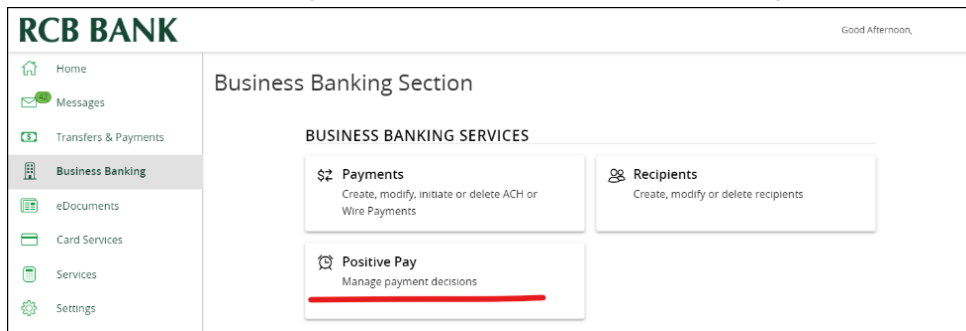


Positive Pay Reference Guide

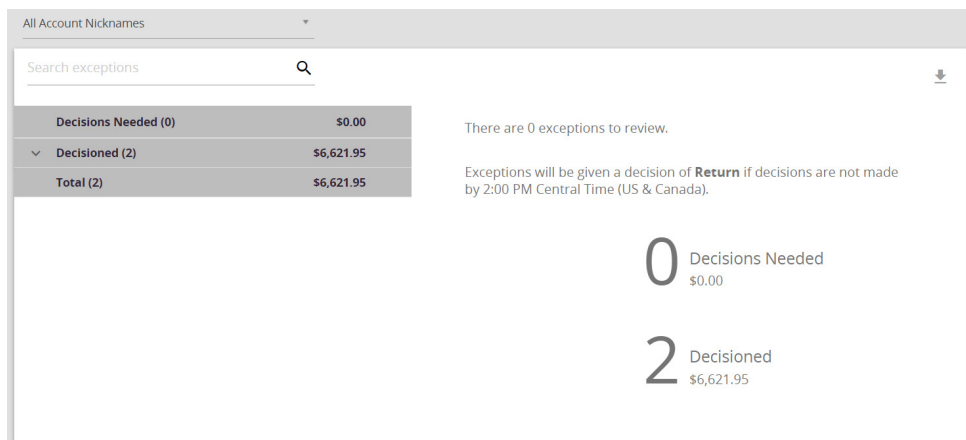


Working Positive Pay Exceptions

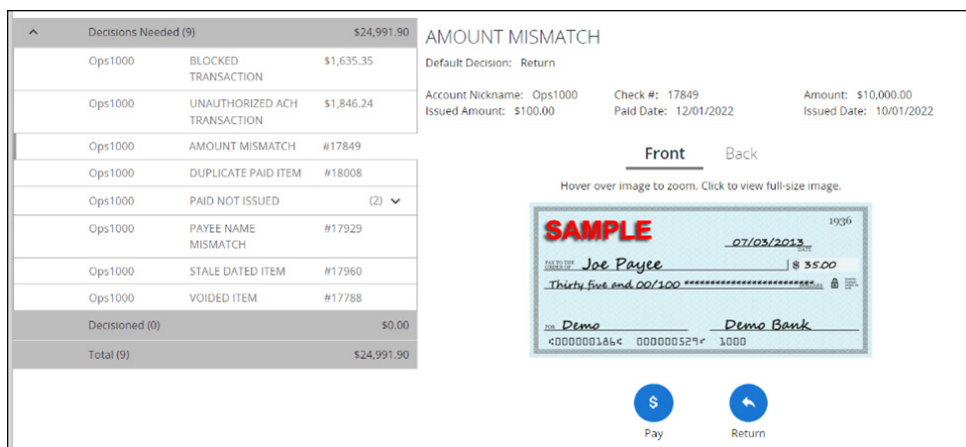
- In the navigation menu, select Business Banking.
- Click the Positive Pay tile. This will launch the Positive Pay site.



- 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.
-

> **Adding ACH Rules:**

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.

Unauthorized ACH transaction

Default Decision: Return

Cutoff Time: 2:00 PM Central
Time (US & Canada)

Account Nickname:
7773

Amount: \$40.55

Paid Date: 06/28/2024

CCD / 103112594 / DR
RCB Bank



Add Rule



Pay



Return

.....

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



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.

File Mapping

	Column 1	Column 2	Column 3	Column 4
1	185315	209.27	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

☐ Skip Rows at Ending

File Totals Options:

Field #

Items in File:

Dollar Amount in File:

- Click Next
- Attach each column with the corresponding item



Additional steps on the next page.

	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



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.

No file chosen

Step 2. Input details about the file.

Account Nickname:

File Mapping Format:

Step 3. Click the "Process File" button.



Additional steps on the next page.



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: <Not Selected> ▼

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.



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
All Decisions

Reason
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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