

# Positive Pay

## Centrix User Guide

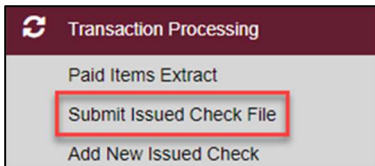
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## Importing an Issued Check File

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 **Choose File** 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 Mapping Format** drop down menu and then click **Process File**

### Submit Issued Check File

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

Choose File

 No file chosen

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

Account Nickname: Treasury 7889

File Mapping Format: POS PAY DEMO

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

Process File

- Once the upload is complete and successful, the following message displays 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 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 the file was processed but some items were not loaded (for example, 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 displays 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 was not included in an issued check file submitted to the Bank.

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

 **Transaction Processing**

- Paid Items Extract
- Submit Issued Check File
- Add New Issued Check
- Void a Check
- Check Search
- ACH Transaction Search

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

**Add New Issued Check**

Account Nickname:  Check Number:

Amount:  Issued Date:

Issued Payee:

Issued Payee Address:

Auto-Increment Check Number

**Add Check**

- You should receive a message the Check was successfully added

✓ Check (456789) was successfully added.

**Add New Issued Check**

Account Nickname:  Check Number:

Amount:  Issued Date:

Issued Payee:

Issued Payee Address:

Auto-Increment Check Number


**Add Check**


	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, is mapped in your file import template and included in your issued check file.

 **Transaction Processing**

- Paid Items Extract
- Submit Issued Check File
- Add New Issued Check
- Void a Check
- Check Search
- ACH Transaction Search

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

---

**Find Matching Check**

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

---

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

---

Void Check

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

- The system searches for a matching issued check; verify the check to be voided, then click **Void Check**
- If the system did not find a matching issued check, a message displays '**Check was not found**' click **Add Check** to Void the item, a success message displays

**Note:** Voiding a check does not place a Stop Payment on the issued item. 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: Treasury 0336

Check Number: 1237

Check Amount: 1.00

Issued Date: 05/17/2020

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

Find Matching Check

Step 3. Verify the check that will be voided.

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

Add Check

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: Treasury 0336

Check Number:

Check Amount:

Issued Date:

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

Find Matching Check

Step 3. Verify the check that will be voided.

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

Void Check

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**

Transaction Processing

- Paid Items Extract
- Submit Issued Check File
- Add New Issued Check
- Void a Check
- Check Search
- ACH Transaction Search

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

- Based on the search criteria entered, a list of the matching items are 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

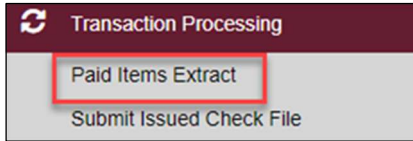
Account Nickname	↑   Check Number	Amount	Issued Payee	Issued Date	Paid Date	Current Status	
Treasury 7889	1234	\$0.02		03/13/2020		Issued	
Treasury 7889	2222	\$1.00		02/28/2020	03/11/2020	Paid	
		\$1.02					

Showing 2 results View 10

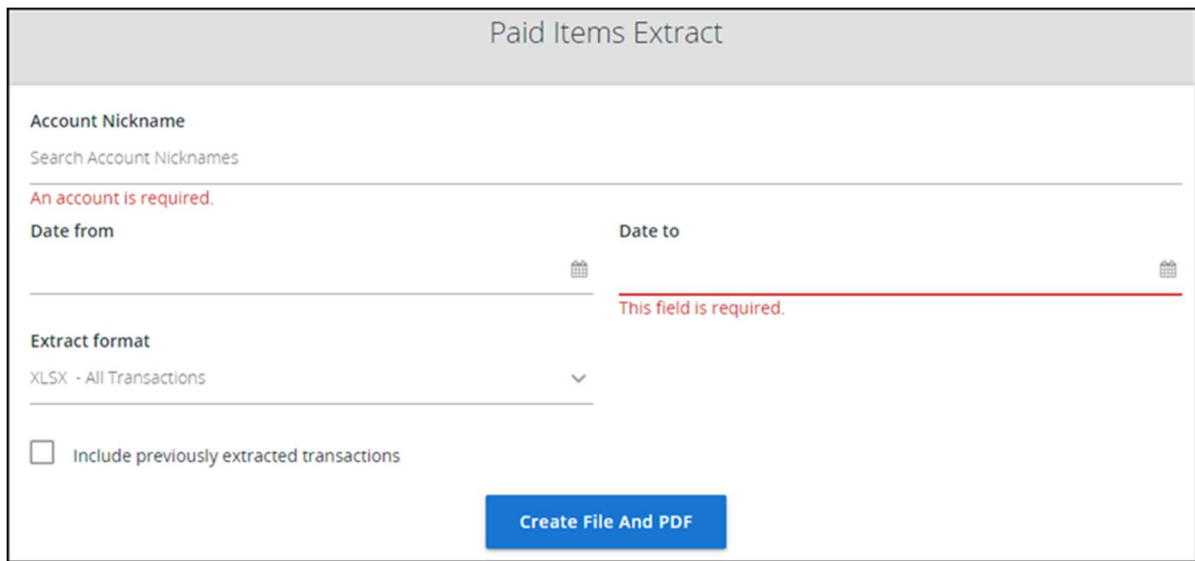
## Paid Items Extract

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**




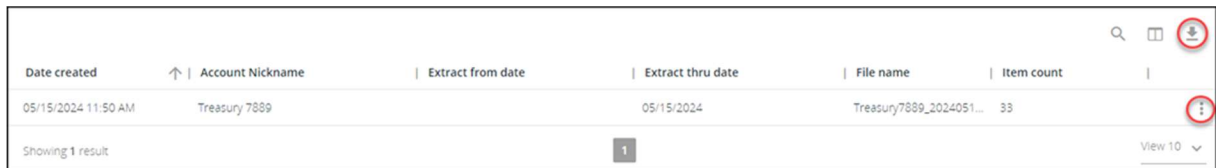
- A **Paid Items Extract** screen displays; select the **Account Nickname** and enter the date range; then click **Create File and Report**




The screenshot shows the 'Paid Items Extract' form. It includes a search field for 'Account Nickname' with a red error message 'An account is required.' Below this are 'Date from' and 'Date to' fields, with a red error message 'This field is required.' under the 'Date to' field. The 'Extract format' is set to 'XLSX - All Transactions'. There is an unchecked checkbox for 'Include previously extracted transactions' and a blue 'Create File And PDF' button at the bottom.

- Results display; you can click on the record to download or 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.



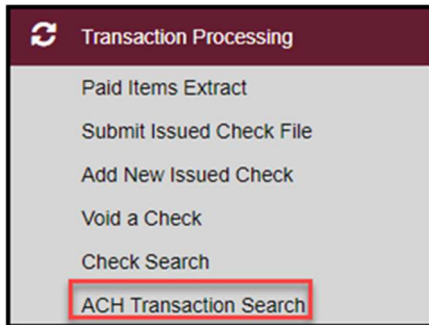
Date created	Account Nickname	Extract from date	Extract thru date	File name	Item count	
05/15/2024 11:50 AM	Treasury 7889		05/15/2024	Treasury7889_2024051...	33	 

Showing 1 result View 10

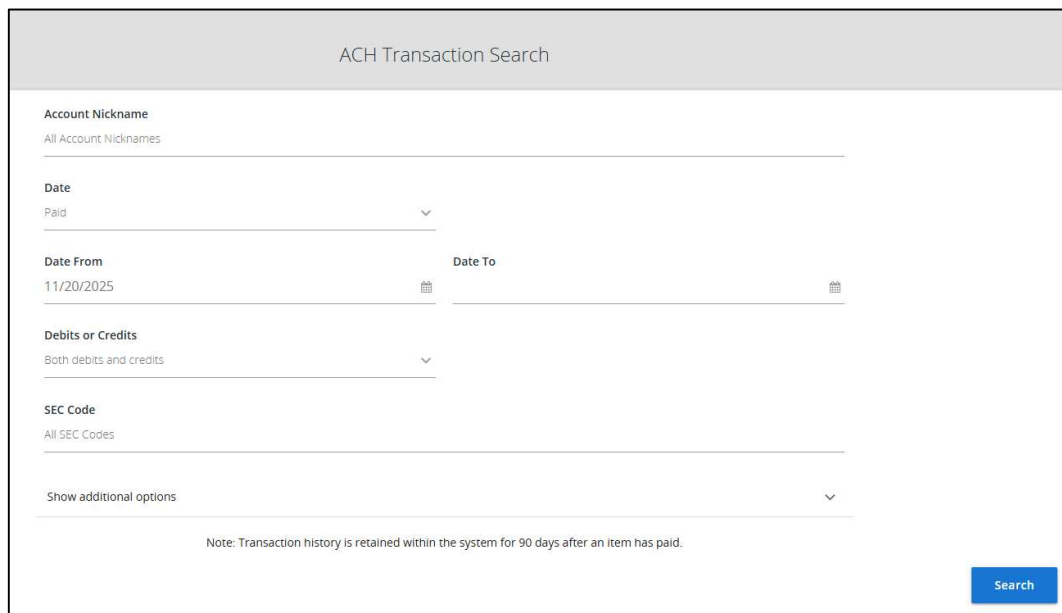
## ACH Transaction Search

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**



- ACH Transaction Search** screen displays: enter the search criteria and then click **Search**






A screenshot of the "ACH Transaction Search" form. The form has a title bar "ACH Transaction Search" and several input fields:
 

- Account Nickname:** A text input field with "All Account Nicknames" as a placeholder.
- Date:** A dropdown menu with "Paid" selected.
- Date From:** A date input field with "11/20/2025" and a calendar icon.
- Date To:** An empty date input field with a calendar icon.
- Debits or Credits:** A dropdown menu with "Both debits and credits" selected.
- SEC Code:** A text input field with "All SEC Codes" as a placeholder.
- Show additional options:** A dropdown menu.

 At the bottom of the form, there is a note: "Note: Transaction history is retained within the system for 90 days after an item has paid." and a blue "Search" button.

- Based on the search criteria entered, a list of the matching items appears 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

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			

## Reviewing & Approving Exceptions

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

### Exception Items

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



- Check and ACH items pending review are 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 [v]

Search exceptions [Q]

Decisions Needed (0)	\$0.00
Decided (0)	\$0.00
Total (0)	\$0.00

There are 0 exceptions to review.

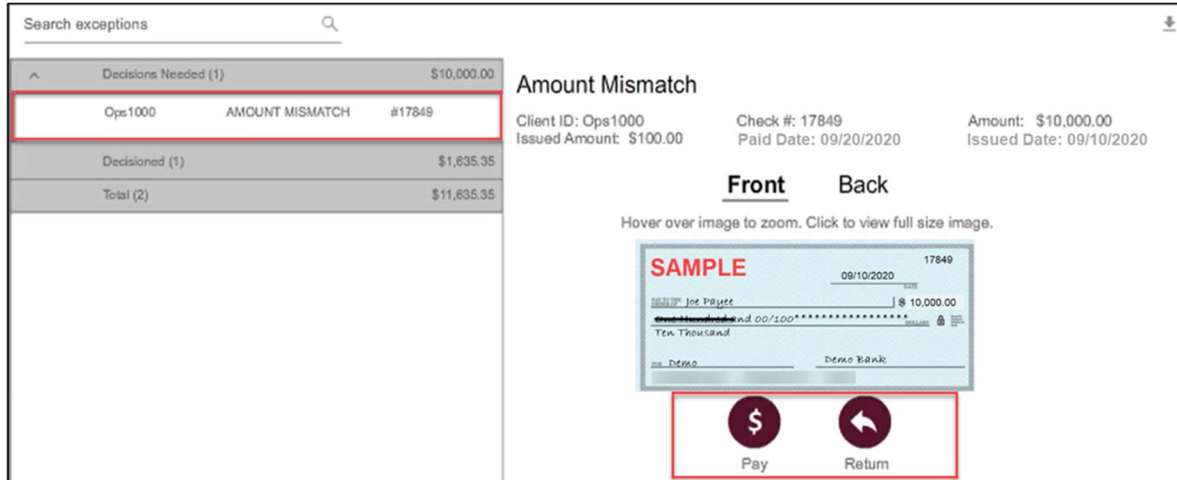
Exceptions will be given a decision of **Return** if decisions are not made by 12:00 PM Pacific Time (US & Canada).

0 Decisions Needed  
\$0.00

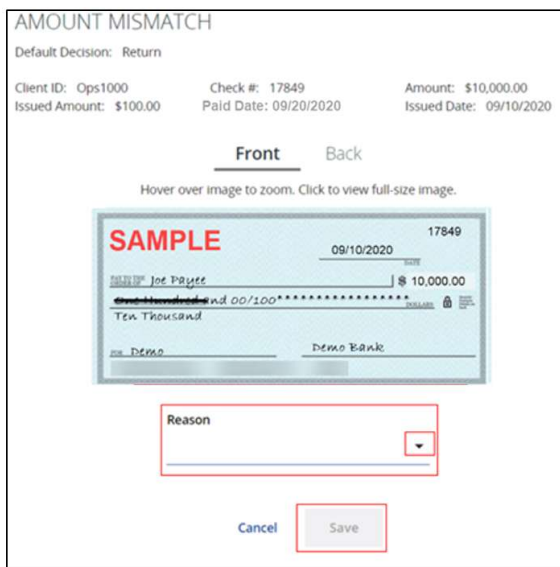
0 Decided  
\$0.00

- To start the decision process for the exceptions, click on each item to see the image or more information for each item pushed out as an exception.

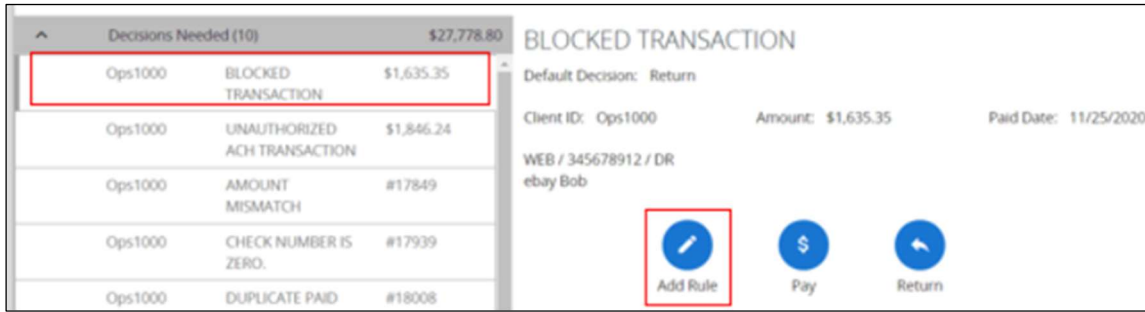
- Check exceptions show the following:
  - Account default decision if no action is taken
  - Check number
  - Amount
  - Issued Amount
  - Posting Date
  - Issued Date
- While reviewing the check images, you can select **Front** or **Back** to see the image. To get a closer look, hover over the image to zoom in




- When ready to make the decision, select **Pay** or **Return** per item
- If you select **Pay**, no **Reason** is required
- 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



- Add ACH Authorization Rule** box displays; 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 applies to all company IDs.

Add ACH authorization rule

Description

---

SEC Code

WEB v

---

Company ID

345678912

---

Debits or Credits

Debits only v

---

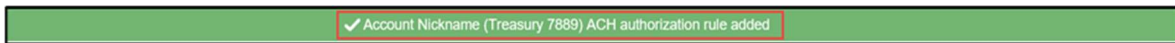
Max Allowable Amount

1635.35

---

Cancel Save rule

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

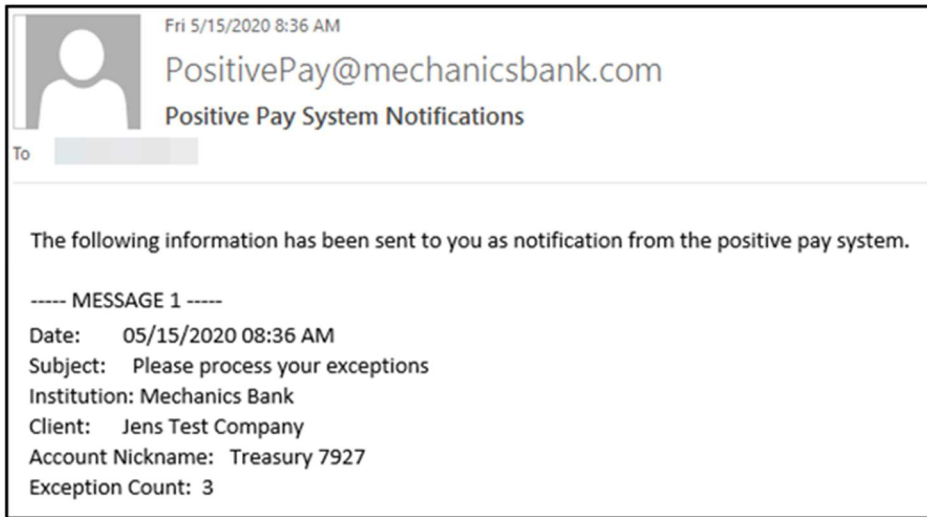


- You **MUST** decision each item by selecting **Pay** or **Return** next to it; after decisioning all items, click **Save Decisions**

### Email Notifications

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

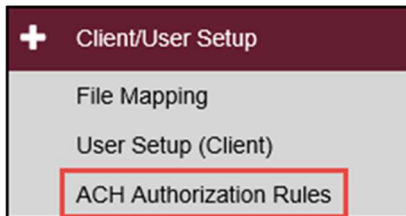
#### Email Example:



## 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**



- ACH Authorization Rules** screen displays 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.

Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type
Treasury 7889			WEB - Internet-Inti...	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**

**Edit record**

Account Nickname Treasury 0336	Rule Name Test
Company ID 123456789	SEC Code ALL - All SEC Codes
Debits or Credits Debits only	Max Allowable Amount \$1.00
Transaction Description	
<span>Cancel</span> <span style="border: 1px solid red; padding: 2px 10px;">Save Changes</span>	

- 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-Inti...	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

Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type
Treasury 7889			WEB - Internet-Inti...	Debits Only	\$0.00	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 applies to all company IDs.

ACH Authorization Rules

Add record

Account Nickname Treasury 0336	Rule Name
Company ID	SEC Code ALL - All SEC Codes
Debits or Credits	Max Allowable Amount
Notification Type Create Exception	

Transaction Description

Cancel Save and Add More **Save Changes**

## Reports & Account Reconciliation

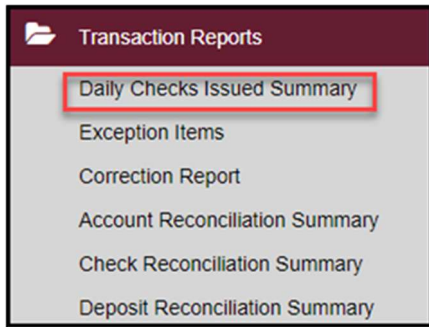
Depending on the type of Positive Pay service you have, your report options may vary.

- 
- Transaction Reports
    - Daily Checks Issued Summary
    - Exception Items
    - Correction Report
    - Account Reconciliation Summary
    - Check Reconciliation Summary
    - Deposit Reconciliation Summary

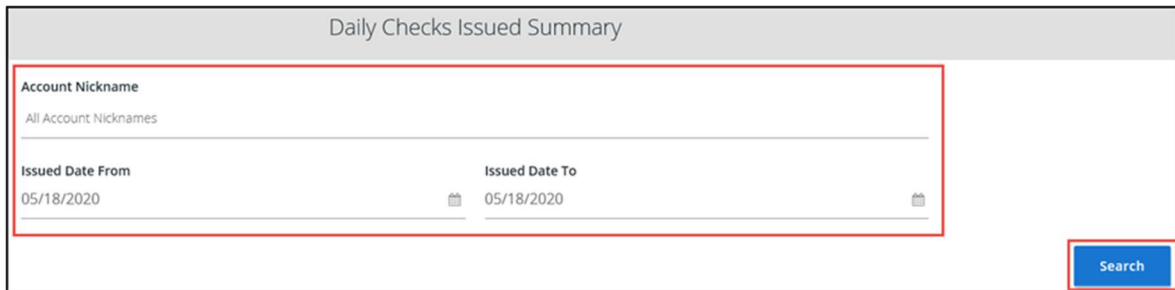
### Transaction Reports

**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**



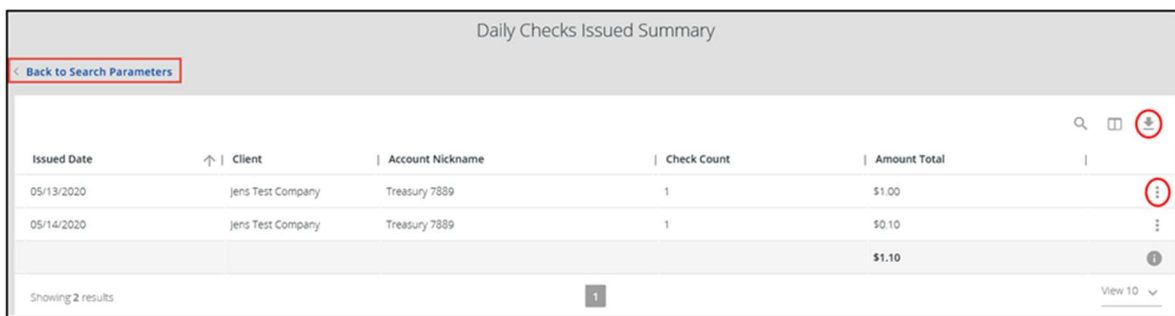
- Enter your search criteria and then click **Search**



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

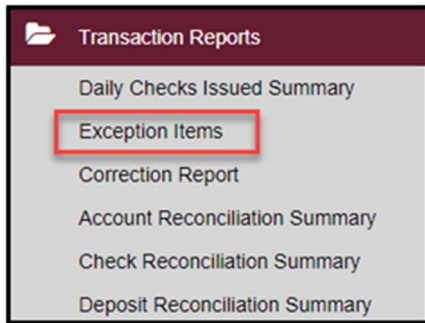
 **Note:** You can also view item details by clicking on the options icon next to the item. If you want to export the item details you can click on the download icon to export to a PDF, Excel or CSV file.

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

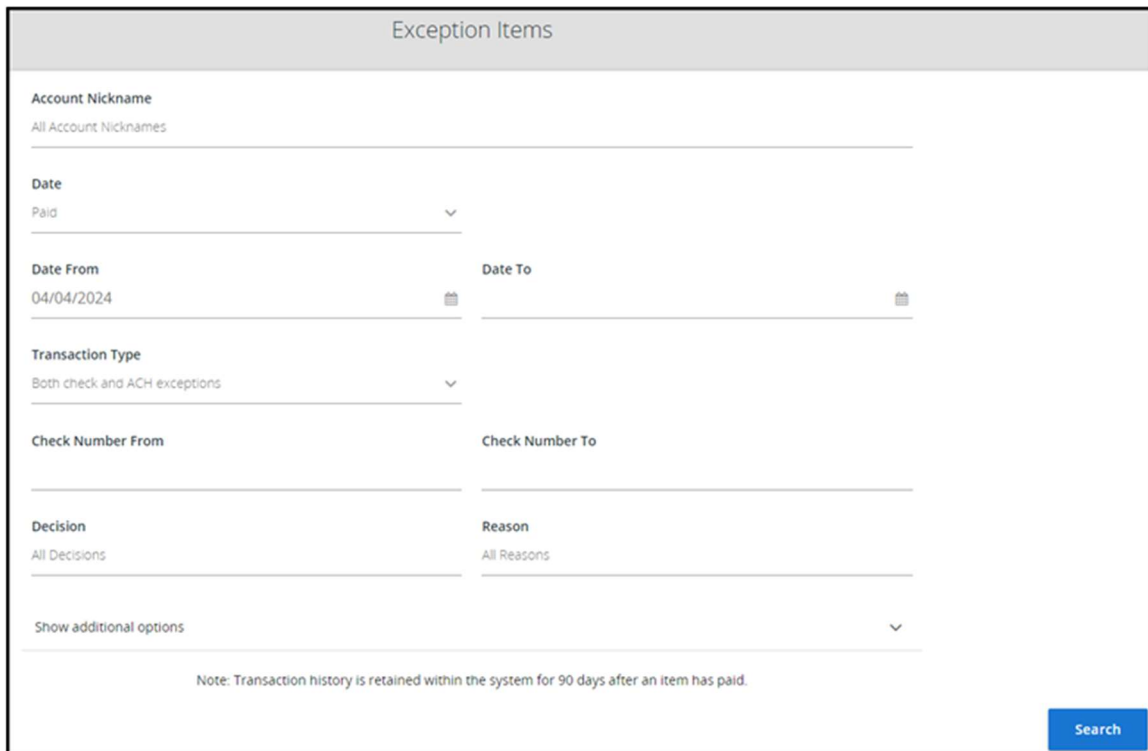


**Exception Items:** This report allows you to generate a report of items flagged as exception items. Optionally select items meeting specific criteria. Criteria can include: Exception Date, Exception Type (ACH, Check or Both), pay/return decision or return reason.


- 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



- Based on the search criteria entered, a list of the matching items are 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.

Exception Items

Client	Account Nickname	Account Number	Trace Number	Check Number	Amount	Issued Payee	Paid Date	Input Date	Exception	Transaction Description	Decision	Reason	Decided By	Exception Scrubb
Jens Test C...	Treasury 7889		102030000...	0	\$0.02		05/18/2020	05/19/2020...	UNAUTHORIZ...	CCD/DRS64590...	Pay			
Jens Test C...	Treasury 7889		102030000...	0	\$0.02		05/19/2020	05/20/2020...	UNAUTHORIZ...	CCD/DRS64590...	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									

Showing 5 results

**Correction Report:** This report lists the items corrected by the Bank. These are incorrectly posted items (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 is 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](#)

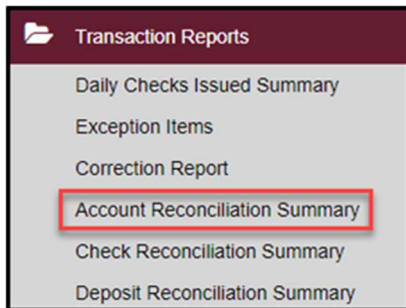
Client	Account Nickname	Account Number	Posted Check Number	Corrected Check Number	Posted Amount	Corrected Amount	Posted Issued Date	Corrected Issued Date	Paid Date	Exception	Reason	Notes
Jens Test C...	Treasury 7889		1236	1236	\$0.25	\$0.25	05/15/2020	04/23/2020	05/15/2020	AMOUNT MIS...	Encoding Er...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

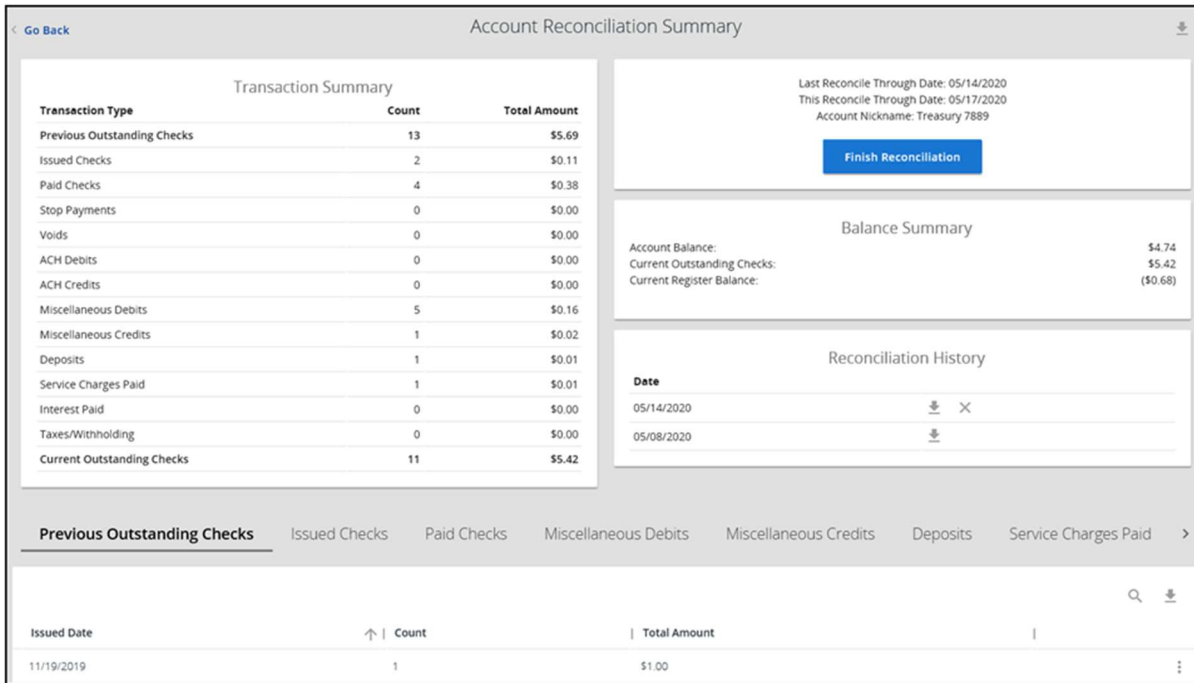
Reconciliation History

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 these is a navigation bar with tabs for 'Previous Outstanding Checks', 'Issued Checks', 'Paid Checks', 'Miscellaneous Debits', 'Miscellaneous Credits', 'Deposits', and 'Service Charges Paid'. The 'Previous Outstanding Checks' tab is selected, showing a table with columns for 'Issued Date', 'Count', and 'Total Amount'.

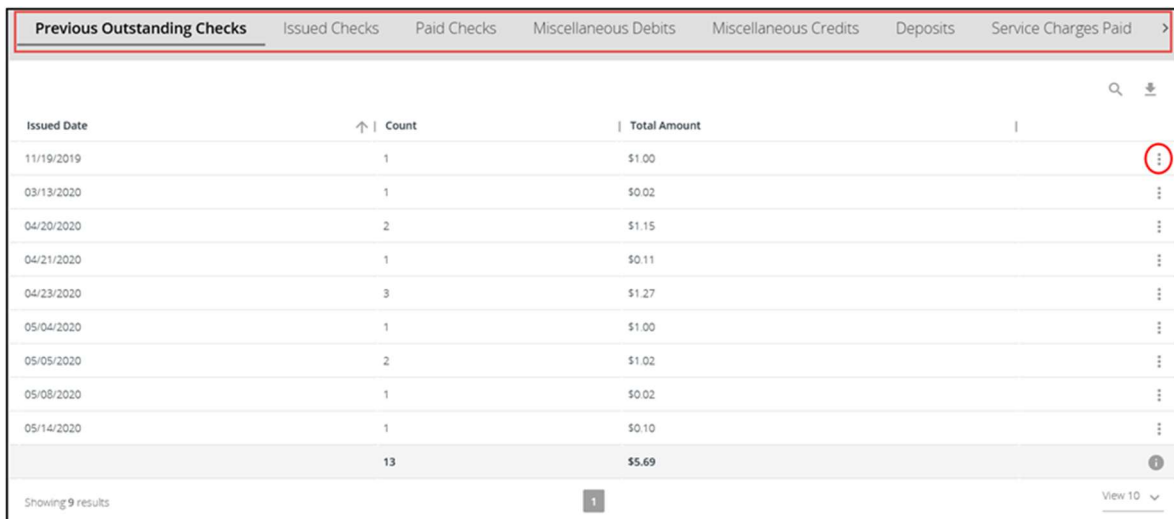
Transaction Type	Count	Total Amount
Previous Outstanding Checks	13	\$5.69
Issued Checks	2	\$0.11
Paid Checks	4	\$0.38
Stop Payments	0	\$0.00
Voids	0	\$0.00
ACH Debits	0	\$0.00
ACH Credits	0	\$0.00
Miscellaneous Debits	5	\$0.16
Miscellaneous Credits	1	\$0.02
Deposits	1	\$0.01
Service Charges Paid	1	\$0.01
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	⬇️ ×
05/08/2020	⬇️

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, which corresponds to the check issued on 11/19/2019 for \$1.00.

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

**Account Reconciliation Summary**

Transaction 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

Balance Summary

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

Reconciliation History

Date	Download	Clear
05/14/2020	Download	Clear
05/08/2020	Download	

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

**Note:** Reconciliation History section displays reconciliation reports that were 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**.

**Account Reconciliation Summary**

Transaction 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

Balance Summary

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

Reconciliation History

Date	Download	Clear
05/17/2020	Download	Clear
05/13/2020	Download	
05/12/2020	Download	
05/08/2020	Download	
05/07/2020	Download	

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**.

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.

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
Current Outstanding Checks	13	\$8.32

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

Reconciliation History  
No reconciliation history to display.

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

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 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.

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
Current Outstanding Checks	13	\$8.32


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.

- You receive a message **Reconcilement was successful**; the reconcilement report appears in **Reconciliation History**

 **Note:** **Reconciliation History** section displays reconciliation reports that were 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

Transaction Summary

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

Balance Summary

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

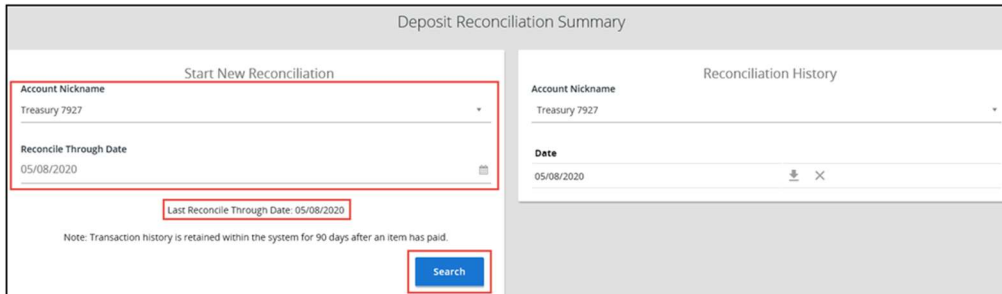
This option is used to assist in reconciling deposits made to an account. This report allows you to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately.

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

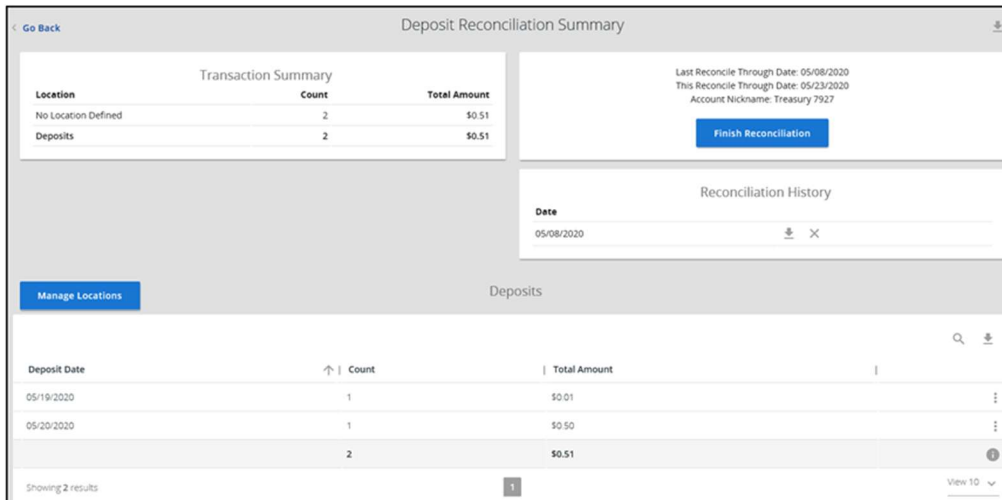


- Select the account you want to reconcile from the **Account Nickname** drop down menu and the date you want to reconcile through from the **Reconcile Through Date** option, when finished click **Search**

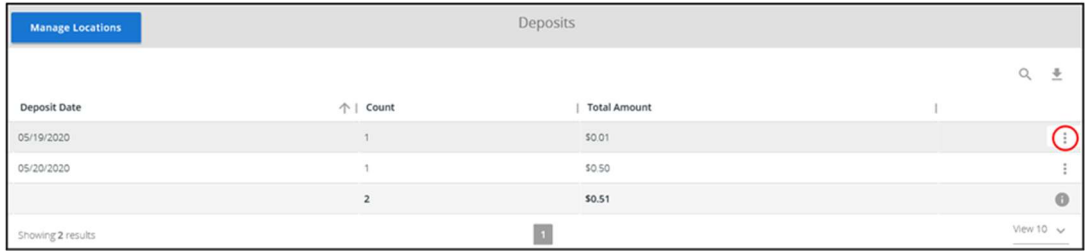
**Note:** If the account has previously been reconciled, the date displays next to the **Last Reconcile Through Date**.



- The report displays a summary of deposits by location. If no location is defined, they are 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

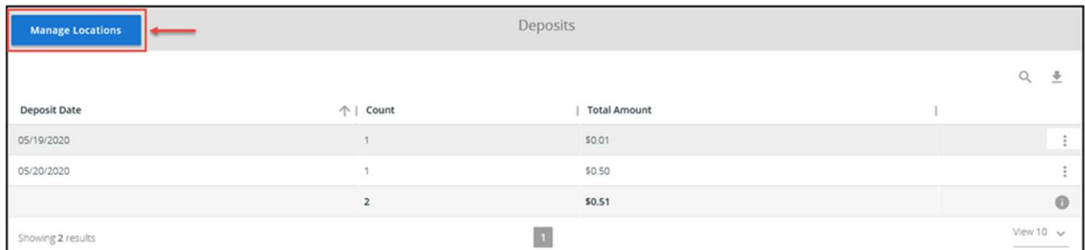


Deposit Date	↑   Count	Total Amount	
05/19/2020	1	\$0.01	⋮
05/20/2020	1	\$0.50	⋮
	2	\$0.51	ⓘ

Showing 2 results

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

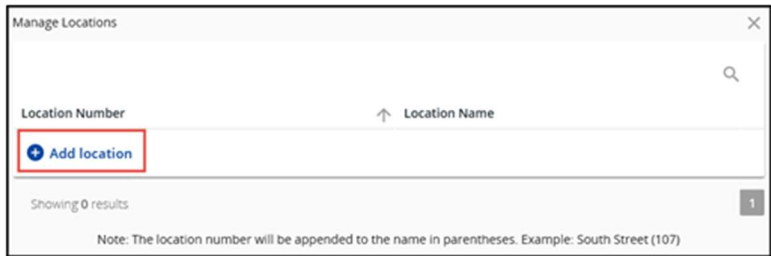
**Note:** The location list values are populated based upon the serial number value from your deposit slips.



Deposit Date	↑   Count	Total Amount	
05/19/2020	1	\$0.01	⋮
05/20/2020	1	\$0.50	⋮
	2	\$0.51	ⓘ

Showing 2 results

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



Manage Locations

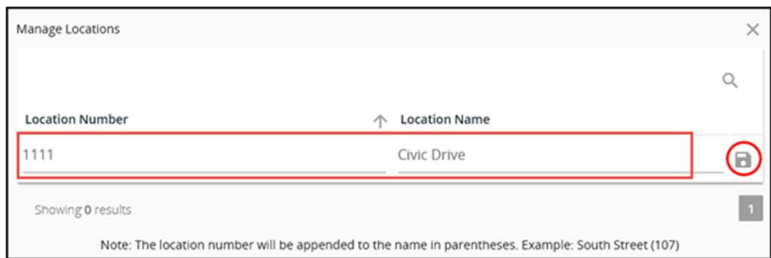
Location Number      ↑      Location Name

**+ Add location**

Showing 0 results

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

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**



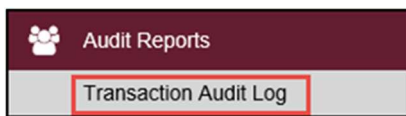
A	B	C	D
Deposit Date	Location	Amount	Transaction Description
05/19/2020	No Location Defined	\$ 0.01	
05/20/2020	No Location Defined	\$ 0.50	

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:  ▾

**Produce Report**

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

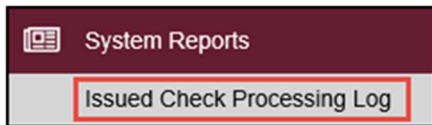
- The audit details display based on the search criteria entered; click the print icon to print or the report icon to export the information to an Excel file
- Click **Back to Filter** to return to the previous screen

Mechanics Bank		
05/01/2020	05/05/2020	Refresh
Back to Filter		
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: [icon]		
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 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	Input Date To
05/18/2020	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.

- Based on the dates entered, a list of the matching items 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

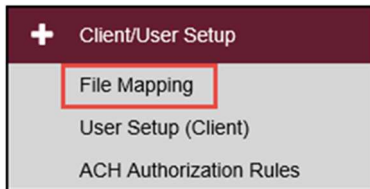
Processing Totals (All Pages)

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...   23 of 23 records

File Mapping Format Name	Format Type	Date Added	
Test Issue File	Delimited	11/21/2023	Edit   Copy
Training Test	Fixed Length	10/06/2021	Edit   Copy
123	Microsoft Excel	08/09/2024	Edit   Copy
			<a href="#">Add New</a>

**File Mapping Format Name:** The name of the import template being defined.

**Format Type:** Specifies the issued file format. The following file formats are available:

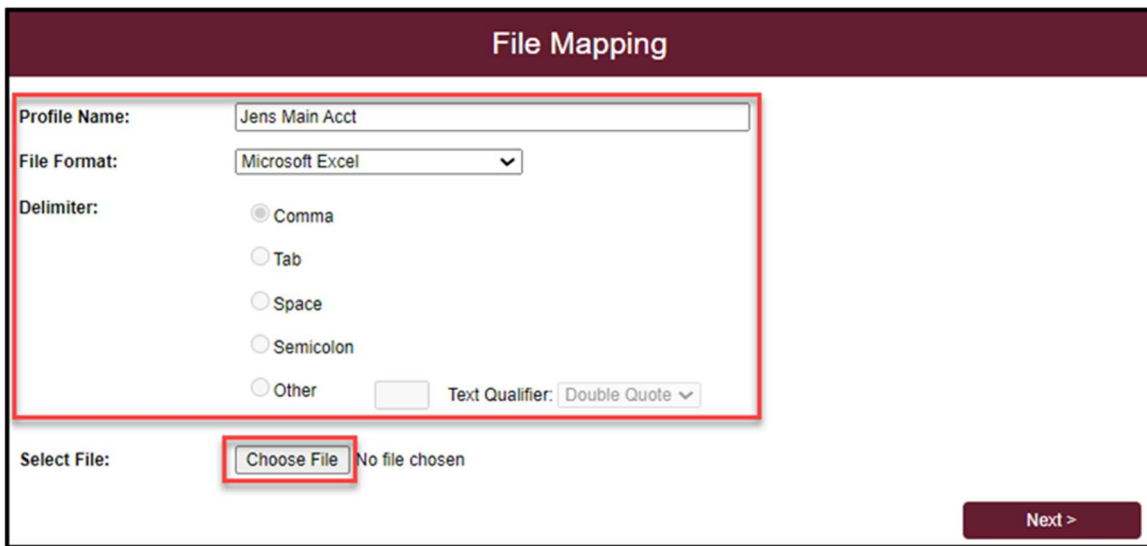
- Delimited Text
- Fixed Length File
- Microsoft Excel

**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 used to encase each data element.

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

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



### Delimited & 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 are 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 to be ignored. This feature is applicable for files containing header information.

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

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

- **Require File Total:** You are 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 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 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	Column 7	Column 8
1	Account #	Check #	Amount	Issue Date	Issued Payee	Addtl Issued Payee	Addtl Issued Payee	Addtl Issued Payee
2		701702	0.01	12/11/2024	Mechanics Bank	Test 1234	Mickey Mouse	Minnie Mouse

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 containing 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) not containing a decimal (for example, \$124.50 is in the file as 12450).

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

**Special Date Type:** Only required for dates not containing 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 containing the account number. Mapping the account number allows you to upload one issued check file containing checks for multiple accounts.

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

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

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

**Additional Issued Payee:** Map up to nine additional Issued Payee name locations. When mapping additional issued payees, the additional payee information is linked into a single-issue payee field when the issued file is uploaded.

**Issued Payee Address:** The field in the issued check file containing 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 containing 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 are not enabled.

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

### File Mapping

Account #	Check #	Amount	Issue Date	Issued Payee	Addtl Issued Payee	Addtl Issued Payee_1	Addtl Issued Payee_2
1	701702	0.01	12/11/2024	Mechanics Bank	Test 1234	Mickey Mouse	Minnie Mouse

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 fields will be combined, in order, when an issued check file is loaded.

Additional Issued Payee:

Additional Issued Payee:

Additional Issued Payee:

Issued Payee Address:

Record Type:   Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

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

File Mapping

	Account #	Check #	Amount	Issue Date	Issued Payee	Addtl Issued Payee	Addtl Issued Payee_1	Addtl Issued Payee_2
1		701702	0.01	12/11/2024	Mechanics Bank	Test 1234	Mickey Mouse	Minnie Mouse

Name:

File Type: Microsoft Excel

Header: First Row Contains Column Names

---

Check Number: Check # - Column 2

Amount: Amount - Column 3

Add Decimal: No

Issued Date: Issue Date - Column 4

Account Number: Account # - Column 1

Account Nickname: Not Defined

Notes: Not Defined

Issued Payee: Issued Payee - Column 5, Addtl Issued Payee - Column 6, Addtl Issued Payee\_1 - Column 7, Addtl Issued Payee\_2 - Column 8

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: 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 are 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 to be ignored. This feature is applicable for files containing header information.

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

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

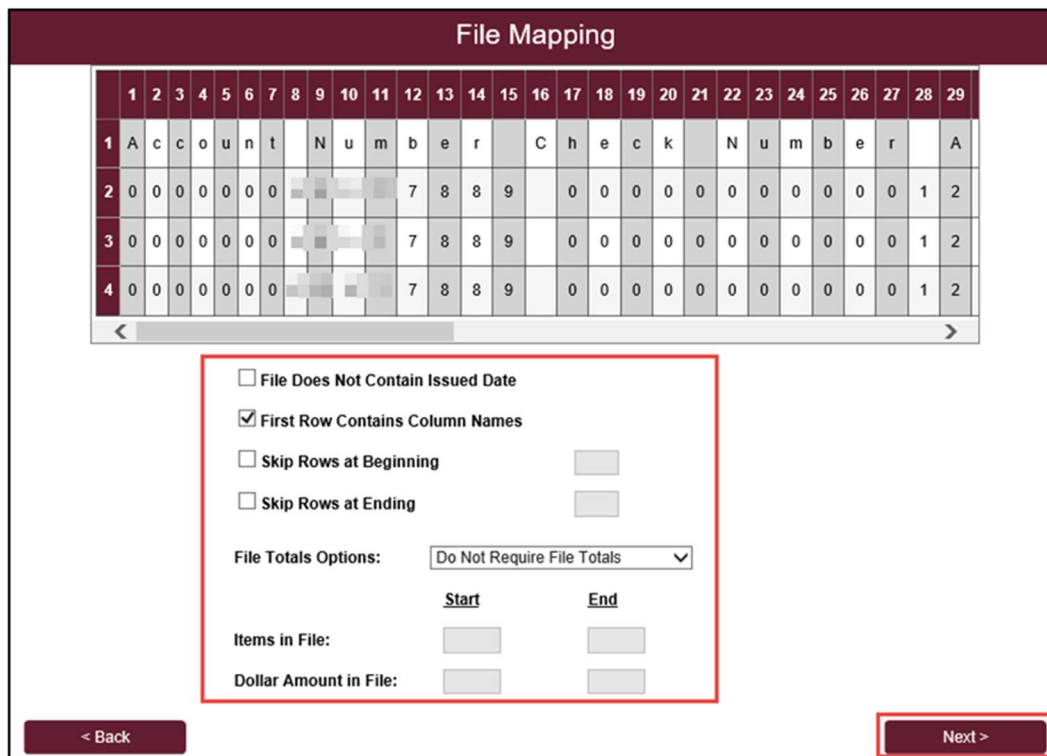
- **Require File Total:** You are asked for the number of items and file totals when you upload the issued check file.
- **Obtain Totals from File:** The number of items and total amount are listed in the file.

- **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.



The screenshot shows the 'File Mapping' interface. At the top is a grid with 29 columns and 4 rows. The first row contains column names: '1 A', '2 c', '3 c', '4 o', '5 u', '6 n', '7 t', '8', '9', '10 N', '11 u', '12 m', '13 b', '14 e', '15 r', '16', '17 C', '18 h', '19 e', '20 c', '21 k', '22', '23 N', '24 u', '25 m', '26 b', '27 e', '28 r', '29 A'. The second, third, and fourth rows contain numerical values representing starting and ending positions for each column. Below the grid is a configuration panel with the following options:

- File Does Not Contain Issued Date
- First Row Contains Column Names
- Skip Rows at Beginning [input type="text"]
- Skip Rows at Ending [input type="text"]
- File Totals Options: [Do Not Require File Totals v]
- Start [input type="text"] End [input type="text"]
- Items in File: [input type="text"] [input type="text"]
- Dollar Amount in File: [input type="text"] [input type="text"]

At the bottom left is a '< Back' button and at the bottom right is a 'Next >' button.

**Check Number:** The starting and ending position in the issued check file containing 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 containing the issued date.

**Special Date Type:** Only required for dates not containing 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 containing the account number. Mapping the account number allows you to upload one issued check file containing checks for multiple accounts.

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

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

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

**Additional Issued Payee:** Map up to nine additional Issued Payee name locations. When mapping additional issued payees, the additional payee information is linked into a single-issue payee field when the issued file is uploaded.

**Issued Payee Address:** The field in the issued check file containing 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 containing 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 are not 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									0	0	0	0	7	0	1	7	0	2		0	0		0	0	1		1	2	/

<b>Start</b>	<b>End</b>	
Check Number: <input type="text" value="10"/>	<input type="text" value="19"/>	
Amount: <input type="text" value="21"/>	<input type="text" value="25"/>	<input type="checkbox"/> Insert Decimal Point
Issued Date: <input type="text" value="27"/>	<input type="text" value="38"/>	<input type="checkbox"/> Dates in file do not include separators (Ex: ' / ' or '-')
* Special Date Type: <input type="text" value="&lt;Not Selected&gt;"/>		
* 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="8"/>
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="38"/>	<input type="text" value="51"/>

Issued payee fields will be combined, in order, when an issued check file is loaded.

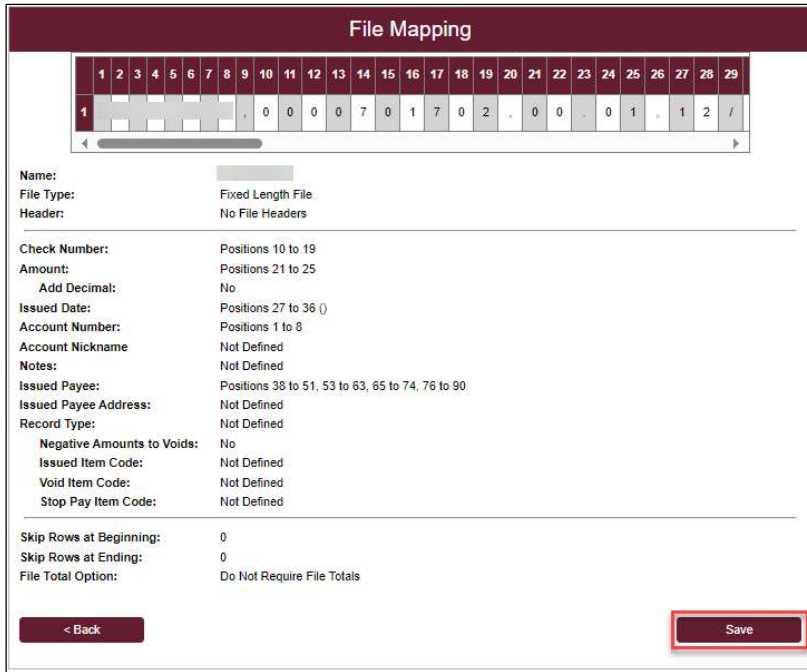
Additional Issued Payee: <input type="text" value="53"/>	<input type="text" value="63"/>
Additional Issued Payee: <input type="text" value="65"/>	<input type="text" value="74"/>
Additional Issued Payee: <input type="text" value="76"/>	<input type="text" value="90"/>

Map another issued payee field

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"/>		
Void Item Code: <input type="text"/>		
Stop Pay Item Code: <input type="text"/>		

< Back
Next >

A summary page displays. Verify the settings and then click **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 appears. You can perform the following actions on this page:
  - Select **Add New** to create a new user from scratch
  - Select **Copy** to create a new user from an existing user
  - Select **Edit** to view or 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	Edit   Copy
Smith, Jane	janesmith	[Redacted]	4/24/2020 9:07 AM	Active	Edit   Copy
					Add New

**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:** When selected, the user does not receive any email messages. If cleared, the user receives email messages based upon the email selection 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. The mobile number is used if user has selected to receive text alerts.

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

User Setup (Client)

Contact Information
Security Settings
Menu Settings
System Messages

\* First Name:

Middle Initial:

\* Last Name:

\* Email Address:   Exclude From Email

Primary Phone Number:

Secondary Phone Number:

\*\* Mobile Number:   Do Not Send Text Messages

Limit Text Start & Stop Times:

Text Messages Start Time:  Pacific Time (US & Canada)

Text Messages End Time:  Pacific Time (US & Canada)

\* Indicates required fields

\*\* Mobile number is required for text message alerts

Archive User

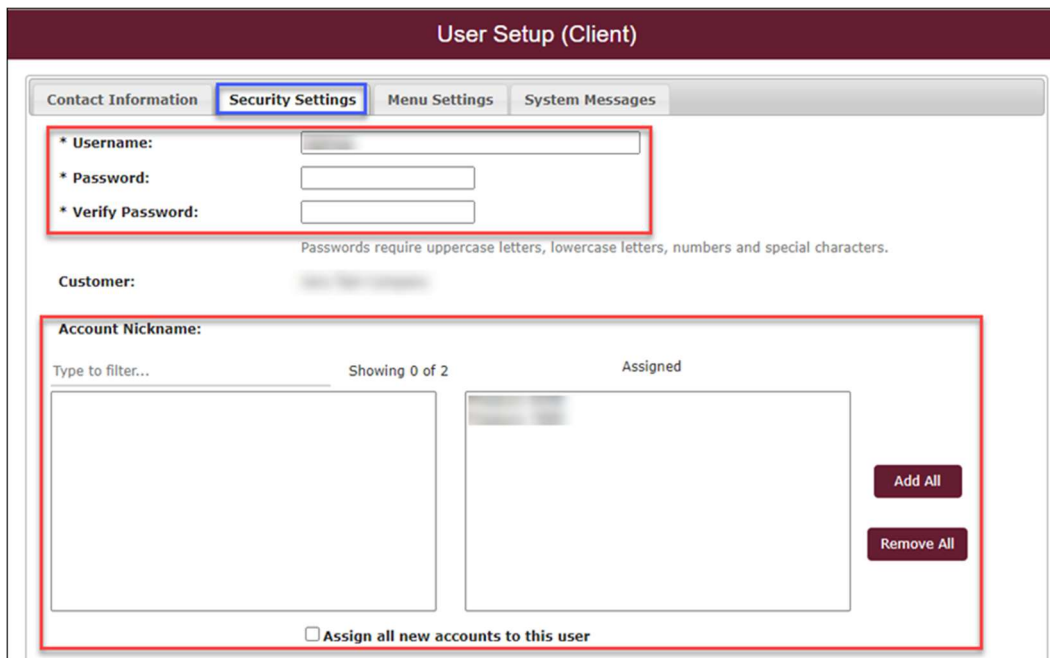
## Security Settings Tab

**Username:** The login 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 identifying a specific account. All accounts assigned to the client are 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**.

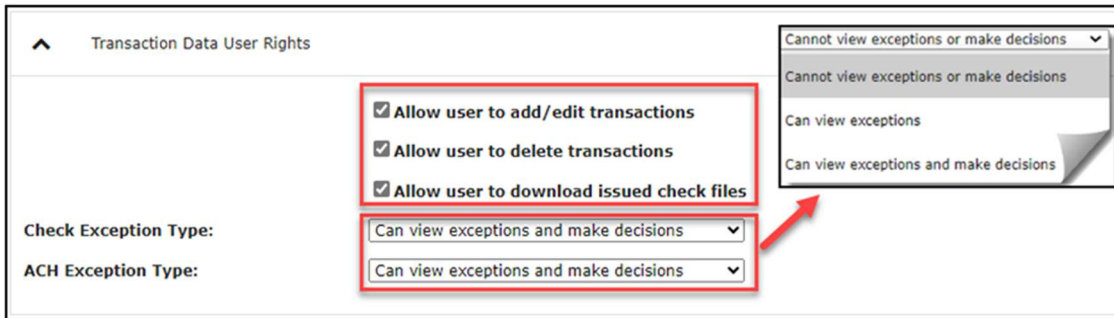
**Assign all new accounts to this user:** If selected, this user is automatically granted access to any new accounts added to the system.



The screenshot shows the 'User Setup (Client)' interface. The 'Security Settings' tab is active. It contains three input fields: '\* Username:', '\* Password:', and '\* Verify Password:'. Below these is a note: 'Passwords require uppercase letters, lowercase letters, numbers and special characters.' Underneath is the 'Customer:' field. The 'Account Nickname:' section features a filter input, 'Showing 0 of 2', and two columns: 'Available' and 'Assigned'. The 'Assigned' column contains one account. To the right are 'Add All' and 'Remove All' buttons. At the bottom is a checkbox: ' Assign all new accounts to this user'.

## Transaction Data User Rights

- **Allow user to add/edit transactions:** If selected, the user can add and edit transactions (for example, 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.

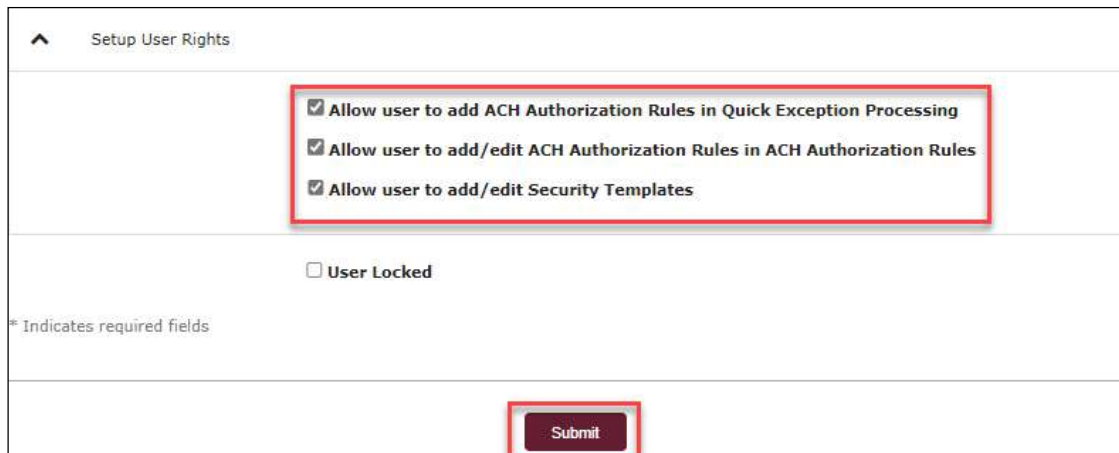


**Exception Types:** This determines which types of exceptions the user can process on the Exception Processing page. The choices are:

- **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**

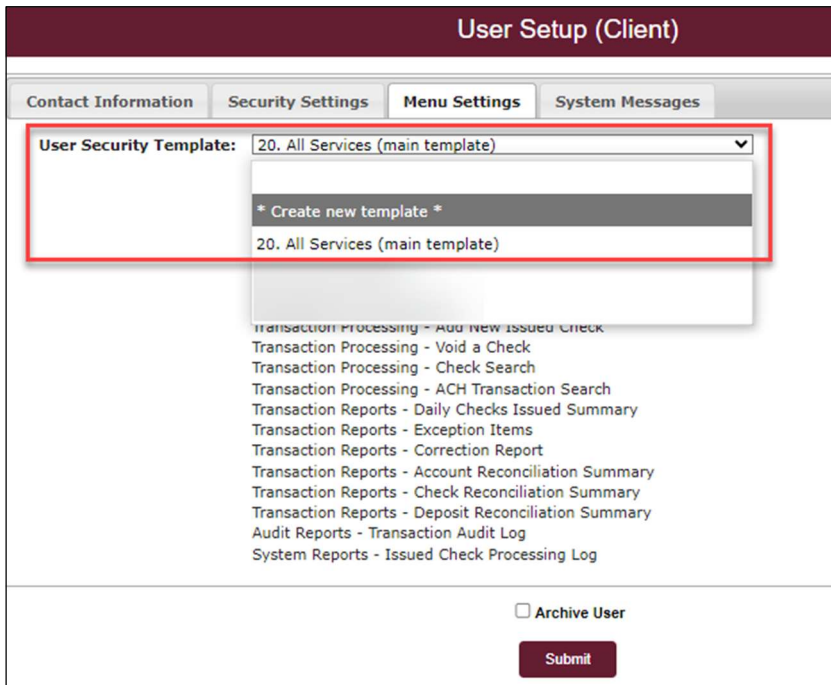
- **Allow user to add ACH Authorization Rules in Quick Exception Processing:** If selected, the user can add an ACH authorization rule in the quick exception processing page when there is an ACH exception.
- **Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules:** If selected, the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



## Menu Settings Tab

**User Security Template:** This dropdown determines if the selected user has access to all left-hand menu system actions making up the security template access assigned to the client. When cleared, this user is not automatically assigned new left-hand menu system actions added to the client’s security template access automatically. If the user should not have full access, you can select **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 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)
- 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

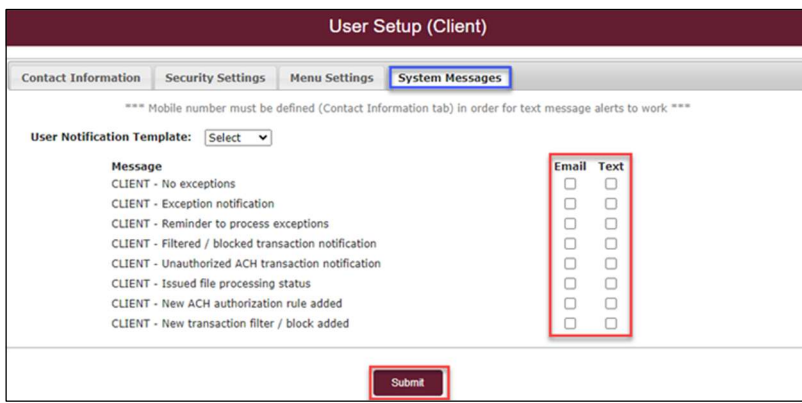
Archive User

**Submit**

## System Messages Tab

Select the email notification types 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.

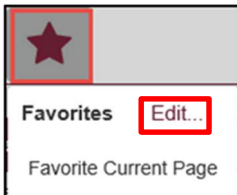


## Header Menu Icons

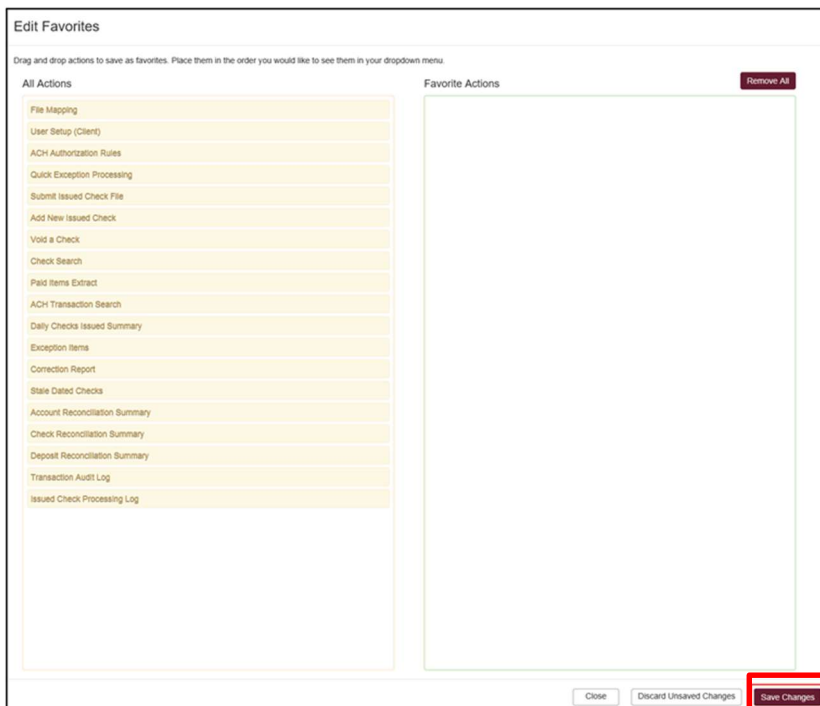
The header icons at the top of the page gives options to enhance or change system functionality. The following image shows each icon. The numbers following describe the functionality of the icons.



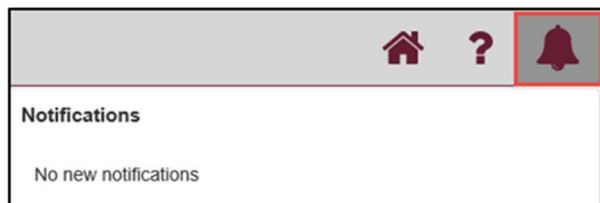
1. **Toggle Menu:** Collapses or expands the System Menu on the left side of the page
2. **Favorites:** Allows a list of Favorite actions to be created and saved for future use



3. Select **Edit** to open dialog box to select 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

