

# Positive Pay

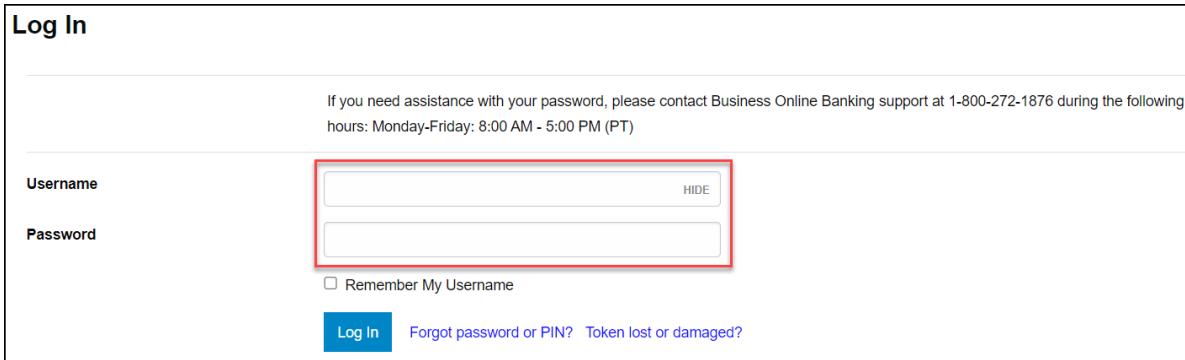
Centrix User Guide

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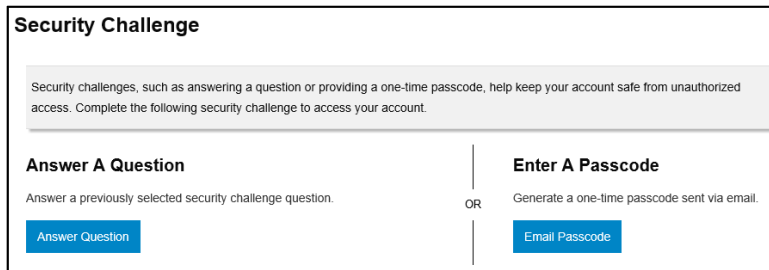
## Launching Positive Pay

- Access our website [www.mechanicsbank.com](http://www.mechanicsbank.com) to log in to Business Online Banking
- Click the **Log in** button on the right side of the window
- In the window that displays, scroll down and select **Business Online Banking**
- On the **Log In** page enter your **Username** and **Password**
  - ☞ **NOTE:** *Security token users ONLY-* your password should be a combination of the number generated from your security token plus your 4-digit PIN number.
- Click **Log In**
  - ☞ **NOTE:** Security token users will see a **Site Verification** box and will need to validate the verification code in order to proceed.



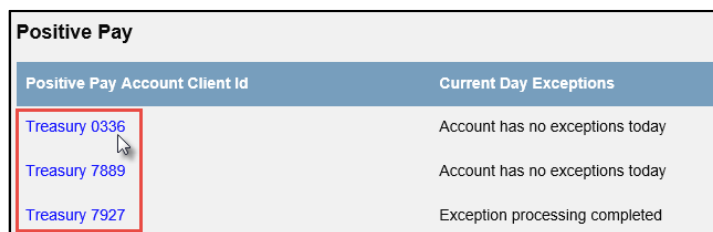
The screenshot shows the 'Log In' page with a header, a support notice, and input fields for 'Username' and 'Password'. A red box highlights the input fields. Below the fields is a 'Remember My Username' checkbox and a 'Log In' button. Links for 'Forgot password or PIN?' and 'Token lost or damaged?' are also present.

- You may be prompted with a **Security Challenge**; complete the Security Challenge in order to continue the log in process by either answering a security challenge question or by entering a one-time passcode received via email



The screenshot shows the 'Security Challenge' page with two options: 'Answer A Question' and 'Enter A Passcode'. Each option has a corresponding button.

- Once logged in, from the **Home** screen, locate the **Positive Pay** section and click on an account



Positive Pay	
Positive Pay Account Client Id	Current Day Exceptions
Treasury 0336	Account has no exceptions today
Treasury 7889	Account has no exceptions today
Treasury 7927	Exception processing completed

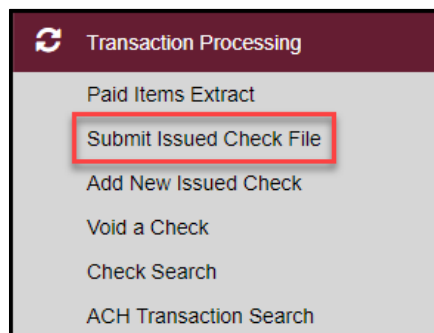
- The Positive Pay system will open in a new window; you can use the menu on the left to navigate through the system



## Importing an Issued Check File

You can use the Submit Issued Check File option to upload issued check files to the Bank.

- From the Transaction Processing menu, select **Submit Issued Check File**



- Click **Browse** and select the file you want to import
- Select the applicable account from the **Account Nickname** drop down menu and import template from the **File Processing Type** drop down menu and then click **Process File**

### Submit Issued Check File

**Step 1.** Select a file to process.

Browse...


**Step 2.** Input details about the file.

Account Nickname: Treasury 0336 ▼

File Processing Type: Jens Test Company ▼

**Step 3.** Click the "Process File" button.


Process File

- Once the upload is complete and successful, the following message will display with a **Status** of **Processed** and reflect the number of items imported and the total dollar amount of the file
  -  **NOTE:** You may see a **Status** of **Unprocessed**; this means that the system is still in the process of uploading the file (this typically occurs when very large files are imported). Once the process is complete, the status should change to **Processed**.
- You may also receive a **Status** of **Processed with Exceptions**; this means that the file was processed but some items were not loaded (i.e. duplicate checks); you can click on the status to view the details

Processing Results				
File Name	Upload Date	Status	Items	Amount
Centrix_PosPay_Issued_Check_File.csv	5/13/20 5:02:39 PM	Processed	5	\$0.15

- If the system detects any errors during the file import, the following message will display with a **Status** of **Rejected**; you can click on 'Rejected' to view the error details

Processing Results				
File Name	Upload Date	Status	Items	Amount
Centrix_PosPay_Issued_Check_File.csv	5/4/20 10:50:24 AM	Rejected	2	\$600.00

Close
Results: Rejected


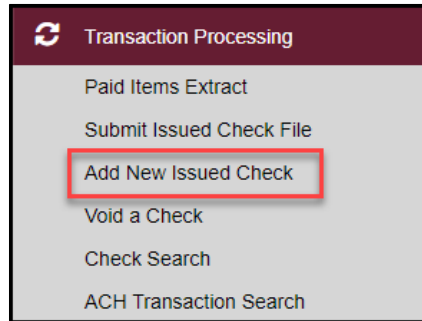
**Error Message**

- 1 INTERNAL ERROR 13
- 2 Invalid value in numeric field ()
- 3 Skipping Row 3 for previous errors. ....
- 4 Account Nickname: Treasury 7889 Check Number: 55555 Amt: 100.00 Error:1002-CHECK IS ALREADY IN SYSTEM
- 5 Account Nickname: Treasury 7889 Check Number: 55556 Amt: 500.00 Error:1002-CHECK IS ALREADY IN SYSTEM

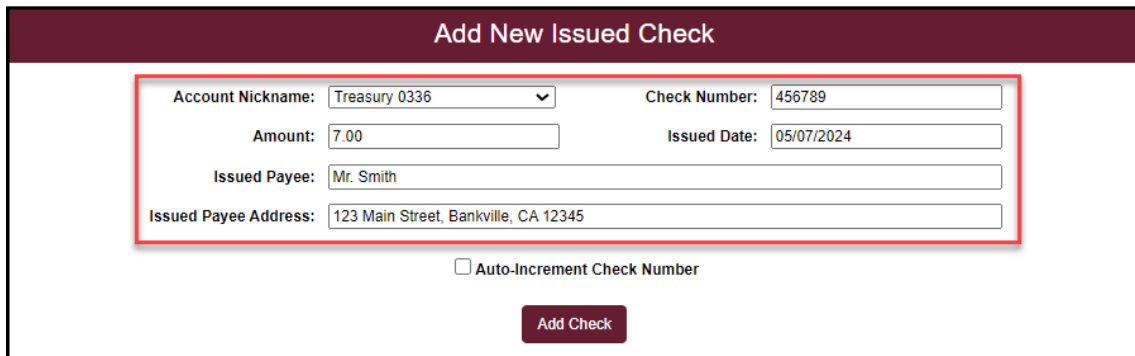
## Issuing a Single Item

You can use the Add New Issued Check option if a check was manually written or wasn't included in an issued check file that was submitted to the Bank.

- From the Transaction Processing menu, select **Add New Issued Check**

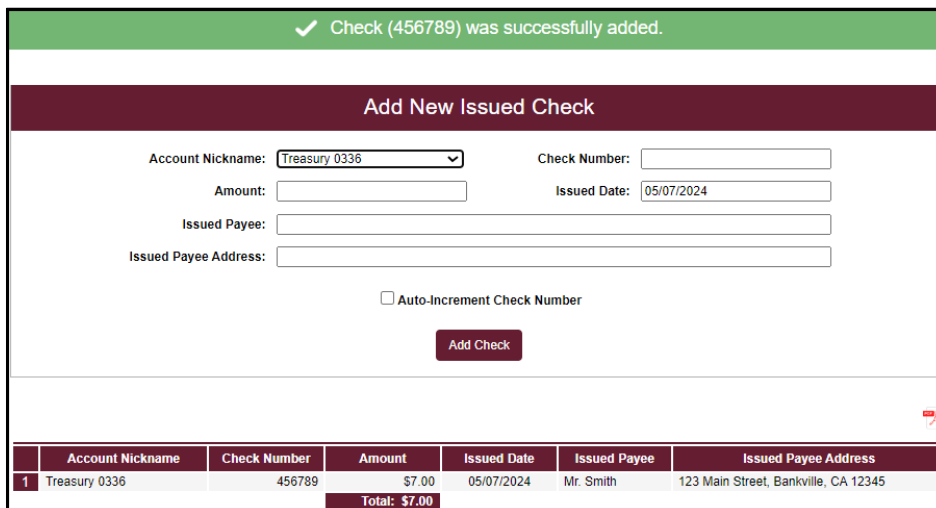


- Select the applicable account from the **Account Nickname** drop down menu, enter the **Check #**, **Amount**, **Issued Date**, **Issued Payee** (only required if Payee Match is enabled) and **Issued Payee Address** (optional); click **Add Check** when finished



A screenshot of the 'Add New Issued Check' form. The fields are: Account Nickname (Treasury 0336), Check Number (456789), Amount (7.00), Issued Date (05/07/2024), Issued Payee (Mr. Smith), and Issued Payee Address (123 Main Street, Bankville, CA 12345). There is an unchecked checkbox for 'Auto-Increment Check Number' and an 'Add Check' button.

- You should receive a message that the Check was successfully added




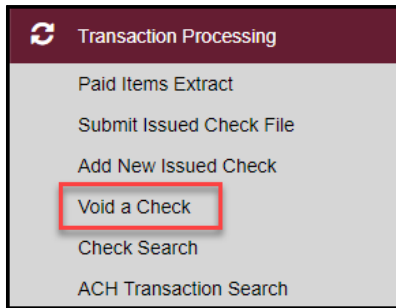
A screenshot of the 'Add New Issued Check' form showing a success message: 'Check (456789) was successfully added.' Below the form is a table with the following data:

	Account Nickname	Check Number	Amount	Issued Date	Issued Payee	Issued Payee Address
1	Treasury 0336	456789	\$7.00	05/07/2024	Mr. Smith	123 Main Street, Bankville, CA 12345
			<b>Total: \$7.00</b>			

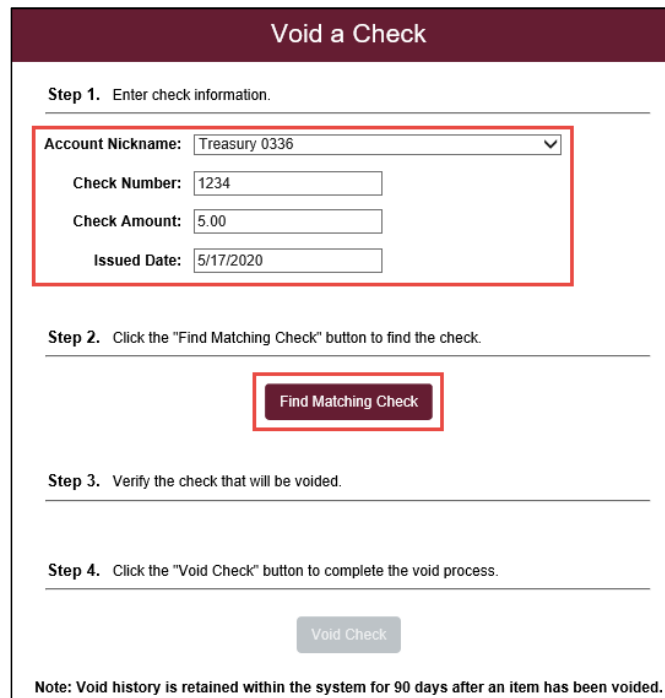
## Voiding an Item

You can use the Void a Check option to void an issued check.

- From the Transaction Processing menu, select **Void a Check**
  -  **NOTE:** You can also Void a check when uploading your issued check file if the Item Indicator 'V' for void, has been mapped in your file import template and included in your issued check file



- Select the applicable account from the **Account Nickname** drop down menu, enter the **Check #, Check Amount, Issued Date**; click **Find Matching Check**



The image shows a screenshot of the 'Void a Check' form. The form is titled 'Void a Check' and has four steps:

- Step 1. Enter check information.** This step includes a dropdown menu for 'Account Nickname' (set to 'Treasury 0336'), and text input fields for 'Check Number' (1234), 'Check Amount' (5.00), and 'Issued Date' (5/17/2020). These fields are highlighted with a red box.
- Step 2. Click the "Find Matching Check" button to find the check.** A button labeled 'Find Matching Check' is highlighted with a red box.
- Step 3. Verify the check that will be voided.**
- Step 4. Click the "Void Check" button to complete the void process.** A button labeled 'Void Check' is visible.

**Note: Void history is retained within the system for 90 days after an item has been voided.**

- The system will search for a matching issued check; verify the check that will be voided and then click **Void Check**

### Void a Check

**Step 1.** Enter check information.

Account Nickname:

Check Number:

Check Amount:

Issued Date:

**Step 2.** Click the "Find Matching Check" button to find the check.

**Step 3.** Verify the check that will be voided.

Account Nickname	Check #	Check Amount	Issued Date
Treasury 0336	1234	5.00	05/17/2020

**Step 4.** Click the "Void Check" button to complete the void process.

Note: Void history is retained within the system for 90 days after an item has been voided.

- If the system did not find a matching issued check, a message will display ‘**Check was not found**’ click **Add Check** to Void the item; a success message will display  
 ☞ **NOTE:** If you need to place a **Stop Payment** on a previously issued check, you **MUST** place the stop payment through Business Online Banking or contact the Bank.

⚠ Check was not found. This voided check will be added to the system.

### Void a Check

**Step 1.** Enter check information.

Account Nickname:

Check Number:

Check Amount:

Issued Date:

**Step 2.** Click the "Find Matching Check" button to find the check.

**Step 3.** Verify the check that will be voided.

**Step 4.** Click the "Add Check" button to complete the void process.

Note: Void history is retained within the system for 90 days after an item has been voided.

✔ \*\* The check has been successfully voided \*\*

### Void a Check

**Step 1.** Enter check information.

Account Nickname:

Check Number:

Check Amount:

Issued Date:

**Step 2.** Click the "Find Matching Check" button to find the check.

**Step 3.** Verify the check that will be voided.

**Step 4.** Click the "Void Check" button to complete the void process.

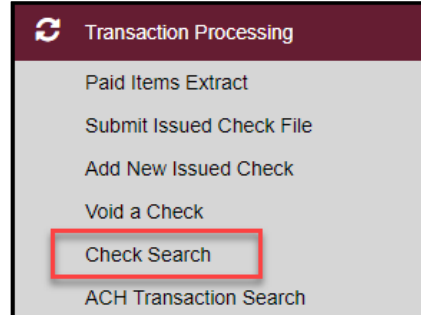
Note: Void history is retained within the system for 90 days after an item has been voided.



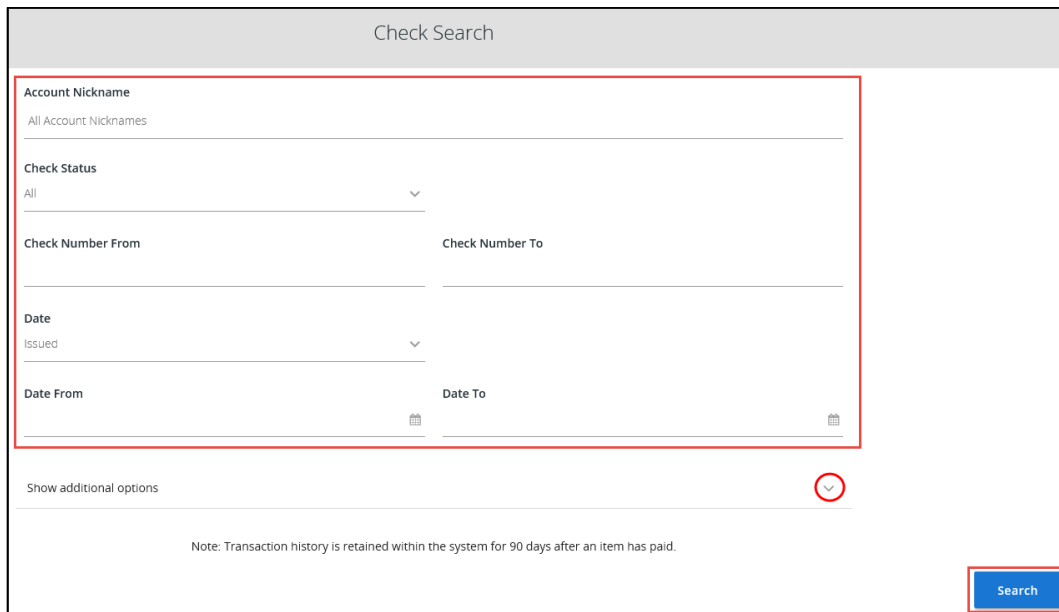
## Check Search

You can use the Check Search option to search for specific items using selection criteria.



- From the Transaction Processing menu, select **Check Search**



- A **Check Search** screen will display; enter the search criteria and then click **Search**



A screenshot of the "Check Search" screen. The form contains several input fields: "Account Nickname" (with a dropdown menu showing "All Account Nicknames"), "Check Status" (with a dropdown menu showing "All"), "Check Number From" and "Check Number To" (text input fields), "Date" (with a dropdown menu showing "Issued"), "Date From" and "Date To" (text input fields with calendar icons). A "Show additional options" link with a dropdown arrow is at the bottom right. A "Search" button is located at the bottom right corner. A note at the bottom center states: "Note: Transaction history is retained within the system for 90 days after an item has paid."

- Based on the search criteria entered, a list of the matching items will be displayed; you can click on the item to view or edit the record
  - ☞ **NOTE:** You can also **Edit record** or **Delete record**, by clicking on the options icon  next to the item (Paid items cannot be edited/deleted). If you want to export the item details you can click on the download icon  to export to a PDF or excel file.
- Click **Back to Search Parameters** to return to the previous screen

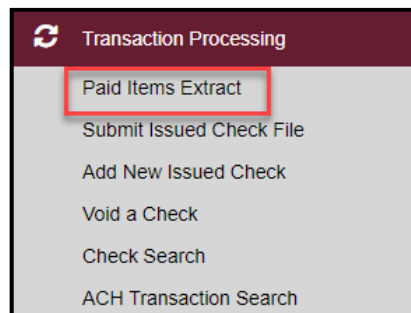
Check Search						
Account Nickname	↑   Check Number	Amount	Issued Payee	Issued Date	Paid Date	Current Status
Treasury 7889	1234	\$0.02		03/13/2020		Issued
Treasury 7889	2222	\$1.00		02/28/2020	03/11/2020	Paid
		\$1.02				

Showing 2 results

## Paid Items Extract

You can use the Paid Items Extract option to download a file (.xlsx) of your paid items. Other file formats are available upon request.

- From the Transaction Processing menu, select **Paid Items Extract**



- A **Paid Items Extract** screen will display; select the **Account Nickname** and enter the date range; then click **Create File and Report**

Paid Items Extract

Account Nickname  
 Search Account Nicknames  
An account is required.

Date from Date to

This field is required.

Extract format  
 XLSX - All Transactions

Include previously extracted transactions

Create File And PDF

- The results will display below; you can click on the record to download, or you can view or delete the record

**NOTE:** An item can only be extracted once. You can click **Delete Extract** to delete a previously run extract and then rerun if needed.

Date created	Account Nickname	Extract from date	Extract thru date	File name	Item count
05/15/2024 11:50 AM	Treasury 7889		05/15/2024	Treasury7889_2024051...	33

Showing 1 result

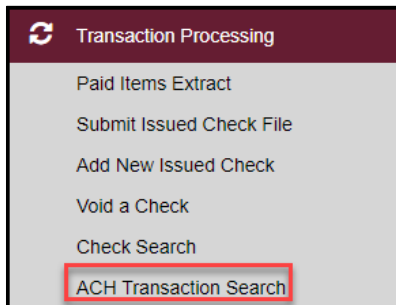
1

View 10

## ACH Transaction Search

You can use the ACH Transaction Search option to search for specific ACH transactions using selection criteria.

- From the Transaction Processing menu, select **ACH Transaction Search**



- A **ACH Transaction Search** screen will display; enter the search criteria and then click **Search**

### ACH Transaction Search

Account Nickname  
All Account Nicknames

Paid Date From  Paid Date To

SEC Code  
All SEC Codes

Amount From  Amount To

Note: Transaction history is retained within the system for 90 days after an item has paid.

**Search**

- Based on the search criteria entered, a list of the matching items will appear in a list; you can click on the item to view the details
  - NOTE:** You can also view item details, by clicking on the options icon next to the item (ACH items cannot be edited). If you want to export the item details you can click on the download icon to export to a PDF or excel file.
- Click **Back to Search Parameters** to return to the previous screen

ACH Transaction Search

< Back to Search Parameters

Account Nickname	Company ID	SEC Code	DR/CR	Amount	Transaction Description	Paid Date	Status
Treasury 7889	564590000	CCD	DR	\$0.02	Jens Test Compan ACH PP Tes 121102036	05/19/2020	Paid
Treasury 7889	564590000	CCD	DR	\$0.02	Jens Test Compan ACH PP Tes 121102036	05/18/2020	Paid
Treasury 7889	P123456789	CTX	CR	\$0.06	Prefund ADDENDACTX 123456789	05/12/2020	Paid
				\$0.10			

Showing 3 results

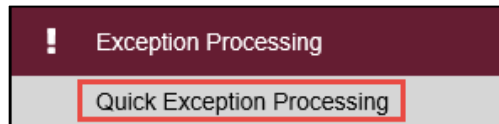
View 10

## Reviewing & Approving Exceptions

**⚠ Checks MUST be reviewed and approved by 12:00 p.m. PT daily. If no decision is made by that time the default decision will be applied. Please contact the Bank for assistance if your exception items were not decisioned and the deadline has passed.**

### Exception Items

- From the Exception Processing menu, select **Quick Exception Processing**



- Check and ACH items that are pending review will be listed; you can view exceptions for All accounts or select a specific account from the **All Account Nicknames** drop down menu
- In the upper right hand corner, you can also export and download all exceptions (ACH and Check) in a PDF, Excel, or CSV format.

Quick Exception Processing

All Account Nicknames

Search exceptions

Decisions Needed (0) \$0.00

Decisioned (0) \$0.00

Total (0) \$0.00

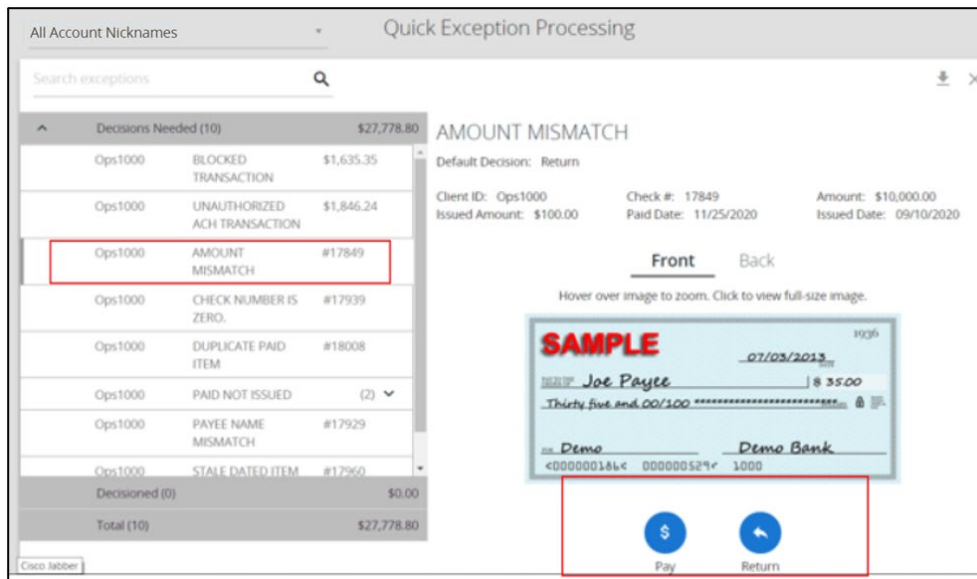
There are 0 exceptions to review.

Exceptions will be given a decision of **Return** if decisions are not made by 12:00 PM Pacific Time (US & Canada).

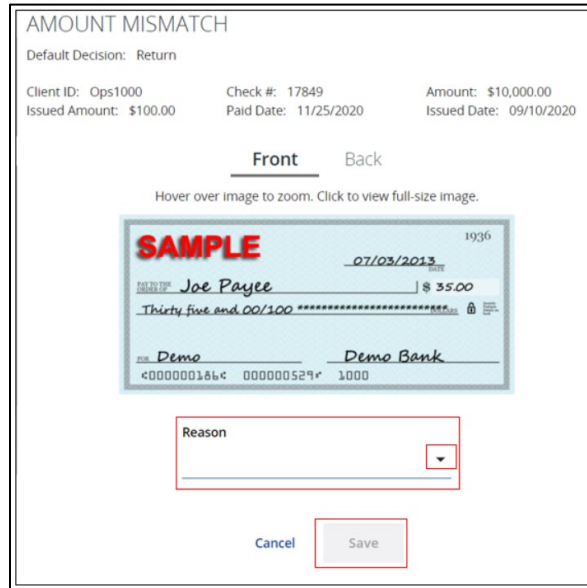
0 Decisions Needed \$0.00

0 Decisioned \$0.00

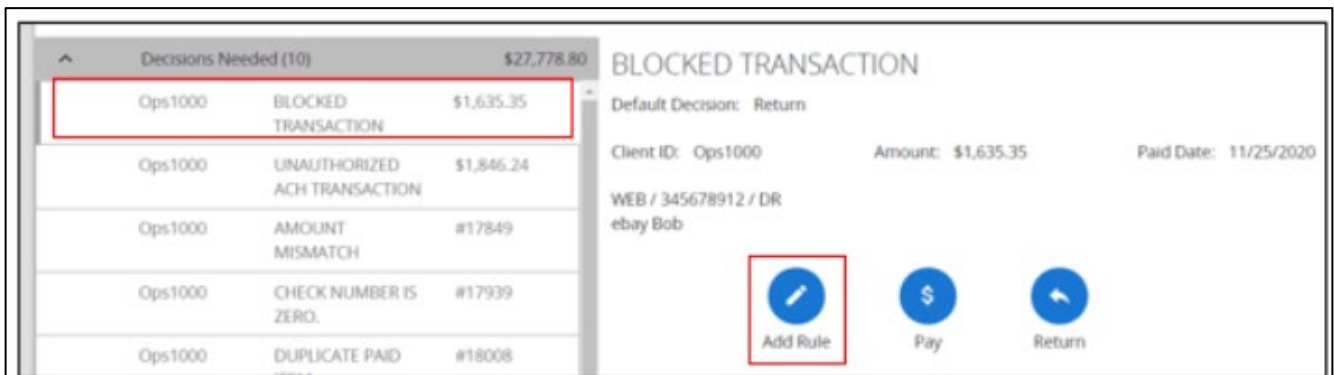
- To start the decision process for the exceptions, click on each item to see the image or more information for each item that has been pushed out as an exception.
- Check exceptions will show the following:
  - Account default decision if no action is taken
  - Check number
  - Amount
  - Issued Amount
  - Posting Date
  - Issued Date
- While reviewing the check images, you can select **Front** or **Back** to see the image. To get a closer look, hover over the image to zoom in.



- When ready to make the decision, select **Pay** or **Return** per item.
- If you select **Return**, the **Reason** must be selected
- **Save**



- For ACH items you can click **Add ACH Rule** to set a rule for future presentments



- The **Add ACH Authorization Rule** box will display; enter/select the ACH transaction criteria you want to allow for this Company ID and then click **Add Rule**
  - ☞ **NOTE:** The **Company ID** is the ID of the originating company. If the company ID field is left blank, the rule will apply to all company IDs.

Add ACH authorization rule

Description

---

SEC Code  
WEB

---

Company ID  
345678912

---

Debits or Credits  
Debits only

---

Max Allowable Amount  
1635.35

Cancel **Save rule**

- You will receive a message that the ACH authorization rule was added (for additional details on ACH authorization rules, see the **ACH Authorization Rules** section)

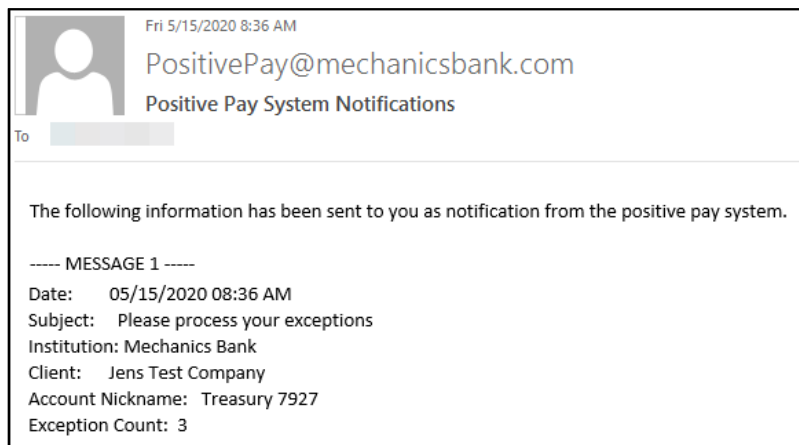


- You **MUST** decision each item by selecting **Pay** or **Return** next to it; after decisioning all items, click **Save Decisions**

### Email Notifications

When items clear the account that have not been issued in the Positive Pay system, an email may be sent reflecting the number of exceptions that are pending review.

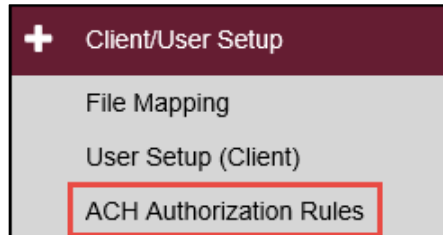
### Email Example:



## ACH Authorization Rules

The ACH Authorization Rules page displays a listing of all pre-authorized rules and allows you to manage those rules.

- From the Client/User Setup menu, select **ACH Authorization Rules**



- A **ACH Authorization Rules** screen will display a list of established ACH rules; you can click on the item to view the details or edit the record

**NOTE:** You can also **Edit record** or **Delete record**, by clicking on the options icon next to the item. If you want to export the item details you can click on the download icon to export to a PDF, Excel, or CSV file.

A screenshot of the 'ACH Authorization Rules' interface. It features a table with columns: Account Nickname, Description, Company ID, SEC Code, Debits or Credits, Max Allowable Amount, and Notification Type. The first row shows 'Treasury 7889' with a 'Debits Only' status and a '\$0.00' limit. The table includes a search icon, a view icon, and a download icon (circled in red) in the top right. A three-dot menu icon (circled in red) is next to the first row. The footer shows 'Showing 6 results' and 'View 10'.

Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type
Treasury 7889			WEB - Internet-Initi...	Debits Only	\$0.00	Create Exception
Treasury 7889		P123456789	PPD - Prearranged...	Debits Only	\$0.15	Create Exception
Treasury 7889	ABC Company	0000	CCD - Cash Concen...	Debits Only	\$500.00	Create Exception
Treasury 7927	Credit_CCD	P123456789	CCD - Cash Concen...	Credits Only	\$0.05	Create Exception
Treasury 7927	Debit_CCD	P123456789	CCD - Cash Concen...	Debits Only	\$0.00	Create Exception
Treasury 7927	Debit_PPD	P123456789	PPD - Prearranged...	Debits Only	\$0.25	Create Exception

- If editing a rule, enter/select the new criteria and then click **Save Changes**

A screenshot of the 'Edit record' form for an ACH Authorization Rule. The form contains several fields: 'Account Nickname' (Treasury 7889), 'Description', 'Company ID', 'SEC Code' (WEB - Internet-Initiated Entry), 'Debits or Credits' (Debits only), 'Max Allowable Amount' (\$0.00), and 'Notification Type' (Create Exception). A red box highlights the 'Account Nickname', 'Description', 'Company ID', 'SEC Code', 'Debits or Credits', and 'Max Allowable Amount' fields. At the bottom right, there are 'Cancel' and 'Save Changes' buttons, with the 'Save Changes' button highlighted by a red box.

- If deleting a rule, select **Delete Record** and a Delete record message appears; click **Delete**



ACH Authorization Rules							
Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type	
Treasury 7889			WEB - Internet-Initi...	Debits Only	\$0.00	Create Exception	
Treasury 7889		P123456789	PPD - Prearranged...	Debits Only	\$0.15	Create Exception	Edit record
Treasury 7889	ABC Company	0000	CCD - Cash Concen...	Debits Only	\$500.00	Create Exception	Delete record

**Delete record**

Are you sure you want to delete the ACH authorization rule for Account Nickname "Treasury 7889"?

Cancel
Delete

- If adding a new rule, select the add icon to set up the new rule

ACH Authorization Rules							
Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type	
Treasury 7889			WEB - Internet-Initi...	Debits Only	\$0.00	Create Exception	
Treasury 7889		P123456789	PPD - Prearranged...	Debits Only	\$0.15	Create Exception	
Treasury 7889	ABC Company	0000	CCD - Cash Concen...	Debits Only	\$500.00	Create Exception	
Treasury 7927	Credit_CCD	P123456789	CCD - Cash Concen...	Credits Only	\$0.05	Create Exception	
Treasury 7927	Debit_CCD	P123456789	CCD - Cash Concen...	Debits Only	\$0.00	Create Exception	
Treasury 7927	Debit_PPD	P123456789	PPD - Prearranged...	Debits Only	\$0.25	Create Exception	

- Enter/select the ACH transaction criteria you want to allow and then click **Save Changes**

**NOTE:** The **Company ID** is the ID of the originating company. If the company ID field is left blank, the rule will apply to all company IDs.

ACH Authorization Rules

**Add record**

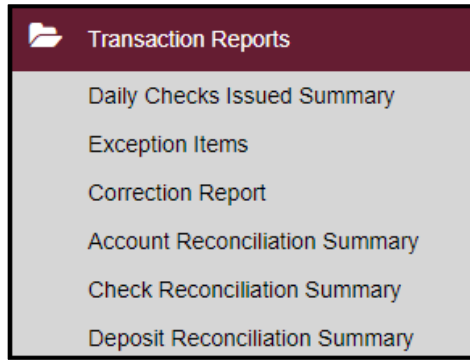
Account Nickname	Description
Treasury 7889	<input type="text"/>
Company ID	SEC Code
<input type="text"/>	ALL - All SEC Codes
Debits or Credits	Max Allowable Amount
<input type="text"/>	<input type="text"/>

Notification Type  
Create Exception

Cancel
Save and Add More
Save Changes

## Reports & Account Reconciliation

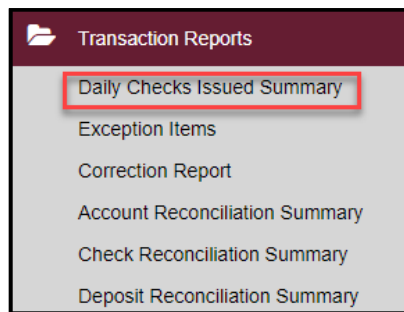
Depending on the type of Positive Pay service you have, your report options may vary.



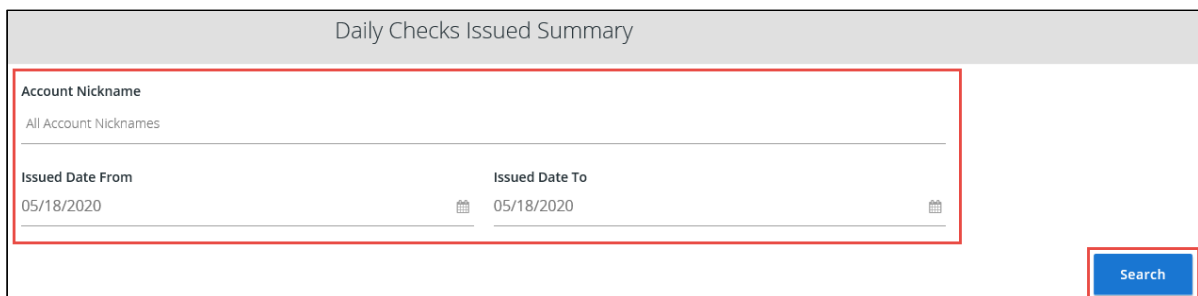
## Transaction Reports

**Daily Checks Issued Summary:** This report is an easy way to see how many checks were issued on any given day and their totals. This includes both manually loaded checks and checks uploaded through an issued check file.

- From the Transaction Reports menu, select **Daily Check Issued Summary**






- Enter your search criteria and then click **Search**.



A screenshot of the "Daily Checks Issued Summary" search form. The form has a light gray header with the title "Daily Checks Issued Summary". Below the header, there are two input fields: "Account Nickname" with a dropdown menu showing "All Account Nicknames", and "Issued Date From" with a date picker set to "05/18/2020". To the right of the date picker is the "Issued Date To" field with a date picker set to "05/18/2020". A blue "Search" button is located at the bottom right of the form. A red rectangular border highlights the search criteria fields.

- Based on the search criteria entered, a list of the matching items will be displayed; you can click on the item to view the details

 **NOTE:** You can also view item details, by clicking on the options icon  next to the item. If you want to export the item details you can click on the download icon  to export to a PDF, Excel or CSV file.

- Click **Back to Search Parameters** to return to the previous screen

Daily Checks Issued Summary

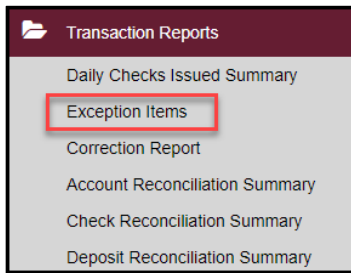
[← Back to Search Parameters](#)

Issued Date	Client	Account Nickname	Check Count	Amount Total
05/13/2020	Jens Test Company	Treasury 7889	1	\$1.00
05/14/2020	Jens Test Company	Treasury 7889	1	\$0.10
				<b>\$1.10</b>

Showing 2 results View 10

**Exception Items:** This report allows you to generate a report of items that were flagged as exception items. Optionally select items that meet specific criteria. Criteria can include: Exception Date, Exception Type (ACH, Check or Both), pay/return decision or return reason.

- From the Transaction Reports menu, select **Exception Items**



- Enter your search criteria and then click **Search**. You can view the details on the screen or you can export the information into a PDF or excel file.

Exception Items

**Account Nickname**  
All Account Nicknames

---

**Date**  
Paid

**Date From** 04/04/2024 **Date To**

**Transaction Type**  
Both check and ACH exceptions

**Check Number From** **Check Number To**

**Decision** All Decisions **Reason** All Reasons

Show additional options

Note: Transaction history is retained within the system for 90 days after an item has paid.

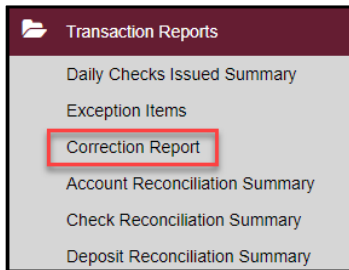
**Search**

- Based on the search criteria entered, a list of the matching items will be displayed; you can click on the item to view the details
  - NOTE:** You can also view item details, by clicking on the options icon next to the item. If you want to export the item details you can click on the download icon to export to a PDF, Excel or CSV file.

Client	Account Nickname	Account Number	Trace Number	Check Number	Amount	Issued Payee	Paid Date	Input Date	Exception	Transaction Description	Decision	Reason	Decided By	Exception Scrubbed
Jens Test C...	Treasury 7889		102030000...	0	\$0.02		05/18/2020	05/19/2020...	UNAUTHORIZ...	CCD/DR564590...	Pay			
Jens Test C...	Treasury 7889		102030000...	0	\$0.02		05/19/2020	05/20/2020...	UNAUTHORIZ...	CCD/DR564590...	Pay			
Jens Test C...	Treasury 7889		0	1193	\$0.01		05/19/2020	05/20/2020...	PAID NOT ISS...		Pay			
Jens Test C...	Treasury 7889		0	1194	\$0.20		05/20/2020	05/21/2020...	PAID NOT ISS...		Pay			
Jens Test C...	Treasury 7889		0	1195	\$0.30		05/20/2020	05/21/2020...	PAID NOT ISS...		Pay			
					\$0.55									

**Correction Report:** This report lists the items that have been corrected by the Bank. These are items that have posted incorrectly (usually due to encoding errors: check number blank, zero or incorrect and amount mismatches).

- From the Transaction Reports menu, select **Correction Report**



- Enter your search criteria and then click **Search**. You can view the details on the screen or you can export the information into a PDF, Excel or CSV file.

Correction Report

Account Nickname  
All Account Nicknames

Check Number From: \_\_\_\_\_ Check Number To: \_\_\_\_\_

Date  
Paid Date: \_\_\_\_\_

Date From: 06/05/2024 Date To: \_\_\_\_\_

Show additional options: \_\_\_\_\_

Note: Transaction history is retained within the system for 90 days after an item has paid.

**Search**

- Based on the search criteria entered, a list of the matching items will be displayed; you can click on the item to view the details

**NOTE:** You can also view item details, by clicking on the options icon next to the item. If you want to export the item details you can click on the download icon to export to a PDF, Excel or CSV file.

Correction Report

[Back to Search Parameters](#)

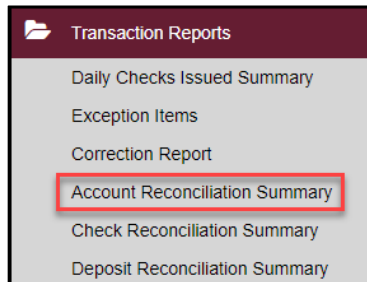
Client	Account Nickname	Account Number	Posted Check Number	Corrected Check Number	Posted Amount	Corrected Amount	Posted Issued Date	Corrected Issued Date	Paid Date	Exception	Reason	Notes
Jens Test C...	Treasury 7889		1236	1236	\$0.25	\$0.25	05/15/2020	04/23/2020	05/15/2020	AMOUNT MIS...	Encoding Er...	enc err
					\$0.25	\$0.25						

Showing 1 result

### Account Reconciliation Summary

This option is used to assist in reconciling your checking accounts.

- From the Transaction Reports menu, select **Account Reconciliation Summary**



- Select the account you want to reconcile from the **Account Nickname** drop down menu and the date you want to reconcile through from the **Reconcile Through Date** option; when finished click **Search**

**NOTE:** If the account has previously been reconciled, the date will display next to the **Last Reconcile Through Date**.

Account Reconciliation Summary

**Start New Reconciliation**

Account Nickname: Treasury 0336

Reconcile Through Date: 05/17/2020

Last Reconcile Through Date: 05/13/2020

Note: Transaction history is retained within the system for 90 days after an item has paid.

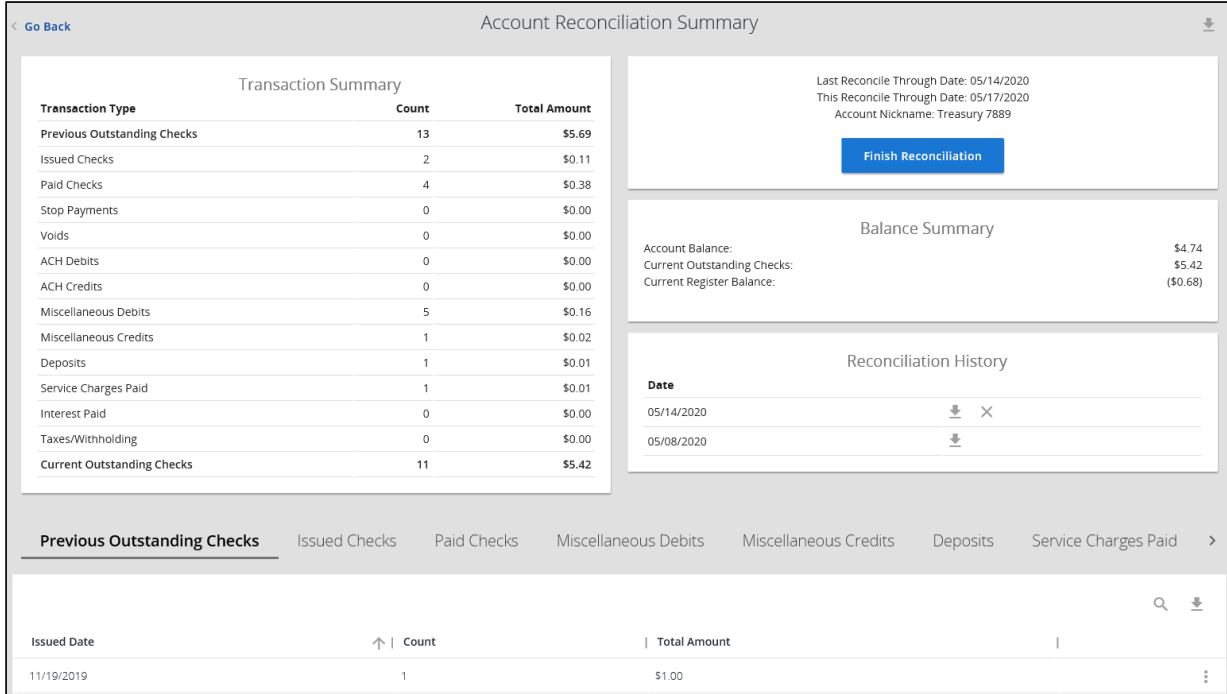
**Search**

**Reconciliation History**

Account Nickname: Treasury 0336

Date	
05/13/2020	
05/12/2020	
05/08/2020	
05/07/2020	

- The report displays an activity summary with newly issued checks, paid checks, stopped checks, voided checks, ACH debits and credits, miscellaneous debits and credits, deposits, service charges, paid interest and taxes/withholding. The report also provides the Account Balance and a total of outstanding checks and the check register balance as of the reconciliation date.



The screenshot shows the 'Account Reconciliation Summary' interface. It includes a 'Transaction Summary' table, a 'Balance Summary' section, and a 'Reconciliation History' table. Below the summary is a navigation bar with tabs for different transaction types, and a detailed table for 'Previous Outstanding Checks'.

Transaction Type	Count	Total Amount
Previous Outstanding Checks	13	\$5.69
Issued Checks	2	\$0.11
Paid Checks	4	\$0.38
Stop Payments	0	\$0.00
Voids	0	\$0.00
ACH Debits	0	\$0.00
ACH Credits	0	\$0.00
Miscellaneous Debits	5	\$0.16
Miscellaneous Credits	1	\$0.02
Deposits	1	\$0.01
Service Charges Paid	1	\$0.01
Interest Paid	0	\$0.00
Taxes/Withholding	0	\$0.00
Current Outstanding Checks	11	\$5.42


Account Balance:	\$4.74
Current Outstanding Checks:	\$5.42
Current Register Balance:	(\$0.68)

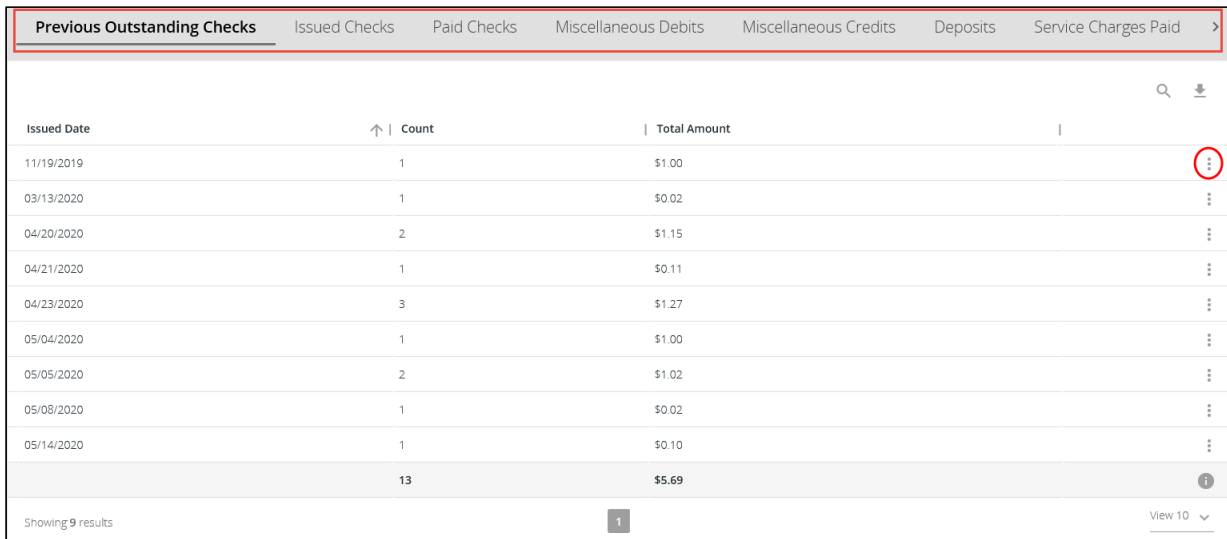
  

Date	
05/14/2020	Download X
05/08/2020	Download

Issued Date	Count	Total Amount
11/19/2019	1	\$1.00

- To view a detailed list of the items for any of the totals listed on the report, click the appropriate tab
- You can then click the options icon  to view the record details



This screenshot shows a detailed view of the 'Previous Outstanding Checks' tab. It displays a table with columns for 'Issued Date', 'Count', and 'Total Amount'. A red circle highlights the options icon (three vertical dots) at the end of the first row (11/19/2019).

Issued Date	Count	Total Amount
11/19/2019	1	\$1.00
03/13/2020	1	\$0.02
04/20/2020	2	\$1.15
04/21/2020	1	\$0.11
04/23/2020	3	\$1.27
05/04/2020	1	\$1.00
05/05/2020	2	\$1.02
05/08/2020	1	\$0.02
05/14/2020	1	\$0.10
<b>Total</b>	<b>13</b>	<b>\$5.69</b>

- When you have completed your reconciliation, click **Finish Reconciliation**

**NOTE:** if you are not ready to complete the reconciliation, you can click **Go Back** to return to the previous page

< Go Back
Account Reconciliation Summary
⌵

Transaction Type	Count	Total Amount
Previous Outstanding Checks	13	\$5.69
Issued Checks	2	\$0.11
Paid Checks	4	\$0.38
Stop Payments	0	\$0.00
Voids	0	\$0.00
ACH Debits	0	\$0.00
ACH Credits	0	\$0.00
Miscellaneous Debits	5	\$0.16
Miscellaneous Credits	1	\$0.02
Deposits	1	\$0.01
Service Charges Paid	1	\$0.01
Interest Paid	0	\$0.00
Taxes/Withholding	0	\$0.00
Current Outstanding Checks	11	\$5.42

Last Reconcile Through Date: 05/14/2020  
This Reconcile Through Date: 05/17/2020  
Account Nickname: Treasury 7889

Finish Reconciliation

Balance Summary

Account Balance:	\$4.74
Current Outstanding Checks:	\$5.42
Current Register Balance:	(\$0.68)

Reconciliation History

Date	⌵	✕
05/14/2020	⌵	✕
05/08/2020	⌵	

- You will receive a message **Reconciliation was successful**; the reconciliation report will appear in the **Reconciliation History**

**NOTE:** The **Reconciliation History** section displays the reconciliation reports that have been run.

- You can click the download icon next to the report to export to PDF or excel file

**NOTE:** To undo/clear the most recent reconciliation, click the clear icon and then click **Clear reconciliation**.

< Go Back
Account Reconciliation Summary
⌵

Transaction Type	Count	Total Amount
Previous Outstanding Checks	18	\$184,920.91
Issued Checks	0	\$0.00
Paid Checks	0	\$0.00
Stop Payments	0	\$0.00
Voids	0	\$0.00
ACH Debits	0	\$0.00
ACH Credits	0	\$0.00
Miscellaneous Debits	0	\$0.00
Miscellaneous Credits	0	\$0.00
Deposits	0	\$0.00
Service Charges Paid	0	\$0.00
Interest Paid	0	\$0.00
Taxes/Withholding	0	\$0.00
Current Outstanding Checks	18	\$184,920.91

Last Reconcile Through Date: 05/17/2020  
This Reconcile Through Date: 05/17/2020  
Account Nickname: Treasury 0336

Reconciliation was successful.

Balance Summary

Account Balance:	\$5.56
Current Outstanding Checks:	\$184,920.91
Current Register Balance:	(\$184,915.35)

Reconciliation History

Date	⌵	✕
05/17/2020	⌵	✕
05/13/2020	⌵	
05/12/2020	⌵	
05/08/2020	⌵	
05/07/2020	⌵	

PDF and Excel Report Examples:

Jens Test Company Account Nickname: Treasury 7889		Run Date: 05/15/2020 Reconciliation Period: 05/08/2020 to 05/14/2020	
<b>Account Reconciliation Summary</b>			
	Transaction Type	Count	Total Amount
1	Previous Outstanding Checks	13	\$30.36
2	Issued Checks	6	\$2.51
3	Paid Checks	5	\$2.41
4	Stop Payments	1	\$0.10
5	VOIDS	0	\$0.00
6	ACH Debits	0	\$0.00
7	ACH Credits	1	\$0.06
8	Miscellaneous Debits	2	\$0.20
9	Miscellaneous Credits	8	\$3.32
10	Deposits	0	\$0.00
11	Service Charges Paid	0	\$0.00
12	Interest Paid	0	\$0.00
13	Taxes/Withholding	0	\$0.00
14	Current Outstanding Checks	13	\$30.36
<b>Balance Summary</b>			
Account Balance:		\$5.29	
Current Outstanding Checks:		\$30.36	
Current Register Balance:		(\$25.07)	

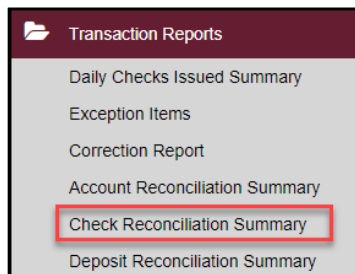
A	B	C	D	E	F	G	H	I	J	K	L	M
Issued Date	Paid Date	Check Number	Issued Payee	Amount								
05/11/2020	05/11/2020	1177		\$ 0.11								
05/11/2020		1176		\$ 0.10								
05/11/2020	05/11/2020	1178		\$ 0.10								
05/11/2020	05/11/2020	1179		\$ 0.20								
05/13/2020	05/13/2020	1250		\$ 1.00								
05/14/2020		1191		\$ 1.00								
				\$ 2.51								

Issued Checks | Paid Checks | Stop Payments | ACH Credits | Miscellaneous Debits | Miscellaneous Credits | Current Outstanding Checks

**Check Reconciliation Summary**

This option is used to assist in reconciling your checking accounts.

- From the Transaction Reports menu, select **Check Reconciliation Summary**





- Select the account you want to reconcile from the **Account Nickname** drop down menu and the date you want to reconcile through from the **Reconcile Through Date** option; when finished click **Search**

**NOTE:** If the account has previously been reconciled, the date displays next to the **Last Reconcile Through Date**.

Check Reconciliation Summary

Start New Reconciliation

Account Nickname  
Treasury 7927

Reconcile Through Date  
05/15/2020

Last Reconcile Through Date: 05/15/2020

Note: Transaction history is retained within the system for 90 days after an item has paid.

Search

Reconciliation History

Account Nickname  
Treasury 7927

---

**Date**  
05/15/2020

- The report displays an activity summary with newly issued checks, paid checks, stopped checks, or voided checks. The report also provides the Account Balance and a total of outstanding checks and the check register balance as of the reconciliation date.

Check Reconciliation Summary

Transaction Summary

Transaction Type	Count	Total Amount
Previous Outstanding Checks	0	\$0.00
Issued Checks	48	\$22.82
Paid Checks	32	\$13.30
Stop Payments	1	\$0.10
Voids	2	\$1.10
<b>Current Outstanding Checks</b>	<b>13</b>	<b>\$8.32</b>

This account has never been reconciled.  
This Reconcile Through Date: 05/23/2020  
Account Nickname: Treasury 7889

Finish Reconciliation

Balance Summary

Account Balance:	\$4.20
Current Outstanding Checks:	\$8.32
Current Register Balance:	(\$4.12)

Reconciliation History

No reconciliation history to display.

Issued Checks

Paid Checks

Stop Payments

Voids

Current Outstanding Checks

Issued Date	Count	Total Amount
11/19/2019	1	\$1.00
02/28/2020	1	\$1.00
03/13/2020	1	\$0.02

- To view a detailed list of the items for any of the totals listed on the report, click the appropriate tab
- You can then click the options icon to view the record details

FM-3898.3-eCH

Page 25 of 48

Issued Checks		Paid Checks	Stop Payments	Voids	Current Outstanding Checks
Issued Date	↑   Count	Total Amount			
11/19/2019	1	\$1.00		⋮	
02/28/2020	1	\$1.00		⋮	
03/13/2020	1	\$0.02		⋮	
04/20/2020	4	\$1.76		⋮	
04/21/2020	4	\$1.71		⋮	
04/23/2020	7	\$3.53		⋮	
05/04/2020	1	\$1.00		⋮	
05/05/2020	9	\$3.87		⋮	
05/06/2020	1	\$1.08		⋮	
05/08/2020	3	\$0.62		⋮	
	48	\$22.82		ⓘ	

Showing 1-10 of 17 results      1 2 >      View 10

- When you have completed your reconciliation, click **Finish Reconciliation**

**NOTE:** If you are not ready to complete the reconciliation, you can click **Go Back** to return to the previous page

[Go Back](#) Check Reconciliation Summary

Transaction Summary			This account has never been reconciled. This Reconcile Through Date: 05/23/2020 Account Nickname: Treasury 7889	
Transaction Type	Count	Total Amount	<a href="#">Finish Reconciliation</a>	
Previous Outstanding Checks	0	\$0.00	<b>Balance Summary</b> Account Balance: \$4.20 Current Outstanding Checks: \$8.32 Current Register Balance: (\$4.12)	
Issued Checks	48	\$22.82		
Paid Checks	32	\$13.30		
Stop Payments	1	\$0.10		
Voids	2	\$1.10		
Current Outstanding Checks	13	\$8.32		

**Reconciliation History**  
 No reconciliation history to display.

- You will receive a message **Reconciliation was successful**; the reconciliation report will appear in the **Reconciliation History**
  - NOTE:** The **Reconciliation History** section displays the reconciliation reports that have been run.
- You can click the download icon next to the report to export to PDF or excel file
  - NOTE:** To undo/clear the most recent reconciliation, click the clear icon and then click **Clear reconciliation**.

Check Reconciliation Summary

Reconciliation was successful.

Last Reconcile Through Date: 05/23/2020  
 This Reconcile Through Date: 05/23/2020  
 Account Nickname: Treasury 7889

Transaction Type	Count	Total Amount
Previous Outstanding Checks	13	\$8.32
Issued Checks	0	\$0.00
Paid Checks	0	\$0.00
Stop Payments	0	\$0.00
Voids	0	\$0.00
Current Outstanding Checks	13	\$8.32

Account Balance:	\$4.20
Current Outstanding Checks:	\$8.32
Current Register Balance:	(\$4.12)

Reconciliation History

Date: 05/23/2020

PDF and Excel Report Examples:

Jens Test Company  
 Account Nickname: Treasury 7889

Run Date: 05/24/2020  
 Reconciliation Period: - to 05/23/2020

Check Reconciliation Summary

	Transaction Type	Count	Total Amount
1	Previous Outstanding Checks	0	\$0.00
2	Issued Checks	48	\$22.82
3	Paid Checks	32	\$13.30
4	Stop Payments	1	\$0.10
5	Voids	2	\$1.10
6	Current Outstanding Checks	13	\$8.32

Balance Summary

Account Balance: \$4.20  
 Current Outstanding Checks: \$8.32  
 Current Register Balance: (\$4.12)

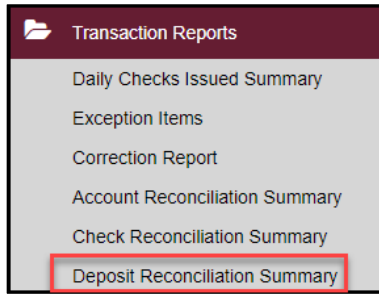
Issued Date	Paid Date	Check Number	Issued Payee	Amount
03/13/2020		1234		\$ 0.02
02/28/2020	03/11/2020	2222		\$ 1.00
04/20/2020		1222		\$ 1.00
04/20/2020	04/20/2020	1223		\$ 0.50

Issued Checks | Paid Checks | Stop Payments | Voids | Current Outstanding Checks

Deposit Reconciliation Summary

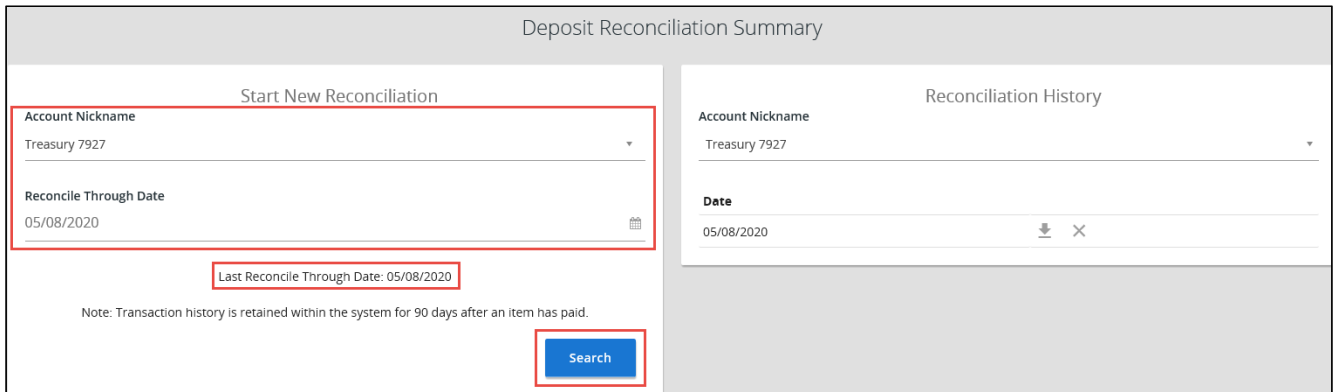
This option is used to assist in reconciling deposits made to an account. This report allows you to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately.

- From the Transaction Reports menu, select **Deposit Reconciliation Summary**

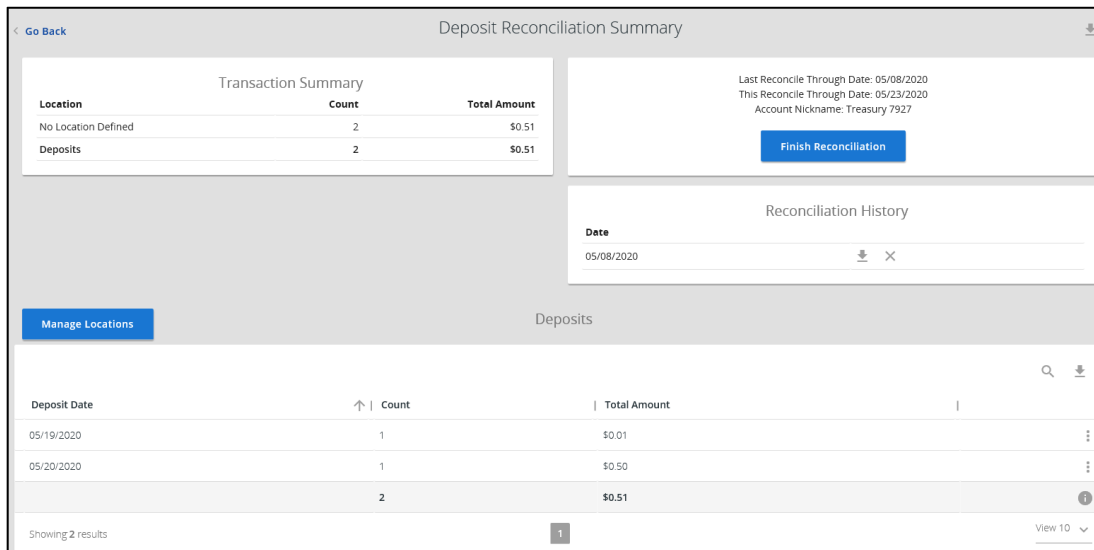


- Select the account you want to reconcile from the **Account Nickname** drop down menu and the date you want to reconcile through from the **Reconcile Through Date** option; when finished click **Search**

**NOTE:** If the account has previously been reconciled, the date will display next to the **Last Reconcile Through Date**.



- The report displays a summary of deposits by location. If no location is defined, they will be categorized as 'No Location Defined'.



- To view a detailed list of the items listed on the report, you can click the options icon to view the record details

Manage Locations		Deposits	
Deposit Date	↑   Count	Total Amount	
05/19/2020	1	\$0.01	
05/20/2020	1	\$0.50	
	2	\$0.51	

Showing 2 results View 10

- To view or manage deposit locations, click on **Manage Locations**

**NOTE:** The location list values are populated based upon the serial number value from your deposit slips.

Manage Locations		Deposits	
Deposit Date	↑   Count	Total Amount	
05/19/2020	1	\$0.01	
05/20/2020	1	\$0.50	
	2	\$0.51	

Showing 2 results View 10

- To add a new location click **Add location**

Manage Locations ×

Location Number ↑ Location Name

+ Add location

Showing 0 results 1

Note: The location number will be appended to the name in parentheses. Example: South Street (107)

- Enter a Location Number and Location Name and then click the save icon

Manage Locations ×

Location Number ↑ Location Name

1111 Civic Drive

Showing 0 results 1

Note: The location number will be appended to the name in parentheses. Example: South Street (107)

- When you have completed your reconciliation, click **Finish Reconciliation**

**NOTE:** If you are not ready to complete the reconciliation, you can click **Go Back** to return to the previous page



Deposit Reconciliation Summary





Transaction Summary		
Location	Count	Total Amount
No Location Defined	2	\$0.51
Deposits	2	\$0.51

Last Reconcile Through Date: 05/08/2020  
 This Reconcile Through Date: 05/23/2020  
 Account Nickname: Treasury 7927

**Finish Reconciliation**

Reconciliation History

Date	
05/08/2020	 

- You will receive a message **Reconciliation was successful**; the reconciliation report will appear in the **Reconciliation History**
  -  **NOTE:** The **Reconciliation History** section displays the reconciliation reports that have been run.
- You can click the download icon  next to the report to export to PDF or excel file
  -  **NOTE:** To undo/clear the most recent reconciliation, click the clear icon  and then click **Clear reconciliation**.




Deposit Reconciliation Summary

Transaction Summary		
Location	Count	Total Amount
Deposits	0	\$0.00

Last Reconcile Through Date: 05/23/2020  
 This Reconcile Through Date: 05/23/2020  
 Account Nickname: Treasury 7927

Reconciliation was successful.

Reconciliation History

Date	
05/23/2020	 
05/08/2020	

PDF and Excel Report Examples:

Jens Test Company Account Nickname: Treasury 7927		Run Date: 05/24/2020 Reconciliation Period: 05/08/2020 to 05/23/2020	
Deposit Reconciliation Summary			
	Location	Count	Total Amount
1	No Location Defined	2	\$0.51
		2	\$0.51

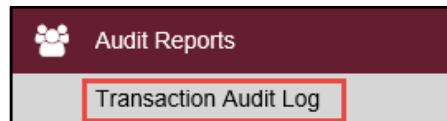
A	B	C	D
Deposit Date	Location	Amount	Transaction Description
05/19/2020	No Location Defined	\$ 0.01	
05/20/2020	No Location Defined	\$ 0.50	

Deposits

**Audit Reports**

The Transaction Audit Log report displays all maintenance changes made to all ACH and Check transactions.

- From the Audit Reports menu, select **Transaction Audit Log**



- Enter your search criteria and then click **Produce Report**

### Transaction Audit Log

Client: Jens Test Company

Account Nickname:

Input Date: Start  End

Transaction Type:

Check Number:

ACH Description:

User:

Maximum # of Records:

Note: Transaction history is retained within the system for 90 days after an item has paid.

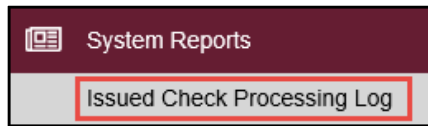
- The audit details will display based on the search criteria entered; click the print icon to print or the report icon to export the information to an excel file
- Click **Back to Filter** to return to the previous screen

Client: Jens Test Company Account Nickname: Treasury 7889 Check #: 1244 Amount: \$0.10		
Check Updated on Check Search page		
Date:	05/05/2020 5:28 PM	User Changed:
Field Name	Old Value	New Value
Check Amount	0.11	0.10
Client: Jens Test Company Account Nickname: Treasury 7889 Check #: 1245 Amount: \$1.00		
Unprocessed Exception From Scrub Queue		
Date:	05/05/2020 12:00 PM	User Changed: SYSTEM
Field Name	Old Value	New Value
Check (1245) never released	No decision	Return
Client: Jens Test Company Account Nickname: Treasury 7889 Check #: 1245 Amount: \$1.00		
SYSTEM SET DEFAULT DECISION		
Date:	05/05/2020 12:00 PM	User Changed: SYSTEM
Field Name	Old Value	New Value
Decision Name		Return
Last Updated User		SYSTEM
LastUpdatedDate	0	May 5 2020 2:00PM

### System Reports

The issued Check File Processing log displays a list of all issued check files that have been submitted to the Bank through the Positive Pay system.

- From the System Reports menu, select **Issued Check Processing Log**



- Enter a date range and then click **Search**

Issued Check Processing Log

Input Date From 05/18/2020	Input Date To 05/22/2020
-------------------------------	-----------------------------

Note: Issued check file processing history is retained within the system for 365 days. Transaction history is retained within the system for 90 days after an item has paid.

Search

- Based on the dates entered, a list of the matching items will appear in a list; you can click on the item to view the details
  - ☞ **NOTE:** You can also download the file, by clicking on the options icon next to the item and selecting **Download file**.
- Click **Back to Search Parameters** to return to the previous screen



Issued Check File Processing Log

[Back to Search Parameters](#)

Account ID	File Mapping Format	Results	Items	Amount	Upload Date	File Name	
BCE Exp Acct	BCE Exp Account	Unprocessed	0	\$0.00	01/03/2019	20190103080105269...	⋮
BCE Exp Acct	BCE Exp Account	Rejected	1	\$100.00	01/03/2019	TESTissued.txt	⋮
BCE Exp Acct	BCE Exp Account	Processed	1	\$100.00	01/03/2019	TESTissued.txt	⋮
BCE Exp Acct	BCE Exp Account	Processed with...	2	\$300.00	01/03/2019	TESTissued.txt	⋮

1

View 10

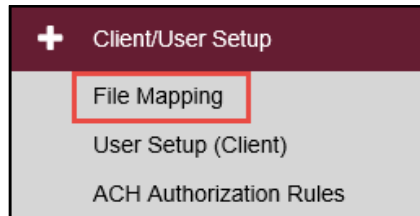
Processing Totals (All Pages)

File Status	Total Items	Total Amount
Processed	2	\$300.00
Processed with Exceptions	1	\$100.00
Rejected	1	\$100.00

## File Mapping

The File Mapping function allows you to define the file formats for issued check files. This is done by selecting a file, then mapping the data elements within the file.

- From the Client/User Setup menu, select **File Mapping**



You can perform the following actions on this page:

- Select **Add New** to create a new file mapping format from scratch
- Select **Copy** to create a new file mapping from an existing mapping. You can choose to make an exact copy or create a copy with changes.
- Select **Edit** to modify an existing mapping

File Mapping			
Search...		Search	Reset
		10 of 10 records	
File Format Profile Name	Format Type	Date Added	
Payroll File	Delimited	05/18/2020	Edit   Copy
Misc File	Microsoft Excel	05/21/2020	Edit   Copy
Expense File	Fixed Length	05/21/2020	Edit   Copy
			Add New

**Profile Name:** The name of the import template being defined.

**File Format:** Specifies the issued file format.

The following file formats are available:

- Delimited Text
- Fixed Length File
- Microsoft Excel

**Delimiter:** The type of delimiter used in the delimited file when the File Format is set to Delimited.

**Text Qualifier (optional):** Specifies the special character that is used to encase each data element.

**Select File:** Click **Browse** to select the file to map.

Once fields are completed, click **Next** to continue.

File Mapping

Profile Name:

File Format:

Delimiter:

Comma  
 Tab  
 Space  
 Semicolon  
 Other

Text Qualifier:

Select File:  No file chosen

### Delimited and Excel Formats

The top portion of the page shows the first few lines of your file to help with configuration.

**File Does Not Contain Issued Date:** Enable this option if the issued check file does not contain an issued date within the file. When enabled, you will be required to enter an issued date when the file is uploaded.

**First Row Contains Column Names:** Enable this option if the first row of the file is used for column names. When checked, the first row data is displayed above.

**Skip Rows at Beginning:** Specifies the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.

**Skip Rows at Ending:** Specifies the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.

**File Totals Options:** There are three file totals options in the system:

- **Require File Total:** You will be asked for the number of items and file totals when you upload the issued check file.
- **Obtain Totals from File:** The number of items and total amount are listed in the file.
- **Do Not Require File Totals:** File totals are not required.

**Items in File:** The field that the number of items in the file may be located. This is only required if the **Obtain Totals from File** option is selected.

**Dollar Amount in File:** The field that the file totals may be located. This is only required if the **Obtain Totals from File** option is selected.

Once fields are completed, click **Next** to continue.

**File Mapping**

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6
1	Account #	Check #	Amount	Payee	Issue Indicator	Issue Date
2		1194	0.2	Donald Duck	I	5/20/2020
3		1195	0.3	Daisy Duck	I	5/20/2020

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

File Totals Options:

**Field #**

Items in File:

Dollar Amount in File:

< Back
Next >

**Check Number:** Select the source field for the check number in the file. This is a required field.

**Amount:** The field in the file that contains the issued check amount. This is a required field.

**Insert Decimal Point:** Enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, \$124.50 is in the file as 12450).

**Issued Date:** The field is in the file that contains the issued date.

**Special Date Type:** Only required for dates that do not contain separators between the month, day, and year digits. (For example, 08202010 would need the MMDDYYYY special date type.) If the issued date does not contain separators, check the **Date in the file do not include separators** box and select the appropriate date format from the **Special Date Type** dropdown.

**Account Number:** The field in the file that contains the account number. Mapping the account number will allow you to upload one issued check file containing checks for multiple accounts.

**Account Nickname:** The field in the file that contains the Client/Account ID.

**Notes:** The field in the file that contains the notes for the issued item.

**Issued Payee:** The field in the issued check file that contains the payee information. This field is required if the account is verifying payee information (payee positive pay service).

**Issued Payee Address:** The field in the issued check file that contains the payee address. This field is not required but may be recommended if Payee Address is printed on the check.

**Record Type:** The field in the issued check file that contains the record type/item type indicator. The three types that may be mapped in the file are:

- Issued Item Code
- Void Item Code
- Stop Pay Item Code

**Convert Negative Amounts to Voids:** Enable this option to convert negative dollar amounts to voided items. When this box is checked, the other record type fields will not be enabled.

Once fields are completed, click **Next** to continue.

### File Mapping

	Account Number	Check Number	Issued Date	Amount	Issued Payee	Issued Code
1		10152021	4212021	5	Mickey Mouse	I

Check Number:

Amount:   Insert Decimal Point

Issued Date:   Dates in file do not include separators (Ex: '/' or '-')

\* Special Date Type:

\* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

**Optional Fields**

Account Number:

Account Nickname:

Notes:

Issued Payee:

Issued Payee Address:

Record Type:   Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

< Back
Next >

A summary page displays. Verify the settings and then click **Save**.

### File Mapping

	Account #	Check #	Amount	Payee	Issue Indicator	Issue Date
1		1194	0.2	Donald Duck	I	5/20/2020
2		1195	0.3	Daisy Duck	I	5/20/2020

**Profile Name:** Main Account  
**File Type:** Delimited Text  
**Delimiter:** Comma  
**Header:** First Row Contains Column Names

---

**Check Number:** Check # - Column 2  
**Amount:** Amount - Column 3  
**Add Decimal:** No  
**Issued Date:** Issue Date - Column 6  
**Account Number:** Account # - Column 1  
**Account Nickname:** Not Defined  
**Notes:** Not Defined  
**Issued Payee:** Payee - Column 4  
**Record Type:** Issue Indicator - Column 5  
**Negative Amounts to Voids:** No  
**Issued Item Code:** I  
**Void Item Code:** V  
**Stop Pay Item Code:** S

---

**Skip Rows at Beginning:** 0  
**Skip Rows at Ending:** 0  
**File Total Option:** Do Not Require File Totals

< Back
Save

## Fixed Length Formats

The top portion of the page shows the first few lines of your file to help with configuration.

**File Does Not Contain Issued Date:** Enable this option if the issued check file does not contain an issued date within the file. When enabled, you will be required to enter an issued date when the file is uploaded.

**First Row Contains Column Names:** Enable this option if the first row of the file is used for column names. When checked, the first row data is displayed above.

**Skip Rows at Beginning:** Specifies the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.

**Skip Rows at Ending:** Specifies the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.

**File Totals Options:** There are three file totals options in the system:

- **Require File Total:** You will be asked for the number of items and file totals when you upload the issued check file.
- **Obtain Totals from File:** The number of items and total amount are listed in the file.
- **Do Not Require File Totals:** File totals are not required.

**Items in File:** The starting and ending position of the number of items in the file. This is only required if the **Obtain Totals from File** option is selected.

**Dollar Amount in File:** The starting and ending position of the file totals in the file. This is only required if the **Obtain Totals from File** option is selected.

Once fields are completed, click **Next** to continue.

File Mapping

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	A	c	c	o	u	n	t		N	u	m	b	e	r		C	h	e	c	k		N	u	m	b	e	r		A
2	0	0	0	0	0	0	0					7	8	8	9		0	0	0	0	0	0	0	0	0	0	0	1	2
3	0	0	0	0	0	0	0					7	8	8	9		0	0	0	0	0	0	0	0	0	0	0	1	2
4	0	0	0	0	0	0	0					7	8	8	9		0	0	0	0	0	0	0	0	0	0	0	1	2

File Does Not Contain Issued Date  
 First Row Contains Column Names  
 Skip Rows at Beginning   
 Skip Rows at Ending   
  
 File Totals Options:  ▼  
  

Start End

 Items in File:    
 Dollar Amount in File:

< Back
Next >

**Check Number:** The starting and ending position in the issued check file that contains the check number. This is a required field.

**Amount:** The starting and ending position in the issued check file that contains the issued check amount. This is a required field.

**Insert Decimal Point:** Enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, \$124.50 is in the file as 12450).

**Issued Date:** The starting and ending position in the issued check file that contains the issued date.

**Special Date Type:** Only required for dates that do not contain separators between the month, day, and year digits. (For example, 08202010 would need the MMDDYYYY special date type.) If the issued date does not contain separators, check the **Date in the file do not include separators** box and select the appropriate date format from the **Special Date Type** dropdown.

**Account Number:** The starting and ending position in the file that contains the account number. Mapping the account number will allow you to upload one issued check file containing checks for multiple accounts.

**Account Nickname:** The starting and ending position in the file that contains the Client/Account ID.

**Notes:** The starting and ending position in the file that contains the notes for the issued item.

**Issued Payee:** The starting and ending position in the issued check file that contains the payee information. This field is required if the account is verifying payee information (payee positive pay service).

**Issued Payee Address:** The field in the issued check file that contains the payee address. This field is not required but may be recommended if Payee Address is printed on the check.

**Record Type:** The starting and ending position in the issued check file that contains the record type/item type indicator. The three types that may be mapped in the file are:

- Issued Item Code
- Void Item Code
- Stop Pay Item Code

**Convert Negative Amounts to Voids:** Enable this option to convert negative dollar amounts to voided items. When this box is checked, the other record type fields will not be enabled.

Once fields are completed, click **Next** to continue.

File Mapping

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	A	c	c	o	u	n	t		N	u	m	b	e	r		C	h	e	c	k		N	u	m	b	e	r	A	
2	0	0	0	0	0	0	0										0	0	0	0	0	0	0	0	0	0	0	1	2
3	0	0	0	0	0	0	0										0	0	0	0	0	0	0	0	0	0	0	1	2
4	0	0	0	0	0	0	0										0	0	0	0	0	0	0	0	0	0	0	1	2

	Start	End	
Check Number:	<input type="text" value="17"/>	<input type="text" value="31"/>	
Amount:	<input type="text" value="33"/>	<input type="text" value="47"/>	<input checked="" type="checkbox"/> Insert Decimal Point
Issued Date:	<input type="text" value="49"/>	<input type="text" value="56"/>	<input checked="" type="checkbox"/> Dates in file do not include separators (Ex: '/' or '-')
* Special Date Type:	<input type="text" value="MMDDYYYY"/>		<input type="text"/>

\* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

**Optional Fields**

Account Number:	<input type="text" value="1"/>	<input type="text" value="15"/>	
Account Nickname	<input type="text" value="0"/>	<input type="text" value="0"/>	
Notes:	<input type="text" value="0"/>	<input type="text" value="0"/>	
Issued Payee:	<input type="text" value="58"/>	<input type="text" value="68"/>	
Issued Payee Address:	<input type="text" value="0"/>	<input type="text" value="0"/>	
Record Type:	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="checkbox"/> Convert Negative Amounts to Voids
Issued Item Code:	<input type="text" value="I"/>		
Void Item Code:	<input type="text" value="V"/>		
Stop Pay Item Code:	<input type="text" value="S"/>		

< Back
Next >

A summary page displays. Verify the settings and then click **Save**.



File Mapping

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29
1	A	c	c	o	u	n	t		N	u	m	b	e	r		C	h	e	c	k		N	u	m	b	e	r	A	
2	0	0	0	0	0	0	0										0	0	0	0	0	0	0	0	0	0	0	1	2
3	0	0	0	0	0	0	0										0	0	0	0	0	0	0	0	0	0	0	1	2
4	0	0	0	0	0	0	0										0	0	0	0	0	0	0	0	0	0	0	1	2

---

Profile Name: Jens Main Acct  
 File Type: Fixed Length File  
 Header: First Row Contains Column Names

---

Check Number: Positions 17 to 31  
 Amount: Positions 33 to 47  
   Add Decimal: Yes  
 Issued Date: Positions 49 to 56 (MMDDYYYY)  
 Account Number: Positions 1 to 15  
 Account Nickname: Not Defined  
 Notes: Not Defined  
 Issued Payee: Positions 58 to 68  
 Issued Payee Address: Not Defined  
 Record Type: Not Defined  
   Negative Amounts to Voids: No  
   Issued Item Code: Not Defined  
   Void Item Code: Not Defined  
   Stop Pay Item Code: Not Defined

---

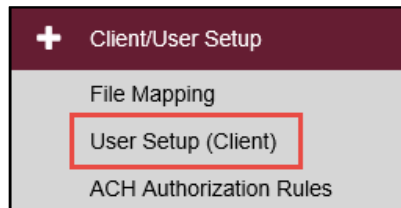
Skip Rows at Beginning: 0  
 Skip Rows at Ending: 0  
 File Total Option: Require File Totals

< Back
Save

## User Setup

The User Setup option is used to manage Positive Pay users. In order for a user to access Positive Pay, the user must be set up in Positive Pay and in Business Online Banking. The Positive Pay username and user password must be added to the users Business Online Banking user profile. See the **Business Online Banking User Administration Guide** for additional details/instructions, on how to set up a user in Business Online Banking.

- From the Client/User Setup menu, select **User Setup (Client)**



A list of users will appear. You can perform the following actions on this page:

- Select a user Name to view an existing users setup
- Select **Add New** to create a new user from scratch
- Select **Copy** to create a new user from an existing user
- Select **Edit** to modify an existing user

User Setup (Client)					
Choose Company: Jens Test Company					
User Status:	Active	Search...	Search	Reset	35 of 35 records
Name	User Name	Email Address	Last Logged On	Status	
Smith, John	johnsmith	[Redacted]	5/22/2020 8:41 AM	Active	<a href="#">Edit   Copy</a>
Smith, Jane	janesmith	[Redacted]	4/24/2020 9:07 AM	Active	<a href="#">Edit   Copy</a>
					<a href="#">Add New</a>

### Contact Information Tab:

**First Name/ Last Name:** The name of the user. These are required fields.

**Email Address:** The email address used to send system-generated email messages to this user. This is a required field.

**Exclude from email:** This checkbox determines if the user should receive email messages from the system. If checked, the user does not receive any email messages. If unchecked, the user receives email messages based upon the email selections checked on the system messages tab.


**Primary Phone Number:** The primary phone number for the user.

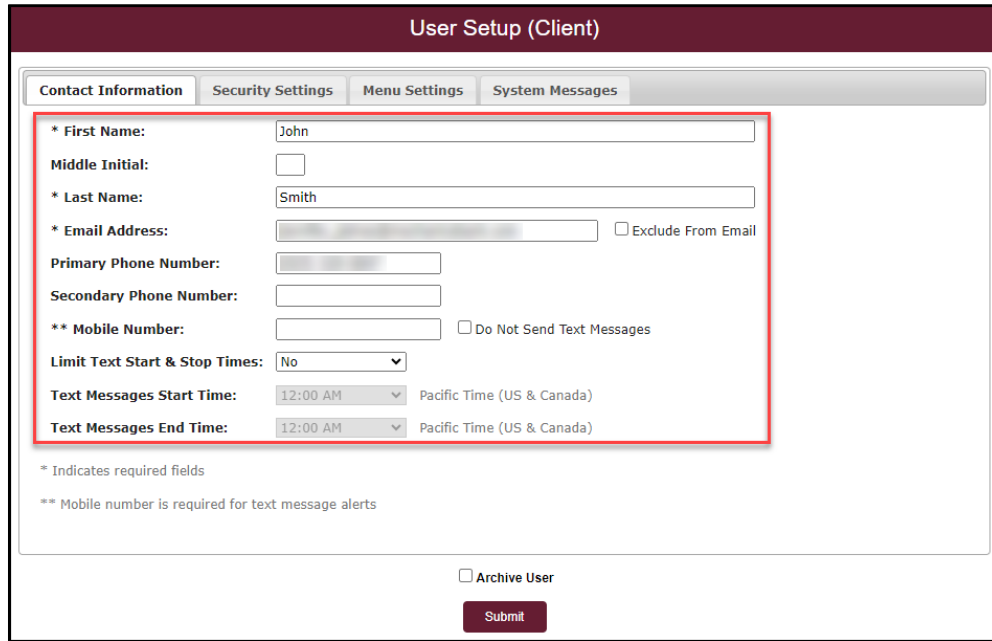
**Secondary Phone Number:** The secondary phone number for the user.

**Mobile Phone Number:** The mobile phone number for the user.

**Limit Text Start & Stop Times:** If set to Yes, the times text messages are sent will be limited to between the start and stop times. If set to No, text messages will be sent whenever one is generated.

**Archive User:** Determines if the user is still active in the system. If checked, the user is no longer active and is not allowed to access the system.

 **NOTE:** This option only displays when editing a user, not when copying or creating a new user.



**Security Settings Tab:**

**User Name:** the user name for the user. This must be added to the user’s profile in Business Online, in order for the user to access Positive Pay.

**Password / Verify Password:** The password for the user. The password and verify password must match. This must be added to the user’s profile in Business Online, in order for the user to access Positive Pay.

**Account Nickname:** The Account Nickname is the number or description that identifies a specific account. All accounts that are assigned to the client will be displayed in the **Available** column. To enable the user to access an account, move the account to the **Assigned** column by either clicking on the **Account Nickname** or selecting **Add All**.

**Assign all new accounts to this user:** If selected, this user is automatically granted access to any new accounts added to the system.

**Transaction Data User Rights section:**

**Allow user to add/edit transactions:** If selected, the user can add and edit transactions (i.e. make pay and return decisions, void items).

**Allow user to delete transactions:** If selected, the user can delete transactions from the system.

**Allow user to download issued check files:** If selected, the user can download issued check files from the Issued Check Processing Log page.

**Exception Types:** This determines which types of exceptions the user can process on the Exception Processing page. The choices are:

- Check Exception Type:

- Can view exceptions and make decisions
- Can view exceptions
- Cannot view exceptions or make decisions
- ACH Exception Type:
  - Can view exceptions and make decisions
  - Can view exceptions
  - Cannot view exceptions or make decisions

**Setup User Rights section:**

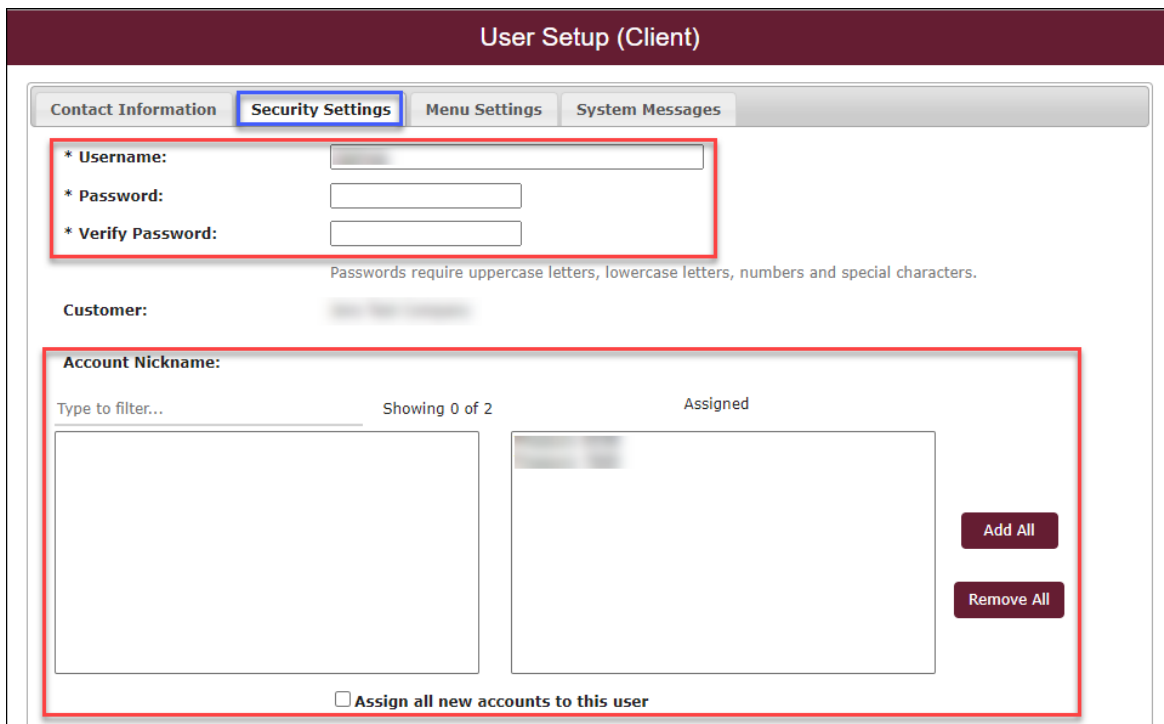
**Allow user to add ACH Authorization Rules in Quick Exception Processing:** If selected, the user can add an ACH authorization rule in the quick exception processing page when there is an ACH exception.

**Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules:** If selected, the user can set up, edit, and delete ACH authorization rules on the ACH Authorization Rules page.

**Allow user to add/edit Transaction Filters/Blocks:** Not applicable.

**Allow user to add/edit Security Templates:** If selected, allows the user to create or modify users access for the profile.

**Allow user to add/edit ACH Reports:** Not applicable.



**User Setup (Client)**

Contact Information **Security Settings** Menu Settings System Messages

\* Username:

\* Password:

\* Verify Password:

Passwords require uppercase letters, lowercase letters, numbers and special characters.

Customer:

**Account Nickname:**

Type to filter... Showing 0 of 2 Assigned

Assign all new accounts to this user

Add All

Remove All

Transaction Data User Rights

Allow user to add/edit transactions  
 Allow user to delete transactions  
 Allow user to download issued check files

Check Exception Type: Can view exceptions and make decisions

ACH Exception Type: Can view exceptions and make decisions

Cannot view exceptions or make decisions

Cannot view exceptions or make decisions

Can view exceptions

Can view exceptions and make decisions

---

Setup User Rights

Allow user to add ACH Authorization Rules in Quick Exception Processing  
 Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules  
 Allow user to add/edit Transaction Filters/Blocks  
 Allow user to add/edit Security Templates  
 Allow user to add/edit ACH Reports

User Locked

\* Indicates required fields

Archive User

Submit

**Menu Settings tab:**

**User Security Template:** This dropdown determines if the selected user has access to all left-hand menu system actions that make up the security template access assigned to the client. When cleared, this user will not be automatically assigned new left-hand menu system actions added to the client’s security template access automatically. If the user shouldn’t have full access, you can select the **Create new template** option and you can remove menu options from the default template, and create a new one.

**Menu options this user can access:** Functions that are available to the client are displayed in the bottom portion of the User Setup page.

**User Setup (Client)**

Contact Information | Security Settings | **Menu Settings** | System Messages

User Security Template: 20. All Services (main template) ▼

- \* Create new template \*
- 20. All Services (main template)
- Client/User Setup - ACH Authorization Rules
- Exception Processing - Quick Exception Processing
- Transaction Processing - Paid Items Extract
- Transaction Processing - Submit Issued Check File
- Transaction Processing - Add New Issued Check
- Transaction Processing - Void a Check
- Transaction Processing - Check Search
- Transaction Processing - ACH Transaction Search
- Transaction Reports - Daily Checks Issued Summary
- Transaction Reports - Exception Items
- Transaction Reports - Correction Report
- Transaction Reports - Account Reconciliation Summary
- Transaction Reports - Check Reconciliation Summary
- Transaction Reports - Deposit Reconciliation Summary
- Audit Reports - Transaction Audit Log
- System Reports - Issued Check Processing Log

Submit

**System Messages tab:**

Select the email notification types that this user is to receive. Use the **User Notification Template** list to select all email or none.

When finished, click **Submit**.

**User Setup (Client)**

Contact Information | Security Settings | Menu Settings | **System Messages**

\*\*\* Mobile number must be defined (Contact Information tab) in order for text message alerts to work \*\*\*

User Notification Template: Select ▼

Message	Email	Text
CLIENT - No exceptions	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Exception notification	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Reminder to process exceptions	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Filtered / blocked transaction notification	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Unauthorized ACH transaction notification	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Issued file processing status	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - New ACH authorization rule added	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - New transaction filter / block added	<input type="checkbox"/>	<input type="checkbox"/>

Submit

You should receive a message the user was added/updated.

✓ User (jsmith) Added

**User Setup (Client)**

Choose Company: Jens Test Company ▼

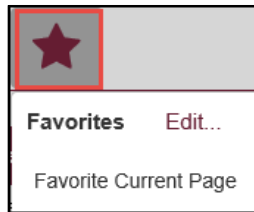
User Status: Active ▼ Search... Search Reset 36 of 36 records

## Header Menu Icons

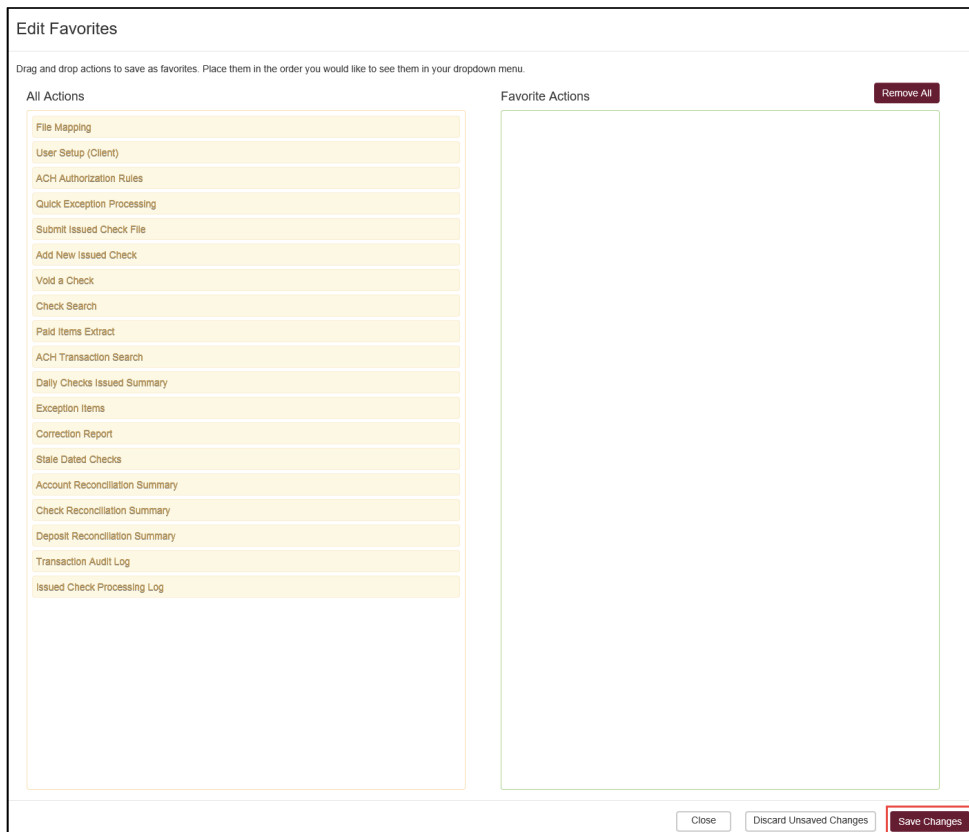
The header icons at the top of the page gives options to enhance or change system functionality. The following image shows each icon. The numbers following describe the functionality of the icons.



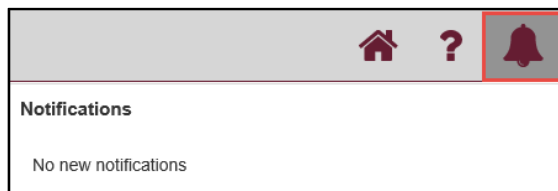
1. **Toggle Menu:** Collapses or expands the System Menu on the left side of the page.
2. **Favorites:** Allows a list of Favorite actions to be created and saved for future use.



3. Select **Edit** to open a dialog box to select the favorite actions. When finished click **Save Changes**.



- 4. **Home:** Returns to the home page.
- 5. **Help:** Opens a help document for the current page.
- 6. **Notifications:** Displays message for the user.



- 7. **Account:** Allows you to update user notifications or log out of the system.

