



Positive Pay Client Reference Guide

February 2022

First Foundation Positive Pay Overview

FFB Positive Pay is a transaction management system that encompasses check positive pay with payee match, ACH positive pay, and full account reconciliation to a powerful fraud prevention tool that is focused on the transaction management needs of corporate clients.

The FFB Positive Pay application contains the following functionality:

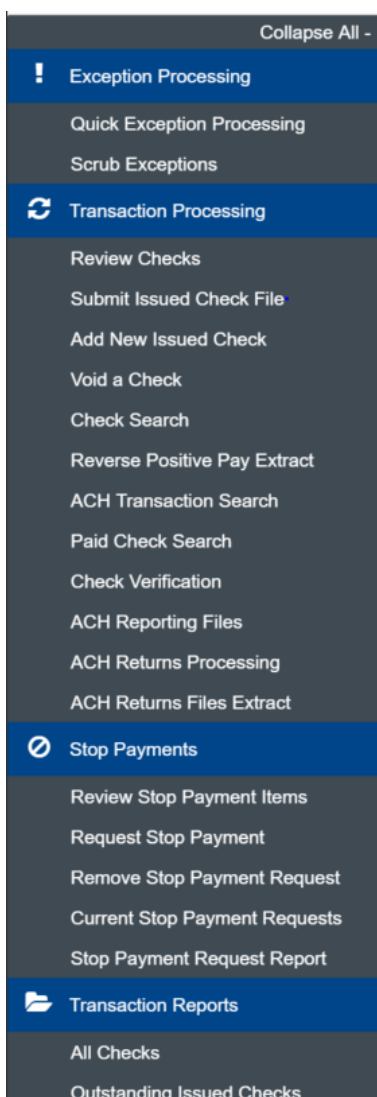
- Issued check management (submit issued check files and manual input of issued checks)
- ACH positive pay rules management
- Check file maintenance (for example, changing check number, voiding a check)
- Access to daily exceptions (check and ACH)
- Reverse positive pay and partial account reconciliation transaction extracts
- Online reporting
- Set up additional client users and client user security management

Positive Pay System Menu

The system menu is dynamically displayed based upon the security template assigned to the client on the User Setup (Client) page.

Each grouping of menu options (shown in blue below) is referred to as a *system classification*. When you expand or collapse a system classification, the state is retained for the next time you log in to the system, so you can customize your workspace.

Each menu item (shown beneath blue below) is referred to as a *system action*.



Changes and additions to the menu can be made through the **System Classification Setup** and **System Action Setup** menu options.

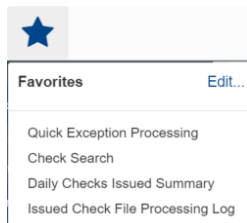
Security templates identify user access privileges, including corporate clients as well as internal users and are defined by selecting the **User Security Template Setup** menu option.

Positive Pay Header Icons

The header icons at the top of the page give options to enhance or change the system functionality. The following image shows each icon. The numbers following describe the functionality of the icons.



1. **Toggle Menu**—collapses or expands the System Menu on the left side of the page.
2. **Favorites**—allows a list of Favorite actions to be created and saved for future use.



Select **Edit** to open a dialog box to select the favorite actions for the logged in user.

Edit Favorites

Drag and drop actions to save as favorites. Place them in the order you would like to see them in your dropdown menu.

All Actions

Submit Issued Check File

Add New Issued Check

Void a Check

Check Search

Paid Check Search

Reverse Positive Pay Extract

ACH Transaction Search

Reverse Positive Pay Multi Accts

Review Stop Payment Items

Current Stop Payment Requests

All Checks

Outstanding Issued Checks

Daily Checks Issued Summary

Favorite Actions

Review Checks

Quick Exception Processing

Remove All

Close

Discard Unsaved Changes

Save Changes

1. **Home**—returns to the home page.
2. **Help**—opens a help document for the current action page.
3. **Notifications**—displays messages for the current user.
4. **Account**—allows you to change your password or log out of the system.

Exception Processing

Use the Exception Processing section of the menu to process and manage exceptions.

Quick Exception Processing

Use the Quick Exception Processing page to manage exception item activity. You can make pay and return decisions on all items from this page. Use the following images and corresponding numbered descriptions to understand how to use the Quick Exception Processing page.

The screenshot shows the 'Quick Exception Processing' interface. Callout 1 points to the 'All Account IDs' dropdown menu. Callout 2 points to a table of exceptions. Callout 3 points to a summary card on the right.

Decisions Needed (12)			\$35,231.15
1000	BLOCKED TRANSACTION	\$1,635.35	
1000	UNAUTHORIZED ACH TRANSACTION	\$1,846.24	
1000	AMOUNT MISMATCH	#17849	
1000	CHECK NUMBER IS ZERO.	#17939	
1000	DUPLICATE PAID	#18008	
Decided (0)			\$0.00
Total (12)			\$35,231.15

There are 12 exceptions to review.

Exceptions will be given a decision of **Return** if decisions are not made by 1:30 PM Central Time (US & Canada).

12 Decisions Needed
\$35,231.15

0 Decided
\$0.00

- 1 (Optional) Select an individual account to process exceptions for.

2

Select the exception reason row in the **Decisions Needed** section to display a list of all exceptions. Possible exception types are as follows:

- **BLOCKED TRANSACTION**—the item meets the filter requirements specified on the Transaction Filters/Blocks page.
- **DUPLICATE PAID ITEM**—the item was previously paid.
- **PAID NOT ISSUED**—the item was never loaded into the system as an issued check.
- **STALE DATED ITEM PAID**—the item is a stale-dated check. A check is considered stale dated if the item was issued prior to the stale-dated cutoff date, which is calculated based on parameters defined by the FI.
- **PREVIOUSLY PAID ITEM POSTED**—the item was previously paid.
- **VOIDED ITEM**—the item was previously voided.
- **UNAUTHORIZED ACH TRANSACTION**—the item is an ACH transaction that was flagged as an exception by the ACH authorization rules defined for the account on the ACH Authorization Rules page.



Note: For ACH exceptions, the ACH Standard Entry Class Code, Originating Company ID, and Debit or Credit (DR/CR) are displayed in the exception description.

3

Specifies the **Default Exception Cutoff Time**. At the cutoff time, an automated pay or return decision is made on all unresolved items and corporate users are automatically put in READ ONLY mode to prevent any changes to the automated decision.



Quick Exception Processing

Search exceptions

Decisions Needed (12)		\$35,231.15
1000	BLOCKED TRANSACTION	\$1,635.35
1000	UNAUTHORIZED ACH TRANSACTION	\$1,846.24
1000	AMOUNT MISMATCH	#17849
1000	CHECK NUMBER	#17939
Decided (0)		\$0.00
Total (12)		\$35,231.15

UNAUTHORIZED ACH TRANSACTION

Default Decision: Return

Account ID: 1000 Amount: \$1,846.24

Paid Date: 09/21/2020

TEL / 345678912 / DR
TELE Purchase

Add Rule Pay Return

1

Select an individual transaction to display the following transaction details.

- **Default Decision**—the default decision for the exception type.
- **Reason**—the return reason.
- **Decided By**—the user who performed the decision. Transactions that are automatically decided by the issued check file display as **<username> (via issued check file)**.



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Check #**—the check number of this item.



Note: For transactions involving checks, the front and back check image also displays. This option is only available to FIs that have licensed the Positive Pay Check Image interface.

- **Amount**—the amount of the item that has been presented for payment.
- **Paid Date**—the paid date for this check or ACH transaction.
- **Issued Payee**—the issued payee name for this check.



Note: **Issued Payee** is only displayed if **Display Issued Payee Name** is selected on the page and was included during the issued check file upload.

- **Found Payee**—the payee detected by the Payee Match module.



Note: **Found Payee** only appears if the Payee Match module is licensed.

2

Add a new ACH authorization rule for the transaction type. For more information, see [Adding new ACH Authorization Rules](#).

3

Select **Pay** or **Return** on the transaction. Specify the reason for the pay or return decision from the **Reason** list.



Note: To modify a pay or return decision on a processed transaction, expand the **Decisoned** section and select the transaction from the list.

Processing exceptions that require dual approval

If exception processing requires dual approval, the initial decisioning process is the same as standard processing. When the user approves the exception, instead of moving to the **Decisoned** section, decisions are moved to a **Decisions - For Review Only** section for the user that made the initial approval.

After the first approver makes a decision, the following steps occur:

1. The system generates and sends an email to all users with approval access.
2. A user with approval access approves or denies the exception.
3. The system generates and sends an email to the user who approved the exception and to all users with approval access notifying them of the action taken.

Exceptions that are approved by the first approver and require secondary approval are in a pending review state and appear in the **Decisions - Pending Approval** section for all secondary approvers to make an approve or deny decision.

All Account IDs
Quick Exception Processing

Search exceptions

^
Decisions - Pending Approval (8)
\$18,962.66

1000	DUPLICATE PAID ITEM	#18008
1000	PAID NOT ISSUED	(2) v
1000	PAYEE NAME MISMATCH	#17929
1000	STALE DATED ITEM	#17960
1000	VOIDED ITEM	#17788
1111	DUPLICATE PAID ITEM	#19018
v	Decided (4)	\$16,268.49
	Total (12)	\$35,231.15

There are 8 exceptions to review.

Exceptions will be given a decision of **Return** if decisions are not made by 1:30 PM Central Time (US & Canada).

8

Decisions Needed

\$18,962.66

4

Decided

\$16,268.49


If the decided exception that is pending review is not approved or denied by the cutoff time, the exception will have the default account-level decision and reason applied. In this case, an email is sent to all users with approval access and the user who initially decided the item informing them that the cutoff time has been reached and the default account-level decision and reason have been applied.

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If an exception is denied by the secondary approver, the exception is returned to the **Decisions Needed** section for additional review and updating.


To deny an exception that is pending approval

1. Select the transaction from the **Decisions - Pending Approval** section.
2. Select **Deny** (.
3. Enter the reason for the denial in the **Deny Notes** section. You cannot save the decision unless you add notes to the transaction.
4. Select **Save**. The exception returns to the **Decisions Needed** section and the system sends an email to the original approver that includes the denial notes and the name of the secondary approver.

Adding new ACH Authorization Rules

Users with **Allow user to add ACH Authorization Rules in Quick Exception Processing** enabled on the User Setup (Client) page can create new ACH Authorization Rules directly from the Quick Exception Processing page.

To create a new ACH Authorization Rule

1. Expand the **Decisioned** section.
2. Select the transaction to create a new rule from.
3. Select **Add Rule** (.
4. Enter the **Description** for the new rule. The **SEC Code**, **Company ID**, **Debits or Credits**, and **Max Allowable Amount** fields are filled out based on the information in the ACH transaction, but you can modify them as needed.

Transaction Processing

Use the Transaction Processing section of the menu to process and manage transactions, including check management and reporting and ACH management and reporting.

Submit Issued Check File

Clients users can use the Submit Issued Check File page to upload issued check files to the FI.



Note: To use this page, users must have **Allow user to add/edit transactions** enabled in the **Security Settings** tab on the User Setup (Client) page

Submit Issued Check File

Step 1. Select a file to process.

Choose File

No file chosen

Step 2. Input details about the file.

Account ID:

BCE Dep Recon

File Processing Type:

_BCE Standard



Step 3. Click the "Process File" button.

Process File

To view additional details regarding the file, click the **Status** column. For example, to view the exceptions on a file that has a status of **Processed with Exceptions**, click the **Processed with Exceptions** link.

Close

Results: **Rejected**

	Error Message
1	Account ID: Tes't Check Number: 54345 Amt: 100.00 Error:1002-CHECK IS ALREADY IN SYSTEM

- **Client/Account ID**—the Client/Account ID associated with the issued checks contained within the file. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system. The label used for this field (typically **Client ID** or **Account ID**) throughout the system is defined by the FI.



Note: If an issued check file contains items for multiple accounts, select any of the Client IDs represented within the file.

- **File Processing Type**—the format of the issued check file. The list is limited to the file format (s) assigned to the client by the FI.
- **Items in File**—the number of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual number of items in the file, the file will be rejected.



Note: If the field is disabled, the number of items in the file is not required or is included in the file. This is defined during the file mapping process.

- **Dollar Amount in File**—the total dollar amount of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual amount in the file, the file will be rejected.



Note: If the field is disabled, the dollar amount in the file is not required or is included in the file. This is defined during the file mapping process.

- **Issued Date**—if the issued check file does not have an issued date within the file, then the issued date must be entered when the file is uploaded.



Note: This is defined during the file mapping process.

Once a file is uploaded and processed, a window is displayed indicating the processing status. If the file has not processed within 30 seconds, a message is displayed informing the customer that an email will be sent indicating the file processing status. The file processing status can also be checked online using the Issued Check File Processing Log page. The following is a list of the possible processing statuses:

- **Unprocessed**—the file has been uploaded but has not yet been processed.
- **Processed**—the file was processed successfully.
- **Processed with Exceptions**—the file was processed successfully, but duplicate checks were not loaded.
- **Rejected**—the file was rejected due to one of the following reasons:
 - A mismatch between the number of items/amount entered on the page and the number of items/amount contained in the file
 - The file format did not match the selected format

Add New Issued Check

Clients users can use the Add New Issued Check page if a check was manually written or was otherwise not included in the electronic issued check file that was submitted to the FI. Any checks entered on this page in the current session are displayed in the table below.



Note: To use this page, users must have **Allow user to add/edit transactions** enabled in the **Security Settings** tab on the User Setup (Client) page

Add New Issued Check

Account ID: Expense Account

Check Number:

Amount:

Issued Date: 08/16/2017

Issued Payee:

Notes:

512 characters left.

☐ Auto-Increment Check Number

Add Check

	Account ID	Check Number	Amount	Issued Date	Issued Payee	Notes
1	Expense Account	157894	\$100.00	08/16/2017	Roger Miles	Issued Check
2	Expense Account	157895	\$200.00	08/16/2017	Jane Williams	Issued Check to Jane Williams
			Total: \$300.00			

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system. The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.
- **Check Number**—the check number of this item.
- **Amount**—the amount of the check.
- **Issued Date**—the issued date for this check.

- **Issued Payee**—the issued payee name for this check.



Note: **Issued Payee** is only displayed if **Display Issued Payee Name** is selected on the client setup page.

- **Notes**—notes for this issued check.



Note: Notes are only displayed if **Display Notes** is selected on the client setup page.

- **Auto-Increment Check Number**—checking this box increments the check number by one after each check submission.

Void a Check

Use the Void a Check page to void an issued check on the client's account.

Void a Check

Step 1. Enter check information.

Account ID: BCE Payroll ▼

Check Number: 10006

Check Amount: 590.01

Issued Date: 03/08/2016

Step 2. Click the "Find Matching Check" button to find the check.

Find Matching Check

Step 3. Verify the check that will be voided.

Account ID	Check #	Check Amount	Issued Date
BCE Payroll	10006	590.01	03/08/2016

Step 4. Click the "Void Check" button to complete the void process.

Void Check

Note: Voids are retained within the system for 90 days after an item has been voided.

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system. The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.
- **Check Number**—the number of the issued check.
- **Check Amount**—the amount the check was written for.
- **Issued Date**—the date the check was issued.



Note: All three fields (**Check Number**, **Check Amount**, and **Issued Date**) are required to void a check.

Check Search

Use the Check Search page to search for specific transactions.



Note: If a check is converted to ACH, it will appear in ACH Transaction Search instead of this page. Checks are converted to ACH if the transaction has a check number and is one of the following SEC Codes: BOC, ARC, POP, or RCK.

Selection page

Check Search

Account ID

All Account IDs

Check Status

All ▼

Check Number From

Check Number To

Date

Issued ▼

Date From

Date To

Show additional options ▼

Note: Transaction history is retained within the system for 90 days after an item has paid.

Search

- **Client/Account ID**—optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.
- **Check Status**—the status of the check you would like to run reporting for.
- **Check Number From**—the beginning check number used to search for a range of checks.
- **Check Number To**—the ending check number used to search for a range of checks.
- **Date**—the type of date you would like to run the Check Search report for.
- **Date From**—the beginning date used in the date range.

- **Date To**—the ending date used in the date range.
- **Amount From**—the minimum check amount to include in the search.
- **Amount To**—the maximum check amount to include in the search.
- **Decision**—limits the search to a specific pay/return decision.
- **Reason**—limits the search based upon the reason that was selected.
- **Issued Payee**—limits the search to specific payee names. You can enter all or part of the payee name.
- **Include Reversals**—when enabled, the search includes reversals.

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search (🔍) to filter and search all results or select a specific column to search within.
- Select columns (📊) to select or remove columns from the report.
- Select export (📄) to export the search results to a Microsoft Excel or PDF file.
- Select options (⋮) on an individual search result to perform one of the following actions:
 - **View check images**—displays an image of the selected check. You can change the view and download a PDF version of the image from this window.



- **View audit history**—displays the history of all changes made to the record. Select **View record** on an individual history item for additional details on the change.
- **Edit record**—opens the record for editing.
- **Delete record**—deletes the record from the system.

Check Search							
< Back to Search Parameters							
Client	Account ID	Check Number	Amount	Issued Date	Paid Date	Status	
Big Lake Action H...	Ops Account	1234	\$100.00	04/12/2019		Void	⋮
Big Lake Action H...	Ops Account	1235	\$200.00	04/12/2019		Stop Payment	⋮
Big Lake Action H...	Payroll	5656	\$300.00	04/12/2019		Issued	⋮
Big Lake Action H...	Payroll	6767	\$400.00	04/12/2019		Issued	⋮
Showing 4 results			1	View 10 ▾			

The following columns appear on the Check Search page:

- **Client**—the client name in the system.
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Check Number**—the check number of this item.
- **Amount**—the amount of the check that has been presented for payment.
- **Issued Payee**—the issued payee name for this check.



Note: **Issued Payee** is only displayed if **Display Issued Payee Name** is selected on the Client Setup page in the Security/Account Administration section of the menu.

- **Issued Date**—the issued date for this check. On Paid Not Issued exceptions, the paid date is defaulted into the issued date field.
- **Paid Date**—the paid date for this check.

- **Current Status**—the status of the transaction:
 - **Issued**—displayed on items that are flagged as issued by the system.
 - **Exception**—displayed on items that are flagged as exceptions by the system.
 - **Returned**—displayed on items that are flagged as returned exceptions by the system.
 - **Paid**—displayed on items that have been previously paid.
 - **Stop Payment**—displayed for checks that have been stopped with a stop payment.
 - **Reversal**—displayed on items that have been paid and reversed. An item is considered a reversal by Positive Pay if the transaction file has a reversal code set for that item.
 - **Void**—displayed on items that have been voided.
 - **Blank**—displayed on an item that is an outstanding check.
- **Input Date**—the date the issued item was entered into the system.
- **Exception Date**—the date of the exception.
- **Void Date**—the date the check was voided.
- **Decision**—the decision for this exception item.
- **Reason**—the reason associated with the exception.
- **Decisoned By**—the user who performed the decision. Transactions that are automatically decisoned by the issued check file display as <username> (via issued check file).



- **Trace Number**—a unique transaction ID number that is generated by the core processing system.
- **Reversal**—indicates if the item was reversed.
- **Stop Pay Status**—indicates whether a stop payment has been placed on the item.
- **Notes**—any notes associated with the item.
- **Transaction Code**—the transaction code associated with the check.

ACH Transaction Search

Use the ACH Transaction Search page to review posted ACH transaction activity. Only transactions with valid ACH Standard Entry Class (SEC) codes or ACH transaction codes appear on this report.



Note: If a check is converted to ACH, it will appear in this search instead of in the Check Search. Checks are converted to ACH if the transaction has a check number and is one of the following SEC Codes: BOC, ARC, POP, or RCK.

Selection page

ACH Transaction Search

Client

All Clients

Paid Date From

Paid Date To

SEC Code

All SEC Codes

Note: Transaction history is retained within the system for 90 days after an item has paid.

Search

- **Client**—(Optional) Select a specific account. If no accounts are selected the system searches through all available accounts assigned to the corporate user.
- **Paid Date From/Paid Date To**—search for transactions based upon the date or date range the item was posted. If you are searching for a specific date, enter the date in both fields.
- **SEC Code**—search for transactions based upon the ACH SEC code.

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search (🔍) to filter and search all results or select a specific column to search within.
- Select columns (📊) to select or remove columns from the report.
- Select export (📄) to export the search results to a Microsoft Excel or PDF file.
- Select options (⋮) on an individual search result to perform one of the following actions:
 - **View audit history**—displays the history of all changes made to the record. Select **View record** on an individual history item for additional details on the change.
 - Edit record
 - Delete record
 - View record

[Back to Search Parameters](#)

ACH Transaction Search

Client	Account ID	Company ID	SEC Code	DR/CR	Amount	Transaction Description	Paid Date	Status	
Demonstrat...	1000	345678912	WEB	DR	\$1,635.35	ebay Bob	07/15/2020	Exception	⋮
Demonstrat...	1000	123456789	PPD	DR	\$1,741.31	Electric Company Pay...	07/11/2020	Paid	⋮
Demonstrat...	1000	345678912	TEL	DR	\$1,846.24	TELE Purchase	07/15/2020	Exception	⋮
Demonstrat...	1000	234567891	PPD	DR	\$2,288.08	Gas Payment	07/01/2020	Paid	⋮
					\$7,510.98				
Showing 4 results					1	View 10			

The following columns appear on the ACH Transaction Search page:

- **Client**—the client name.
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Company ID**—the originating ACH Company's identification number.
- **SEC Code**—the ACH standard entry class.
- **DR/CR**—indicates if the transaction is a debit or credit.
- **Amount**—the amount of the ACH transaction that has been presented for payment.
- **Transaction Description**—the description of the ACH transaction.
- **Paid Date**—the paid date for this transaction.
- **Status**—the status of the transaction. The possible statuses are as follows:
 - **Exception**—displayed on items that are flagged as exceptions by the system.
 - **Paid**—displayed on items that have been previously paid.
- **Individual ID**—the accounting number by which the receiver is known to the originator.
- **Individual Name**—the name from the NACHA file.
- **Input Date**—the date the transaction was uploaded.
- **Date Reconciled**—the date the transaction was reconciled.
- **Decision**—the decision that has been applied to the transaction. If no decision has been applied, this is blank.
- **Reason**—the reason for the pay/return decision. If no reason has been applied, this is blank.
- **Decisioned By**—the user who performed the decision.
- **Trace Number**—a unique transaction ID number that is generated by the core processing system.
- **Notes**—any notes associated with the item.

Reverse Positive Pay Transaction Extract

The Reverse Positive Pay/Transaction Extract page provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the page. To save an extract file to a local workstation or network drive, select the **File / Save** menu option while viewing the file, or, right click **View File** and select **Save Target As**.



Note: An item may only be extracted once.

Selection page

Reverse Positive Pay Extract (BAI19)

Step 1. Select "Account ID" and "Extract through date".

Account ID: BCE Exp Acct ▼

Extract from date: 03/19/2018 (optional)

Extract through date: 06/13/2018

Step 2. Click the "Create File and Report" button.

Create File and Report

Step 3. View Report or File By Clicking on Links in Grid Below.

	Account ID	File	Report	Date Created	Extract From Date	Extract Thru Date	Item Count	
1	BCE Exp Acct	View File	View Report	06/13/18 01:17 PM	03/19/2018	06/13/2018	18	Remove

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Extract from date (Optional)**—the date from which to start the extract. By default, the system extracts all items that have not been previously extracted.
- **Extract through date**—the date through which posted items are included in the extract file.

Report example

INST : 531	CENTRIX BANK	RUN DATE: 03/09/16
SYSTEM: 03/09/16 9:50 AM	TRANSACTION EXTRACT REPORT	PROCESSED THRU: 03/09/16
CLIENT: Big City Electric	ACCOUNT ID: BCE Ops Acct	FILE NAME: BCEOpsAcct_20160309_094946.csv

	CHECK #	PAID DATE	AMOUNT	DR/CR	REFERENCE
1	1451183	07/05/2015	5.05	DR	80312330
2	1457698	06/24/2015	0.10	DR	80031060
3	1557760	08/16/2015	185.70	DR	80310860
4	1579165	09/13/2015	180.00	DR	80400890
5	1599873	07/13/2015	42.68	DR	80008160
6	1609562	06/24/2015	2.10	DR	80246250
7	1613820	07/19/2015	52.00	DR	40201830
8	1619664	07/09/2015	219.00	DR	80067190
9	1620138	07/09/2015	6.97	DR	70401050
10	1620926	06/24/2015	44.03	DR	80246240
11	1629041	07/08/2015	21.25	DR	80246700
12	1629085	07/15/2015	156.03	DR	80221060
13	1630037	06/29/2015	687.50	DR	80078380
14	1630730	07/27/2015	272.00	DR	80054600
15	1633463	06/30/2015	105.00	DR	80016720

Transaction Extract Multiple Accounts

The Transaction Extract Multiple Accounts page provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the page. To save an extract file to a local workstation or network drive, select **File / Save**.

Transaction Extract Multiple Accounts (CSV - Paid Checks Only)

Step 1. Select at least one "Account ID" and "Extract from and through dates".

Account ID:

Expense 2
Ops Account
Payroll

Showing 3 of 3

Assigned

Add All

Remove All

Extract from date:

Extract through date:

Step 2. Click the "Create File" button.

Create File

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Extract from date**—the date from which posted items are included in the extract file.
- **Extract Thru Date**—the date through which posted items are included in the extract file.

ACH Reporting Files

The ACH Reporting Files page provides the client with downloadable files containing ACH transactions, returns, notice of change (NOC), or EDI detail from corporate ACH payments. The files available and the format of each file are defined in the report specifications by the FI. To save an ACH Reporting file to a local workstation or network drive, select **File / Save** while viewing the file, or, right click the download link and select **Save Target As**.

Processed Date: <input type="text" value="01/23/2020"/> - <input type="text" value="01/23/2020"/> <input type="button" value="Refresh"/>						
ACH Reporting Files (1)						
	Report Description	File Type	Report	Downloaded by User	Date Created	File Size
1	File1	PDF - Full Transaction Details	Download	Yes	10/28/2019 07:44:35 AM	133.61 kb

- **From / Thru Date**—the date range for which ACH reporting files displayed.
- **Report Description**—the description of ACH reporting file as defined by the FI.
- **File Type**—the format of the file. Types include: XML, PDF, NACHA, CSV, EDI, XLS, and XLSX.
- **Downloaded by User**—indicates that a user has downloaded the file.
- **Date Created**—the date the report was created.
- **File Size**—the size of the file (in KB).

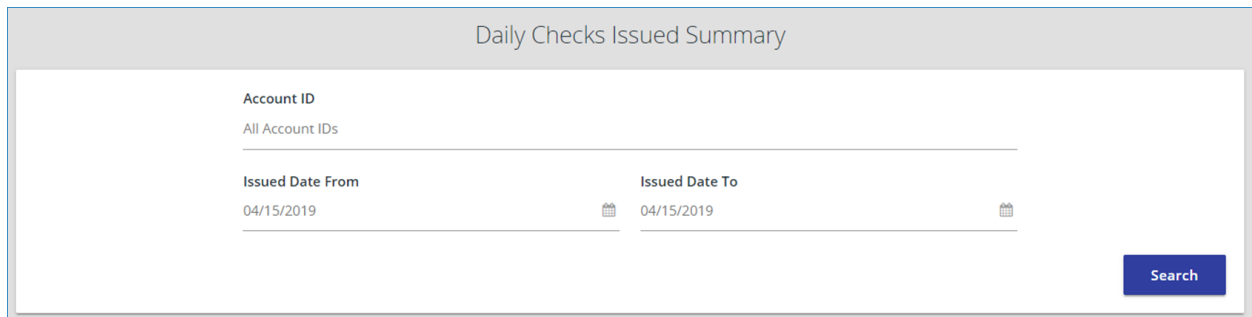
Transaction Reports

Use the Transaction Reports section of the menu to generate reports including a summary of daily checks issued, stopped and voided checks, reconciliation summaries, and returns/NOCs.

Daily Checks Issued Summary

The Daily Checks Issued Summary report is an easy way to see how many checks were issued on any given day and their totals. The dynamic selection criterion allows the user to fine tune the report to their specific needs. This includes both manually loaded checks and checks uploaded through an issued check file.

Selection page



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Issued Date From**—the beginning check number used to search for a range of checks.
- **Issued Date To**—the ending check number used to search for a range of checks.

Results page

Daily Checks Issued Summary					
Back to Search Parameters					
Issued Date	↑ Client	Account ID	Check Count	Amount Total	
07/25/2018	Big City Electric	Sunrise	900	\$101,763.75	⋮
07/26/2018	Big City Electric	Sunrise	1685	\$183,393.63	⋮
07/27/2018	Big City Electric	Sunrise	2742	\$355,305.83	⋮

- **Check Count**—the number of checks issued.
- **Amount Total**—the total amount of the checks issued on the specified date.

Stops and Voids

The Stops and Voids report page allows you to create a report of checks that have been stopped or voided. Select items by **Issued Date**, **Void Date**, **Stop Placed Date**, **Item Stopped Date**, or **Issued Payee**.

Selection page

Stops and Voids

Account ID

All Account IDs

Status

All Statuses

Check Number From

Check Number To

Date

Issued

▼

Date From

Date To

Note: This report lists all outstanding issued checks that have been voided and/or match current stop payments.

Search

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Status**—filter the results to specific statuses of stops and voids:
 - **Void**—items that have a status of void.
 - **Requested Stop Pay**—stop pay items that have been requested as a stop payment within Positive Pay, but the item has not yet been passed to us from the core within the daily stop file.
 - **Requested and Placed**—stop pay items that have been requested as a stop payment within Positive Pay. These stop payment items also match up to a stop payment passed to Positive Pay through the daily stop pay file provided by your FI.
- **Check Number From**—the beginning check number used to search for a range of checks.
- **Check Number To**—the ending check number used to search for a range of checks.
- **Date**—the type of date you would like to run the Stops and Voids report for.
- **Date From**—the beginning date used in the date range.
- **Date To**—the ending date used in the date range.

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search (🔍) to filter and search all results or select a specific column to search within.
- Select columns (☐) to select or remove columns from the report.
- Select export (📥) to export the search results to a Microsoft Excel or PDF file.

Stops and Voids									
< Back to Search Parameters									
Client	Account ID	Check Number	Amount	Issued Date	Requested Stop Pay Date	Requested and Placed Stop Pay Date	Item Stopped Date	Void Date	
Big Lake A...	Ops Account	1234	\$100.00	04/12/2019				04/12/2019	
Big Lake A...	Ops Account	1235	\$200.00	04/12/2019	04/12/2019				
Showing 2 results				1	View 10				

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Check Number**—the check number of this item.
- **Check Amount**—the amount of the check that has been presented for payment.
- **Issued Payee**—the issued payee name for this check.
- **Issued Date**—this is the date the check was issued.
- **Requested Stop Pay Date**—if the request originated from a source other than this system, this column is blank. Otherwise, this represents the date the request was submitted.
- **Requested and Placed Stop Pay Date**—the date the stop payment was applied (setup).
- **Item Stopped Date**—the date the item was stopped.
- **Void Date**—the date the check was voided. Note: If an (A) is listed after the void date, the item was automatically voided.

	09/28/2012	Issued
	09/23/2011	Void (A)
	09/23/2011	Void (A)

- **Input Date**—the date the check was input into the system.
- **Notes**—any additional notes associated with the item.

Exception Items

The Exception Items report allows the user to generate a report of items that were flagged as exception items. Optionally select items that meet specific criteria. Criteria can include:

- exception date
- exception type (ACH, check or both)
- pay/return decision
- return reason.

Selection page

Exception Items

Account ID

All Account IDs

Exception Date From

03/26/2019

Exception Date To

Transaction Type

Both check and ACH exceptions

☐ Include Reversals

Check Number From

Check Number To

Decision

All Decisions

Reason

All Reasons

Note: Transaction history is retained within the system for 90 days after an item has paid.

Search

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Exception Date From**—the beginning posted date used to search for a range of exceptions.
- **Transaction Type**—the type of transaction the exception item is.
- **Check Number From**—the ending posted date used to search for a range of exceptions.
- **Check Number From**—the beginning check number used to search for a range of checks.
- **Check Number To**—the ending check number used to search for a range of checks.
- **Decision**—specify decisions to search within.
- **Reason**—specify reasons to search within.

Results page

Exception Items												
Back to Search Parameters 🔍 📄 📥												
Client	Account ID	Account Number	Trace Number	Check Number	Amount	Paid Date	Input Date	Exception	Exception Scrubbed	Service Charge Waived	Reversal	
*Safeway P...	0789	100140789	66222019930	219909	\$727.34	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No	⋮
*Safeway P...	0789	100140789	66222024464	219936	\$632.41	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No	⋮
*Safeway P...	0789	100140789	990201001901	219937	\$63.60	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No	⋮
*Safeway P...	0789	100140789	66222021692	219938	\$776.46	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No	⋮
*Safeway P...	0789	100140789	66223027566	219944	\$811.84	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No	⋮
*Safeway P...	0789	100140789	66222012841	219946	\$834.58	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No	⋮
*Safeway P...	0789	100140789	66222017365	219947	\$8,195.00	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No	⋮
*Safeway P...	0789	100140789	66222012553	219949	\$50.47	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No	⋮
*Safeway P...	0789	100140789	66222021439	219952	\$408.97	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No	⋮
*Safeway P...	0789	100140789	66224027920	219953	\$115.00	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No	⋮
\$2,270,598...												ⓘ
Showing 1-10 of 512 results												
1 2 3 ... 52 > View 10												

- **Account Number**—the account number of the originator.
- **Trace Number**—the trace number uniquely identifies each Entry Detail Record within a batch in an ACH input file.
- **Check Number**—the check number of the item.
- **Amount**—the amount of the transaction.
- **Issued Payee**—the issued payee name for this check.
- **Paid Date**—the paid date for this check.
- **Input Date**—the date the issued item was entered into the system.



Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

- **Exception**—the type of exception for this item.
- **Transaction Description**—the transaction description.
- **Decision**—the decision for this exception item.
- **Reason**—the reason associated with the exception.
- **Decisoned By**—the user who performed the decision. Transactions that are automatically decisoned by the issued check file display as **<username> (via issued check file)**.



Note: Client users do not see the user name of FI users. Instead, they only see **(via issued check file)**.

- **Exception Scrubbed**—indicates whether the exception was scrubbed.
- **Service Charge Waived**—indicates whether the service charge was waived.
- **Reversal**—indicates whether the exception was a reversal.

Correction Report

The Correction Report lists the items that have been corrected by the FI. These are items that have posted incorrectly, usually due to encoding errors such as check number blank, zero or incorrect, and amount mismatches.

Correction Report

Account ID

All Account IDs

Exception Date From

03/26/2019

Exception Date To

Check Number From

Check Number To

Note: Transaction history is retained within the system for 90 days after an item has paid.

Search

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Exception Date From**—the beginning posted date used to search for a range of exceptions.
- **Exception Date To**—the ending posted date used to search for a range of exceptions.
- **Check Number From**—the beginning check number used to search for a range of checks.
- **Check Number To**—the ending check number used to search for a range of checks.

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search (🔍) to filter and search all results or select a specific column to search within.
- Select columns (📄) to select or remove columns from the report.
- Select export (📥) to export the search results to a Microsoft Excel or PDF file.

Correction Report

[Back to Search Parameters](#)

Client	Account ID	Account Number	Posted Check Number	Corrected Check Number	Posted Amount	Corrected Amount	Posted Issued Date	Corrected Issued Date	Paid Date	Exception	Reason
High Grade ...	100084888	100084888	41314	1	\$163.37	\$163.37	11/21/2019	11/21/2019	11/20/2019		
					\$163.37	\$163.37					

Showing 1 result

1

View 10

- **Account Number**—the account number associated with the correction.
- **Posted Check Number**—the check number that was originally posted.
- **Corrected Check Number**—the corrected check number.
- **Posted Amount**—the amount of the check that has been presented for payment.
- **Corrected Amount**—the amount of the corrected item.
- **Posted Issued Date**—the original date the check was issued.
- **Corrected Issued Date**—the corrected check issued date.
- **Paid Date**—the paid date for this check.
- **Exception**—the type of exception for this item.
- **Reason**—the reason this item was corrected.
- **Notes**—any notes associated with the correction.

Stale Dated Checks

The Stale Dated Checks report allows the user to create a report of stale dated checks. A check is considered stale dated based upon the **Stale Dated Check Days** defined in the **Retention Settings** tab of the System Setup page. Select items by issued date, input date, as of date, or issued payee.

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Stale Dated As Of**—to create a report of stale dated checks “as of” a specific date in the past, enter a date in this field.
- **Check Number From**—the beginning check number used to search for a range of checks.
- **Check Number To**—the ending check number used to search for a range of checks.
- **Issued Date From**—the beginning issued date used to search for a range of checks.
- **Issued Date To**—the ending issued date used to search for a range of checks.

- **Input Date**—the date the issued item was entered into the system.



Note: The date is followed by **(M)** if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Check Reconciliation Summary

Use the Check Reconciliation Summary report to assist in balancing online account balances with a customer statement. The report displays an activity summary of newly issued checks, paid checks, and stopped/voided checks. The report also provides a total of outstanding checks as of the reconciliation date.

Selection page

Check Reconciliation Summary

Start New Reconciliation

Client
Big City Electric ▼

Account ID
Payroll 1234 ▼

Reconcile Through Date
01/28/2020

This account has never been reconciled.

Note: Transaction history is retained within the system for 90 days after an item has paid.

Search

Reconciliation History

Account ID
Payroll 1234 ▼

No reconciliation history to display.

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Reconcile Through Date**—the ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity in the system up through the **Reconcile Through Date** is included.

Results page

[< Go Back](#)
Check Reconciliation Summary
⬇

Transaction Summary

Transaction Type	Count	Total Amount
Previous Outstanding Checks	0	\$0.00
Issued Checks	0	\$0.00
Paid Checks	0	\$0.00
Stop Payments	0	\$0.00
Voids	0	\$0.00
Current Outstanding Checks	0	\$0.00

This account has never been reconciled.
This Reconcile Through Date: 10/07/2019
Account ID: Expense 88558

Finish Reconciliation

Balance Summary

Statement Balance: _____

Current Outstanding Checks: \$0.00
Current Register Balance: \$0.00

Reconciliation History

No reconciliation history to display.



Note: Select a link in the **Reconciliation History** section to view previous reconciliation reports that have been performed on this account.

- **Show**—displays a detailed list of the items for any of the totals listed on the report.
- **Finish Reconciliation**—reconciles the checks.

Deposit Reconciliation Summary

The Deposit Reconciliation Summary report is used by clients to verify deposits made to an account. This report allows the client to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately.

Selection page

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Reconcile Through Date**—the ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity in the system up through the **Reconcile Through Date** is included.

Results page

[< Go Back](#)

Deposit Reconciliation Summary

Transaction Summary

Location	Count	Total Amount
No Location Defined	2	\$11,479.00
Deposits	2	\$11,479.00

This account has never been reconciled.
This Reconcile Through Date: 01/27/2020
Account ID: 238

Finish Reconciliation

Reconciliation History

No reconciliation history to display.

Manage Locations

Deposits

Deposit Date	↑ Count	Total Amount	
11/20/2019	2	\$11,479.00	
	2	\$11,479.00	

Showing 1 result

1

View 10



Note: Select a link in the **Reconciliation History** section to view previous reconciliation reports that have been performed on this account.

- **Location**—displays a list of locations if location information is available for this client. The location list values are populated based upon the serial number value from the client's deposit slips.
- **Finish Reconciliation**—reconciles the checks.

- **Manage Locations**—allows the corporate client to deposit by location. When selected, a list of the locations displays with an option to define a description for the location.

Manage Locations

Location Number Location Name

Showing 0 results

Note: The location number will be appended to the name in parentheses. Example: South Street (107)

- **Location Number**—the location the deposit is associated with.
- **Location Name**—the description of the location.



Note: The location number is appended to the description in parenthesis.
Example: South Street (107).

Account Reconciliation Summary

Use the Account Reconciliation Summary to assist in balancing online account balances with a customer statement. The report displays an activity summary with the following:

- newly issued checks
- paid checks
- stopped checks
- voided checks
- ACH debits and credits
- miscellaneous debits and credits
- deposits
- service charges
- paid interest
- taxes/withholding

The report also provides a total of outstanding checks and the check register balance as of reconciliation date.

Selection page

Account Reconciliation Summary

Start New Reconciliation

Client
Big City Electric

Account ID
BCE Exp Acct

Reconcile Through Date
06/16/2019

Last Reconcile Through Date: 05/28/2019

Note: Transaction history is retained within the system for 90 days after an item has paid.

Search

Reconciliation History

Account ID
BCE Exp Acct

Date
05/28/2019

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Reconcile Through Date**—the ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity up until the **Reconcile Through Date** will be included.

Results page

Go Back
Account Reconciliation Summary

Transaction Summary

Transaction Type	Count	Total Amount
Previous Outstanding Checks	0	\$0.00
Issued Checks	16	\$6,674.56
Paid Checks	14	\$6,374.56
Stop Payments	0	\$0.00
Voids	0	\$0.00
ACH Debits	12	\$2,218.50
ACH Credits	0	\$0.00
Miscellaneous Debits	0	\$0.00
Miscellaneous Credits	0	\$0.00
Deposits	9	\$20,289.00
Service Charges Paid	0	\$0.00
Interest Paid	0	\$0.00
Taxes/Withholding	0	\$0.00
Current Outstanding Checks	2	\$300.00

This account has never been reconciled.
This Reconcile Through Date: 06/16/2019
Account ID: BCE Exp Acct

Balance Summary

Account Balance:	\$222,969.83
Current Outstanding Checks:	\$300.00
Current Register Balance:	\$222,669.83

Finish Reconciliation

Reconciliation History

No reconciliation history to display.

Issued Checks
Paid Checks
ACH Debits
Deposits
Current Outstanding Checks

Issued Date

↑ | Count

Total Amount

05/28/2019	16	\$6,674.56
------------	----	------------

Showing 1 result

1

View 10

Note: Select a link in the **Reconciliation History** section to view previous reconciliation reports that have been performed on this account.

- **Show**—displays a detailed list of the items for any of the totals listed on the report.
- **Finish Reconciliation**—reconciles the checks.

Note: Items that have already been reconciled using the Check Reconciliation or Deposit Reconciliation pages are not included in the Account Reconciliation statement.

FFB Positive Pay Client Guide

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Big City Electric
Account ID: BCE Exp Acct

Run Date: 06/17/2019
Reconciliation Period: - to 06/16/2019

Issued Checks (16)

Issued Checks					
	Issued Date	Paid Date	Check Number	Issued Payee	Amount
1	05/28/2019		7524	John Doe	\$100.00
2	05/28/2019		54788	John Smith	\$200.00
3	05/28/2019	05/28/2019	0		\$35.00
4	05/28/2019	05/28/2019	0		\$500.00
5	05/28/2019	05/28/2019	1235		\$110.00
6	05/28/2019	05/28/2019	1236		\$120.00
7	05/28/2019	05/28/2019	1236		\$120.00
8	05/28/2019	05/28/2019	1237		\$130.00
9	05/28/2019	05/28/2019	105262		\$2,205.00

After selecting **Download** in the Reconciliation History, an Account Reconciliation Report displays with all items that were reconciled on the report.

Incoming ACH Originator Report

The Incoming ACH Originator Report displays for FI users all returns and NOCs from the daily processing. Client users that have one or more ACH-originated company IDs included on the ACH Report Type Setup page can view their returns and NOCs within the report, enabling FIs and their corporate clients to view the individual NOC and return transaction information for all ACH-originated company ID(s).

Incoming ACH Originator Report

Client
All Clients

Date
Processed

Date From
05/06/2021

Date To
05/06/2021

Search

- **Client**—the name of the client.
- **Date**—specifies whether to search by processed date (default) or effective date.
- **Date From**—the date from which to start the search. By default, the date is today's date.
- **Date To**—the date from which to end the search. By default, the date is today's date.

Select **Search** after setting your search options to display the results. You can perform the following actions on the Incoming ACH Originator Report page:

- Drag a column header to reorder.
- Select search (🔍) to filter and search all results or select a specific column to search within.
- Select columns (📊) to select or remove columns from the report.
- Select export (📄) to export the search results to a Microsoft Excel or PDF file.

Incoming ACH Originator Report							
Back to Search Parameters							
Client	Return Date	Effective Entry Date	Processed Date	Return Code	Company Name	Amount	
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	Insufficient F...	KEY 2 RECOVERY	\$60.00	⋮
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	No Account/...	GREAT MIAMI V...	\$52.18	⋮
Big City Elec...	09/18/2020	09/18/2020	04/15/2021	Invalid Accou...	DICKERSONACC...	\$1,408.16	⋮
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	No Account/...	First Financial	\$0.30	⋮
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	No Account/...	First Financial	\$0.86	⋮
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	Insufficient F...	COMPSTAR INS	\$874.96	⋮
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	Account Clos...	Mayflower Acctng	\$750.00	⋮
Big City Elec...	09/18/2020	09/15/2020	04/15/2021	Insufficient F...	SANITARYENGIN...	\$77.81	⋮
						\$3,224.27	i
Showing 8 results						View 10	▼
1							

- **Client**—the name of the FI client.
- **Return Date**—the date the transaction was returned.
- **Effective Entry Date**—the date specified by the originator on which it intends to settle a batch of entries.
- **Processed Date**—the date the transactions were inputted
- **Return Code**—a standard code used by an ACH Operator or RDFI to describe the reason for returning an entry.
- **Company Name**—the name of the originator.
- **Amount**—the amount of the transaction.

- **Company ID**—the company ID associated with the transaction.
- **Receiver Name**—the individual or company name of the receiver.
- **Receiver Account Number**—the account number of the receiver.
- **Corrected Data**—the corrected data from the notification of change addenda record.
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Company Entry Description**—a value set by the originator to provide a description of the purpose of the entry.
- **Receiver DFI ID**—the routing number of the RDFI.
- **Originating DFI ID**—the routing number of the ODFI.
- **Tran Code**—the type debit or credit entry.
- **ID Number**—the accounting number by which the receiver is known to the originator.
- **Trace Number**—a unique ID to identify each Entry Detail Record within a batch in an ACH input file.
- **SEC Code**—a three-character code used to identify various types of entries.

Payee Match Report

The Payee Match Report page generates an online report using dynamic selection criteria. Select items by issued date, paid date, check number or issued payee name. This report is only available if the Positive Pay Payee Match module has been licensed.

Selection page

Payee Match Report

Paid Date From

Paid Date To

Check Number From

Check Number To

Note: Transaction history is retained within the system for 90 days after an item has paid.

Search

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search (🔍) to filter and search all results or select a specific column to search within.
- Select columns (📄) to select or remove columns from the report.
- Select export (📄) to export the search results to a Microsoft Excel or PDF file.

Payee Match Report

< Back to Search Parameters

🔍 📄 📄

Account ID	↑	Check Number	Amount	Issued Payee	Paid Date	Payee Match Check Payee	Confidence Level	
BCE Exp Acct		1237	\$130.00	Tim McWilliams	01/28/2019	Tim Williams	800	⋮
BCE Exp Acct		105450	\$945.79	Jan Post	01/28/2019	Jim Post	700	⋮
BCE Exp Acct		105455	\$355.00	John Doe	01/28/2019	Thomas Jones	150	⋮
BCE Exp Acct		105452	\$178.77	Matt Holt	01/28/2019	Matt Holt	1000	⋮

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Account Number**—the account number associated with the transaction.
- **Check Number**—the check number of this item.
- **Amount**—the amount of the check that has been presented for payment.
- **Issued Payee**—the issued payee name for this check.
- **Paid Date**—the posting date of the check.
- **Payee Match Check Payee**—the name that was read from the check image for this check.
- **Confidence Level**—the level of confidence that the payee match process returned for this check. The level will fall between 0 (no confidence) and 1000 (perfect score). The confidence level will show as blank if there was no image found during the payee match process.
- **Issued Date**—the date the check was issued.

System Reports

Use the System Reports section of the menu to view reports on system activity.

Security Templates

Use the Security Templates page to define and view security templates for Positive Pay. A security template consists of a list of menu options that are available to all users assigned to the template. A separate security template must be defined for each unique set of menu options assigned to a user or group of users. Corporate clients are assigned a default security template by the FI.

You can perform the following actions on this page:


- Drag a column header to reorder.
- Select search (🔍) to filter and search all results or select a specific column to search within.
- Select columns (📊) to select or remove columns from the report.
- Select export (📄) to export the search results to a Microsoft Excel or PDF file.

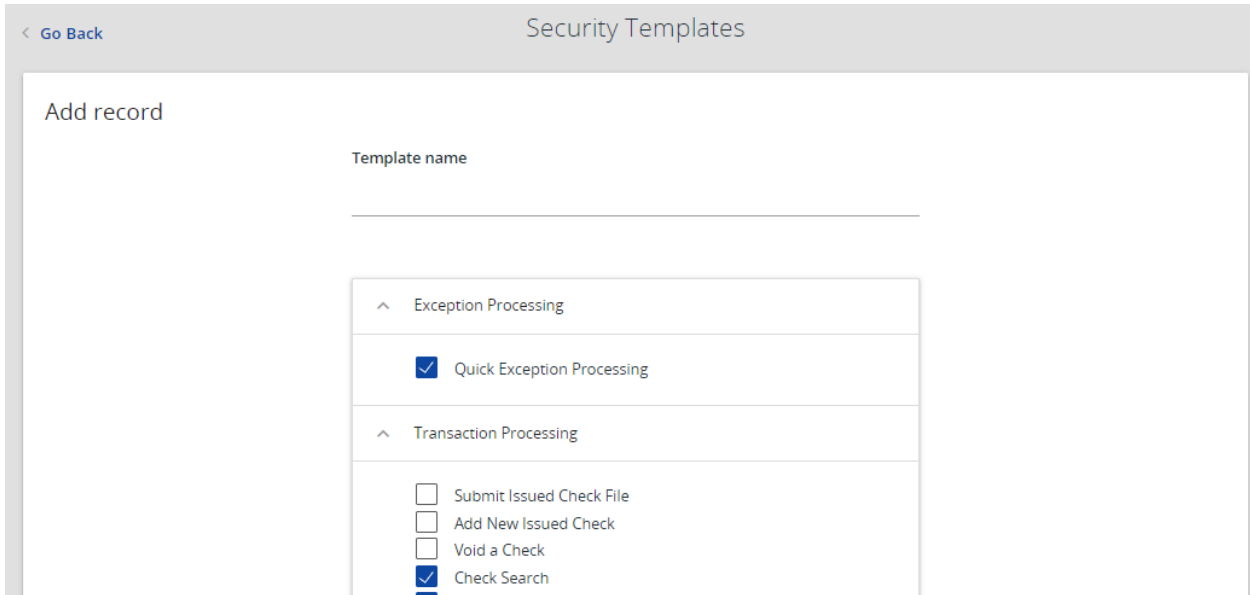
- Select options (⋮) > **Add action to multiple templates** to add a security template action to multiple templates.

The screenshot shows a dialog box titled "Add an action to templates". Inside, there's a section labeled "Action" which contains a search input field and a list of available actions. The actions listed are: "Add New Issued Check", "ACH Return Message", "Submit Issued Check File", "Add New Issued Check" (which is currently selected and highlighted), "Void a Check", "Check Search", and "Reverse Positive Pay Extract". To the right of this list is a box labeled "Selected - 0" with a "Remove All" button. At the bottom of the dialog, there are two buttons: "Cancel" and "Save Changes".

- Select options (⋮) > **Remove action from multiple templates** to remove a security template action from multiple templates.

Available templates to modify depend on the action selected and the security level of the user. For example, if you select to add an action that a template already includes, it does not appear in the list. Client users with the **Allow user to add/edit Security Templates** option enabled in the **Security Settings** tab can only add and remove security template actions for templates associated with their client.

Select add () to go to the Add record page to create a new security template. Select the menu options to make available to users assigned this security template.



< Go Back

Security Templates

Add record

Template name

^ Exception Processing

☒ Quick Exception Processing

^ Transaction Processing


☐ Submit Issued Check File

☐ Add New Issued Check

☐ Void a Check

☒ Check Search

- **Template name**—specifies the new template name.

You can perform the following actions using the options menu () on a template row:

- **View security template options**—displays a filtered list of the security template actions that apply to the selected template.
- **Copy record**—opens the Add record page to create a new security template based on the options specified in the the selected template.
- **Edit record**—opens the Add record page to modify options in the selected template.
- **Delete record**—deletes the selected template.

Security Templates	
Security Templates	Security Template Actions
<div> <div> <div>+</div> <div> <div>🔍</div> <div>📄</div> <div>⬇️</div> </div> </div> </div>	
Template Name	↑ Actions
Inquiry only	Check Search, Daily Checks Issued Summary, Check ...
Positive Pay Client Access	Quick Exception Processing: Submit Issued Check Fil...
<div>Showing 2 results</div> <div>1</div> <div>View 10 ▾</div>	

- **Template name**—the security template name.
- **Actions**—the security template actions assigned to the security template.
- **Users with this template**—all users assigned to the security template.



Note: Displayed users depend on the security level of the user. For example, client users can only see users associated with their client.

Security Template Actions tab

The **Security Template Actions** tab lists the menu options that are assigned to each security template.

Security Templates			
Security Templates		Security Template Actions	
Template Name	↑ Classification	System Action	
Inquiry only	Transaction Processing	Check Search	⋮
Inquiry only	Transaction Reports	Daily Checks Issued Summary	⋮
Inquiry only	Transaction Reports	Check Reconciliation Summary	⋮
Inquiry only	Transaction Reports	Deposit Reconciliation Summary	⋮
Inquiry only	Transaction Reports	Account Reconciliation Summary	⋮
Positive Pay Client Access	Exception Processing	Quick Exception Processing	⋮
Positive Pay Client Access	Transaction Processing	Submit Issued Check File	⋮
Positive Pay Client Access	Transaction Processing	Add New Issued Check	⋮
Positive Pay Client Access	Transaction Processing	Void a Check	⋮
Positive Pay Client Access	Transaction Processing	Check Search	⋮
Showing 1-10 of 24 results		1 2 3 >	View 10 ▾

- **Template Name**—the name of the security template.
- **Classification**—the selection of the menu that the menu item resides in.
- **System Action**—the menu item.

ACH Authorization Rules

The ACH Authorization Rules page displays a listing of all pre-authorized rules and allows users with the **Allow user to add/edit ACH Authorization Rules** in **ACH Authorization Rules** user right to set up, edit, and delete ACH authorization rules. This option is enabled in the **Setup User Rights** section of the User Setup (Client) and User Setup Bank Admins Only pages.



Note: This report only displays rules for the accounts that the user has access to.

If an unauthorized ACH item posts to an account, the rules determine whether the item requires a pay/return decision or if the client should simply be alerted by email that unauthorized activity has occurred.

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search (🔍) to filter and search all results or select a specific column to search within.
- Select columns (📄) to select or remove columns from the report.
- Select export (📥) to export the search results to a Microsoft Excel or PDF file.
- Select options (⋮) > **Add rules from an import file** to upload ACH authorization rules from an import file or to download a template file to use for creating a new import file. For information about optional and required information in the file, see [ACH Authorization Rules import file](#).



Note: This option only displays for FI users that have the **Allow user to use data import** option selected in the **Security Settings** tab on the User Setup Bank Admins Only page.

If you do have the **Allow user to add/edit ACH Authorization Rules** in **ACH Authorization Rules** user right enabled, you can perform the following additional actions:

- Select add (⊕) to set up a new ACH authorization rule.
- Select options (⋮) > **Edit record** on a row to modify the selected ACH authorization rule.
- Select options (⋮) > **Delete record** on a row to delete the selected ACH authorization rule.

ACH Authorization Rules								
Client search								
Client	Account ID	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type	
City of Mt. P...	4714			ALL - All Stand...	Both DR and CR	\$1,500.00		
FRB	94700701003		9188696002	PPD - Prearran...	Debits Only	\$0.00		
H & R Scre...	4193			TEL - Telephon...	Both DR and CR	\$250.00		
H & R Scre...	4193			POS - Point of ...	Debits Only	\$500.00		
H & R Scre...	4193			IAT - Internatio...	Both DR and CR	\$0.00		
Showing 5 results								
1								
View 10								

- **Client**—the name of the client.
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Description**—the description of the ACH rule.
- **Company ID**—the originating company ID of the transaction from the ACH file. If the company ID field is left blank, the rule applies to all company IDs.
- **SEC Code**—a list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or **ALL – All Standard Entry Class Codes** can be selected to include all SEC codes.
- **Debits or Credits**—specify **Debits only**, **Credits only**, or **Both** to define the types of transactions for this rule.
- **Max Allowable Amount**—the maximum allowed amount for this type of transaction. If the amount is left zero, the maximum amount field is not used during the authorization process.

- **Notification Type**—the method of notifying the client of an unauthorized transactions. The following options are available:



Note: The ACH notification type is set at the client level using the **ACH Authorization Rules Notification Type** setting on the Client Setup page.

- **Create Exception**—any unauthorized ACH transaction becomes an exception that requires a pay or return decision by the client on the Quick Exception Processing page.
- **Email Notification Only**—the client will receive an email notification of any unauthorized transaction. You can customize the email on the Email/Text Setup page.
- **Date Created**—the date the rule was created.
- **Date Updated**—the last date the rule was updated.

Transaction Filters/Blocks

The Transaction Filters/Blocks page displays a listing of all filters/block rules and allows users with the **Allow user to add/edit Transaction Filters/Blocks** user right to set up, edit, and delete transaction filters and blocks. This option is enabled in the **Setup User Rights** section of the User Setup (Client) and User Setup Bank Admins Only pages.

Transaction filters/blocks are used to define guidelines for monitoring ACH activity and alerting the client if an ACH item posts that matches the monitoring guidelines. An ACH filter/block guideline can include the standard entry class (SEC), transaction code, transaction type (debits and/or credits), and the transaction amount. The client can either simply receive an email alert when an ACH item posts that meets the guidelines established in a filter/block rule or the system can create an exception requiring a pay/return decision.



Note: This report only displays rules for the accounts that the user has access to.

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search (🔍) to filter and search all results or select a specific column to search within.
- Select columns (📄) to select or remove columns from the report.
- Select export (📥) to export the search results to a Microsoft Excel or PDF file.

If you have the **Allow user to add/edit Transaction Filters/Blocks** user right enabled, you can perform the following additional actions:

- Select add (+) to create a new transaction filter/block rule.
- Select options (⋮) > **Edit record** on a row to modify the selected transaction filter/block rule.
- Select options (⋮) > **Delete record** on a row to delete the selected transaction filter/block rule.

Transaction Filters / Blocks									
Client search									
Client	Account ID	Company ID	SEC Code	From Tran Code	Thru Tran Code	Debits or Credits	Minimum Filter Amount	Notification Type	
*Safeway P...	3396		ALL - All Stan...			Both DR and CR	\$0.00	Create Exception	⋮
*Safeway P...	8313		ALL - All Stan...			Both DR and CR	\$0.00	Create Exception	⋮
38 Commer...	Testers	asdasde	ALL - All Stan...			Both DR and CR	\$0.00	Create Exception	⋮
Adhezion Inc	1999	1	ALL - All Stan...			Both DR and CR	\$0.00	Create Exception	⋮
Advantage ...	221	3	ALL - All Stan...			Both DR and CR	\$0.00	Create Exception	⋮
Big City Elec...	Expense Account	12345689	CCD - Cash C...			Both DR and CR	\$0.00	Create Exception	⋮
Big City Elec...	Expense Account	12345689	PPD - Prearra...			Both DR and CR	\$0.00	Create Exception	⋮
Dickinson P...	0549		ALL - All Stan...			Debits Only	\$0.00	Create Exception	⋮
Granco Clar...	1183	fngfgh	ALL - All Stan...			Both DR and CR	\$0.00	Create Exception	⋮
Information...	1176		ALL - All Stan...			Both DR and CR	\$0.00	Create Exception	⋮
Showing 1-10 of 11 results					1 2 >	View 10			

- **Client**—the name of the client.

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Company ID**—the originating company ID of the transaction from the ACH file. If the field is left blank, the filter will not be used.
- **SEC Code**—the ACH SEC code(s) pertaining used for this rule. Either a specific SEC code can be selected or **ALL – All Standard Entry Class Codes** can be selected to include all SEC codes.
- **From Tran Code**—the starting transaction code for this filter. If the ACH SEC Code is not available from the DDA system, you can use this field in place of an SEC code to identify the type of transaction.
- **Thru Tran Code**—the ending transaction code for this filter. If the ACH SEC Code is not available from the DDA system, you can use this field in place of an SEC code to identify the type of transaction.
- **Debits or Credits**—displays whether the filter pertains to debits only, credits only, or both debits and credits.
- **Minimum Filter Amount**—the minimum transaction amount for this filter. Transactions must have an amount greater than or equal to this amount for this filter to apply. Any transaction that exceeds the minimum filter amount will activate the notification type defined for the rule. If the minimum filter amount is blank or zero, the transaction amount will not be used.
- **Notification Type**—the method of notifying the client of an unauthorized transactions. The following options are available:
 - **Create Exception**—any transaction matching the filter criteria becomes an exception that requires a pay or return decision by the client.
 - **Email/Text Notification Only**—the client will receive an email and/or text notification of any transaction matching the criteria in this filter. You can customize the content of the email and text messages on the Email/Text Setup page.
- **Date Created**—the date the filter criteria was created
- **Date Updated**—the date the filter criteria was last modified.

Issued Check Processing Log

The Issued Check File Processing Log displays a list of all issued check files that have been electronically submitted using the Positive Pay web interface.

Selection page

Issued Check Processing Log

Client

All Clients

Input Date From

01/15/2020

Input Date To

01/15/2020

Note: Issued check file processing history is retained within the system for 365 days.
Transaction history is retained within the system for 90 days after an item has paid.

Search

Optionally choose specific clients to be included in the report. By default, all assigned clients are included in the report.

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search (🔍) to filter and search all results or select a specific column to search within.
- Select columns (📊) to select or remove columns from the report.
- Select export (📄) to export the search results to a Microsoft Excel or PDF file.

Issued Check Processing Log								
Back to Search Parameters								
Client	Account ID	File Mapping Format	Results	Items	Amount	Upload Date	File Name	
Big City Electric	BCE Exp Acct	BCE Exp Account	Processed w...	2	\$300.00	01/03/2019	TESTIssued.txt	
Big City Electric	BCE Exp Acct	BCE Exp Account	Processed	1	\$100.00	01/03/2019	TESTIssued.txt	
Big City Electric	BCE Exp Acct	BCE Exp Account	Rejected	1	\$100.00	01/03/2019	TESTIssued.txt	
Big City Electric	BCE Exp Acct	BCE Exp Account	Unprocessed	0	\$0.00	01/03/2019	2019010308010526...	
1								
View 10								

Processing Totals (All Pages)		
File Status	Total Items	Total Amount
Processed	2	\$300.00
Processed with Exceptions	1	\$100.00
Rejected	1	\$100.00

- **Client**—the client's name.
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **File Mapping Format**—the file processing type associated with this upload.
- **Status**—the results column from the Issued Check File Processing Log will display one of the following processing statuses:
 - **Unprocessed**—the file has been uploaded but has not yet been processed.
 - **Processed**—the file was processed successfully.
 - **Processed with Exceptions**—the file was processed successfully, but duplicate checks were not loaded.

- **Rejected**—the file was rejected due to one of the following reasons:
 - A mismatch between the number of items/amount entered on the page and the number of items/amount contained in the file.
 - The file format did not match the format selected.
- **Items**—the number of items in the file.
- **Amount**—the total amount in the file.
- **Input Date**—the date the file was uploaded.
- **User**—the user that uploaded the issued check file.
- **File Name**—the name of the issued check file uploaded into the system.
- **View File**—specific users can be given the ability to download the issued check file that was uploaded by the customer. For those users, a **View File** link appears. When selected, the user has the option to save or view the file. The option to give this ability to users is done on either the User Setup (Client) or User Setup (Bank Admins Only) pages. Depending on your configuration, the **View File** link may not appear for all issued check files.

System Administration

Use the system administration section of the menu to set up file mapping.

File Mapping

The File Mapping function allows the FI user to define the file formats for issued check files. This is done by selecting a file, then mapping the data elements within the file. You can perform the following actions on this page:

- Select **Add New** to create a new file mapping format from scratch.
- Select **Copy** to create a new file mapping from an existing mapping. You can choose to make an exact copy or create a copy with changes..
- Select **Edit** to modify an existing mapping.

File Mapping			
<div>A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All</div>			
File Format Profile Name	Format Type	Date Added	
ABG 117069	Microsoft Excel	08/24/2012	Edit Copy
ABG 117069 Excel	Microsoft Excel	03/25/2014	Edit Copy
ABGTest	Microsoft Excel	03/25/2014	Edit Copy
Acline Consulting Inc.	Fixed Length	06/09/2014	Edit Copy
Adv Mobile 130252	Fixed Length	08/24/2012	Edit Copy
Adv Mobile 130286	Fixed Length	08/23/2012	Edit Copy
Advanced Inc Test	Microsoft Excel	04/11/2014	Edit Copy
Advanced Inc.	Microsoft Excel	04/16/2014	Edit Copy
Alliance Benefit Group 128587	Microsoft Excel	03/28/2014	Edit Copy
Allied Capital Title Co	Microsoft Excel	05/21/2014	Edit Copy
Arends and Sons	Microsoft Excel	08/19/2014	Edit Copy
			Add New
1			

- **File Format Profile Name**—the name of the file format.
- **Format Type**—the type of file defined by the format. Types include: Fixed Length, Microsoft Excel, or Delimited.
- **Date Added**—the date the format was created.

Define the file structure

The screenshot shows a web form titled "File Mapping". It contains the following fields and controls:

- Profile Name:** A text input field containing "_BCE Standard" and an "Update" button to its right.
- File Format:** A dropdown menu currently showing "Delimited Text".
- Delimiter:** A group of radio buttons for "Comma", "Tab", "Space", and "Semicolon". The "Comma" option is selected. Below these is an "Other" radio button followed by a small text input field and a "Text Qualifier:" dropdown menu showing a single quote character.
- Select File:** A "Choose File" button and the text "No file chosen".
- Buttons:** A "Delete Format" button on the left and a "Next >" button on the right.
- Message:** A message at the bottom states "Delete Format is disabled because the format is assigned to one or more clients."

The **Delete Format** button is only enabled on edit if the format is not assigned to a client. The following file formats are available:

- Delimited Text
- Fixed Length File
- Excel

Select **Update** to rename the format.

- **Profile Name**—the name of the data mapping profile being defined. This is the name that is assigned to the client on the Positive Pay Client Setup page.
- **File Format**—specifies whether the issued check file is delimited, fixed length, or a Microsoft Excel file.
- **Delimiter**—the type of delimiter used in the delimited file when **File Format** is set to **Delimited**.

- **Text Qualifier (optional)**—specifies the special character that is used to encase each data element.



Note: All files do not use text qualifiers and this is an optional field.

- **Select File**—choose the file to map.

Select **Next** to continue setting up the file mapping.

- For **Delimited Text** and **Microsoft Excel** formats, see [Delimited and Excel Formats](#).
- For **Fixed Length File** format, see [Fixed Length Formats](#).

Delimited and Excel Formats

The top portion of the page shows the first few lines of your file to help with configuration.

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1	Test fille						
2	Excel file for mapping client issue check file						
3	check #	payee	date	account	notes	Code	amount
4	123	Trash, Inc.	2/4/2016	12345	trash removal	RFV	43.14
5	124	IGA	2/5/2016	12345		RFV	21.02
6	125	ABC Corp	2/6/2016	12345		RFV	30

☐ File Does Not Contain Issued Date
☐ First Row Contains Column Names
☐ Skip Rows at Beginning
☐ Skip Rows at Ending

File Totals Options: Do Not Require File Totals ▼

Field #

Items in File:

Dollar Amount in File:

< Back Next >

- **File Does Not Contain Issued Date**—enable this option if the issued check file does not contain an issued date within the file. When enabled, the user is required to enter an issued date when the file is uploaded.
- **First Row Contains Column Names**—enable this option if the first row of the file is used for column names. When checked, the first row data is displayed above.
- **Skip Rows at Beginning**—specifies the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.
- **Skip Rows at Ending**—specifies the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.
- **File Totals Options**—there are three file totals options in the system:
 - **Require File Totals**—the client will be asked for the number of items and file totals when they upload the issued check.
 - **Obtain Totals from File**—the number of items and total amount are listed in the file.
 - **Do Not Require File Totals**—file totals are not required.
- **Items in File**—the field that the number of items in the file may be located.



Note: This is only required if the **Obtain Totals from File** option is selected.

- **Dollar Amount in File**—the field that the file totals may be located.



Note: This is only required if the **Obtain Totals from File** option is selected.

Select **Next** to configure additional mapping options.

	Type	CheckNumber	IssuedDate	Amount	Payee
1	I	10001	5/28/2013	333.78	Pizza Hut
2	I	10002	5/28/2013	54.76	Gas Plus
3	I	10003	5/28/2013	345.33	Hertz
4	I	10004	5/28/2013	1008.7	John Q. Employee
5	V	10005	5/28/2013	-320.56	Tanning Zone
6			5	2063.13	

If **First Row Contains Column Names** is enabled, the data in the first row will be displayed as shown in the example above.

Check Number:

Column 1

Amount:

Column 4

☐ Insert Decimal Point

Issued Date:

Column 2

☐ Dates in file do not include separators (Ex: '/' or '-')

* Special Date Type:

<Not Selected>

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number:

<Select>

Account ID:

<Select>

Notes:

<Select>

Payee:

<Select>

Record Type:

<Select>

☐ Convert Negative Amounts to Voids

Issued Item Code:

Void Item Code:

Stop Pay Item Code:

< Back

Next >

- **Check Number**—select the source field for the check number in the file.
- **Amount**—the field in the file that contains the issued check amount.
- **Insert Decimal Point**—enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, \$124.50 is in the file as 12450)
- **Issued Date**—the field is in the file that contains the issued date.

- **Special Date Type**—only required for dates that do not contain separators between the month, day, and year digits. (For example, 08202010 would need the MMDDYYYY special date type.) If the issued date does not contain separators, check the **Date in the file do not include separators** box and select the appropriate date format from the **Special Date Type** dropdown.
- **Account Number**—the field in the file that contains the account number.



Note: Mapping the account number will allow customers to upload one issued check file containing checks for multiple accounts.

- **Client/Account ID**—the field in the file that contains the Client/Account ID.



Note: Mapping this field will allow customers to upload one issued check file containing checks for multiple accounts.

- **Notes**—the field in the file that contains the notes for the issued item.
- **Payee**—the field in the issued check file that contains the payee information.



Note: This field is required if the account is verifying payee information (only available if the Payee Match module has been licensed).

- **Record Type**—the field in the issued check file that contains the record type.



Note: The three types that may be mapped in the file are: Issued, Void, and Stop Pay Item Codes.

- **Convert Negative Amounts to Voids**—enable this option to convert negative dollar amounts to voided items.



Note: When option is selected, the other record type fields are not enabled.

Select **Next** to show the summary page and verify the settings.

Profile Name:	Advanced Inc Test
File Type:	Microsoft Excel
Header:	No File Headers
Check Number:	Column 1
Amount:	Column 7
Add Decimal:	No
Issued Date:	Column 3
Account Number:	Not Defined
Account ID	Not Defined
Notes:	Not Defined
Payee:	Column 2
Record Type:	Not Defined
Negative Amounts to Voids:	No
Issued Item Code:	Not Defined
Void Item Code:	Not Defined
Stop Pay Item Code:	Not Defined
Skip Rows at Beginning:	3
Skip Rows at Ending:	0
File Total Option:	Do Not Require File Totals

< Back
Save

Select **Save** to save the file mapping profile.

Fixed Length Formats

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
1	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	1	*	0	0	0	0	0	4	4	4	7	6	*	1	2	3	4	5
2	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	2	*	0	0	0	0	2	5	6	9	8	5	*	1	2	3	4	5
3	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	3	*	0	0	0	0	0	8	5	2	3	6	*	1	2	3	4	5
4	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	4	*	0	0	0	0	0	7	4	5	6	9	*	1	2	3	4	5
5	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	5	*	0	0	0	4	5	8	7	9	5	1	*	1	2	3	4	5
6	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	6	*	0	0	0	0	0	1	1	1	4	5	*	1	2	3	4	5
7	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	7	*	0	0	0	0	0	3	5	4	8	7	*	1	2	3	4	5
8	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	8	*	0	0	0	0	6	5	2	4	8	9	*	1	2	3	4	5
9	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	9	*	0	0	0	0	5	6	5	6	8	9	*	1	2	3	4	5

The data in the file is displayed on the top of the page. For fixed length files, the position is displayed as the header.

- **File Does Not Contain Issued Date**—enable this option if the issued check file does not contain an issued date within the file. When checked, the user will be required to enter an issued date when the file is uploaded.
- **First Row Contains Column Names**—enable this option if the first row of the file is used for column names. When checked, the first row data is displayed directly above.
- **Skip Rows at Beginning**—defines the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.
- **Skip Rows at Ending**—defines the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.
- **File Totals Options**—there are three file totals options in the system:
 - **Require File Totals**—the client will be asked for the number of items and file totals when they upload the issued check.
 - **Obtain Totals from File**—the number of items and total amount are listed in the file.
 - **Do Not Require File Totals**—file totals are not required.
- **Items in File**—the starting and ending position of the number of items in the file.



Note: This is only required if the **Obtain Totals from File** option is selected.

- **Dollar Amount in File**—the starting and ending position of the file totals in the file.



Note: This is only required if the **Obtain Totals from File** option is selected.

Select **Next** to continue setting up the file mapping.

	<u>Start</u>	<u>End</u>	
Check Number:	<input type="text" value="10"/>	<input type="text" value="17"/>	
Amount:	<input type="text" value="19"/>	<input type="text" value="28"/>	<input checked="" type="checkbox"/> Insert Decimal Point
Issued Date:	<input type="text" value="1"/>	<input type="text" value="8"/>	<input checked="" type="checkbox"/> Dates in file do not include separators (Ex: '/' or '-')
* Special Date Type:	<input type="text" value="MMDDYYYY"/>		
* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.			
<u>Optional Fields</u>			
Account Number:	<input type="text" value="30"/>	<input type="text" value="38"/>	
Account ID	<input type="text"/>	<input type="text"/>	
Notes:	<input type="text"/>	<input type="text"/>	
Issued Payee:	<input type="text" value="40"/>	<input type="text" value="54"/>	
Record Type:	<input type="text"/>	<input type="text"/>	
Issued Item Code:	<input type="text"/>		
Void Item Code:	<input type="text"/>		
Stop Pay Item Code:	<input type="text"/>		
<input type="button" value=" < Back"/>		<input type="button" value=" Next >"/>	

- **Check Number**—the starting and ending position in the issued check file that contains the check number.
- **Amount**—the starting and ending position in the file that contains the issued check amount.
- **Insert Decimal Point**—enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, \$124.50 is in the file as 12450).
- **Issued Date**—the starting and ending position in the file that contains the issued date.
- **Special Date Type**—the special date type is only required for dates that do not contain separators between the month, day and year digits. (For example, 08202010 would need the MMDDYYYY special date type.)
- **Account Number**—the starting and ending position in the file that contains the account number.



Note: Mapping the account number will allow customers to upload one issued check file containing checks for multiple accounts.

- **Client/Account ID**—the starting and ending position in the file that contains the Client/Account ID.



Note: Mapping the Client/Account ID will allow customers to upload one issued check file containing checks for multiple accounts.

- **Notes**—the starting and ending position in the file that contains the notes for the issued item.
- **Payee**—the starting and ending position in the issued check file that contains the payee information.



Note: Payee is required if the account is verifying issued payee (only available if the Payee Match module has been licensed).

- **Record Type**—the starting and ending position in the issued check file that contains the record type.



Note: The three code types that may be mapped in the file are: Issued, Void and Stop Pay Item Codes.

Select **Next** to show the summary page and verify the settings.

Profile Name:	Fixed Width Format
File Type:	Fixed Length File
Header:	No File Headers
<hr/>	
Check Number:	Positions 10 to 17
Amount:	Positions 19 to 28
Add Decimal:	Yes
Issued Date:	Positions 1 to 8 (MMDDYYYY)
Account Number:	Positions 30 to 38
Account ID	Not Defined
Notes:	Not Defined
Payee:	Positions 40 to 54
Record Type:	Not Defined
Negative Amounts to Voids:	No
Issued Item Code:	Not Defined
Void Item Code:	Not Defined
Stop Pay Item Code:	Not Defined
<hr/>	
Skip Rows at Beginning:	0
Skip Rows at Ending:	0
File Total Option:	Require File Totals
<hr/>	
<div><input type="button" value=" < Back"/></div> <div><input type="button" value=" Save"/></div>	

Select **Save** to save the file mapping profile.

General Items

Use the General Items section of the menu for user setup and management activities.

User Setup (Client)

The User Setup (Client) page is used by the client administrator to manage their users.

Contact Information tab

The screenshot shows the 'User Setup (Client)' page with the 'Contact Information' tab selected. The page has a blue header bar with the title 'User Setup (Client)'. Below the header is a tabbed interface with four tabs: 'Contact Information', 'Security Settings', 'Menu Settings', and 'System Messages'. The 'Contact Information' tab is active, displaying various input fields for user information. The fields are: 'First Name' (John), 'Middle Initial' (empty), 'Last Name' (Doe), 'Email Address' (jdoe@BCE.com) with an 'Exclude From Email' checkbox, 'Primary Phone Number' ((555) 555-5555), 'Secondary Phone Number' (empty), 'Mobile Number' ((402) 669-7283) with a 'Do Not Send Text Messages' checkbox, 'Limit Text Start & Stop Times' (Yes), 'Text Messages Start Time' (7:00 AM), and 'Text Messages End Time' (6:00 PM). There are two footnotes: '* Indicates required fields' and '** Mobile number is required for text message alerts'. At the bottom, there is an 'Archive User' checkbox and a 'Submit' button.

User Setup (Client)	
Contact Information Security Settings Menu Settings System Messages	
* First Name:	John
Middle Initial:	
* Last Name:	Doe
* Email Address:	jdoe@BCE.com <input type="checkbox"/> Exclude From Email
Primary Phone Number:	(555) 555-5555
Secondary Phone Number:	
** Mobile Number:	(402) 669-7283 <input type="checkbox"/> Do Not Send Text Messages
Limit Text Start & Stop Times:	Yes ▼
Text Messages Start Time:	7:00 AM ▼
Text Messages End Time:	6:00 PM ▼
* Indicates required fields	
** Mobile number is required for text message alerts	
<input type="checkbox"/> Archive User	
Submit	

- **First Name / Middle Initial / Last Name**—the name of the user.
- **Email Address**—the email address used to send system-generated email messages to this user.

- **Exclude From Email**—when selected, the user does not receive any email messages. If cleared, the user receives email messages based upon the email selections on the **System Messages** tab.
- **Primary Phone Number**—the primary phone number.
- **Secondary Phone Number**—the secondary phone number for the user.
- **Mobile Phone Number**—the mobile phone number for the user. The mobile number is used if the client has selected to receive text alerts. Text alerts are only available to FIs that have licensed the Positive Pay Text Messaging Module.
- **Do Not Send Text Messages**—when selected, the user does not receive any text messages. When cleared, the user receives text messages based upon the text selections checked on the **System Messages** tab.
- **Limit Text Start & Stop Times**—if set to **Yes**, the times text messages are sent will be limited to between the start and stop times. If set to **No**, text messages will be sent whenever one is generated.
- **Text Messages Start Time**—the time of day that the system starts sending text messages.
- **Text Messages End Time**—the time of day that the system stops sending text messages.



Note: If both the start and end times are set for the same time, the system sends text messages whenever one is generated.

- **Archive User**—when selected, the user is no longer active and is not allowed to log in to the system.

Security Settings tab

User Setup (Client)

Contact Information **Security Settings** Menu Settings System Messages

*** User Name:**

SSO Only:

*** Password:**

*** Verify Password:**

Multi Factor Authentication: MFA not required

Company: Big City Electric

Account ID:

Type to filter...

123456
8313
New ID

Showing 3 of 6

Assigned

0789
3396
3412

Add All

Remove All

☐ Assign all new accounts to this user

ACH Reports:

Type to filter...

1234

Showing 1 of 1

Assigned

Add All

Remove All

☐ Assign all new ACH reports to this user

▼

Transaction Data User Rights

▼

Setup User Rights

☐ User Locked

* Indicates required fields

☐ Archive User

Submit

- **User Name**—the login name for the user.
- **SSO Only**—enable users to make the **Password** and **Verify Password** fields not required for User Setup (Client). This is an optional feature that has to be enabled.
- **Password / Verify Password**—the login password for the user. The password and verify password must match in order to set or change the user's password.
 - The system automatically requires all new users to change their password on the first login.
 - The password definition rules (minimum length and mixed character requirements) are defined by the FI.
- **Multi Factor Authentication**—displays the multi-factor authentication (MFA) status of the user.
 - **Reset Authentication**—select to reset the user's MFA status, requiring them to reconnect their device to their Positive Pay profile.



Note: This option only appears when the user is assigned to a security template that requires MFA.

- **Client/Account ID**—the Client/Account ID is the number or description that identifies a specific account. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.



Note: The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI. All accounts that are assigned to the client will be displayed in the **Available** column. To enable the user to access an account, move the account to the **Assigned** column by either clicking on the Client/Account ID or selecting **Add All**.



Note: Using the Client/Account ID in email communication and on all pages is a security precaution.

- **Assign all new accounts to this user**—if selected, this user is automatically granted access to any new accounts added to the system for their client.
- **ACH Reports**—the ACH Reports section lists the ACH reporting files that have been defined for the client by the FI.
 - To enable a user to view/download a report, select the name under the **Available** column to move it to the **Assigned** column, or select **Add All**.
 - To notify the user each time a new report is available, select **ACH Reporting System New File Notification** in the **Email Types** section. The system automatically prompts users to change their passwords based upon the password expiration days defined by the FI.



- **Assign all new ACH reports to this user**—if this box is selected, this user is automatically granted access to any new ACH reports added to the system for their client.
- **User Locked**—this checkbox determines if the user is locked out of the system. The user is automatically locked out of the system if the user exceeds the number of failed password attempts. To unlock a user, uncheck this box.

Transaction Data User Rights section

- **Allow user to add/edit transactions**—if selected, the user can add and edit transactions such as voiding items and adding issued checks.
- **Dual Approver of Issued Items**—displays the current approver status for issued items.



Note: This setting is only available if the client is set up for dual approval of issued items on the Client Setup page.

The following options are available:

- Not an approver
- Dual approver, cannot approve self
- Dual approver, can approve self

- **Dual Approver of Exception Decisions**—displays the current approver status for exception processing.



Note: This setting is only available if the client is set up for dual approval for exceptions on the Client Setup page.

The following options are available:

- Not an approver
- Dual approver, cannot approve self
- Dual approver, can approve self
- **Allow user to delete transactions**—if selected, the user can delete transactions from the system. Transactions can be deleted by clicking on the delete button while viewing transaction details.
- **Allow user to download issued check files**—if selected, the user can download issued check files from the Issued Check Processing Log page.
- **Check Exception Type**—specifies user permissions for check exceptions. The following options are available:
 - Cannot view exceptions or make decisions
 - Can view exceptions
 - Can view exceptions and make decisions
- **ACH Exception Type**—specifies user permissions for ACH exceptions. The following options are available:
 - Cannot view exceptions or make decisions
 - Can view exceptions
 - Can view exceptions and make decisions

Setup User Rights section

- **Allow user to add ACH Authorization Rules in Quick Exception Processing**—if selected, the user can add an ACH authorization rule in the quick exception processing page when there is an ACH authorization exception. For more information, see "Quick Exception Processing."

- **Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules**—if selected, the user can set up, edit, and delete ACH authorization rules on the ACH Authorization Rules page.
- **Allow user to add/edit Transaction Filters/Blocks**—if selected, the user can set up, edit, and delete ACH filter/block rules on the Transaction Filters/Blocks page.
- **Allow user to add/edit Security Templates**—if selected, the user can add and modify security templates.
- **Allow user to add/edit ACH Reports**—if selected, the user can set up, edit, and delete ACH reports on the ACH Report Types page.

Menu Settings tab

The screenshot shows the 'User Setup (Client)' form with the 'Menu Settings' tab selected. The 'User Security Template' dropdown is set to 'Positive Pay Client Access with Payee (main template)'. Below this, a list of menu options is displayed under the heading 'Menu options this user can access'. At the bottom, there is an 'Archive User' checkbox and a 'Submit' button.

Tab
Contact Information
Security Settings
Menu Settings
System Messages

User Security Template: Positive Pay Client Access with Payee (main template) ▼

Menu options this user can access

- Exception Processing - Quick Exception Processing
- Transaction Processing - Submit Issued Check File
- Transaction Processing - Add New Issued Check
- Transaction Processing - Void a Check
- Transaction Processing - Check Search
- Transaction Processing - Reverse Positive Pay Extract
- Transaction Processing - ACH Reporting Files
- Transaction Reports - Daily Checks Issued Summary
- Transaction Reports - Stops and Voids
- Transaction Reports - Exception Items
- Transaction Reports - Stale Dated Checks
- Transaction Reports - Check Reconciliation Summary
- Transaction Reports - Deposit Reconciliation Summary
- Transaction Reports - Account Reconciliation Summary
- System Reports - Issued Check Processing Log
- General Items - User Setup (Client)
- General Items - Reset User (Client)
- Security / Account Administration - ACH Report Types

☐ Archive User

Submit

- **User Security Template**—specifies the security template associated with the client user. New clients are assigned the default template specified on the Client Setup page. Additional available templates appear in the list.

Users with the **Allow user to add/edit Security Templates** option enabled in the **Security Settings** tab can define a new template based on the default client template by selecting *** Create new template *** from the list.

- **Template Name**—specifies the new template name.



Note: This option is only available when creating a new template.

- **Menu options this user can access**—displays the menu options available to the user based on the currently assigned **User Security Template**. When you select *** Create new template ***, you can remove menu options from the default template to create a new template:

Menu options this user can access

- ☒ Exception Processing - Quick Exception Processing
- ☒ Transaction Processing - Submit Issued Check File
- ☒ Transaction Processing - Add New Issued Check
- ☒ Transaction Processing - Void a Check
- ☒ Transaction Processing - Check Search
- ☒ Transaction Processing - Reverse Positive Pay Extract
- ☒ Transaction Processing - ACH Reporting Files
- ☒ Transaction Reports - Daily Checks Issued Summary
- ☒ Transaction Reports - Stops and Voids
- ☒ Transaction Reports - Exception Items
- ☒ Transaction Reports - Stale Dated Checks
- ☒ Transaction Reports - Check Reconciliation Summary
- ☒ Transaction Reports - Deposit Reconciliation Summary
- ☒ Transaction Reports - Account Reconciliation Summary
- ☒ System Reports - Issued Check Processing Log
- ☒ General Items - User Setup (Client)
- ☒ General Items - Reset User (Client)
- ☒ Security / Account Administration - ACH Report Types

System Messages tab

User Setup (Client)

Contact Information
Security Settings
Menu Settings
System Messages

*** Mobile number must be defined (Contact Information tab) in order for text message alerts to work ***

User Notification Template: Select ▼

Message	Email	Text
CLIENT - No exceptions	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Exception notification	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Reminder to process exceptions	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Filtered / blocked transaction notification	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Unauthorized ACH transaction notification	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Issued file processing status	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - MFA Reset Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - New ACH authorization rule added	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - New transaction filter / block added	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - ACH reporting system new file notification	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - ACH reporting file sent as email attachment	<input type="checkbox"/>	
CLIENT - ACH reporting file sent as email attachment	<input type="checkbox"/>	

☐ Archive User

Submit

Select the email and text notification types that this user is to receive. Use the **User Notification Template** list to select **All**, **All Email**, **All Text**, or **None**. Text notifications are available only for those FIs that have licensed the Positive Pay Text Messaging Module.



Note: FI users can customize the content for email and text messages on the Email/Text Setup page.

The **CLIENT - Exception notification** and **CLIENT - Issued file processing status** options opt the user in to all emails of the given type.



Note: If multiple exceptions or issued file processing status notifications occur, all messages with details about each notification are sent in a single email per daily processing.

If you select **CLIENT - Issued file processing status**, the user receives all of the following messages:

- CLIENT - Issued file count/amount mismatch
- CLIENT - Issued file loaded successfully
- CLIENT - Issued file partially loaded
- CLIENT - Issued file processing loaded no items
- CLIENT - Issued file rejected

If you select **CLIENT - Exception notification** the user receives all of the following messages:

- CLIENT - Exception: Duplicate paid item
- CLIENT - Exception: Duplicate paid item with amount mismatch
- CLIENT - Exception: Filtered/blocked transaction
- CLIENT - Exception: Paid item not issued
- CLIENT - Exception: Paid item with amount mismatch
- CLIENT - Exception: Paid item with zero check number
- CLIENT - Exception: Payee match additional name detected
- CLIENT - Exception: Payee match over limit amount
- CLIENT - Exception: Payee name mismatch
- CLIENT - Exception: Stale dated item paid
- CLIENT - Exception: Unauthorized ACH transaction
- CLIENT - Exception: Void item paid

Reset User (Client)

Use the Reset User (Client) page to reset client users.

Selection page

Results page

- **Password / Verify Password**—the login password for the user. The password and verify password must match in order to change the user’s password.
 - The system automatically requires all new users to change their password on the first login.
 - The password definition rules (minimum length and mixed character requirements) are defined by the FI.
 - The system automatically prompts users to change their passwords based upon the password expiration days defined by the FI.
- **User Locked**—this checkbox determines if the user is locked out of the system. The user is automatically locked out of the system if the user exceeds the number of failed password attempts. To unlock a user, clear this box.

Security/Account Administration




Use the Security/Account Administration section of the menu to add, edit, and create ACH reports.

ACH Report Types




The ACH Report Types page defines the ACH output files created by the system.



You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search () to filter and search all results or select a specific column to search within.
- Select columns () to select or remove columns from the report.
- Select export () to export the search results to a Microsoft Excel or PDF file.

If you have the **Allow user to add/edit ACH Reports** user right enabled, you can perform the following additional actions:

- Select add () to set up a new ACH report.
- Select options () > **Report settings** on a row to modify the selected ACH report.
- Select options () > **Delete report** on a row to delete the selected ACH report.

ACH Report Types						
Client search ▼						
Client	Report Name	Transaction Type	Output File Type	Account Numbers	Company IDs	
Big City Electric	ABC EDI Report	EDI Payments (Credits Only)	CSV	3333333333333333 (DDA), 77777...	N/A	⋮
Big City Electric	ACH EDI Report	EDI Payments	CSV	0009 (DDA)	N/A	⋮
Big City Electric	ACH Report	ACH Transactions (Credits Only)	PDF	1111111111 (DDA), 2222222222 ...	N/A	⋮
Big City Electric	BC EDI Report	EDI Payments (Debits Only)	PDF	1111111111 (DDA)	N/A	⋮
Big City Electric	BC NOC and Returns Rep...	Notices of Change, Returns	NACHA	N/A	11	⋮
Big City Electric	BC NOC Report	Notices of Change	CSV	N/A	2222222222, 3333333333	⋮
Big City Electric	City of Lincoln	EDI Payments	PDF	791014368 (DDA), 791018112 (D...	N/A	⋮
Big City Electric	City of Omaha	EDI Payments	PDF	7710129227 (DDA), 791014244 (...)	N/A	⋮
Big City Electric	Credit Only EDI NACHA	EDI Payments (Credits Only)	NACHA	346918991 (DDA)	N/A	⋮
Big City Electric	EDI Report	EDI Payments	PDF	123456789 (DDA)	N/A	⋮
Showing 1-10 of 45 results						
1 2 3 ... 5 >						
						View 10 ▼

Choose report type

Name the report. Specify whether you are creating an Originator Report or Receiver Report.

ACH Report Types

Create ACH report for "Big City Electric"

1

2

3

4

Choose report type

Add report filters

Choose output types

Assign to users

Report name

Report type

☒ Originator (Returns and Notices of Change)
 ☐ Receiver (ACH transactions and EDI payments)

Cancel

Next

Add report filters

Choose the contents of the report. Select **Add filter** to specify additional filtering options.

ACH Report Types

Create ACH report for "Big City Electric"

✓
Choose report type

2
Add report filters

3
Choose output types

4
Assign to users

What transactions to include?

☒ Returns and notices of change

☐ Returns only

☐ Notices of change only

What Company IDs to include?

☒ All company IDs (2)

☐ Select from available company IDs

What additional filtering would you like to include?

[+ Add filter](#)

[Cancel](#) [Back](#) [Next](#)

Choose output types

Select **Add output type** to set up the output file options.

The screenshot shows the 'ACH Report Types' interface with a modal dialog titled 'Add output types'. The dialog has a close button (X) in the top right corner. It is divided into two main sections: 'Creation settings' and 'Access settings'. In the 'Creation settings' section, there is a question 'What output type would you like to set up?' with a dropdown menu currently showing 'PDF'. Below this is another question 'What level of detail should the file contain?' with four radio button options: 'Full transaction detail' (which is selected), 'Summary listing', 'Detail listing', and 'Limited transaction details'. The 'Access settings' section contains the text 'All assigned users can log in to download output file' and a checkbox labeled 'Email as attachment?' which is currently unchecked. At the bottom of the dialog, there are two buttons: 'Add output and create more' and 'Add output'. The background of the interface shows a step indicator with '4' and the text 'Assign to users', along with 'Back' and 'Next' buttons.

The following image shows examples of the PDF files created using the **Full Transaction Detail**, **Summary Listing**, and **Limited Transaction Detail** options.



Note: Download reports from **Transaction Processing > ACH Reporting Files**.

PDF – Full Transaction Detail

03/24/2016 04:12

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REMITTANCE ADVICE DETAIL REPORT

ARS_Sample Reports Client B

RECEIVER INFORMATION		ORIGINATOR INFORMATION	
Receiver Name:	Durgan - O'Keefe	Originator Name:	FRIESEN - ROGAHN
DFI Account Number:	001562145	Company ID:	79697451
Receiving DFI ID:	33333333	Originating DFI ID:	22222222
TRANSACTION DETAILS			
SEC Code:	Cash Concentration or Disbursement (CCD)	Company Discretionary Data:	TEST TRANSACTIONS
Service Class Code:	Mixed Debits & Credits (200)	Company Descriptive Date:	032216
Transaction Code:	Savings Credit (32)	Effective Entry Date:	3/24/2016
Batch Number:	3	Settlement Date (Julian Date):	3/23/2017 (082)
Amount:	\$182.00	Company Entry Description:	CCD TEST
Addenda Record Count:	1	Trace Number:	222222220638768
		Company Name/ID#:	Durgan - O'Keefe
SOURCE			
File Name:	ACHFileTest2.txt		
File Created:	03/22/2016 10:11		
ADDENDA			
Test Addenda			

PDF – Summary Listing

03/24/2016 04:12

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REMITTANCE ADVICE SUMMARY REPORT

ARS_Sample Reports Client B

Company Id	Company Name	Effective Entry Date	Settlement Date (Julian Date)	SEC Code	Tran Code	Debit/ Credit	Account Number	Amount
79697451	FRIESEN - ROGAHN	3/24/2016	3/23/2017 (082)	CCD	32	Credit	001562145	\$182.00

Payment Related Information
Test Addenda

PDF – Limited Transaction Detail

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REMITTANCE ADVICE LIMITED DETAIL REPORT

ARS_Sample Reports Client B

RECEIVER INFORMATION		ORIGINATOR INFORMATION	
Receiver Name:	Durgan - O'Keefe	Originator Name:	FRIESEN - ROGAHN
DFI Account Number:	00XXX2145	Company ID:	79697451

TRANSACTION DETAILS	
SEC Code:	Cash Concentration or Disbursement (CCD)
Transaction Code:	Savings Credit (32)
Amount:	\$182.00
Addenda Record Count:	1

SOURCE	
File Name:	ACHFileTest2.txt
File Created:	03/22/2016 10:11

ADDENDA	
Test Addenda	

You can configure the output type to be emailed using an encrypted email attachment. If email as attachment is selected users assigned to this client and assigned the **CLIENT – ACH reporting system new file notification** email receive the encrypted email attachment. If email is chosen the output type is still available for download within the Positive Pay WebUI.

ACH Report Types

Create ACH report for "Bi"

✓ Choose report type

What output types should be added?

+ Add output type

4 Assign to users

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Add output types

PDF

What level of detail should the file contain?

☒ Full transaction detail

☐ Summary listing

☐ Detail listing

☐ Limited transaction details

Access settings

All assigned users can log in to download output file

☒ Email as attachment?

What would you like to name the attachment?

What password to use for encryption?

Confirm password

Add output and create more Add output

Assign to users

Select users to receive this report. Users that have **Assign all new ACH reports to this user** selected on the User Setup (Client) page automatically show up within the **Selected** list.

ACH Report Types

Create ACH report for "Big City Electric"

✓
Choose report type

✓
Add report filters

✓
Choose output types

4
Assign to users

Which users can login to download output files?

Q

Available - 2

Select All

Client User

Client User2

↔

Selected - 1

Remove All

Joe Smith (Client User)

Cancel

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