

Treasury
Management
Solutions



POSITIVE PAY

User Guide

March 2020

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Positive Pay

Positive Pay is a fraud prevention tool that allows you to monitor items posting to accounts and determine to pay or return any item that does not match records of issued items.

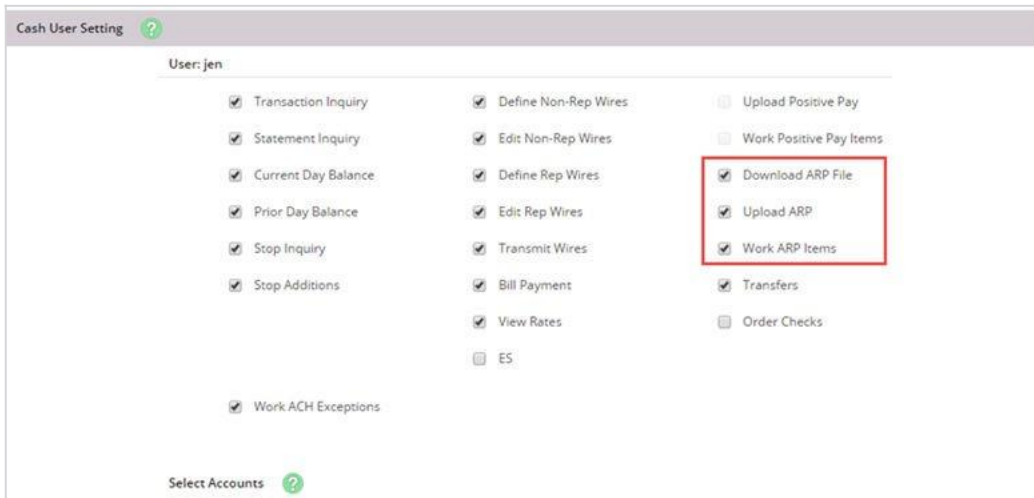
The commercial customer uploads a file to the bank that lists all check items they have issued. The file must include the check number and check amount. As items are presented for payment, the system compares each item to the customers list. Any nonmatching item then becomes an exception for the customer to decide whether to pay or return.

Online Functionality

Selecting Cash User Access

For a user to access Positive Pay, the appropriate entitlements must be enabled. These entitlements allow you to determine what the users can do. Can they only upload an items file? Do they need to work exceptions?

1. To enable these options, go to the *Users* screen within the *Cash Management* tab.
2. Select **Default Settings** for the cash user.
3. Select the check boxes for the following ARP entitlements.
 - **Download ARP File** - View the text file created by the financial institution. These files include outstanding checks, checks cleared last month, or checks cleared yesterday.
 - **Upload ARP** - Upload file containing a list of check items that have been dispersed. The file must include the check number and amount. You are also able to enter check information manually.
 - **Work ARP Items** - View exception items and decide to pay or return them. Exception items are checks presented for payment that do not match previously uploaded items.



Exception Items

An exception item occurs if an item is presented for payment but does not match the list of approved checks previously uploaded by your company.

Review each exception and determine if item must be paid or returned.

Examples of exception reasons include:

- *Invalid Amount*
- *Item Not Issued*
- *Voided Item*
- *Stale Date*
- *Zero Serial Number*
- *Duplicate*

Working Exception Items

1. Choose one of the following options.

- To pay items, select the check box under the *Pay* column.
- To return items, clear the check box under the *Pay* column.

View/Work Positive Pay Items ?			
View items for: ADVAN CK 0003			
Check Number:	Amount:	Payee:	Pay: Protected:
4005	\$23.98		<input type="checkbox"/> Details
4000	\$25.00		<input type="checkbox"/> Details
8000	\$2,500.00		<input type="checkbox"/> Details

TIP

If a padlock appears under the *Protected* column, the item cannot be worked. An item may be protected if it is outside of the allowed time frame for working exception items, or the account is set up for full reconciliation only. To help determine if the item must be paid or returned, select **Details** to get additional information including the **Exception Reason**.

Details of 4005 ✕

Account Name: ADVAN CK 0003

Check Number: 4005

Amount: \$23.98

Payee:

Source Of Entry: Manual

Exception Reason: Item previously paid

Updated By:

When Updated: 12:00:00 AM

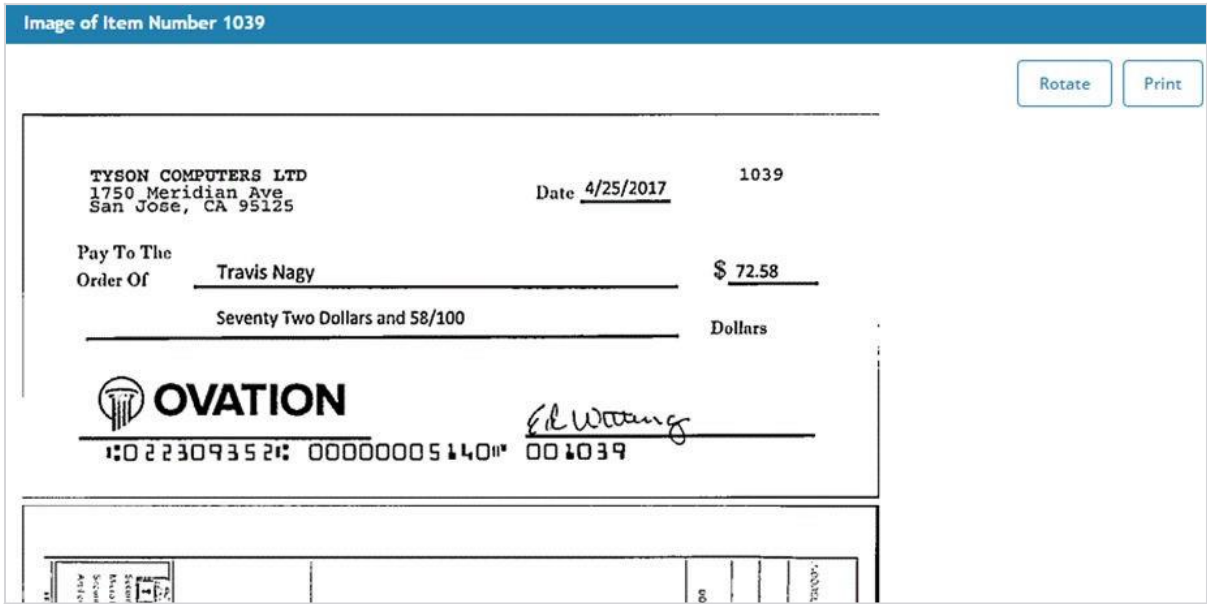
Updated From Workstation:

Protected(Y/N):

DDA Batch Number:

DDA Sequence Number:

If an image is available, the check number is a link to view the front and back of the item.

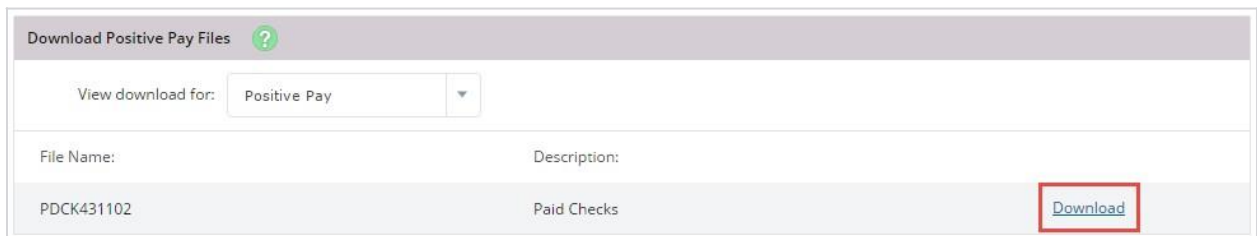


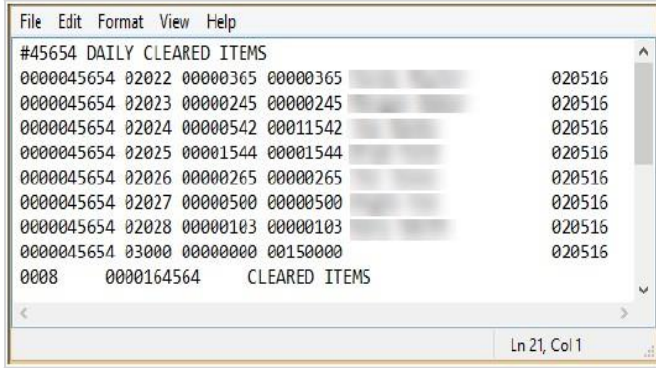
2. Select **Submit**.

Download

The financial institution is able to create informational files that you can view in Online Banking. This is the account reconciliation part of Positive Pay. A file may contain information such as cleared items or outstanding items.

Once the financial institution generates a file, you can view the report and save it to your computer. To view the report, select the account, select **Download**, and then follow the instructions to view or save information.





Edit Upload Format

For Positive Pay to be effective, any items issued must be uploaded and sent to the bank.

There are two types of files that can be uploaded into NetTeller: Delimited (CSV) and fixed position. If uploading either of these types, an upload format must be established indicating where information is contained within the file.

Delimited (CSV) Files - recommended

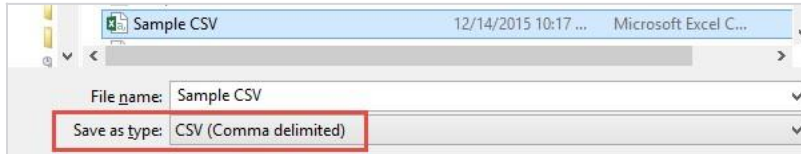
A Delimited or CSV file is created within Excel®. The information is located within specific columns. In this example, the item number is found in the first column, while the item amount is found in the second column.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	C
1	74340	25000	MARY	8/9/2015			
2	74341	30100	JONES	8/9/2015			
3	74342	87400	AL'S	8/9/2015			
4	74343	67400	PARK	8/9/2015			
5	74344	10000	ABC	8/9/2015			
6	74345	2398	AC	8/9/2015			
7	74346	87690	XYZ	8/9/2015			
8							
9							
10							
11							
12							
13							

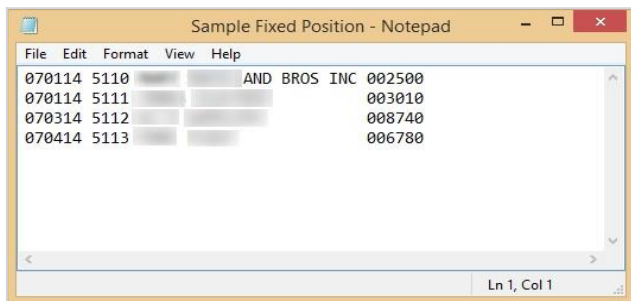
The spreadsheet is titled "Sample CSV".

CAUTION: When saving a CSV file, change the file extension (type) to .csv, not .xls. A .xls file will not upload successfully.



Fixed Position Files

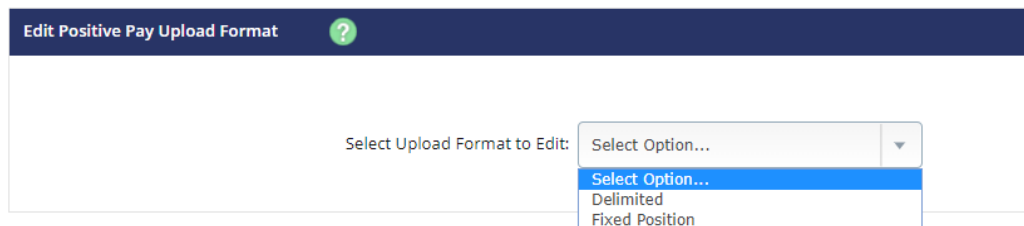
A fixed position file is created within Notepad. The information is located within a specific position of the line. In this example, the issue date begins in position 1 and ends in position 6, while the item number begins in position 8 and ends in 11.



Editing Upload Format

1. From the **Select Upload Format to Edit** option, select one of the following file types:

- *Delimited (CSV) File -recommended*
- *Fixed Position*



2. Edit the fields, as necessary.

For date fields, select the format your date is in. If using the void option, you must also indicate the variable for a void.

Delimited / CSV File

Add New Delimited File Upload Format:

Format Name	Test File Delimited		
Account Number	Select Option...		
Account Type	Select Option...	Chk <input type="text"/>	Sav <input type="text"/>
		Christmas Club <input type="text"/>	GL <input type="text"/>
Debit / Credit	Select Option...	Debit Indicator <input type="text"/>	Credit Indicator <input type="text"/>
Item Number	1		
Item Amount	3		
Issue Date	4	Date Format	mmdyy
Void Date	6	Date Format	mmdyy
Payee	2		
Payee Address 1	Select Option...		
Payee Address 2	Select Option...		
Payee Address 3	Select Option...		
Payee Address 4	Select Option...		
Void Indicator	5	Yes Indicator	V
Stop Indicator	Select Option...	Yes Indicator	<input type="text"/>
Amount Format	Default (No Format Validation)		
Field Delimiter	Comma (,)		
Text Qualifier	None		

Amount Format - Definitions:

- Select *Default* for no format validation.
- Select *Decimal Included* to ensure that items are in X.XX format.
- Select *Decimal Not Included* to determine whether accounts should be considered as *Whole Dollar* or *Implied Decimal*.

For a fixed position file, enter the beginning and ending position of the information.

Fixed Position File

Add New Fixed Position File Upload Format:

Format Name	<input type="text" value="Test File Fixed Position"/>					
	Begin	End				
Account Number	<input type="text" value="0"/>	<input type="text" value="0"/>				
Account Type	<input type="text" value="0"/>	<input type="text" value="0"/>	Chk <input type="text"/>	Sav <input type="text"/>	Christmas Club <input type="text"/>	GL <input type="text"/>
Debit / Credit	<input type="text" value="0"/>	<input type="text" value="0"/>	Debit Indicator <input type="text"/>	Credit Indicator <input type="text"/>		
Item Number	<input type="text" value="8"/>	<input type="text" value="11"/>				
Item Amount	<input type="text" value="37"/>	<input type="text" value="41"/>				
Issue Date	<input type="text" value="1"/>	<input type="text" value="6"/>	Date Format	<input type="text" value="yymmdd"/>	▼	
Void Date	<input type="text" value="0"/>	<input type="text" value="0"/>	Date Format	<input type="text"/>	▼	
Payee	<input type="text" value="13"/>	<input type="text" value="35"/>				
Payee Address 1	<input type="text" value="0"/>	<input type="text" value="0"/>				
Payee Address 2	<input type="text" value="0"/>	<input type="text" value="0"/>				
Payee Address 3	<input type="text" value="0"/>	<input type="text" value="0"/>				
Payee Address 4	<input type="text" value="0"/>	<input type="text" value="0"/>				
Void Indicator	<input type="text" value="0"/>	<input type="text" value="0"/>	Yes Indicator	<input type="text"/>		
Stop Indicator	<input type="text" value="0"/>	<input type="text" value="0"/>	Yes Indicator	<input type="text"/>		
Amount Format	<input type="text" value="Default (No Format Validation)"/>		▼			

3. Select **Save**.

The upload format is not worked again unless the file layout changes.

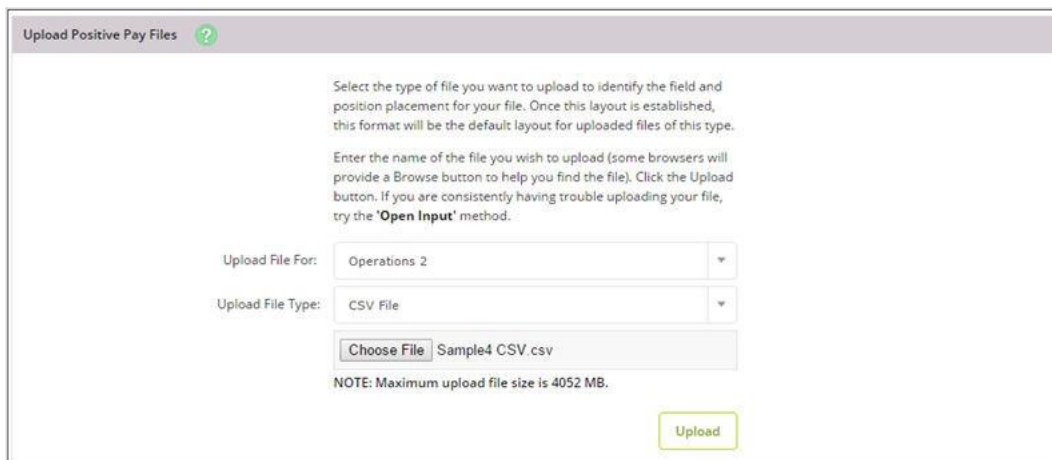
Uploading an Positive Pay File

To determine exception items, you need a list of checks that you have issued. This list can either be uploaded into Online Banking or entered manually. While your file can contain as much information as you want, item number and item amount are required.

If you have manually created a Delimited (CSV) or Fixed Position file, or you have software that creates the file, use the standard upload option.

1. In **Upload File For**, select the account.
2. In **Upload File Type**, choose one of the following file types:

- *Delimited File.* (recommended)



Upload Positive Pay Files ?

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

Enter the name of the file you wish to upload (some browsers will provide a Browse button to help you find the file). Click the Upload button. If you are consistently having trouble uploading your file, try the 'Open Input' method.

Upload File For: Operations 2

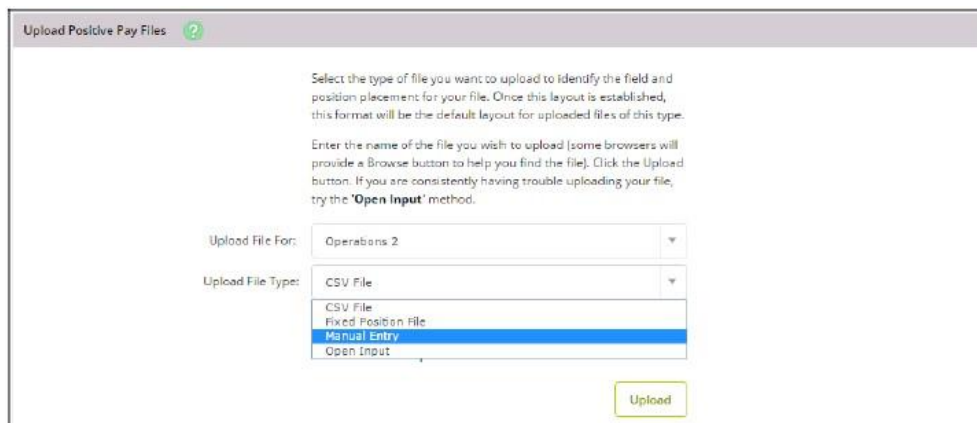
Upload File Type: CSV File

Choose File Sample4 CSV.csv

NOTE: Maximum upload file size is 4052 MB.

Upload

- *Fixed Position File.*
- *Manual Entry* - Use this method if you already uploaded your file for the day but have extra issued items, or if you cannot create a CSV file or a Fixed Position file. With the manual entry option, you can enter the item's information directly into NetTeller.
- *Open Input* - Use this method if you have trouble with uploading a Delimited (CSV) file or a Fixed Position file.



Upload Positive Pay Files ?

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

Enter the name of the file you wish to upload (some browsers will provide a Browse button to help you find the file). Click the Upload button. If you are consistently having trouble uploading your file, try the 'Open Input' method.

Upload File For: Operations 2

Upload File Type: CSV File

CSV File
Fixed Position File
Manual Entry
Open Input

Upload

3. Choose a situation and follow the corresponding steps.

Situation	Steps
Uploading Files Using Delimited (CSV) or Fixed Position	1. Browse for the file.
Uploading Files Using Manual Entry	1. Enter the item information. Multiple pages of up to 11 items can be entered.
Uploading Files Using Open Input	1. Open the CSV or fixed position file you are trying to upload in a text editor, such as Notepad. 2. Copy the contents of the file and paste it into the NetTeller text box.

Enter Item Information When Uploading Files Using Manual Entry

The screenshot shows the 'Upload Positive Pay Files' window. At the top, there is a dropdown menu for 'Upload File For:' set to 'Operations 2'. Below this is a table with columns: Check Number, Date Issued, Check Amount, Type, and Payee. The table contains 11 rows. The first two rows are populated with data: Row 1 has Check Number 6258, Date Issued 03/01/2015, Check Amount 100.00, Type Debit, and Payee John Doe; Row 2 has Check Number 6259, Date Issued 03/01/2015, Check Amount 100.00, Type Debit, and Payee Jane Doe. Rows 3 through 11 are empty. At the bottom of the table, there are navigation buttons: 1, 2, 3, 4, 5, 6, 7, 8. Below the table are three buttons: Upload, Reset, and Cancel.

Check Number	Date Issued	Check Amount	Type	Payee	
1	6258	03/01/2015	100.00	Debit	John Doe
2	6259	03/01/2015	100.00	Debit	Jane Doe
3				Debit	
4				Debit	
5				Debit	
6				Debit	
7				Debit	
8				Debit	
9				Debit	
10				Debit	
11				Debit	

Copying Contents of the File When Uploading Files Using Open Input

The screenshot shows the 'Upload Positive Pay Files' window. It features a text area with instructions: 'Open the file you wish to upload in a text editor (such as Notepad in Windows). Select the entire contents of the file. Copy the file using the appropriate method for your computer (Ctrl-C in Windows). Paste the contents of the file in the entry field below (Ctrl-V in Windows). Click the Upload button.' Below the text area are two dropdown menus: 'Upload File For:' set to 'Operations 2' and 'Upload File Type:' set to 'CSV File'. A large text area contains the following CSV data:
190140,25000,,5/9/2014
190141,30100,,5/9/2014
190142,87400,,5/9/2014
190143,60000,,5/9/2014
190144,10000,,5/9/2014
190145,2398,,5/9/2014
190146,87690,,5/9/2014
190147,25000,,5/9/2014
190148,14300,,5/9/2014
190149,9000,,5/9/2014
At the bottom are 'Upload' and 'Cancel' buttons.

4. Select **Upload**.

Once the file uploads, the *File Upload Status* screen appears.

TIP

Select **View Details** to review the items.

File Upload Status View 5 10 20 50 100 All					
File Name	Format	Type	Related Account	Upload Date	Status
Sample4 CSV.csv	Comma	ARP	Operations 2	3/1/2016 12:41:38 PM	View Details

Verify that the item information is correct, and then select **Approve**. If items in the file need to be corrected, select cancel, make your edits and then reload the file. Once items are approved and loaded into the system, you must contact the Bank to have incorrect items deleted. Once deleted, you will be able to load the check information again.

NOTE

A file must be approved prior to uploading another file.

Upload Results View 10 20 50 100 All					
Status:	Check Number:	Date Issued:	Payee:	Amount:	
Successful	00000005000	03/19/2016	Mary	\$250.00	
Successful	00000005001	03/19/2016	Joe	\$301.00	
Successful	00000005002	03/19/2016	Al	\$875.00	
Successful	00000005003	03/19/2016	Sue	\$678.00	
Successful	00000005004	03/19/2016	Mary	\$100.00	
Successful	00000005005	03/19/2016	Joe	\$23.98	
Successful	00000005006	03/19/2016	Al	\$876.90	
Successful	00000005007	03/19/2016	Sue	\$250.00	
Successful	00000005008	03/19/2016	Joe	\$153.00	
Successful	00000005009	03/19/2016	Al	\$90.00	

Total: 10 check(s) \$3,597.88

Void Issued Items

There may be times when an item must be voided. Items can be voided through NetTeller even if they have already been uploaded.

If voiding an item with a file, a **Void Date** and **Void Indicator** must be included in both the file and file format.

NOTE: Voiding an item will not remove the item from the system. You must contact the Bank to have incorrect items deleted. Once deleted, you will be able to load the check information again.

Issue Date: 4 Date Format: mmddyyyy

Void Date: 6 Date Format: mmddyyyy

Payee: 3

Payee Address 1: Select

Payee Address 2: Select

Payee Address 3: Select

Payee Address 4: Select

Void Indicator: 5 Yes Indicator: V

Stop Indicator: Select Yes Indicator:

Save Reset Cancel

If voiding an item manually, select *Void* from the **Type** column.

Upload Positive Pay Files ?

Upload File For: Operations 2

	Check Number:	Date Issued:	Check Amount:	Type:	Payee:
1	5287	03/01/2016	100 . 00	Void	John Doe
2				Debit	
3				Debit	