

Adding Checks (Check Issue Maintenance)

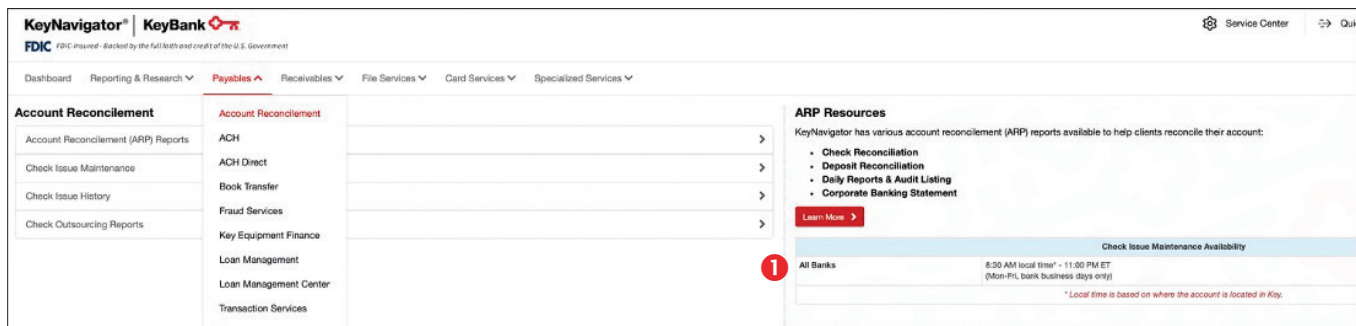
To avoid exceptions, please ensure your issuance information is submitted on time.

Strengthen your internal controls with fraud detection reporting by comparing items presented for payment against the check details provided in your file. Any checks that do not match are presented to you for review and payment disposition (pay/no-pay decisions).

► **Note:** Options shown on the following screenshots may vary based on your business's solutions.

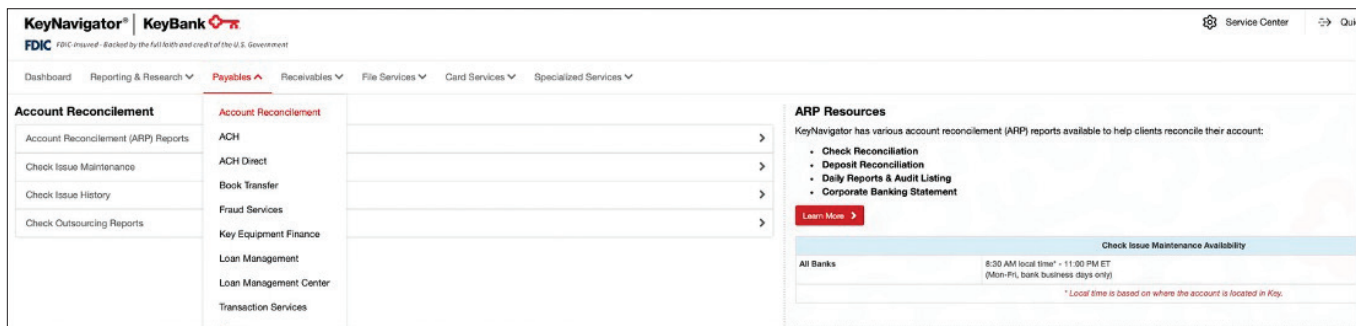
Start by logging into KeyNavigator prior to handing checks to Payees.

Click **Payables** then **Account Reconciliation** from the tool bar at the top of the KeyNavigator page.



1 Note: Check Issue Maintenance screen will appear blank outside of listed hours. Check Issue Maintenance Availability is the only time you can access this service.

Select **Check Issue Maintenance**.



Select the Account from which the check(s) will be drawn and select **Add – Check Issue Record** to add check(s).

Check Issue Maintenance

Please select an Account and Service Option to view.

Account: 2345678 - Payroll Account

Service Option: Inquire - Check Issue Record
 Add - Check Issue Record
 Cancel - Check Issue Record

Please only select the service option "Cancel – Check Issue Record" if the check is still in your physical possession and want the record removed from your check issuance file. If you are no longer in physical possession of the check, please visit the Transaction Services section and place a "Stop Payment Entry."

cancel
next

Adding Checks (Check Issue Maintenance)

Add check(s) in two options

Option one

1. Enter the Check Number, the Dollar Amount and Payee Data 1 (to whom the check will be made payable) for each check. Payee Data 2 is only required in the case that a check has two lines of Payee Data. The Other Data section is strictly for your notes.

► **Note:** Double-check that the Payee name matches what is written on the check, as even a single incorrect character may trigger the check to come up for a decision.

Add Check Issue Entry

An asterisk (*) denotes a required field.

Account: 1234567 - General Account ([change account](#))

Service Option: Add Check Issue Record

Issue Date: Jan 02, 20XX

No file chosen

Maximum characters for Check Number is 10 / Maximum characters for Payee Data 1 and Payee Data 2 is 75 /
 Maximum characters for Other Data is 15

Check Number*	Dollar Amount*	Payee Data 1	Payee Data 2	Other Data
1. 232	500.00	John Doe		invoice 001
2. Check #	Dollar Amount	Name as it appears on the check :	Only if check has 2nd Payee Line	Your notes
3.	0.00			
4.	0.00			
5.	0.00			
6.	0.00			
7.	0.00			
8.	0.00			
9.	0.00			
10.	0.00			
Total:		500.00		

Issue Date for Add records will be today's date.
 Add records must be submitted by 11:00 PM ET to update the ARP system for overnight processing.

Click **Add More** to add up to 50 checks in a session.

Be aware the system may time out before up to 50 checks are entered and will delete anything that has not yet been confirmed.



Adding Checks (Check Issue Maintenance)

Option two

Click **Choose File** to upload a .csv file with the header columns of Check Number, Dollar Amount, Payee Data 1, Payee Data 2, and Other Data.

Click **Upload Guide** for additional details about uploading records rather than typing them in the form.

Add Check Issue Entry

An asterisk (*) denotes a required field.

Account: 1234567 - General Account ([change account](#))

Service Option: Add Check Issue Record

Issue Date: Jan 02, 20XX

file selected

Maximum characters for Check Number is 10 / Maximum characters for Payee Data 1 and Payee Data 2 is 75 /
 Maximum characters for Other Data is 15

Check Number *	Dollar Amount *	Payee Data 1	Payee Data 2	Other Data
1.	0.00			

To Upload Records with CSV File

1. Create/open a local .csv file with the header columns of **Check Number, Dollar Amount, Payee Data 1, Payee Data 2, Other Data**
2. Enter data in comma separated format (50 rows at maximum). Do not use commas within the "Payee Data" or "Other Data" columns
3. Save the file as a **PLAIN** CSV (Comma Delimited) (.csv)* file. Do not use other .csv options
4. Click "Choose File" to choose and upload the local .csv file

Click **Next** to go to the review screen.

Review the details for all checks that have been entered. Once confirmed accurate, Click **Accept**.

Add Check Issue Approval

Account: 1234567 - General Account

Service Option: Add Check Issue Record

Issue Date: Jan 02, 20XX

Check Number	Dollar Amount	Payee Data	Other Data
100046	75,000.00	This Field Can go out to seventy five characters in length General Motors Acceptance Corporation of America Incorporated	Annual Bonus
100097	405.00		Weekly Payroll
100034	1,345.00		Utility Bill
100352	5,500.00		Building Rent
100001	1,000,000.00		New ARP System
100141	800.00		Ticket to Vegas
105455	100.00	This Field Can go out to seventy five characters in length General Motors Acceptance Corporation of America Incorporated	Bank Buy Out
106540	100.00		Generic
179851	100.00		Generic
184324	100.00		Generic
Total Items	Total Dollars		
10	1,083,450		

cancel

edit

accept

Adding Checks (Check Issue Maintenance)

The Status screen will appear and indicate whether each check has successfully been submitted (the check is logged in KeyNavigator) or rejected with a reason.

► **Note:** Rejections are uncommon and are usually due to the check's being Previously Issued.

Account: 1234567 - General Account
 Service Option: Add Check Issue Record
 Issue Date: Jan 02, 20XX

Check Number	Dollar Amount	Status	Status
100046	75,000.00	Rejected - Issue amount disagrees with paid amount	Issue amount disagrees with amount
100097	405.00	Successful	Successful
100034	1,345.00	Rejected - Previously issued	Rejected - Previously issued
100352	5,500.00	Rejected - Issue amount disagrees with stop	Rejected - Issue amount disagrees with stop
100001	1,000,000.00	Rejected - Issue amount disagrees with cancel	Rejected - Issue amount disagrees with cancel
100141	800.00	Successful	Successful
105455	100.00	Rejected - Issue amount disagrees with stop	Successful
106540	100.00	Rejected - Issue amount disagrees with cancel	Successful
179851	100.00	Successful	Successful
184324	100.00	Successful	Successful
Total Successful	Total Dollars		
6	1,605		
Total Rejected	Total Dollars		

► **Note:** Include all your outstanding checks in your first file so they won't come up for decisioning.