QUICK REFERENCE GUIDE

Positive Pay Processing

Positive Pay Processing

Positive Pay Processing displays all check and electronic payment transactions that the bank identifies as suspect, as well as allows you to view the decision history for each item. Based on the information displayed for each item, you can decide which items to pay or return.

Viewing List of Suspect Payments

1. From **Fraud / Risk Management**, select **Fraud / Risk Management**.
2. In **Positive Pay Processing**, click on **View Today's Decisions** in the Actions column.

3. From **Positive Pay Decisioning**, select one of the following options for the exception item: <u>Pay</u>, <u>Return</u> or <u>Approve</u>. Click the drop-down icon in the Actions column or check the box and click the button below the table.

Positive Pay Processing
Bankoh Business Connections (BBC) 3.0

Positive Pay Processing
Viewing Decision History

1. From **Positive Pay Processing**, click on drop-down icon in Actions column and select **View Decision History**.

2. Input queries into appropriate fields and click **Search**.

Positive Pay Processing

Viewing Decision History *(continued)*

3. Scroll down for results in table list.
4. Click **Export** to export to CSV format; click **Print** to print to PDF format.
5. Click **Cancel** to return to **Positive Pay Processing** widget.

Positive Pay Decisioning

(4) ᗕ Export   🖶 Print

Account Number : ▇▇▇▇▇▇▇

Account Name : ▇▇▇▇▇▇▇

Type : Check

Filter | Select fields ▾ |

Decision Date	Serial Number	Amount	Payee Name	Bank Reason	Decision	Return Reason	Issue Date	Account Number	Bank Co	⚙
03/28/2017 16:30:01	96	0.00		Paid No Issue	No Decision			▇▇▇▇	140	
03/28/2017 16:30:01	29▇	0.00		Paid No Issue	No Decision			▇▇▇▇	140	
04/07/2017 09:35:00	29▇	0.00		Paid No Issue	No Decision			▇▇▇▇	140	
04/07/2017 09:35:00	29▇	0.00		Paid No Issue	No Decision			▇▇▇▇	140	
04/07/2017 09:35:00	29▇	0.00		Paid No Issue	No Decision			▇▇▇▇	140	
04/07/2017 09:35:00	29▇	0.00		Paid No Issue	No Decision			▇▇▇▇	140	
04/07/2017 09:35:00	29▇	0.00		Paid No Issue	No Decision			▇▇▇▇	140	
04/07/2017 09:35:00	29▇	0.00		Paid No Issue	No Decision			▇▇▇▇▇	140	
04/07/2017 09:35:00	29▇	0.00		Paid No Issue	No Decision			▇▇▇▇	140	
04/07/2017 09:35:00	29▇	0.00		Paid No Issue	No Decision			▇▇▇▇	140	

Viewing 1-10 of 208 records   Display [10 ▾] per page   ‹ Page [1 ▾] of 21 ›

(5) Cancel

Positive Pay Processing
Creating Check Issue/Voids
1. From **Fraud / Risk Management**, scroll to **Check Issue Management**.
2. On **Check Issues/Voids** tab, click **Add Check Issue/Void**.

1 Check Issue Management ⚙

Check Issues/Voids | Imported Files

2 ⊕ Add Check Issue/Void ⊕ Import Check Issue/Void File ⤓ Export 🖨 Print   ⟳ 03/06/2017 03:05 PM

Filter [Select fields ▾]   [All Checks ▾]

☐ All	Actions	From Account	Serial Number	Range	Date	Amount	Payee Name	Type	Status	Memo	Entered ⚙
☐	View	100000456	8556		02/02/2017	850.00		Issue	Released		CBUERKLE
☐	View	100000456	8555		02/02/2017	950.50		Issue	Released		CBUERKLE
☐	View	100000456	8554		02/02/2017	1,000.00		Issue	Released		CBUERKLE
☐	View ▾	100000987	565656		12/29/2016	100.12		Issue	Entered	Enter Issues	LEIGH

Viewing 1-4 of 4 records   Display [10 ▾] per page ‹ Page [1 ▾] of 1 ›

[Approve] [Delete]

3. Enter **Check Detail** information on the **Check Issue/Void** page.

3 ← Check Issue/Void

4 **Check Detail**

* From Account
[--Select-- ▾]

Account Name
[ ]

Memo
[ ]

Check Type
○ Issue ○ Void

* Serial Number
[ ]

* Amount
[ ]

* Issue/Void Date
[📅]

Payee Name
[ ]

5 [✓ Save] [Cancel]

4

Positive Pay Processing

Creating Check Issue/Voids *(continued)*

4. **Check Detail**
   - **From Account** – Select an account from the dropdown menu. *This field is mandatory.*
   - **Account Name** – This field will automatically populate when the Account Number is selected.
   - **Memo** – This field is optional.
   - **Check Type** – Select <u>Issue</u> or <u>Void</u>.
   - **Serial Number** – Enter the serial number of the check you wish to issue or void. *This field is mandatory.*
   - **Amount** – Enter an amount. This field is optional for voids.
   - **Issue/Void Date** – Enter a date (MM/DD/YYYY) or select a date using the calendar icon. This field is optional for voids.
   - **Payee Name** – This field is optional.

5. **Action Section**
   - Click *Save*.
   - A message will appear in greenbar. Based on the User's permissions, if the Check Issue/Void requires additional approval, the action will move into *Entered* status.

Approving a Check Issue/Void

1. Click the drop-down icon in the Actions column to <u>Approve</u>, <u>Delete</u>, or <u>Modify</u> the Check Issue/Void.
2. You can also check the box and click the <u>Approve</u> or <u>Delete</u> button.

3. A confirmation message will appear in greenbar.

Positive Pay Processing

Importing a Check Issue/Void File

1. On **Check Issues/Voids** tab, click **Import Check Issue/Void File**.

2. On the **File Import** page, select a format in the **Format Section** table.
3. In **File Section**, in the **Select Import File** field, browse and choose a file.
4. Click **File Import**.

Positive Pay Processing

Viewing an Imported Check Issue/Void File

1. In *Check Issue Management*, click on *Imported Files* tab.

2. Click the drop-down icon in the Actions column to <u>Delete</u> or <u>View</u> the imported file.
3. Or select <u>Approve</u> from the Actions column.
4. You can also check the box and click the <u>Approve</u> or <u>Delete</u> button.
5. A confirmation message will appear in greenbar.

Viewing List of Suspect Payments

Q: **I see records with a status of "No Items". What does that mean?**

A: For accounts that return a status of "No Items", there are no items to decision.
If you click on **View Today's Decision** for an account with a status of "No Items", it will return a table list indicating "There is no content".

Positive Pay Processing

Export   Print   04/22/2017 04:33 PM

Filter [Select fields ▾]   [All Items ▾]

Actions	Account Number	Account Name	Type	Items	Pay	Return	Status	Cutoff Time
View Today's Decisions ▾	0004		Check	0	0	0	No Items	
View Today's Decisions ▾	0032		Check	0	0	0	No Items	
View Today's Decisions ▾	0077		Check	0	0	0	No Items	

Viewing 1-3 of 8 records   Display [3 ▾] per page < Page [1 ▾] of 3 >

Positive Pay Decisioning

Export   Print
    Account Number : 0004
    Account Name :
    Type : Check

Filter [Select fields ▾]   [All Decisions ▾]

☐ All	Actions	Serial Number	Paid Date	Paid Amount	Payee Name	Issue Date	Amount	Bank Reason	Decision	Return Reason	St...

There is no content

Viewing 0-0 of 0 records   Display [10 ▾] per page < Page [1 ▾] of 1 >

[Pay]   [Return]   [Approve]   [Unapprove]   Cancel

Q: *What does the Unapprove button do?*

A: The Unapprove button will bring an action from an Approved status to an Entered status. Regardless of the number of steps for approval, the decision process will begin anew once the Unapprove action has been initiated.

Contact Information

For more information, contact Cash Management Services at the following:

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