

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** at the top of the page
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 **issue file import**
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

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4. Click **Continue**
5. Input the following characteristics for the file type you will be submitting

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

Import an Issue File

1. Within **Account Services**, under Positive Pay, select **issue file import**
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 **issue entry**
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.