

Positive Pay

Centrix User Guide

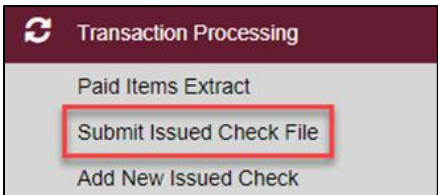
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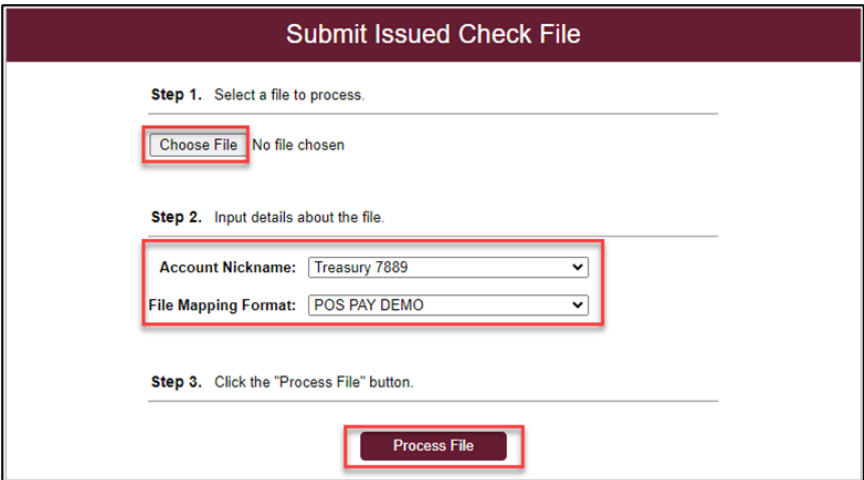
Importing an Issued Check File

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**

A screenshot of the 'Submit Issued Check File' form. The form has a dark blue header with the title 'Submit Issued Check File'. Below the header, there are three steps: Step 1: 'Select a file to process.' with a 'Choose File' button highlighted by a red rectangle; Step 2: 'Input details about the file.' with two dropdown menus, 'Account Nickname' (set to 'Treasury 7889') and 'File Mapping Format' (set to 'POS PAY DEMO'), both highlighted by a red rectangle; Step 3: 'Click the "Process File" button.' with a 'Process File' button highlighted by a red rectangle.

- 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: Treasury 0336

Check Number: 456789

Amount: 7.00

Issued Date: 05/07/2024

Issued Payee: Mr. Smith

Issued Payee Address: 123 Main Street, Bankville, CA 12345

☐ 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: Treasury 0336

Check Number:

Amount:

Issued Date: 05/07/2024

Issued Payee:

Issued Payee Address:

☐ Auto-Increment Check Number

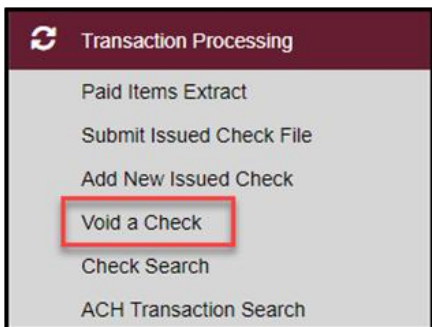
Add Check

	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
			Total: \$7.00			

Voiding an Item

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

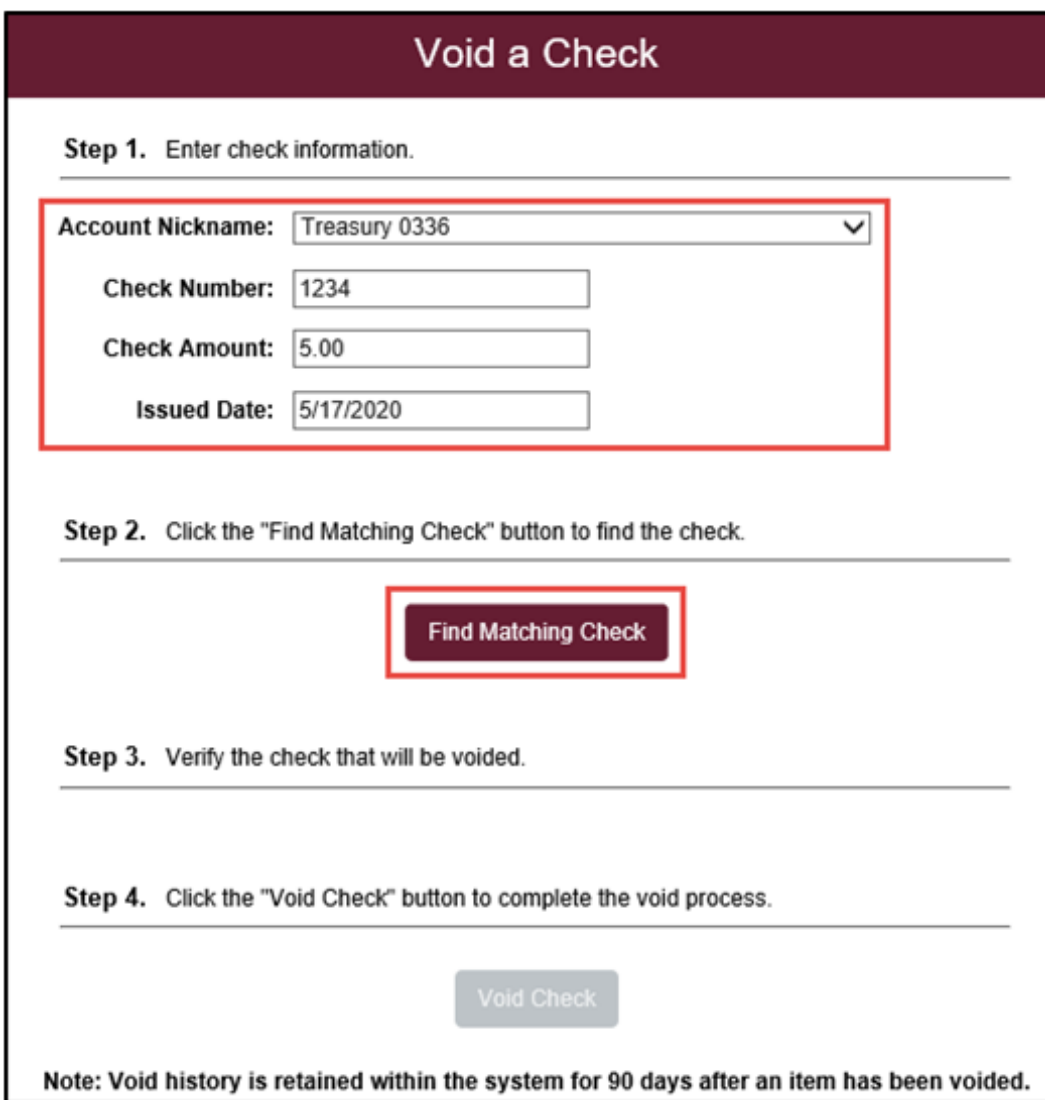
- From the **Transaction Processing** menu, select **Void a Check**
 **Note:** You can also Void a check when uploading your issued check file if the Item Indicator 'V' for void, is mapped in your file import template and included in your issued check file.



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: Treasury 0336

Check Number: 1234

Check Amount: 5.00

Issued Date: 5/17/2020

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.

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:

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.

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:

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

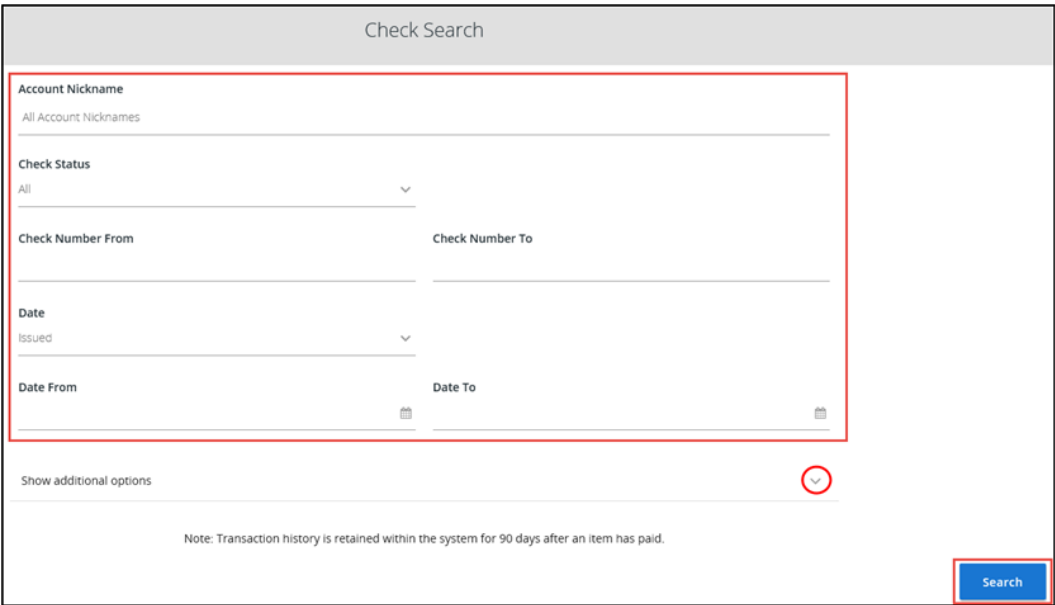
You can use the **Check Search** option to search for specific items using selection criteria.

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

Transaction Processing

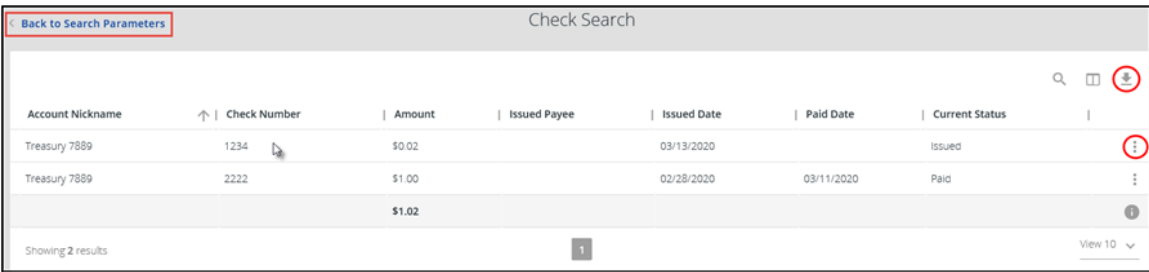
- Paid Items Extract
- Submit Issued Check File
- Add New Issued Check
- Void a Check
- Check Search**
- ACH Transaction Search

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



The 'Check Search' 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 boxes; 'Date' with a dropdown menu showing 'Issued'; and 'Date From' and 'Date To' text boxes with calendar icons. A 'Show additional options' link with a downward arrow icon is located below the input fields. A red box highlights the 'Search' button at the bottom right. A note at the bottom 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 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



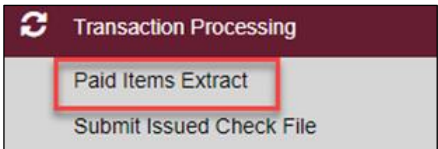
The 'Check Search' results table displays a list of transactions. A red box highlights the 'Back to Search Parameters' link at the top left. The table has columns: Account Nickname, Check Number, Amount, Issued Payee, Issued Date, Paid Date, Current Status, and an options column. The options column contains a three-dot menu icon and a download icon. A red box highlights the download icon. The table shows two results: 'Treasury 7889' with check number 1234 and amount \$0.02, and 'Treasury 7889' with check number 2222 and amount \$1.00. The total amount is \$1.02. The status of the first result is 'Issued' and the second is 'Paid'. A red box highlights the options menu for the first result. The table footer shows 'Showing 2 results' and a 'View 10' dropdown.

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					

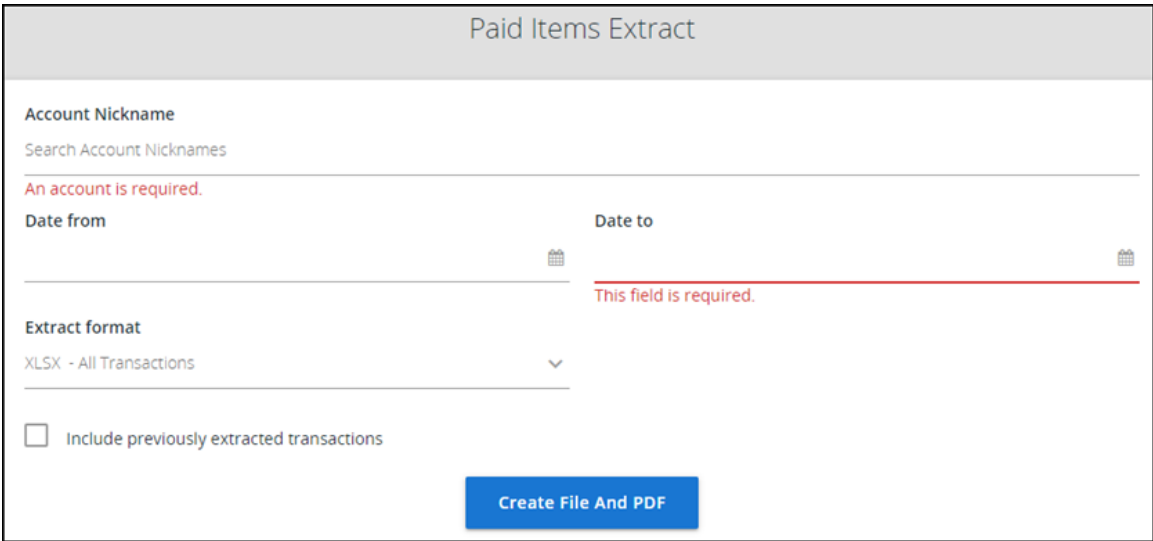
Paid Items Extract

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**

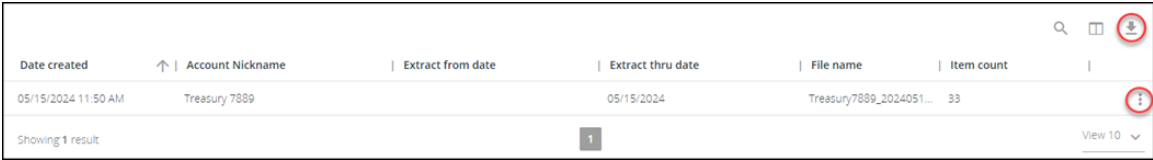


- A **Paid Items Extract** screen displays; select the **Account Nickname** and enter the date range; then click **Create File and Report**



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

- 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.



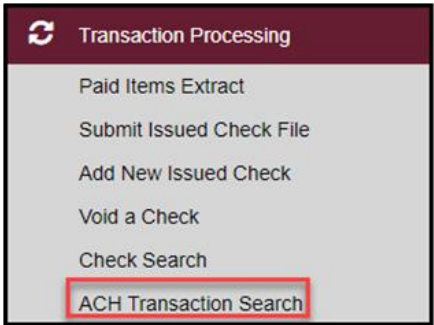
Date created	Account Nickname	Extract from date	Extract thru date	File name	Item count
05/15/2024 11:50 AM	Treasury 7889		05/15/2024	Treasury7889_2024051...	33

Showing 1 result

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**

ACH Transaction Search

Account Nickname
All Account Nicknames

Date
Paid ▼

Date From
11/20/2025 📅

Date To 📅

Debits or Credits
Both debits and credits ▼

SEC Code
All SEC Codes

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 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

< Back to Search Parameters
ACH Transaction Search

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

1

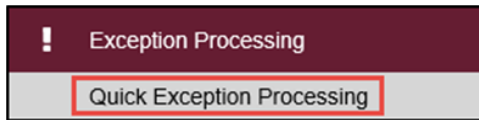
View 10 ▼

Reviewing & Approving Exceptions

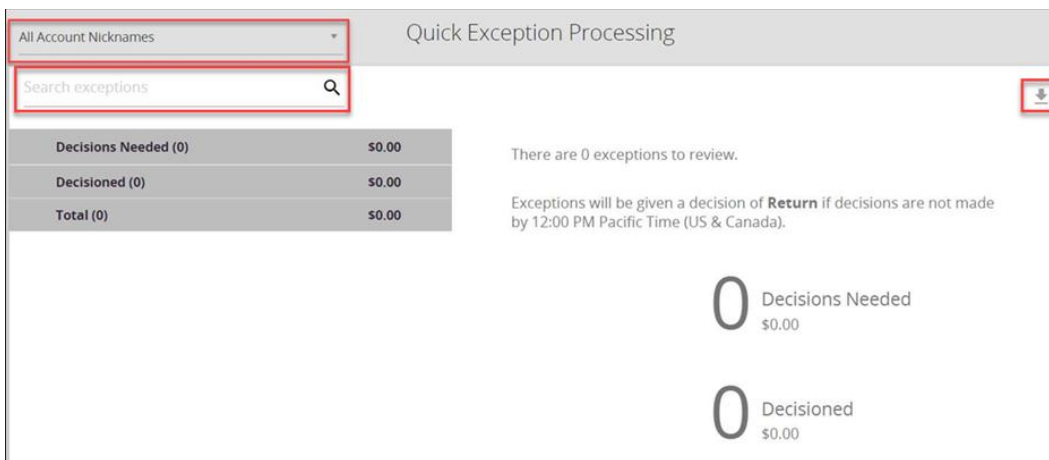
- ⚠️ **Checks *MUST* be reviewed and approved by 12:00 p.m. PT each business day. If no decision is made by that time, the default decision configured for your Company will be applied. Please contact the Bank for assistance if your exception items were not decisioned and the deadline has passed.**

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



- 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

Search exceptions

Decisions Needed (1)		\$10,000.00
Ops1000	AMOUNT MISMATCH	#17849
Decided (1)		\$1,635.35
Total (2)		\$11,635.35

Amount Mismatch

Client ID: Ops1000 Check #: 17849 Amount: \$10,000.00
 Issued Amount: \$100.00 Paid Date: 09/20/2020 Issued Date: 09/10/2020

Front **Back**

Hover over image to zoom. Click to view full size image.



Pay **Return**

- 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**

AMOUNT MISMATCH

Default Decision: Return

Client ID: Ops1000 Check #: 17849 Amount: \$10,000.00
 Issued Amount: \$100.00 Paid Date: 09/20/2020 Issued Date: 09/10/2020

Front **Back**

Hover over image to zoom. Click to view full-size image.



Reason

Cancel **Save**

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

Decisions Needed (10)		\$27,778.80
Ops1000	BLOCKED TRANSACTION	\$1,635.35
Ops1000	UNAUTHORIZED ACH TRANSACTION	\$1,846.24
Ops1000	AMOUNT MISMATCH	#17849
Ops1000	CHECK NUMBER IS ZERO	#17939
Ops1000	DUPLICATE PAID	#18008

BLOCKED TRANSACTION

Default Decision: Return

Client ID: Ops1000 Amount: \$1,635.35 Paid Date: 11/25/2020

WEB / 345678912 / DR
 ebay Bob

Add Rule **Pay** **Return**

- **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

Company ID

345678912

Debits or Credits

Debits only

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)

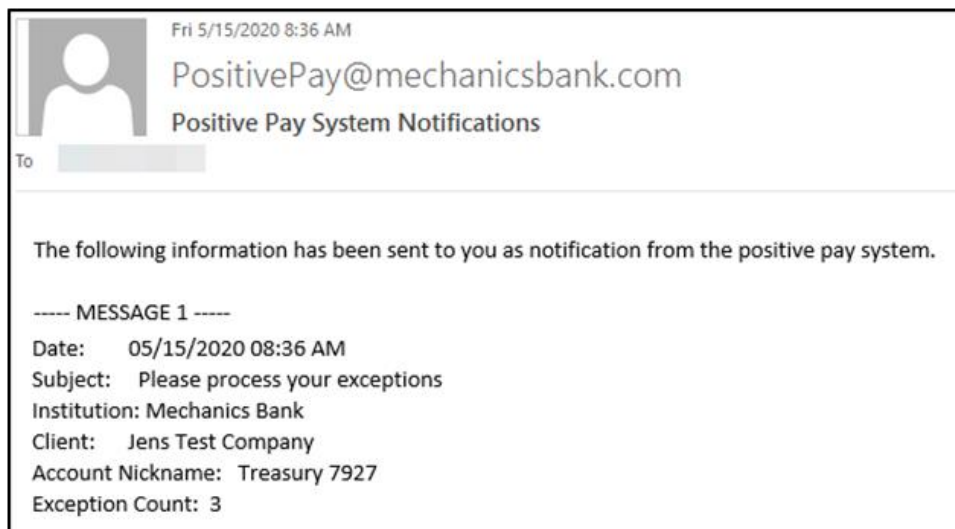
✓ Account Nickname (Treasury 7889) ACH authorization rule added

- 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.

ACH Authorization Rules							
Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type	
Treasury 7889			WEB - Internet-init...	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	

Showing 6 results

- 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

Notification Type

Create Exception

Debits or Credits

Debits only

Max Allowable Amount

\$1.00

Transaction Description

Cancel

Save Changes

- 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-init...	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

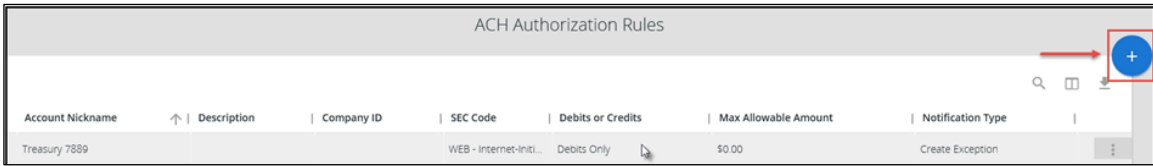
Delete record

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

Cancel

Delete

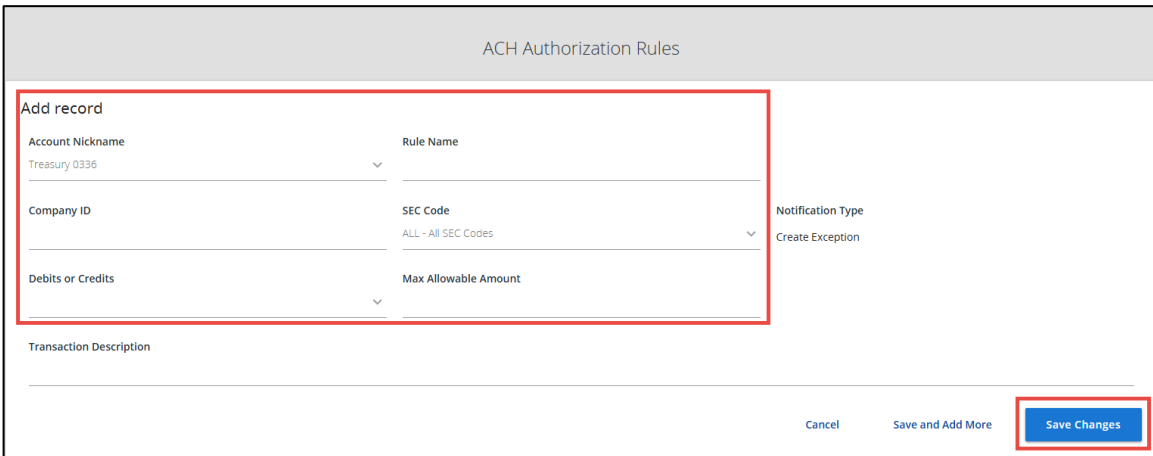
- If adding a new rule, select the add icon to set up the new rule



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



Account Nickname

Treasury 0336

Company ID

Debits or Credits

Rule Name

SEC Code

ALL - All SEC Codes

Max Allowable Amount

Notification Type

Create Exception

Transaction Description

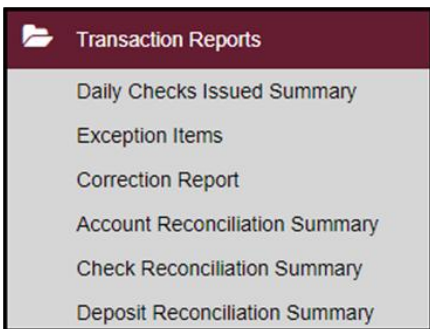
Cancel

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

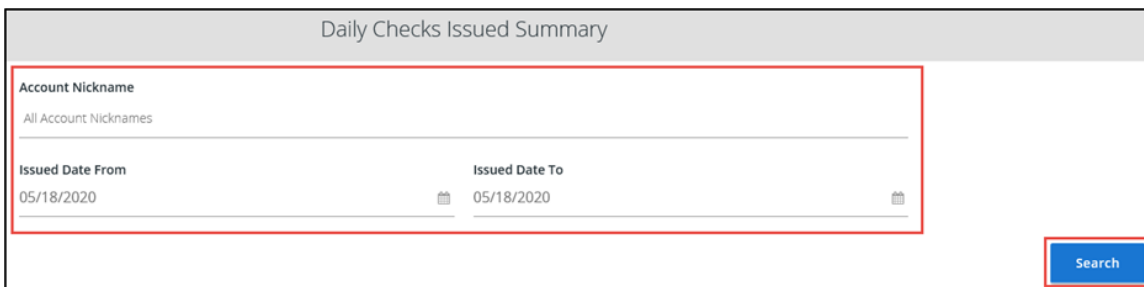
Transaction Reports

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**

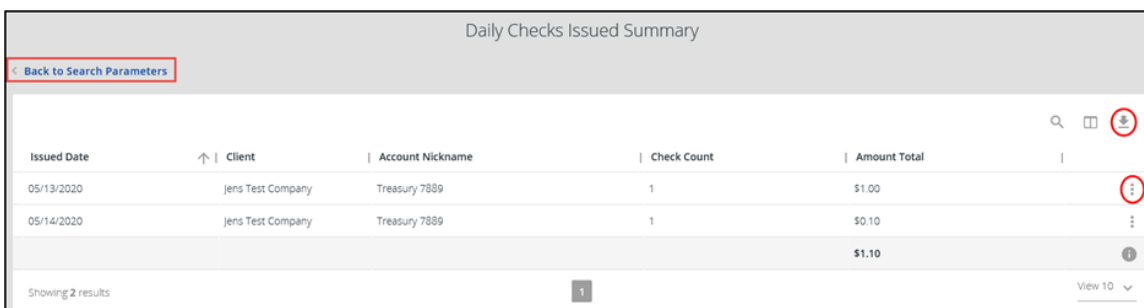


A screenshot of the 'Daily Checks Issued Summary' search form. The form has a light grey header with the title 'Daily Checks Issued Summary'. Below the header, there is a search area with a red border. Inside this area, there is a text input field labeled 'Account Nickname' with the placeholder text 'All Account Nicknames'. Below this, there are two date input fields: 'Issued Date From' with the value '05/18/2020' and 'Issued Date To' with the value '05/18/2020'. To the right of the search area, there is a blue button labeled 'Search' with a white border.

- 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



A screenshot of the 'Daily Checks Issued Summary' results table. The table has a light grey header with the title 'Daily Checks Issued Summary'. Below the header, there is a table with the following columns: 'Issued Date', 'Client', 'Account Nickname', 'Check Count', and 'Amount Total'. The table contains two rows of data. The first row shows '05/13/2020', 'Jens Test Company', 'Treasury 7889', '1', and '\$1.00'. The second row shows '05/14/2020', 'Jens Test Company', 'Treasury 7889', '1', and '\$0.10'. The total amount is '\$1.10'. There are icons for search, print, and download in the top right corner. A red box highlights the 'Back to Search Parameters' link in the top left corner. A red circle highlights the options icon (three dots) next to the first row of data.

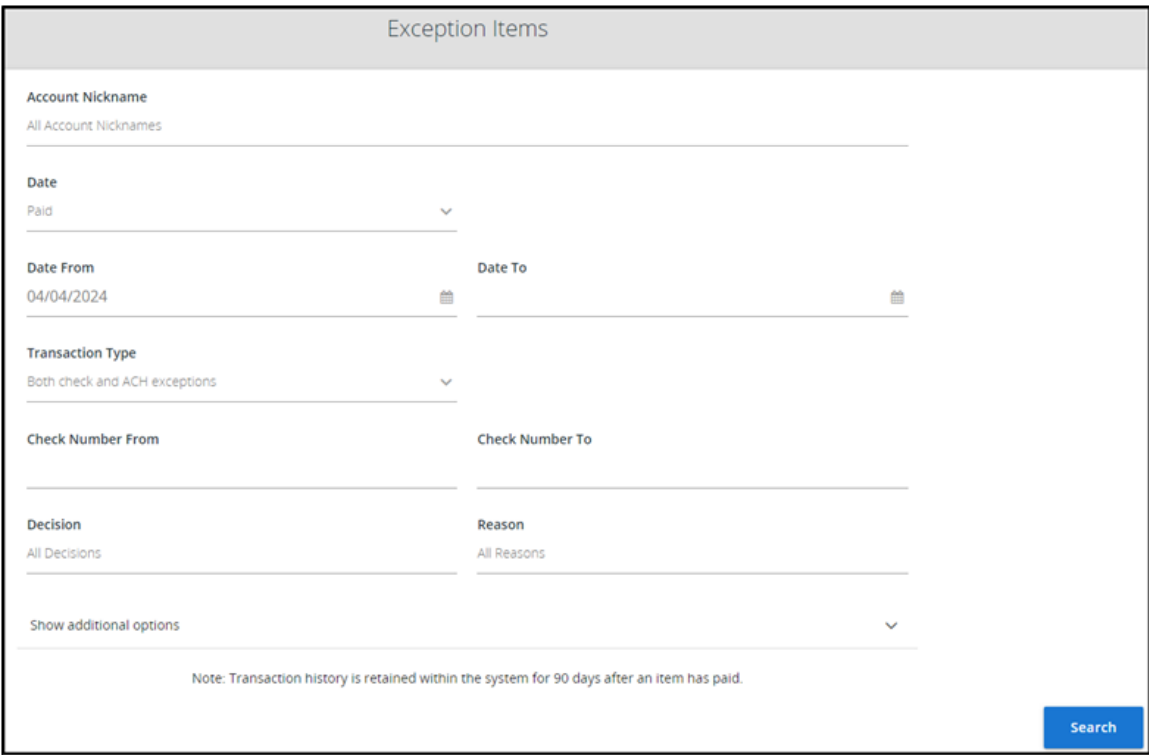
Issued Date	Client	Account Nickname	Check Count	Amount Total
05/13/2020	Jens Test Company	Treasury 7889	1	\$1.00
05/14/2020	Jens Test Company	Treasury 7889	1	\$0.10
				\$1.10

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

A screenshot of the 'Exception Items' search form. The form has a header 'Exception Items' and several input fields: 'Account Nickname' (with a dropdown arrow), 'Date' (with a dropdown arrow), 'Date From' (with a calendar icon), 'Date To' (with a calendar icon), 'Transaction Type' (with a dropdown arrow), 'Check Number From' (with a dropdown arrow), 'Check Number To' (with a dropdown arrow), 'Decision' (with a dropdown arrow), and 'Reason' (with a dropdown arrow). There is a 'Show additional options' link with a dropdown arrow. A note at the bottom states: 'Note: Transaction history is retained within the system for 90 days after an item has paid.' A blue 'Search' button is located at the bottom right.

- 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.

Back to Search Parameters

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 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									

<

Showing 5 results

1

View 10

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**

Transaction Reports

Daily Checks Issued Summary

Exception Items

Correction Report

Account Reconciliation Summary

Check Reconciliation Summary

Deposit Reconciliation Summary

- 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.

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					1		View 10						

Account Reconciliation Summary

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

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

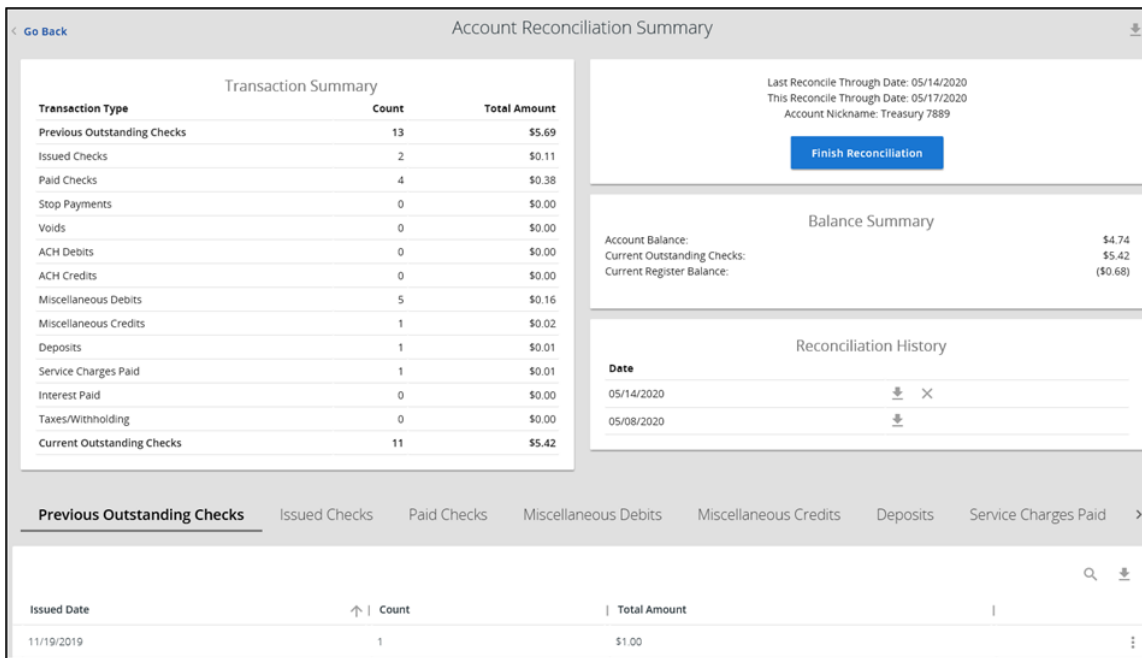


- Select the account you want to reconcile from the **Account Nickname** drop down menu and the date you want to reconcile through from the **Reconcile Through Date** option, when finished click **Search**

 **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 <table> <tr> <td>05/13/2020</td> <td></td> <td></td> </tr> <tr> <td>05/12/2020</td> <td></td> <td></td> </tr> <tr> <td>05/08/2020</td> <td></td> <td></td> </tr> <tr> <td>05/07/2020</td> <td></td> <td></td> </tr> </table>	05/13/2020			05/12/2020			05/08/2020			05/07/2020		
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.



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	
05/14/2020	 
05/08/2020	

Previous Outstanding Checks Issued Checks Paid Checks Miscellaneous Debits Miscellaneous Credits Deposits Service Charges Paid

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

Previous Outstanding Checks				Issued Checks	Paid Checks	Miscellaneous Debits	Miscellaneous Credits	Deposits	Service Charges Paid
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						
		13	\$5.69						

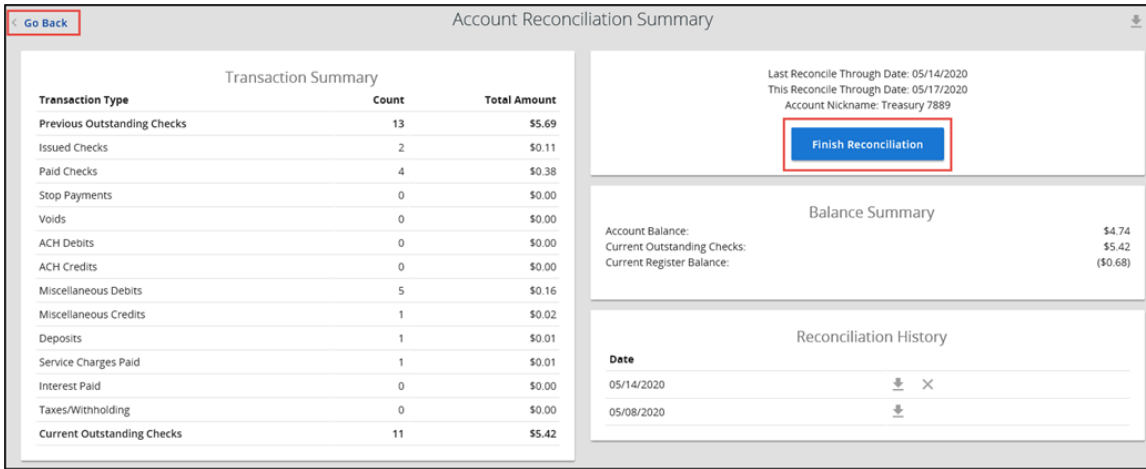
Showing 9 results

1

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



Account Reconciliation Summary

[Go Back](#)

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

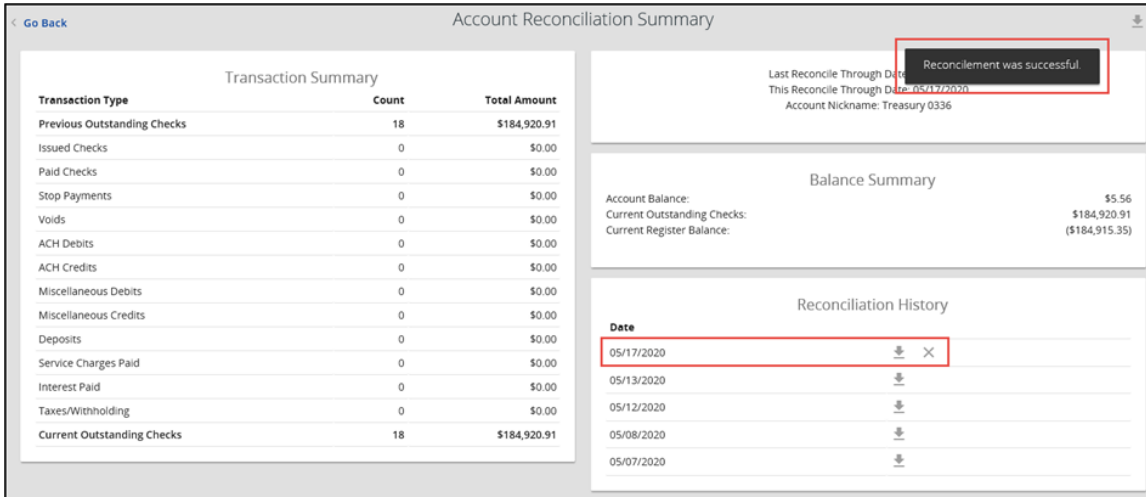
Date	
05/14/2020	 
05/08/2020	

- You 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

[Go Back](#)

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

Run Date: 05/15/2020

Account Nickname: Treasury 7889

Reconciliation Period: 05/08/2020 to 05/14/2020

Account Reconciliation Summary

	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

Balance Summary

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

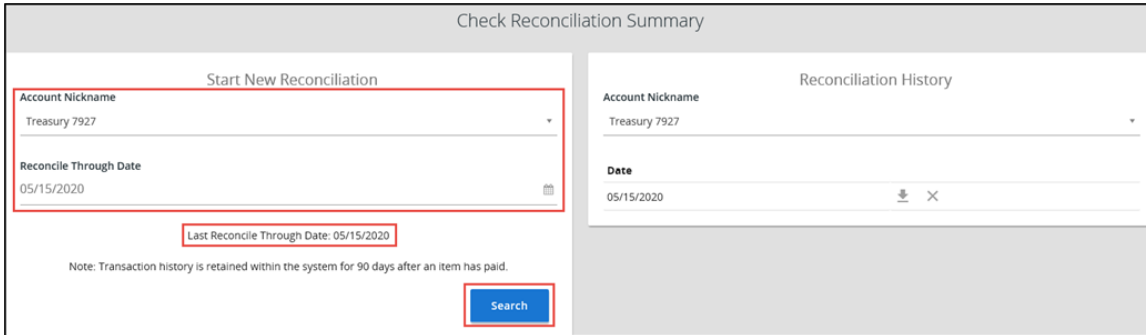
This option is used to assist in reconciling your checking accounts.

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



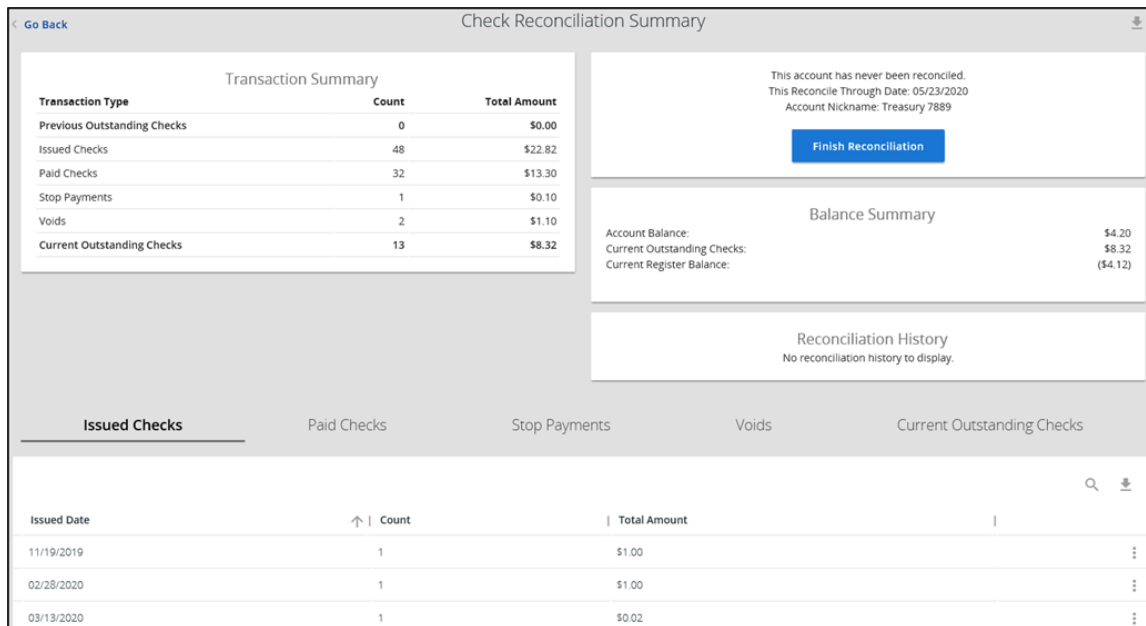
- Select the account you want to reconcile from the **Account Nickname** drop down menu and the date you want to reconcile through from the **Reconcile Through Date** option, when finished click **Search**

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



The screenshot shows the 'Start New Reconciliation' section of the 'Check Reconciliation Summary' interface. It includes a dropdown for 'Account Nickname' set to 'Treasury 7927' and a date field for 'Reconcile Through Date' set to '05/15/2020'. A note below states: 'Last Reconcile Through Date: 05/15/2020'. A 'Search' button is at the bottom right. The 'Reconciliation History' section on the right is empty.

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.



The screenshot shows the 'Transaction Summary' section of the 'Check Reconciliation Summary' interface. It includes a table of transaction types, a 'Balance Summary' section, and a 'Reconciliation History' section. Below the summary is a tabbed interface with 'Issued Checks' selected, showing a detailed list of issued checks.

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

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		
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

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.

Transaction Summary			Check Reconciliation Summary	
Transaction Type	Count	Total Amount		
Previous Outstanding Checks	0	\$0.00	This account has never been reconciled. This Reconcile Through Date: 05/23/2020 Account Nickname: Treasury 7889 Finish Reconciliation	
Issued Checks	48	\$22.82		
Paid Checks	32	\$13.30	Balance Summary Account Balance: \$4.20 Current Outstanding Checks: \$8.32 Current Register Balance: (\$4.12)	
Stop Payments	1	\$0.10		
Voids	2	\$1.10	Reconciliation History No reconciliation history to display.	
Current Outstanding Checks	13	\$8.32		

- You receive a message **Reconcilement 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

[Go Back](#)

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

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

Reconciliation was successful

Balance Summary

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

Reconciliation History

Date

05/23/2020

Jens Test Company		Run Date: 05/24/2020	
Account Nickname: Treasury 7889		Reconcilement 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)

A	B	C	D	E	F	G
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

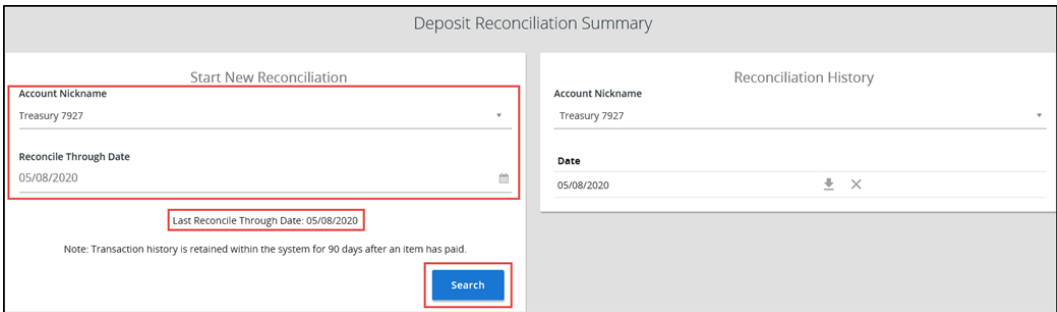
This option is used to assist in reconciling deposits made to an account. This report allows you to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately.

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

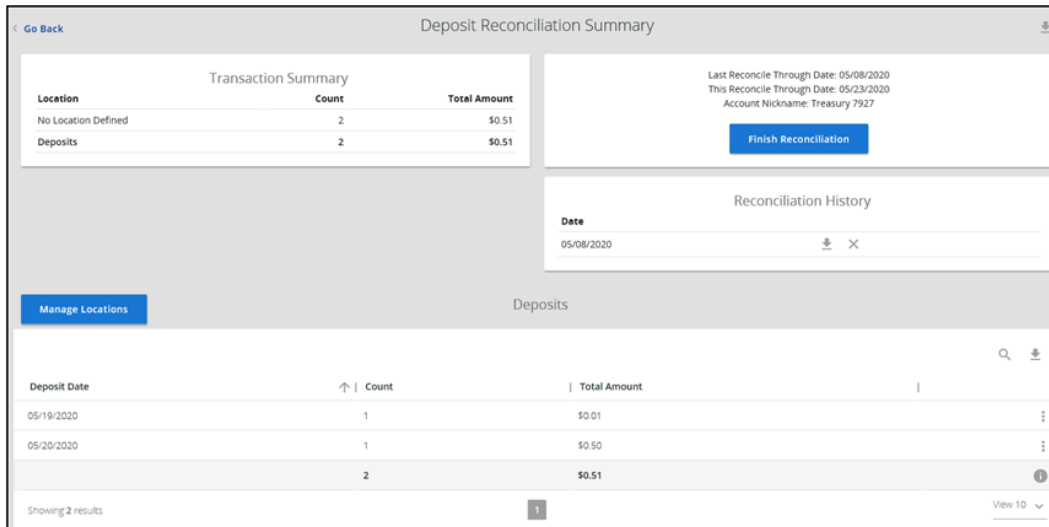


- Select the account you want to reconcile from the **Account Nickname** drop down menu and the date you want to reconcile through from the **Reconcile Through Date** option, when finished click **Search**

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

A screenshot of the 'Deposit Reconciliation Summary' form. The form has a light grey header with the title 'Deposit Reconciliation Summary'. Below the header, there are two main sections: 'Start New Reconciliation' on the left and 'Reconciliation History' on the right. The 'Start New Reconciliation' section contains a dropdown menu for 'Account Nickname' with 'Treasury 7927' selected, a date field for 'Reconcile Through Date' with '05/08/2020' entered, and a red-bordered box containing the text 'Last Reconcile Through Date: 05/08/2020'. Below this is a blue 'Search' button. The 'Reconciliation History' section contains a dropdown menu for 'Account Nickname' with 'Treasury 7927' selected, a date field for 'Date' with '05/08/2020' entered, and a download icon. 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.'

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



Deposit Reconciliation Summary

Go Back

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

Manage Locations

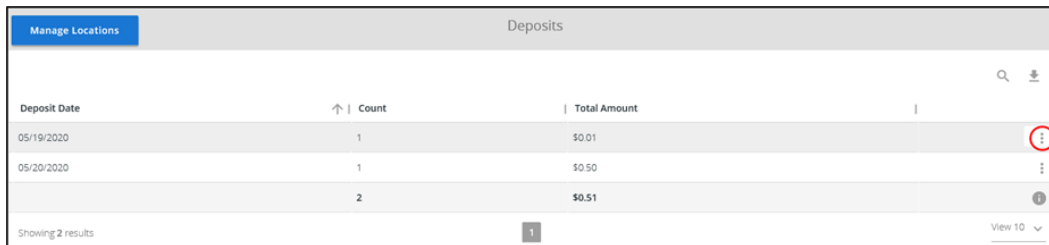
Deposits

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



Manage Locations

Deposits

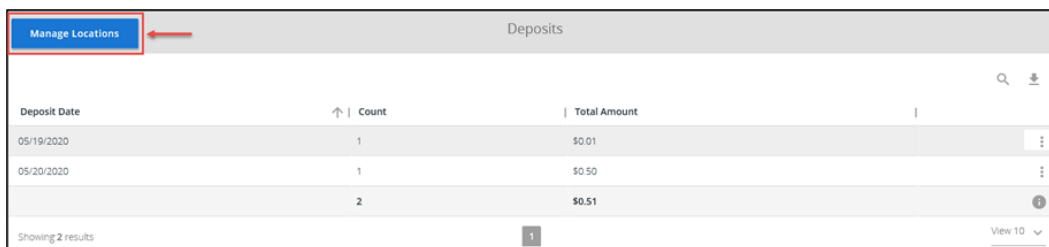
Deposit Date	Count	Total Amount
05/19/2020	1	\$0.01
05/20/2020	1	\$0.50
	2	\$0.51

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

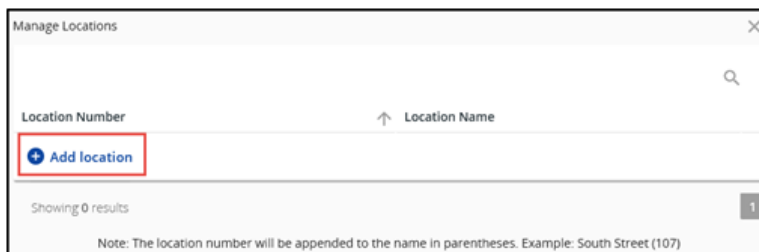
Deposits

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

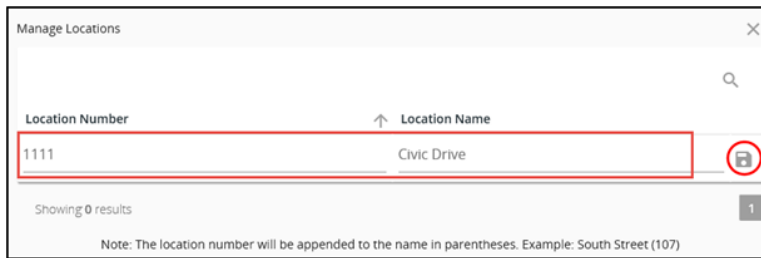
Location Name

+ Add location

Showing 0 results

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

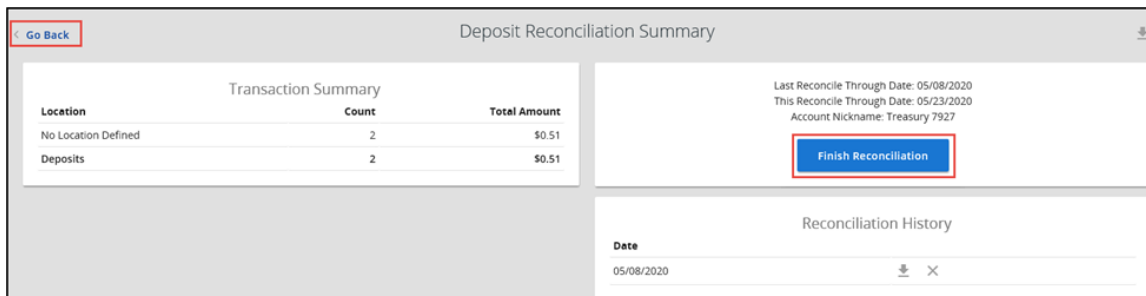
Location Number: 1111 Location Name: Civic Drive

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**

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



< Go Back Deposit Reconciliation 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

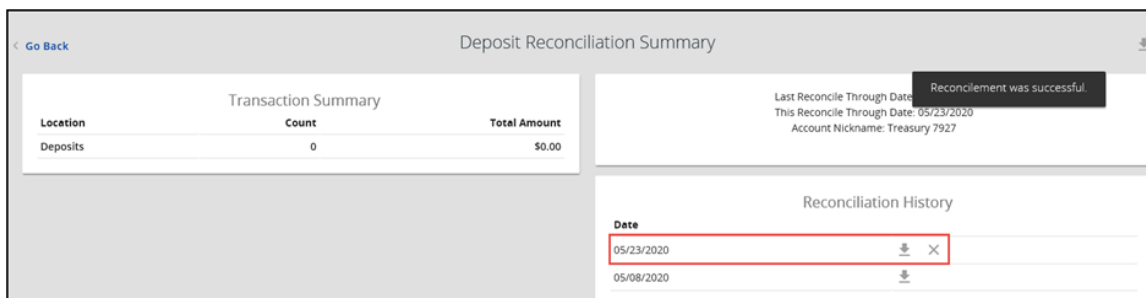
Date: 05/08/2020 [Download] [X]

- 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**.



< Go Back Deposit Reconciliation Summary

Location	Count	Total Amount
Deposits	0	\$0.00

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

Reconciliation was successful.

Reconciliation History

Date: 05/23/2020 [Download] [X]

05/08/2020 [Download]

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

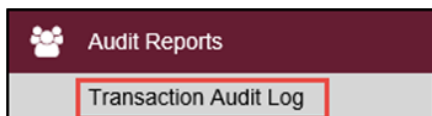
	Location	Count	Total Amount
1	No Location Defined	2	\$0.51
		2	\$0.51

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	

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.

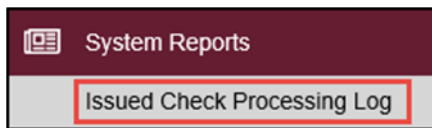
- The audit details display based on the search criteria entered; click the print icon to print or the report icon to export the information to an Excel file
- Click **Back to Filter** to return to the previous screen

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

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 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

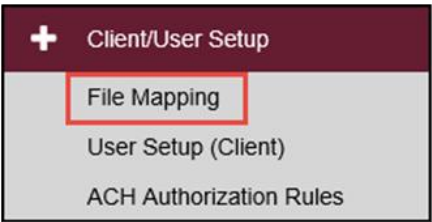
Processing Totals (All Pages)

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 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 Add New

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.

File Mapping

Profile Name:

File Format:

Microsoft Excel

Delimiter:

☒ Comma

☐ Tab

☐ Space

☐ Semicolon

☐ Other

Select File:

Choose File

No file chosen

Next >

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: Do Not Require File Totals

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:

Map another issued payee field

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	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:

Header:

Check Number:

Amount: ☐ Add Decimal:

Issued Date:

Account Number:

Account Nickname:

Notes:

Issued Payee:

Issued Payee Address:

Record Type:

Negative Amounts to Voids:

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

Skip Rows at Beginning:

Skip Rows at Ending:

File Total Option:

< 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.

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: Do Not Require File Totals

Start

End

Items in File:

Dollar Amount in File:

< Back

Next >

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).

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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																												

<u>Start</u>	<u>End</u>	
Check Number:	10	19
Amount:	21	25 ☐ Insert Decimal Point
Issued Date:	27	36 ☐ Dates in file do not include separators (Ex: '/' or '-')
* Special Date Type:	Not Selected	
* 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:	1	8
Account Nickname	0	0
Notes:	0	0
Issued Payee:	38	51
Issued payee fields will be combined, in order, when an issued check file is loaded.		
Additional Issued Payee:	53	63
Additional Issued Payee:	65	74
Additional Issued Payee:	76	90
Map another issued payee field		
Issued Payee Address:	0	0
Record Type:	0	0 ☐ 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																													
	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	1		1	2	/

Name:	
File Type:	Fixed Length File
Header:	No File Headers

Check Number:	Positions 10 to 19
Amount:	Positions 21 to 25
Add Decimal:	No
Issued Date:	Positions 27 to 36 ()
Account Number:	Positions 1 to 8
Account Nickname	Not Defined
Notes:	Not Defined
Issued Payee:	Positions 38 to 51, 53 to 63, 65 to 74, 76 to 90
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

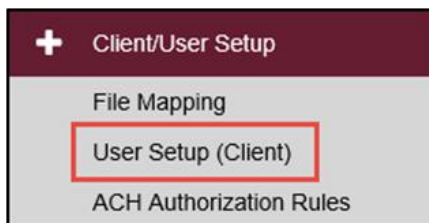
Skip Rows at Beginning:	0
Skip Rows at Ending:	0
File Total Option:	Do Not Require File Totals

< Back
Save

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: John

Middle Initial:

* Last Name: Smith

* Email Address: [REDACTED] ☐ Exclude From Email

Primary Phone Number: [REDACTED]

Secondary Phone Number:

** Mobile Number: [REDACTED] ☐ Do Not Send Text Messages

Limit Text Start & Stop Times: No

Text Messages Start Time: 12:00 AM Pacific Time (US & Canada)

Text Messages End Time: 12:00 AM Pacific Time (US & Canada)

* Indicates required fields

** Mobile number is required for text message alerts

☐ Archive User

Submit

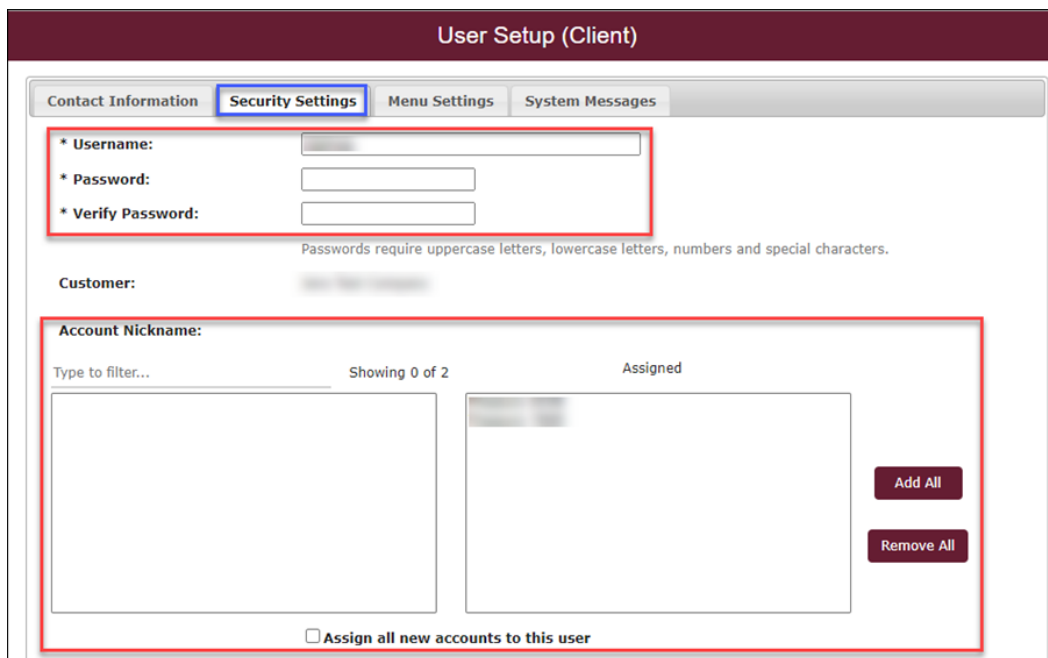
Security Settings Tab

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**.

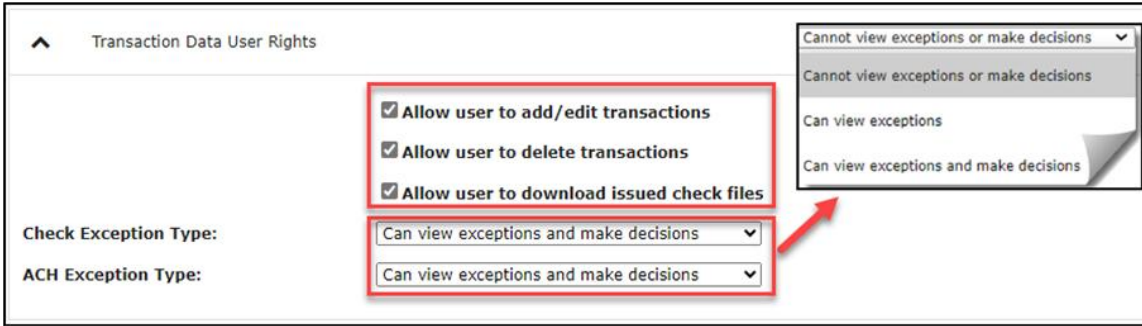
Assign all new accounts to this user: If selected, this user is automatically granted access to any new accounts added to the system.



The screenshot shows the 'User Setup (Client)' window with the 'Security Settings' tab selected. The 'Username', 'Password', and 'Verify Password' fields are highlighted with a red box. Below these fields is a note: 'Passwords require uppercase letters, lowercase letters, numbers and special characters.' The 'Customer' field is also visible. The 'Account Nickname' section is highlighted with a red box and contains a table with two columns: 'Available' and 'Assigned'. The 'Available' column has a search bar and shows 'Showing 0 of 2'. The 'Assigned' column is empty. To the right of the table are 'Add All' and 'Remove All' buttons. At the bottom of the section is a checkbox labeled '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.



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

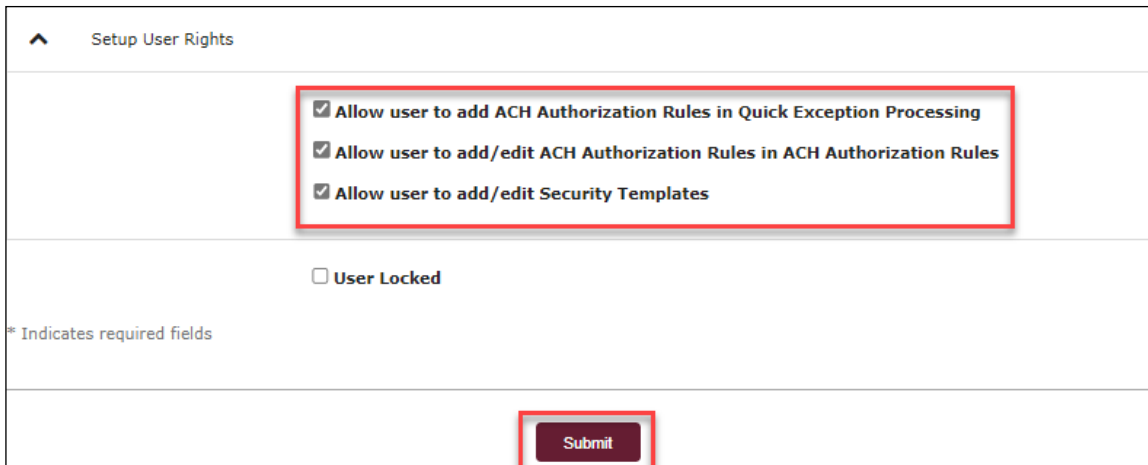
Cannot view exceptions or make decisions
 Cannot view exceptions or make decisions
 Can view exceptions
 Can view exceptions and make decisions

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.



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 Security Templates

☐ User Locked

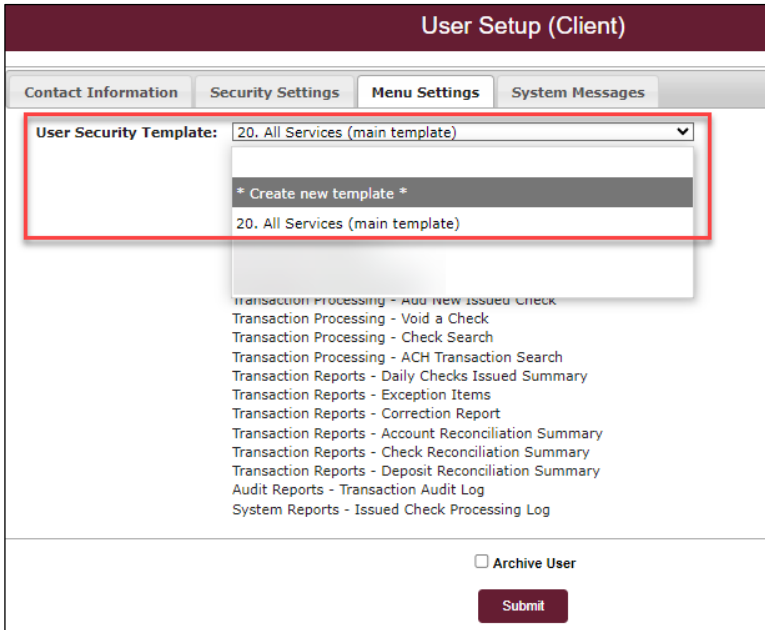
* Indicates required fields

Submit

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

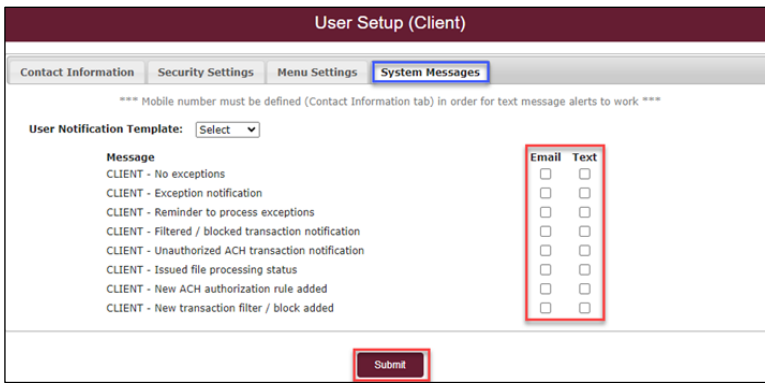
☐ Archive User

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	☐	☐
CLIENT - Exception notification	☐	☐
CLIENT - Reminder to process exceptions	☐	☐
CLIENT - Filtered / blocked transaction notification	☐	☐
CLIENT - Unauthorized ACH transaction notification	☐	☐
CLIENT - Issued file processing status	☐	☐
CLIENT - New ACH authorization rule added	☐	☐
CLIENT - New transaction filter / block added	☐	☐

Submit

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

✓ User (jsmith) Added

User Setup (Client)

Choose Company: Jens Test Company

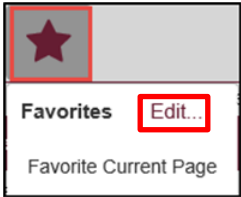
User Status: Active Search... Search Reset 36 of 36 records

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 dialog box to select favorite actions. When finished click **Save Changes**.

Edit Favorites

Drag and drop actions to save as favorites. Place them in the order you would like to see them in your dropdown menu.

All Actions

File Mapping
User Setup (Client)
ACH Authorization Rules
Quick Exception Processing
Submit Issued Check File
Add New Issued Check
Void a Check
Check Search
Paid Items Extract
ACH Transaction Search
Daily Checks Issued Summary
Exception Items
Correction Report
State Dated Checks
Account Reconciliation Summary
Check Reconciliation Summary
Deposit Reconciliation Summary
Transaction Audit Log
Issued Check Processing Log

Favorite Actions

Remove All

Close

Discard Unsaved Changes

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

