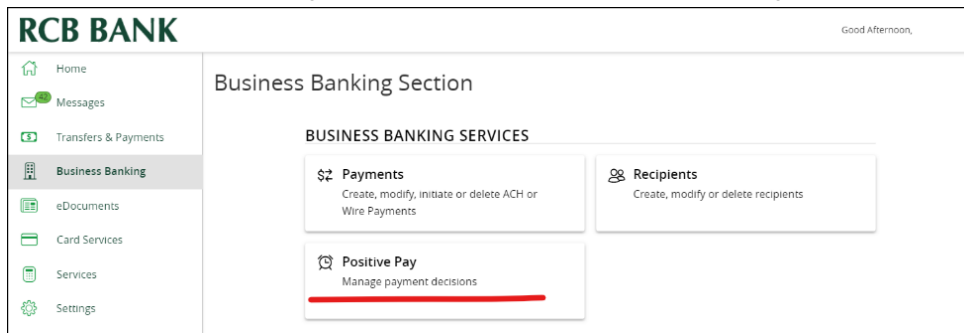


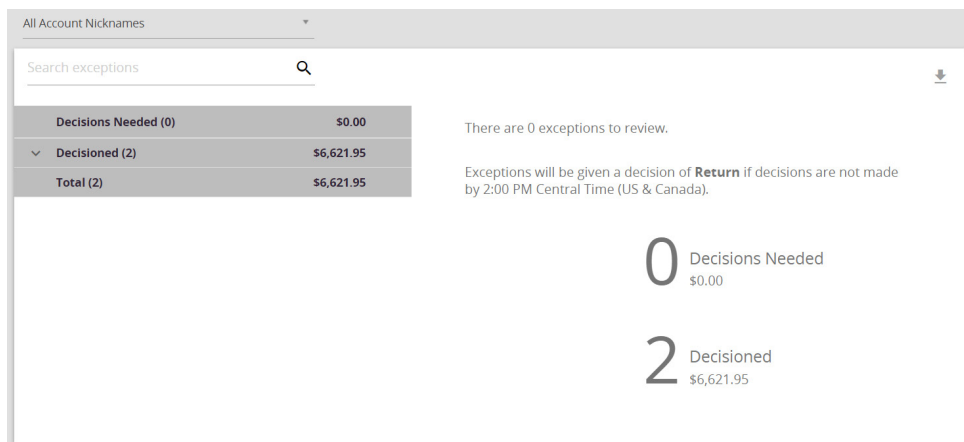
Positive Pay Reference Guide

> Working Positive Pay Exceptions

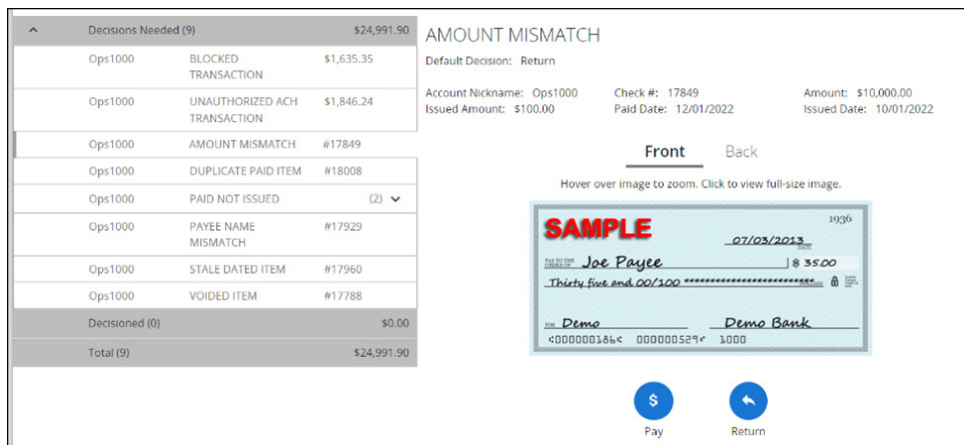
- In the navigation menu, select Business Banking.
- Click the Positive Pay tile. This will launch the Positive Pay site.



- Select the Exceptions Processing menu.
- Click Quick Exceptions Processing.



- Click the Decisions Needed header to display your exceptions.
- Select an Exception you want to pay or return. The transaction details appear in the right pane.



> Additional steps on the next page.

> **In the transaction details pane, do one of the following:**

- Select the Pay or Return radio button.
 - On an ACH exception if you want to establish a rule to prevent a future exception, click Add ACH Rule button. The ACH Rule window appears.
 - Select an SEC Code.
 - Select a Transaction Type.
 - (Optional) Edit the Max Amount.
 - Click or tap Done.
 - If you wish to return the item, select the Return radio button.
 - Select a reason in the drop-down list.
 - Complete steps 3-5 for multiple exceptions.
 - Click Submit All Decisions.
-

> **Manually Uploading Checks**

- Select the Transaction Processing Menu
 - Click Add New Issued Check
 - Enter the required Check information
 - Account Nickname
 - Check Number
 - Amount
 - Issued Date
 - Issued Payee
 - Click Add Check
-

> **File Mapping a Check File**

- File mapping is required before uploading your first check file.
 - Click Client/Account Maintenance
 - Click File Mapping
 - Add New
 - Enter a Profile Name for your file mapping
 - Select the file format
 - Choose file to upload and click next
 - Choose each option that corresponds with your file.
-

> **Additional steps on the next page.**

File Mapping

	Column 1	Column 2	Column 3	Column 4
1	185315	200.27	GENERAL STORE	12/9/2022
2	185316	315.00	FARMING CORP	12/9/2022
3	185317	1417.61	APPLES & PEARS	12/9/2022
4	185318	3453.24	MEDICAL LLC	12/9/2022
5	185319	41.93	HIRING SOLUTIONS	12/9/2022
6	185320	223.57	COWS UNLIMITED	12/9/2022

SELECT MULTIPLE RECIPIENT ACCOUNTS

Select All | Clear All

Map items as coming

File Totals Options:

Field #

Items in File:

Dollar Amount in File:

< Back

Next >

- Click Next
- Attach each column with the corresponding item

	Column 1	Column 2	Column 3	Column 4
1	185315	200.27	GENERAL STORE	12/9/2022
2	185316	315.00	FARMING CORP	12/9/2022
3	185317	1417.61	APPLES & PEARS	12/9/2022
4	185318	3453.24	MEDICAL LLC	12/9/2022
5	185319	41.93	HIRING SOLUTIONS	12/9/2022
6	185320	223.57	COWS UNLIMITED	12/9/2022

Check Number:

Amount: Insert Decimal Point

Issued Date: Dates in file do not include separators (Ex: / or -)

* Special Date Type:

* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields

Account Number:

Account Nickname:

Notes:

Issued Payee:

Record Type: Convert Negative Amounts to Voids

Issued Item Code:

- Click Next and Review your mapping
- Click Save

Additional steps on the next page.



Uploading a Check File

- Click Transaction Processing
- Click Submit Issued Check File
- Choose File
- Select the account nickname
- Select your File Mapping Format
- Process File

Submit Issued Check File

Step 1. Select a file to process.

Choose File | No file chosen

Step 2. Input details about the file.

Account Nickname:

File Mapping Format:

Step 3. Click the "Process File" button.

Process File



Voiding a Check

- Click Transaction Processing
- Click Void a Check
- Select the Account Nickname
- Input the Check Number, Check Amount, and Issued Date
- Click Find Matching Check
- Verify the check to ensure it is the correct one to be voided
- Select Void Check

Void a Check

Step 1. Enter check information.

Account Nickname:

Check Number:

Check Amount:

Issued Date:

Step 2. Click the "Find Matching Check" button to find the check.

Find Matching Check

Step 3. Verify the check that will be voided.

Step 4.

Void Check

Note: Void history is retained within the system for 90 days after an item has been voided.



Additional steps on the next page.



Check Search

- Click Transaction Processing
- Click Check Search
- Select your Account Nickname
- Select a Check Status
- Input a Check Number Range
- Select a Date Status
- Input a Check Date Range
- And Search

Also, within "Show Additional Options"

- This will give you access to Amount Ranges, Decisions, Reasons, and Issued Payee
- You can include Reversals in your searches

Client
Test Client ✕

Account Nickname
All Account Nicknames

Check Status
All

Check Number From Check Number To

Date
Issued

Date From Date To

Show additional options

Show additional options

Amount From Amount To

Decision Reason
All Decisions All Reasons

Issued Payee

Include Reversals

Note: Transaction history is retained within the system for 90 days after an Item has paid.



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