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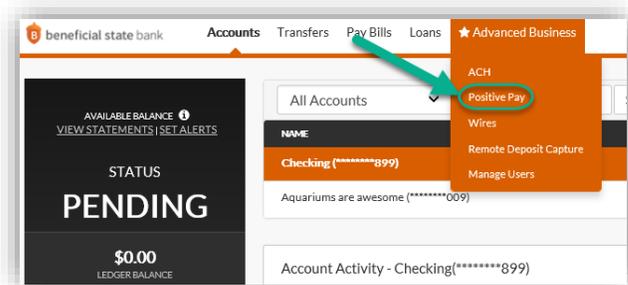
# Positive Pay

## First Time User Guide

1. Log into Online Banking with your username and password.



2. Select Positive Pay from the Advanced Business drop-down menu.



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

Tab 1 – Search (including Edit and Delete)

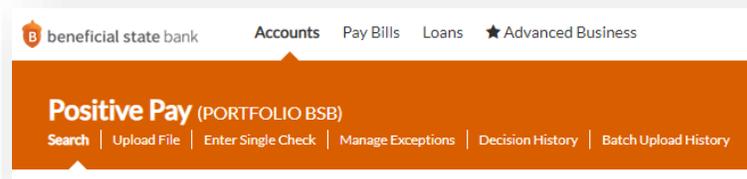
Tab 2 – Upload File (including File Format)

Tab 3 – Enter Single Check

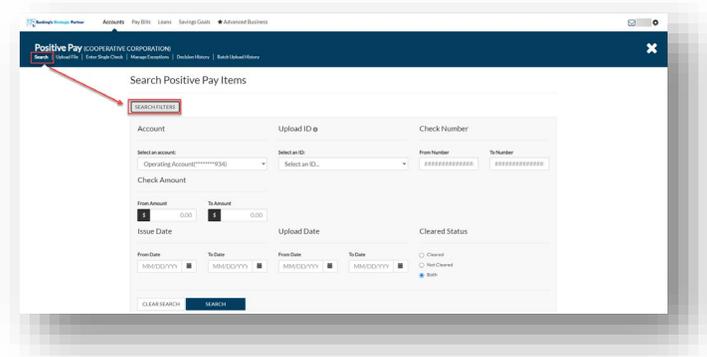
Tab 4 – Manage Exceptions

Tab 5 – Decision History

Tab 6 – Batch Upload History



Tab 1 – Search



- **Select an account:** From the dropdown, select the desired account.
- **Search by amount:** Enter a “from” or “to” amount.
- **Search by issue date:** Enter a “from” or “to” date.
- **Search by upload ID:** From the dropdown, select the desired user.
- **Search by upload date:** Enter a “from” or “to” date.
- **Search by check number:** Enter a “from” or “to” number.
- **Search by cleared status:** 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.**

ACCOUNT NUMBER	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

Account Number  
Operating Account(\*\*\*\*\*934)

Check Number  
44466

Check Amount  
\$ 40.00

Issue Date  
10/21/2020

Description / Company ID (optional)  
testing 4

Payee (optional)  
444

Payee 2 (optional)  
444

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.
- Account Number:** Required field.
- Check Number:** Required field.
- Issue Date:** Required field; date check was issued.
- Amount:** Required field; amount check was issued for. (no dollar sign necessary)
- Payee One:** 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)
- Unique Data:** Optional field; for customer reference only. (employee number, invoice number, etc.)
- Void:** Required field; “N” = Item is good to pay “Y” = Item should be removed from list / stopped if cashed.

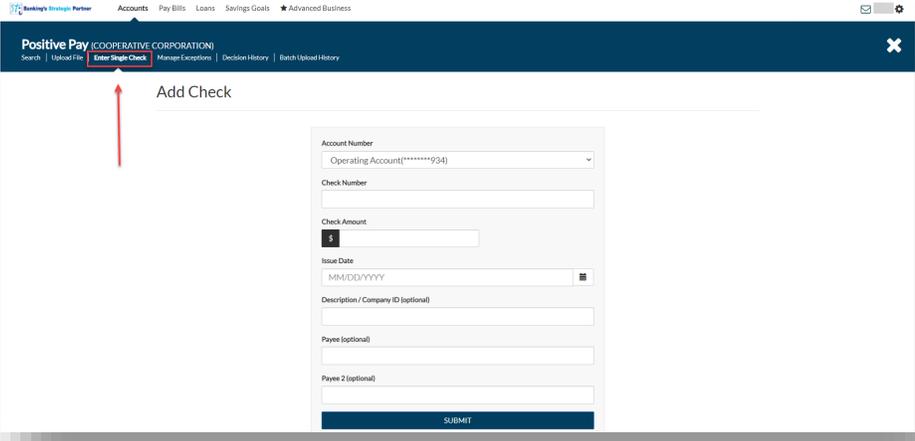
**Tab 2 – Upload File**

- Click “browse for .csv file” to upload your file.



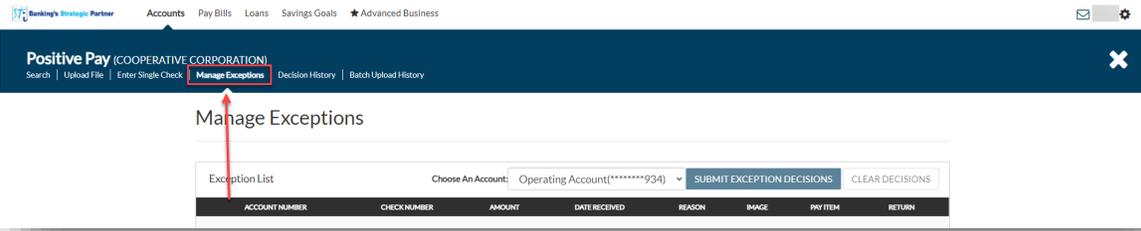
- If the file uploads correctly, a message will display confirming upload. If a file uploads with errors, the following message will display: “The file was accepted but some issues were encountered”
  - Missing or invalid account number – account number is incorrect
  - Invalid account number – positive 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



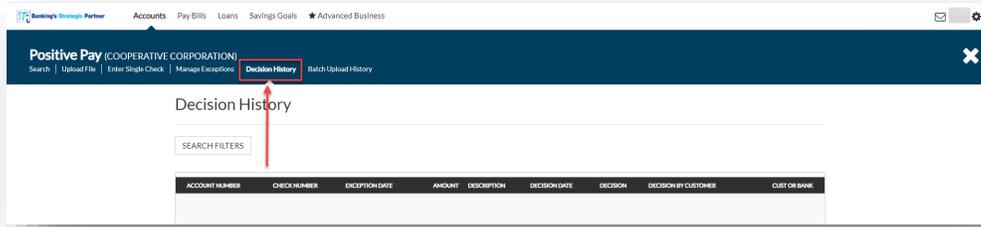
- **Instead of uploading a .csv file you can enter each check individually on this tab.**
- **Account number: Required field.**
- **Check number: Required field.**
- **Check amount: Required field.**
- **Issue date: Required field; date check was issued.**
- **Description / Company ID: Optional field; for customer reference only.**
- **Payee One: 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



- **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



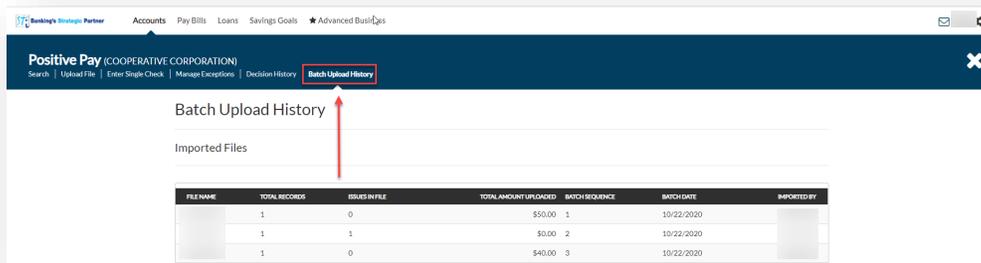
- A list of all items and each item’s details will be displayed, including the User ID of any past exception decisions.

Decision History

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	C
117250	1020	09/14/2020	\$20.00	Ck not on cmpy list	09/15/2020	Pay	BIGCORP	C
117250	1060	09/14/2020	\$60.00	Ck amount altered	09/15/2020	Pay	BIGCORP	C
117250	1070	09/14/2020	\$70.00		09/15/2020	Return	BIGCORP	C
117250	1080	09/14/2020	\$80.00		09/15/2020	Return	BIGCORP	C

### Tab 6 – Batch Upload History



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