Positive Pay Process

User Permission

- Positive Pay setup must be completed in NuPoint prior to granting access in Digital Banking.
- Access to Positive Pay is located on the Checking Account tab below ACH and Wire permissions.

Positive Pay Access: ☐

Digital Banking User Process

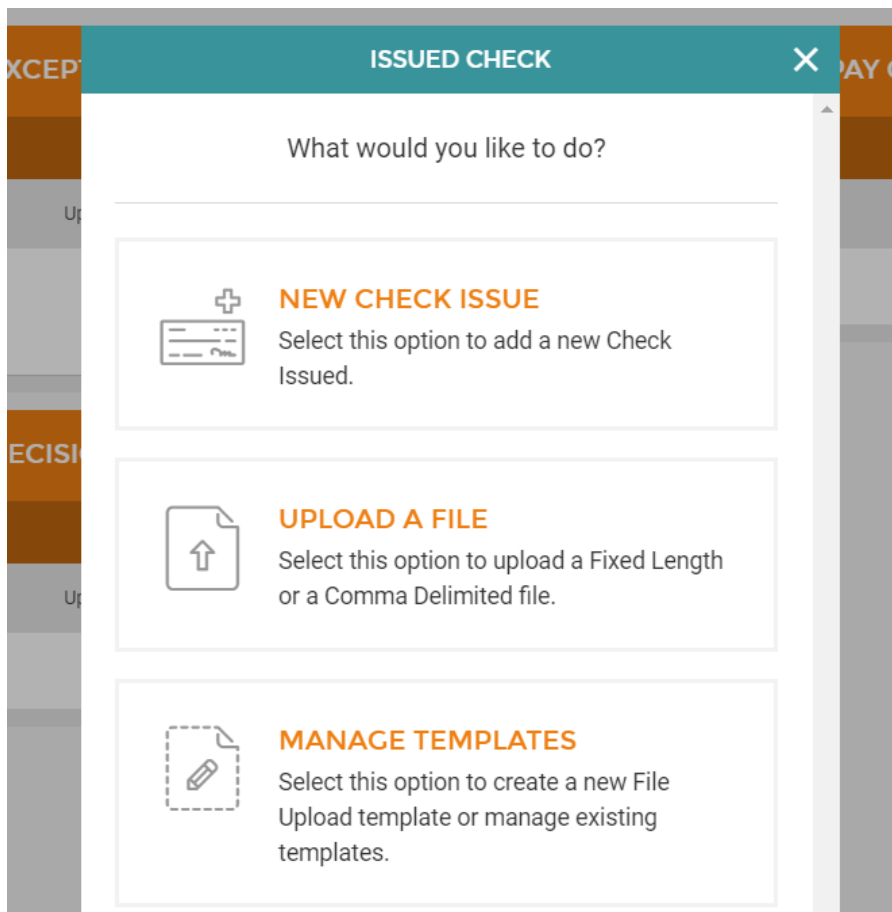## Step 1: Customer may add Issued Checks or Import a file

** Default cutoff for Positive Pay additions and decisions is 10:00 a.m.

CST. **Manually adding a check:**

- Click "+" to manually add checks or import a file.

- Select input method. The user has the option to save import file formats as a template for future use.

If Customer Imports File

**File can be Fixed Length or CSV (comma-separated values) / Comma Delimited

If Comma Delimited

- User will select the fields that are contained in the file. The fields must be in the order they are saved in the CSV file.
- Enter the number of lines to skip if any header information is included in the file.
- If amounts in file exclude decimals, select that option at the end of the upload screen.

Amount Required

required
FIELD LENGTH

Serial Number Required

required
FIELD LENGTH

Write Date Required

required
FIELD LENGTH

+ Insert New Field

Number of Header Rows to Skip:

HEADER ROWS

Amount Excludes Decimals ○

READ FILE →

Step 2: Exceptions

- Any exceptions will be listed for the user to decision.

POSITIVE PAY EXCEPTIONS ✏

All Accounts →

Updated: **Feb 07, 2019 3:21:22 PM** ↻

PAID NOT ISSUED
100
Mike's Acct *1954

$65.00 ›
08/14/2017

- Click on the item to select the appropriate decision.

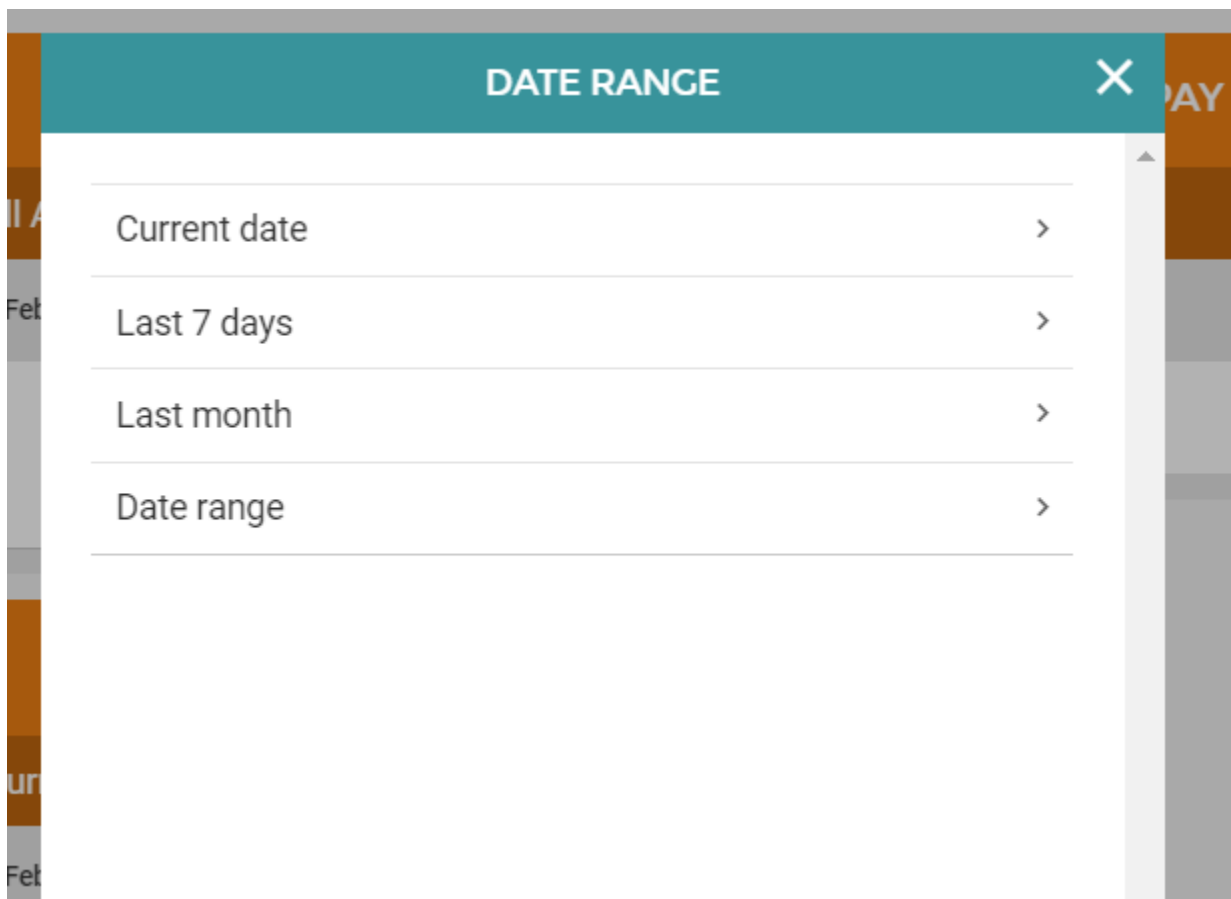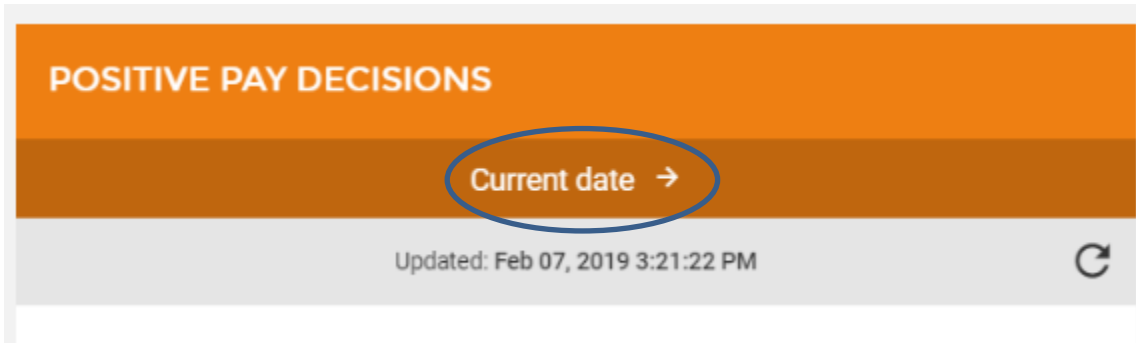Positive Pay Exceptions
100

Approve | Fix | Return

ACCOUNT
Mike's Acct *1954

AMOUNT
$65.00

DATE
08/14/2017

EXCEPTION REASON
Paid Not Issued

Any previous decisions will be listed in on the main Positive Pay page and can be displayed by a date range.

POSITIVE PAY DECISIONS

Current date →

Updated: Feb 07, 2019 3:21:22 PM

DATE RANGE ✕

Current date	›
Last 7 days	›
Last month	›
Date range	›

CSI recommends Positive Pay customers set up the "Positive Pay Exception" alert. This will alert them anytime there is an exception that needs attention.