

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.