



The University Corporation  
Research, Investments and Commercial Services  
California State University, Northridge

Procedure Number: AC017

Date: January 5, 2006  
Revised: June 1, 2010  
Revised: June 18, 2012

  
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John Griffin, Chief Financial Officer

Title: Procedure for uploading the check issue file and ACH file from PeopleSoft to Wells Fargo Bank

### Statement

This procedure is established to document the process by which the Peoplesoft check issue file will be uploaded to the Wells Fargo Positive Pay system.

### Purpose

To provide The University Corporation, (TUC), with the procedure for insuring that the Peoplesoft check issue file is properly uploaded to the Wells Fargo Positive Pay site for each accounts payable check that TUC issues. Once loaded on Wells Fargo Bank website, checks that are presented for payment are matched against the file to insure that only checks issued by TUC are actually cashed. The Match Pay system was implemented by TUC in September of 2004 in an effort to combat fraudulent and counterfeit checks that were presented for payment against the TUC operating account at Citibank.

### Procedure

1. At the end of each business day the Staff Accountant will log into Peoplesoft and initiate the "Check Issue File" creation process. This process creates a file of all checks and ACH transactions issued during the day. The file contains the check date, check number, amount and payee name.
2. The Staff Accountant then logs into the Wells Fargo web site and uploads the file before the 5:00 p.m. (PST) deadline.
3. If, for some reason, there is a check run done during the day and the checks need to be mailed that same day, it is the responsibility of the Accounts Payable Staff to alert the staff accountant to create the Check Issue File and upload it to the bank. In the event that the staff accountant is unavailable, the Associate Director of Accounting can also perform this task.

4. In the event TUC's offices will be shut down for one or more business days (Winter break), the Associate Director of Accounting, or Staff Accountant in her absence, will run the Check Issue File process in Peoplesoft prior to closing the office on the last working day to ensure that no checks have been issued that have not been uploaded to the Wells Fargo web site.