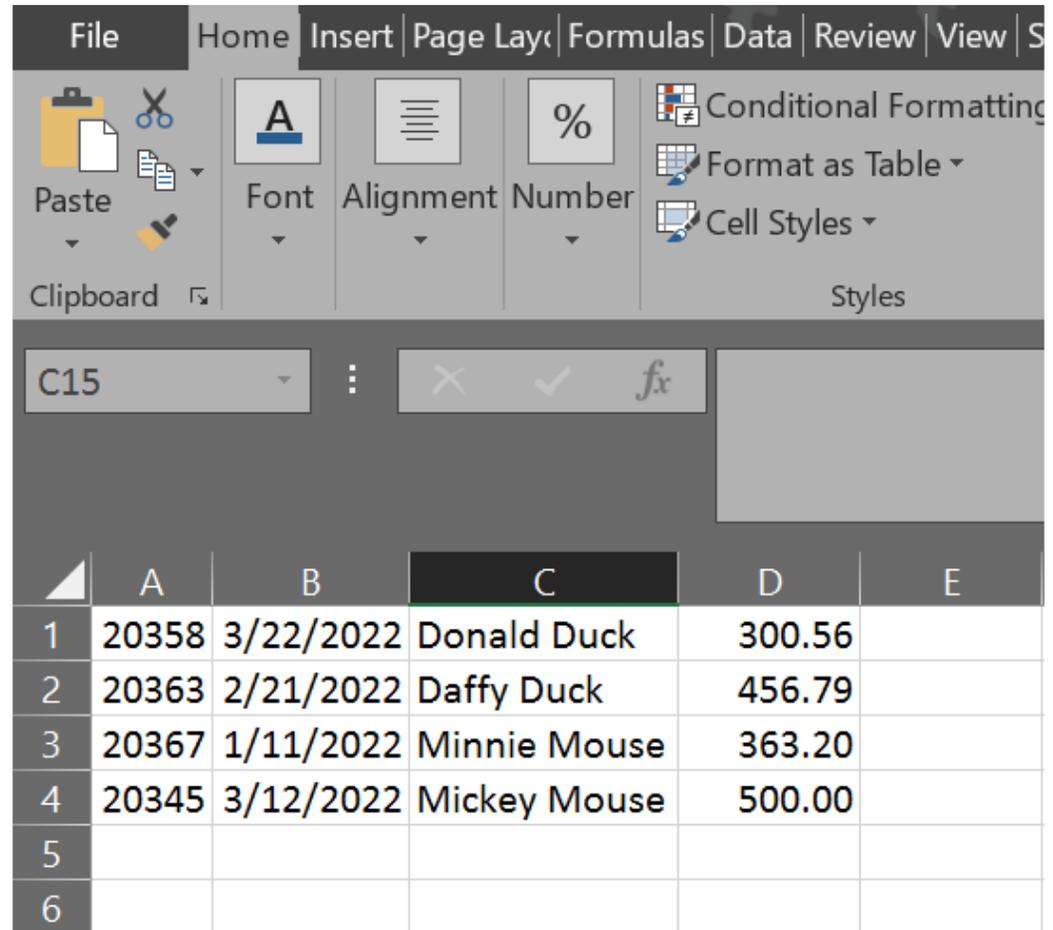
Positive Pay: CSV File Format (Delimited)

The following fields are required for a CSV File:

- Check #
- Issue Date & Date Format
- Payee
- Check Amount (should be assigned the number for the column they are in the CSV file in Excel)

Save the format at the bottom right of the screen

Positive Pay: CSV File Upload

After the CSV File Layout has been saved you are ready to upload any outstanding checks or your first Issue File.

1. Select **Cash Manager > ARP > Upload**
2. Choose the Account you are uploading for in the first drop down menu
3. Under Upload File Type, select "Saved Upload Format"
4. Under the Saved Format, select the Upload Format you created from "Choose File" from your computer
5. Click "Upload"

Positive Pay: CSV File Upload

You will then see the File Upload Status screen with the ARP file status showing as "Queued"

1. Click "Refresh List" until you see the Status change to "View Details"
2. Click View Details, **verify the information is correct** and then click "Approve"

Positive Pay: CSV File Upload

**Verify the information is correct and click "Approve". If you do not click Approve, the Issue File will not upload or go to the Bank. **

Failure to approve the file will result in receiving an Information Message expressing the ARP items were not approved and no items were submitted.
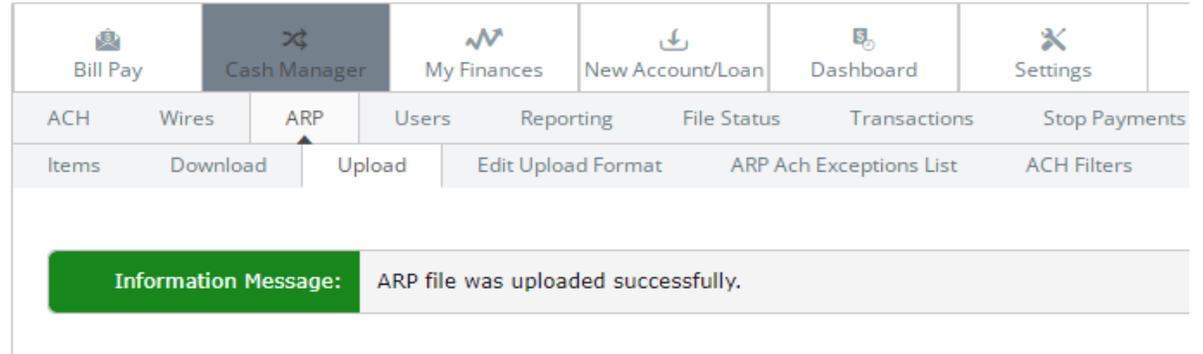
Positive Pay: CSV File Upload

Once approved, you receive an **Information Message** letting you know the file was successfully uploaded.

You may also return to the **File Upload Status screen** and check to see if it was Uploaded or Unapproved (did not make it to the Bank).

Bill Pay	Cash Manager	My Finances	New Account/Loan	Dashboard	Settings
ACH	Wires	ARP	Users	Reporting	File Status	Transactions	Stop Payments
Items	Download	Upload	Edit Upload Format	ARP Ach Exceptions List	ACH Filters

Information Message: ARP file was uploaded successfully.

File Upload Status ❓   Display 5 | 10 | 20 | 50 | 100 | All

File Name	Format	Type	Related Account	Upload Date ▽	Status
Positive Pay Fixed Position ARP File.txt	Text	ARP	Operating	2/11/2022 3:29:53 PM	View Details
Positive Pay CSV Upload Example_format amount.csv	Delim	ARP	Operating	2/11/2022 2:50:57 PM	Uploaded
Positive Pay CSV Upload Example_format amount.csv	Delim	ARP	Operating	2/11/2022 2:44:32 PM	Unapproved
NACHA File Example - Chucks Test Company.txt	NACHA	ACH	N/A	2/10/2022 2:40:44 PM	Uploaded
Chucks Test Company NACHA file.txt	NACHA	ACH	N/A	2/10/2022 2:31:20 PM	Uploaded

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