TREASURY MANAGEMENT

Payments: Positive Pay

In the **Payments** menu for **Positive Pay**, you have the option to perform the following functions:

<u>Check Exceptions</u> (decision activity)
  - ➤ Use the Check Exceptions view to decision Check exception items as pay or return, to search for a specific exception item and to review any decisions made.

<u>Create Issued Items</u> (issued items activity)
  - ➤ Use the Create Issued Items view to upload or import issued items and view issued items activity.

<u>Check Upload Formats</u>
  - ➤ Use the Check Upload Formats view to build a format for check uploads and to view the list of current upload formats.

In the Positive Pay widget on the **Dashboard**, you can view, pay or return the **Check Exceptions** and/or **ACH Exceptions** that are pending approval.

Decisioned check exceptions appear in the Positive Pay widget until 1PM ET for continued review. A green check next to each exception item indicates that the exception has previously been decisioned.

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Message Center   **Notifications**   **Cut-Off Times**   Last Login: 08/12/2024, 12:43 PM, EST   Hi, ksmerlas (PAA2266) ▼

DASHBOARD   ACCOUNTS ▼   PAYMENTS ▼   RECEIVABLES ▼   REPORTING ▼   ADMIN ▼

Positive Pay   Check Exceptions (2)   ACH Exceptions (1)

	Pay All	Return All	Return Reasons		Account	Check Number	Pai
⊘	○	◉	Select a Reason ▼	💬	5987	View Check 101	
⊘	○	◉	Select a Reason ▼	💬	8745	View Check 101	

Viewing **2 items**

[Review]   [Review All]   [Reset]

Positive Pay

Check Exceptions

Check Exceptions - Decision Activity

ACH Exceptions

ACH Exceptions - Decision Activity

ACH Exceptions - Filter Rules

Create Issued Items

Issued Items Activity

Check Upload Formats

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Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

JUNE 2024

TREASURY MANAGEMENT

Payments: Positive Pay

Use the **Check Exceptions** view to view Positive Pay exceptions or to search for a specific exception.

➤ **To Decision** is the default display for check exceptions. All exceptions in this listing are available to be decisioned. As exceptions are decisioned, they are removed from this listing and moved to the **Decisioned Today** listing. Additionally, decisioned items are displayed in the **All Items** listing with a green check indicating that they were previously decisioned.

➤ **Decisioned Today** displays all check exceptions that have been previously decisioned. Exceptions in this listing may be updated until the cutoff time or 1PM ET.

➤ **All Items** displays all check exceptions that need to be decisioned, as well as check exceptions that have already been decisioned for the day. Exceptions in this listing may be updated until the cutoff time of 1PM ET. All exceptions that have been previously decisioned are indicated with a green check.

NOTE: You can add the Positive Pay widget to your Dashboard, to view and decision exceptions.

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TREASURY MANAGEMENT

Payments: Positive Pay

The deadline to decision Positive Pay exception items is 1PM ET.

To verify check exceptions, select the **View Check** link in the *Check Number* column to view the front and back sides of the check. Verify the check images matches what was issued.

Select **Details** to view additional information including who updated the exception, the DDA Batch Number, and DDA Sequence Number.

You can also **Request Correction** on an exception from this screen.

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TREASURY MANAGEMENT

Payments: Positive Pay

After verifying the exception item, check image and details, select **Pay** or **Return** as appropriate for each exception item.

Select **Review** or **Review All** to submit the Pay or Return decision that you selected, and then select **Decision** to finalize the submission.

Decisioned exceptions will show a green check next to each exception item indicating that the exception has previously been decisioned.

After the check exceptions cutoff time, all check exceptions are locked, and no further actions are allowed. Additionally, all check exceptions will remain viewable until end-of-day processing is complete.

The deadline to decision Positive Pay exception items is 1PM ET.

NOTE: You can add the Positive Pay widget to your Dashboard, to view and decision exceptions.

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THE NATIONAL BANK of INDIANAPOLIS

JUNE 2024

TREASURY MANAGEMENT

Payments: Positive Pay

To view exception history, use the **Check Exceptions – Decision Activity** menu. Expand the **Search Check Exceptions** panel on the left side, then enter the necessary search criteria, select **Search**. You can view the check image or the details of the exception.

Search Check Exceptions - Decision Activity

Decision Status
(•) All   ( ) Pay   ( ) Return

Account
All

Check Number

Paid Amount
Specific Amount
$0.00

Issued Amount
Specific Amount
$0.00

Posted Date
Date Range   08/14/2024 - 08/21/2024

Issued Date

Issued Payee

Exception Reason
All

[Search]   [Reset]

Check Exceptions - Decision Activity   Check Exceptions   Issued Items Activity

⬇ Download   🖶 Print

Decision	Return Reason	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	Open All
Return	Fraud	5987	View Check 106	$1.00	$0.00	08/15/2024			Paid item without issue (post all)	Details
Pay		8745	View Check 110	$0.25	$0.00	08/15/2024			Paid item without issue (post all)	Details
Return	Void	8745	View Check 109	$0.60	$0.60	08/15/2024	08/15/2024	BANWNDUINAPOLIS	Payee mismatch	Details
Return	Other	8745	View Check 1111	$1.00	$0.00	08/15/2024			Paid item without issue (post all)	Details
Return	Void	5987	View Check 111	$1.01	$1.01	08/19/2024	08/19/2024		Payee mismatch	Details
Pay		5987	View Check 109	$1.05	$0.00	08/19/2024			Paid item without issue (post all)	Details
Pay		5987	View Check 110	$1.06	$0.00	08/19/2024			Paid item without issue (post all)	Details
Pay		8745	View Check 114	$1.05	$0.00	08/19/2024			Paid item without issue (post all)	Details
Pay		8745	View Check 115	$1.06	$0.00	08/19/2024			Paid item without issue (post all)	Details

Viewing **9 items**

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JUNE 2024

TREASURY MANAGEMENT

Payments: Positive Pay

To upload issued checks, go to **Create Issued Items**. Then select **Manual Entry** or **Upload File**.

From **Manual Entry** you will enter the following information:
- ➢ Type, Check or Void
- ➢ Account Number
- ➢ Check Number
- ➢ Date Issued
- ➢ Check Amount
- ➢ Payee

Select the **+** to add a row to input additional issued items.

Select **Review.** Verify the entered data for accuracy and then select **Confirm**.

The Confirmation menu will show a successful prompt when completed.

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TREASURY MANAGEMENT

Payments: Positive Pay

To upload issued checks, go to **Create Issued Items**. Then select **Manual Entry** or **Upload File**.

From **Upload File**, select the **Saved Format** and the **Account**.

Select your file, and then select **Upload**.

From the **Manage Issued Items** menu, review the information for accuracy.

Select the **+** to add a row to input additional issued items.

Select **Review.** Verify the uploaded data for accuracy and then select **Confirm**.

The Confirmation menu will show a successful prompt when completed.

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TREASURY MANAGEMENT

Payments: Positive Pay

From **Issued Items Activity**, expand the **Search Issued Items Activity** panel on the left side. Enter the necessary search criteria and select **Search**. You can view the uploaded items and details, including **Item Status**.

	Search Issued Items Activity	

Issued Items Activity | Check Exceptions | Check Exceptions - Decision Activity

Create Issued Items | Download | Print

Total Issued Items: 15
Total Amount: $184,446.52

Item Entry Type	Item Type	Item Status	Issued Date	Created Date	Void Date	Account	Amount	Check Number	Payee
Manual	Check	Issued	08/19/2024	08/19/2024		5987	$1.01	111	Pennsylvania Projects
Upload	Check	Issued	08/19/2024	08/20/2024		8745	$2,938.01	25678	Kelly Aucremanne
Upload	Check	Issued	08/19/2024	08/20/2024		8745	$7,791.15	25679	Will Burke
Upload	Check	Issued	08/19/2024	08/20/2024		8745	$2,008.00	25680	Kristen Smerlas
Upload	Check	Issued	08/19/2024	08/20/2024		8745	$24,850.00	25681	American Express
Upload	Check	Issued	08/19/2024	08/20/2024		8745	$3,528.00	25682	Xfinity
Upload	Check	Issued	08/19/2024	08/20/2024		8745	$100.81	25683	Citizens Energy
Upload	Check	Issued	08/19/2024	08/20/2024		8745	$30.25	25684	Hamilton County
Upload	Check	Issued	08/19/2024	08/20/2024		8745	$113,000.00	25685	ADP Payroll
Upload	Check	Issued	08/19/2024	08/20/2024		8745	$1,540.00	25686	HSA Reimbursement
							$155,787.23		

Viewing 1 to 10 of 15 items

First Previous 1 2 Next Last 10

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JUNE 2024

TREASURY MANAGEMENT

Payments: Positive Pay

Go to **Payments** → **Positive Pay** → **Check Upload Formats** to build an individual format for check uploads. Select **Create New Format**.

In the **Issued Items Template Formatting** Tool, you can select **Delimited** and indicate the order of the columns in your .csv file or you can select **Fixed Position** and indicate the starting and ending positions of the data in your .txt file.

➤ Enter a **Format Name**.
➤ Enter the number of **header** and **footer** rows to exclude.
➤ Select the appropriate **Item Amount** option.
➤ Select an **Issued Date Format** from the drop-down list.
➤ Select a **Void Date Format** from the drop-down list, if applicable.
➤ Enter the **Checking Indicator**, **Savings Indicator** or **Void Indicator**, if applicable.
➤ Complete the **Column Order** (Delimited) or **Positioning** (Fixed Position).
➤ Select **Save**.

Issued Items Template Formatting Tool

Upload Format   Delimited   Fixed Position

Format Name *

Text qualifier is identified by a single quotes (') and field delimiter is identified by a comma (,).

Delimited ⓘ

Exclude Header Rows   Exclude Footer Rows
0   ⓘ   0   ⓘ

Item Amount
◉ Decimal Included   ○ Whole Dollar (798 = 798.00)   ○ Implied Decimal (798 = 7.98)

Issued Date Format
mm/dd/yyyy ▾   Checking Indicator   Savings Indicator   Void Indicator

Void Date Format
▾

Column Order
Issued Date *
Item Amount *
Item Number *
Account Number
Account Type
Payee
Void Date
Void Indicator

Issued Items Template Formatting Tool

Upload Format   Delimited   Fixed Position

Format Name *

Text qualifier is identified by a single quotes (') and field delimiter is identified by a comma (,).

Fixed Position ⓘ

Exclude Header Rows   Exclude Footer Rows
0   ⓘ   0   ⓘ

Item Amount
◉ Decimal Included   ○ Whole Dollar (798 = 798.00)   ○ Implied Decimal (798 = 7.98)

Issued Date Format
mm/dd/yyyy ▾   Checking Indicator   Savings Indicator   Void Indicator

Void Date Format
▾

Positioning
                    Begin   End
Issued Date *
Item Amount *
Item Number *
Account Number
Account Type
Payee
Void Date
Void Indicator

Save   Cancel

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