

## Creating/Re-Creating a Submission File

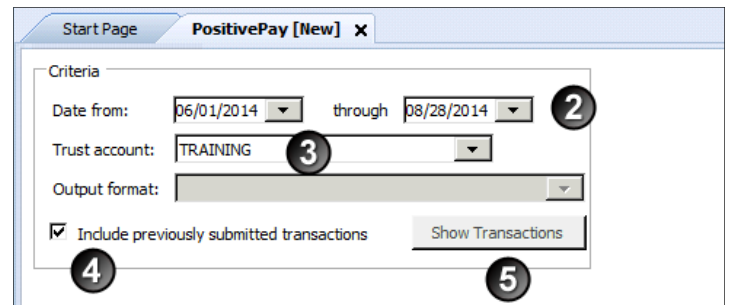
The Positive Pay utility helps to prevent check fraud by creating a list of checks authorized for payment. You create the electronic submission file and send it to the bank. The bank compares any checks presented for payment against this pre-authorized 'list'. Follow these steps to create (or re-create) a Positive Pay submission file.

### Creating a Submission File

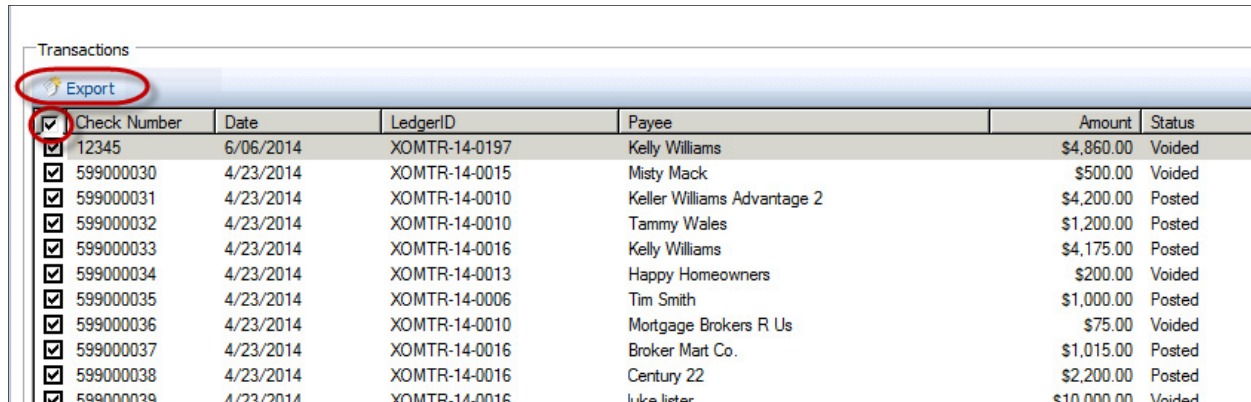
1. From the **ProTrust** ribbon, click **New Positive Pay**



2. Select the date range
3. Select the **Trust account**
4. Rarely used, check **Include previously submitted transactions ONLY** if the submission batch failed and you are recreating it
5. Click the **Show Transactions** button



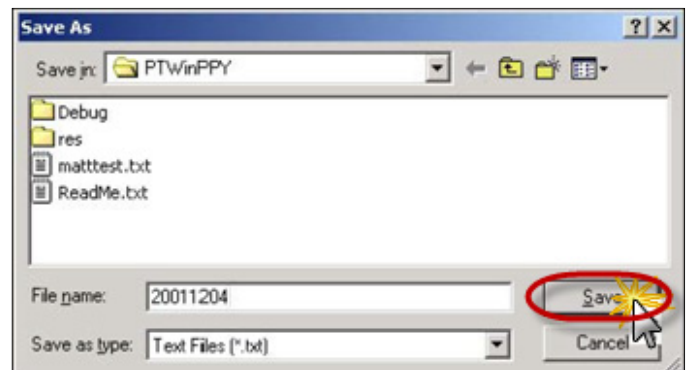
6. Select the checks for inclusion in the submission file (check the header check box to select all, or check the individual items)
7. Click the **Export** button



The screenshot shows a table of transactions. The 'Export' button is highlighted with a red circle. The table has columns for Check Number, Date, LedgerID, Payee, Amount, and Status. All rows are checked.

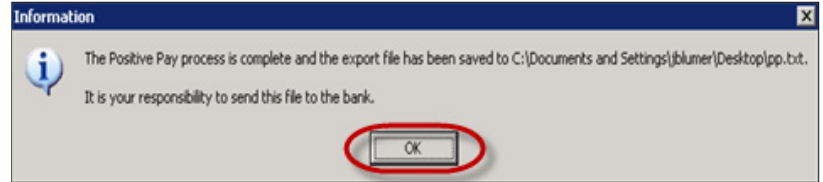
Check Number	Date	LedgerID	Payee	Amount	Status
12345	6/06/2014	XOMTR-14-0197	Kelly Williams	\$4,860.00	Voided
599000030	4/23/2014	XOMTR-14-0015	Misty Mack	\$500.00	Voided
599000031	4/23/2014	XOMTR-14-0010	Keller Williams Advantage 2	\$4,200.00	Posted
599000032	4/23/2014	XOMTR-14-0010	Tammy Wales	\$1,200.00	Posted
599000033	4/23/2014	XOMTR-14-0016	Kelly Williams	\$4,175.00	Posted
599000034	4/23/2014	XOMTR-14-0013	Happy Homeowners	\$200.00	Voided
599000035	4/23/2014	XOMTR-14-0006	Tim Smith	\$1,000.00	Posted
599000036	4/23/2014	XOMTR-14-0010	Mortgage Brokers R Us	\$75.00	Voided
599000037	4/23/2014	XOMTR-14-0016	Broker Mart Co.	\$1,015.00	Posted
599000038	4/23/2014	XOMTR-14-0016	Century 22	\$2,200.00	Posted
599000039	4/23/2014	XOMTR-14-0016	Luke Lister	\$10,000.00	Voided

8. Navigate to the location of the check file; click **Save**



## Creating/Re-Creating a Submission File

- Click **OK** to acknowledge the file has been created



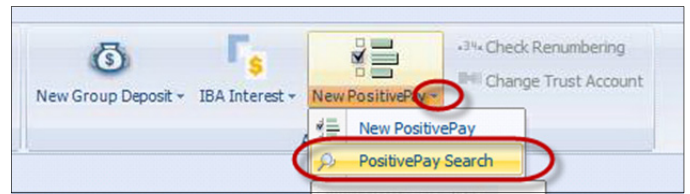
**It is your responsibility to transmit the electronic Positive Pay file to the bank.**

- Depending on your Operation/bank's procedures, you can copy the submission file to a disk, attach it to an email, or upload it to the bank's website

### Re-Creating a Submission File

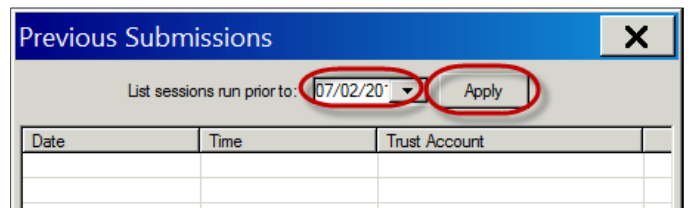
You only need to recreate a submission file if it failed.

- Click the drop-down arrow to click the **Positive Pay Search** button



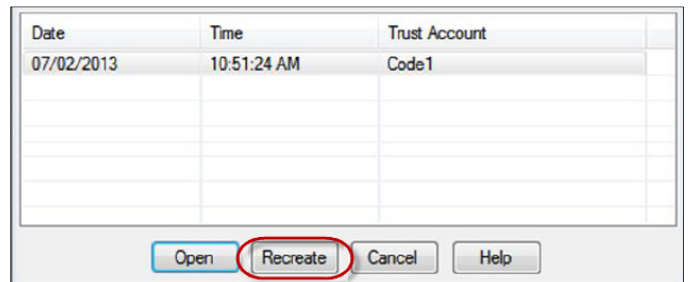
- In the **List sessions run prior to** drop-down, select the submission file date you wish to recreate

- Click the **Apply** button



- Highlight the appropriate submission file

- Click the **Recreate** button



- Follow **Steps 7 – 10** in the section above: **Creating a Submission File**