

The Positive Pay module provides you with a strong, reliable means to prevent check fraud. The Positive Pay module reconciles check issuance files against check presentment files, and notifies you when records differ (these records are called “exceptions”). You can then reject or approve payment of these checks.

You can manually enter check issuance data into the system, or you can import this information into the system from check issuance files created by your check-writing software.

MANUALLY CREATE A CHECK ITEM

To create a check item:

1. From the CHECK MGMT menu, select POSITIVE PAY. The Positive Pay screen is displayed.
2. Select the ITEM ENTRY tab.
3. In the CHECK # field, enter the check number.
4. In the DATE field, enter the check date in mm/dd/yyyy format. You can also click the CALENDAR button to select a date using the Calendar utility.
5. [OPTIONAL] If the check has been voided, select the VOID checkbox.

Note: You may still be required to specify a payee name and value for voided checks. Enter void as the payee, and 0 as the value.

If a check is presented that has been voided, it will be added to the Exceptions list for your approval.

6. In the PAY TO THE ORDER OF field, enter the payee name.
7. In the DOLLARS field, enter the check value.
8. From the drop-down list beneath the text AUTHORIZED SIGNATURE, select the account against which the check was written.
9. [OPTIONAL] In the MEMO field, enter up to 200 characters of memo text.
10. Do one of the following:
 - Click the SAVE button to save the check information and clear all fields so you can enter another check. The check information is added to the Pending Items pane.
 - Click the DONE button to save the check information and return to the Pending Items pane.
 - [OPTIONAL] Click the CLEAR button to clear all entered information without saving.

IMPORT CHECK ITEMS

Import templates are used to assure a consistent format for imported check issuance files so the system can process those files quickly and accurately. Since import templates are used by the system to interpret imported data, an import template must be set up before issuance files can be imported.

Create an Import Template

To create an import template:

1. From the CHECK MGMT menu, select POSITIVE PAY. The Positive Pay screen is displayed.
2. Select the IMPORT tab.
3. Click the CREATE OR EDIT IMPORT TEMPLATES hyperlink. The Check Import Templates pane is displayed.
4. Do one of the following:
 - Base the template on an existing template
 1. From the TEMPLATE drop-down list, select a template. The screen is refreshed with the template information.
 2. In the SAVE AS NEW TEMPLATE field, enter the new template name.
 - Create a new template

In the SAVE AS NEW TEMPLATE field, enter the new template name.
5. Select the FILE TYPE radio button corresponding to the format of the file to be imported, then:
 - If the delimiter is a comma, a tab, or a space, make the appropriate selection from the PRESET DELIMITER drop-down list.
 - If the delimiter is any other character, enter that character in the CUSTOM DELIMITER field.
6. In the CHECK NUMBER through TYPE fields, enter either of the following:
 - The start and end positions of each data field in the issuance file (for fixed-width-formatted issuance files).
 - The sequential position of each data field in the issuance file (for input files with other formats).

See below for additional information.

These fields in the issuance file contain data that the system needs in order to verify check information.

Note: The Type field is the identifier for the check item type (whether the check was issued or voided).

 - If the issuance file is of type Fixed Width

For each field, enter the starting and ending positions (use the START and END fields in each column) of the data within the issuance file. For example, a 4-character check number might be the first entry in an issuance file. You would enter 1 in the START field, and 4 in the END field.
 - If the issuance file is of a type other than Fixed Width

In each field, enter the sequential position (rather than the start and end positions) in which that data is included in the issuance file. For example, if the account number is the fourth item, enter 4 in the SEQUENCE field.
7. In the DOLLAR AMOUNT through MEMO fields, enter the information described below as necessary. Entry of this information may be optional. However, if the data is present

in the issuance file and its layout is not specified, the data may be ignored or misinterpreted by the system.

The following are included:

- **DOLLAR AMOUNT:** Value of the check.
- **ISSUE DATE:** Date the check was issued.
- **PAYEE:** Individual or organization to whom the check was addressed.
- **MEMO:** Contents of the check memo field.

Whether you enter sequential position or start and end positions depends on the format of the issuance file:

- **If the issuance file is of type Fixed Width**

In each field, enter the starting and ending positions (use the **START** and **END** fields in each column) of the data within the issuance file.

- **If the issuance file is of a type other than Fixed Width**

In each field, enter the sequential position (rather than the start and end positions) in which the data is included in the issuance file.

8. If any of these fields are to be excluded, deselect the checkboxes associated with the fields and leave the **SEQUENCE** fields (or **START** and **END** fields) blank.
9. Click the **SAVE NEW** button. The template is saved with the specified name; that name is now available from the **TEMPLATE** drop-down list, and in the **SELECT A TEMPLATE** drop-down list on the Import tab.

Import Check Issuance Files

Once an import template has been created, you can use it to import check issuance files.

Note: The format of check issuance files must match the format specified in the import template.

To import a check issuance file:

1. From the **CHECK MGMT** menu, select **POSITIVE PAY**. The Positive Pay screen is displayed.
2. Select the **IMPORT** tab.
3. From the drop-down list in the **EXPRESS CHECK IMPORT** row, select a template name.
4. Enter a file location and name in the **EXPRESS CHECK IMPORT** field, or click the **BROWSE...** button to browse your local system for the issuance file.
5. Click the **BEGIN IMPORT** button.

The system checks the file for errors. When checking is complete, the Check Import pane is displayed.

The total number of checks is displayed, along with the number of accepted and rejected checks. If any checks were rejected, details on the rejection are displayed in the Check Import pane.

6. Do one of the following:

- **If any check items were successfully validated**

Click the **OK** button.

The import process is completed and the Pending Items tab is displayed. All imported decisions are displayed in the Pending Files pane with the status “awaiting submission.” You may submit, view, or modify these pending decisions.

[OPTIONAL] Delete the accepted check items from the issuance file, make the necessary corrections to the remaining items as necessary, and re-import the file.

- **If all check items failed validation**

Click the **CANCEL** button. Make the necessary corrections in the issuance file, then re-import the file.

PROCESSING EXCEPTIONS

“Exceptions” are presented checks that are not automatically paid by the financial institution, but instead, when matched against the check items entered into the system, are routed to you for authorization before they are paid or refused. The check items corresponding to these checks are displayed on the Exceptions tab.

You have the option of paying the check despite the irregularity, or ordering the check to be returned unpaid.

Note: Check items on which decisions have not been made and/or submitted will be paid if a decision is not entered prior to 10:00 a.m. PST each business day. This allows checks to be processed in a timely manner.

To indicate a pay/return decision:

1. From the **CHECK MGMT** menu, select **POSITIVE PAY**. The Positive Pay screen is displayed.
If exceptions exist, the Exceptions tab is displayed.
2. Click an item's **DETAILS** link to display information about the item, or click its **IMAGE** link to display a scanned image of the check.
3. From the **DECISION** drop-down list, select **PAY** or **RETURN**.
4. From the **REASON** drop-down list, select an acceptance or rejection reason.
5. Click the **DONE** button. The Pending Items tab is displayed; the exception item is added to the Pending Decisions pane.
6. Submit the decision.

POSITIVE PAY REPORTS

The status of check items can be investigated by accessing the Check report or using the Find Check utility; the nature and status of pending and submitted decisions can be checked by accessing the Decision report.

USING POSITIVE PAY AS TAB DELIMITED

1. Use the same Positive Pay format provided to you by First Federal Bank of California.
 - a. This should be an excel spreadsheet which should have the following format:
 - b. Type should either be **I** (issued) or **V** (Void)

Checks	Account	Routing	Type	Amount	Date	Payee
123456	61234567896	322271106	I	605.78	05/09/2008	ABCXYZ CO., INC

2. After information has been inputted into the excel sheet, the document will need to be saved as a Tab Delimited Notebook spreadsheet:
 - a. Go to **FILE** and choose **SAVE AS**
 - b. Click on the **SAVE AS TYPE:** and choose the **TEXT (TAB DELIMITED)** option.
 - c. Save this file where you saved the excel file.
 - d. Click on **YES** when pop-up warning box appears.
3. Log into FFBExpress
4. Under the **CHECK MGMT** tab, choose **POSITIVE PAY**
5. For your first time importing, you will need to create a new template.
 - a. Choose the **IMPORT** tab and click on the link to create a new template.
 - b. In the field listed as "Save as new template" you can type in a nickname for future use.*
 - c. File Type: Choose **PRESET DELIMITER** and in the drop down choose **TAB-DELIMITED**.
 - d. Fill in the listed options in sequence of the order that they appear in the excel worksheet.
 1. **Check number** should 1, **Account number:** 2, **ABA Number:** 3, **Type:** 4, **Dollar Amount:** 5, **Issue Date:** 6, **Payee:** 7. **Unmark the Memo Box if this field will not be used.**
 2. After completing all fields, go up to save as new template and click on **SAVE NEW**.
6. Under **CHECK IMPORT**, click on **BROWSE** to locate your saved positive pay worksheet.
7. Click on **BEGIN IMPORT**
 - Your file will be successfully uploaded except for line 1 (which is the heading).
8. Go to the **PENDING ITEMS** tab.
 - a. Check mark the file just uploaded.
 - b. Click on **SUBMIT**.

You have successfully imported a file!

* You may use this same template for all future imports!