

Positive Pay

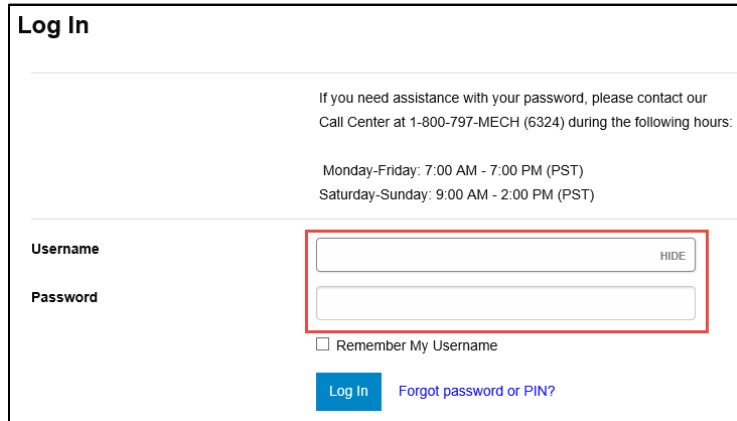
Centrix User Guide

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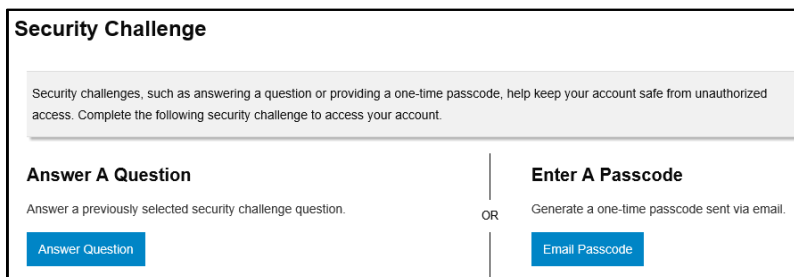
Launching Positive Pay

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



The screenshot shows the 'Log In' page. At the top, it says 'Log In'. Below that, there is a message: 'If you need assistance with your password, please contact our Call Center at 1-800-797-MECH (6324) during the following hours: Monday-Friday: 7:00 AM - 7:00 PM (PST) Saturday-Sunday: 9:00 AM - 2:00 PM (PST)'. There are two input fields: 'Username' and 'Password'. The 'Password' field is highlighted with a red box. Below the 'Password' field is a checkbox labeled 'Remember My Username'. At the bottom, there is a blue 'Log In' button and a link 'Forgot password or PIN?'.

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



The screenshot shows the 'Security Challenge' page. At the top, it says 'Security Challenge'. Below that, there is a message: 'Security challenges, such as answering a question or providing a one-time passcode, help keep your account safe from unauthorized access. Complete the following security challenge to access your account.' There are two options: 'Answer A Question' and 'Enter A Passcode'. The 'Answer A Question' option has a sub-message 'Answer a previously selected security challenge question.' and a blue 'Answer Question' button. The 'Enter A Passcode' option has a sub-message 'Generate a one-time passcode sent via email.' and a blue 'Email Passcode' button. The two options are separated by a vertical line with 'OR' in the middle.

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

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

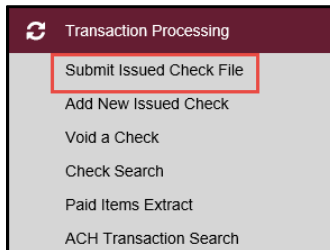
- The Positive Pay system will open in a new window; you can use the menu on the left to navigate through the system



Importing an Issued Check File

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

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



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

Submit Issued Check File

Step 1. Select a file to process.

Browse...

Step 2. Input details about the file.

Account Nickname: Treasury 0336 ▼

File Processing Type: Jens Test Company ▼

Step 3. Click the "Process File" button.

Process File

- Once the upload is complete and successful, the following message will display with a **Status** of **Processed** and reflect the number of items imported and the total dollar amount of the file
- You may also receive a **Status** of **Processed with Exceptions**; this mean that the file was processed but some items were not loaded (i.e. duplicate checks); you can click on the status to view the details

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

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

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

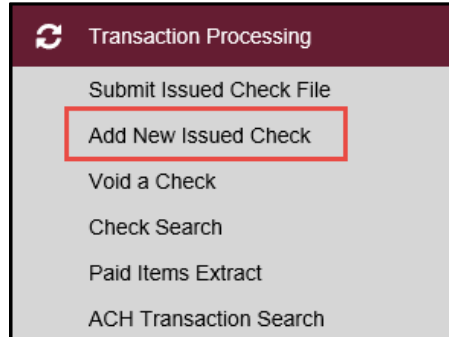
Close
Results: Rejected

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

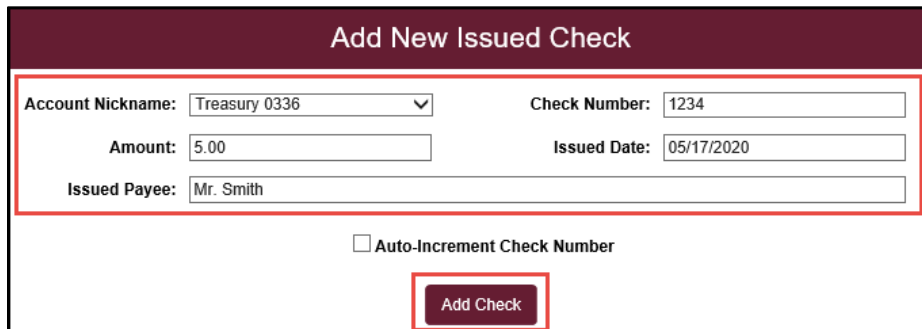
Issuing a Single Item

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

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

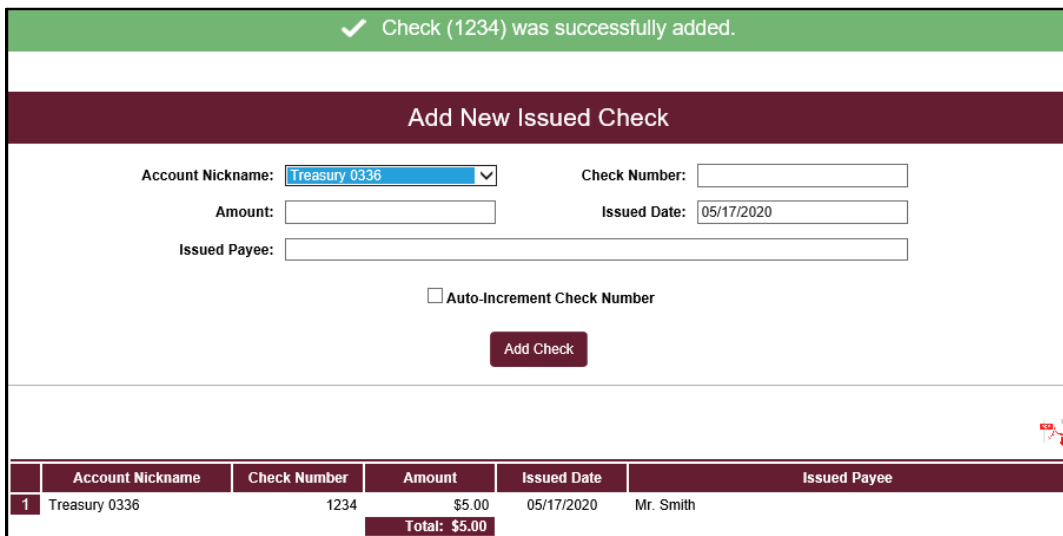


- Select the applicable account from the **Account Nickname** drop down menu, enter the **Check #**, **Amount**, **Issued Date**, and **Issued Payee** (optional); click **Add Check** when finished



The screenshot shows the "Add New Issued Check" form. The fields are filled with the following information: Account Nickname: Treasury 0336, Check Number: 1234, Amount: 5.00, Issued Date: 05/17/2020, and Issued Payee: Mr. Smith. There is an unchecked checkbox for "Auto-Increment Check Number" and a red "Add Check" button at the bottom.

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



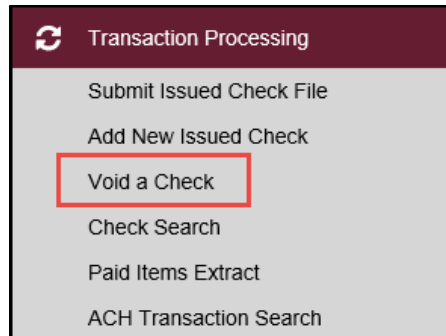
The screenshot shows the "Add New Issued Check" form after a successful submission. A green banner at the top displays a checkmark and the message "Check (1234) was successfully added." The form fields are now empty. Below the form is a table with the following data:

	Account Nickname	Check Number	Amount	Issued Date	Issued Payee
1	Treasury 0336	1234	\$5.00	05/17/2020	Mr. Smith
			Total: \$5.00		

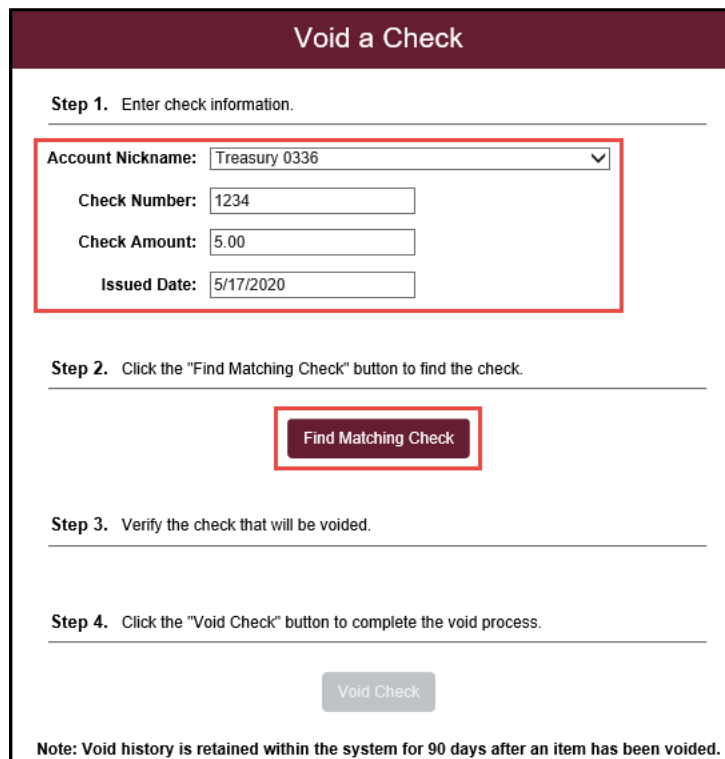
Voiding an Item

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, has been mapped in your file import template and included in your issued check file



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



The 'Void a Check' form is divided into four steps:

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

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

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

Void a Check

Step 1. Enter check information.

Account Nickname:

Check Number:

Check Amount:

Issued Date:

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

Step 3. Verify the check that will be voided.

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

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

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

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

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

Void a Check

Step 1. Enter check information.

Account Nickname:

Check Number:

Check Amount:

Issued Date:

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

Step 3. Verify the check that will be voided.

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

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

✔ ** The check has been successfully voided **

Void a Check

Step 1. Enter check information.

Account Nickname:

Check Number:

Check Amount:

Issued Date:

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

Step 3. Verify the check that will be voided.

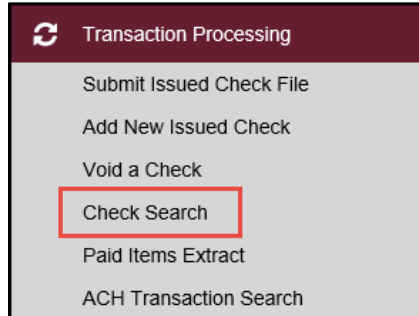
Step 4. Click the "Void Check" button to complete the void process.

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

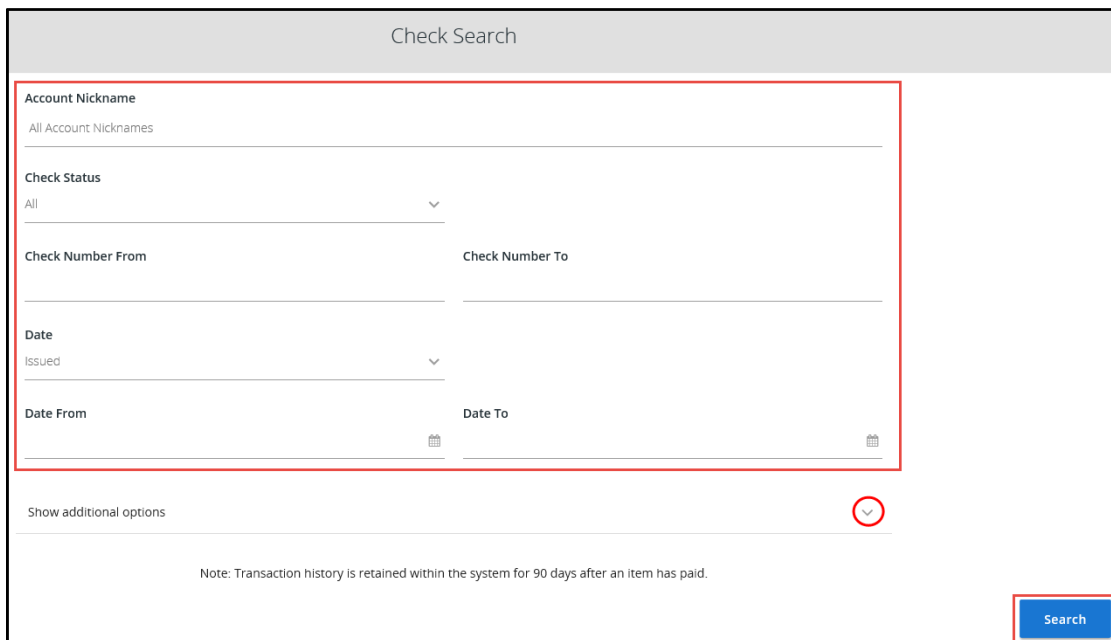
Check Search

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



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



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



A screenshot of the "Check Search" screen. The title "Check Search" is at the top. Below it, several search criteria fields are listed: "Account Nickname" (with a sub-option "All Account Nicknames"), "Check Status" (set to "All"), "Check Number From" and "Check Number To", "Date" (set to "Issued"), and "Date From" and "Date To" (with calendar icons). A "Show additional options" link with a downward arrow icon is at the bottom right. A note at the bottom center 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 corner.

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

Check Search

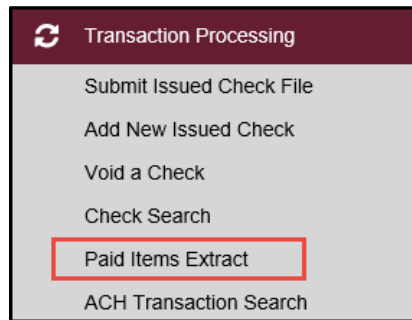
Account Nickname	Check Number	Amount	Issued Payee	Issued Date	Paid Date	Current Status
Treasury 7889	1234	\$0.02		03/13/2020		Issued
Treasury 7889	2222	\$1.00		02/28/2020	03/11/2020	Paid
		\$1.02				

Showing 2 results

Paid Items Extract

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

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



- A **Paid Items Extract** screen will display; select your account from the **Account Nickname** drop down menu and enter the date range; then click **Create File and Report**

Paid Items Extract (XLSX - All Transactions)

Step 1. Select "Account Nickname" and "Extract through date".

Account Nickname:

Extract from date: (optional)

Extract through date:

Step 2. Click the "Create File and Report" button.

Step 3. View Report or File By Clicking on Links in Grid Below.

Account Nickname	File	Report	Date Created	Extract From Date	Extract Thru Date	Item Count
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- The results will display; select **View Report** to view the report in your browser or select **View File** to either open or save the file

- Note:** An item can only be extracted once. You can click **Remove** to delete a previously run extract and then rerun if needed.

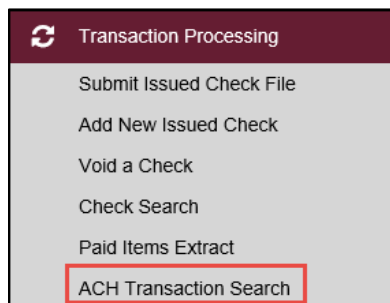
Step 3. View Report or File By Clicking on Links in Grid Below.

	Account Nickname	File	Report	Date Created	Extract From Date	Extract Thru Date	Item Count	
1	Treasury 7889	View File	View Report	05/24/20 02:01 PM		05/24/2020	3	Remove
2	Treasury 7889	View File	View Report	05/20/20 04:33 PM		05/20/2020	2	Remove
3	Treasury 7889	View File	View Report	05/19/20 01:54 PM		05/19/2020	54	Remove
4	Treasury 7889	View File	View Report	05/05/20 07:51 AM	04/10/2020	05/05/2020	34	Remove

ACH Transaction Search

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

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



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

ACH Transaction Search

Account Nickname
All Account Nicknames

Paid Date From Paid Date To

SEC Code
All SEC Codes

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

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

- Note:** You can also view item details, by clicking on the options icon next to the item (ACH items cannot be edited). If you want to export the item details you can click on the download icon to export to a PDF or excel file.

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

The screenshot shows the 'ACH Transaction Search' interface. At the top left, there is a button labeled '< Back to Search Parameters'. The main area contains a table with the following columns: Account Nickname, Company ID, SEC Code, DR/CR, Amount, Transaction Description, Paid Date, Status, and an options menu icon. The table lists three transactions, with a total amount of \$0.10. At the bottom left, it says 'Showing 3 results' and at the bottom right, 'View 10'.

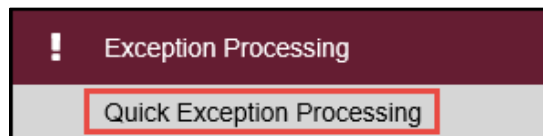
Account Nickname	Company ID	SEC Code	DR/CR	Amount	Transaction Description	Paid Date	Status
Treasury 7889	564590000	CCD	DR	\$0.02	Jens Test Compan ACH PP Tes 121102036	05/19/2020	Paid
Treasury 7889	564590000	CCD	DR	\$0.02	Jens Test Compan ACH PP Tes 121102036	05/18/2020	Paid
Treasury 7889	P123456789	CTX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

Reviewing & Approving Exceptions

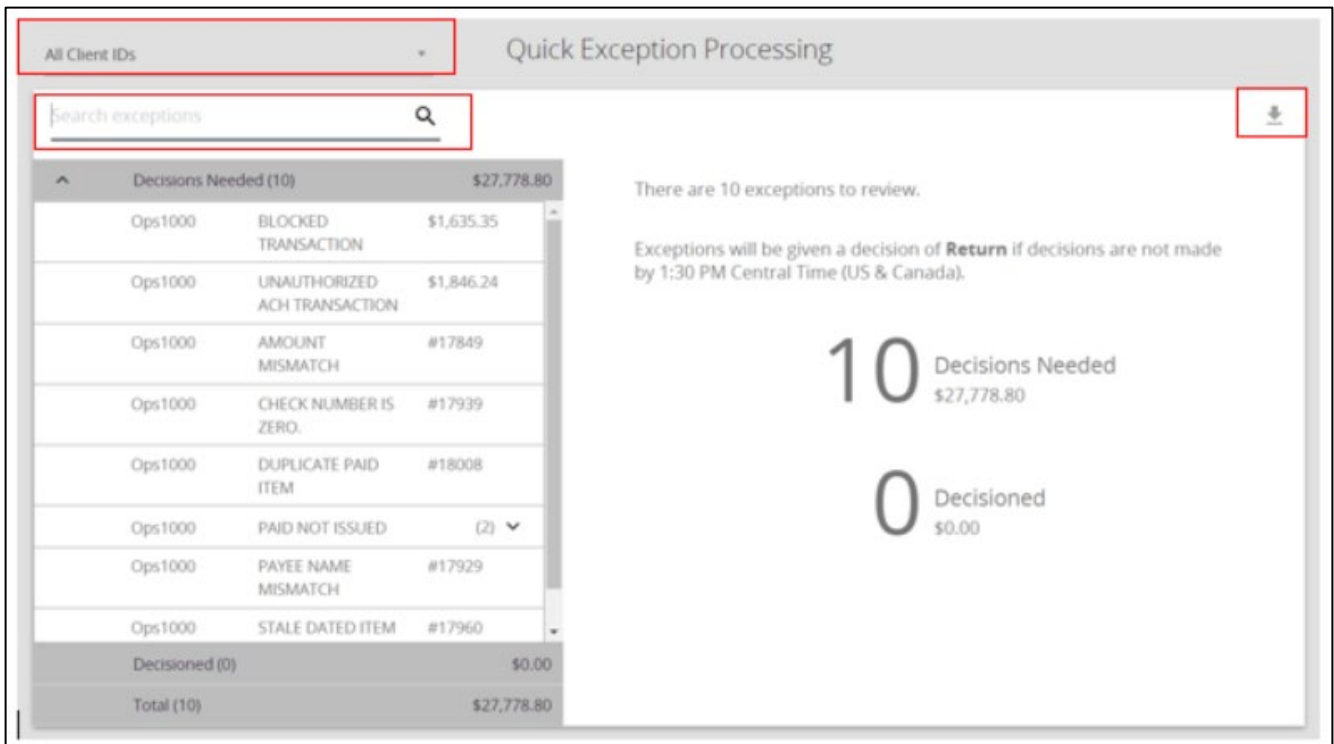
⚠ Checks MUST be reviewed and approved by 12:00 p.m. PT daily. If no decision is made by that time the default decision will be applied. Please contact the Bank for assistance if your exception items were not decisioned and the deadline has passed.

Exception Items

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



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



Quick Exception Processing

All Client IDs

Search exceptions

There are 10 exceptions to review.

Exceptions will be given a decision of **Return** if decisions are not made by 1:30 PM Central Time (US & Canada).

10 Decisions Needed
\$27,778.80

0 Decided
\$0.00

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 ITEM	#18008
Ops1000	PAID NOT ISSUED	(2) ▼
Ops1000	PAYEE NAME MISMATCH	#17929
Ops1000	STALE DATED ITEM	#17960
Decided (0)		\$0.00
Total (10)		\$27,778.80

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

Quick Exception Processing

Search exceptions

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 ITEM	#18008
Ops1000	PAID NOT ISSUED (2)	
Ops1000	PAYEE NAME MISMATCH	#17929
Ops1000	STALE DATED ITEM	#17960
Decided (0)		\$0.00
Total (10)		\$27,778.80


AMOUNT MISMATCH

Default Decision: Return

Client ID: Ops1000 Check #: 17849 Amount: \$10,000.00
 Issued Amount: \$100.00 Paid Date: 11/25/2020 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 **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: 11/25/2020 Issued Date: 09/10/2020

Front Back

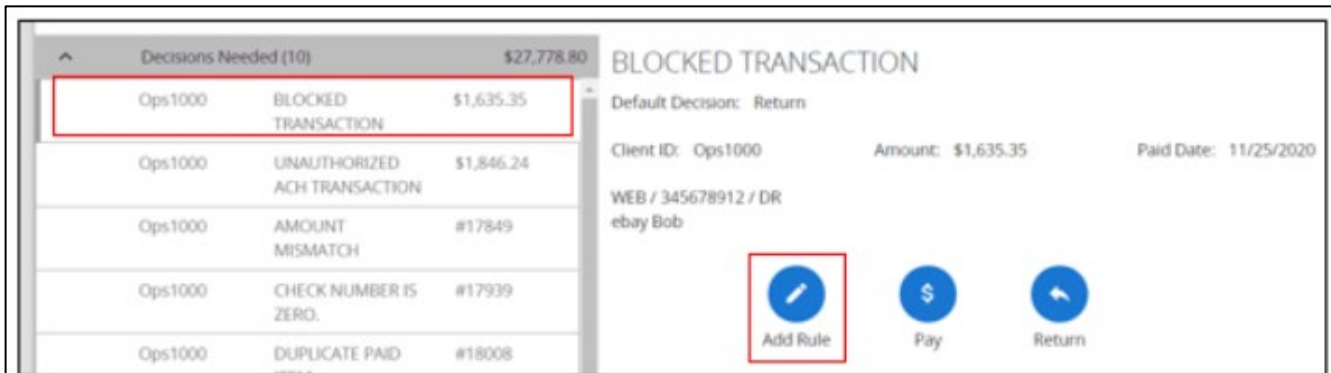
Hover over image to zoom. Click to view full-size image.



Reason ▼

Cancel
Save

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



- The **Add ACH Authorization Rule** box will display; enter/select the ACH transaction criteria you want to allow for this Company ID and then click **Add Rule**
👉 **Note:** The **Company ID** is the ID of the originating company.

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

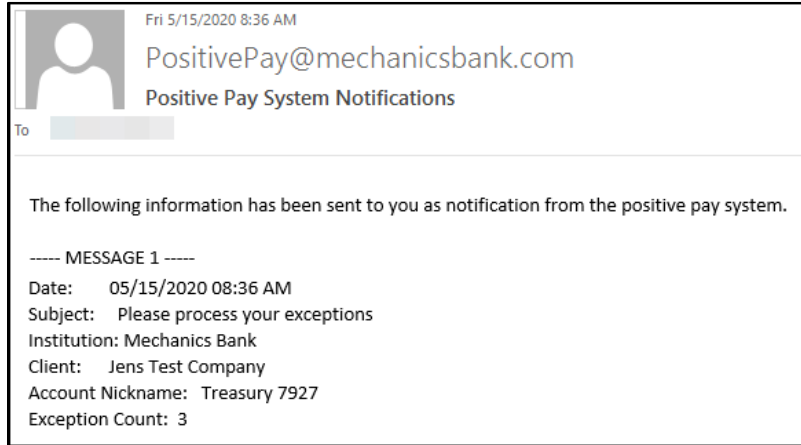


- You **MUST** decision each item by selecting **Pay** or **Return** next to it; after decisioning all items, click **Save Decisions**

Email Notifications

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

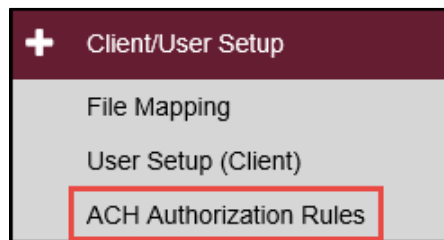
Email Example:





ACH Authorization Rules

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

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



- A **ACH Authorization Rules** screen will display a list of established ACH rules; you can click on the item to view the details or edit the record
 - **Note:** You can also **Edit record** or **Delete record**, by clicking on the options icon  next to the item. If you want to export the item details you can click on the download icon  to export to a PDF or excel file.

ACH Authorization Rules

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

Showing 6 results View 10

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

ACH Authorization Rules

Edit record

Account Nickname Treasury 7889	Description
Company ID	SEC Code WEB - Internet-Initiated Entry
Debits or Credits Debits only	Max Allowable Amount \$0.00
Notification Type Create Exception	

Cancel Save Changes

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

ACH Authorization Rules

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

[Edit record](#)
Delete record

Delete record

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

Cancel Delete

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

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

Showing 6 results View 10

- Enter/select the ACH transaction criteria you want to allow and then click and then click **Save Changes**
 - **Note:** The **Company ID** is the ID of the originating company. If the company ID field is left blank, the rule will apply to all company IDs.

ACH Authorization Rules

Add record

Account Nickname	Description		
Treasury 7889			
Company ID	SEC Code		
	ALL - All SEC Codes		
Debits or Credits	Max Allowable Amount	Notification Type	
		Create Exception	

Cancel Save and Add More Save Changes

Reports & Account Reconciliation

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

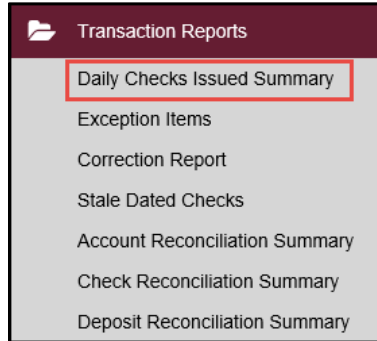
- 📁
Transaction Reports

 - Daily Checks Issued Summary
 - Exception Items
 - Correction Report
 - Stale Dated Checks
 - Account Reconciliation Summary
 - Check Reconciliation Summary
 - Deposit Reconciliation Summary

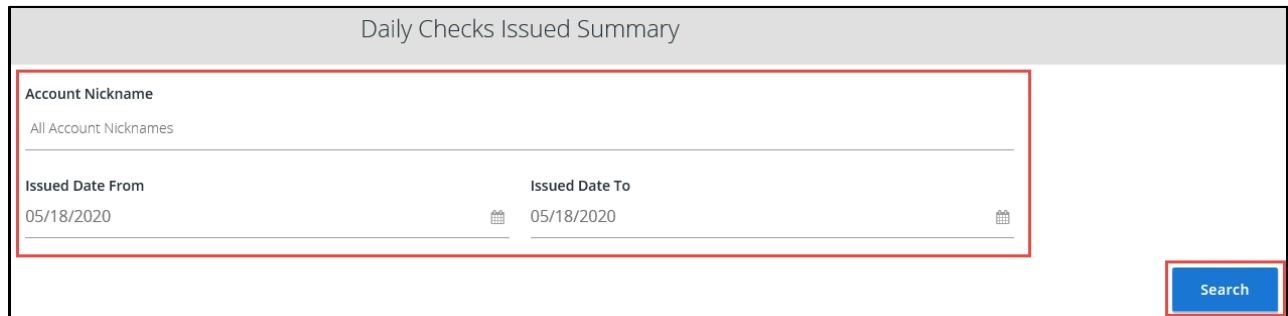
Transaction Reports



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 interface. The title "Daily Checks Issued Summary" is at the top. Below it is a search form with a red border. The form has three main sections: "Account Nickname" with a dropdown menu showing "All Account Nicknames"; "Issued Date From" with a date field containing "05/18/2020" and a calendar icon; and "Issued Date To" with a date field containing "05/18/2020" and a calendar icon. A blue "Search" button is located at the bottom right of the form.

- Based on the search criteria entered, a list of the matching items will appear in a list; you can click on the item to view the details
 - **Note:** You can also view item details, by clicking on the options icon  next to the item. 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

Daily Checks Issued Summary

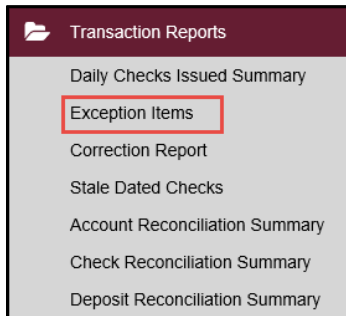
[Back to Search Parameters](#)

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

Showing 2 results View 10

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

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



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

Exception Items

Account Nickname
All Account Nicknames

Exception Date From 05/15/2020 **Exception Date To**

Transaction Type
Both check and ACH exceptions Include Reversals

Check Number From **Check Number To**

Decision All Decisions **Reason** All Reasons

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

[Search](#)

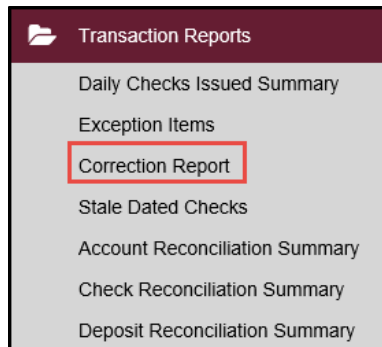
- Based on the search criteria entered, a list of the matching items will appear in a list; you can click on the item to view the details

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

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

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

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



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

Correction Report

Account Nickname
All Account Nicknames

Exception Date From: 05/15/2020



Exception Date To:

Check Number From:

Check Number To:

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

Search

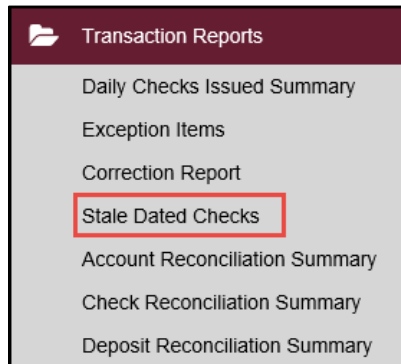
- Based on the search criteria entered, a list of the matching items will appear in a list; you can click on the item to view the details
 - Note:** You can also view item details, by clicking on the options icon  next to the item. If you want to export the item details you can click on the download icon  to export to a PDF or excel 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 View 10

Stale Dated Checks: This report allows you to create a report of stale dated checks using selection criteria. A check is considered stale dated 180 days from the issued date. Select items by Issued Date, Input Date, As of Date or Issued Payee.

- From the Transaction Reports menu, select **Stale Dated Checks**



- 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.

Stale Dated Checks

Account Nickname
All Account Nicknames

Stale Dated As Of
05/18/2020

Check Number From _____ Check Number To _____

Issued Date From _____ Issued Date To _____

Input Date From _____ Input Date To _____

Search

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

Stale Dated Checks

[Back to Search Parameters](#)

Client	Account Nickname	Check Number	Amount	Issued Payee	Issued Date	
Jens Test Company	Treasury 7889	54321	\$1.00		11/19/2019	
			\$1.00			

Showing 1 result

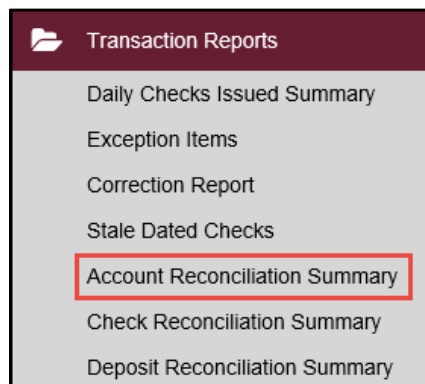
1

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 will display next to the **Last Reconcile Through Date**.

Account Reconciliation Summary

Start New Reconciliation

Account Nickname
Treasury 0336

Reconcile Through Date
05/17/2020

Last Reconcile Through Date: 05/13/2020

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

Search

Reconciliation History

Account Nickname
Treasury 0336

Date

05/13/2020	↓ ×
05/12/2020	↓
05/08/2020	↓
05/07/2020	↓

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

Note: The **Reconciliation History** section displays the reconciliation reports that have been run. You can download the reports to a PDF or excel file by clicking the download icon next to the report.

Account Reconciliation Summary

< Go Back

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

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	↓

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	⋮

FM-3898.2-eCH

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- 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 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		
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 Reconciliation Summary

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

Finish Reconciliation

Balance Summary

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

Reconciliation History

Date	
05/14/2020	
05/08/2020	

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

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	Download X
05/13/2020	Download
05/12/2020	Download
05/08/2020	Download
05/07/2020	Download

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)

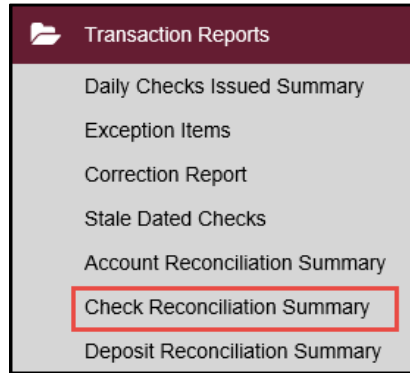
Issued Date	Paid Date	Check Number	Issued Payee	Amount
05/11/2020	05/11/2020	1177		\$ 0.11
05/11/2020		1176		\$ 0.10
05/11/2020	05/11/2020	1178		\$ 0.10
05/11/2020	05/11/2020	1179		\$ 0.20
05/13/2020	05/13/2020	1250		\$ 1.00
05/14/2020		1191		\$ 1.00
				\$ 2.51

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


Check Reconciliation Summary

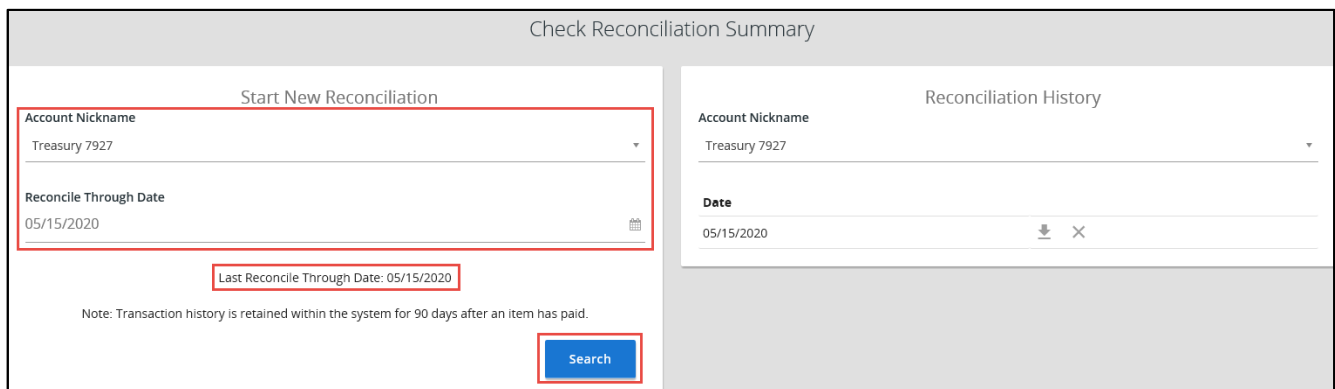
This option is used to assist in reconciling your checking accounts.

- 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 will display next to the **Last Reconcile Through Date**.



The screenshot shows the 'Check Reconciliation Summary' interface. It is divided into two main sections: 'Start New Reconciliation' and 'Reconciliation History'.
 In the 'Start New Reconciliation' section, there is a dropdown menu for 'Account Nickname' with 'Treasury 7927' selected, and a date field for 'Reconcile Through Date' with '05/15/2020' entered. Below these fields, a red box highlights the text 'Last Reconcile Through Date: 05/15/2020'. A blue 'Search' button is located at the bottom right of this section.
 In the 'Reconciliation History' section, there is a dropdown menu for 'Account Nickname' with 'Treasury 7927' selected, and a date field for 'Date' with '05/15/2020' entered. To the right of the date field are download and delete icons.

- 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.

 **Note:** The **Reconciliation History** section displays the reconciliation reports that have been run. You can download the reports to a PDF or excel file by clicking the download icon  next to the report.

Check Reconciliation Summary

Transaction Summary

Transaction Type	Count	Total Amount
Previous Outstanding Checks	0	\$0.00
Issued Checks	48	\$22.82
Paid Checks	32	\$13.30
Stop Payments	1	\$0.10
Voids	2	\$1.10
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.

Issued Checks
Paid Checks
Stop Payments
Voids
Current Outstanding Checks

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

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

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

Check Reconciliation Summary

Go Back

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

Go Back

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	

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)

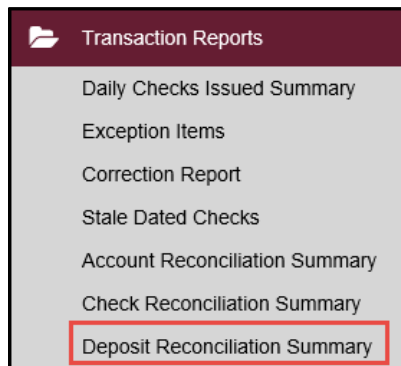
A	B	C	D	E	F	G
Issued Date	Paid Date	Check Number	Issued Payee	Amount		
03/13/2020		1234		\$ 0.02		
02/28/2020	03/11/2020	2222		\$ 1.00		
04/20/2020		1222		\$ 1.00		
04/20/2020	04/20/2020	1223		\$ 0.50		

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 will display next to the **Last Reconcile Through Date**.

Deposit Reconciliation Summary

Start New Reconciliation

Account Nickname
Treasury 7927

Reconcile Through Date
05/08/2020

Last Reconcile Through Date: 05/08/2020

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

Search

Reconciliation History

Account Nickname
Treasury 7927

Date
05/08/2020

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

Note: The **Reconciliation History** section displays the reconciliation reports that have been run. You can download the reports to a PDF or excel file by clicking the download icon next to the report.

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

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

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

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

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

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

Deposit Reconciliation Summary

Transaction Summary

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

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

Finish Reconciliation

Reconciliation History

Date	
05/08/2020	Download Clear

- You will receive a message **Reconciliation was successful**; the reconciliation report will appear in the **Reconciliation History**
- You can click the download icon next to the report to export to PDF or excel file
 - 👉 **Note:** To undo/clear the most recent reconciliation, click the clear icon and then click **Clear reconciliation**.

Deposit Reconciliation Summary

Transaction Summary

Location	Count	Total Amount
Deposits	0	\$0.00

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

Reconciliation History

Date	
05/23/2020	Download Clear
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

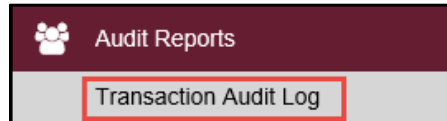
A	B	C	D
Deposit Date	Location	Amount	Transaction Description
05/19/2020	No Location Defined	\$ 0.01	
05/20/2020	No Location Defined	\$ 0.50	

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.

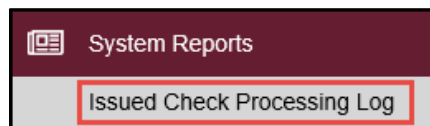
- The audit details will display based on the search criteria entered; click the print icon to print or the report icon to export the information to an excel file
- Click **Back to Filter** to return to the previous screen

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

System Reports

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

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



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

Issued Check Processing Log

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

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

Search

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

Issued Check File Processing Log

[< Back to Search Parameters](#)

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

1

View 10

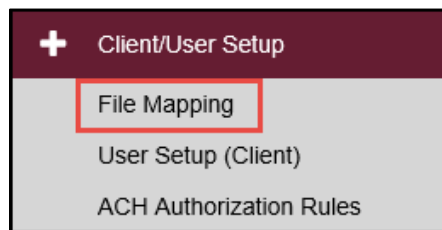
Processing Totals (All Pages)

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

File Mapping

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

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



You can perform the following actions on this page:

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

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

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

File Format: Specifies the issued file format.

The following file formats are available:

- Delimited Text
- Fixed Length File
- Excel

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

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

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

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

File Mapping

Profile Name:

File Format:

Delimiter:

Comma

Tab

Space

Semicolon

Other Text Qualifier:

Select File:

Delimited and Excel Formats:

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

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

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

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

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

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

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

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

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

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

File Mapping

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

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

File Totals Options:

Field #

Items in File:

Dollar Amount in File:

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Next >

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

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

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

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

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

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

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

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

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

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

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

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

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

File Mapping

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

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:

Record Type: Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

< Back
Next >

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

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

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

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

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

Fixed Length Formats:

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

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

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

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

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

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

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

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

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

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

File Mapping

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

File Does Not Contain Issued Date

First Row Contains Column Names

Skip Rows at Beginning

Skip Rows at Ending

File Totals Options:

Start End

Items in File:

Dollar Amount in File:

< Back
Next >

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

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

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

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

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

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

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

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

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

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

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

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

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

File Mapping

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

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

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

Optional Fields

Account Number:	<input type="text" value="1"/>	<input type="text" value="15"/>	
Account Nickname	<input type="text" value="0"/>	<input type="text" value="0"/>	
Notes:	<input type="text" value="0"/>	<input type="text" value="0"/>	
Issued Payee:	<input type="text" value="58"/>	<input type="text" value="68"/>	
Record Type:	<input type="text" value="70"/>	<input type="text" value="70"/>	<input type="checkbox"/> Convert Negative Amounts to Voids
Issued Item Code:	<input type="text" value="I"/>		
Void Item Code:	<input type="text" value="V"/>		
Stop Pay Item Code:	<input type="text" value="S"/>		

< Back
Next >

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

File Mapping

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

Profile Name: Payroll Account
File Type: Fixed Length File
Header: First Row Contains Column Names

Check Number: Positions 17 to 31
Amount: Positions 33 to 47
Add Decimal: Yes
Issued Date: Positions 49 to 56 (MMDDYYYY)
Account Number: Positions 1 to 15
Account Nickname: Not Defined
Notes: Not Defined
Issued Payee: Positions 58 to 68
Record Type: Positions 70 to 70
Negative Amounts to Voids: No
Issued Item Code: I
Void Item Code: V
Stop Pay Item Code: S

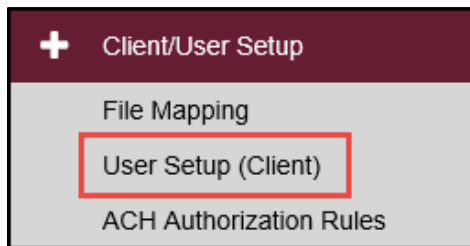
Skip Rows at Beginning: 0
Skip Rows at Ending: 0
File Total Option: Do Not Require File Totals

< Back
Save

User Setup

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

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



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

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

User Setup (Client)					
Choose Company: Jens Test Company					
User Status:	Active	Search...	Search	Reset	35 of 35 records
Name	User Name	Email Address	Last Logged On	Status	
Smith, John	johnsmith	[Redacted]	5/22/2020 8:41 AM	Active	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: This checkbox determines if the user should receive email messages from the system. If checked, the user does not receive any email messages. If unchecked, the user receives email messages based upon the email selections checked on the system messages tab.

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

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

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

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.

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:

* Indicates required fields

Archive User

Security Settings Tab:

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

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

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

Transaction Data User Rights section:

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

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

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

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

Setup User Rights section:

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

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

Allow user to add/edit Transaction Filters/Blocks: If selected, the user can set up, edit, and delete ACH filter/block rules on the Transaction Filters/Blocks page (*may not be applicable*).

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

User Setup (Client)

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

* User Name:

* Password:

* Verify Password:

Customer: Demonstration Company

Client ID:

Type to filter... Showing 0 of 2

	Assigned
	Ops1000 PR1111

Assign all new accounts to this user

Allow user to add/edit transactions

Allow user to delete transactions

Check Exception Type:

ACH Exception Type:

Allow user to add ACH Authorization Rules in Quick Exception Processing

Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules

Allow user to add/edit Transaction Filters/Blocks

Allow user to add/edit Security Templates

User Locked

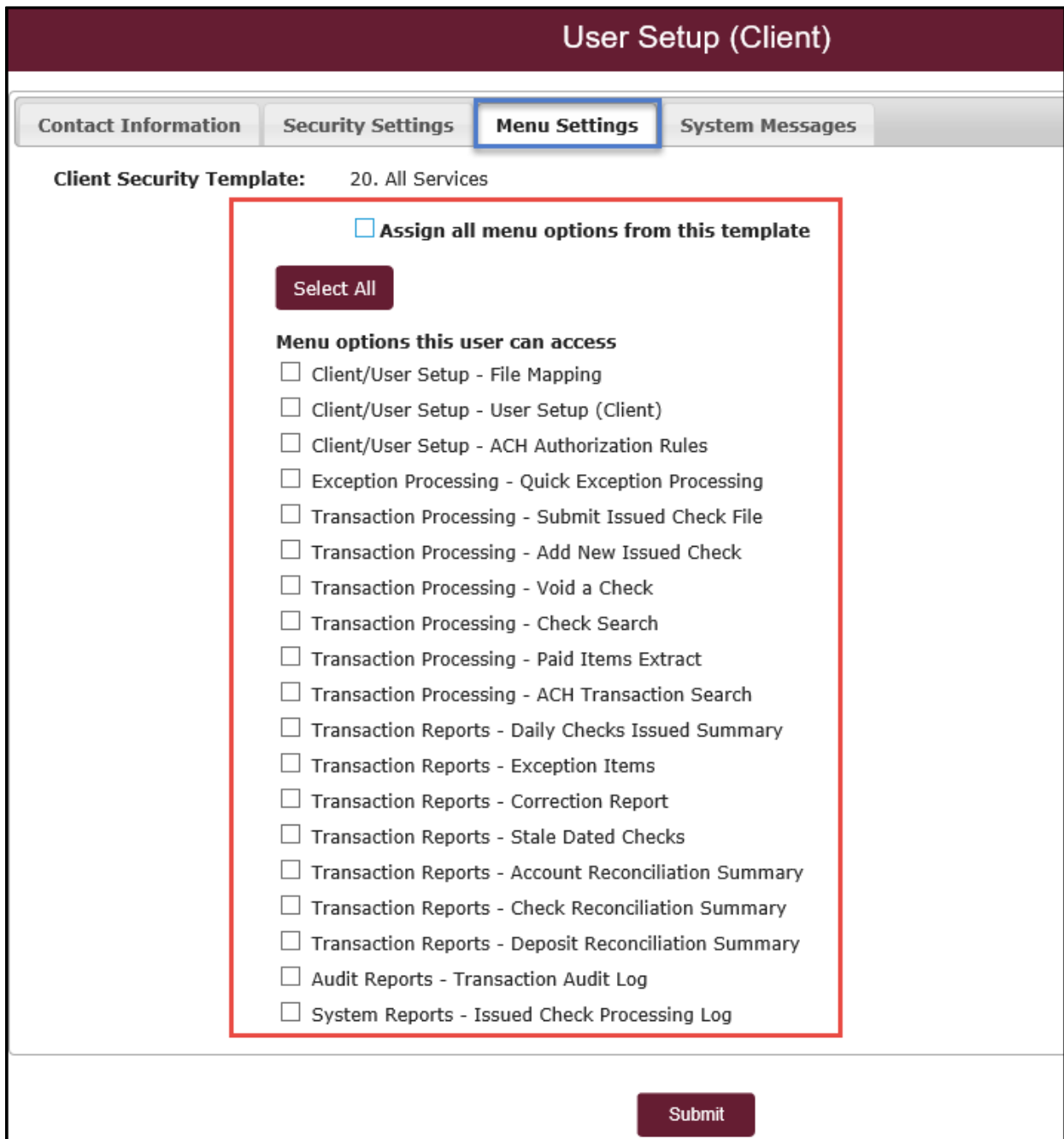
* Indicates required fields

Archive User

Menu Settings tab:

Assign all menu options from this template: This checkbox determines if the selected user has access to all left-hand menu system actions that make up the security template access assigned to the client. When cleared, this user will not be automatically assigned new left-hand menu system actions added to the client’s security template access automatically.

Menu options this user can access: Functions that are available to the client are displayed in the bottom portion of the User Setup page. To enable a specific function for a user, select the box next to the menu description. If a box is cleared, the menu item will not be available to the user.



User Setup (Client)

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

Client Security Template: 20. All Services

Assign all menu options from this template

Select All

Menu options this user can access

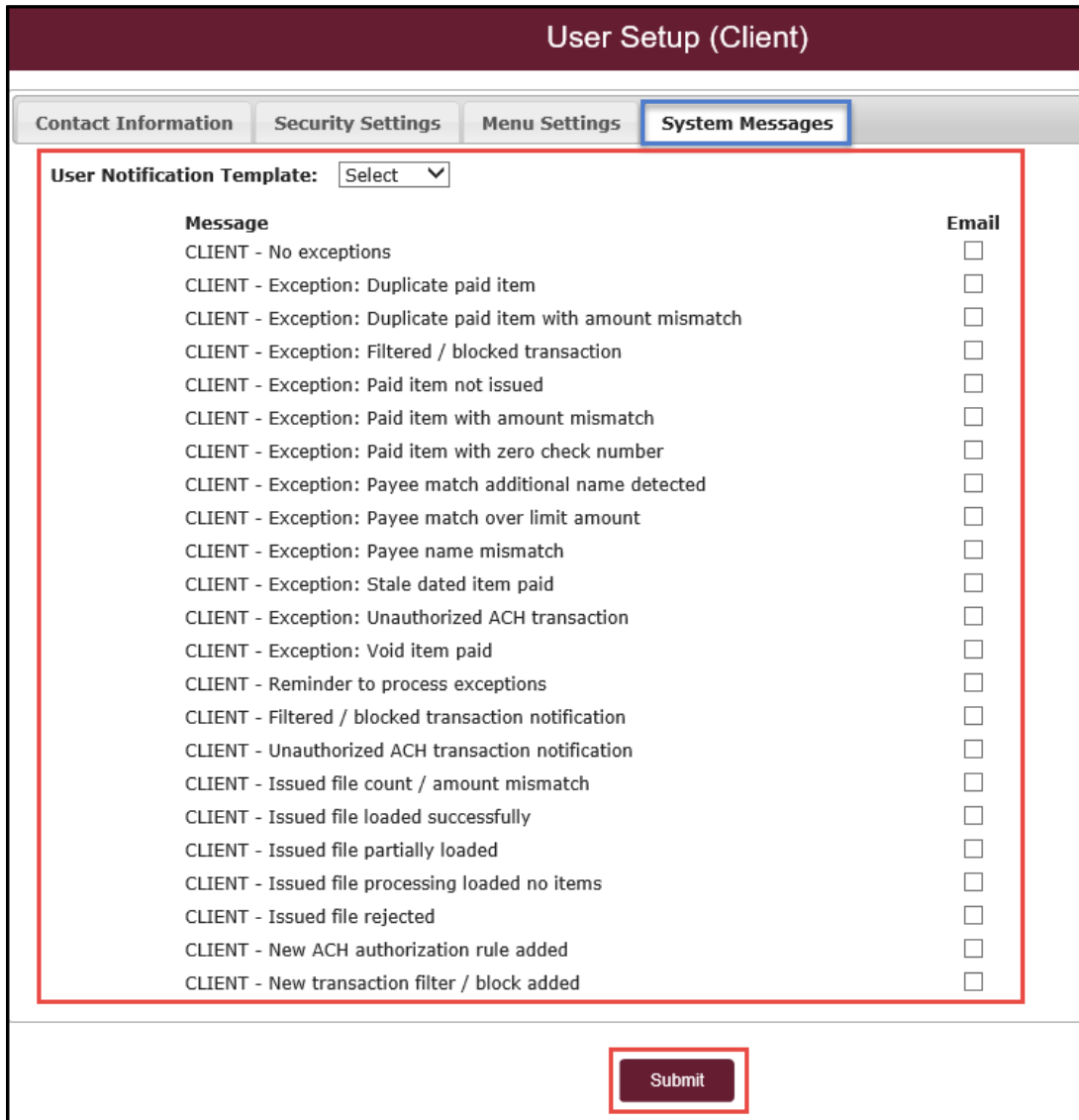
- Client/User Setup - File Mapping
- Client/User Setup - User Setup (Client)
- Client/User Setup - ACH Authorization Rules
- Exception Processing - Quick Exception Processing
- Transaction Processing - Submit Issued Check File
- Transaction Processing - Add New Issued Check
- Transaction Processing -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

Submit

System Messages tab:

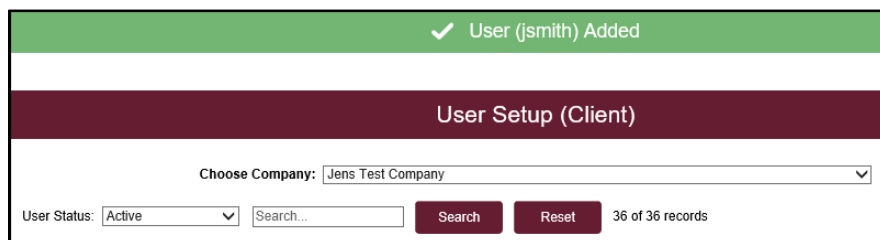
Select the email notification types that this user is to receive. Use the **User Notification Template** list to select all email or none.

When finished, click **Submit**.



Message	Email
CLIENT - No exceptions	<input type="checkbox"/>
CLIENT - Exception: Duplicate paid item	<input type="checkbox"/>
CLIENT - Exception: Duplicate paid item with amount mismatch	<input type="checkbox"/>
CLIENT - Exception: Filtered / blocked transaction	<input type="checkbox"/>
CLIENT - Exception: Paid item not issued	<input type="checkbox"/>
CLIENT - Exception: Paid item with amount mismatch	<input type="checkbox"/>
CLIENT - Exception: Paid item with zero check number	<input type="checkbox"/>
CLIENT - Exception: Payee match additional name detected	<input type="checkbox"/>
CLIENT - Exception: Payee match over limit amount	<input type="checkbox"/>
CLIENT - Exception: Payee name mismatch	<input type="checkbox"/>
CLIENT - Exception: Stale dated item paid	<input type="checkbox"/>
CLIENT - Exception: Unauthorized ACH transaction	<input type="checkbox"/>
CLIENT - Exception: Void item paid	<input type="checkbox"/>
CLIENT - Reminder to process exceptions	<input type="checkbox"/>
CLIENT - Filtered / blocked transaction notification	<input type="checkbox"/>
CLIENT - Unauthorized ACH transaction notification	<input type="checkbox"/>
CLIENT - Issued file count / amount mismatch	<input type="checkbox"/>
CLIENT - Issued file loaded successfully	<input type="checkbox"/>
CLIENT - Issued file partially loaded	<input type="checkbox"/>
CLIENT - Issued file processing loaded no items	<input type="checkbox"/>
CLIENT - Issued file rejected	<input type="checkbox"/>
CLIENT - New ACH authorization rule added	<input type="checkbox"/>
CLIENT - New transaction filter / block added	<input type="checkbox"/>

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



✓ User (jsmith) Added

User Setup (Client)

Choose Company: Jens Test Company

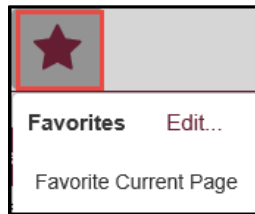
User Status: Active Search... Search Reset 36 of 36 records

Header Menu Icons

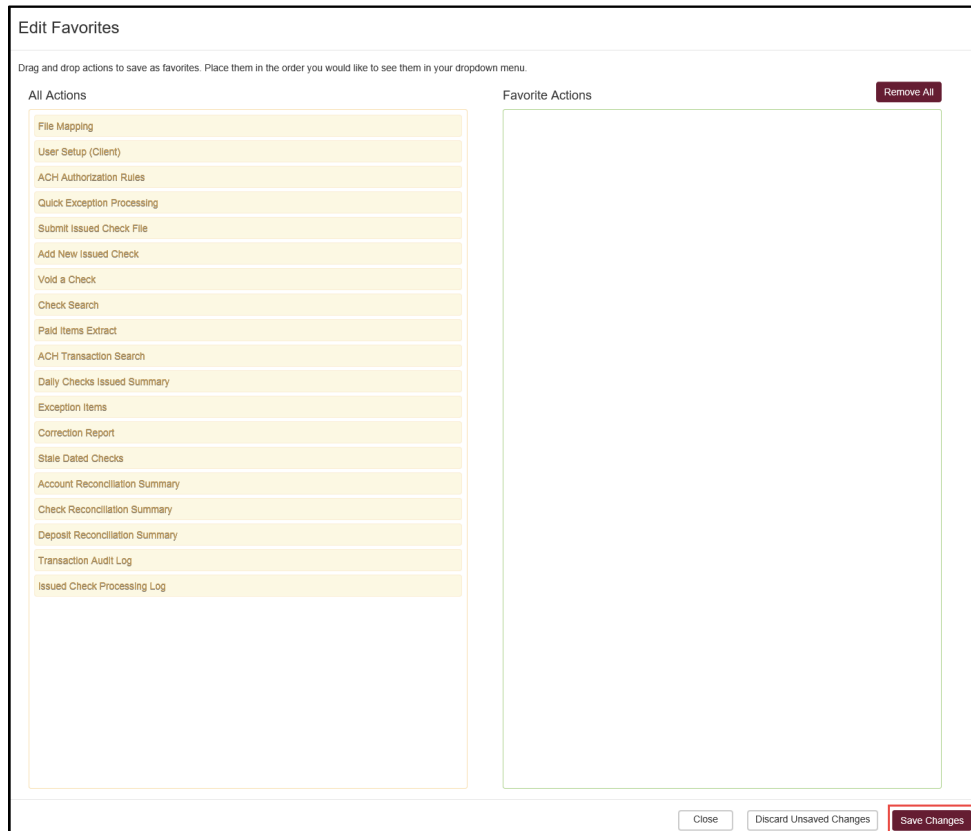
The header icons at the top of the page give option to enhance or change system functionality. The following image shows each icon. The numbers following describe the functionality of the icons.



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 save for future use.



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



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



- 6. **Account:** Allows you to change your password or log out of the system.

 **Note:** if you change your password in the Positive Pay system, it must also be updated in your Business Online Banking user profile.

