



# **Positive Pay**

# **First Time User Guide**



## There are 6 tabs in the Positive Pay menu:

- Tab 1 Search (including Edit and Delete)
- Tab 2 Upload File (including File Format)
- Tab 3 Enter Single Check
- Tab 4 Manage Exceptions
- **Tab 5 Decision History**
- Tab 6 Batch Upload History



#### Tab 1 – Search

Search Positive Pay Items			_
Search Osicive Lay Items			
SEARCH FILTERS			
Account	Upload ID o	Check Number	
Select an account:	Select an ID:	From Number To Number	
Operating Account(*******934) *	Select an ID *	FATAFATATATATA	
Check Amount			
From Amount To Amount			
\$ 0.00 \$ 0.00			
Issue Date	Upload Date	Cleared Status	
From Date To Date	From Date To Date	O Cleared	
MM/DDMM B MM/DDMM B	MMDD/YYY	<ul> <li>Net Cleared</li> <li>Both</li> </ul>	

- <u>Select an account</u>: From the dropdown, select the desired account.
- Search by amount: Enter a "from" or "to" amount.
- <u>Search by issue date</u>: Enter a "from" or "to" date.
- <u>Search by upload ID</u>: From the dropdown, select the desired user.
- <u>Search by upload date</u>: Enter a "from" or "to" date.
- <u>Search by check number</u>: Enter a "from" or "to" number.
- <u>Search by cleared status</u>: Choose "cleared" or "not cleared" radio button.

# Tab 1 – Search - Edit and Delete

• After searching for an item, click "edit" or "delete" on the right to make changes to previously uploaded information.

OUNTNUMBER	CHECK NUMBER	AMOUNT	ISSUE DATE	DESC/COMPANY ID	PAYEE 1	PAYEE 2	CLEARED	
•••••934	44466	\$40.00	10/21/2020	testing 4	444	444	×	EDIT DELETE
*****934	77656	\$50.00	10/29/2020	This is a	Tad Jackson	Trixie Walters	×	EDIT DELETE
		Update	Check					
				Operating Accourt	it(******934)		•	
				Check Number				
				44466				
				Check Amount				
				Issue Date				
				10/21/2020		1		
				Description / Company II	) (optional)			
				testing 4			- 60	
				Payee (optional)				
							- 60 -	
				Payee 2 (optional) 444				
					CUDVIT			
					SUBMIT		-	

#### Tab 2 - Upload File - File Format

• Files must be uploaded using the following .csv format:

AccountNumber	CheckNumber	IssueDate	Amount	PayeeOne	PayeeTwo	UniqueData	Void
117250	1800	10/26/2020	150	Melissa Griffin			N
125261	2000	10/26/2020	200	Melissa Griffin			N

- Include headers in row 1.
- <u>Account Number</u>: Required field.
- <u>Check Number</u>: Required field.
- <u>Issue Date</u>: Required field; date check was issued.
- <u>Amount</u>: Required field; amount check was issued for. (no dollar sign necessary)
- <u>Payee One</u>: Optional field; person or company check is payable to. (30 char max, no special chars)
- <u>Payee Two</u>: Optional field; person or company check is payable to. (30 char max, no special chars)
- <u>Unique Data</u>: Optional field; for customer reference only. (employee number, invoice number, etc.)
- <u>Void</u>: Required field; "N" = Item is good to pay "Y" = Item should be removed from list / stopped if cashed.

#### Tab 2 – Upload File

• Click "browse for .csv file" to upload your file.

Banking's Strategic Partner Accounts Pay Bills Loans Savings Goa	is 🖈 Advanced Business	⊠ ♦
Positive Pay (COOPERATIVE CORPORATION) Search   Uplead File   Enter Single Check   Manage Exceptions   Decision Histor	y   Batch Upload History	×
Upload Positive	Pay File	
	BROWSE FOR CSV FILE	
	SUBMIT	

- If the file uploads correctly, a message will display confirming upload. If a file uploads with errors, the following message will display: "The file was accepted but some issues were encountered"
  - Missing or invalid account number account number is incorrect
  - Invalid account number positive pay is not engaged on the account entered
  - Missing or invalid check number
  - Missing or invalid check date
  - Missing or invalid check amount
  - Invalid void flag wrong character or no character used
  - Cannot update cleared check check has already cleared
- Simply make the appropriate corrections and upload the file again.

## Tab 3 – Enter Single Check

Senting's Brokegic Partner Accounts Pay Bills Loans Savings Goals	* Advanced Business	M ¢
Positive Pay (COOPERATIVE CORPORATION) iearch   Upload File Enter Single Check Manage Exceptions   Decision History	Batch Uplead History	×
Add Check		
	Account Number	
	Coperanting Proceeding - 2-0172 - Check Number	
	Check Amart	
	Issue Loss MM/DD/YYYY Electription/Company ID leptional Description/Company ID leptional	
	Payee (optional)	
	Payee 2 (optional)	
	SUBMIT	

- Instead of uploading a .csv file you can enter each check individually on this tab.
- Account number: Required field.
- <u>Check number</u>: Required field.
- Check amount: Required field.
- <u>Issue date</u>: Required field; date check was issued.
- <u>Description / Company ID</u>: Optional field; for customer reference only.
- <u>Payee One</u>: Optional field; person or company check is payable to. (30 char max, no special chars)
- Payee Two: Optional field; person or company check is payable to. (30 char max, no special chars)

#### Tab 4 – Manage Exceptions

Banking's Strategic Partner Accounts	Pay Bills Loans Savings Goals ★ Advanced Business	₩ ♦
Positive Pay (COOPERATIVE Search   Upload File   Enter Single Check	CORPORATION) Manage Leaguings Decision History   Batch Upload History	×
	Manage Exceptions	
	Exception List Choose An Account Operating Account (*******934) V SUBMIT EXCEPTION DECISIONS CLEAR DECISIONS	
	ACCOUNT NAMER CHECKNAMER AMOUNT DATERCEPTED REAGON MAGE PRIMEM RETURN	

- Exception items that need manual decision will be displayed on this tab in the early morning for all checks presented for payment from the day prior. Each Positive Pay has the option to receive a notification email.
- After researching the items in the list, select "Pay" or "Return" and then "Submit Exception Decisions" to complete the decision process.

# Tab 5 – Decision History



• A list of all items and each item's details will be displayed, including the User ID of any past exception decisions.

SEARCH FILTERS								
ACCOUNT NUMBER	CHECK NUMBER	EXCEPTION DATE	AMOUNT	DESCRIPTION	DECISION DATE	DECISION	DECISION BY CUSTOMER	CUST OR BANK
117250	1010	09/14/2020	\$10.00	Ck amount altered	09/15/2020	Pay	BIGCORP	С
117250	1020	09/14/2020	\$20.00	Ck not on cmpy list	09/15/2020	Pay	BIGCORP	с
117250	1060	09/14/2020	\$60.00	Ck amount altered	09/15/2020	Pay	BIGCORP	С
117250	1070	09/14/2020	\$70.00		09/15/2020	Return	BIGCORP	С
117250	1080	09/14/2020	\$80.00		09/15/2020	Return	BIGCORP	С

# Tab 6 – Batch Upload History

h Upload File Enter Single Cl	TIVE CORPORATION heck   Manage Exceptions	) Decision History Batch	Upload History				×	
	Batch Ur	load History	1					
	Daten Of	bioau i listoi y						
	Imported Files							
		imported rifes						
	FILENAME	TOTAL RECORDS	ISSUES IN FILE	TOTAL AMOUNT UPLOADED BATCH SEQUENCE	BATCH DATE	IMPORTED BY		
		1	0	\$50.00 1	10/22/2020			
		1	1	\$0.00 2	10/22/2020			
			0	640.00	10/00/0000			

• Previous uploads will be confirmed and displayed on this tab including the User ID of the uploader.