POSITIVE PAY – ISSUING ITEMS

This guide provides instructions for entering issued checks in the Positive Pay system. Checks can be entered as single checks, multiple checks, or uploaded as an Issue Check file.

Home	Positive Pay	ACH Positiv	e Pay	Returns	Collections	File Transfers	Support Adm	inistration
	Decision Summary	_						
Welcom	Make Decisions							Jane
	Item Statuses							
Quick Links	Single Item Entry		Positive	Pay - Exce	eption Item Sum	mary		
Read Ma	Email Notifications	rice	Account	#	Vi	olation	Total Amount	Count
Favorites	Imports	2	Test 1 - x	xx6789	Paid No Iss	sue	\$4,385.65	2
Dolated L in	Reports		Test 2 - x	<u>xx2222</u>	Paid No Iss	sue	\$850.00	2
Related Lin	My Settings		Test 2 - x	<u>xx2222</u>	Amount Mi	smatch	\$10,275.85	3
browsers.	Jownload the lates	st	Test 2 - x	xx2222	Stop on Fil	e	\$500.00	1
Internet Exp Explorer	plorer - Download	Internet	Positive	Pay - Issu	ed Item Summa	ry		
Firefox - Do	wnload Firefox		🔻 <u>1 upl</u>	oaded issu	ed item batch(es) have not been co	nfirmed.	
			Y <u>1 iss</u>	ued items a	are pending appro	oval.		
			🕈 <u>0 upl</u>	oaded issu	ed item batches	are pending approv	val.	
			ACH Pos	itive Pay	Incoming ACH	Summary		

Single Check Entry

STEP 1: Hover over *Positive Pay* in the menu bar and select *Single Item Entry* from the list of options.

Home	Positive Pay	ACH Positive Pay	Returns	Collections	File Transfers	Support	Administration	Help
Pos	itive Pay	Enter New Issue	d Item					
Decision Su	ummary	Account Numb	r: Test 1 - :	xxx6789 V 💙				
Make Decis	ions	ls Voi	d: 🗌					
Item Status	es	Check Numbe	r 🗌					
Single Item	n Entry				000000			
Email Notifi	cations	Issue Dat	e:	* (e.g. 02	(23/2009)			
Imports		Amour	it:					
Import F	ile	Paye	e:					
Import H	listory							
File Defi	nitions	Save Save 8	New					
Test File	s							
Reports		Back to Items List						
My Settings	;							

STEP 2:

Select the account from the drop-down menu. If there is only one account, the account will automatically be displayed.

If the check is voided, select the *Is Void* check box to enter the check as a voided item.

- Check Number
- Issue Date: The date the check was issued.
- Amount: The amount of the check
- Payee: Enter the Payee Name exactly as it appears on the issued check, including initials, suffixes, commas, and periods. (This is an optional field for those not using Payee Match)

Home	Positive Pay	ACH Positive Pay	Returns	Collections	File Transfers	Support	Administration	Help
Pos	sitive Pay	Enter New Issue	d Item					
Decision Su	ummary	Account Number	: Test 1 - :	xxx6789 🗸				
Make Decis	ions	Is Void	I: 🗆					
Item Status	es	Check Number						
Single Item	n Entry		·		200000			
Email Notifi	cations	Issue Date	::	- (e.g. 04	2/23/2009)			
Imports		Amount	t:					
Import F	ile	Payee	:					
Import H	listory							
File Defi	nitions	Save Save &	New					
Test File	s							
Reports		Back to Items List						
My Settings	1]						

Multiple Check Entry

STEP 1:

To enter additional checks, select the *Save & New* button.

Once selected, the Check Number will increase by one and the issued date will stay the same.

Complete the remaining fields (Amount and Payee) and change values as needed.

Select the *Save* button once the last check has been entered.

Home	Positive Pay	ACH Positive P	Pay Re	eturns	Collections	F	ile Transfe	rs Suppo	rt Admi	nistration			
Pos	sitive Pay	Select Iss	ued Items	List: All I	ems		~						
Decision St	ummary	Listed below are all uploaded issued item files ordered by status.											
Make Decis	sions	Uploaded	Unloaded lesued Item Files										
Item Statu	ses	Batch # (Created By	Date Cre	ated	Fi	ile Name	Status					
Single Item	Entry	147	lohn Doo	2/20/202	0.8-20.4.4.0	T M	uEilo2 tut	Donding Co	nfirmation				
Email Notifi	cations	<u>141</u> J	ionn Doe	3/30/202	0 6.30 ANI C	I IVI	yr-ne5.txt	Penaing Co	mirmauon				
Imports		<u>146</u> J	lohn Doe	3/30/202	0 9:30 AM	M	yFile3.txt	Ready For P	rocessing				
Import F	ile												
Import H	listory	Listed below	w are all iss	sued items	entered onlin	e ord	ered by st	atus.					
File Def	initions	Issued Iter	ms Entere	d Online									
Test File Reports	8	Account #	Check #	Amount	Issue Date	Void	Status		Created By				
My Settings	3	<u>xxx6789</u>	1455	\$450.00	3/30/2020		Processe	ed	John Doe				
		<u>xxx6789</u>	1455	\$1,256.25	3/30/2020		Ready F	or Processing	John Doe				
		xxx6789	1455	\$965.00	3/30/2020		In Revie	w	John Doe				
		<u>xxx2222</u>	111233	\$85.00	3/30/2020	*	Ready F	or Processing	John Doe				
		xxx2222	111233	\$755.00	3/30/2020		Ready F	or Processing	John Doe				

Step 2:

Once saved, the Item Statuses page appears and displays issued items that have been entered online.

Note: The Bank picks up issued check files every 30 minutes, Monday through Saturday from 7 a.m. to 7 p.m. local time.

Issued check statuses:

- Ready for Processing: The check(s) are in the queue for processing.
- Pending Confirmation: The issued import file is pending user confirmation/approval of the checks issued. This occurs if the profile is set for dual approval – one user enters the check and a different user approves.
- In Review: Review/approval by a user other than the user who entered the issued check(s) is needed.
- Processed: The Bank has picked up the file for processing.
- Canceled: The batch has been canceled and will not process to the Bank.

Home	Positive Pay	ACH Posit	ive Pay	Returns	Collections	File Transfers	Support Adm	inistration
Welcom	Decision Summary Make Decisions Item Statuses							
Quick Links	Single Item Entry		Positi	ve Pay - Exce	ption Item Sum	mary		
Read Ma	Email Notifications	rice	Accou	int#	Vi	olation	Total Amount	Count
Favorites	Imports	3	Test 1	- xxx6789	Paid No Is	sue	\$4,385.65	:
Related L in	Reports		Test 2	- xxx2222	Paid No Is	sue	\$850.00	
Browcore	My Settings		Test 2	- xxx2222	Amount M	ismatch	\$10,275.85	;
browsers.	Jownload the latest		Test 2	- xxx2222	Stop on Fi	le	\$500.00	
Internet Exp	plorer - Download Ir	nternet	Positiv	ve Pay - Issue	ed Item Summa	ry		
Firefox - Do	wnload Firefox		¥ 1	uploaded issu	ed item batch(es) have not been cor	nfirmed.	
			۴ 1	ssued items a	re pending appr	oval.		
			<u>ه</u> ا	uploaded issu	ed item batches	are pending approv	al.	
			ACUL	Desitive Desi	Incoming ACU	S		

Home Positive P	ay ACH Positive Pay Returns Collections File Transfers Support Administration Help								
Positive Pay	Issued Items Batch File Import								
Decision Summary	Select the Impact Definition that you want to use and then extent a file for which the definition use designed. The items in the file will be								
Make Decisions	server are import pentition that you want to use and then server a file for which the definition was designed. The items in the file will be imported according to the definition that is selected								
Item Statuses	imported decording to an element of and to deceded.								
Single Item Entry	Note: Larger files may take several minutes to process.								
Email Notifications									
Imports	Upload leeved trans. Datab. File								
Import File	Select Import Definition: Accounting Format								
Import History	Batch Label: Batch 3/29/2020								
File Definitions									
Test Files	File Upload: CheckFile.txt								
Reports									
My Settings	Import File								

Positive Pay	Issued Item Batc	Issued Item Batch File - Upload Summary								
Decision Summary	File Nam	e: Checkf	-ile.txt		Status: Pending Confirmation					
Make Decisions	Batch Labe	3/30/2020 -	Misc	View Issued Items in Batch						
Item Statuses	Date Create	Date Created: 3/30/2020 8:30 AM CT								
Single Item Entry	Created B	v: John D	00							
Email Notifications	Ciculture	Januard	Januard I.	Maid	V-14	Carried Tatala	Teellee Tetele			
Imports	Account #	Issued	Amount	ltems	Void Amount	Grand Totals	I raller Totals			
Import File		nomo			Anount	itema/informe	nemo, and			
Import History	lest 1 - xxx6/89	8	\$45.43	2	\$8.95	10/ \$54.38	10/ \$54.3			
File Definitions	Total	Counted	Items: 10		Tota	I Calculated Ame	ount: \$54.38			
Test Files	Total	tems Fro	m File: 10		Tot	al Amount From	File: \$54.38			
Reports										
My Settings										
	Confirm Can	el Batch								
	Click here to view	the history	of previous	sly uploa	ded files.					

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Import an Issued Check File

An issued check file can be exported from your accounting software in either a .CSV or .TXT format to be imported into the Positive Pay system.

Step 1:

Hover over *Positive Pay* in the menu bar and select *Imports*.

Step 2:

Select the desired import definition from the drop-down menu.

Note: The Batch Label default is today's date but can be changed at any time.

Browse for the issued check file created from your accounting system, then click the *Import File* button.

Step 3:

Once the Import File is imported, the *Issued Item Batch File – Upload Summary* screen will appear, which provides:

- Total of issued items
- Total issued amount
- Voids found in the file

Select the View Issued Items in Batch link to see each individual check that was imported.

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Verify that all checks entered in the system are complete and accurate.

Once you have reviewed the issued checks with the import file, select *Return to the Batch Summary Information* link at the bottom to confirm the imported batch.

STEP 5: Select *Confirm* to send the file to the Bank.

The Bank picks up issued check files for processing every 30 minutes, Monday through Saturday from 7 a.m. to 7 p.m. local time.

Home	Positive Pay	ACH Positive Pay	Returns	Coll	ections	File Tr	ansfers Support	Admin	istration	Help
Pos	sitive Pay	Sort By: Nor	ie 🕚	Asc	~					
Decision Su	ummary	Then By: Nor	ie 🕚	✓ Asc	✓ Sort					
Make Decisions										
Single Item	es Entry	Account #	Check #	Amount	Issue Date	Void	Status	Suspect	Payee	
Email Notific	cations	Test 1 - xxx6789	11111	\$7.67	3/30/2020		Pending Confirmation		ABC Corp	
mports		Test 1 - xxx6789	11112	\$8.87	3/30/2020		Pending Confirmation		XYZ Corp	
Import F	ile History	Test 1 - xxx6789	11113	\$2.13	3/30/2020		Pending Confirmation		Domestic E	usiness Machine
File Defi	initions	Test 1 - xxx6789	11114	\$4.45	3/30/2020		Pending Confirmation		Widgets In	2.
Test File	s	Test 1 - xxx6789	11115	\$5.53	3/30/2020	*	Pending Confirmation		Lobbies R	Js
Reports		Test 1 - xxx6789	11116	\$3.42	3/30/2020	*	Pending Confirmation		Big Machin	es Corp.
viy Soungs	•	Test 1 - xxx6789	11117	\$6.56	3/30/2020		Pending Confirmation		Logistics, In	1C.
		Test 1 - xxx6789	11118	\$3.66	3/30/2020		Pending Confirmation		Payroll Ger	nie
		Test 1 - xxx6789	11119	\$2.11	3/30/2020		Pending Confirmation		Anchors Av	vay, Inc.
		Test 1 - xxx6789	11120	\$9.98	3/30/2020		Pending Confirmation		Catering G	urus
	6	Return to the Bate	:h Summa	iry Inform	ation.	-	`			

Positive Pay	issued item batc	in File - U	pioad sum	mary					
Decision Summary	File Nam	e: Checkl	File.txt		Status: Pending Confirmation				
Make Decisions	Batch Labe	el: Batch 3	3/30/2020 -	Misc	View Issued Items in Batch				
Item Statuses	Date Create	Date Created: 3/30/2020 8:30 AM CT							
Single Item Entry	Created B	Created By: John Doe							
Email Notifications	oroutou D	Jaguad	leaved	Void	Vold	Crand Totala	Trailer Totale		
Imports	Account #	Itome	Amount	Itome	Amount	Items/Amount	Items/Amount		
Import File	Account	itemia	Amount	itema	Amount	nema/Amount	nema/Amoun		
Import History	Test 1 - xxx6/89	8	\$45.43	2	\$8.95	10/ \$54.38	10/ \$54.38		
File Definitions	Total	Counted	Items: 10		Tota	I Calculated Ame	ount: \$54.38		
Test Files	Total	ltems Fro	m File: 10		Tot	al Amount From	File: \$54.38		
Reports									
My Settings									
	Confirm Can	Confirm Cancel Batch							
	Click here to view	the history	of previou	sly uploa	ded files.				