



CHECK PRINTING AND MAILING | CHECKSTREAM DISPATCH

Your checks printed, signed and mailed for you

Upload payments and approve the batch. Rosetta Technologies prints, signs and mails the checks, and you send the bank a Positive Pay file.



INSIDE

- The eight steps from upload to Positive Pay
- Signing Officer approval with a personal Lock Key
- Direct Bundling, and outsourcing compared with printing in-house

THE BOTTOM LINE

Outsourcing the printing does not outsource the decision. Your team decides who gets paid and how much, and your Signing Officer approves every batch with a personal Lock Key. Rosetta Technologies does the printing, the signing and the mailing.

HOW IT WORKS

How CheckStream Dispatch works, in eight steps

- 1 Set up a template per bank account**
Each bank account has its own check template.
- 2 Add users and permissions**
Permissions decide who can see and do what.
- 3 Upload a CSV**
Fill in the CSV template with the payments and upload it.
- 4 Review every check**
Every check in the batch is shown for review.
- 5 The Signing Officer approves**
Final approval with a personal Lock Key. Nothing prints before it.
- 6 Checks print and mail**
Printed with the officer's signature and mailed to each payee, or bundled to one destination.
- 7 Track the batch**
Know where the batch stands afterwards.
- 8 Send the Positive Pay file**
Generate it from the dashboard and send it to the bank.

The dashboard groups its tiles by task, including Management and Operations, and Reporting and Search.

WHO USES IT

Built for the teams that send checks

Accounts payable

Supplier payments uploaded as a CSV and approved by your Signing Officer.

Payroll processors

Paychecks mailed to each employee, or shipped together with Direct Bundling.

Accounting firms

A check template for each bank account, with users and permissions.

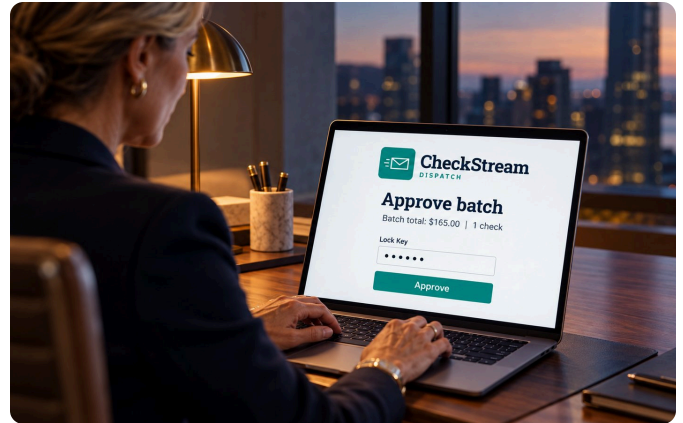
Internal distribution

Checks bundled to one destination, ready to hand out.

APPROVAL CONTROLS

Nothing prints until your Signing Officer approves

Signing Officer	The final check on every batch before anything is printed or mailed
Lock Key	The officer's personal key, set and reset by the officer
Minimum Approval Amount	Approval emails sent by threshold, with two threshold types
Users and permissions	Who can upload, review and approve
Signature form	Signed twice in black ballpoint, inside the boxes; used on the printed checks



The Signing Officer approves the batch with a personal Lock Key.

POSITIVE PAY BUILT IN

A Positive Pay file for the bank after every batch

After the checks print, generate the Positive Pay file from the dashboard and send it to your bank. The bank then clears only checks that match the file.

- 1 Open the Positive Pay tile**
 On the dashboard, under Reporting and Search.
- 2 Pick the date range and bank account**
 Choose the dates and the account the checks were drawn on.
- 3 Download the file and send it to the bank**
 The bank clears only checks that match it.

DIRECT BUNDLING

Many payees, one package, one destination

What ships	Checks to many different payees
Where it goes	One package to one destination
Per bundle	30 to 50 checks, depending on the check stock
Turned on	On request, by customer success

WHO IT SUITS

One delivery instead of many envelopes

Direct Bundling ships checks to many different payees together, in one package, to one destination, instead of mailing each check on its own. It suits payroll processors, accounting firms and organizations that hand out checks internally. It is not on by default; customer success turns it on at your request.

OUTSOURCE OR PRINT IN-HOUSE

CheckStream Dispatch or CheckStream

	CheckStream Dispatch	CheckStream
Who prints	Rosetta Technologies	Your team, on your MICR printer
Who mails	Rosetta Technologies, to each payee or bundled to one destination	Your team
On site	A web browser	A web browser, a MICR printer, MICR toner and blank check stock
How payments arrive	A CSV file	A batch file from your accounting system
Final approval	A Signing Officer with a personal Lock Key	Authorize and sign, from any location

Request a quote for CheckStream Dispatch

Tell us how many checks you send a month and where they go, and we will come back with a quote.

[Contact us](#)

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