



ANDERSON
BROTHERS BANK

Treasury Management Services Positive Pay Guide

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Positive Pay Overview

Positive Pay is a very effective tool for preventing losses from fraudulent transactions posting to your company's account.

Positive pay can be used to monitor fraud for checks clearing the account.

Check Positive Pay

A list of issued checks is uploaded by your company through Treasury Management Services (TMS). Check positive pay works by matching the information on checks clearing the account against the list of issued checks. If the check amount, number, and date are the same as that on the list of issued checks, the checks clear the account normally. If there isn't an exact match, the checks are considered exceptions and are routed through TMS for the company to decide whether the check should be paid or returned.

Positive Pay Exceptions

Check exceptions can be managed several ways, depending on number of exceptions and user preference:

- Positive Pay widget located on the TMS dashboard
- Positive Pay menu in TMS by choosing Check Exceptions or ACH Exceptions

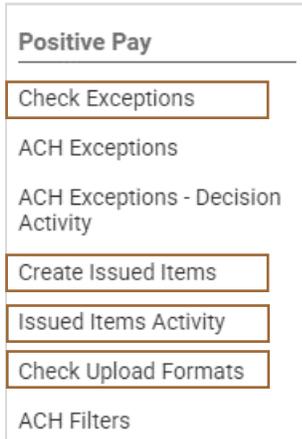
The decision deadline for check exceptions is 1 2:00 pm.

The company's underlying default of Pay or Return will be preselected for check exceptions. Item dispositions can be changed individually or by using the *Pay All* or *Return All* buttons.

Please Note: Exception dispositions should always be reviewed and saved by a user, even if the default action is the desired outcome.

Check Positive Pay

The Positive Pay menu is located under *Payments* on the services menu in Treasury Management Services (TMS).



If there are several exceptions, it may be easier to use the Check Exceptions page, rather than the smaller dashboard widget.

Multiple check upload formats can be accommodated and saved in TMS.

The check upload format needs to be established prior to uploading a spreadsheet containing issued check information.

Entering Issued Checks

There are two options when sending issued items to the bank:

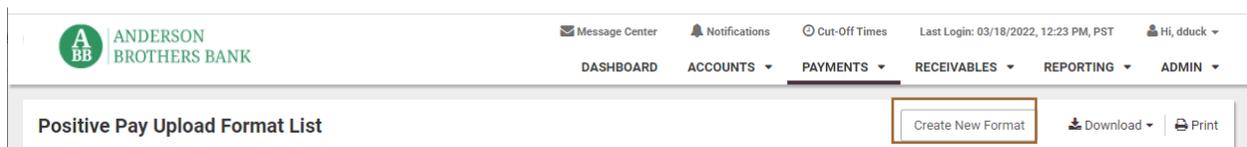
- Checks can be individually (manually) entered into the TMS site
- Check information can be uploaded from a spreadsheet or text file

Manual entry is a quick and easy way to enter a few checks that were produced outside of a normal check run or for manual checks written out in the field. Another frequent use for manual entry is to enter voided checks into the system.

Most accounting software has a data export option, either to Excel or to a notepad or text file. Either of those outputs can be uploaded into TMS, as long as text files have fixed-width fields for the data.

Creating Check Upload Formats

When using a spreadsheet or text file to load issued check information into TMS, the first step is to configure the format so the system recognizes how the data is organized.



The format mapping screen defaults to Delimited, which is suitable for spreadsheet files saved in the comma separated (.csv) format. Text files in a Fixed Position format can also be used to upload check information.

Please Note: The spreadsheet must be formatted as .csv a file – an.xlsx format will produce an error when uploaded.

The example shown below is for a delimited file, since that is the most common upload, but the same process applies to fixed position files.

If there are header or footer rows specify how many, choose the date format used in the file and designate the column information. If the file doesn't have columns for some criteria, leave the field blank.

Positive Pay Mapping Tool

Upload Format **Delimited** Fixed Position

Template Name *
Payroll Text qualifier is identified by a single quotes (') and field delimiter is identified by a comma (,).

Delimited

Exclude Header Rows: ? Exclude Footer Rows: ?

Item Amount
 Decimal Included Whole Dollar (798 = 798.00) Implied Decimal (798 = 7.98)

Issued Date Format: Checking Indicator Savings Indicator Void Indicator

Void Date Format:

Column Order

Issued Date *
Item Amount *
Item Number *
Account Number
Account Type
Payee
Void Date
Void Indicator

Multiple formats can be configured and named to accommodate the exports produced by various accounting software.

Create Issued Items

File Upload

After the upload format is established and saved, choose *Create Issued Items* from the Positive Pay menu. Select the saved format and browse for the file.

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Message Center Notifications Cut-Off Times Last Login: 03/21/2022, 10:02 AM, PST Hi, dduck

DASHBOARD ACCOUNTS PAYMENTS RECEIVABLES REPORTING ADMIN

Upload Positive Pay Issued Checks

1. Upload Positive Pay File 2. Manage Issued Items 3. Review 4. Confirmation

Enter Checks Upload File

Saved Format *

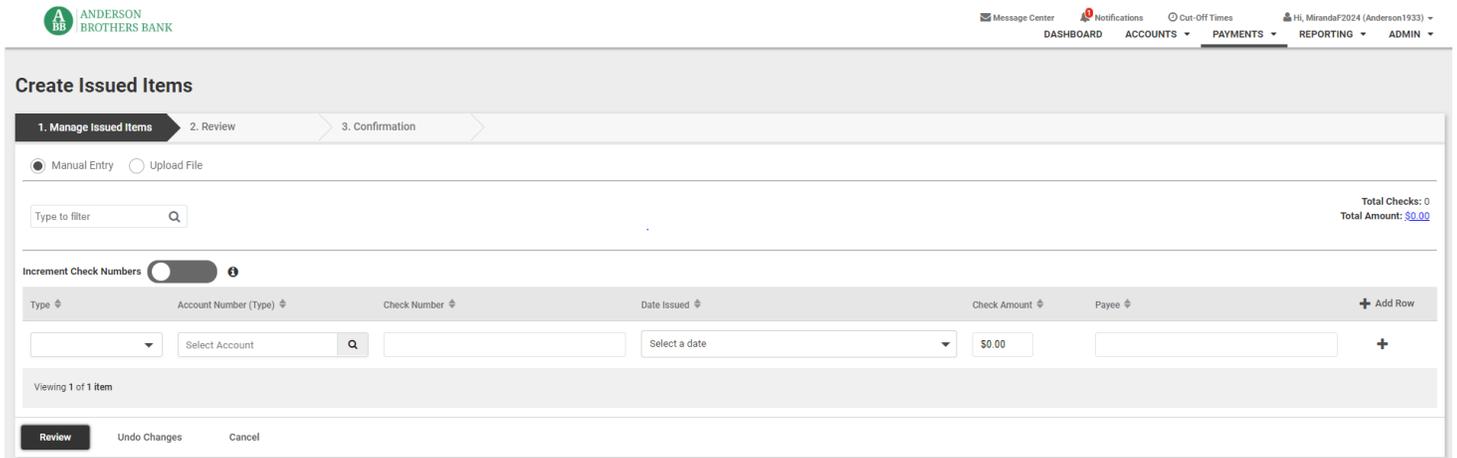
Account * ? If your format does not include an account number, please select an account.

Maximum file size of 4MB

The file information is displayed and changes can be made if needed. After confirming the information, the file will be processed.

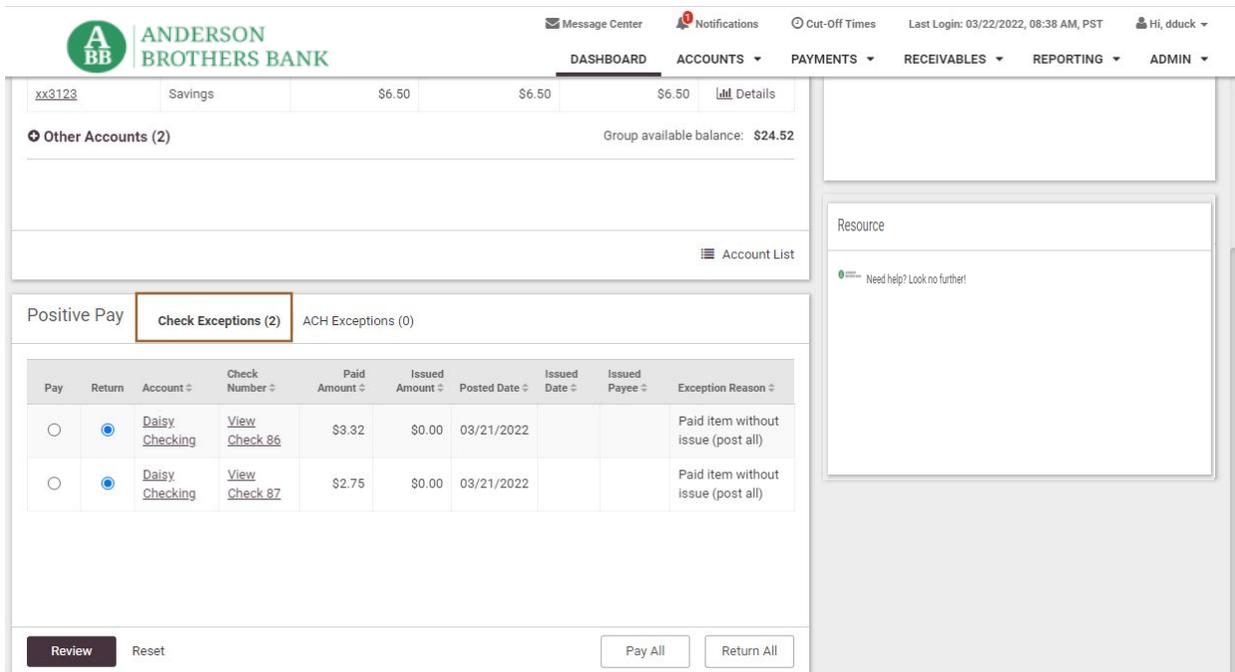
Manual Entry

Choose *Create Issued Items* from the Positive Pay menu and select Manual Entry. There is an option to automatically increment the check numbers and rows can be added to accommodate the entry of check information.



Check Exceptions Widget

A small number of exceptions can easily be decided directly from the TMS dashboard. The widget indicates what type and how many exceptions there are.



The review and save steps must be taken to send the item dispositions to the bank.

Pay	Return	Account ⇅	Check Number ⇅	Paid Amount ⇅	Issued Amount ⇅	Posted Date ⇅	Issued Date ⇅	Issued Payee ⇅	Exception Reason ⇅
<input checked="" type="radio"/>	<input type="radio"/>	Daisy Checking	View Check 86	\$3.32	\$0.00	03/21/2022			Paid item without issue (post all)
<input checked="" type="radio"/>	<input type="radio"/>	Daisy Checking	View Check 87	\$2.75	\$0.00	03/21/2022			Paid item without issue (post all)

Review Reset

Decision Taken ⇅	Account ⇅	Check Number ⇅	Paid Amount ⇅	Issued Amount ⇅	Posted Date ⇅	Issued Date ⇅	Issued Payee ⇅	Exception Reason ⇅
Pay	Daisy Checking	View Check 86	\$3.32	\$0.00	03/21/2022			Paid item without issue (post all)
Pay	Daisy Checking	View Check 87	\$2.75	\$0.00	03/21/2022			Paid item without issue (post all)

Save Back

A confirmation message will indicate successful receipt by the bank.

 Decisions saved successfully

Decision Taken ⇅	Account ⇅	Check Number ⇅	Paid Amount ⇅	Issued Amount ⇅	Posted Date ⇅	Issued Date ⇅	Issued Payee ⇅	Exception Reason ⇅
Pay	Daisy Checking	View Check 86	\$3.32	\$0.00	03/21/2022			Paid item without issue (post all)
Pay	Daisy Checking	View Check 87	\$2.75	\$0.00	03/21/2022			Paid item without issue (post all)

Done

Check Exceptions Page

If preferred, *Check Exceptions* can be chosen from the Positive Pay menu. Using the exceptions page is recommended if there are a large number of items that need review.

Just like the dashboard widget, the company's underlying default of Return or Pay will be preselected for check exceptions. Item dispositions can be changed individually or by using the *Pay All* or *Return All* buttons.

The screenshot shows the 'Check Exceptions' page with a search bar and a table of two check entries. The first entry is for 'Daisy Checking' with a check number of 86, a paid amount of \$3.32, and an issued amount of \$0.00, posted on 03/21/2022. The second entry is for 'Daisy Checking' with a check number of 87, a paid amount of \$2.75, and an issued amount of \$0.00, also posted on 03/21/2022. Both entries have an exception reason of 'Paid item without issue (post all)'. The page includes 'Review', 'Reset', 'Pay All', and 'Return All' buttons.

Pay	Return	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	
<input type="radio"/>	<input checked="" type="radio"/>	Daisy Checking	View Check 86	\$3.32	\$0.00	03/21/2022			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Daisy Checking	View Check 87	\$2.75	\$0.00	03/21/2022			Paid item without issue (post all)	Details

Choose Details to obtain more information on the check.

The screenshot shows the 'Check Exceptions' page with the details for check 86 expanded. The details include: Account: Daisy Checking; Check Number: 86; Paid Amount: \$3.32; Issued Amount: \$0.00; Posted Date: 03/21/2022; Issued Date: (blank); Issued Payee: (blank); Exception Reason: Paid item without issue (post all); Previous Decision By: Financial Institution; Source of Entry: P; Protected (Y/N): N; DDA Batch Number: 2081; DDA Sequence Number: 20000623. The 'Previous Decision' section shows 'Return' selected. The page includes 'Review', 'Reset', 'Pay All', and 'Return All' buttons.

Pay	Return	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	
<input type="radio"/>	<input checked="" type="radio"/>	Daisy Checking	View Check 86	\$3.32	\$0.00	03/21/2022			Paid item without issue (post all)	Details

Details Daisy Checking

Account: Daisy Checking
Check Number: 86
Paid Amount: \$3.32
Issued Amount: \$0.00
Posted Date: 03/21/2022
Issued Date:
Issued Payee:
Exception Reason: Paid item without issue (post all)

Previous Decision By: Financial Institution
Source of Entry: P
Protected (Y/N): N
DDA Batch Number: 2081
DDA Sequence Number: 20000623

Previous Decision: Return
Pay Return

The review and save steps must be taken to send the item dispositions to the bank.

Review Decisions



Account Number	Check Number	Issued Amount	Paid Amount	Issued Date	Payee	Reason	Prior Decision	New Decision
Daisy Checking	View Check 86	\$0.00	\$3.32			Paid item without issue (post all)	Pay	Return
Daisy Checking	View Check 87	\$0.00	\$2.75			Paid item without issue (post all)	Pay	Pay

Viewing 1 - 2 of 2

Please Note: The Check Exceptions page indicates when a decision has been changed. This does not display when using the widget.

A confirmation message will indicate successful receipt by the bank.

Check Exceptions Research/Audit Trail

The *Check Exceptions* page has a search feature available in the fly-out panel on the left side of the screen. The search panel defaults to Open Items (current day exceptions) and there is an option to view Decision History.

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DASHBOARD ACCOUNTS PAYMENTS RECEIVABLES REPORTING ADMIN

Search Check Exceptions < Check Exceptions Download Print

Open Items **Decision History**

Accounts: All Selected

Check Number:

Issued Amount: --Select Issued Amount--

Paid Amount: --Select Paid Amount--

Posted Date: --Select Posted Date--

Search Reset Review Reset Pay All Return All

Pay	Return	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	Details
<input checked="" type="radio"/>	<input type="radio"/>	Daisy Checking	View Check 86	\$3.32	\$0.00	03/21/2022			Paid item without issue (post all)	Details
<input checked="" type="radio"/>	<input type="radio"/>	Daisy Checking	View Check 87	\$2.75	\$0.00	03/21/2022			Paid item without issue (post all)	Details

Viewing 1 - 2 of 2

Check images and details are viewable and the details show which user made the pay or return decision. (If the decision field shows Financial Institution, then no users decided the item and it reverted to the default processing.)

Check Exceptions

Open Items | **Decision History**

Accounts: All Selected

Check Number: []

Issued Amount: --Select Issued Amount--

Paid Amount: --Select Paid Amount--

Posted Date: []

	Daisy Checking	View Check	\$3.32	\$0.00	03/21/2022		Paid item without issue (post all)	Details
Details Daisy Checking Account: Daisy Checking Previous Decision By: Daisy Duck Previous Decision: Pay Check Number: 86 Source of Entry: P Pay <input checked="" type="radio"/> Return <input type="radio"/> Paid Amount: \$3.32 Protected (Y/N): N Issued Amount: \$0.00 DDA Batch Number: 2081 Posted Date: 03/21/2022 DDA Sequence Number: 20000623 Issued Date: [] Issued Payee: [] Exception Reason: Paid item without issue (post all)								

The *Issued Items Activity* screen allows uploaded check information to be researched or verified.

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Message Center | Notifications | Cut-Off Times | Last Login: 03/22/2022, 11:54 AM, PST | Hi, dduck

DASHBOARD | ACCOUNTS | **PAYMENTS** | RECEIVABLES | REPORTING | ADMIN

Issued Items Activity | Check Exceptions | [Create Issued Items](#) | Download | Print

Type to filter []

Total Issued Items: 4
Total Amount: \$7.78

Item Entry Type	Item Type	Item Status	Issued Date	Created Date	Account	Amount	Check Number	Payee
Manual	Check	Issued	03/22/2022	03/22/2022	Daisy Checking	\$1.89	88	Donald Duck
Manual	Check	Issued	03/22/2022	03/22/2022	Daisy Checking	\$2.12	89	Daisy Lou Duck
Manual	Check	Issued	03/22/2022	03/22/2022	Daisy Checking	\$1.63	90	Don Duck, Jr.
Manual	Void	Void	03/21/2022	03/22/2022	Daisy Checking	\$2.14	86	

Amount Total (this page) - \$7.78

Viewing 1 - 4 of 4

The search panel has a filter that allows users to choose specifics to obtain the desired information. If needed, there is a short-cut button to go directly to the Create Issued Items page, where additional checks can be added.

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Message Center | Notifications | Cut-Off Times | Last Login: 03/22/2022, 11:54 AM, PST | Hi, dduck

DASHBOARD | ACCOUNTS | **PAYMENTS** | RECEIVABLES | REPORTING | ADMIN

Search Issued Items Activity | **Issued Items Activity** | Check Exceptions | **Create Issued Items** | Download | Print

Item Entry Type: Both Manual Upload

Item Type: Both Check Void

Item Status: All Selected

Issued Date: --Select Issued Date--

Created Date: Today

Account: All Selected

Search | Reset

Type to filter

Total Issued Items: 4
Total Amount: \$7.78

Item Entry Type	Item Type	Item Status	Issued Date	Created Date	Account	Amount	Check Number	Payee
Manual	Check	Issued	03/22/2022	03/22/2022	Daisy Checking	\$1.89	88	Donald Duck
Manual	Check	Issued	03/22/2022	03/22/2022	Daisy Checking	\$2.12	89	Daisy Lou Duck
Manual	Check	Issued	03/22/2022	03/22/2022	Daisy Checking	\$1.63	90	Don Duck, Jr.
Manual	Void	Void	03/21/2022	03/22/2022	Daisy Checking	\$2.14	86	

Amount Total (this page) - \$7.78

Viewing 1 - 4 of 4