

Positive Pay Client Procedures for reviewing exceptions and uploading an Issued file.

- The Client will receive and email notification in the morning if they have exception items to review.

From: <Financial Institution>
Sent: Wednesday, April 22, 2020 9:57 AM
To: <Positive Pay Customer>
Subject: Reminder: Positive Pay Items Ready For Review
Importance: High

You are approaching the deadline to review your Positive Pay exceptions. Please complete your review by 10:00 AM. Thank you.

Account Number	Date	Item Number	Amount
DDA-XXXX	April 21, 2020	14522	\$300.00
DDA-XXXX	April 21, 2020	14523	\$4.00
DDA-XXXX	April 21, 2020	14524	\$5.00
DDA-XXXX	April 21, 2020	14525	\$5.00

- The Client will need to log into Business Online Banking before the Client Cutoff time. From the Home page they will need to select “Checks & Documents” or “Go to positive pay”.

TAS Positive Pay
Last log in: Apr 23, 2020 [Profile](#) [Log out](#)

[Home](#) [Accounts](#) [Checks & deposits](#)

Accounts

[Edit Accounts](#) [Print](#)

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23 **\$561,525.00** [Recent](#)

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Checks & deposits

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- From the Overview page select “**Review**” and select “**Submit**”

TAS Positive Pay
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Checks & deposits

[Stop payments](#) [Positive pay](#)

Positive pay

[Overview](#) [Review](#) [Import a File](#) [Import Exceptions](#) [Items](#) [Import Templates](#)

Positive Pay Overview

Item Review 1 - 4 of 4 items

Account	Check Number	Tran Date	Amount	Payee	Reason
Payee 1769	14522	4/21/2020	\$300.00		Issue Not on File
Payee 1769	14523	4/21/2020	\$4.00		Issue Not on File
Payee 1769	14524	4/21/2020	\$5.00		Issue Not on File
Payee 1769	14525	4/21/2020	\$5.00		Issue Not on File

Import a File

File Name: [Browse...](#)
Template: [AutoImportTemplate](#) [Next](#)

Add an Item

Account Number:
Check Number:
Date: [Date](#)
Amount:
Payee:
Reference Number:
Type: [Issue](#) [Add Item](#)

File Template List

Template	Type
AutoImportTemplate	Delimited
Check Amount Payee tab template	Delimited
Test for Layout	Fixed Width
Test Template Field	Delimited
Test Template 2 field	Delimited

Item Search

Account: [All](#) [▼](#)
Tran Date: [Date](#) Through [Date](#)
Amount: Through
Check Number: Through
Status: [Not Reconciled](#) [▼](#) [Search](#)

Import Exceptions

No Import Exceptions

Item Review

- The client can select which account they want to review or select “All” and see exceptions for all accounts.

The screenshot shows the 'Item Review' form in the TAS Positive Pay system. The user is logged in as 'TAS Positive Pay' with a last login on Apr 23, 2020. The navigation bar includes 'Home', 'Accounts', and 'Checks & deposits'. The 'Checks & deposits' section has 'Stop payments' and 'Positive pay' buttons. The 'Positive pay' section has a sub-navigation bar with 'Overview', 'Review', 'Import a File', 'Import Exceptions', 'Items', and 'Import Templates'. The 'Item Review' form has a 'Item Type Selection' dropdown set to 'Check Exceptions' and an 'Account' dropdown set to 'All'. A 'Submit' button is at the bottom.

Making Decisions on Exception Items

- The Client has the option of either selecting Approve or Return for the exception item. If they select Return they will be given a list of return reasons to select from (**Note:** The return reasons are defined by the bank in the TAS INST specs). After the Client has made their decision they will click “Process Items”.

The screenshot shows the 'Item Review' table in the TAS Positive Pay system. The user is logged in as 'TAS Positive Pay' with a last login on Apr 23, 2020. The navigation bar includes 'Home', 'Accounts', and 'Checks & deposits'. The 'Checks & deposits' section has 'Stop payments' and 'Positive pay' buttons. The 'Positive pay' section has a sub-navigation bar with 'Overview', 'Review', 'Import a File', 'Import Exceptions', 'Items', and 'Import Templates'. The 'Item Review' table has a 'Check Items' header and a 'Process Items' button. The table shows 4 items with columns: Account, Check Number, Tran Date, Amount, Payee, Reason, Action, and Return Reason. The 'Return Reason' column is highlighted with a red box containing the text 'PAYMENT STOPPED REFER TO MAKER FRAUDULENT'.

Account	Check Number	Tran Date	Amount	Payee	Reason	Action	Return Reason
Payee 1769	14522	4/21/2020	\$300.00		Issue Not on File	Return	PAYMENT STOPPED REFER TO MAKER FRAUDULENT
Payee 1769	14523	4/21/2020	\$4.00		Issue Not on File	Approve	
Payee 1769	14524	4/21/2020	\$5.00		Issue Not on File	No Action	
Payee 1769	14525	4/21/2020	\$5.00		Issue Not on File	No Action	

Importing an Issued File

- The customer uploads an issued file from the Positive Pay Overview page under “Import a File”.

TAS Positive Pay
Last log in: Apr 23, 2020 [Profile](#) [Log out](#)

[Home](#) [Accounts](#) [Checks & deposits](#)

Checks & deposits

[Stop payments](#) [Positive pay](#)

Positive pay

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Positive Pay Overview

Item Review 1 - 4 of 4 items

Account	Check Number	Tran Date	Amount	Payee	Reason
Payee 1769	14522	4/21/2020	\$300.00		Issue Not on File
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Payee 1769	14524	4/21/2020	\$5.00		Issue Not on File
Payee 1769	14525	4/21/2020	\$5.00		Issue Not on File

Import a File

File Name [Browse...](#)

Template [Test Template Field](#) [Next](#)

Add an Item

Account Number Payee 1769

Check Number

Date

Amount

Payee

Reference Number

Type [Add Item](#)

File Template List

Template	Type
Autosign Templates	Delimited
Check Amount Payee info template	Delimited
Test for Layout	Fixed Width
Test Template Field	Delimited
Test Template 2 field	Delimited

1 - 3 of 3 Templates

Item Search

Account [All](#)

Tran Date [Through](#)

Amount [Through](#)

Check Number [Through](#)

Status [Not Reconciled](#) [Search](#)

Import Exceptions

No Import Exceptions

Browsing to File & Selecting a Template

- The Client will browse out to the location they have their issued file saved to (**Note:** the file should be saved as a txt or csv format.). The client will then select the Template that corresponds to the file they are importing and click next.

Import a File

File Name [Browse...](#)

Template [Test Template](#)

[Next](#)

The client will select the account you want to upload the file to and click “Import File”.

Import a File

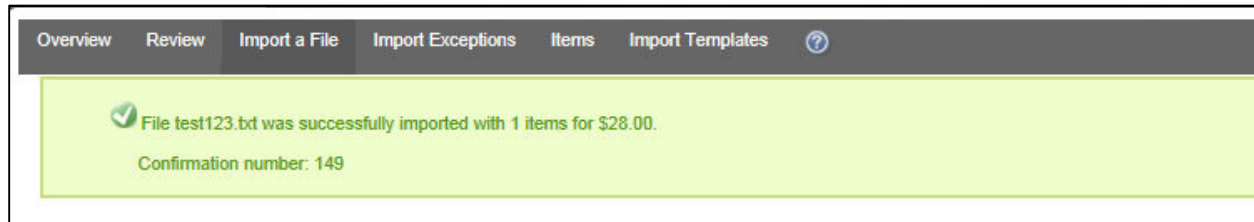
Data Mapping

Account Number Petty Cash - Administration/600016

[Import File](#) [Cancel](#)

File Import Summary

- After the file has been imported the client will see a confirmation screen informing them of the number of items imported and total amount. The client will have a confirmation number aka load number that they can reference.



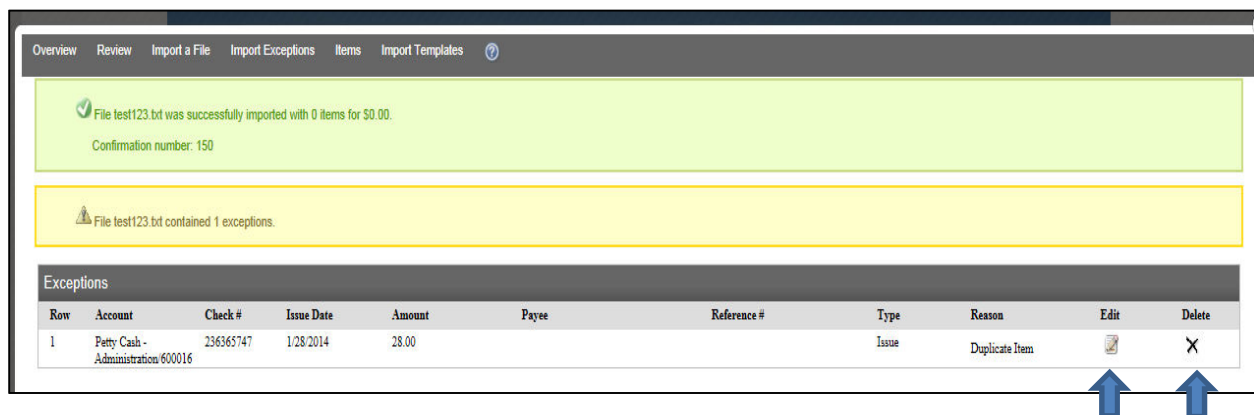
Overview Review Import a File Import Exceptions Items Import Templates ?

✓ File test123.txt was successfully imported with 1 items for \$28.00.

Confirmation number: 149

Import Exception Notification

- In the event the item has an import exceptions the client will select either “Edit” or “Delete” depending on what they want to do with the import exception.





Overview Review Import a File Import Exceptions Items Import Templates ?

✓ File test123.txt was successfully imported with 0 items for \$0.00.

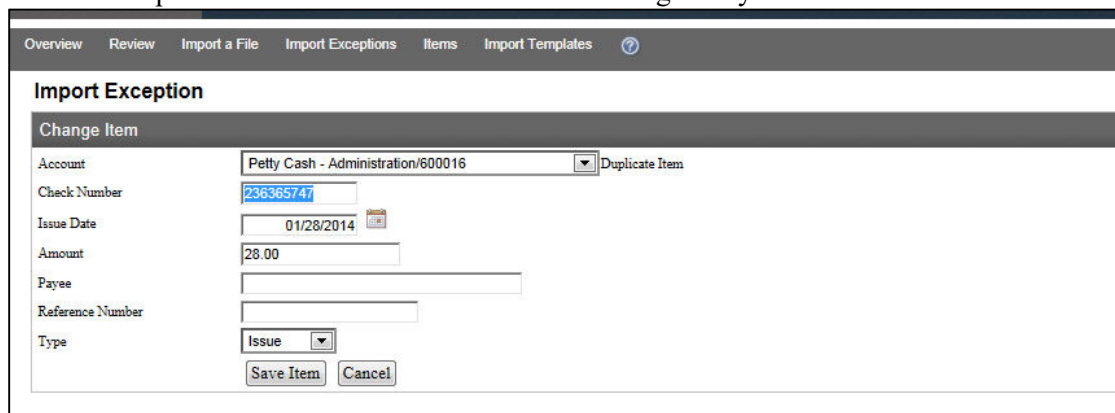
Confirmation number: 150

⚠ File test123.txt contained 1 exceptions.

Exceptions										
Row	Account	Check #	Issue Date	Amount	Payee	Reference #	Type	Reason	Edit	Delete
1	Petty Cash - Administration/600016	236365747	1/28/2014	28.00			Issue	Duplicate Item		

Changing Import Exceptions

- After clicking edit the client will be able to make whatever changes they need to, to the import exception. After the Client has made their changes they will want to check “Save Item”.



Overview Review Import a File Import Exceptions Items Import Templates ?

Import Exception

Change Item

Account: Petty Cash - Administration/600016 Duplicate Item

Check Number: 236365747

Issue Date: 01/28/2014

Amount: 28.00

Payee:

Reference Number:

Type: Issue

Save Item Cancel