

HOW TO UPLOAD A CHECK FILE

After logging into Seacoast Bank online banking follow this path:

- 1. Treasury Services
- 2. Positive Pay/ACH Rpt
- 3. Submit Issued Check File
- 4. Choose File Mapping Type by clicking the down arrow
- 5. Pull in file to be uploaded by clicking on **Choose File**
- 6. Click Process File

1		Positive Pay	•
-	-	Submit Issued Check File 3	
₽	Treasury Services	File Mapping Type	
	Positive Pay/ACH Rpt 2	Choose File PP Test.csv	
	Margarete.	Process F	le

File is Now Processing box will come up. Click Close.







Review uploaded file for any errors.

- 1. Under <u>Actions</u> click the three dots
- 2. Click on View Error Details to review any errors

SSUED CHECK P				View Error Details
				Actions
	-	10,000,000		:

You can also review uploaded files under System Reports for errors, download or viewing.

- 1. Click System Reports
- 2. Click Issued Check Processing Log
- 3. Add a date range to search and click **Search**
- 4. Click the three dots to the right of the file to be reviewed
- 5. Choose your option: View error details > Download file > View record

= +		
	1997-1997-1998 	
System Reports	2	3 Search

Bast or Shared Sconson			tasked Check Processing Log						
									View error details
-									Download file 5
	1					1000	100.000		View record
							PPTest_File_in_Excel_F	N/A	4 :
	110				100.0				1

