

# CHECK POSITIVE PAY QUICK START GUIDE

This Check Positive Pay Quick Start Guide includes instructions for the tasks you will use most frequently.



## ***General Information about Positive Pay***

- Exception Items must be decisioned daily between 8:00 a.m. and 1:00 p.m. ET.
- Issue items/files can be submitted anytime and will be loaded to our system immediately.
- An email will be sent each morning when you have Exceptions to decision.
- You can set up additional alerts for Positive Pay with the Manage alerts feature.

## ***Decision Exception Item(s)***

1. Rollover **Account Services** tab, under **Positive Pay**, select **Manage exceptions**
2. Select **Check Exceptions Awaiting Decision**
3. Select the check box for the item(s) you wish to decision, then click **Select decision** and choose the decision for each item. Or you may apply the same decision to all selected item(s) by choosing a Decision from the drop down menu and clicking **Apply**
4. Click **Continue**
5. Verification page is displayed. Click **Approve/Transmit**
6. Confirmation Screen is displayed

## ***Create Format to Upload Issue File***

1. Rollover **Account Services**, under Positive Pay, select **Import Issues**
2. Click **Add a file definition** at the top of the screen
3. Enter:
  - **Definition Name**
  - **Description**, i.e., **Issued Items**
  - Select the **File contents: Issues**
  - Select the **File Type**: Delimited or Fixed
4. Click **Next**
5. Input the following characteristics for the file type you will be submitting

<b>Delimited</b>	<b>Fixed</b>
Input the <b>Field Delimiter</b>	Select the <b>Amount Format</b>
Input the <b>Text Qualifier</b>	Select the <b>Date Format</b>
Select the <b>Amount Format</b>	Input the <b>Text Qualifier</b>
Select the <b>Date Format</b>	
6. Click **Next**
7. Select the Default Field Values (Optional). Click **Next**
8. For a Fixed file format, you will need to define the Field Properties
9. Click **Add file definition** and Confirmation Screen is displayed

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## ***Import an Issue File***

1. Within **Account Services**, under **Positive Pay**, select **Import Issues**
2. Select the **File Definition** you wish to import.
3. Click **Continue**
4. Click the **Browse** button and select the File to import from your Computer file location.
5. Click **Import File**
6. Confirmation Screen is displayed

## ***Add a Manual Issue Item***

1. Within **Account Services**, select **Enter Issues**
2. Select the **Account**
3. Enter Item Details:
  - **Check number**
  - **Amount**
  - **Issued date**
  - **Issue type**: Issue or Void
  - **Payee** Name (optional)
  - Select the **check box** for Sequential entry, if applicable
4. Click **Continue**
5. Verification page is displayed. Click **Add Issue**
6. Confirmation Screen is displayed

For additional instructions and help, click “*How do I...*” or “*Terms*” at the bottom left of the screen or click “*FAQs*” for frequently asked questions. Please call TreasurySolutions at 1.866.833.0050 for assistance.