POSITIVE PAY – EXCEL FILE FORMATING

Account Number	Date	Amount	Item Status	Payee	Check Number

Check information must be listed in columns as shown above

Leave account number in cell A1

Leave Item Status "I" in cell D1

Copy and paste - **Use Paste Option: Values (V) 123**
- o B= Date
- o C=Amount
- o E=Payee
- o F=Check Number

o A=Account Number - Drag down as needed

o D=Check Status - Drag down as needed

Save as: **Text (Tab delimited)**

Sign on to Lowell Five's Business Banking
- Click **Positive Pay** on the left
- Click **Import File** on the right
- Choose File (file just created on your desktop)

Select Account
- Click **Import**

Screen should show the file was Successfully Received

Under Actions on the right Click **Confirm - Go**
- Screen should show the file was Successfully Transmitted

When closing this Excel file - do NOT save changes

Positive Pay files are pulled in at 3:00 to be uploaded to Lowell Five's core system by end of that business day.