

# Heartland Positive Pay QuickBooks Issue File Export

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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.

NAME	TYPE	BALANCE TOTAL
Pinnacle Bank	Bank	54,577.94
Millennium Bank	Bank	14,833.33
Accounts Receivable	Accounts Receivable	-322,118.58
Loans Receivable	Other Current Asset	0.00
Inventory Asset	Other Current Asset	0.00
Undeposited Funds	Other Current Asset	0.00
202 Summitt Street	Fixed Asset	46,297.06
102 McAfee Road	Fixed Asset	-7,896.34
6543 Olde Landing Lane	Fixed Asset	114,191.81
Land	Fixed Asset	161,248.17

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

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Pinnacle Bank</b>							<b>22,084.84</b>
Payment	05/04/2020	3954			Accounts Re...	10,291.67	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...	-2,849.60	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 Cards	-35.00	24,782.99
Payment	05/13/2020	3987			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.

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

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>nnacle Bank</b>							<b>24,288.87</b>
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 Pmt -Check	01/03/2020	3136			Accounts Pa...	-2,849.60	11,481.51
Bill Pmt -Check	01/03/2020	3137			Accounts Pa...	-227.96	11,253.55
Bill Pmt -Check	01/03/2020	3138		Mowing 201...	Accounts Pa...	-595.00	10,658.55
Bill Pmt -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 - Draws	-3,000.00	7,274.11
Check	01/06/2020				American Exp...	-1,000.00	6,274.11
Payment	01/08/2020	0092...			Accounts Re...	15,041.67	21,315.78
Bill Pmt -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	-64.87	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.

**Modify Report: Account QuickReport**

**Display** | Filters | Header/Footer | 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

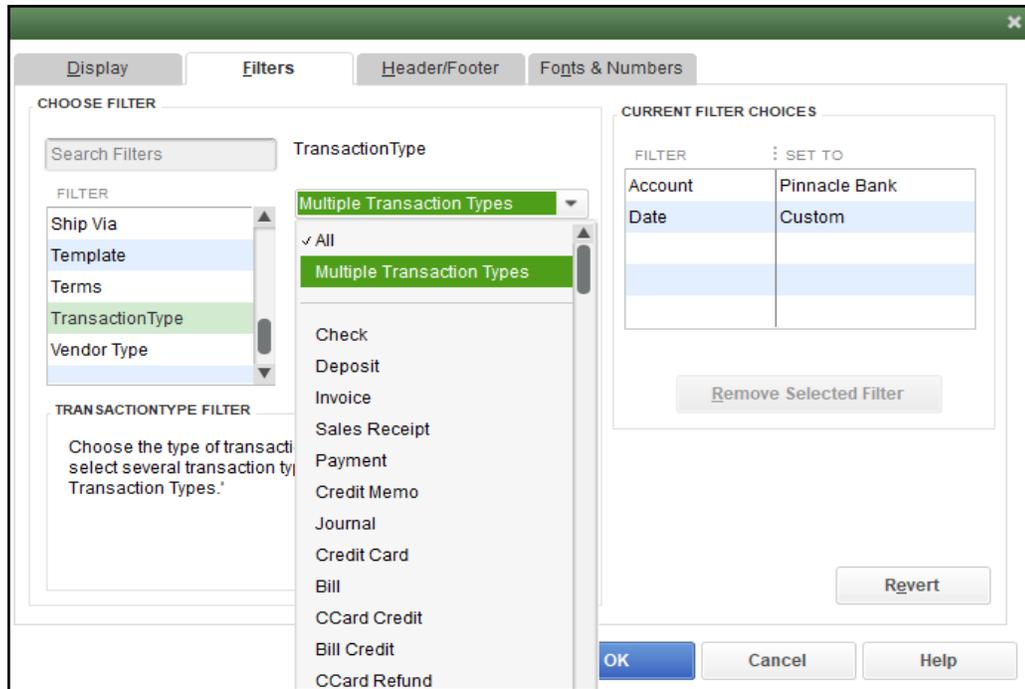
(left margin)  
 Trans #  
 Type  
 Entered/Last Modified

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

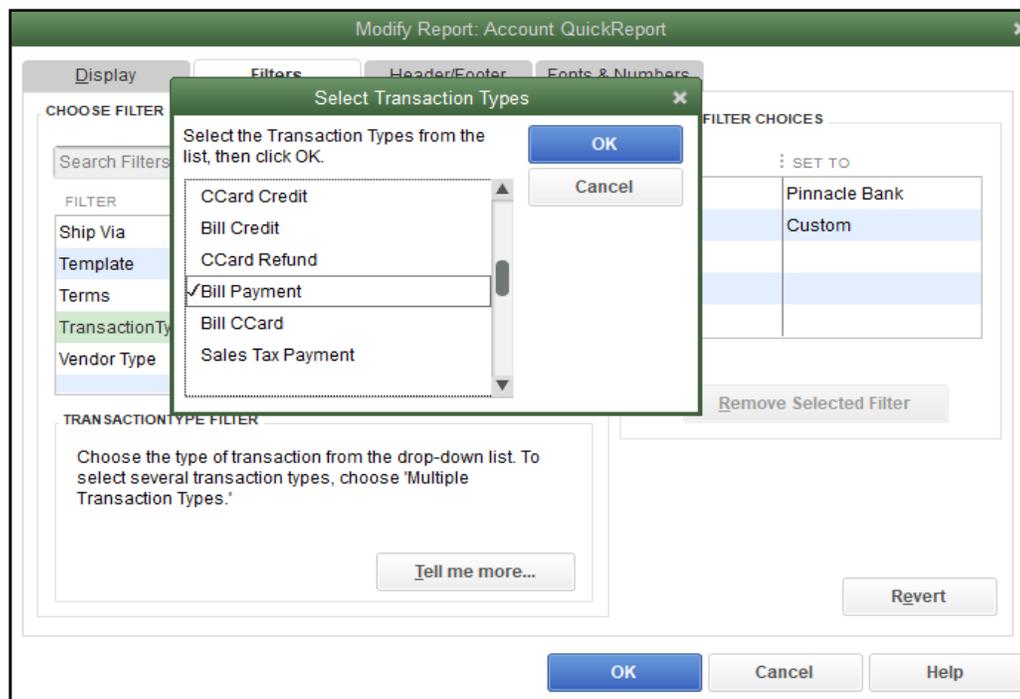
Advanced... Revert

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.

Type	Date	Num	Name	Memo	Split	Amount	Balance
<b>Pinnacle Bank</b>							<b>-2,513,174.63</b>
Bill Pmt -Check	05/04/2020	3182			Accounts Pa...	-500.00	-2,513,674.63
Bill Pmt -Check	05/04/2020	3183			Accounts Pa...	-2,849.60	-2,516,524.23
Bill Pmt -Check	05/04/2020	3184			Accounts Pa...	-207.62	-2,516,731.85
Check	05/04/2020				American Exp...	-1.30	-2,516,733.15
Check	05/05/2020				American Exp...	-1,000.00	-2,517,733.15
Check	05/06/2020			Online Trans...	David - Draws	-3,000.00	-2,520,733.15
Check	05/12/2020				Credit Cards	-35.00	-2,520,768.15
Check	05/13/2020				Credit Cards	-45.09	-2,520,813.24
Check	05/14/2020				American Exp...	-5,000.00	-2,525,813.24
Check	05/14/2020				Credit Cards	-1,610.44	-2,527,423.68
Check	05/14/2020				Credit Cards	-25.00	-2,527,448.68
Bill Pmt -Check	05/18/2020	3185			Accounts Pa...	-615.91	-2,528,064.59

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

Type	Date	Num	Name	Memo	Split	Amount
<b>Pinnacle Bank</b>						
Check	05/05/2020		American Express		American Exp...	-1,000.00

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

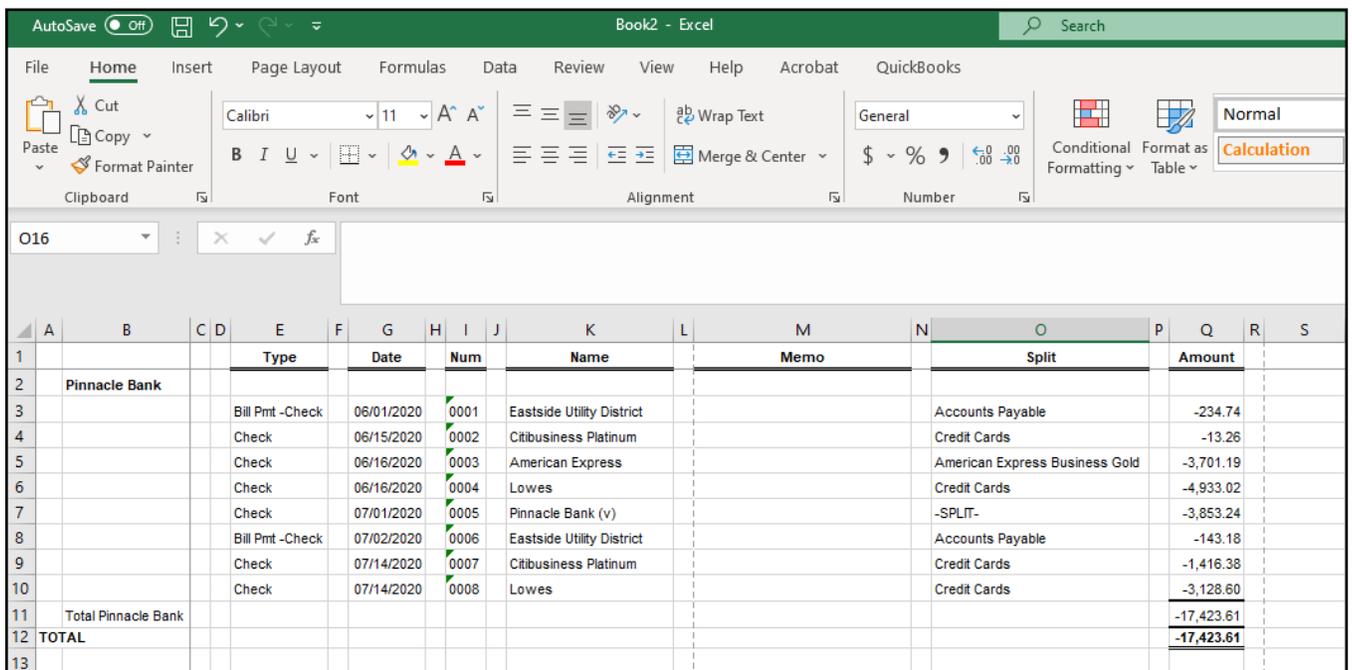
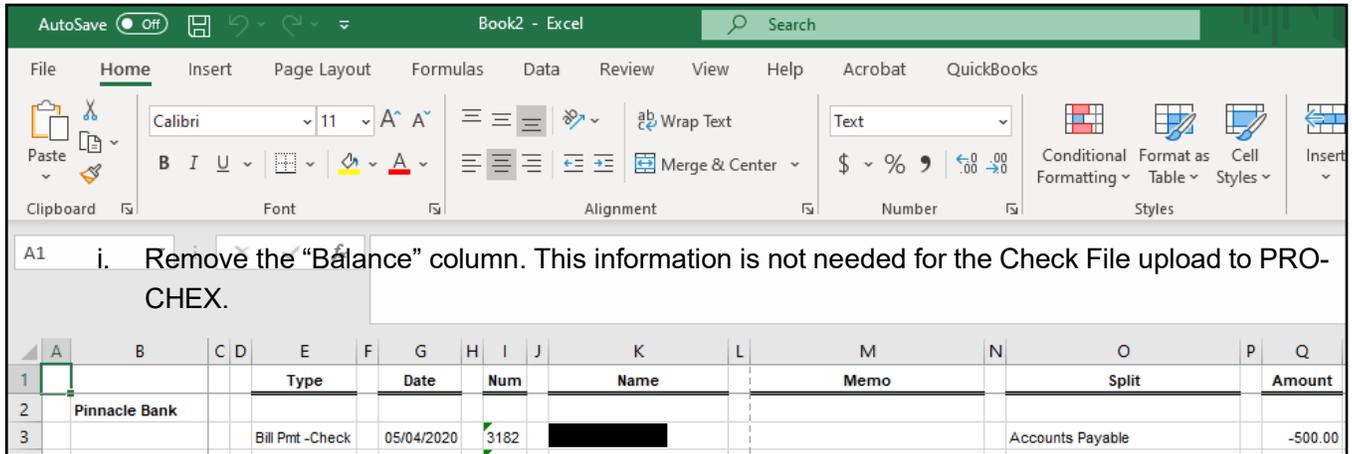
WHAT WOULD YOU LIKE TO DO WITH THIS REPORT?

- Create new worksheet
- in new workbook
- in existing workbook
- Update an existing worksheet [How it works](#)
- Replace an existing worksheet
- Create a comma separated values (.csv) file

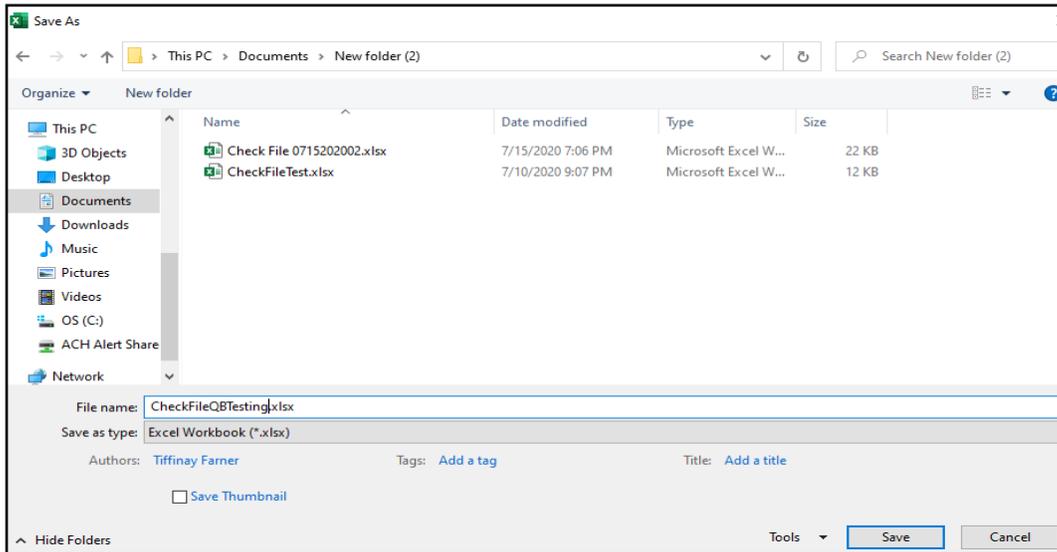
Advanced...

Export Cancel Help

- 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.

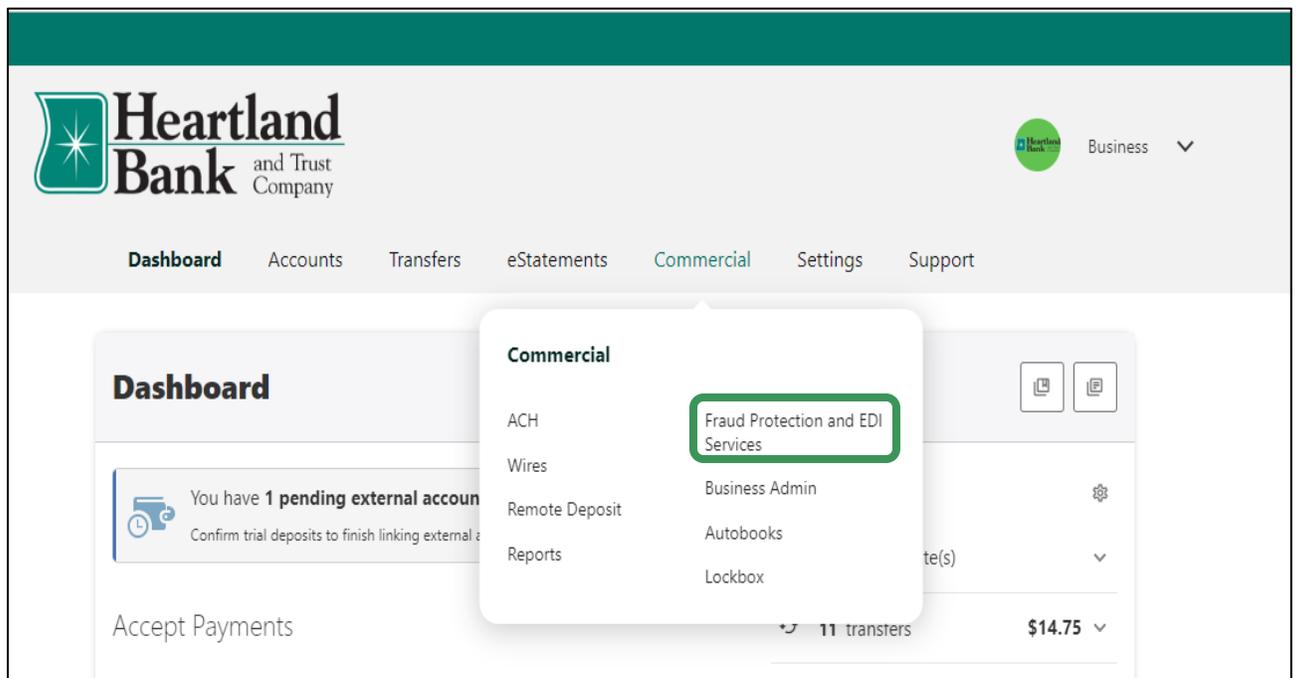


- j. Select File > Save As and save the workbook.
  - i. Choose the File Name.
  - ii. Choose the Format. The file format for this file must be Comma Separated, Excel 97-2003 Workbook or Excel Workbook.

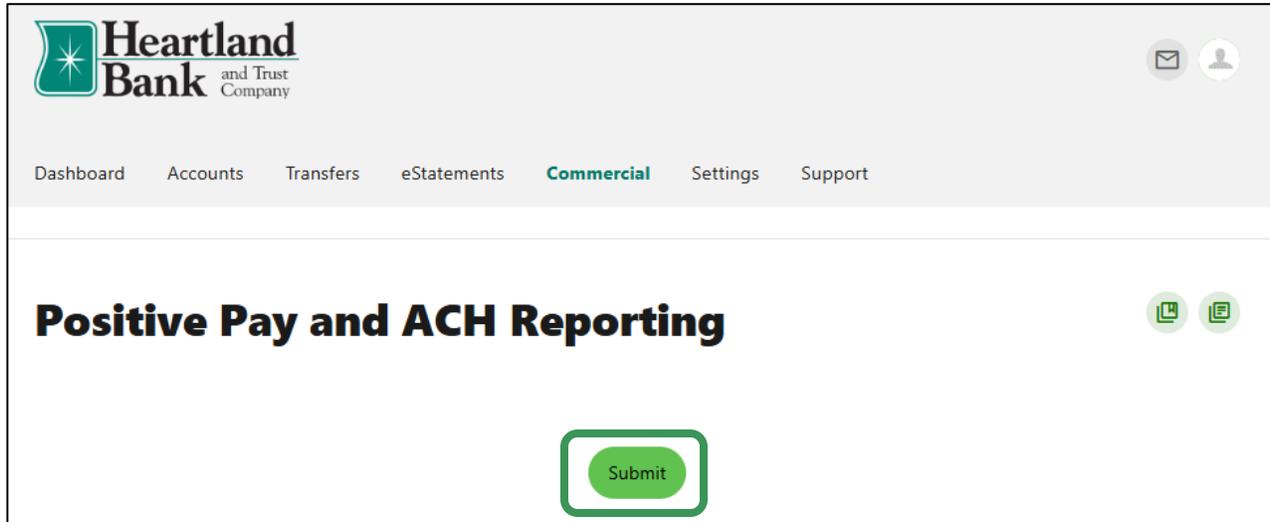


- k. Click Save and close the workbook.

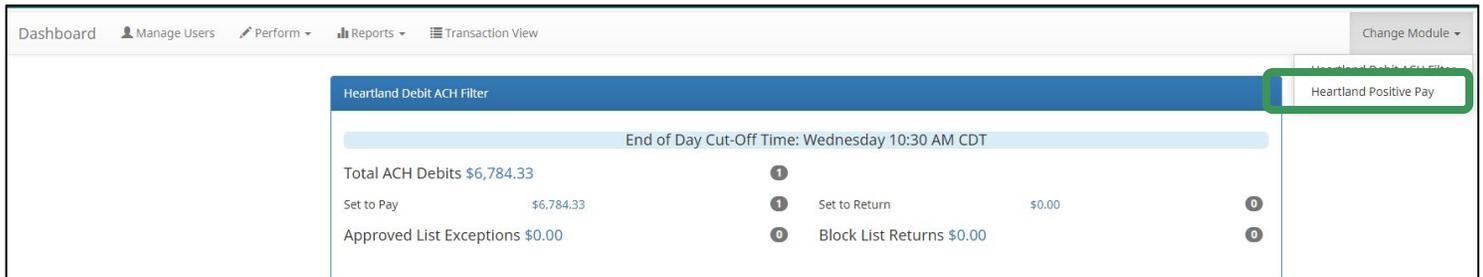
- 4. Login to Business Connect, select the Commercial tab and then the Fraud Protection and EDI Services option.



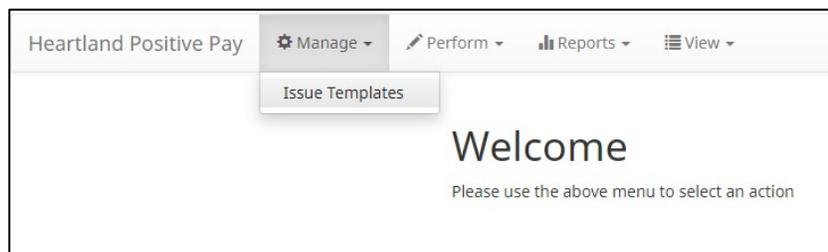
- a. Select the green Submit button to enter Positive Pay services.



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.



- 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.



- 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"/>	<input type="text" value="ISSUED"/> - for ISSUED <input type="text" value="STOPPED"/> - for STOPPED <input type="text" value="VOIDED"/> - for VOIDED
<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"/>	

? - 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.

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

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

c. Template Status

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

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

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

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	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		Citibusiness 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		Citibusiness 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	

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	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		Citibusiness 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		Citibusiness 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	

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	<input type="text" value="9"/>	
	Amount?	<input type="text" value="17"/>	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input type="checkbox"/>	Status?	<input type="text"/>	<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="text"/>	<input type="checkbox"/> Treat Negative Amount As Void?
<input type="checkbox"/>	Account Number?	<input type="text"/>	

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				Citibusiness 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				Citibusiness 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

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				Citibusiness 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				Citibusiness 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

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 <sup>2</sup>	File Column <sup>2</sup>	Field Format
	Serial Number	9	
	Amount <sup>2</sup>	17	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input type="checkbox"/>	Status <sup>2</sup>		<input type="checkbox"/> Treat Negative Amount As Void <sup>2</sup>
<input type="checkbox"/>	Account Number <sup>2</sup>		
<input checked="" type="checkbox"/>	Issuance Date <sup>2</sup>	7	
<input checked="" type="checkbox"/>	Payee Name <sup>2</sup>	11	
<input type="checkbox"/>	Company Name		
<input type="checkbox"/>	Invoice		
<input type="checkbox"/>	Address		

Save <sup>2</sup> Place the cursor over this label for more information

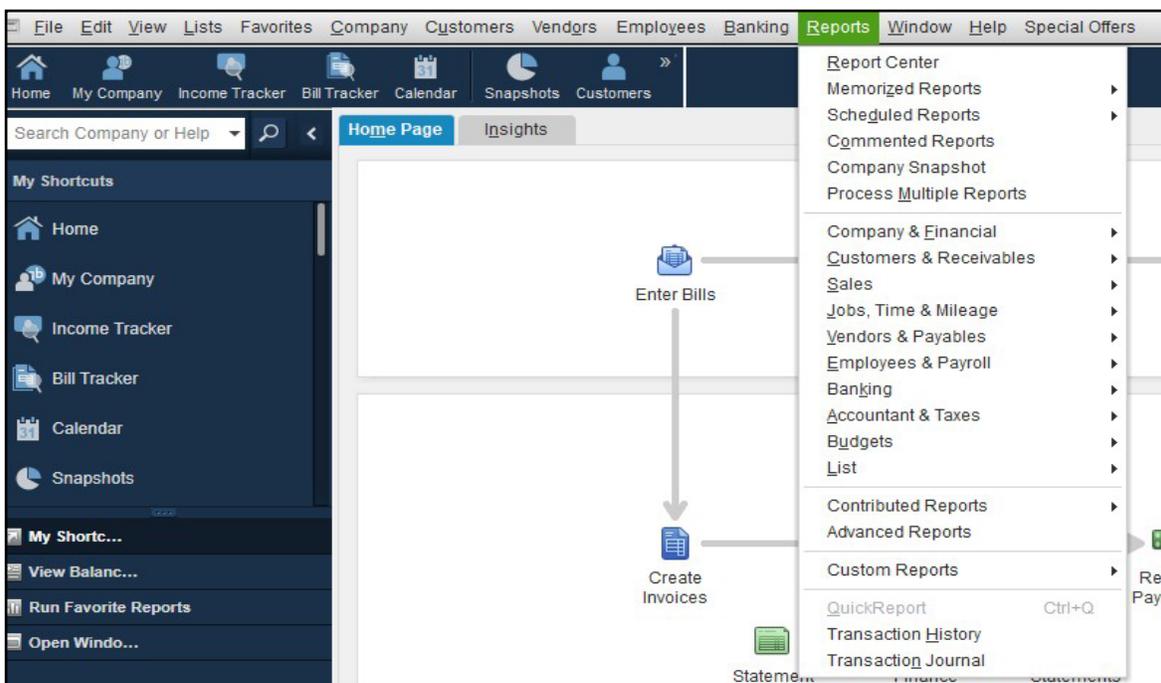
- vii. Click the Save button. A success message appears, and the user will be returned to the Issuance Templates page. The new issue template will display in the list of templates.

[Create New Template](#)

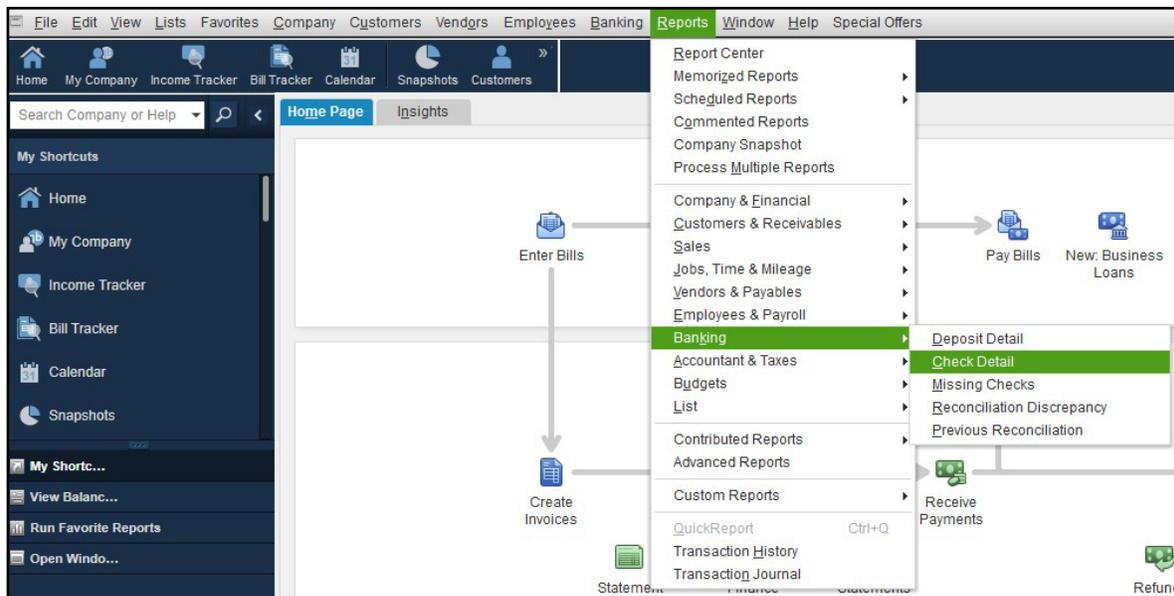
Delete	Template	File Type	Edit/View
	Filter by Template	Filter by File Type	
	CSV	Comma Separated	
	CSV1	Comma Separated	
	DBFI Fixed Width	Fixed Width	
	Excel 97-2003 Workbook	Excel 97-2003 Workbook	
<input type="checkbox"/>	CPP1029 Test	Excel Workbook	
<input type="checkbox"/>	QuickBooks Export Type 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  
07/10/20

**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 | Applied Filters

5:19 PM  
07/10/20

**Castlerock Leasing, LLC.**  
**Check Detail**  
May 4 through July 10, 2020

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

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' dialog box with the 'Display' tab selected. The 'REPORT DATE RANGE' section has 'Dates' set to 'Custom' and 'From' set to '05/04/2020' and 'To' set to '07/10/2020'. The 'COLUMNS' section has a search box, a 'Sort by' dropdown set to 'Default', and 'Sort in' options for 'Ascending order' (selected) and 'Descending order'. A list of columns includes '(left margin)', 'Trans #', 'Type', 'Entered/Last Modified', 'Last modified by', 'Date', and 'Num', all with checkmarks. There are 'Advanced...', 'Revert', 'OK', 'Cancel', and 'Help' buttons.

- c. Select the Filters tab.

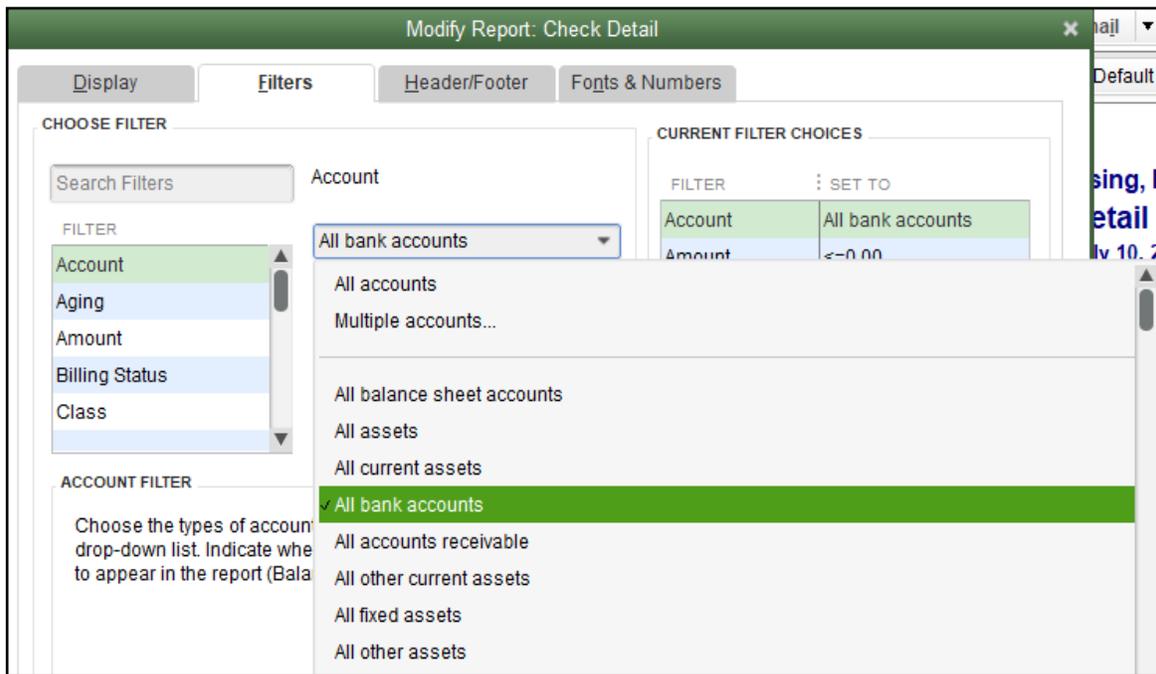
The screenshot shows the 'Modify Report: Check Detail' dialog box with the 'Filters' tab selected. The 'CHOOSE FILTER' section has a search box and a list of filters: 'Account' (selected), 'Aging', 'Amount', 'Billing Status', and 'Class'. The 'ACCOUNT FILTER' section has a dropdown set to 'All bank accounts', 'Include split detail?' with 'Yes' selected, and another dropdown set to 'All accounts'. The 'CURRENT FILTER CHOICES' section has a table with the following data:

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

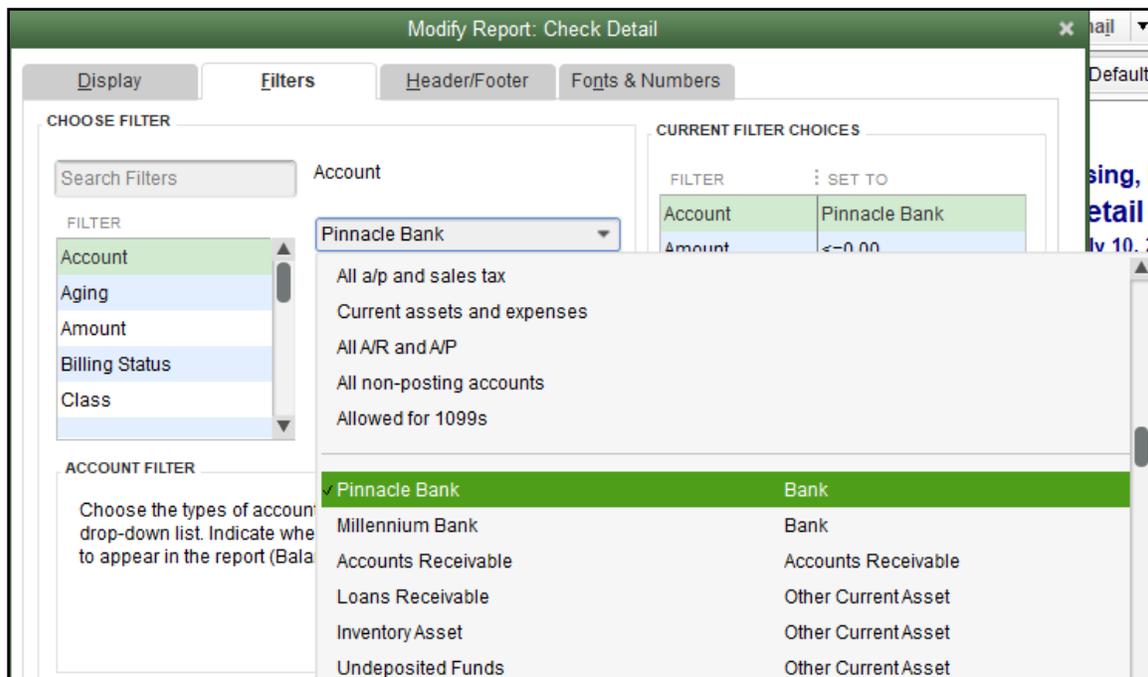
There are 'Remove Selected Filter', 'Tell me more...', 'Revert', 'OK', 'Cancel', and 'Help' buttons.

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.



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



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

The screenshot shows the 'Modify Report: Check Detail' dialog box with the 'Filters' tab selected. The 'CHOOSE FILTER' section has 'Account' selected in the filter list. The 'Account' dropdown is set to 'Pinnacle Bank'. The 'Include split detail?' section has the 'No' radio button selected. The 'CURRENT FILTER CHOICES' table is as follows:

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

Buttons at the bottom include 'OK', 'Cancel', 'Help', and 'Revert'.

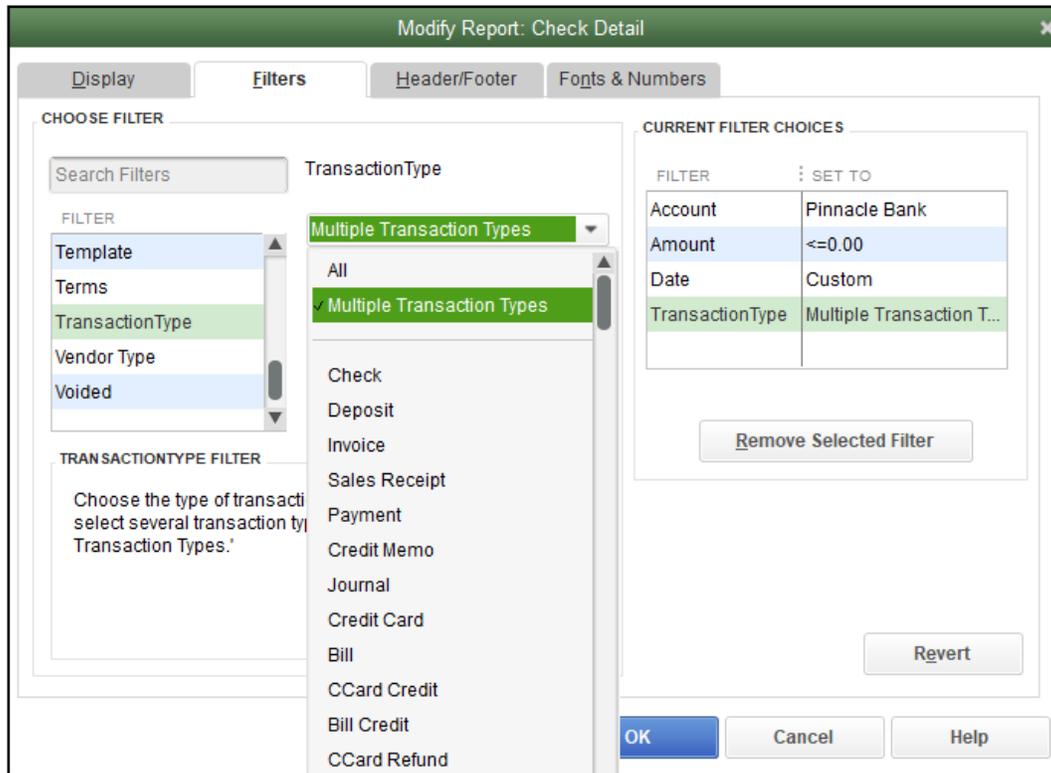
- iv. Under Current Filter Choices, select Detail Level, and then click the Remove Selected Filter button.

The screenshot shows the 'Modify Report: Check Detail' dialog box with the 'Filters' tab selected. The 'CHOOSE FILTER' section has 'Detail Level' selected in the filter list. The 'DETAIL LEVEL FILTER' section has the 'Summary only' radio button selected. The 'CURRENT FILTER CHOICES' table is as follows:

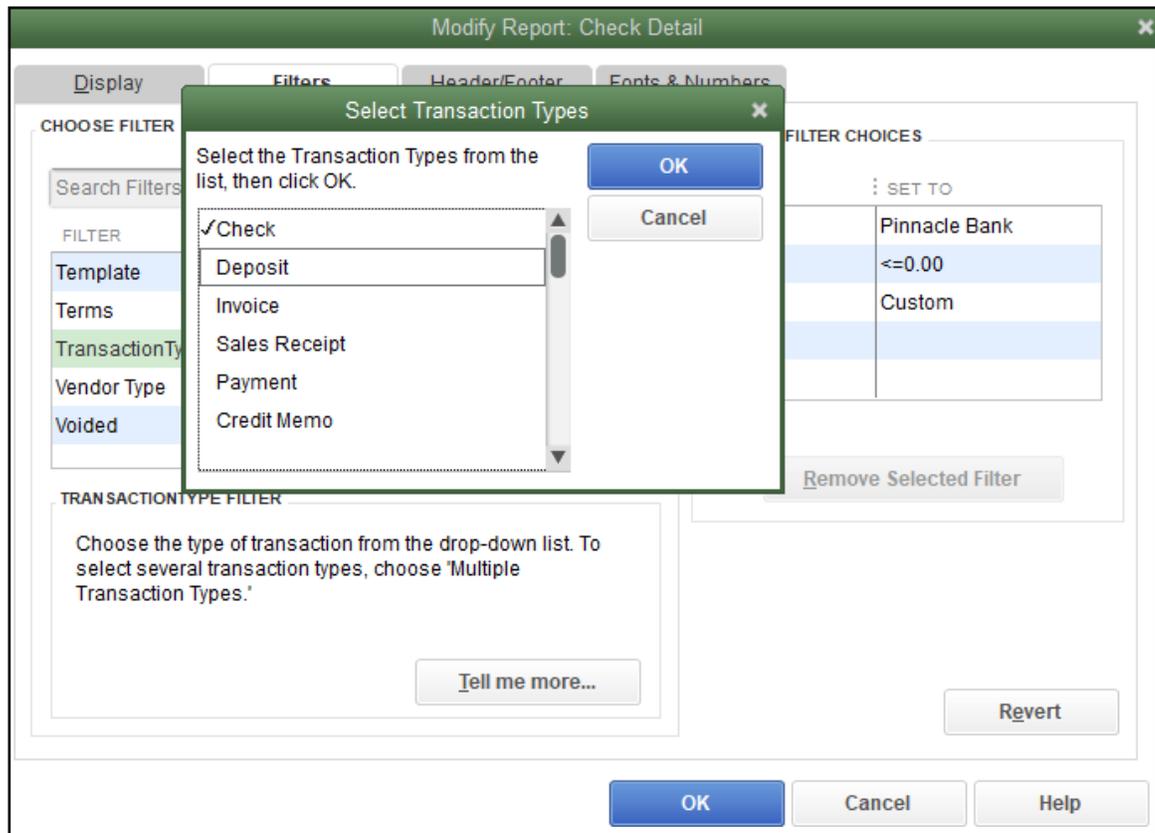
FILTER	SET TO
Account	Pinnacle Bank
Amount	<=0.00
Date	Custom
Detail Level	Summary only
TransactionType	Multiple Transaction T...

The 'Remove Selected Filter' button is highlighted in blue. Buttons at the bottom include 'OK', 'Cancel', 'Help', and 'Revert'.

- 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.

The screenshot shows the top toolbar of the QuickBooks interface. The 'Excel' dropdown menu is open, showing two options: 'Create New Worksheet' (highlighted in green) and 'Update Existing Worksheet'. Below the toolbar, the report title is 'Castlerock Leasing, LLC. Check Detail' for the period 'May 4 through July 10, 2020'. A table of transactions is visible, with the following data:

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		05/04/2020	American Expre...		Pinnacle Bank		-1.30

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

The screenshot shows the same report interface as above, but with a 'Send Report to Excel' dialog box open in the foreground. The dialog box contains the following options:

- Create new worksheet
  - in new workbook
  - in existing workbook
- Update an existing worksheet [How it works](#)
- Replace an existing worksheet
- Create a comma separated values (.csv) file

At the bottom of the dialog box, there are three buttons: 'Export' (highlighted in blue), 'Cancel', and 'Help'. An 'Advanced...' button is also visible in the bottom right corner of the dialog box. The background report table is partially visible, showing a total of -3,000.00.

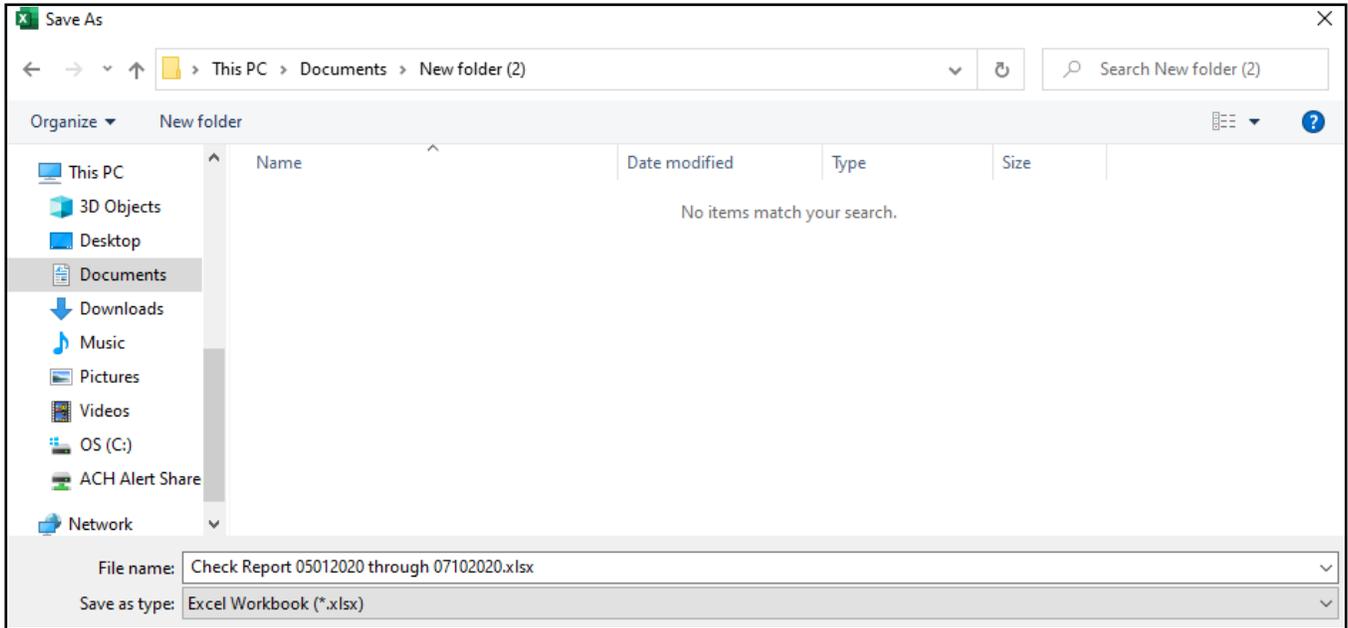
- g. Excel will open and the Excel file will populate. Within the Excel file, remove all rows that are blank under the column headers “Type” and/or “Num”.

	Type	Num	Date	Name	Item	Account	Paid Amount	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

- h. Remove all blank columns.

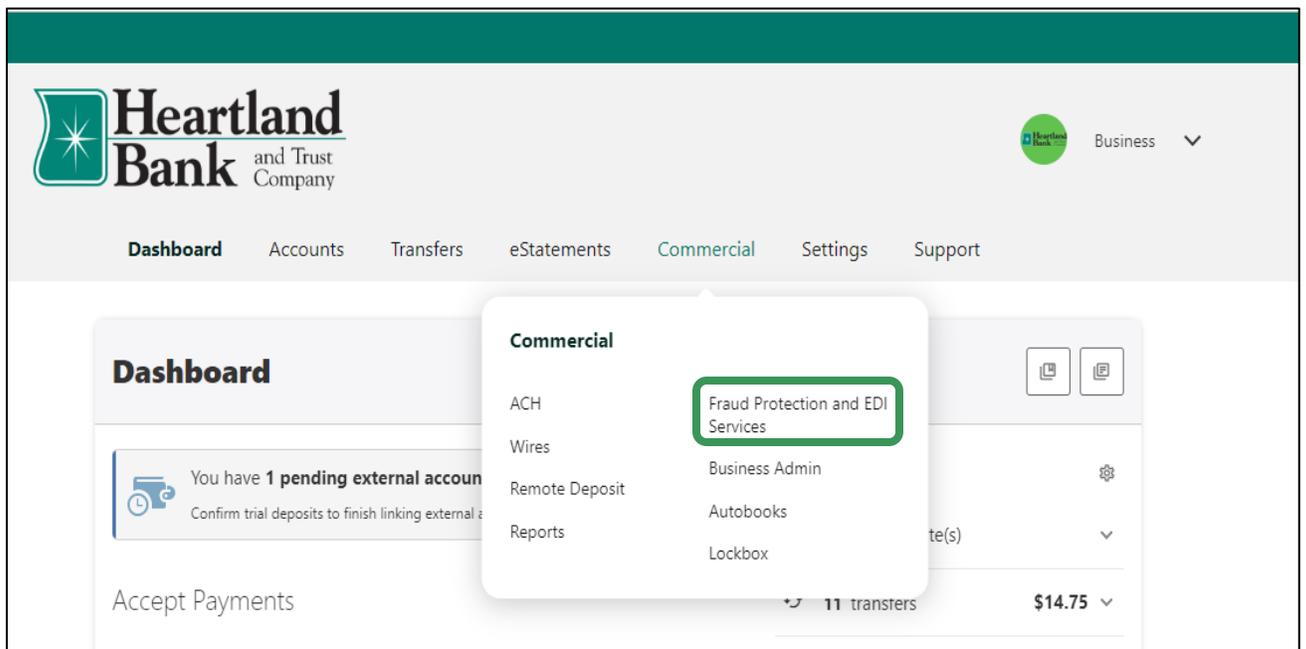
	Type	Num	Date	Name	Account	Original Amount
3	Check	0001	05/13/2020	Citibusiness Platinum	Pinnacle Bank	-45.09
4	Check	0002	06/01/2020	Pinnacle Bank (v)	Pinnacle Bank	-3,751.35
5	Check	0003	06/03/2020	American Express	Pinnacle Bank	-39.00
6	Check	0004	06/15/2020	Citibusiness Platinum	Pinnacle Bank	-13.26
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.

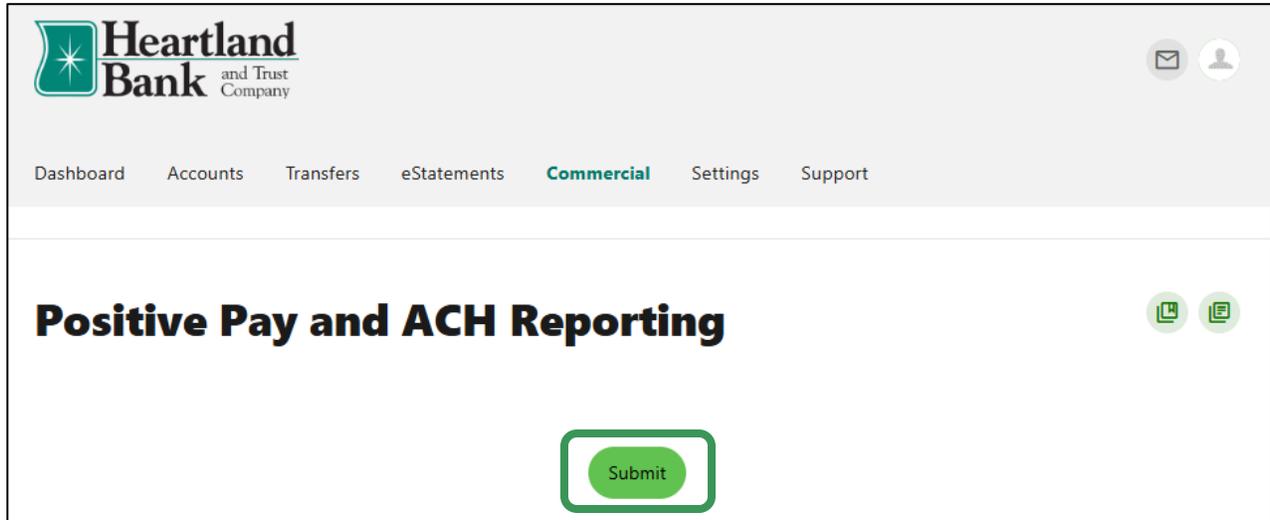


- j. After saving, close the Excel workbook.

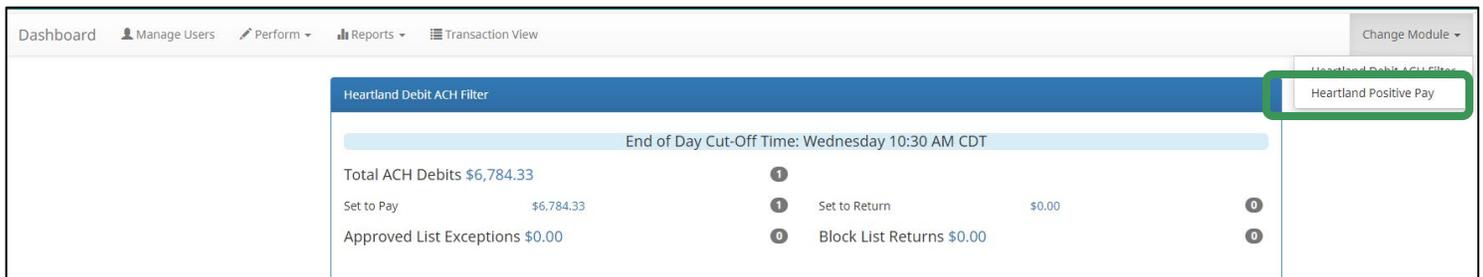
13. Sign into Positive Pay by accessing the Commercial Tab and selecting the Fraud Protection and EDI Services option.



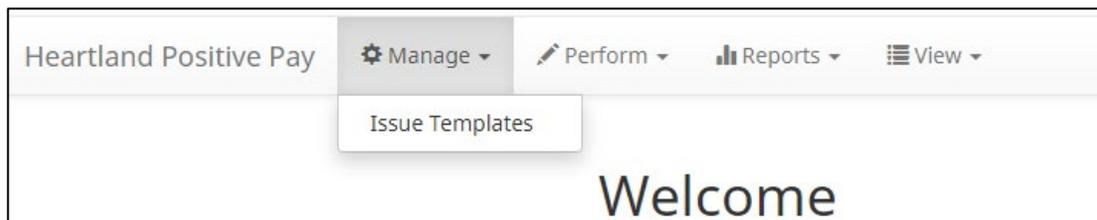
- a. Select the green Submit button to enter Positive Pay services.



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.

### Create New Template ✕

<b>Template Name</b> <input type="text"/>	<b>File Type<sup>?</sup></b> - select file type <span style="float: right;">▼</span>	<b>Template Status</b> Active <span style="float: right;">▼</span>
<b>Number of Header Rows<sup>?</sup></b> <input type="text" value="0"/>	<b>Number of Footer rows<sup>?</sup></b> <input type="text" value="0"/>	<b>Template Level<sup>?</sup></b> Client <span style="float: right;">▼</span>

**Multi-Line Payee Name Separator: <sup>?</sup>**

Do not use a character as a separator if that character will ever be present in a Payee Name. Allowed characters in brackets [ ; | , - \_ / ]

**File Mapping**

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

<sup>?</sup> Place the cursor over this label for more information

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.

<b>Template Name</b> <input type="text" value="QuickBooks Export Type 2"/>	<b>File Type?</b> <input type="text" value="- select file type"/>	<b>Template Status</b> <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.

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

c. Template Status

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

<b>Template Name</b> <input type="text" value="QuickBooks Export Type 2"/>	<b>File Type?</b> <input type="text" value="- select file type"/>	<b>Template Status</b> <input type="text" value="Active"/> Active Inactive
<b>Number of Header Rows?</b> <input type="text"/>	<b>Number of Footer rows?</b> <input type="text"/>	

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	<b>Total</b>					<b>-18,155.40</b>
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`	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: ? <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	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

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?	File Column?	Field Format
	Serial Number	<input type="text" value="2"/>	
	Amount?	<input type="text" value="6"/>	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input type="checkbox"/>	Status?	<input type="text"/>	<input type="checkbox"/> 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.

<input type="checkbox"/>	Status <sup>2</sup>	<input type="text"/>	<input type="checkbox"/>	Treat Negative Amount As Void <sup>2</sup>
<input type="checkbox"/>	Account Number <sup>2</sup>	<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

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
<input type="checkbox"/>	Serial Number	<input type="text" value="2"/>	
<input type="checkbox"/>	Amount?	<input type="text" value="6"/>	<input checked="" type="radio"/> Fractional Dollars (12.34) <input type="radio"/> Whole numbers of cents (1234)
<input type="checkbox"/>	Status?	<input type="text"/>	<input type="checkbox"/> Treat Negative Amount As Void?
<input type="checkbox"/>	Account Number?	<input type="text"/>	
<input checked="" type="checkbox"/>	Issuance Date?	<input type="text" value="3"/>	
<input checked="" type="checkbox"/>	Payee Name?	<input type="text" value="4"/>	
<input type="checkbox"/>	Project #	<input type="text"/>	

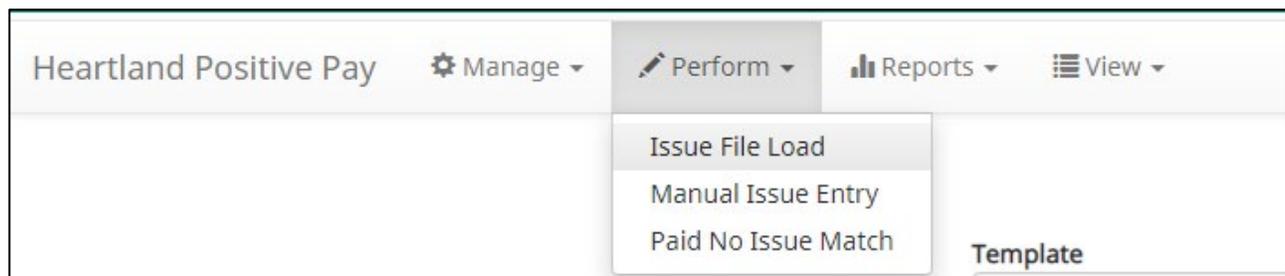
? - Place the cursor over this label for more information

- 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.

<a href="#">Create New Template</a>			
Delete	Template <input type="text" value="Filter by Template"/>	File Type <input type="text" value="Filter by File Type"/>	Edit/View
	CSV	Comma Separated	
	CSV1	Comma Separated	
	DBFI 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.

### Issue File Load

Template to Use With Issue File

[Create New Template](#)

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
- DBFI 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  
(11.76 KB)

CheckFileTest.xlsx [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