

# How to Manually Add Checks

The screenshot displays the Park State Bank online banking dashboard for user Donald R Duck Tester. The left sidebar contains a navigation menu with the following items: Dashboard, Messages, Accounts, Transfers, Remote deposits, Payments (highlighted with a red circle and the number 1), Bill pay, Positive pay (highlighted with a red circle and the number 2), ACH, Wires, Cash Management, and Support. The main content area features a greeting 'Hi there!' and a list of accounts: DONALD'S FUN ACCOUNT (balance \$32,731.58), DONALD'S CHECKING (balance \$42,154.21), and DUCKS LOC 0022 (balance \$0.00). Below the accounts are five action buttons: Transfer, Pay a bill, Pay a person, Message, and Documents. The bottom section shows a 'Transactions' list with two entries: CHECK 12333 for \$2,243.37 and CHECK 12332 for \$2,435.04, both dated Mar 18. To the right of the transactions is a 'Messages' section showing two messages from Park State Bank: 'Form: Address Change Form - Sample' dated Mar 14 and 'Video chat' dated Sep 5, 2024.

**Park State Bank**

**Hi there!**  
Donald R Duck Tester

**Accounts**

Account Name	Balance
DONALD'S FUN ACCOUNT x1245	\$32,731.58 Available
DONALD'S CHECKING x2233	\$42,154.21 Available
DUCKS LOC 0022 x123	\$0.00 Balance

**View all**

**Transfer** **Pay a bill** **Pay a person** **Message** **Documents**

**Transactions**

Transaction	Amount
CHECK 12333 Mar 18, DONALD'S FUN ACC	\$2,243.37
CHECK 12332 Mar 18, DONALD'S CHECKING	\$2,435.04

**Messages**

Message	Date
Form: Address Change Form - Sample	Mar 14
Video chat	Sep 5, 2024

# Positive pay

## Check entries



Your check uploads will display here

3



Add checks



Work check exceptions



Work ACH exceptions

## Settings


Manage templates

View ACH filter rules

<

Add checks

4

 Add your checks manually

>

1

Select template

Select template >

2


Choose associated account ⓘ

Select >

3

Upload file

ⓘ Default template formatting guide



Drag and drop file here, or browse

Submit


After submission, please allow time for processing.


Positive Pay

<

Select account

Select the account your checks were issued from

 Search accounts



DONALD'S FUN ACCOUNT (X1245)

\$32,731.58 available

>

DONALD'S CHECKING (x2233)

\$42,154.21 available

>

Select the account the check was issued from

5

# Positive Pay

6

Fill out the necessary check fields. Select the Check date.

If more entries are needed, click Save and enter another

### Enter checks

DONALD'S FUN ACCOUNT (x1245)

Check number	12345	5/10
Check amount	\$ 2,541.67	
Payee	Scrooge McDuck	14/35
Type	Debit	▼
Check date	March 3, 2025 >	

Save and enter another

Review 1 check

7

# Positive Pay

Review your items.

You may edit the Account  
and check information.  
Once finished, Click  
Approve.

<

Review checks

Account

DONALD'S FUN ACCOUNT  
x1245 >

Upload summary

Total items

1

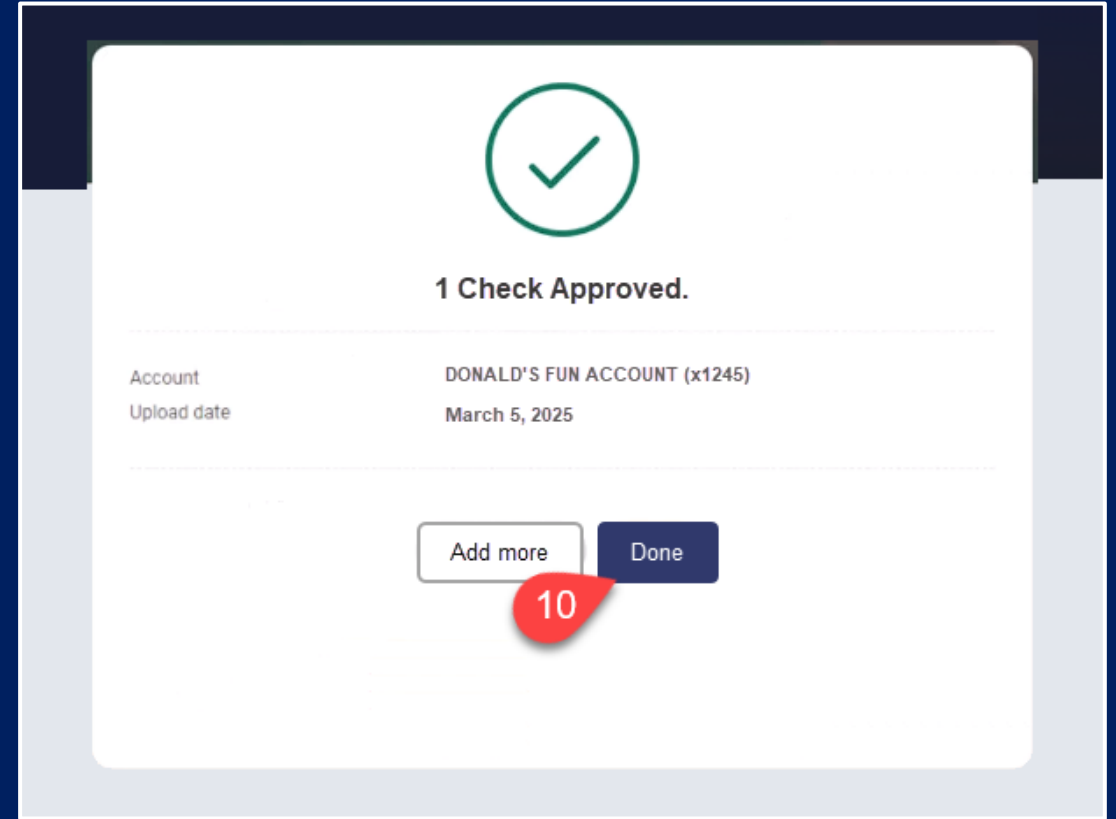
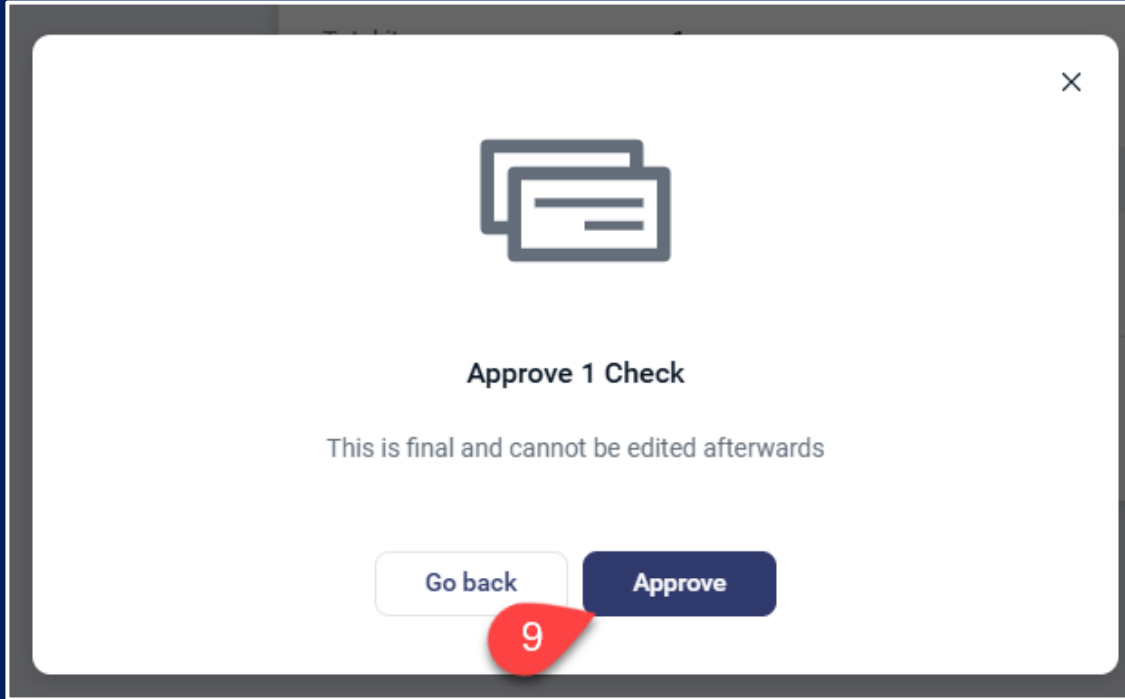
Total amount

\$2,541.67

DATE	PAYEE/AMOUNT	CHECK #
MAR 3	<b>\$2,541.67</b> Scrooge McDuck	12345 >

Enter another

Approve







- Dashboard
- Messages
- Accounts
- Transfers
- Remote deposits
- Payments
  - Bill pay
  - Positive pay**
  - ACH
  - Wire

## Positive pay

Your Pending, Unapproved, and Successful uploads appear on this page

### Check entries

	ArpManualEntry_ABC12 001_230222.txt Reg DDA 0002	<a href="#">Review &amp; approve &gt;</a>
	Pending	
	ArpManualEntry_ABC12 001_230221.txt Reg DDA 0002	18 hrs ago
	Unapproved	
	ArpManualEntry_ABC12 001_230220.txt Reg DDA 0002	1 day ago
	Successful	

- + Add checks
-  Work check exceptions
-  Work ACH exceptions

- Settings
- Manage templates
- View ACH filter rules



# How to Upload Checks with a .CSV file

The screenshot shows the Park State Bank online banking interface. The left sidebar contains the following menu items: Dashboard, Messages, Accounts, Transfers, Remote deposits, Payments (highlighted with a red circle and the number 1), Bill pay, Positive pay (highlighted with a red circle and the number 2), ACH, Wires, Cash Management, and Support. The main content area displays a greeting 'Hi there!' for Donald R Duck Tester, followed by a section titled 'Accounts' showing three accounts: DONALD'S FUN ACCOUNT (\$32,731.58 Available), DONALD'S CHECKING (\$42,154.21 Available), and DUCKS LOC 0022 (\$0.00 Balance). Below the accounts are five action buttons: Transfer, Pay a bill, Pay a person, Message, and Documents. The bottom section is divided into 'Transactions' and 'Messages'. The Transactions section shows two entries: CHECK 12333 for \$2,243.37 and CHECK 12332 for \$2,435.04, both dated Mar 18. The Messages section shows two messages: 'Form: Address Change Form - Sample' dated Mar 14 and 'Video chat' dated Sep 5, 2024.

**Park State Bank**

**Hi there!**  
Donald R Duck Tester

**Accounts**

Account Name	Balance	Status
DONALD'S FUN ACCOUNT x1245	\$32,731.58	Available
DONALD'S CHECKING x2233	\$42,154.21	Available
DUCKS LOC 0022 x123	\$0.00	Balance

**View all**

**Transfer** **Pay a bill** **Pay a person** **Message** **Documents**

**Transactions**

Transaction	Amount
CHECK 12333 Mar 18, DONALD'S FUN ACC	\$2,243.37
CHECK 12332 Mar 18, DONALD'S CHECKING	\$2,435.04

**Messages**

Message	Date
Form: Address Change Form - Sample	Mar 14
Video chat	Sep 5, 2024



# Positive pay

## Check entries



Your check uploads will display here

3



Add checks



Work check exceptions



Work ACH exceptions


## Settings

Manage templates

View ACH filter rules



## Add checks

 Add your checks manually >

1 Select template

4 Select template >

2 Choose associated account ⓘ

6 Select >

3 Upload file

ⓘ Default template formatting guide



Drag and drop file here, or browse

Submit

After submission, please allow time for processing.



## Select template

Default template  
Delimited

5



Default Delimited  
Delimited



## Select account

Select the account your checks were issued from



Search accounts



DONALD'S FUN ACCOUNT x1245  
\$32,731.58 available



DONALD'S CHECKING x2233  
\$42,154.21 available



<

Add checks

Add your checks manually >

1

Select template

Default template  
Delimited >

2

Choose associated account ⓘ

DONALD'S FUN ACCOUNT  
x1245 >

3

Upload file

ⓘ Default template formatting guide

8

⬆

Drag and drop file here, or browse

Submit

After submission, please allow time for processing.

Click Default template formatting guide to review how the excel sheet will be created, then save as a CSV file for uploading

Columns 1 and 2 are required. The rest are optional.

View CSV formatting guide

Enter your issued check information into your CSV file following this format. Only the required columns are necessary, but you can use as many others as apply. Uploading your information in a different order or format will cause your file to be read incorrectly.

Complete list of column properties (\*required)

Column 1

Item number \*

Column 2

Item amount\*

x.xx (enter without currency sign)

Column 3

Issue date

mm/dd/yyyy

Column 4

Payee

Max 35 characters

Column 5

Void indicator

V = Void

Column 6

Account type

Chk=checking, Sav=savings, GL=general ledger

Column 7

Debit/credit

D=debit, C=credit

Column 8

Void date

mm/dd/yyyy

Column 9

Payee address 1

Column 10

Payee address 2

Column 11

Payee address 3

Column 12

Payee address 4

Column 13

Stop indicator

Stop = Yes

Example CSV row with basic information

1234	1234.56	06/16/2022			Chk
Item Number	Item Amount	Issue date	Payee	Void	Account type

March '25 Checks

Search

File Home Insert Page Lay Formula: Data Review View Automat Help Nitro PD Acrobat

Clipboard Font Alignment Number Conditional Formatting Format as Table Cell Styles Cells Editing Sensitivity

AutoSave Off Save Undo Redo

J6

	A	B	C	D	E	F	G
1	12345	42,125.46	3/3/2025	ABC Company		Chk	
2	12346	2,365.15	3/5/2025	Scrooge McDuck		Chk	
3	12347	2,365.15	3/5/2025	Scrooge McDuck	V	Chk	
4	12348	4,009.12	3/6/2025	Daisy Duck		Chk	
5	12349	3,142.23	3/7/2025	Comfort Systems		Chk	
6							
7							
8							
9							
10							
11							

March '25 Checks

Ready Accessibility: Unavailable Display Settings 100%

This is the file we will be uploading



## Add checks



Add your checks manually



1

Select template

Default template  
Delimited >

2

Choose associated account ⓘ

DONALD'S FUN ACCOUNT  
x1245 >

3

Upload file

ⓘ Default template formatting guide



March '25 Checks.csv



9

Submit

After submission, please allow time for processing.

# Positive pay

## Check entries



March '25 Checks.csv · DONALD'S FUN ACCOUNT

Pending

10

[Review & approve >](#)



Add checks



Work check exceptions



Work ACH exceptions

Settings

Manage templates

View ACH filter rules

## Review checks

### File upload summary

File name      March '25 Checks.csv  
Total items     5  
Total amount    **\$54,007.11**

Review your items and  
**Click Approve**

DATE	PAYEE/AMOUNT	CHECK #
MAR 3	<b>\$42,125.46</b> ABC Company	00000012345
MAR 5	<b>\$2,365.15</b> Scrooge McDuck	00000012346
	<b>\$2,365.15</b> Scrooge McDuck	00000012347
MAR 6	<b>\$4,009.12</b> Daisy Duck	00000012348
MAR 7	<b>\$3,142.23</b> Comfort Systems	00000012349

Special note: This  
check on the file was  
noted as "V" for Void.

11

Cancel

Approve

If any modifications are needed, cancel this upload and resubmit with corrected issued item(s).





5 checks approved

March '25 Checks.csv

Uploaded & approved

Account

DONALD'S FUN ACCOUNT

Upload date

March 10, 2025

12

Done

Upload another

# Positive pay

## Check entries



**March '25 Checks.csv** DONALD'S FUN ACCOUNT

Successful

*Just uploaded*

Your upload appears on  
this page



Add checks



Work check exceptions



Work ACH exceptions

Settings

Manage templates

View ACH filter rules