

#### **POSITIVE PAY USER GUIDE**

Within **Payments** > **Positive Pay**, you can create Positive Pay items, work with Positive Pay and ACH exceptions, and work with Positive Pay upload formats.

Check Exceptions – Within Check Exceptions view to search for a specific Positive Pay exception and to view the available list of Positive Pay exceptions.

To find an exception, start typing either the **Account** number, **Check Number**, **Issued Amount**, **Paid Amount**, or **Issued Date** in the filter box at the top of the page. The exceptions available narrow down as you type until the matching exception is left.

Select the **View Check** link in the *Check number* column to view the front and back sides of the check used in the exception.

Select **Details** to view additional information including who updated the exception, the **DNA Batch Number**, and **DNA Sequence Number**.

Amount mismatch

Details

#### **Working with Check Exceptions**

Go to Payments > Positive Pay > Check Exceptions

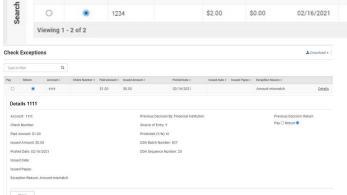
Check Exceptions

Type to filter

Q

Pay Return Account Check Number Paid Amount Issued Amount Posted Date Issued Date Exception Reason Check Number Paid Amount No. 00.00 02/16/2021

Amount mismatch Petalls



Change the *Pay* or *Return* options as needed for each exception item or you can select the column name check box for all exceptions to be marked the same way.

Select **Review** – a review decisions dialog box appears

Ensure that the changes from the **Prior Decision** to **New Decision** are accurate

Select **Save** - The following confirmation message appears: Check Exception Decisions Saved Successfully!

> ACH Exceptions – Use the ACH Exceptions view to locate a specific exception item, mark an exception as pay or return, and review any decisions made.

To find an exception, start typing either the **Account** number, **Issuing Compa**ny name, the **Type** of exception, **SEC** code, **Amount**, or **Description** in the filter box at the top of the page. The exceptions available narrow down as you type until the matching exception is left.

#### **Working with ACH Exceptions**

#### Go to Payments > Positive Pay > ACH Exceptions

Change the *Pay* or *Return* options as needed for each exception item or you can select the column name check box for all exceptions to be marked the same way.

Select **Review** – a review decisions dialog box appears

Ensure that the changes from the **Prior Decision** to **New Decision** are accurate

Select **Save** - The following confirmation message appears: *ACH Exception Decisions Saved Successfully!* 

> ACH Filters – Use the ACH Exception Filter List to view the available filters

#### **Searching the ACH Exception Filters**

Go to Payments > Positive Pay > ACH Filters

Expand the Search ACH Exception Filters panel

Complete the fields:

- **Accounts** Select the appropriate account numbers, or leave all accounts selected by default.
- **ACH Company Name** Select the ACH company or companies to search for from this drop-down list.
- **ACH Company ID** The identification number of the ACH company
- **SEC Code** Select the code from the drop-down list that corresponds to the previous selection.
- **Amount** Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.
- **Expiration Date** Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the in calendar feature.

Select Allow or Disallow to determine the availability of the Expiration Filter

Select **Search** 

Create/Import Check Issues – Use the Create/Import Check Issues view to upload or create issued items.

**Enter Checks** – Use this option to enter individual or multiple checks manually that have been issued into Treasury Management.

**Upload File** – Use this option to upload a file of issued check items.

## **Creating Issued Checks**

On the Manage Issued Items tab, select Enter Checks

Enter the account number or select the **Search** icon to choose from a list of accounts.

On the Search Accounts dialog that opens, click Select beside the correct Account Number

Select **Add Row** and complete the item details

Select **Review** – you proceed to the *Review* tab

Review the information entered to ensure that it is accurate.

Select **Confirm** – you proceed to the *Confirmation* tab, confirming that you successfully processed the issued items.

# **Uploading Issued Items**

Go to Payments > Positive Pay > Create / Import Check Issues

On the Upload Positive Pay File tab, select Upload File

Select the format of the file that you are uploading from the Saved Format drop-down list

Enter the account number for the Account field

Choose **Select File**, browse to and select the file to upload, and then select **Open** 

Select **Upload** 

Review the information entered to ensure that it is accurate

 Select Add Row or the plus sign at the end of the row to add an issued item. You can also select the delete icon to remove an issued item.

Select **Review** – you proceed to the *Review* tab

Review the information entered to ensure that it is accurate

Select Confirm

- Check Upload Formats Use the Check Upload Formats view to build an individual format for check uploads and to view the list of current upload formats.
  - NOTE: IF you select **Delimited**, indicate the order of the columns in your file. If you select **Fixed Position**, indicate the starting and ending positions of the columns in your file.

## **Creating a Check Upload Format**

Go to Payments > Positive Pay > Check Upload Formats

Select Create New Format – the Positive Pay Mapping Tool page appears

Select **Delimited** or **Fixed Position** for the **Upload Format** 

\*If **Fixed Position** is selected, the values entered in the following steps must be greater than 0, the values entered cannot match, and the ending value must be greater than the beginning value.

Enter a **Template Name** 

Enter the number of header and footer rows to exclude

Select Decimal Included, Whole Dollar, or Implied Decimal from the Item Amount options

Select an **Issue Date Format** form the drop-down list

Select a Void Date Format form the drop-down list

Enter the **Checking Indicator** 

Enter the Savings Indicator

Enter the Void Indicator

Complete the remaining fields, determined by whether you selected **Delimited or Fixed Position**:

- Column Order (Delimited)
- Positioning (Fixed Position)

Select Save

For further instruction on how to use additional Positive Pay features, please refer to the **Treasury**Complete Guide or contact Professional Services at professionalservices@linkbank.com