# 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 Leaning, LLC - Gaschilleoks Dealtop Pro 2017 - (Chart of Accounts)	
Ele Ett yes Lists Fauntes Company C	untomers Vandges Employees Barning Babots Window Halp Special Others	
and all and the second second second		1000000
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tailed -	1.1 C TYPE ::	Lesiante total
Presade Elant	The second se	\$4,577.84
+ Millennium Bank	Bank	14,833.33
+ Accounts Receivable	Accounts Receiva	da -522,118.58
+ Lisans Receivable	Other Current Aue	et 199
+ Inventory Aquet	Other Current Asia	
+ Undeposited Funds	DBar Current Aas	e 0.00
+ 212 Summit Steel	Tand Asset	48,297.05
+ 102 Worker Road	Fixed-appet	-7,896.34
+ 8543 Olde Landing Lane	TinedAster	114,101,81
+ Land	Fixed Appel	181,248.17

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

Customire Report	Comment on Report	Share Template	Memorize	Print	• Email •	Egost • 1	tide Hegder Re	dregh		
gates Custom		From 05/04/2020	■ To 07/15/2	020 🔳 :	Sort By Default					
Show   Applied Filter	5									
1:35 PM					Castlero	ck Leasing.	LLC.			
07/15/20	Account QuickReport									
Accrual Basis						d July 15, 2020				
		Type	Date	Num	Nime	Memo	Spill	Amount	Balance	
		Pennacle Bank							22,084.84	
	,	Payment	05/04/2029	3964			Accounts Re	10,291.67	32,376.51 4	
		Bill Pret -Check	05/04/2020	3182			Accounts Pa	-500.00	21,876.51	
		Bill Pret -Check	05/04/2029	3183			Accounts Pa	-2,049.00	29,026.91	
		Bill Pmt -Check	05/04/2029	3154			Accounts Pa	-207.62	25,019.29	
		Check	05/04/2029				American Exp	-1.50	26,617.99	
		Check	05/05/2020				American Exp	-1,000.00	27,817.99	
		Check	05/06/2028			Online Trans	David - Draws	-3.000.00	24,817.99	
		Check	05/12/2020			-	Credit Cards	-36.00	24,782.99	
		Payment	05/13/2020	3967			Accounts Re	10,291.67	35,074.66	

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.

Dates	This Flocal Year	From	01/01/2020	To 12/31/2	020 🔳 1	lort By Default				
Show I 1.19 PM 87/15/28 Accrue	This Week This Week-to-date This Month This Month-to-date This Fiscal Quarter	-				Account	k Leasing, Li QuickRep cember 31, 202	ort		
	This Fiscal Guarter-In-date		Type	Oate	North	Name	Memo	Split	Arsount	Balance
	This Faical Year	- 122	nacle Bank							24,288.87
	Contraction of the second second second second second	-	Check	01/01/2020	1 - 67			-59.6	-18,212,25	8,076.82
	This Fiscal Year-to-Last Month	- 84	Check	01/02/2020				-5R./F-	-2,037.18	4,038-44
	This Fiscal Year-to-date	- 121	Payment	61/05/2020	3607			Accounts Re.	10,291.67	14,331.11
	Yesterday		Bit Pert -Check	01/03/2020	2156			Accounts Fal.	-2.849.60	11,401.51
	Last Week		Bill Perl -Check	01/03/2020	3137			Accounts Pa.,	-227.96	11,253.55
	Last Week-to-date		Bil Prel -Check	01/03/2020	2158		Marwing 201	Accounts Pa	-595.00	10,058.55
	Last Month		Bit Pet - Check	01/05/2020	3139		December 2	Accounts Pa .	-365.00	10,293.55
	Last Month-to-date		Check	01/03/2020			1000000000	Anercai Exp.	-19.64	10,274.11
	Last Fiscal Quarter		Check	61/06/2820	3		Online Trans	Devid - Draws	-3,000.00	7,274.11
	Last Fiscal Quarter-to-date		Check	81/06/2020				Anercan Exp	-1,000.00	6,274.11
			Payment	01/05/2020	00HZ			Addounts Re.	15,041.87	21,315,78
	Last Fiscal Year		Bil Pert -Check	01/10/2020	2140			Accounts Pa.	-290.00	21,055,78
	Last Fiscal Year to-date		Check	01/15/2020	12200			Credit Cards	-35.00	21,020 78
	Next Week		Check	01/14/2020				Credit Cards	-6.29	21.014.49
	Next 4 Weeks	10	Check	01/14/2020	1 3			Credit Cards	-64.07	20.949.62

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.

Display	Eilters	Header	Footer Foots & N	umbers	
REPORT DATE RANG Dates <mark>Custom</mark> Fro <u>m</u> 05/04/200	e 20 🗰 Io 07/15	• 2020 🗰	The date range you	specify in the From	and To fields
Accryal     Accryal     Columns     Search Column	() Cagh			s report calculates in	ncome and expenses.
✓ : ✓ (left margin Trans # ✓ Type			Default     Ascending order     Descending order     Descending order     eck mark next to each want to appear in the	er Ið	Adyanced

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.

Display	Enters	HeadenFooter	Fonts & Numbers	
IOOSE FILTER			CURRENT FILTE	RCHOICES
Search Filtera	Trans	actionType	FETER	i set Yo
PLTER	-		Account	Pinnacle Bank
Ship Via	A	ple Transaction Types	Date	Custom
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Terms	Mu	Itiple Transaction Type		
TransactionType				
Vendor Type		eck posit		
TRANSACTIONTYPE I Choose the type select several tra Transaction Type	FILTER Inv of transaction by Pa S.' Cr Jo Cr Bill	ies Receipt yment edit Memo umal edit Card	Ba	move Selected Filter Rgvert

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.

Disbiak	Select Transaction Types	Fonts & Numbers	-
CHOOSE FILTER	Select the Transaction Types from the		FILTER CHOICES
Search Filters	list, then click OK.	ОК	I SET TO
PLTER	CCard Credit	Cancel	Pinnacle Bank
Ship Via	Bill Credit		Custom
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Terms	VBill Payment		
TransactionTy	Bill CCard		
Vendor Type	Sales Tax Payment		
	*		Remove Selected Filter
TRAN SACTION	YPE FILTER		
	type of transaction from the drop-down list. T al transaction types, choose 'Multiple Types.'	0	
	<u>I</u> ell me more	+	Revert
	<u>T</u> ell me more	±	Rgvert

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

Cantegian Report	<b>Comment</b> on Report	Abaric Terratoria	Monurige	Print	· Lost ·	Canel • 46	te Hegder - Ref	res/h	
Dates Castors		Fram 05040008	III to \$27150	221 10	tion By Detault				
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tusi INE Alterial Bests					Account	k Leesing, L QuickRep July 15, 2020			
		fape	Outw	Butt	Ratio	Merros	5400	Amount	Balance
		Percente Santa							-2,643,974,60
	E	Bill Pret-Check	25/54/2025	3162			Accounts Par.	-500.00	-2.810.674.60 4
		BEPHE-Check	05/54/2025	2180			Accounts Pa	-2.549.00	-2,816,524,23
		BEPH -Chell	05/54/2026	2124			Accounts Pa	-201 82	-2,814,721.85
		Deck	05/54/2028				Anertian Dro.	-1.00	-2.814,723,16
		Check.	05/05/2026				Anertian Dep	-1.000-00	-2,817,723,18
		Check.	05/06/2528			Childree Trainia.	David - Draws	-0.000.00	-2,828,723.18
		Check	101120508			1	Credit Caritia	-01-00	-2,525,798.15
		Check.	05/15/2828				Credit Caritia	-45.00	2,826,811.24
		Check	05/14/2028				American Engl.	15.000-00	-2.101.013.34
		Check	05/14/2028				Credit Caritie	-1.810.44	-2.107,423,88
		Check	35/14/2028			1	Credit Caritia	-25.68	-2.127.4x8.82
		BB ProfCheck	05/16/0528	2105			Accounts Pa	-815.91	-2.125.084.09

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

Quites Castlem	+ Frem 0505002	0 III To 077	15/2020 🗰 Sort@	a second second	inain farm in	anahari Worksheel			
Show : Applied Filters 134 PM 872929 Arcrael Desis						Castlerock	Leasing, LL QuickRep uly 15, 2120		
			Type	Oate	Butt	Name	Merce	Spin .	Amount
			Prenacle Bank						

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

gates Custom + From 0505/202	B To STYSDOOD B SortBy D	det -
Khow Applied Filters 128-79 673620 Accredition		Castlerock Leasing, LLC. Account QuickReport
	Tope Promote Sent Desci Birtiel - Oneci Birtiel - Oneci Desci De	Send Report to Except mad descub trits unit to do verie tres repropers # Desaits new wortsheet # in new

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.

File Horr	ne Insert	Page Layo	ut Forr	nulas Da	ta Review V	/iew Help	Acrobat C	uickSool	l5		
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Pinnacle Bank	Type	Dute	Num	Name	1	Memo		5	plit	-	Amoun	1	_
1 Totel Pinnacie Bank	BB PHI -Check Check Check Check Check BB Phi -Check Check Check	96/15/2020 96/16/2020 96/16/2020 6/16/2020 6/16/2020 6/14/2020	0001 0002 0003 0004 0005 0005 0005 0005	Eastside Utility District Collusiness Plathum American Express Lowes Privacle Bank (v) Eastside Utility District Collusiness Plathum Lowes				Accounts Payali Credit Cards American Expres Credit Cards -SPLT- Accounts Payali Credit Cards Credit Cards	as Business Gold		-234 -13, -4,701 -4,933 -143 -143 -1,438 -1,438 -3,128 -17,423	26 19 00 24 10 36 60	
2 TOTAL											-17,423.	64	

- 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.

Save As												×
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- 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.

Heartland         Bank       and Trust         Company         Dashboard       Accounts       Transfers	eStatements	Commercial Settings	Support	Business 🗸
Dashboard	Commercial ACH	Fraud Protection and EDI		0
You have 1 pending external account Confirm trial deposits to firish linking external a	Wires Remote Deposit Reports	Services Business Admin Autobooks Lockbox	te(s)	9
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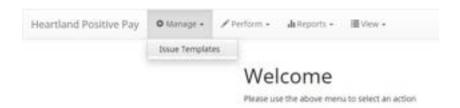
a. Select the green Submit button to enter Positive Pay services.

*	Heart Bank	and Trust Company	Transfers	eStatements	Commercial	Settings	Support	•	Business	~
	Positive		and a second	estatementa	Commercian	Jetongs	Juppent	0	ø	
				Positiv Positive Pay	ACH Alert					

5. Select the Heartland Bank Positive Pay Service Module.

Dashboard & Mesprillers / Petiters +	Anteportz + III Transaction View				Change Mindule
					reaction ( Setting and they
	Hearthand Deniel Acto Hillion				reariand Positive Pay
	End of	Day Cut-Off Time: Wednesday 10:30 A	MM CDT		
	Total ACH Debits \$6,784.33	0			
	Set to Pay BL184,23	O Sid to Return	85.00	0	
	Approved List Exceptions \$0.00	Block List Return		0	

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	O Manage +	× rentann -	deterports + III Vini +		
			Template	File Type	Creater Reve Template
			Templane	File Type	
		De	Acte Filter by Template	Filter by File Type	Edit/view

8. The Create New Template screen appears.

mplate	Name	File Type <sup>7</sup>	Template Status	
		- select file type	✓ Active	
lumber	of Header Rows <sup>7</sup>	Number of Footer rows?	Template Level <sup>2</sup>	
0		0	Client	~
lulti-Lin	e Payee Name Separator: 7			
ile Mapı	sion			
Add		Column <sup>7</sup> Field Format		
	Serial Number			
	Amount <sup>2</sup>	Fractional De	llars (12.24)	
	Amount.		ers of cents (1234)	
	Status?	ISSUED	- for ISSUED	
-		and the second second second	- for STOPPED	
		STOPPED		
ŭ		VOIDED	- for VOIDED	
0	Account Number <sup>2</sup>			
	Account Number <sup>7</sup> Issuance Date <sup>7</sup>			
0				

# 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			
QuickBooks Export Type 1	- 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 <sup>2</sup>	Template Status				
QuickBooks Export Type 1	Excel 97-2003 Workbook 🗸	Active 👻				
Number of Header Rows?	- select file type Comma Separated	Template Level?				
0	Excel 97-2003 Workbook	Client 👻				
	Excel Workbook	Community (Community Community Comm				
Multi-Line Payee Name Separator: ?	Fixed Width					
	Pipe Separated					
	Semi-colon Separated					
	Tab Separated					
File & American						

# c. Template Status

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

Template Name	File Type <sup>2</sup>	Template Status					
QuickBooks Export Type 1	Excel Workbook	~	Active	~			
			Active				
Number of Header Rows?	Number of Footer rows?		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	A 8	CD	E	FG	HI	J K	L	M	N	0	P	Q
1			Type	Date	Num	Name		Memo		Split		Amount
2	Pinnacle Bank			and the second		and the second second						
3	and the second second		Bill Pre -Check	07/24/2020	0100	Eastside Utility District			Acceu	nts Payable		-234.74
4			Check	07/24/2020	0101	Citibusiness Platinum			Credit	Carda		-13.26
5			Check	87/24/2828	0102	American Express			Americ	an Express Business Gold		-3,701.19
6			Check	87/24/2828	0103	Lowes			Credit	Cards		-4,933.02
7			Check	07/24/2020	0104	Pinnacle Bank (v)			-SPL/T			-3.853.24
8			Bill Prit -Check	07/24/2020	0105	Eastside Utility District			Acces	nts Payable		-143.18
9			Check	87/24/2820	0106	Cibusness Platnum			Credit	Cards		-1,416.38
10			Check	07/24/2520	0107	Lowes			Credit	Cards		-3,128.60
11	Total Pinnacle Bank										1	17,423.61
12	TOTAL											17,423.61
40					1.		1				1.1	

# 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.

1	A	8	CD	E	F	G	H		J K	L	M	N	0	P	Q
1				Type		Date	Nur	n	Name	24	Memo		Split		Amount
2		Pinnacle Bank													
3				Bill Prit -Check		07/24/2020	010	0	Eastside Utility District				Accounts Payable		-234.74
4				Check		07/24/2020	010	1	Cibusiness Platinum				Credit Cards		-13.26
5			3	Check		07/24/2020	010	2	American Express				American Express Business Gold		-3,701.19
6				Check		07/24/2020	010	3	Lowes				Credit Cards		-4,933.02
7				Check.		07/24/2020	010	4	Pinnacle Bank (v)				-SPLIT-		-3,853.24
8				<b>Bill Prot -Check</b>		07/24/2020	010	5	Eastside Utility District				Accounts Payable		-143.18
9				Check		07/24/2020	010	8	Citibusiness Platinum				Credit Cards		-1,416.08
10				Check.		07/24/2020	010	7	Lowes				Credit Cards		-3,128.60
11		Total Pinnacle Bank													-17,423.61
12	TO	TAL													-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	File Type <sup>7</sup>	Template Status			
QuickBooks Export Type 1	Excel Workbook	Active 🗸			
Number of Header Rows?	Number of Footer rows?	Template Level?			
2	2	Client			
Multi-Line Payee Name Separator: ?					

# 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.

A	8	CD	E	F	6 1	н	1	J K	L	м	N	0	PQ
1			Type		Date	N	um.	Name		Memo		Split	Amount
2	Pinnacle Bank		Sec. and					Second and the second			1		
3			Bill Pret -Check	07	24/2020		100	Eastside Utility District				Accounts Payable	-234.74
4			Check	07/	24/2520		101	Citibusiness Platinum				Credit Cards	-13.26
5			Check	077	24/2020		102	American Express				American Express Business Gold	-3,701.19
6			Check	07/	24/2020		103	Lowes				Credit Cards	-4,933.02
7			Check	07/	24/2020		104	Pinnacle Bank (v)				-SPUT-	-3,853.24
8			Bill Post -Check	07	24/2020		105	Eastside Utility District				Accounts Payable	-143.18
9			Check	07/	24/2020		106	<b>Citibusiness Patirium</b>				Credit Cards	-1,416.38
10			Check	07/	24/2020		107	Lowes				Credit Cards	-3,128.60
11	Total Pinnacle Bank												-17,423.61
12 10	TAL												-17,423.61

# 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.

A	8	CD	E	F	G	н	1	J K	L	M	N	0	P	Q
1			Туре		Date	N	um	Name	33	Memo		Spilit		Amount
2 1	Pinnacle Bank				la secolaria de la composición de la co	1						S. LEWIS		
3			Bill Prit -Check		17/24/2020	01	100	Eastside Utility District				Accounts Payable		-234.74
4			Check.		17/24/2020	01	105	Citibusiness Platinum				Credit Cards		-15.26
5			Check	- 6	17/24/2020	01	102	American Express				American Express Dusiness Gold		-3,701.19
6			Check	1	17/24/2020	01	103	Lowes				Credit Cards		-4.903.02
7			Check	- 34	07/24/2020	01	104	Pinnecle Bank (v)				-SPLIT-		-3,853.24
8			<b>B8 Prtt -Check</b>	1	07/24/2020	01	105	Eastside Utility District				Accounts Payable		-143.18
9			Check		17/24/2020	01	801	Cibusiness Platinum				Credit Cards		-1,416.38
10			Check		17/24/2020	01	107	Lowes				Credit Cards		-3,128.60
11 1	Total Pinnacle Bank													-17,423.61
12 101/	AL													-17,423.61

- ii. Status
  - 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 Mapp	ing		
Add	Input Field?	File Column?	Field Format
	Serial Number	9	
	Amount?	17 3	<ul> <li>Fractional Dollars (12.34)</li> <li>Whole numbers of cents (1234)</li> </ul>
	Status <sup>7</sup>		<ul> <li>Treat Negative Amount As Void<sup>2</sup></li> <li>Issuance with \$0 amount will be treated as Void</li> </ul>

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.

Status <sup>?</sup>	Treat Negative Amount As Void?
Account Number <sup>?</sup>	

- 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.

	8	CD	E	F	G	H.	1	1	K	L	M	1	0	P Q
1			Type		Date		Num		Name	33	Memo		Split	Amour
2 Pinna	cie Bank				_									
3			Bill Pret -Check		87/24/2625		0100		Eastside Utility District				Accounts Payable	-234
4			Check		07/24/2020		0101		Cibusiness Platinum				Credit Cards	-13
5			Check		07/24/2020		9102		American Express				American Express Business Gold	-3,701
6			Check		07/24/2020		0103		Lowes				Credit Cards	-4,933
7			Check		07/24/2020		0104		Pinnacle Bank (v)				-SPLT.	-3,853.
8			Bill Prot - Check		07/24/2020	-	0105		Eastside Utility District				Accounts Payable	-143
9			Check		07/24/2020		0108		<b>C6business Platinum</b>				Credit Cards	-1,418
10			Check.		87/24/2020		0907		Lowes				Credit Cards	-3,128
11 Total	Annacie Bank													-17,423
12 TOTAL														-17,423

# 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.

ai.	A 8	C D	E	F	6	H	1	J K	L	м	N	0	P	Q
3			Type	1	Date	N	um	Name		Memo		Spill		Amount
2	Pinnacle Bank					1								
3			<b>Bill Prit -Check</b>	07	24/2020	0	100	Eastside Utility District				Accounts Payable		-234.74
4		1.3	Check	07	24/2020	0	101	Ctibusness Patrum				Credit Cards		-13.26
5			Check	07	24/2020	0	102	American Express				American Express Business Gold		-3,701.19
6			Check	\$7	24/2020	0	103	Lowes				Credit Cards		-4,903.02
7		1 3	Check	07	24/2020	a	104	Pinnacle Bank (v)				-SPLIT-		-3.853.24
8			<b>Bill Prit -Check</b>	07	24/2529	a	105	Eastside Utility District				Accounts Payable		-143.18
9			Check.	07	24/2020	0	506	<b>CEbusiness Platinum</b>				Credt Cards		-1,416.38
10	5		Check	07	24/2020	0	107	Lowes				Credt Cards		-3,128.60
11	Total Prinacle Bank												m	-17,423.61
12	TOTAL													.17,423.61
12														

- vi. Additional Issue Fields
  - 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.

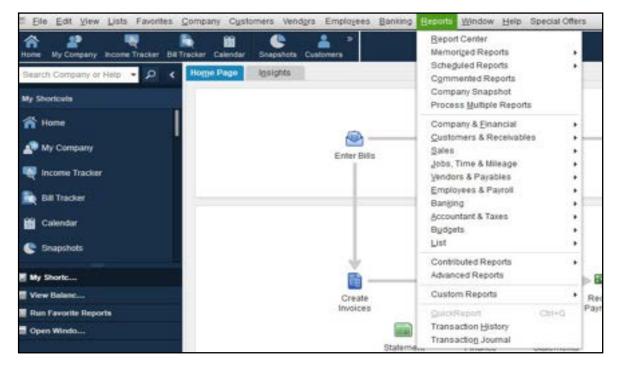
Add	Input Field'	File Column <sup>7</sup>	Field Format
	Serial Number	9	
	Amount <sup>2</sup>	0	Fractional Dollars (12.34)     Whole numbers of cents (1234)
0	Status?		Treat Negative Amount As Vold <sup>7</sup>
D	Account Number <sup>1</sup>		
8	Issuance Date <sup>1</sup>	7	
8	Payee Name <sup>2</sup>	11 *	
0	Company Name		
o	Invoice		
Ö.	Address		
			7. Place the cursor over this label for more informat

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.

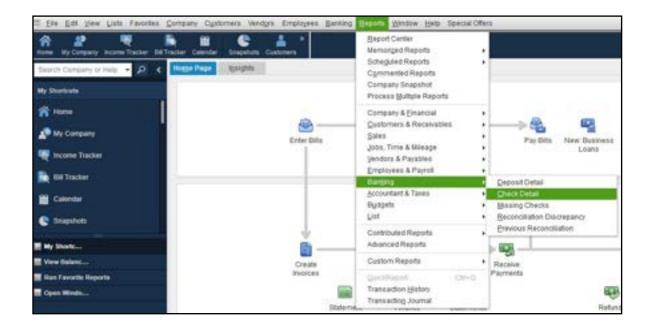
			Create New Templ		
Delete	Template Filter by Template	File Type Filer by File Type	Edit/View		
	CSV	Comma Separated	0		
	CSV1	Comma Separated	•		
	DBFI Fixed Width	Fixed Width	۲		
	Excel 97-2003 Workbook	Excel 97-2003 Workbook			
0	CPP1029 Test	Excel Workbook	1		
0	QuickBooks Export Type 1	Excel Workbook	1		

# **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	Memorige Print	▼ E-maji ▼ Egcel ▼ H	ide Hegder 🛛 Re	ifresh
Dates Custom	-	From 05/04/2020	To 07/10/2020	sort By Default +		
Show   Applied Filters	i.					
5:19 PM			Castleroc	k Leasing, LLC.		
07/10/20			and the second sec	ck Detail ough July 10, 2020		
	Туре	Num Date	Name	ttem Account	Paid Amount	Original Amount
	Check	65/04/2020	American Expre	Pinnacle Bank		-1.30
				1977 - 22	1222	0107
	TOTAL			American Express	-1.30	1.30
	Check	05/05/2020	American Expre	Pinnacle Bank		-1,000.00 4
				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.

ates.	Custum	•	From	05/0	4/2020		To	07/	10/202	0 📾	So	rt By	Deta	ult							
5how   6:19 PW 07:10/21	This Fiscal Quarter This Fiscal Quarter-to-date This Fiscal Year This Fiscal Year-to-Last Month This Fiscal Year-to-date		*							tiero Ch y 4 th	ec	k D	eta	il							
	Yesterday			Nom	Da	te .			Name			Hen			Acco	unt	11	Paid Am	ount	Orig	nai Amount
	Last Week to-date				05/04/2	120	. A	mer	can Ex	pre_			- 34	Pinn	acle Be	nk					-1.30
	Last North												N.	Arren	ican De	press			-1.3	5	1.30
	Last North-to-date																100		-1.3		1.30
	Last Fiscal Quarter Last Fiscal Quarter-to-date Last Fiscal Year				05:05:2	620		meri	can Ex	pre_			si	Pins	acie Ba	nk					-1,000.00 4
	Last Fiscal Year-to-date												3	Anier	ricen Ex	press.	83-	-11	000.00		1,000.00
	Next Week																0	-10	000.00		1,000.00
	Next 4 Weeks Next Month				05052	120							1	Pinn	acie Ba	nk					-3,000.00
	Next Fiscal Quarter												13	David	- Draw			-3,	000.00	3	3,000.00
	Next Fiscal Year																	-3.0	000.00		3,000.00

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

n the From and To fields
3
Adyanced_
Rgvert
Cancel Help

c. Select the Filters tab.

		Modify Report: 9	Check Detail		
Display	Elters	HeadenFooter	Fogts & Numbers		
CHOOSE PATER	ndu	unt vank accounts ide split detail? No	CURRENT FILM     FLTER     Account     Amount     Date	ER CHOICE 3 SET 10 All bank ac <=0.00 Custom	counts
Amount Billing Status Class		Yes For detail accounts ma At second		Type Multiple Tr	ansaction T.
drop-down list. I	ndicate whether	a specific account from or not you want split def Sheet accounts only). Jell me more	tail		Revert
			ок	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.

		Modify Report:	Check Detail			x al •
Display	Eilters	HeadenFooter	Fogts & N	umbers		Default
HOOSE FILTER				CURRENT FILTE	R CHOICES	
Search Filters	1	Account		FILTER	SET TO	sing,
FILTER			200	Account	All bank accounts	etail
Account		All bank accounts		Amount	e=0.00	Iv 10.
Aging		All accounts				î
Amount		Multiple accounts				
Billing Status		100000000000000000000000000000000000000	<u></u>			
Class		All balance sheet accour	nts			
	۳	All assets				
ACCOUNT FILTER		All current assets				_
Choose the types	of account	All bank accounts				
drop-down list. Inc						
to appear in the re	port (Bala	All other current assets				
		All fixed assets				
		All other assets				

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

		Modify Report.	Check De	ail		×	naji •
Display	Eilters	Header/Footer	Fogts 8	Numbers			Default
NOOSE FILTER				CURRENT FILTE	RCHOICES		
Search Filters	Acco	unt		FILTER.	I SET TO		sing,
FILTER	-		_	Account	Pinnacle Bank		etail
Account	Pinn	ade Bank	•	Amount	e=0.00		lv 10.
Aging	AI	alp and sales tax					1
Amount	04	irrent assets and expe	nses				
Billing Status	All	A/R and A/P					
Class	All	non-posting accounts					
	4.0	owed for 1099s					
	· ·	owed tot, thatas					
ACCOUNT FILTER		owed for Tugas					
	P	inade Bank			Bank		
Choose the type	es of account				Bank Bank		
	es of account Indicate whe	nnade Bank					0
Choose the type drop-down list	es of account Indicate whe report (Bala Ac	nnacle Bank llennium Bank			Bank		
Choose the type drop-down list	es of account Indicate whe report (Bala Ac Lo	inade Bank liennium Bank counts Receivable			Bank Accounts Receivable		

iii.	Under Include Split Detail?, click the button next to "No"	<b>'</b> .
------	--	------------

Display	Eitters	HeadenFooter	Fogts 8	Numbers	
100 SE FILTER				CURRENT FILTER C	HOICES
Search Filters	Accou	nt		FILTER	I SET TO
FILTER	Disc	acle Bank		Account	Pinnacle Bank
Account.				Amount	<=0.00
Aging	Includ ()	te split detail?		Date	Custom
Amount	0 Y			Detail Level	Summary only
Billing Status	OF	For detail accounts ma	tching	TransactionType	Multiple Transaction T
Class		All accounts	*		
	Y			Based	in Coloriad Ellior
ACCOUNT FILTER				Kenno	ve Selected Filter
drop-down list.	Indicate whether of	a specific account from r not you want split def heet accounts only). Tell me more.	tail		
		Ten me more.	*		Rgvert

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

		Modify Report: 0		
Display	Eilters	HeadenFooter	Fogts & Numbers	
100 SE FILTER			CURRENT FILTER C	HOICES
Search Filters	Detail	Level	FILTER	1 SET TO
FILTER	© All		Account	Pinnacle Bank
Customer Type	A		Amount	<=0.00
Date		immary only	Date	Custom
Detail Level	• © Al	except summary	Detail Level	Summary only
oue Date			TransactionType	Multiple Transaction T
EnteredModified	*			in Polyaged Filler
DETAIL LEVEL FILTER			Remo	ve Selected Filter
		the detail lines for each ily' to exclude detail line		
		Jell me more.	÷1	Rgvert
			ок	ancel Help

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

	_	Modify Report (	heck Detail
Display	Eilters	HeaderFooter	Fogts & Numbers
CHOOSE FILTER			CURRENT FILTER CHOICES
Search Filters	Trans	sactionType	FILTER SET TO
FILTER		into Torrest Marco Torrest	Account Pinnacle Bank
Template	A.	iple Transaction Types	Amount <=0.00
Terms	Al		Date Custom
TransactionType	- M.	attiple Transaction Type	TransactionType Multiple Transaction T
Vendor Type Voided		neck Ippsilt	
TRANSACTIONTYPE F Choose the type of select several transaction Types	numes of transacti hsaction tri s.' Cr Jo Cr Bil	voice eles Receipt syment redit Memo urmal redit Card II Card Credit	Bemove Selected Filter Rgvert
	100	ll Credit Card Refund	OK Cancel Help

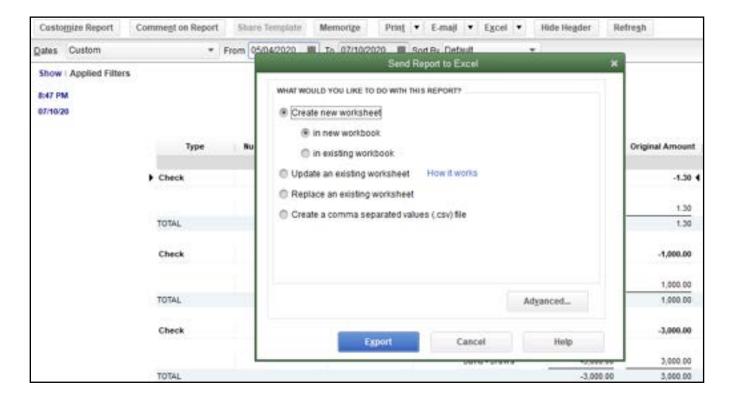
vi. From the Select Transaction Type drop-down menu, select the check transactions to appear in the Check File. For this example, Check and Bill Payment options were selected. Click OK to confirm the transaction types.

HOOSE FILTER       Select Transaction Types from the list, then click OK.       Image: Choice selected Filter         Futter       Select Transaction Types from the list, then click OK.       Image: Choice selected Filter         Futter       Check       Image: Choice selected Filter         Transaction Type       Voided       Credit Memo         Voided       Credit Memo       Image: Choice selected Filter         TRANSACTION TYPE FILTER       Image: Choice selected Filter       Remove Selected Filter         Transaction Types.'       Tell me more       Revert	Display		Foots & Jlumbers		
Search Filters     list, then dick OK     iser to       Futter     /Check     Pinnacle Bank       Template     Deposit     Cancel       Terms     Invoice     Custom       Sales Receipt     Payment     Custom       Voided     Credit Memo     Remove Selected Filter	HOOSE FILTER	Select Transaction Types	×	FILTER CHOICES	
FullTER     V Check     Printacle Bank       Template     Deposit     <	Search Filters		ОК	I SET TO	
Terms TransactionTi Vendor Type Voided Credit Memo TRANSACTION/YPE FILTER Choose the type of transaction from the drop-down list. To select several transaction types, choose Multiple Transaction Types.' Iell me more	FILTER	/Check	Cancel	Pinnacle	Bank
TransactionT     Sales Receipt       Payment     Credit Memo       Voided     Credit Memo         TRAN SACTION TYPE FILTER         Choose the type of transaction from the drop-down list. To select several transaction types, choose Multiple Transaction Types.'	Template	Deposit		<=0.00	
Vendor Type Voided Payment Credit Memo TRANSACTION TYPE FILTER Choose the type of transaction from the drop-down list. To select several transaction types, choose Multiple Transaction Types.'	Terms	Invoice		Custom	
Voided Credit Memo TRANSACTION TYPE FILTER Choose the type of transaction from the drop-down list. To select several transaction types, choose 'Multiple Transaction Types.'  Tell me more	TransactionTy	Sales Receipt			
TRANSACTION TYPE FILTER Choose the type of transaction from the drop-down list. To select several transaction types, choose 'Multiple Transaction Types.' <u>Tell me more</u>	Vendor Type	Payment			
TRANSACTION TYPE FILTER Choose the type of transaction from the drop-down list. To select several transaction types, choose Multiple Transaction Types.'	Voided	Credit Memo			
Choose the type of transaction from the drop-down list. To select several transaction types, choose Multiple Transaction Types.'				Remove Selected	Filter
7 (ANAS) (ASA)	Choose the select seve	type of transaction from the drop-down list. T rai transaction types, choose 'Multiple	fo		
		Tell me more			

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.

Custo	mize Report	Com	megt on	Report	52	tare Te	mplate		Men	norige	Print		E-mail	٠	Egoel	٠	Hide	Hegder	R	tefresh
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			1	Type	1.5	ium	Def	te		Nam	•	1.0	em		Accou	et.		Paid Ame	ount	Original Amount
			Check				05/04/26	020	A	merican E	mere-			Pine	acie Ba					-1.30 4

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".

AutoSe	M 💽 🖾	9- 🖓 -		Book2 - Ercel	2	Search	i.				
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A h	8	C D E	E F (	5 H.	1 1 1	6	L	M	N	0 P	Q
1	Type	Num	Date	Name	item	1 <u> </u>	Account	- 18	Paid Amount	Original Amount	
2	aler al		A	E.c		i		- 18			
3	Check	0001	06/13/2020	<b>Citibusiness Platinum</b>		Pinnacle	e Bank			-45.09	
4	Check	0002	06/01/2020	Pinnacle Bank (v)		Pinnacle	e Bank			-3,751.35	
5	Check.	6003	06/03/2020	American Express		Pinnacle	e Bank			-39.00	
6	Check.	0004	06/15/2020	<b>Citibusiness Platinum</b>		Pinnacle	e Bank			-13.26	
7	Check	0005	06/16/2020	American Express		Pinnacle	e Bank			-3,701.19	
8	Check	0006	06/15/2020	American Airlines VISA		Pinnacle	e Bank			-233.71	
9	Check	0007	06/16/2020	Lowes		Pinnacle	e Bank			-4,933.02	
10	Check	0008	07/01/2020	Pinnacle Bank (v)		Pinnacle	e Bank			-3,853.24	
11	Check	0009	07/06/2020	American Express		Pinnacia	e Bank			-1,000.00	
12	Bill Prit -Check	0010	05/04/2020	Eastside Utility District		Pinnacle	e Bank			-207.62	
13	Bill Pmt -Check	0011	06/01/2020	Eastside Utility District		Pinnacle	e Bank			-234.74	

# h. Remove all blank columns.

AutoSave 🧿	国の	- C =	Book2 -	Excel	Search				
File Hom	e insert	Page Layou	t Formulas D	ata Review View	Help A	crobat	QuickBoo	ls.	
Êh. <sup>X</sup> ∣	Calibri	-11	A. V. ΞΞΞ	🖗 - 🐉 Wrap Text	Ge	neral		-	
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A A	B	C	D	E	F	· · · · · · · · · · · · · · · · · · ·	G	н	1
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3 Check	0001	05/13/2020 C	itibusiness Platinum	Pinnacle Bank	191	-45.09			
4 Check	0002	05/01/2020 P	innacle Bank (v)	Pinnacle Bank	1. 3	3,751.35			
5 Check	0003	06/03/2020 A	merican Express	Pinnacle Bank		-39.00			
6 Check	0004	05/15/2020 C	itibusiness Platinum	Pinnacle Bank	1.	-13.26			
7 Check	0005	06/16/2020 A	merican Express	Pinnacle Bank	1 1	3,701.19			
8 Check	0006	06/16/2020 A	merican Airlines VISA	Pinnacle Bank	4	-233.71			
9 Check	0007	05/15/2020 L	owes	Pinnacle Bank	1 1	4,933.02		_	
10 Check	0008	07/01/2020 P	innacle Bank (v)	Pinnacle Bank		3,853.24			
11 Check	0009	07/06/2028 A	merican Express	Pinnacle Bank	1 1	1,000.00		-	1
12 Bill Pmt -Che	ck 0010	05/04/2020 E	astaide Utility District	Pinnacle Bank		-207.62			
3 Bill Pmt -Che	ck 0011	05/01/2020 E	astaide Utility District	Pinnacle Bank	1.4	-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.

Image New folder     Image Network     Image Network    <	- · •	> The	PC > Docum	ents > New folder (2)		- 0	P Search	New folder (2)	
This PC Name   Date modified   Type   Size   No items match your search.   Downloads   Music   Pictures   Videos   Videos   COS (C)   ACH Alert Share	rganize 🕶 Ne	w folde	66					10.00	(
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👉 Network 🗸 🗸	Videos	Hre							
	Network	¥							

- 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.

Heartland Bank and Trust Company				Business 🗸
Dashboard Accounts Transfers	eStatements	Commercial Settings	Support	
Dashboard	Commercial ACH	Fraud Protection and EDI Services		0
You have 1 pending external accoun Conferm trial deposits to finish linking external a	Wires Remote Deposit Reports	Business Admin Autobooks Lockbox	te(s)	10 V
Accept Payments		•J 11 transf	ers	\$14.75 V

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

Heart Bank	and Trust Company						Busine	. ~
Dashboard	Accounts	Transfers	eStatements	Commercial	Settings	Support		
Positive	Pay						00	
			Positiv Positive Pay					
			Subr	-				

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.

Heartland Positive Pay	O Manage +	🖌 Perform 👻	di Reports 👻	i≣ View ∙
	Issue Templat	es		
		Wel	come	

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.

Heartland Positive Pay	O Managa -	🖋 Perform =	Jane - III view -		
					Create New Template
			Templata	File Type	
		De	Hete Filter by Template.	Filter by His Type	Ldig/Vew

17. The Create New Template screen appears.

	Name	File Type <sup>7</sup>	Template Status
		- select file type	<ul> <li>Active</li> </ul>
umber o	of Header Rows?	Number of Footer rows?	Template Level <sup>9</sup>
0		0	Client 👻
Aulti-Line	Payee Name Separator; 7		
ayee Na	acter will ever be present in a me. Allowed characters in [:  /] ing		
Add	**************************************	Column <sup>7</sup> Field Format	
	Serial Number		
	Server workinger		
	Amount <sup>2</sup>	<ul> <li>Fractional Dollars (12</li> <li>Whole numbers of control</li> </ul>	
0			
	Amount?	<ul> <li>Whole numbers of ce</li> </ul>	nts (1234)
۵	Amount?	O Whole numbers of ce	- for ISSUED
8	Amount?	O Whole numbers of ce ISSUED STOPPED	- for ISSUED - for STOPPED
	Amount <sup>2</sup>	O Whole numbers of ce ISSUED STOPPED	- for ISSUED - for STOPPED
D	Amount <sup>2</sup> Status <sup>2</sup> Account Number <sup>2</sup>	O Whole numbers of ce ISSUED STOPPED	- for ISSUED - for STOPPED

# 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	~
Quenessis Enport Type 2	second the			

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 <sup>7</sup>	Template Status	
QuickBooks Export Type 2	- select file type 👻	Active 👻	
Number of Header Rows <sup>7</sup>	- select file type Comma Separated	Template Level?	
0	Excel 97-2003 Workbook	Client ~	
	Excel Workbook		
Multi-Line Payee Name Separator: 7	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 Footer rows?		Active Inactive	
Number of Header Rows?				
			100 B	

# 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.

	А	В	С	D	E	F
1	Туре	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

# 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.

	Α	В	С	D	E	F
1	Туре	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
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	File Type <sup>7</sup>	Template Status
QuickBooks Export Type 2*	Excel Workbook	Active 👻
Number of Header Rows <sup>7</sup>	Number of Footer rows?	Template Level?
2	2	Client ~
Multi-Line Payee Name Separator: ?		

# 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.

	А	В	С	D	E	F
1	Туре	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

 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.

	А	В	С	D	E	F
1	Туре	Num	Date	Name	Account	<b>Original Amount</b>
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.

		12/20/00/00/00/2020		
Add	Input Field?	File Column?	Field Format	
	Serial Number	2		
	Amount <sup>2</sup>	6	Fractional Dollars (12.34)	
			<ul> <li>Whole numbers of cents (1234)</li> </ul>	
0	Status?		Treat Negative Amount 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.

- 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.

Status?	Freat Negative Amount As Void <sup>?</sup>
Account Number?	

- 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.

	А	В	С	D	E	F
1	Туре	Num	Date	Name	Account	Original Amount
2						
З	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.

	Α	В	С	D	E	F
1	Туре	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
  - 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.

emplate Name			File Type	£			Template Status	
QuickB	ooks Export Type 2.1		Excel Workbook		Active	3		
umber	of Header Rows <sup>1</sup>		Number	of Footer	rows?		Template Level*	
2			7				Client	
Aulti-Lin	e Payee Name Separatz	per ?						
File Mapp		-			1000			
Add	Input Reld <sup>®</sup>	File Colum	en'	Field For	rmat			
	Serial Number	2						
	Amount <sup>†</sup>	6			actional Dolla hole number			
	Statun <sup>7</sup>			D 78	reat Negative	Amount A	s Vold"	
D	Account Number?							
8	Issuance Date <sup>2</sup>	3						
	Payee Name <sup>2</sup>	4	•					
D	Project #							

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.

			Create New Terry
	Template	File Type	
Delete	Filter by Template	Filter by File Type	Edit/View
	CSV	Comma Separated	•
	CSV1	Comma Separated	٥
	DBPI Fixed Width	Fixed Width	•
	Excel 97-2003 Workbook	Excel 97-2003 Workbook	•
	CPP1029 Test	Excel Workbook	1
	QuickBooks Export Type 1	Escel Workbook	1
n	QuickBooks Export Type 21	Excel Workbook	

# Loading the QuickBooks Issue File

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

Heartland Positive Pay	🌣 Manage 👻	🖌 Perform 👻	II Reports	; • I≣ View •
		Issue File Load	t	
		Manual Issue	Entry	
		Paid No Issue	Match	Template

20. The Load Check Issuance File page appears.

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.

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.

Template to Use With Issue File		Account?		
QuickBooks Export Type 1	÷	- not selected -	¥	Create New Template
		- not selected -		
View Selected Template		ABC Heating - xxxx5555 Client 6 3rd - xxxx1111		

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.

femplate to Use With Issue File		Account?			
QuickBooks Export Type 1		ABC Heating - xxxx5555	*	Create New Template	
View Selected Template					
elect one issue file that is in the format o	of the selected t	vemplate			
		Oraș 2 dine fil	ar bara		
		Drag & drop fil	es here	ener Star	

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

Issue File Load			
Template to Use With Issue File		Account	
QuickBooks Export Type 1	*	ADC Heating - xxxx1555	 Create New Template
View Selected Template			
Select one issue file that is in the format o	f the selected t	anglate	
13462967663666 212,79(-10)			
0 0 0 4			
CheckfileTestada			E Remove @ Uploat De taronne

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		
ile Status						
	Quirued	Processing	Processed	Approved	Complete Dele	sted
lie processing is co	mplete. View list be	low to see Revins				
View Kerns: 12	Items totaling \$1	8,155.40				
			HOW'S 1	- 12 pf 12.		
Account Number	Serial Number	Amount	Payee Name	Status	Load Date	Issuance Date
	Serial Number	Amount \$45.09	Payee Name Citibusiness Platinum	Status AVAILABLE_FOR_MATCHING	Load Date 07/22/2020 15:39:24.ED	
Account Number 2000/1555 2003/1555	Serial Number 1 2					7 (6/13/2020
xxxx1555	t	\$45.09	Otbusiness Platinum	AWALABLE_FOR_MATCHING	07/22/2020 15:39:24 ED	rt 05/13/2020 rt 06/01/2020
xxxx1555 xxxx1555	1 2	\$45.09 \$3.751.35 \$39.00	Obbusiness Platinum Pinnacle Bank (v)	AWAELABLE_FOR_MATCHING AWAELABLE_FOR_MATCHING	07/22/2020 15:39:24 ED	т 05/13/2020 т 06/01/2020 т 06/03/2020