

TREASURY MANAGEMENT

Payments: Positive Pay

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

Check Exceptions

- Use the **Work check exceptions** option to decision Check exception items as pay or return.

Add Checks

- Use the **+Add Checks** option to upload checks manually or via a .csv file

Manage Templates

- Use the **Manage Templates** option to create or change templates for uploading .csv files.

The screenshot displays the Treasury Management interface for The National Bank of Indianapolis. On the left is a navigation menu with the following items: Dashboard, Messages, Accounts, Transfers, Remote deposits, Payments (highlighted with an orange box), Bill pay, Positive pay (highlighted with an orange box), ACH, Wires, Reports, RDC, and Support. The main content area is titled 'Positive pay' and features a 'Check entries' section with a message: 'Your check uploads will display here'. To the right of this section are three cards: '+ Add checks', 'Work check exceptions' (with a red notification badge '1'), and 'Work ACH exceptions'. Below these cards is a 'Settings' section containing 'Manage templates' and 'View ACH filter rules'.

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



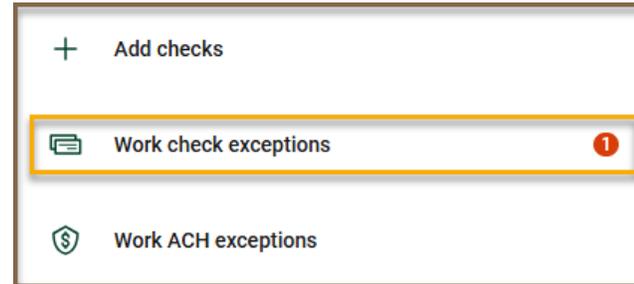
Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

Positive Pay: Work Exceptions

Use the **Work Check Exceptions** option to view Positive Pay exceptions.

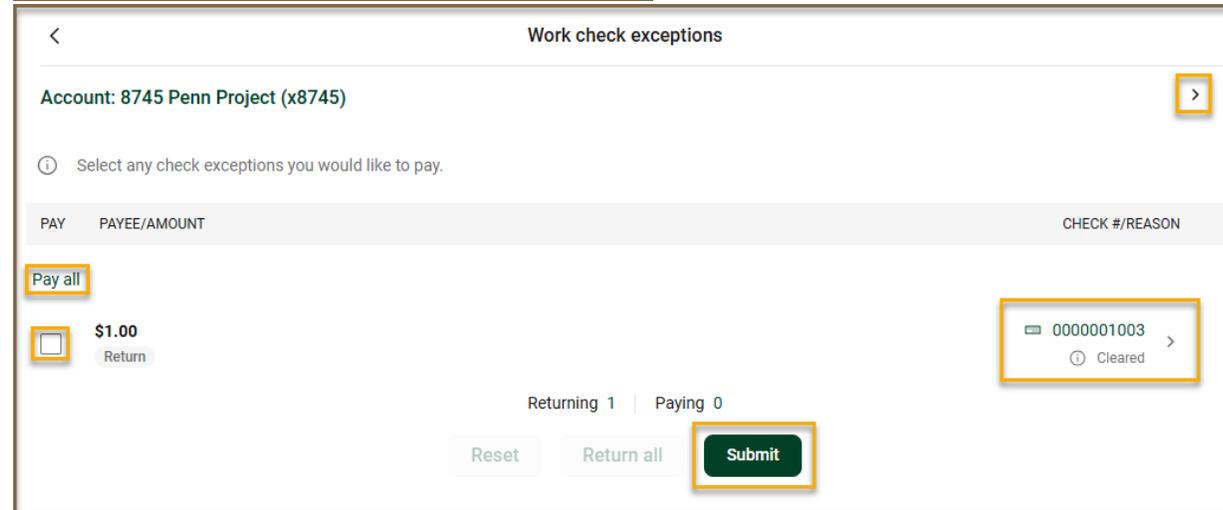
- To **Pay** a check you will need to check the box next to each item or hit **Pay All** to pay all the checks for that account. If you do not check the box, the item will show as returning at the bottom of the list.
- **Check Details:** Check details, including the check image, can be seen by clicking on the check number/reason column for each item. **It is suggested that you view each check image to confirm that their have been no alterations.**
- **Submitting your decision:** Once all the checks have been decisioned you will need to hit the **Submit** button. If you have exceptions on more than one account you can click the arrow in the upper-right-hand corner to view your account list.



+ Add checks

Work check exceptions 1

Work ACH exceptions



Work check exceptions

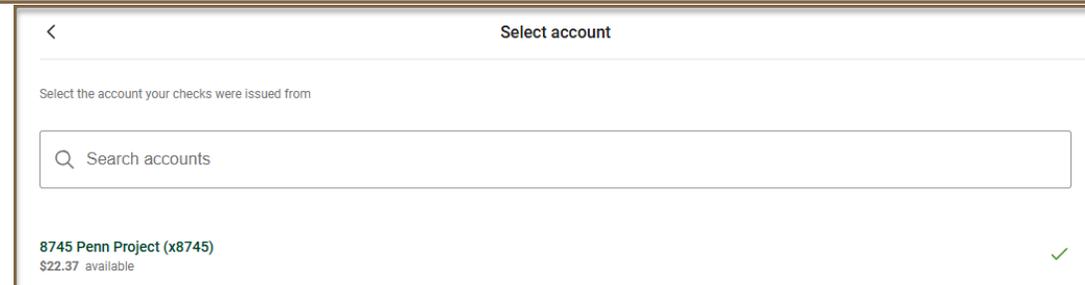
Account: 8745 Penn Project (x8745)

Select any check exceptions you would like to pay.

PAY	PAYEE/AMOUNT	CHECK #/REASON
<input type="checkbox"/>	\$1.00 Return	0000001003 Cleared

Returning 1 | Paying 0

Reset Return all Submit



Select account

Select the account your checks were issued from

Search accounts

8745 Penn Project (x8745)
\$22.37 available

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



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TREASURY MANAGEMENT

Upload Checks: Manual Entry

To Upload Checks choose the **+ Add Checks** option.

Select **Add your checks manually** and choose the account you would like to upload your checks into.

< Add checks

1 Select template Select template >

2 Choose associated account Select >

3 Upload file Default template formatting guide
 Max 500 items per file

Drag and drop file here, or browse

After submission, please allow time for processing.

< Select account

Select the account your checks were issued from

6823 Penn Const (x6823)
 \$7.76 available

TREASURY MANAGEMENT

Upload Checks: Manual Entry

Enter the check information.

- Check Number
- Check Amount
- Payee
- Type: Note you will always use **Debit** unless you are wanting to **Void** a check that has been previously uploaded.
- Check Date

Once the information has been entered you can **Save and Enter Another**.

Enter checks
6823 Penn Const x6823

Check number 2468 4/10

Check amount \$ 125.62

Payee Debbie Demo 11/35

Type Debit

Check date February 19, 2026

Save and enter another Review 1 check

Debit

Credit

Debit

Void

Edit check
#2469

Check number 2469 4/10

Check amount \$ 456.01

Payee Tom Tester 10/35

Type Debit

Check date February 19, 2026

Save

TREASURY MANAGEMENT

Upload Checks: Manual Entry

Once the checks have been uploaded you will **Approve** the upload. and select **Done**

Review checks

Account **6823 Penn Const** x6823

Upload summary

Total items 2
Total amount \$581.63

DATE	PAYEE/AMOUNT	CHECK #
FEB 19	\$125.62 Debbie Demo	2468
FEB 19	\$456.01 Tom Tester	2469

Enter another **Approve**

Approve 2 Checks

This is final and cannot be edited afterwards

Go back **Approve**

2 Checks approved.

Account 6823 Penn Const (x6823)
Upload date February 19, 2026

Add more **Done**

TREASURY MANAGEMENT

Upload Checks: Manual Entry

Once the checks have been approved, you will be sent back to the main **Positive Pay** screen. Here you will **Review & Approve** your upload. Choose **Approve** and **Done**.

Positive pay

Check entries

PosPayManualEntry_ehild01_260219.txt 6823 Penn Const Review & approve >
Pending

- + Add checks
- Work check exceptions
- Work ACH exceptions

Settings

- Manage templates
- View ACH filter rules

Review checks

File upload summary

File name PosPayManualEntry_ehild01_260219.txt
 Total items 2
 Total amount \$581.63

DATE	PAYEE/AMOUNT	CHECK #
FEB 19	\$456.01 Tom Tester	00000002469
FEB 19	\$125.62 Debbie Demo	00000002468

Cancel Approve

If any modifications are needed, cancel this upload and resubmit with corrected issued item(s).

2 checks approved

PosPayManualEntry_ehild01_260219.txt Uploaded & approved

Account 6823 Penn Const
 Upload date Feb 19, 2026

Done Upload another



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TREASURY MANAGEMENT

Upload Checks: File

From the + **Add Checks** option you can choose to upload a .csv file.

First **Select Template**. If you have not set up a template you can use the **Default Template** or create your own from the **Manage Templates** option under the **Positive Pay Settings**.

Select your file, associated account, and then select **Submit**.

Note: You can click **Default Template Formatting Guide** for an example of what a .csv file should look like using the **Default Template**.

The screenshot shows the 'Add checks' screen in a mobile application. At the top, there is a back arrow and the title 'Add checks'. Below the title, there is a grey bar with a document icon and the text 'Add your checks manually' followed by a right-pointing chevron. The main content area is divided into three numbered steps: 1. 'Select template' with a 'Select template >' link. 2. 'Choose associated account ⓘ' with a dropdown menu showing '6823 Penn Const' and 'x6823'. 3. 'Upload file' with a sub-label 'Max 500 items per file' and a link 'Default template formatting guide' highlighted with a red box. Below the steps is a large dashed-line box containing a file upload area with a document icon, the text 'PosPay Test File v2.xlsx', and a trash icon. At the bottom of the dashed box is a green 'Submit' button highlighted with a yellow box. Below the dashed box, there is a note: 'After submission, please allow time for processing.'

TREASURY MANAGEMENT

Upload Checks: File

Once the file has been submitted you will be taken back to the **Positive Pay** screen where you will need to click **Review & Approve**. After reviewing the items in the file click **Approve**.

Positive pay

Check entries

- PosPay Test File v2.csv 6823 Penn Const **Pending** Review & approve >
- PosPay Test File.csv 6823 Penn Const **Successful** *Just uploaded*
- PosPayManualEntry_ehild01_260219.txt 6823 Penn Const **Successful** *30 mins ago*

+ Add checks

Work check exceptions

Work ACH exceptions

Settings

- Manage templates
- View ACH filter rules

Review checks

File upload summary

File name PosPay Test File v2.csv
Total items 1
Total amount **\$25.20**

DATE	PAYEE/AMOUNT	CHECK #
FEB 19	\$25.20 Patty Positive Pay	00000004271

Cancel **Approve**

If any modifications are needed, cancel this upload and resubmit with corrected issued item(s).

TREASURY MANAGEMENT

Positive Pay: Reporting

Go to **Reports** → **Positive Pay** to look up the status of checks that have been uploaded or decided in **Positive Pay**.

You can use the fields at the top to refine your search to target specific accounts, dates, and statuses.

Note: You will need to click **Update** after each change to refresh the report.

The screenshot shows the 'Positive pay' report interface. At the top, there are tabs for 'Prior day', 'Current day', 'Activity', 'Summary', 'EDI', and 'Positive pay'. Below the tabs is a filter bar containing a 'Report' dropdown set to 'Items', a search field with '5987 Penn Projects (x5987), 68...', a date range 'Feb 12, 2026 – Feb 19, 2026', and an 'Update' button. Below the filter bar is a table with the following data:

Account #	Check #	Entered Date	Issued Date	Posted Date	Payee	Exception Reason	Status	Issued	Posted
8745 Penn Project	1003	2/17/2026		2/17/2026			Returned	\$0.00	\$1.00
8745 Penn Project	1002	2/12/2026		2/12/2026		Not Issued	Cleared	\$0.00	\$1.00
6823 Penn Const	4271	2/19/2026	2/19/2026		Patty Positive Pay		Issued	\$25.20	\$0.00
6823 Penn Const	4270	2/19/2026	2/19/2026		Fred File		Issued	\$331.21	\$0.00
6823 Penn Const	2468	2/19/2026	2/19/2026		Debbie Demo		Issued	\$125.62	\$0.00
6823 Penn Const	2469	2/19/2026	2/19/2026		Tom Tester		Issued	\$456.01	\$0.00
5987 Penn Projects	500	8/1/2024			Test Payee		Void	\$500.00	\$0.00

The 'Filter report' dialog box contains the following fields:

- Report:** Items
- Status:** All
- Exception reason:** All
- Amount:** \$ Minimum, \$ Maximum
- Check number:** Starts with, Ends with

Buttons: Cancel, Done



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