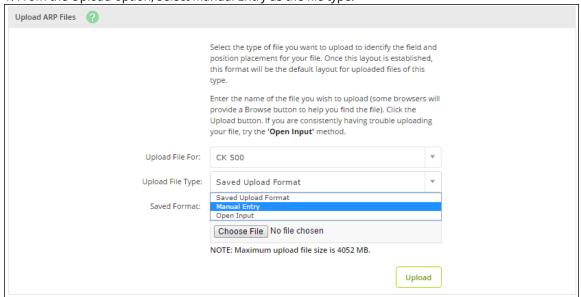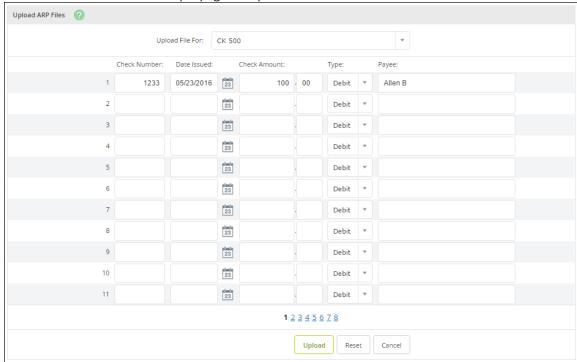# Manually Entering a Positive Pay item/check

1. From the Upload option, select Manual Entry as the file type.

2. Select the account the items are for.
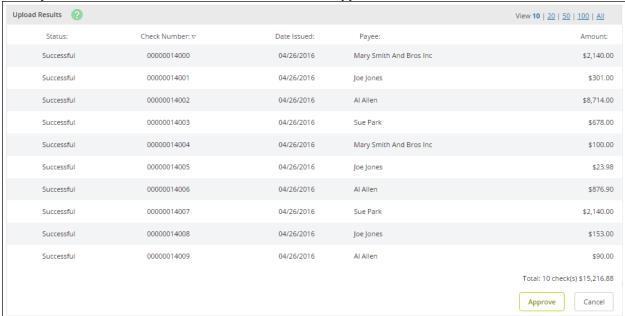3. Enter item information. Multiple pages of up to 11 items can be entered.

4. Click **Upload**.

5. Once the file uploads, click **View Details** to review items.

File Upload Status					View 5	10	20	50	100	All
File Name	Format	Type	Related Account	Upload Date ▽	Status
Sample4 CSV.csv	Delim	ARP	CK 500	5/23/2016 10:16:31 AM	View Details
CR Payroll.ach	NACHA	ACH	N/A	5/20/2016 8:43:17 AM	Uploaded

Refresh List

6. Verify that the item information is correct, and then click **Approve**.

Upload Results				View 10	20	50	100	All
Status:	Check Number: ▽	Date Issued:	Payee:	Amount:
Successful	00000014000	04/26/2016	Mary Smith And Bros Inc	$2,140.00
Successful	00000014001	04/26/2016	Joe Jones	$301.00
Successful	00000014002	04/26/2016	Al Allen	$8,714.00
Successful	00000014003	04/26/2016	Sue Park	$678.00
Successful	00000014004	04/26/2016	Mary Smith And Bros Inc	$100.00
Successful	00000014005	04/26/2016	Joe Jones	$23.98
Successful	00000014006	04/26/2016	Al Allen	$876.90
Successful	00000014007	04/26/2016	Sue Park	$2,140.00
Successful	00000014008	04/26/2016	Joe Jones	$153.00
Successful	00000014009	04/26/2016	Al Allen	$90.00

Total: 10 check(s) $15,216.88

Approve   Cancel

A file must be approved prior to uploading another issued items file.