

Heartland Positive Pay QuickBooks Issue File Export

This guide is meant to aid users in exporting check file data from QuickBooks. There are two methods of exporting the check file data from QuickBooks. Both options are outlined below. These examples are from the QuickBooks desktop version. The first option is using a Quick Report from the checking account. The second method is using the Check Detail Report, which requires more actions for the user to take.

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Exporting from QuickBooks Account Register

1. From QuickBooks, use Ctrl+A to open the account listing from any screen.
2. Click once to select the appropriate account to pull the Check File.

Castlerock Leasing, LLC - QuickBooks Desktop Pro 2017 - (Chart of Accounts)

NAME	TYPE	BALANCE TOTAL
Pinnacle Bank	Bank	54,577.94
Millennium Bank	Bank	14,833.33
Accounts Receivable	Accounts Receivable	-322,118.58
Liars Receivable	Other Current Asset	8.00
Inventory Asset	Other Current Asset	8.00
Undeposited Funds	Other Current Asset	8.00
202 Summit Steel	Fixed Asset	48,297.06
102 Rocks Road	Fixed Asset	-7,896.34
8543 Old Landing Lane	Fixed Asset	114,191.81
Leht	Fixed Asset	181,248.17

3. Once the Check Report has been populated, use Ctrl+Q to create a Quick Report from the selected account.

Customize Report Commit on Report Share Template Memo type Print Email Excel Hide Header Refresh

Dates: Custom From: 05/04/2020 To: 07/15/2020 Sort By: Default

Show | Applied Filters

1:35 PM
07/15/20
Accrual Basis

Castlerock Leasing, LLC.
Account QuickReport
As of July 15, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
Pinnacle Bank							22,084.84
Payment	05/04/2020	3954			Accounts Re...	10,291.87	32,376.51
Bill Pmt - Check	05/04/2020	3182			Accounts Pa...	-500.00	31,876.51
Bill Pmt - Check	05/04/2020	3183			Accounts Pa...	-2,949.60	29,026.91
Bill Pmt - Check	05/04/2020	3184			Accounts Pa...	-207.62	28,819.29
Check	05/04/2020				American Exp...	-1.30	28,817.99
Check	05/05/2020				American Exp...	-1,000.00	27,817.99
Check	05/06/2020			Online Trans...	David - Draws	-3,000.00	24,817.99
Check	05/12/2020				Credit Card	-35.00	24,782.99
Payment	05/13/2020	3967			Accounts Re...	10,291.87	35,074.86

- a. Select the Date drop-down menu to choose a specific date or date range for the transactions to display in the report. Based on the range that is selected, check items that can be displayed can be for a specific date, a specific quarter, month or even a date range that the user selects.

**Castlerock Leasing, LLC.
Account QuickReport
As of December 31, 2020**

Type	Date	Num	Name	Memo	Split	Amount	Balance
snacke Bank							24,288.87
Check	01/01/2020				-SPLIT	-18,212.25	6,076.62
Check	01/02/2020				-SPLIT	-2,037.18	4,039.44
Payment	01/03/2020	3807			Accounts Re...	10,291.67	14,331.11
Bill Paid - Check	01/03/2020	3136			Accounts Pa...	-2,849.60	11,481.51
Bill Paid - Check	01/03/2020	3137			Accounts Pa...	-227.96	11,253.55
Bill Paid - Check	01/03/2020	3138		Mowing 201...	Accounts Pa...	-595.00	10,658.55
Bill Paid - Check	01/03/2020	3139		December 2...	Accounts Pa...	-365.00	10,293.55
Check	01/03/2020				American Exp...	-19.44	10,274.11
Check	01/06/2020			Online Trans...	David - Drawn	-3,000.00	7,274.11
Check	01/06/2020				American Exp...	-1,000.00	6,274.11
Payment	01/06/2020	0082...			Accounts Re...	15,041.67	21,315.78
Bill Paid - Check	01/10/2020	3140			Accounts Pa...	-260.00	21,055.78
Check	01/13/2020				Credit Cards	-35.00	21,020.78
Check	01/14/2020				Credit Cards	-6.29	21,014.49
Check	01/14/2020				Credit Cards	-64.67	20,949.82

- b. Click Customize Report button. The Modify Report screen displays. By using the Customize Report feature, the user will be able to manage the amount of information contained in the report prior to exporting the report to Excel. The user can select and/or remove items that are not needed in the report.

Modify Report: Account QuickReport

Display | Filters | HeaderFooter | Fonts & Numbers

REPORT DATE RANGE

Dates: **Custom** (The date range you specify in the From and To fields)

From: 05/04/2020 To: 07/15/2020

REPORT BASIS

☒ Accrual ☐ Cash (This setting determines how this report calculates income and expenses.)

COLUMNS

Search Columns: Sort by: Default

Sort in: ☒ Ascending order ☐ Descending order

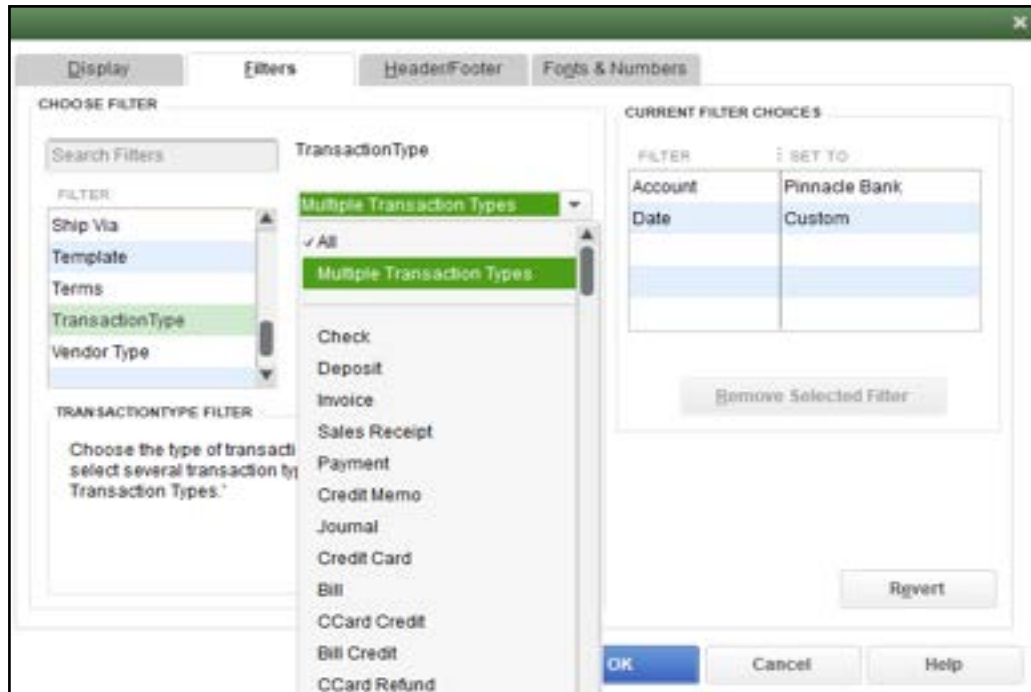
Columns list (checkmarks indicate selected):

- ☒ (left margin)
- ☒ Trans #
- ☒ Type
- ☐ Entered/Last Modified

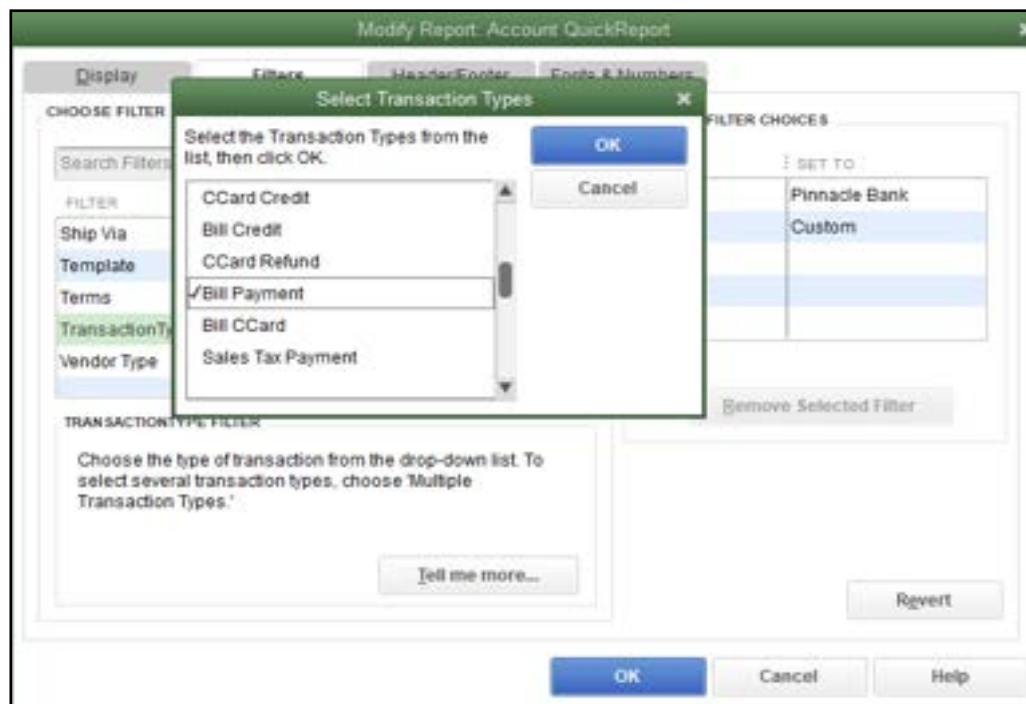
Put a check mark next to each column that you want to appear in the report.

Buttons: Advanced..., Revert, OK, Cancel, Help

- c. Click the Filters tab. In the listing of Filters, select Transaction Type. This will allow the user to remove the transaction types that are needed for the check file.



- d. From the Transaction Type drop-down menu, select Multiple Transaction Types. This will allow the user to select multiple check types within QuickBooks. For this example, we have used Check and Bill Payment. Click OK to confirm the transaction types.

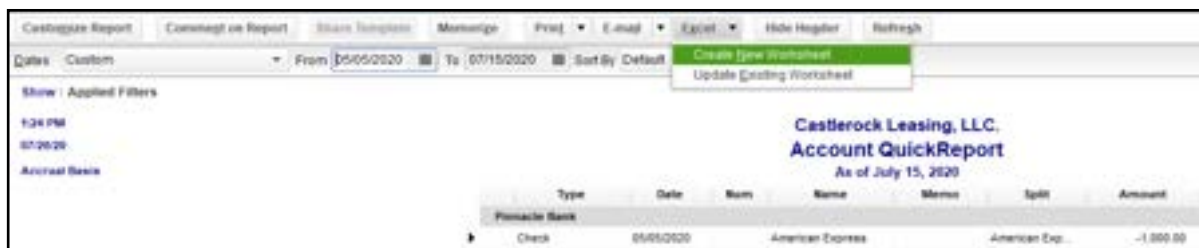


- e. From the Modify Report screen, select OK to proceed. The requested changes to the report will display.

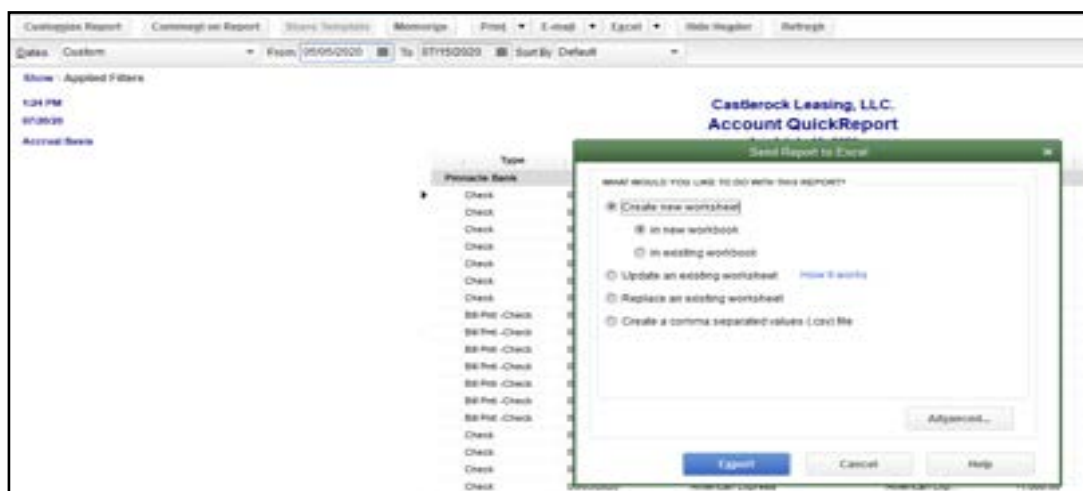
Castlerock Leasing, LLC.
Account QuickReport
As of July 15, 2020

Type	Date	Num	Name	Memo	Split	Amount	Balance
Pinpoint Bank							-2,843,174.60
BB Pmt - Check	05/04/2020	3182			Accounts Payable	-500.00	-2,813,674.60
BB Pmt - Check	05/04/2020	3183			Accounts Payable	-2,849.00	-2,816,524.20
BB Pmt - Check	05/04/2020	3184			Accounts Payable	-207.82	-2,816,732.02
Check	05/04/2020				American Exp.	-1.36	-2,816,733.38
Check	05/05/2020				American Exp.	-1,500.00	-2,818,233.38
Check	05/06/2020				Online Trans.	-2,500.00	-2,820,733.38
Check	05/13/2020				Credit Card	-35.00	-2,820,768.38
Check	05/13/2020				Credit Card	-45.89	-2,820,814.27
Check	05/14/2020				American Exp.	-5,000.00	-2,825,814.27
Check	05/14/2020				Credit Card	-1,810.44	-2,827,624.71
Check	05/14/2020				Credit Card	-25.00	-2,827,649.71
BB Pmt - Check	05/15/2020	3185			Accounts Payable	-415.91	-2,828,065.62

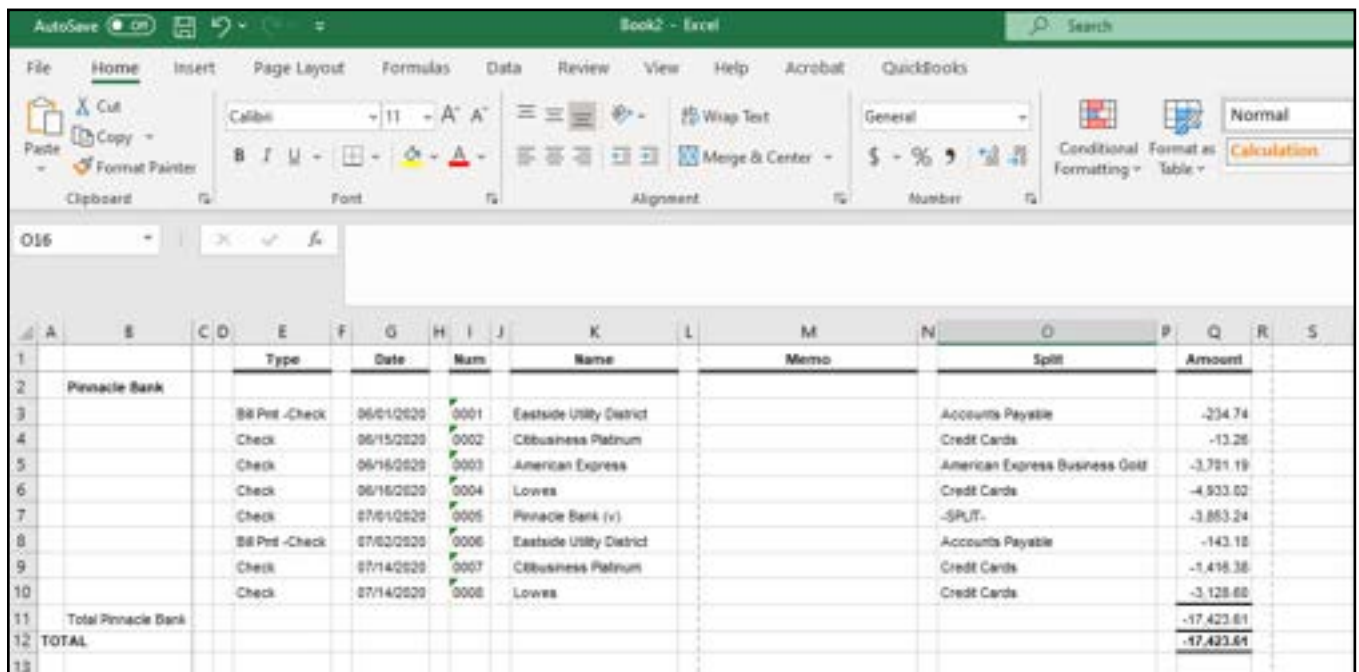
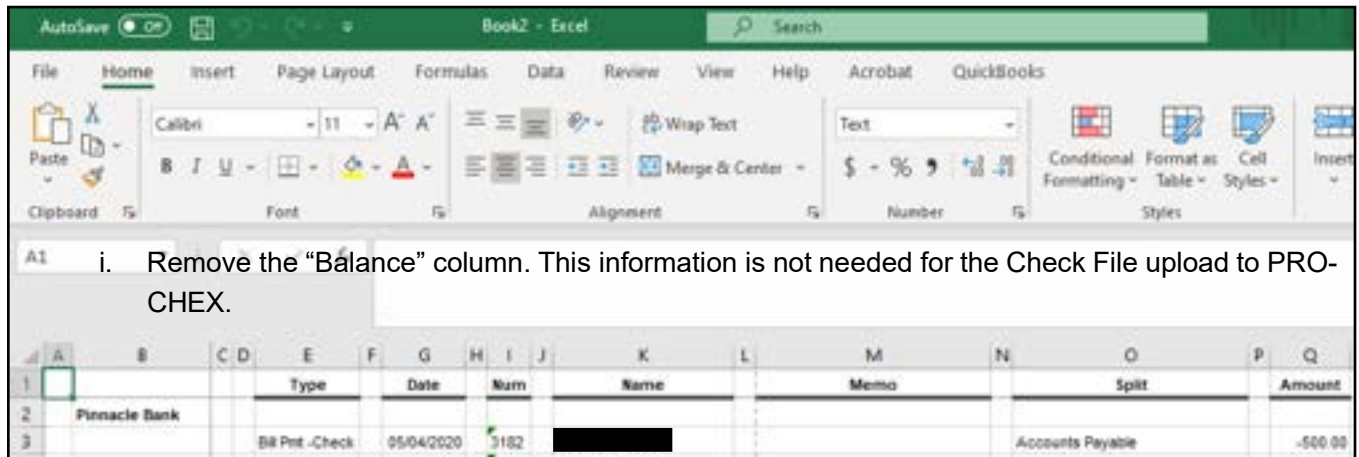
- f. From the QuickBooks toolbar, click the Excel drop-down menu and select Create New Worksheet.



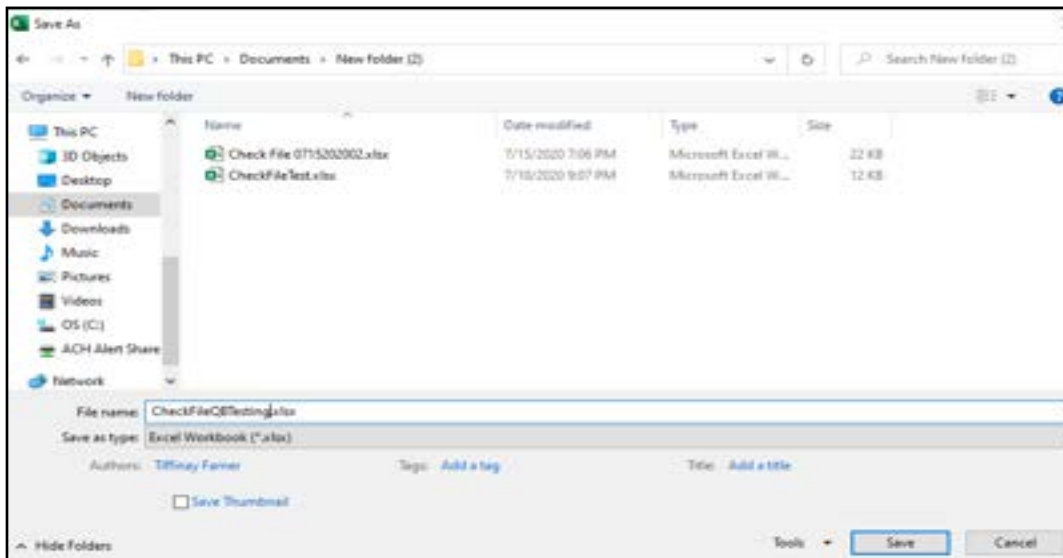
- g. The Send Report to Excel pop-up window appears. Select Create New Worksheet > In New Worksheet and click the Export button to continue.



- h. Excel will open and the Excel file will populate. Within the Excel file, remove all rows that are blank under the column header “Num”. By removing these items from the check file, items that do not have a serial number assigned to them will not be uploaded into the Positive Pay System.

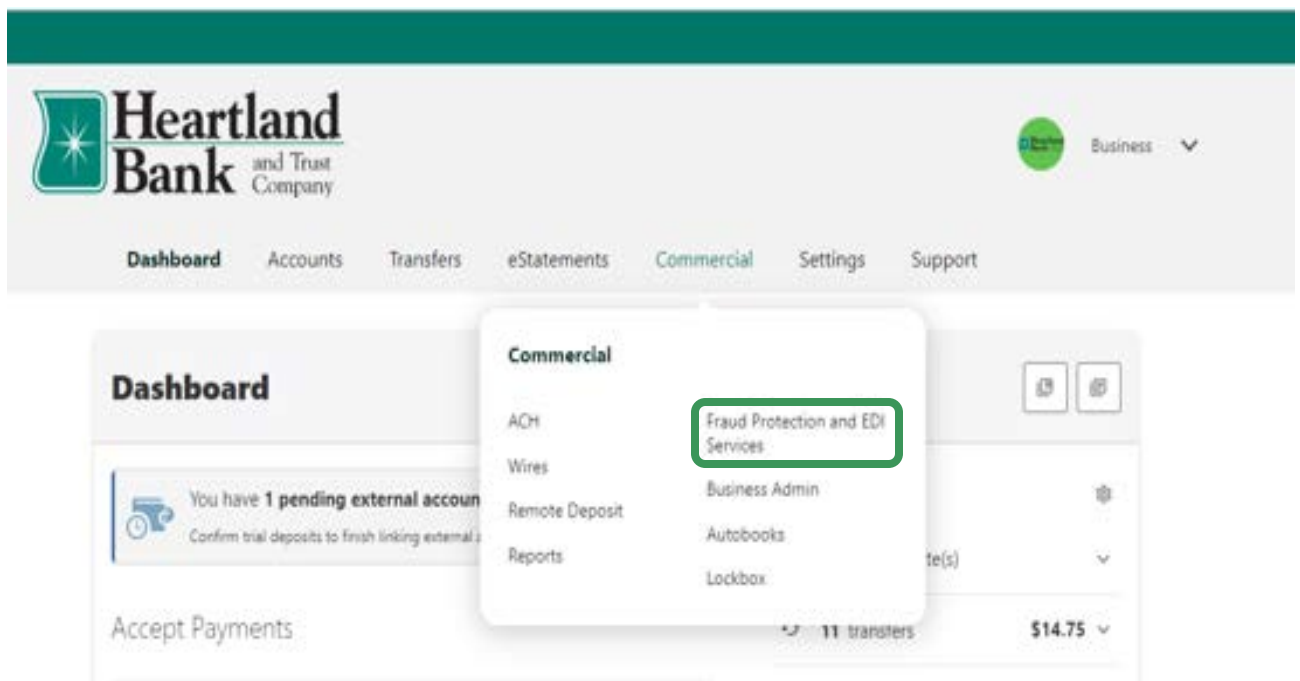


- j. Select File > Save As and save the workbook.
 - i. Choose the File Name.
 - ii. Choose the Format. The file format for this file must be Comma Separated, Excel 97-2003 Workbook or Excel Workbook.

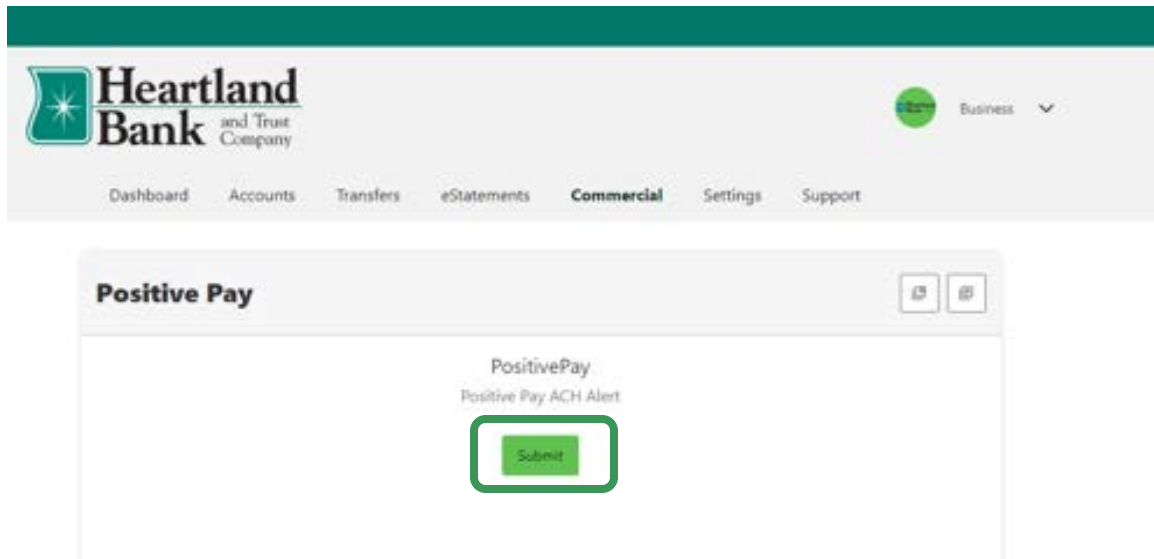


- k. Click Save and close the workbook.

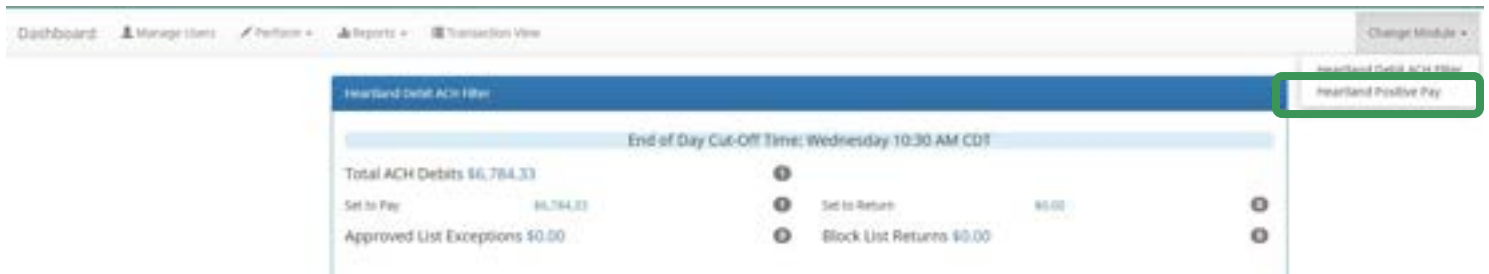
- 4. Login to Business Connect, select the Commercial tab and then the Fraud Protection and EDI Services option.



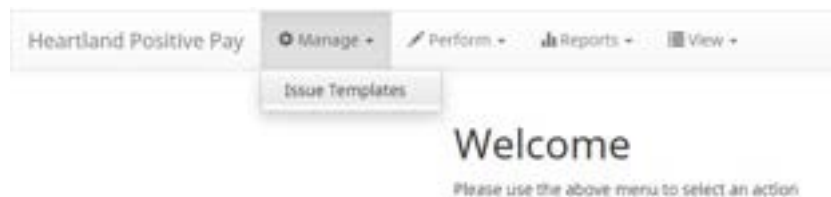
- a. Select the green Submit button to enter Positive Pay services.



5. Select the Heartland Bank Positive Pay Service Module.



6. From the Heartland Positive Pay module, select Manage > Issue Templates to create an issue template. This will allow the user to map the exported information from QuickBooks so the file is read correctly when uploaded to Positive Pay. The user will also be able to save this template for use in future issuance file uploads.



7. The Issuance File Templates page displays. This page lists the saved Issue File Templates available for the Client to use and allows the user to create a new template for use. Select Create New Template.

Heartland Positive Pay Manage Perform Reports View

Delete Template Filter by Template File Type Filter by File Type Edit/View

Create New Template

8. The Create New Template screen appears.

Create New Template

Template Name:

File Type[?]:

Template Status:

Number of Header Rows[?]:

Number of Footer rows[?]:

Template Level[?]:

Multi-Line Payee Name Separator: [?]

File Mapping

Add	Input Field [?]	File Column [?]	Field Format
	Serial Number	<input type="text"/>	
	Amount [?]	<input type="text"/>	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input checked="" type="checkbox"/>	Status [?]	<input type="text"/>	<div>ISSUED - for ISSUED</div> <div>STOPPED - for STOPPED</div> <div>VOIDED - for VOIDED</div>
<input type="checkbox"/>	Account Number [?]	<input type="text"/>	
<input type="checkbox"/>	Issuance Date [?]	<input type="text"/>	
<input type="checkbox"/>	Payee Name [?]	<input type="text"/>	
<input type="checkbox"/>	Company Name	<input type="text"/>	

Save

[?] Place the cursor over this label for more information

9. Creating the Issuance Template to the Exported Information from QuickBooks:

a. Template Name

Create a name for the template using information that will allow the user to easily identify this template in the future. For this example, the template name is QuickBooks Export Type 1.

Template Name	File Type?	Template Status
<input type="text" value="QuickBooks Export Type 1"/>	<input type="text" value="- select file type"/>	<input type="text" value="Active"/>

b. File Type

Select the appropriate file type based on the file type used to save the Excel document. For this example, the file type will be Excel Workbook.

Template Name	File Type?	Template Status
<input type="text" value="QuickBooks Export Type 1"/>	<input type="text" value="Excel 97-2003 Workbook"/>	<input type="text" value="Active"/>
Number of Header Rows?		Template Level?
<input type="text" value="0"/>	<div><div>- select file type</div><div>Comma Separated</div><div>Excel 97-2003 Workbook</div><div>Excel Workbook</div><div>Fixed Width</div><div>Pipe Separated</div><div>Semi-colon Separated</div><div>Tab Separated</div></div>	<input type="text" value="Client"/>
Multi-Line Payee Name Separator: ?		

c. Template Status

The Template Status drop-down menu defaults to Active status. Leave the status as Active.

Template Name	File Type?	Template Status
<input type="text" value="QuickBooks Export Type 1"/>	<input type="text" value="Excel Workbook"/>	<input type="text" value="Active"/>
Number of Header Rows?	Number of Footer rows?	
<input type="text" value="0"/>	<input type="text" value="0"/>	<div><div>Active</div><div>Active</div><div>Inactive</div></div>

d. Number of Header Rows

Refer to the Excel file that was created. A Header Row will be any row above the check information that does not contain actual check information for presentment in the Positive Pay Module. For this example, the header rows have been highlighted yellow. The number of header rows should be 2 in the template.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1					Type	Date		Num		Name			Memo		Split		Amount	
2		Pinnacle Bank																
3					Bill Pmt -Check	07/24/2020		0100		Eastside Utility District					Accounts Payable		-234.74	
4					Check	07/24/2020		0101		Citybusiness Platinum					Credit Cards		-13.26	
5					Check	07/24/2020		0102		American Express					American Express Business Gold		-3,701.19	
6					Check	07/24/2020		0103		Lowes					Credit Cards		-4,933.02	
7					Check	07/24/2020		0104		Pinnacle Bank (v)					-SPLIT-		-3,853.24	
8					Bill Pmt -Check	07/24/2020		0105		Eastside Utility District					Accounts Payable		-143.18	
9					Check	07/24/2020		0106		Citybusiness Platinum					Credit Cards		-1,416.38	
10					Check	07/24/2020		0107		Lowes					Credit Cards		-3,128.60	
11		Total Pinnacle Bank															-17,423.61	
12		TOTAL															-17,423.61	

e. Number of Footer Rows

Refer to the Excel file that was created. A Footer Row will be any row below the check information that does not contain actual check information for presentment in the Positive Pay Module. For this example, the footer rows have been highlighted yellow. The number of footer rows should be 2 in the template.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
1					Type	Date		Num		Name			Memo		Split		Amount	
2		Pinnacle Bank																
3					Bill Pmt -Check	07/24/2020		0100		Eastside Utility District					Accounts Payable		-234.74	
4					Check	07/24/2020		0101		Citybusiness Platinum					Credit Cards		-13.26	
5					Check	07/24/2020		0102		American Express					American Express Business Gold		-3,701.19	
6					Check	07/24/2020		0103		Lowes					Credit Cards		-4,933.02	
7					Check	07/24/2020		0104		Pinnacle Bank (v)					-SPLIT-		-3,853.24	
8					Bill Pmt -Check	07/24/2020		0105		Eastside Utility District					Accounts Payable		-143.18	
9					Check	07/24/2020		0106		Citybusiness Platinum					Credit Cards		-1,416.38	
10					Check	07/24/2020		0107		Lowes					Credit Cards		-3,128.60	
11		Total Pinnacle Bank															-17,423.61	
12		TOTAL															-17,423.61	

f. Template Level

The default value of Client will be presented and will not allow a different selection to be made.

g. Multi-Line Payee Name Separator.

This feature is not currently available for items exported out of QuickBooks.

Template Name <input type="text" value="QuickBooks Export Type 1"/>	File Type? <input type="text" value="Excel Workbook"/>	Template Status <input type="text" value="Active"/>
Number of Header Rows? <input type="text" value="2"/>	Number of Footer rows? <input type="text" value="2"/>	Template Level? <input type="text" value="Client"/>
Multi-Line Payee Name Separator: ? <input type="text"/>		

h. File Mapping

i. Serial Number

1. Enter the column number that the check number/serial number is presented in the Excel document. For this example, the Num column is highlighted yellow. The column number for Num should be 9 in the template.

[illegible]

i. Amount

1. Enter the column number that the amount is presented in the Excel document. Select fractional dollars if the dollars and cents are separated by a decimal. If the dollars and cents are not separated by a decimal, select whole numbers of cents. For this example, the Amount column is highlighted yellow. The column number for Amount should be 17 in the template.

[illegible]

ii. Status

1. Remove the checkmark from this box. The export from QuickBooks does not contain this information. The user can add this information manually if they choose to. If the column is added, the box will need to remain checked and the column number will need to be entered for the Positive Pay system to accurately read it. For this example, the Status field is not being used.

File Mapping			
Add	Input Field?	File Column?	Field Format
	Serial Number	9	
	Amount?	17	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input type="checkbox"/>	Status?		<input type="checkbox"/> Treat Negative Amount As Void? Issuance with \$0 amount will be treated as Void

If the Status box is unchecked, the user should be aware that any issuance loaded with negative amounts or a \$0 amount will be treated as Void.

iii. Account Number

1. The exported information from QuickBooks does not include an account number. Leave the box unchecked and the File Column field blank. For this example, the Account Number field is left blank.

<input type="checkbox"/>	Status?		<input type="checkbox"/> Treat Negative Amount As Void?
<input type="checkbox"/>	Account Number?		

iv. Issuance Date

1. The Issuance Date is located in the "Date" column in the Excel document. The user must check the box and enter the column number for the system to read the issuance date correctly. For this example, the Date column is highlighted yellow. The column number for Issuance Date should be 7 in the template.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1					Type		Date		Num		Name		Memo		Split		Amount
2		Pinnacle Bank															
3					Bill Pmt -Check		07/24/2020		0100		Eastside Utility District				Accounts Payable		-234.74
4					Check		07/24/2020		0101		CBbusiness Platinum				Credit Cards		-13.26
5					Check		07/24/2020		0102		American Express				American Express Business Gold		-3,701.19
6					Check		07/24/2020		0103		Lowes				Credit Cards		-4,933.62
7					Check		07/24/2020		0104		Pinnacle Bank (v)				-SPLIT-		-3,853.24
8					Bill Pmt -Check		07/24/2020		0105		Eastside Utility District				Accounts Payable		-143.18
9					Check		07/24/2020		0106		CBbusiness Platinum				Credit Cards		-1,416.36
10					Check		07/24/2020		0107		Lowes				Credit Cards		-3,128.60
11		Total Pinnacle Bank															-17,423.61
12		TOTAL															-17,423.61

v. Payee Name

1. If the Client is set up to use Payee Positive Pay, the user will need to select the box and enter the column number for the column labeled "Name" in the Excel report. For this example, the Name column is highlighted yellow. The column number for Payee Name should be 11 in the template.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1					Type		Date		Num		Name		Memo		Split		Amount
2		Pinnacle Bank															
3					Bill Pmt -Check		07/24/2020		0100		Eastside Utility District				Accounts Payable		-234.74
4					Check		07/24/2020		0101		CBbusiness Platinum				Credit Cards		-13.26
5					Check		07/24/2020		0102		American Express				American Express Business Gold		-3,701.19
6					Check		07/24/2020		0103		Lowes				Credit Cards		-4,933.62
7					Check		07/24/2020		0104		Pinnacle Bank (v)				-SPLIT-		-3,853.24
8					Bill Pmt -Check		07/24/2020		0105		Eastside Utility District				Accounts Payable		-143.18
9					Check		07/24/2020		0106		CBbusiness Platinum				Credit Cards		-1,416.36
10					Check		07/24/2020		0107		Lowes				Credit Cards		-3,128.60
11		Total Pinnacle Bank															-17,423.61
12		TOTAL															-17,423.61

vi. Additional Issue Fields

1. Additional issue fields are available for client use to allow clients to record any additional information into an issuance file to be used for historical or reconciliation purposes. In the example below, the client has additional issue fields configured: Company Name, Invoice, and Address. For the purposes of Export from QuickBooks, the user should disregard these fields as they do not apply to the export process.

File Mapping

Add	Input Field [?]	File Column [?]	Field Format
	Serial Number	9	
	Amount [?]	17	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input type="checkbox"/>	Status [?]		<input type="checkbox"/> Treat Negative Amount As Void [?]
<input type="checkbox"/>	Account Number [?]		
<input checked="" type="checkbox"/>	Issuance Date [?]	7	
<input checked="" type="checkbox"/>	Payee Name [?]	11 \$	
<input type="checkbox"/>	Company Name		
<input type="checkbox"/>	Invoice		
<input type="checkbox"/>	Address		

Save

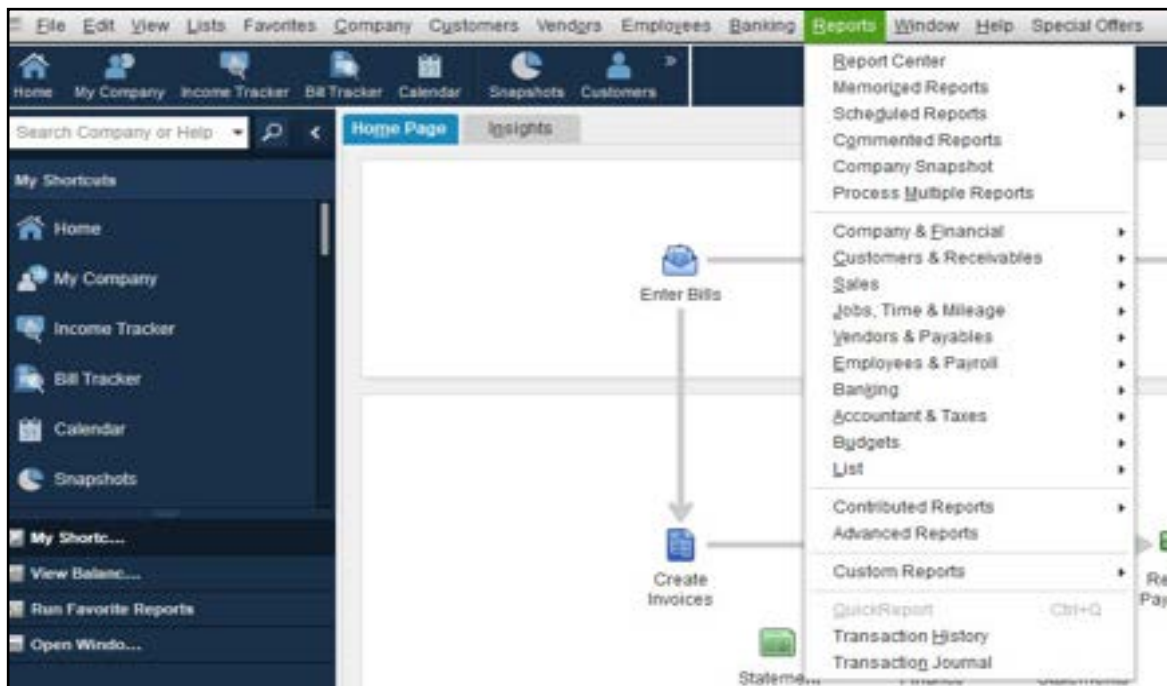
[?] Place the cursor over this label for more information

- vii. Click the Save button. A success message appears, and the user will be returned to the Issuance Templates page. The new issue template will display in the list of templates.

Create New Template			
Delete	Template Filter by Template	File Type Filter by File Type	Edit/View
	CSV	Comma Separated	
	CSV1	Comma Separated	
	DBF1 Fixed Width	Fixed Width	
	Excel 97-2003 Workbook	Excel 97-2003 Workbook	
<input type="checkbox"/>	CPP1029 Test	Excel Workbook	
<input type="checkbox"/>	QuickBooks Export Type 1	Excel Workbook	

Exporting from QuickBooks Reports

10. From QuickBooks, select Reports on the Tool Bar.



11. Select Banking from the drop-down menu and click Check Detail from the Banking sub-menu.



12. The Check Detail Report will display.

Customize Report	Comment on Report	Share Template	Memorize	Print	E-mail	Excel	Hide Header	Refresh
Dates	Custom	From	05/04/2020	To	07/10/2020	Sort By	Default	
Show : Applied Filters								
5:19 PM 07/16/20								
Castlerock Leasing, LLC. Check Detail May 4 through July 10, 2020								
Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount	
Check		05/04/2020	American Expre...		Pinnacle Bank		-1.30	
					American Express	-1.30	1.30	
TOTAL						-1.30	1.30	
▶ Check		05/05/2020	American Expre...		Pinnacle Bank		-1,000.00	▶
					American Express...	-1,000.00	1,000.00	
TOTAL						-1,000.00	1,000.00	

- a. Select the Date drop-down menu to choose a specific date or date range for the check items to display in the report. Based on the range that is selected, check items that can be displayed can be for a specific date, a specific quarter, month or even a date range that the user selects.

Customize Report	Comment on Report	Share Template	Memorize	Print	E-mail	Excel	Hide Header	Refresh
Dates	Custom	From	05/04/2020	To	07/10/2020	Sort By	Default	
Show : This Fiscal Quarter This Fiscal Quarter-to-date This Fiscal Year This Fiscal Year-to-Last Month This Fiscal Year-to-date Yesterday Last Week Last Week-to-date Last Month Last Month-to-date Last Fiscal Quarter Last Fiscal Quarter-to-date Last Fiscal Year Last Fiscal Year-to-date Next Week Next 4 Weeks Next Month Next Fiscal Quarter Next Fiscal Year Custom								
5:19 PM 07/16/20								
Castlerock Leasing, LLC. Check Detail May 4 through July 10, 2020								
	Num	Date	Name	Item	Account	Paid Amount	Original Amount	
		05/04/2020	American Expre...		Pinnacle Bank		-1.30	
					American Express	-1.30	1.30	
						-1.30	1.30	
		05/05/2020	American Expre...		Pinnacle Bank		-1,000.00	▶
					American Express...	-1,000.00	1,000.00	
						-1,000.00	1,000.00	
		05/06/2020			Pinnacle Bank		-3,000.00	
					David - Draws	-3,000.00	3,000.00	
						-3,000.00	3,000.00	

- b. Click Customize Report button. The Modify Report screen displays.

The screenshot shows the 'Modify Report: Check Detail' window with the 'Display' tab selected. The 'REPORT DATE RANGE' section has 'Dates' set to 'Custom' and a date range from '05/04/2020' to '07/10/2020'. The 'COLUMNS' section has a search bar and a list of columns: (left margin), Trans #, Type, Entered/Last Modified, Last modified by, Date, and Num. The 'Sort by' dropdown is set to 'Default', and 'Sort in' has radio buttons for 'Ascending order' (selected) and 'Descending order'. There are 'Advanced...', 'Revert', 'OK', 'Cancel', and 'Help' buttons at the bottom.

Modify Report: Check Detail

Display Filters HeaderFooter Foots & Numbers

REPORT DATE RANGE

Dates Custom The date range you specify in the From and To fields

From 05/04/2020 To 07/10/2020

COLUMNS

Search Columns

Sort by Default

Sort in ☒ Ascending order ☐ Descending order

(left margin) ✓
Trans # ✓
Type ✓
Entered/Last Modified ✓
Last modified by ✓
Date ✓
Num ✓

Put a check mark next to each column that you want to appear in the report.

Advanced...
Revert

OK Cancel Help

- c. Select the Filters tab.

The screenshot shows the 'Modify Report: Check Detail' window with the 'Filters' tab selected. The 'CHOOSE FILTER' section has a search bar and a list of filters: Account, Aging, Amount, Billing Status, and Class. The 'ACCOUNT' filter is selected, showing a dropdown for 'All bank accounts' and radio buttons for 'Include split detail?'. The 'CURRENT FILTER CHOICES' section shows a table with filter names and their values. There are 'Remove Selected Filter', 'Tell me more...', 'Revert', 'OK', 'Cancel', and 'Help' buttons at the bottom.

Modify Report: Check Detail

Display Filters HeaderFooter Foots & Numbers

CHOOSE FILTER

Search Filters

FILTER

Account
Aging
Amount
Billing Status
Class

ACCOUNT

All bank accounts

Include split detail?

☐ No
☒ Yes
☐ For detail accounts matching

All accounts

ACCOUNT FILTER

Choose the types of accounts or a specific account from the drop-down list. Indicate whether or not you want split detail to appear in the report (Balance Sheet accounts only).

Tell me more...

CURRENT FILTER CHOICES

FILTER	SET TO
Account	All bank accounts
Amount	<=0.00
Date	Custom
TransactionType	Multiple Transaction T...

Remove Selected Filter

Revert

OK Cancel Help

- d. In the listing of Filters, select Account from the drop-down menu.
- i. Select All Bank Accounts to pull all checks issued from all bank accounts for which the user has QuickBooks access.

The screenshot shows the 'Modify Report: Check Detail' window with the 'Filters' tab selected. The 'CHOOSE FILTER' section has 'Account' selected in the 'FILTER' dropdown. The 'ACCOUNT FILTER' dropdown is open, showing a list of account types. 'All bank accounts' is highlighted in green. The 'CURRENT FILTER CHOICES' table shows 'Account' set to 'All bank accounts' and 'Amount' set to '<=0.00'.

FILTER	SET TO
Account	All bank accounts
Amount	<=0.00

- ii. Select a single Bank Account to pull checks issued from a single bank account.

The screenshot shows the 'Modify Report: Check Detail' window with the 'Filters' tab selected. The 'CHOOSE FILTER' section has 'Account' selected in the 'FILTER' dropdown. The 'ACCOUNT FILTER' dropdown is open, showing a list of account types. 'Pinnacle Bank' is highlighted in green. The 'CURRENT FILTER CHOICES' table shows 'Account' set to 'Pinnacle Bank' and 'Amount' set to '<=0.00'.

FILTER	SET TO
Account	Pinnacle Bank
Amount	<=0.00

- iii. Under Include Split Detail?, click the button next to “No”.

Modify Report: Check Detail

Display | **Filters** | Header/Footer | Foots & Numbers

CHOOSE FILTER

Search Filters: Account

FILTER

- Account
- Aging
- Amount
- Billing Status
- Class

ACCOUNT FILTER

Choose the types of accounts or a specific account from the drop-down list. Indicate whether or not you want split detail to appear in the report (Balance Sheet accounts only).

Include split detail?

☒ No

☐ Yes

☐ For detail accounts matching

All accounts

Tell me more...

CURRENT FILTER CHOICES

FILTER	SET TO
Account	Pinnacle Bank
Amount	<=0.00
Date	Custom
Detail Level	Summary only
TransactionType	Multiple Transaction T...

Remove Selected Filter

Revert

OK Cancel Help

- iv. Under Current Filter Choices, select Detail Level, and then click the Remove Selected Filter button.

Modify Report: Check Detail

Display | **Filters** | Header/Footer | Foots & Numbers

CHOOSE FILTER

Search Filters: Detail Level

FILTER

- Customer Type
- Date
- Detail Level
- Due Date
- Entered/Modified

DETAIL LEVEL FILTER

Choose whether to show or hide the detail lines for each transaction. Choose 'Summary only' to exclude detail lines.

Tell me more...

CURRENT FILTER CHOICES

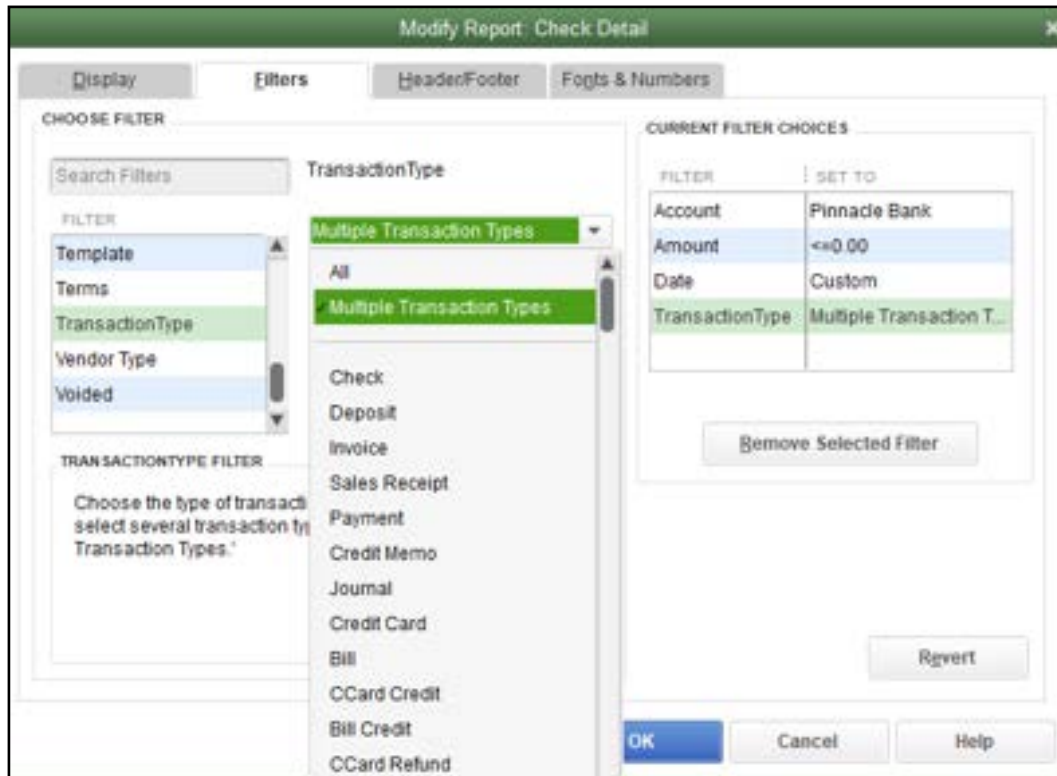
FILTER	SET TO
Account	Pinnacle Bank
Amount	<=0.00
Date	Custom
Detail Level	Summary only
TransactionType	Multiple Transaction T...

Remove Selected Filter

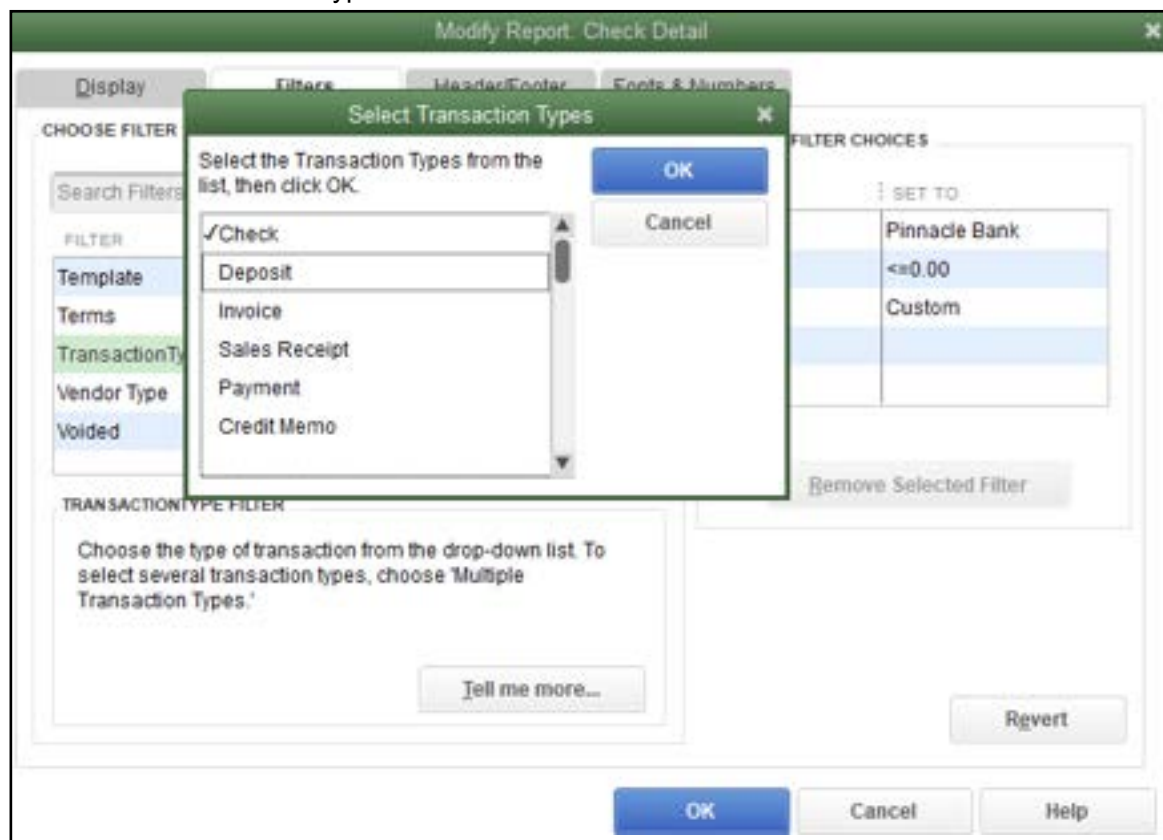
Revert

OK Cancel Help

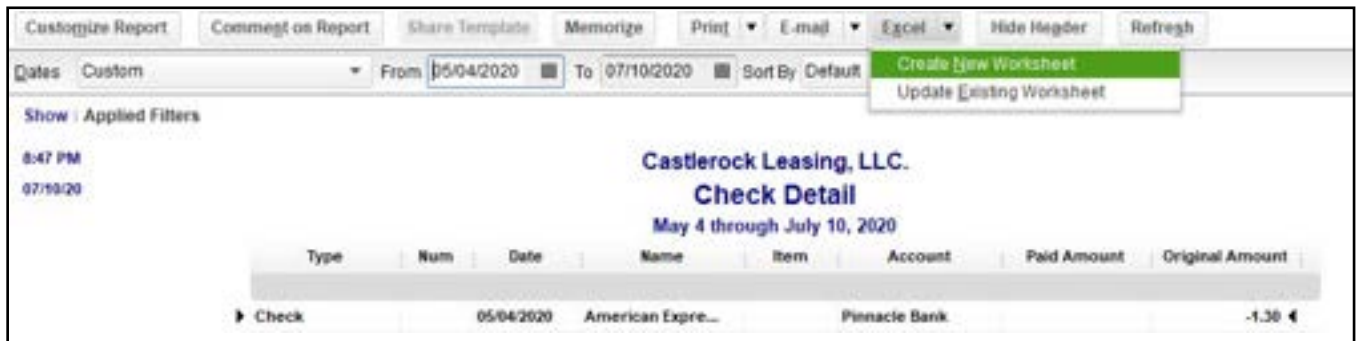
- v. Select Transaction Type from the Filter menu. Select Multiple Transaction Types from the Transaction Types submenu.



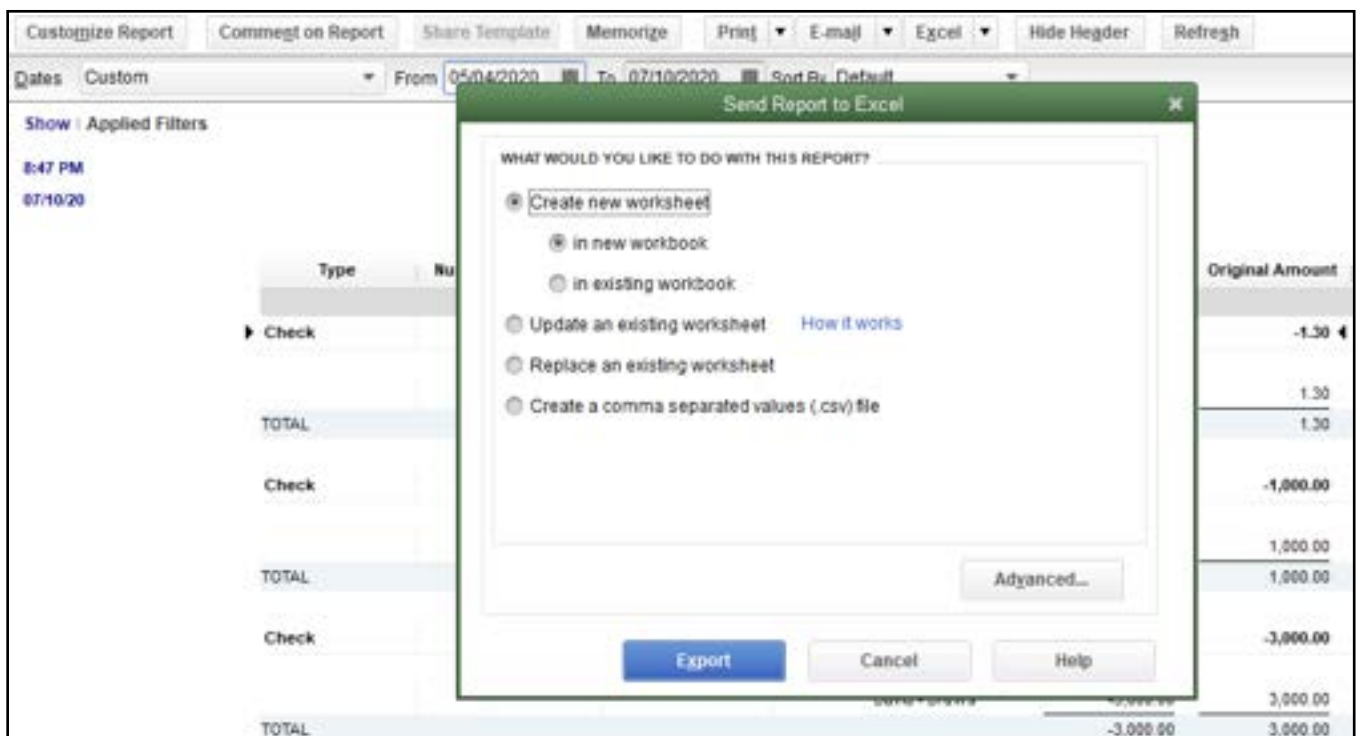
- vi. From the Select Transaction Type drop-down menu, select the check transactions to appear in the Check File. For this example, Check and Bill Payment options were selected. Click OK to confirm the transaction types.



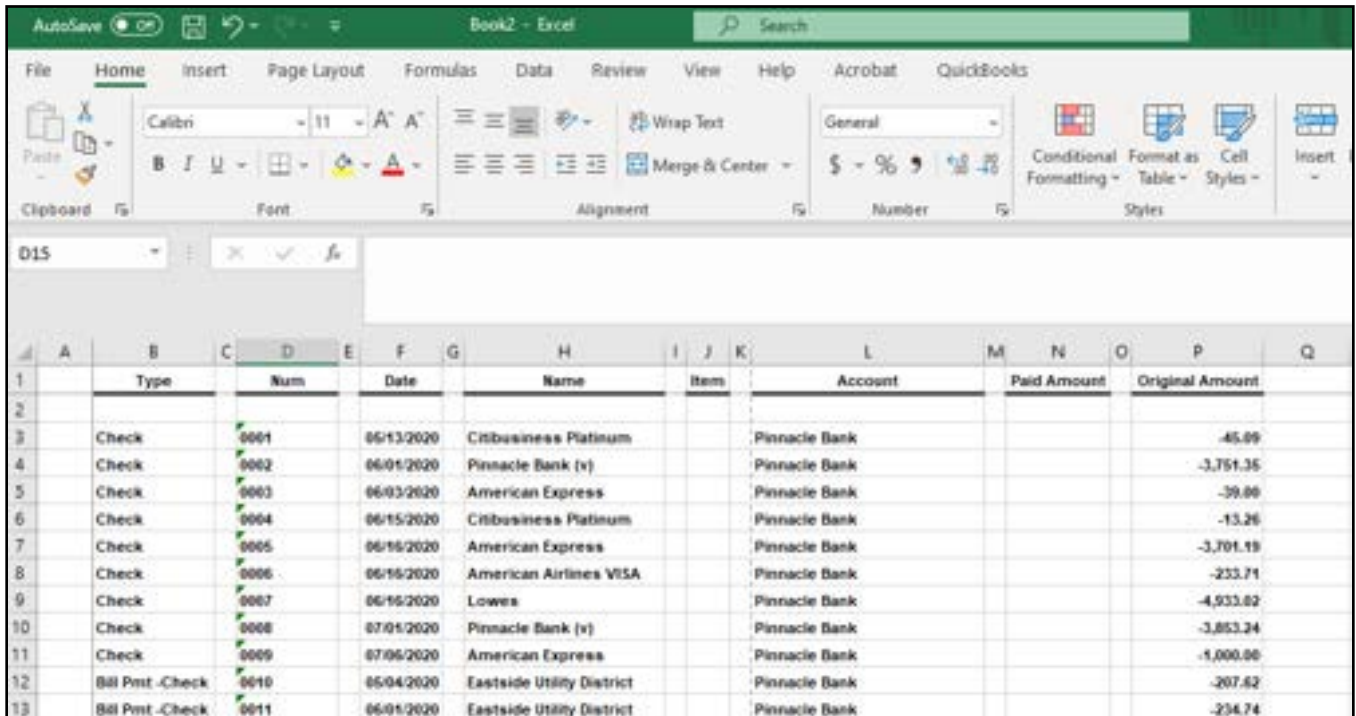
- e. From the Modify Report screen, select OK to proceed. The requested changes to the report will display. From the QuickBooks toolbar, click the Excel drop-down menu and select Create New Worksheet.



- f. The Send Report to Excel pop-up window appears. Select Create New Worksheet > In New Worksheet and click the Export button to continue.

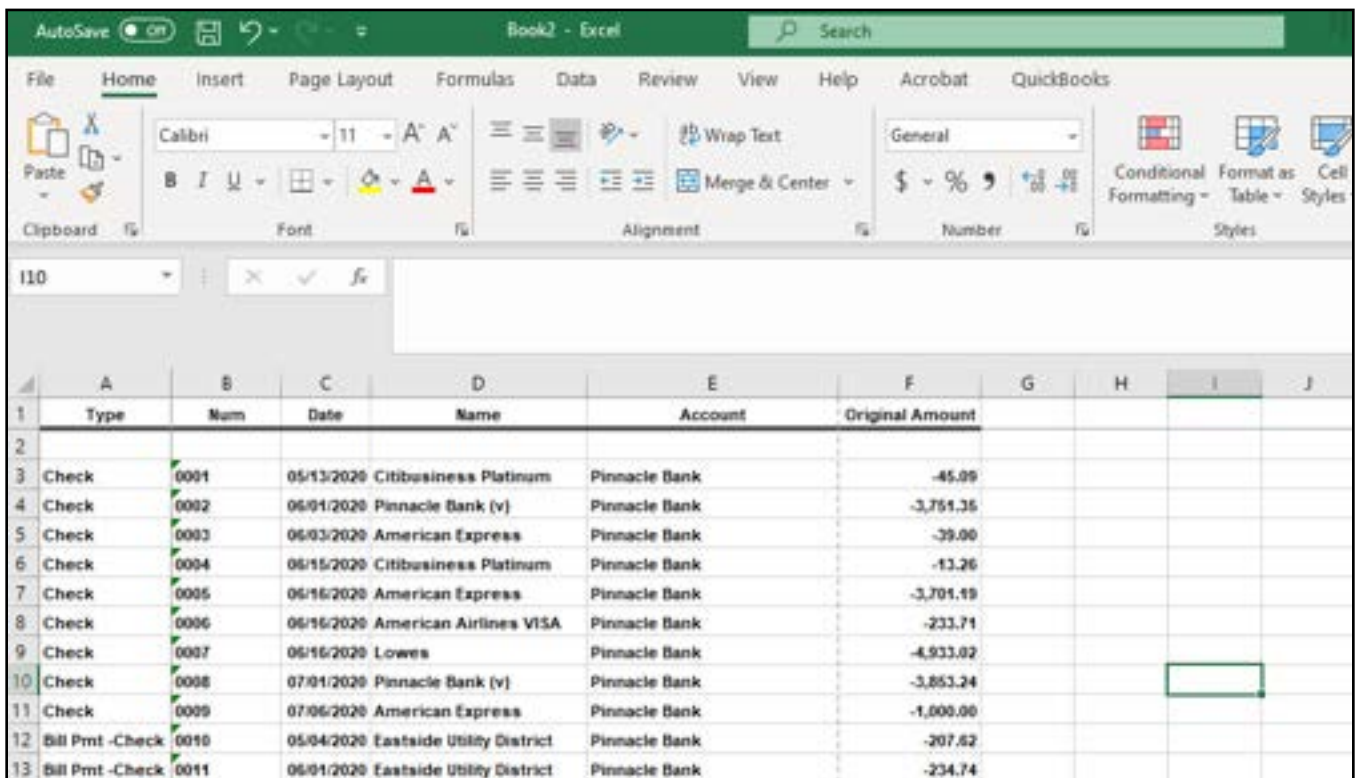


- g. Excel will open and the Excel file will populate. Within the Excel file, remove all rows that are blank under the column headers “Type” and/or “Num”.



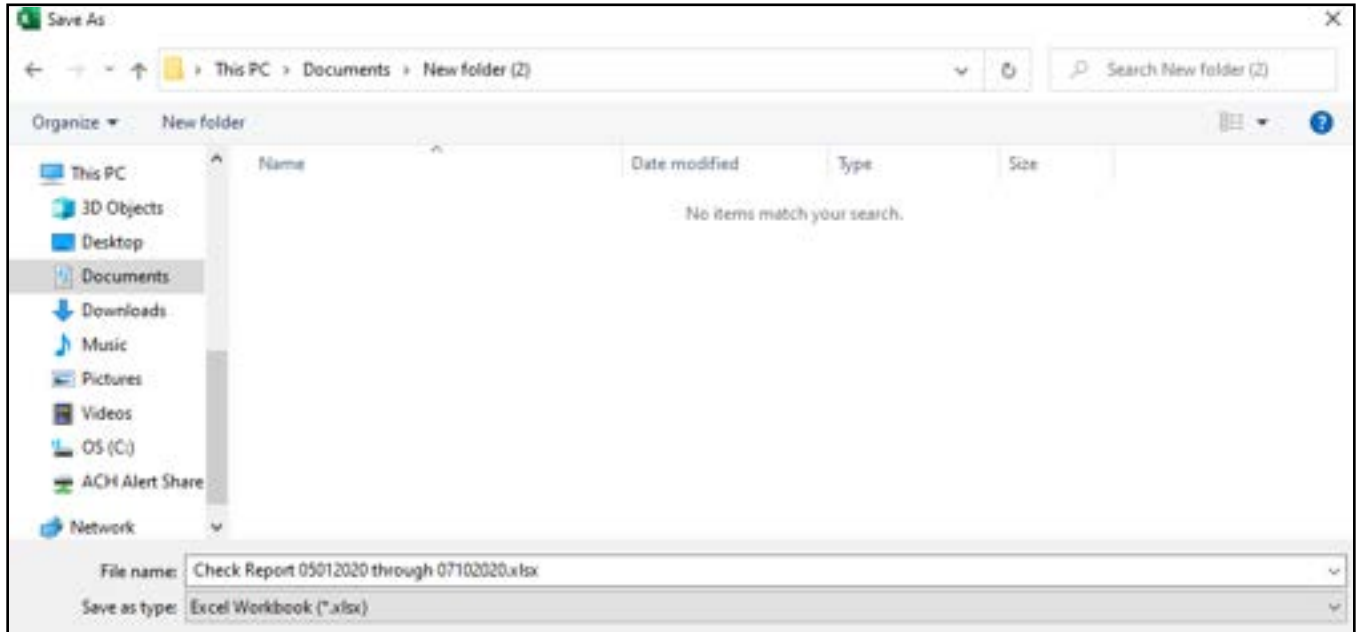
	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
	Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount									
3	Check	0001	06/13/2020	Citibusiness Platinum		Pinnacle Bank		-45.09									
4	Check	0002	06/01/2020	Pinnacle Bank (v)		Pinnacle Bank		-3,751.35									
5	Check	0003	06/03/2020	American Express		Pinnacle Bank		-39.00									
6	Check	0004	06/15/2020	Citibusiness Platinum		Pinnacle Bank		-13.26									
7	Check	0005	06/16/2020	American Express		Pinnacle Bank		-3,701.19									
8	Check	0006	06/16/2020	American Airlines VISA		Pinnacle Bank		-233.71									
9	Check	0007	06/16/2020	Lowes		Pinnacle Bank		-4,933.02									
10	Check	0008	07/01/2020	Pinnacle Bank (v)		Pinnacle Bank		-3,853.24									
11	Check	0009	07/06/2020	American Express		Pinnacle Bank		-1,000.00									
12	Bill Pmt -Check	0010	05/04/2020	Eastside Utility District		Pinnacle Bank		-207.62									
13	Bill Pmt -Check	0011	06/01/2020	Eastside Utility District		Pinnacle Bank		-234.74									

- h. Remove all blank columns.



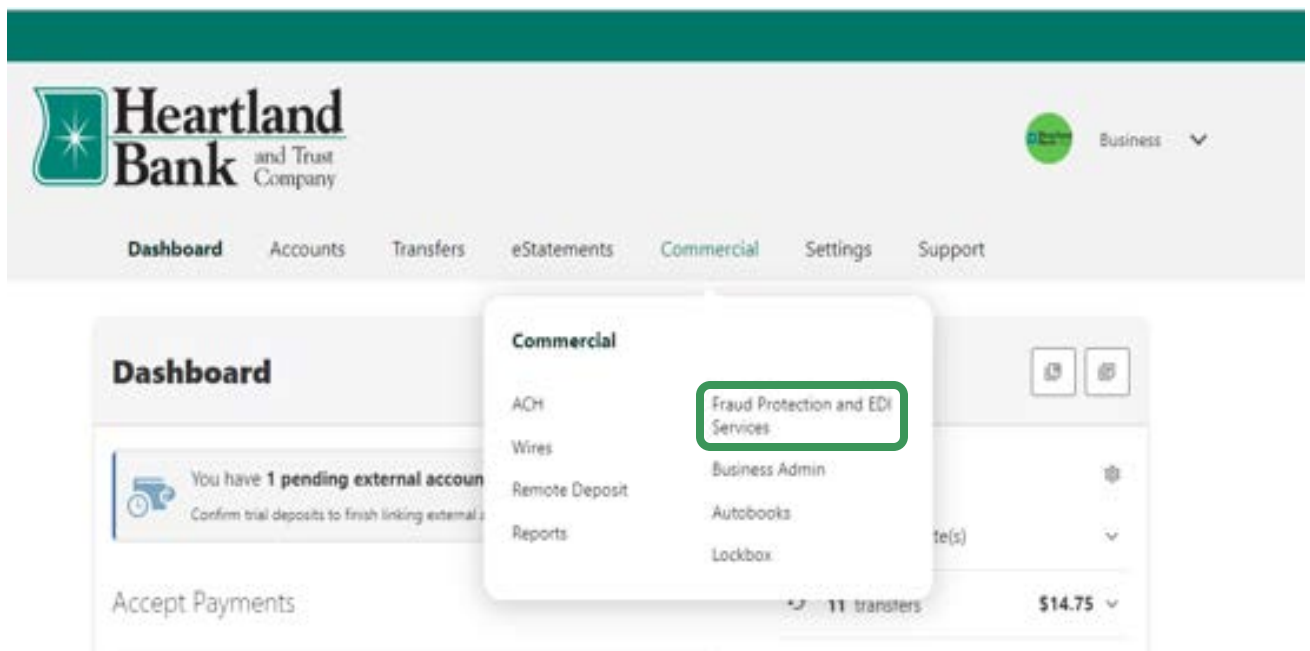
	A	B	C	D	E	F	G	H	I	J
	Type	Num	Date	Name	Account	Original Amount				
3	Check	0001	05/13/2020	Citibusiness Platinum	Pinnacle Bank	-45.09				
4	Check	0002	06/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,751.35				
5	Check	0003	06/03/2020	American Express	Pinnacle Bank	-39.00				
6	Check	0004	06/15/2020	Citibusiness Platinum	Pinnacle Bank	-13.26				
7	Check	0005	06/16/2020	American Express	Pinnacle Bank	-3,701.19				
8	Check	0006	06/16/2020	American Airlines VISA	Pinnacle Bank	-233.71				
9	Check	0007	06/16/2020	Lowes	Pinnacle Bank	-4,933.02				
10	Check	0008	07/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,853.24				
11	Check	0009	07/06/2020	American Express	Pinnacle Bank	-1,000.00				
12	Bill Pmt -Check	0010	05/04/2020	Eastside Utility District	Pinnacle Bank	-207.62				
13	Bill Pmt -Check	0011	06/01/2020	Eastside Utility District	Pinnacle Bank	-234.74				

- i. Select File > Save As and save the workbook.
- i. Choose the File Name.
- ii. Choose the Format. The file format for this file must be Comma Separated, Excel 97-2003 Workbook or Excel Workbook.

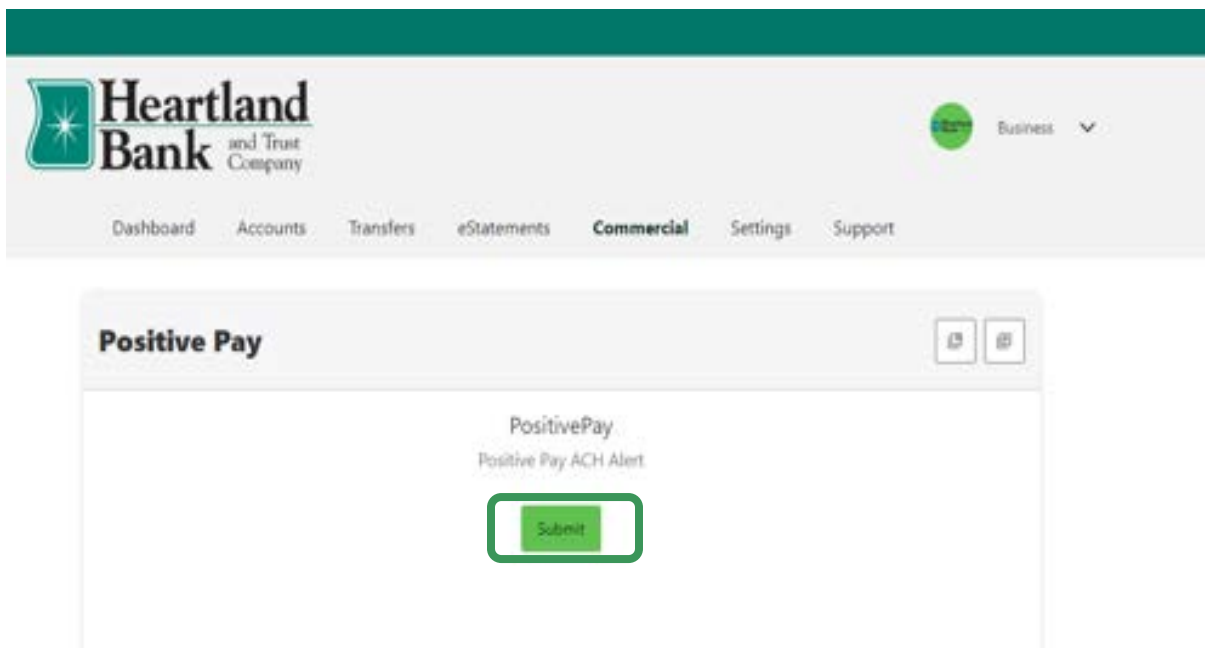


- j. After saving, close the Excel workbook.

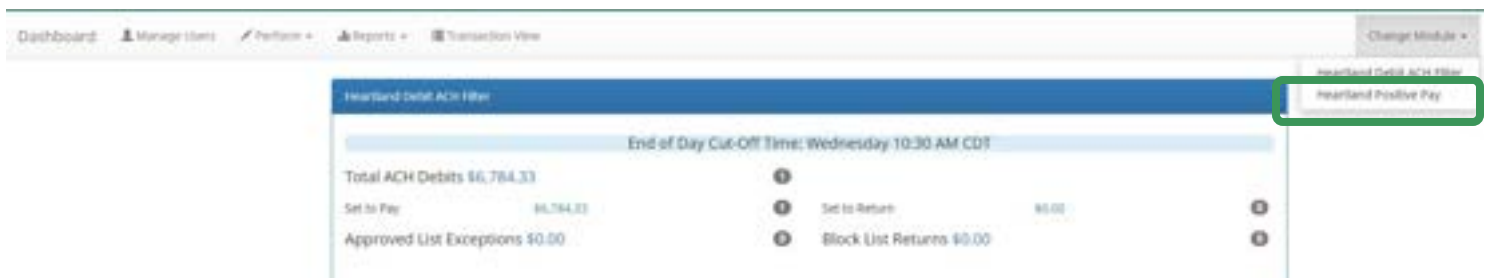
13. Sign into Positive Pay by accessing the Commercial Tab and selecting the Fraud Protection and EDI Services option.



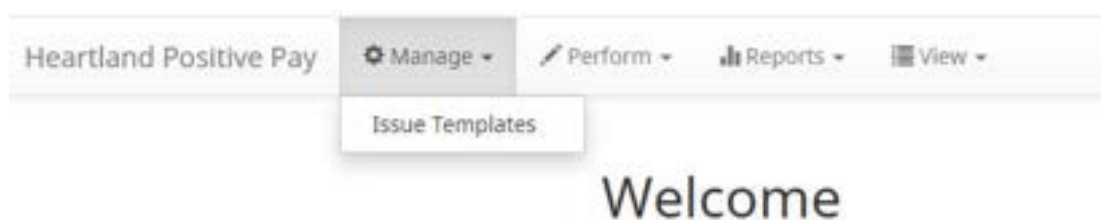
- a. Select the green Submit button to enter Positive Pay services.



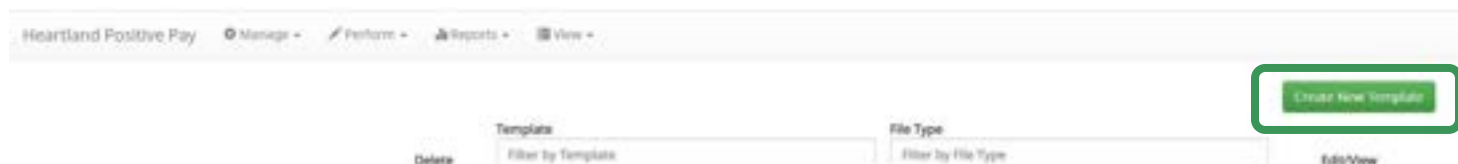
14. Select the Heartland Bank Positive Pay Service Module.



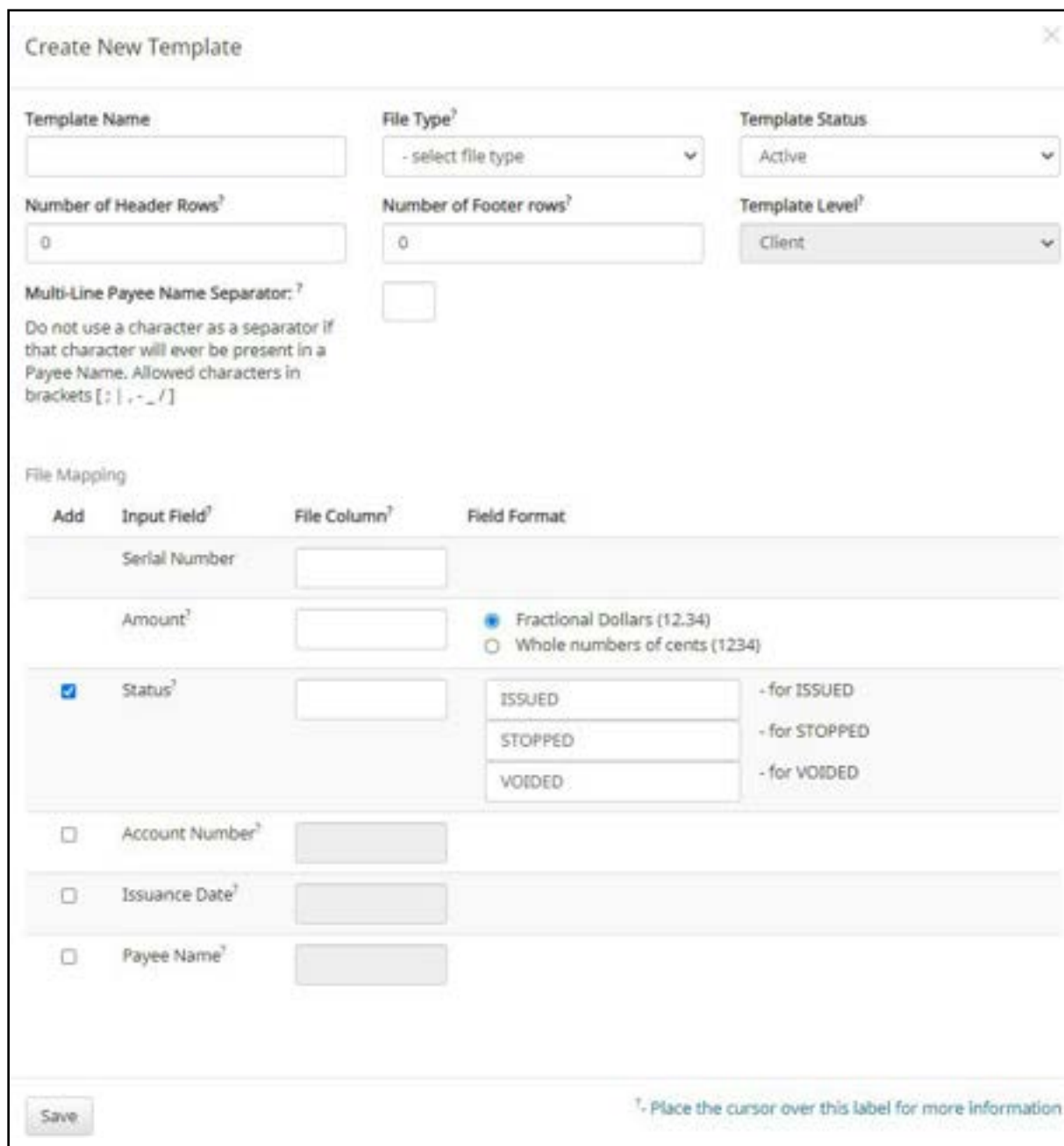
15. From the Positive Pay module, select Manage > Issue Templates to create an issue template. This will allow the user to map the exported information from QuickBooks so that the file is read correctly when uploaded to Positive Pay. The user will also be able to save this template for use in future issuance file uploads.



16. The Issuance File Templates page displays. This page lists the saved Issue File Templates available for the Client to use and allows the user to create a new template for use. Select Create New Template.



17. The Create New Template screen appears.



18. Creating the Issuance Template to the Exported Information from QuickBooks:

a. Template Name

Create a name for the template using information that will allow the user to easily identify this template in the future. For this example, the template name is QuickBooks Export Type 2.

Template Name	File Type?	Template Status
QuickBooks Export Type 2	- select file type	Active

b. File Type

Select the appropriate file type based on the file type used to save the Excel document. For this example, the file type will be Excel Workbook.

Template Name	File Type?	Template Status
QuickBooks Export Type 2	- select file type	Active
Number of Header Rows?	- select file type	Template Level?
0	Comma Separated	Client
Multi-Line Payee Name Separator: ?	Excel 97-2003 Workbook	
	Excel Workbook	
	Fixed Width	
	Pipe Separated	
	Semi-colon Separated	
	Tab Separated	

c. Template Status

The Template Status drop-down menu defaults to Active status. Leave the status as Active.

Template Name	File Type?	Template Status
QuickBooks Export Type 2	- select file type	Active
Number of Header Rows?	Number of Footer rows?	Active
		Inactive

d. Number of Header Rows

Refer to the Excel file that was created. A Header Row will be any row above the check information that does not contain actual check information for presentment in the Positive Pay Module. For this example, the header rows have been highlighted yellow. The number of header rows should be 2 in the template.

	A	B	C	D	E	F
1	Type	Num	Date	Name	Account	Original Amount
2						
3	Check	0001	05/13/2020	Citibusiness Platinum	Pinnacle Bank	-45.09
4	Check	0002	06/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,751.35
5	Check	0003	06/03/2020	American Express	Pinnacle Bank	-39.00
6	Check	0004	06/15/2020	Citibusiness Platinum	Pinnacle Bank	-13.26
7	Check	0005	06/16/2020	American Express	Pinnacle Bank	-3,701.19
8	Check	0006	06/16/2020	American Airlines VISA	Pinnacle Bank	-233.71
9	Check	0007	06/16/2020	Lowe's	Pinnacle Bank	-4,933.02
10	Check	0008	07/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,853.24
11	Check	0009	07/06/2020	American Express	Pinnacle Bank	-1,000.00
12	Bill Pmt -Check	0010	05/04/2020	Eastside Utility District	Pinnacle Bank	-207.62

e. Number of Footer Rows

Refer to the Excel file that was created. A Footer Row will be any row below the check information that does not contain actual check information for presentment in the Positive Pay Module. For this example, the footer rows have been highlighted yellow. The number of footer rows should be 2 in the template.

	A	B	C	D	E	F
1	Type	Num	Date	Name	Account	Original Amount
2						
3	Check	0001	05/13/2020	Citibusiness Platinum	Pinnacle Bank	-45.09
4	Check	0002	06/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,751.35
5	Check	0003	06/03/2020	American Express	Pinnacle Bank	-39.00
6	Check	0004	06/15/2020	Citibusiness Platinum	Pinnacle Bank	-13.26
7	Check	0005	06/16/2020	American Express	Pinnacle Bank	-3,701.19
8	Check	0006	06/16/2020	American Airlines VISA	Pinnacle Bank	-233.71
9	Check	0007	06/16/2020	Lowe's	Pinnacle Bank	-4,933.02
10	Check	0008	07/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,853.24
11	Check	0009	07/06/2020	American Express	Pinnacle Bank	-1,000.00
12	Bill Pmt -Check	0010	05/04/2020	Eastside Utility District	Pinnacle Bank	-207.62
13	Bill Pmt -Check	0011	06/01/2020	Eastside Utility District	Pinnacle Bank	-234.74
14	Bill Pmt -Check	0012	07/02/2020	Eastside Utility District	Pinnacle Bank	-143.18
15						
16	Total					-18,155.40
17						

- f. Template Level
The default value of Client will be presented and will not allow a different selection to be made.
- g. Multi-Line Payee Name Separator.
This feature is not currently available for items exported out of QuickBooks.

Template Name QuickBooks Export Type 2 ¹	File Type ² Excel Workbook	Template Status Active
Number of Header Rows ³ 2	Number of Footer rows ³ 2	Template Level ³ Client
Multi-Line Payee Name Separator: ⁴	<input type="checkbox"/>	

h. File Mapping

i. Serial Number

1. Enter the column number that the check number/serial number is presented in the Excel document. For this example, the Num column is highlighted yellow. The column number for Amount should be 2 in the template.

	A	B	C	D	E	F
1	Type	Num	Date	Name	Account	Original Amount
2						
3	Check	0001	05/13/2020	Citibusiness Platinum	Pinnacle Bank	-45.09
4	Check	0002	06/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,751.35
5	Check	0003	06/03/2020	American Express	Pinnacle Bank	-39.00
6	Check	0004	06/15/2020	Citibusiness Platinum	Pinnacle Bank	-13.26
7	Check	0005	06/16/2020	American Express	Pinnacle Bank	-3,701.19
8	Check	0006	06/16/2020	American Airlines VISA	Pinnacle Bank	-233.71
9	Check	0007	06/16/2020	Lowes	Pinnacle Bank	-4,933.02
10	Check	0008	07/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,853.24
11	Check	0009	07/06/2020	American Express	Pinnacle Bank	-1,000.00
12	Bill Pmt -Check	0010	05/04/2020	Eastside Utility District	Pinnacle Bank	-207.62
13	Bill Pmt -Check	0011	06/01/2020	Eastside Utility District	Pinnacle Bank	-234.74
14	Bill Pmt -Check	0012	07/02/2020	Eastside Utility District	Pinnacle Bank	-143.18
15						
16	Total					-18,155.40

ii. Amount

1. Enter the column number that the amount is presented in the Excel document. Select fractional dollars if the dollars and cents are separated by a decimal. If the dollars and cents are not separated by a decimal, select whole numbers of cents. For this example, the Amount column is highlighted yellow. The column number for Amount should be 6 in the template.

	A	B	C	D	E	F
1	Type	Num	Date	Name	Account	Original Amount
2						
3	Check	0001	05/13/2020	Citibusiness Platinum	Pinnacle Bank	-45.09
4	Check	0002	06/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,751.35
5	Check	0003	06/03/2020	American Express	Pinnacle Bank	-39.00
6	Check	0004	06/15/2020	Citibusiness Platinum	Pinnacle Bank	-13.26
7	Check	0005	06/16/2020	American Express	Pinnacle Bank	-3,701.19
8	Check	0006	06/16/2020	American Airlines VISA	Pinnacle Bank	-233.71
9	Check	0007	06/16/2020	Lowes	Pinnacle Bank	-4,933.02
10	Check	0008	07/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,853.24
11	Check	0009	07/06/2020	American Express	Pinnacle Bank	-1,000.00
12	Bill Pmt -Check	0010	05/04/2020	Eastside Utility District	Pinnacle Bank	-207.62
13	Bill Pmt -Check	0011	06/01/2020	Eastside Utility District	Pinnacle Bank	-234.74
14	Bill Pmt -Check	0012	07/02/2020	Eastside Utility District	Pinnacle Bank	-143.18
15						
16	Total					-18,155.40

iii. Status

1. Remove the checkmark from this box. The export from QuickBooks does not contain this information. The user can add this information manually if they choose to. If the column is added, the box will need to remain checked and the column number will need to be entered for the Positive Pay system to accurately read it. For this example, the Status field is not being used.

File Mapping			
Add	Input Field ²	File Column ²	Field Format
<input checked="" type="checkbox"/>	Serial Number	2	
<input checked="" type="checkbox"/>	Amount ²	6	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input type="checkbox"/>	Status ²		<input type="checkbox"/> Treat Negative Amount As Void ²

If the Status box is unchecked, the user should be aware that any issuance loaded with negative amounts or a \$0 amount will be treated as Void.

iv. Account Number

1. The exported information from QuickBooks does not include an account number. Leave the box unchecked and the File Column field blank. For this example, the Account Number field is left blank.

<input type="checkbox"/> Status?	<input type="text"/>	<input type="checkbox"/> Treat Negative Amount As Void?
<input type="checkbox"/> Account Number?	<input type="text"/>	

v. Issuance Date

1. The Issuance Date is located in the “Date” column in the Excel document. The user must check the box and enter the column number for the system to read the issuance date correctly. For this example, the Date column is highlighted yellow. The column number for Issuance Date should be 3 in the template.

	A	B	C	D	E	F
1	Type	Num	Date	Name	Account	Original Amount
2						
3	Check	0001	05/13/2020	Citibusiness Platinum	Pinnacle Bank	-45.09
4	Check	0002	06/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,751.35
5	Check	0003	06/03/2020	American Express	Pinnacle Bank	-39.00
6	Check	0004	06/15/2020	Citibusiness Platinum	Pinnacle Bank	-13.26
7	Check	0005	06/16/2020	American Express	Pinnacle Bank	-3,701.19
8	Check	0006	06/16/2020	American Airlines VISA	Pinnacle Bank	-233.71
9	Check	0007	06/16/2020	Lowes	Pinnacle Bank	-4,933.02
10	Check	0008	07/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,853.24
11	Check	0009	07/06/2020	American Express	Pinnacle Bank	-1,000.00
12	Bill Pmt -Check	0010	05/04/2020	Eastside Utility District	Pinnacle Bank	-207.62
13	Bill Pmt -Check	0011	06/01/2020	Eastside Utility District	Pinnacle Bank	-234.74
14	Bill Pmt -Check	0012	07/02/2020	Eastside Utility District	Pinnacle Bank	-143.18
15						
16	Total					-18,155.40

vi. Payee Name

1. If the Client is set up to use Payee Positive Pay, the user will need to select the box and enter the column number for the column labeled “Name” in the Excel report. For this example, the Name column is highlighted yellow. The column number for Payee Name should be 4 in the template.

	A	B	C	D	E	F
1	Type	Num	Date	Name	Account	Original Amount
2						
3	Check	0001	05/13/2020	Citibusiness Platinum	Pinnacle Bank	-45.09
4	Check	0002	06/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,751.35
5	Check	0003	06/03/2020	American Express	Pinnacle Bank	-39.00
6	Check	0004	06/15/2020	Citibusiness Platinum	Pinnacle Bank	-13.26
7	Check	0005	06/16/2020	American Express	Pinnacle Bank	-3,701.19
8	Check	0006	06/16/2020	American Airlines VISA	Pinnacle Bank	-233.71
9	Check	0007	06/16/2020	Lowes	Pinnacle Bank	-4,933.02
10	Check	0008	07/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,853.24
11	Check	0009	07/06/2020	American Express	Pinnacle Bank	-1,000.00

vii. Additional Issue Fields

1. Additional issue fields are available for client use to allow clients to record any additional information into an issuance file to be used for historical or reconciliation purposes. In the example below, the client has additional issue fields configured: Company Name, Invoice, and Address. For the purposes of Export from QuickBooks, the user should disregard these fields as they do not apply to the export process.

Create New Template

Template Name

QuickBooks Export Type 2

File Type

Excel Workbook

Template Status

Active

Number of Header Rows

2

Number of Footer rows

2

Template Level

Client

Multi-Line Payee Name Separator

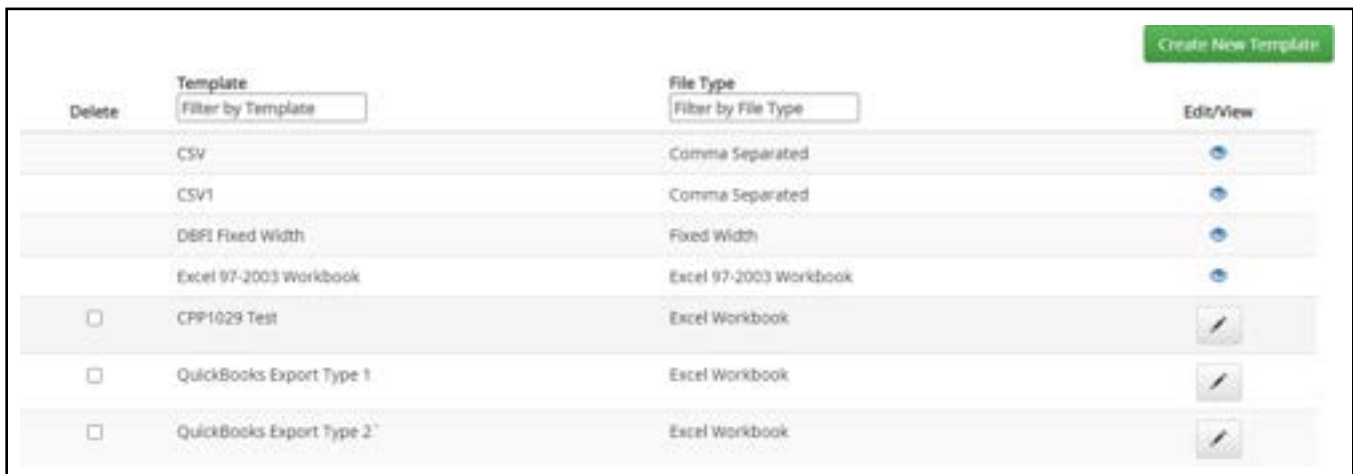
File Mapping

Add	Input Field	File Column	Field Format
<input checked="" type="checkbox"/>	Serial Number	2	
<input checked="" type="checkbox"/>	Amount	6	<input checked="" type="radio"/> Fractional Dollars (12,34) <input type="radio"/> Whole numbers of cents (1234)
<input type="checkbox"/>	Status		<input type="checkbox"/> Treat Negative Amount As Void
<input type="checkbox"/>	ACCOUNT Number		
<input checked="" type="checkbox"/>	Issuance Date	3	
<input checked="" type="checkbox"/>	Payee Name	4	
<input type="checkbox"/>	Project #		

Save

Place the cursor over this label for more information

- i. Click the Save button. A success message appears, and the user will be returned to the Issuance Templates page. The new issue template will display in the list of templates.

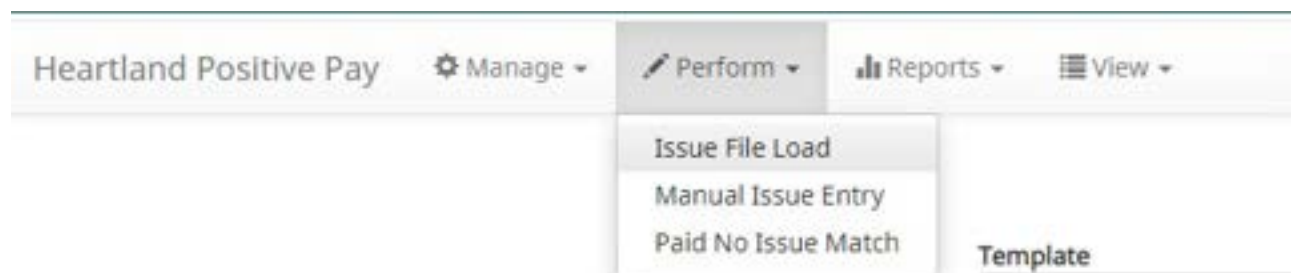


The screenshot shows the 'Issuance Templates' page. At the top right is a green button labeled 'Create New Template'. Below it is a table with columns: 'Delete', 'Template', 'File Type', and 'Edit/View'. The 'Template' column has a filter box 'Filter by Template'. The 'File Type' column has a filter box 'Filter by File Type'. The table lists several templates: CSV, CSV1, DBF Fixed Width, Excel 97-2003 Workbook, CPP1029 Test, QuickBooks Export Type 1, and QuickBooks Export Type 2. Each row has a checkbox in the 'Delete' column and an 'Edit/View' icon in the 'Edit/View' column.

Delete	Template	File Type	Edit/View
	CSV	Comma Separated	
	CSV1	Comma Separated	
	DBF Fixed Width	Fixed Width	
	Excel 97-2003 Workbook	Excel 97-2003 Workbook	
<input type="checkbox"/>	CPP1029 Test	Excel Workbook	
<input type="checkbox"/>	QuickBooks Export Type 1	Excel Workbook	
<input type="checkbox"/>	QuickBooks Export Type 2	Excel Workbook	

Loading the QuickBooks Issue File

19. From the Heartland Positive Pay Module, select Perform > Issue File Load.



20. The Load Check Issuance File page appears.



The screenshot shows the 'Issue File Load' page. It has a title 'Issue File Load' and a subtitle 'Load Check Issuance File'. Below the title is a dropdown menu labeled 'Template to Use With Issue File' with the text '- select template -'. To the right of the dropdown is a button labeled 'Create New Template'. Below the dropdown is a text label 'Select template that matches issue file format'.

21. Select the Template drop-down box to select from a list of existing templates. Select the appropriate template. For this example, QuickBooks Export Type 2 will be used.

Issue File Load

Template to Use With Issue File

- select template -

- select template -

CSV

CSV1

DBF1 Fixed Width

Excel 97-2003 Workbook

CPP1029 Test

QuickBooks Export Type 1

QuickBooks Export Type 2

Create New Template

22. The template selected was created without the Account field enabled. A drop-down box will display so that the appropriate account can be selected. Select from the list of accounts. For this example, ABC Heating – xxxx1555 will be used.

Issue File Load

Template to Use With Issue File

QuickBooks Export Type 1

Account

- not selected -

- not selected -

ABC Heating - xxxx5555

Client 6 3rd - xxxx1111

Create New Template

View Selected Template

Select account and template that matches issue file format

23. The file upload interface will appear. Click the Browse button to select the appropriate file or drag and drop the file into the box indicated on the interface screen.

Issue File Load

Template to Use With Issue File

QuickBooks Export Type 1

Account

ABC Heating - xxxx5555

Create New Template

View Selected Template

Select one issue file that is in the format of the selected template

Drag & drop files here ...

Select files...

Browse ...

24. Once the file is selected, it will be displayed in the upload interface.

Issue File Load

Template to Use With Issue File: QuickBooks Export Type 1 Account: ABC Heating - xxxx1555 Create New Template

View Selected Template

Select one issue file that is in the format of the selected template



CheckFileTest.xlsx (11,761 KB)

Remove **Upload** Browse ...

25. Click the Upload button to proceed. Once the file has loaded successfully, the Issuance File Status page will display and will be eligible for editing in the Issue Warehouse.

[< Back to Status](#)

CheckFileTest.xlsx

File Status

Queued Processing Processed Approved Complete Deleted

File processing is complete. View list below to see items.

[View items: 12 items totaling \\$18,155.40](#)

Rows 1 - 12 of 12.

Account Number	Serial Number	Amount	Payee Name	Status	Load Date	Issuance Date
xxxx1555	1	\$45.09	Citibusiness Platinum	AVAILABLE_FOR_MATCHING	07/22/2020 15:39:24 EDT	05/13/2020
xxxx1555	2	\$3,751.35	Pinnacle Bank (v)	AVAILABLE_FOR_MATCHING	07/22/2020 15:39:24 EDT	06/01/2020
xxxx1555	3	\$39.00	American Express	AVAILABLE_FOR_MATCHING	07/22/2020 15:39:24 EDT	06/03/2020
xxxx1555	4	\$13.26	Citibusiness Platinum	AVAILABLE_FOR_MATCHING	07/22/2020 15:39:24 EDT	06/15/2020
xxxx1555	5	\$3,701.19	American Express	AVAILABLE_FOR_MATCHING	07/22/2020 15:39:24 EDT	06/16/2020