



Positive Pay User Guide

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Positive Pay Overview

The Positive Pay web application contains the following functionality:

- Issued check management (submit issued check files and manual input of issued checks)
- ACH positive pay rules management
- Check file maintenance (ex: changing check number, voiding a check)
- Access to daily exceptions (check and ACH)
- Reverse positive pay and partial account reconciliation transaction extracts
- Online reporting
- Setup additional client users and client user security management

User Login

The Positive Pay web application is conveniently accessed through Thomaston Savings Bank Business Online Banking. There are no additional usernames or passwords required.

The screenshot displays the Thomaston Savings Bank Business Online Banking interface. The top navigation bar includes the bank logo, a home icon, and a calendar for August 2017. The main content area is titled 'ACCOUNTS SUMMARY' and features several sections: a notification center with three alerts, a list of deposits, and a quick links section. The 'POSITIVE PAY' option is highlighted in a red box in the left-hand navigation menu.

SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9

NOTIFICATION CENTER

- Jul 28** Your password has changed recently.
- Jul 18** Your password has changed recently.
- Jun 06** Your security profile has changed recently.

DEPOSITS

- Account Nickname
- Checking
- Statement Savings
- Commercial Checking

QUICK LINKS

- eStatements
- Pay Bills
- Manage my Alerts
- Apply for a Mortgage

RECENT TRANSACTIONS

Date	Account
------	---------

Header Icons

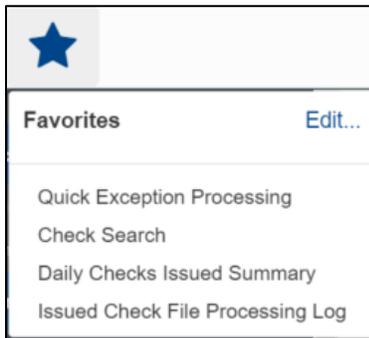
The Header Options at the top of the screen give options to enhance or change the system functionality.



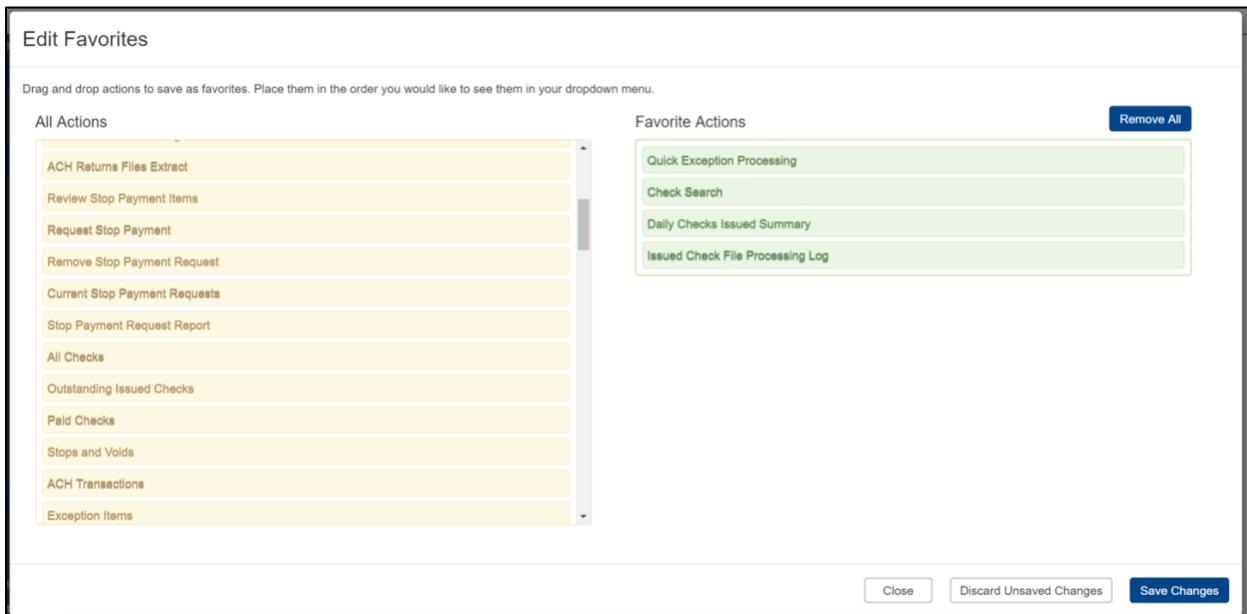
The Toggle Menu icon will collapse or expand the System Menu on the left side of the screen.



The Favorites icon will allow a list of Favorite actions to be created and saved for future use.



Click Edit to open a dialog box to select the favorite actions for the logged in user.



The Home icon is used to return to the home splash screen.



The Help icon is used to open a help document for the current action screen.



The Notifications icon will show if there are messages for the current user.



The Account icon has the following three options.

- Change Password
- Logout

Exception Processing – Quick Exception Processing

The Quick Exception Processing screen is an efficient method of managing exception item activity. Pay and return decisions can be made on all items via a single screen.

Hide Exceptions Already Decided determines whether all exception items are displayed or only those in which a pay/return decision has not been made.

Quick Exception Processing as of 04/18/2016

Account ID: <ALL> Processed Exceptions: (Count: 0) (Amount: \$0.00)
 Display Type: Both Check & ACH Exceptions Unprocessed Exceptions: (Count: 11) (Amount: \$528,093.69)
 Hide exceptions already decided Total Exceptions: (Count: 11) (Amount: \$528,093.69)

Update

NOTE: Exceptions will be given a decision of "Return" if no decision has been made by 11:00 AM.

	Account ID	Paid Date	Check #	Amount	Payee	Exception Type	Pay	Return	Reason
1	BCE Payroll	02/01/2016	Add ACH Rule	523,940.54		UNAUTHORIZED ACH TRANSACTION (WEB/12121212/DR) - eBay Bob Payment	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
2	BCE Payroll	02/01/2016	Add ACH Rule	1,000.54		UNAUTHORIZED ACH TRANSACTION (CTX/6161616161/DR) - Quarterly Payment	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
3	BCE Payee	02/01/2016	View Image 2456	277.13	Dewee Cheatum	PAYEE NAME MISMATCH	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
4	BCE Payee	02/01/2016	View Image 2474	1,336.01		AMOUNT MISMATCH/PAYEE NAME MISMATCH (Issued Amount = 366.01)	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
5	BCE Ops Acct	02/01/2016	View Image 4935	161.64		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
6	BCE Exp Acct	02/01/2016	View Image 800488	70.84		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

Top Detail

Quick Exception Processing as of 04/18/2016

Account ID: <ALL> Processed Exceptions: (Count: 0) (Amount: \$0.00)
 Display Type: Both Check & ACH Exceptions Unprocessed Exceptions: (Count: 11) (Amount: \$528,093.69)
 Hide exceptions already decided Total Exceptions: (Count: 11) (Amount: \$528,093.69)

Update

NOTE: Exceptions will be given a decision of "Return" if no decision has been made by 11:00 AM.

Account ID: Change this to display exceptions for a specific account.

Display Type: The exception display type option can be used to filter the exceptions based on type (Checks, ACH or Both).

Hide Exceptions Already Decided: Determines whether all exception items are displayed or only those in which a pay/return decision has not been made.

Cutoff Time: The daily cutoff time is 11:00 A.M. At that time, an automated Pay/Return decision is made on all “unresolved items” and users are automatically put in “READ ONLY” mode to prevent any changes to the automated decision. After the cutoff time, users must contact us to alter the automated decision.

Exception Processing – Quick Exception Processing (Continued)

Bottom Detail

	Account ID	Paid Date	Check #	Amount	Payee	Exception Type	Pay	Return	Reason
1	BCE Payroll	02/01/2016	Add ACH Rule	523,940.54		UNAUTHORIZED ACH TRANSACTION (WEB/12121212/DR) - eBay Bob Payment	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
2	BCE Payroll	02/01/2016	Add ACH Rule	1,000.54		UNAUTHORIZED ACH TRANSACTION (CTX/61616161/DR) - Quarterly Payment	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
3	BCE Payee	02/01/2016	View Image 2456	277.13	Dewee Cheatum	PAYEE NAME MISMATCH	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
4	BCE Payee	02/01/2016	View Image 2474	1,336.01		AMOUNT MISMATCH/PAYEE NAME MISMATCH (Issued Amount = 366.01)	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
5	BCE Ops Acct	02/01/2016	View Image 4935	161.64		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
6	BCE Exp Acct	02/01/2016	View Image 800488	70.84		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
7	BCE Exp Acct	02/01/2016	View Image 848195	622.75	Office Depot	VOIDED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
8	BCE Ops Acct	02/01/2016	View Image 1503653	20.91	Ben Franklin	STALE DATED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
9	BCE Ops Acct	02/01/2016	View Image 1509851	24.85	John Adams	STALE DATED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
10	BCE Ops Acct	02/01/2016	View Image 17328474	622.98		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
11	BCE Exp Acct	02/01/2016	View Image 71102568	15.50		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by Thomaston Savings Bank.

Paid Date: The paid date for this check or ACH transaction.

Check #: The check number of this item.

Add ACH Rule: If you are using the ACH Authorization rules (ACH white list) for ACH positive pay, users may be enabled to add rules on the quick exception processing screen.

View Image: Clicking on the "View Image" link will display the check image for the selected item.

Amount: The amount of the item that has been presented for payment.

Payee: The payee name for this check. **Note:** Payee is only displayed if it was included during the issued check file upload.

Exception Type: The reason that the item is on the exception list. The possible exception types are as follows:

DUPLICATE PAID ITEM: The item was previously paid.

PAID NOT ISSUED: The item was never loaded into the system as an issued check.

STALE DATED ITEM PAID: The item is a stale dated check. A check is considered stale dated if the item was issued prior to the stale dated cutoff date of 180 days.

PREVIOUSLY PAID ITEM POSTED: The item was previously paid.

ACH TRANSACTION: The item is an ACH transaction that was flagged as an exception by the ACH Filter rules defined for the account. **Note:** For ACH exceptions, the ACH Standard Entry Class Code, Originating Company ID and Debit or Credit (DR/CR) are displayed in the exception description.

Decision: Check the box to indicate if the item should be paid or returned.

Reason: The reason for the pay/return decision. If no reason has been selected, the field is displayed as <Not Selected>.

Transaction Processing – Issued Check File Submission

The Submit Issued Check File screen is used to upload issued check files to the system.

The screenshot shows the 'Submit Issued Check File' interface. It is divided into three steps:

- Step 1. Select a file to process.** A 'Choose File' button is shown next to the text 'No file chosen'. A callout box explains: 'Select a file to process: Enter a file path and name, or browse to the location of the issued check file'.
- Step 2. Input details about the file.** Two dropdown menus are visible: 'Account ID' with the value 'BCE Dep Recon' and 'File Processing Type' with the value '_BCE Standard'. A callout box explains: 'The File Processing Type represents the file format that has been defined for your issued check file. The list is limited to the file format(s) assigned to you.'
- Step 3. Click the "Process File" button.** A blue 'Process File' button is at the bottom. A callout box explains: 'Click Process File to upload the file to the bank.'

To view additional details regarding the file, click on the status column. For example, to view the exceptions on a file that has a result of *Processed with Exceptions*, click on the 'Processed with Exceptions' link.

The screenshot shows a dialog box titled 'Results: Rejected' in red text. It includes a 'Close' button, a printer icon, and a section labeled 'Error Message'. The error message is:

1	Invalid value in date field (25248,10:MMDDYYYY)
---	---

Client/Account ID: The Client/Account ID associated with the issued checks contained within the file. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by Thomaston Savings Bank.

Transaction Processing – Issued Check File Submission (Continued)

Note: If an issued check file contains items for multiple accounts, select any of the Client ID's represented within the file.

File Processing Type: Indicates the format of the issued check file.

Items in File: The number of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual number of items in the file, the file will be rejected. **Note:** If the field is disabled, the number of items in the file is not required or is included in the file.

Dollar Amount in File: The total dollar amount of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual amount of items in the file, the file will be rejected. **Note:** If the field is disabled, the dollar amount in the file is not required or is included in the file.

Issued Date: If the issued check file does not have an issued date within the file it must be entered when the file is uploaded.

Once a file is uploaded and processed, a window will be displayed indicating the processing status. If the file has not processed within 30 seconds a message is displayed informing the customer that an email will be sent indicating the file processing status. The file processing status can also be checked online using the Issued Check File Processing Log screen. The following is a list of the possible processing statuses:

Unprocessed: The file has been uploaded, but has not yet been processed.

Processed: The file was processed successfully.

Processed with Exceptions: The file was processed successfully, but duplicate checks were not loaded.

Rejected: The file was rejected due to one of the following reasons:

- A mismatch between the number of items/amount entered on the screen and the number of items/amount contained in the file.
- The file format did not match the format selected.

Transaction Processing – Add New Issued Check

The Add New Issued Check screen is used if a check was manually written or was otherwise not included in the electronic issued check file that was submitted to the financial institution.

Add New Issued Check

Account ID: Check Number:

Amount: Issued Date:

Payee:

Auto-Increment Check Number



	Account ID	Check Number	Amount	Issued Date	Payee
1	BCE Payroll	10005	\$7,812.56	03/08/2016	Wilma Couples
2	BCE Payroll	10006	\$590.01	03/08/2016	Jane Smith
3	BCE Payroll	10007	\$1,100.22	03/08/2016	George Washington
			Total: \$9,502.79		

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number: The check number of this item.

Amount: The amount of the check.

Issued Date: The issued date for this check.

Payee: The payee name for this check.

Auto-Increment Check Number: Checking this box will increment the check number by one after each check submission.

Transaction Processing – Review Checks

The Review Issued Checks screen displays all issued checks for the selected Client/Account ID. This includes outstanding issued items, paid items, and exceptions.

The Client/Account ID determines the account displayed. Changing this selection will refresh the screen.

Review Checks									
Account ID: BCE Ops Acct								(Count: 41,280) (Amount \$108,011,425.85)	
Show Key									
	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Payee	Details	
1	⊕	BCE Ops Acct	09/17/2015	09/17/2015	17328474	622.98		Display	
2	⊕	BCE Ops Acct	09/17/2015	09/17/2015	4935	161.64		Display	
3	⊕	BCE Ops Acct	09/16/2015	09/16/2015	1702921	3,521.38	Toyota Motor	Display	
4	⊕	BCE Ops Acct	09/16/2015	09/16/2015	1729741	331.60	Daniel Jones	Display	
5	⊕	BCE Ops Acct	09/15/2015	09/15/2015	1705827	612.02	Berkshire Hathaway	Display	
6	⊕	BCE Ops Acct	09/14/2015	09/14/2015	1172774	28.49	Kathleen Miller	Display	
7	⊕	BCE Ops Acct	09/13/2015	09/13/2015	1684516	1,510.63	Southwest Airlines	Display	
8	⊕	BCE Ops Acct	09/13/2015	09/13/2015	7965	1,071.46	Alex Anderson	Display	
9	⊕	BCE Ops Acct	09/13/2015	09/13/2015	1686133	103.31	FedEx	Display	
10	⊕	BCE Ops Acct	09/13/2015	09/13/2015	1659762	21.66	Taylor Johnson	Display	
11	✓	BCE Ops Acct	09/10/2015	09/16/2015	1729257	461,266.93	David Johnson	Display	
12	✓	BCE Ops Acct	09/10/2015	09/17/2015	1729300	401,719.79	American Express	Display	
13	✓	BCE Ops Acct	09/10/2015	09/16/2015	1728436	268,764.92	Microsoft	Display	
14	✓	BCE Ops Acct	09/10/2015	09/16/2015	1729224	236,451.44	United Parcel Service	Display	
15	✓	BCE Ops Acct	09/10/2015	09/16/2015	1729271	222,501.62	Toyota Motor	Display	
16	✓	BCE Ops Acct	09/10/2015	09/17/2015	1728465	215,254.74	American Express	Display	
17	✓	BCE Ops Acct	09/10/2015	09/16/2015	1729131	212,689.80	Home Depot	Display	
18	✓	BCE Ops Acct	09/10/2015	09/16/2015	1729130	206,346.22	Southwest Airlines	Display	
19	✓	BCE Ops Acct	09/10/2015		1729243	130,075.32	Damien Davis	Display	
20	✓	BCE Ops Acct	09/10/2015	09/17/2015	1730631	122,707.56	Starbucks	Display	

If a large number of items are present, multiple pages will exist.

The following columns appear on the Review Issued Checks screen:

Status: Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:

⊕	Exception
✓	Paid
⊗	Stop Payment
Ⓜ	Reversal
Ⓟ	Void

Exception: Displayed on items that are flagged as exceptions by the system.

Paid: Displayed on items that have been previously paid.

Stop Payment: Displayed for checks that have been stopped with a stop payment.

Reversal: Displayed on items that have been paid and reversed.

Void: Displayed on items that have been voided.

Blank: No icon indicates that the item is an outstanding check.

Transaction Processing – Review Checks (Continued)

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Issued Date: The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Paid Date: The paid date for this check.

Check #: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Payee: The payee name for this check.

Transaction Processing – Review Checks (Display Details)

When the *Display* link is clicked, detailed transaction information is displayed. **Note:** The status of the item, the user's security rights, and security parameters defined by Thomaston Savings Bank control the fields available for editing.

The screenshot shows a web form with the following fields and values:

- Account ID: BCE Ops Acct
- Check Number: 1729247
- Amount: 56,249.53
- Payee: FedEx
- Issued Date: 09/10/2015
- Decision: <Not Selected>
- Date Reconciled: (empty)
- Paid Date: (empty)
- Return Reason: <Not Selected>
- Trace Number: 0
- Void Date: (empty)

Buttons: Update, Delete

Submission Types: E-File, Reversal: NO

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Payee: The payee name for this check.

Issued Date: The date this item was issued. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Decision: The decision that has been applied to this exception. If no decision has been applied, the field is displayed as <Not Selected>.

Date Reconciled: The date the system was reconciled within the system in the Check Reconciliation Summary screen. This field is not editable.

Paid Date: The date the item was posted/paid.

Return Reason: The reason for the pay/return decision. If no reason has been applied, the field is displayed as <Not Selected>.

Trace Number: A unique transaction ID number that is generated by the core processing system.

Date Stop Request: If the client requested a stop payment on the item, the date that the stop was requested is displayed.

Void Date: If the item has been voided, the void checkbox is checked; otherwise, the checkbox is blank.

Notes: Freeform text field that allows the client to add notes to this item.

Submission Type: Indicates how the item was originally loaded into the system. The following values may be displayed:

E-file: Indicates that the item was electronically loaded from an issued file.

Manual: Indicates that the item was not electronically loaded from an issued file. The item was either manually input through the Add New Issued Check screen or the item was added by the system during the nightly update.

Transaction Processing – Review Checks – Display Details (Continued)

Stop Pay Status: Indicates whether a stop payment has been placed on the item. The following values may be displayed:

None: Indicates the client has not requested that the item be stopped.

Requested: Indicates the client has requested that the item be stopped, but the bank has not applied the stop payment to the system.

Applied: Indicate the client has requested that the item be stopped and the bank has applied the stop payment request to the system.

Item Stopped: Indicates the client has requested that the item be stopped and the item was already presented for payment and stopped by the bank.

Reversal: Indicates if the item was reversed.

Transaction Processing – Void a Check

The Void Check screen is used to void an issued check on the account.

Void a Check

Step 1. Enter check information.

Account ID:

Check Number:

Check Amount:

Issued Date:

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

Step 3. Verify the check that will be voided.

Account ID	Check #	Check Amount	Issued Date
BCE Payroll	10006	590.01	03/08/2016

Step 4. Click the "Void Check" button to complete the void process.

Note: Voids are retained within the system for 90 days after an item has been voided.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number: The number of the issued check.

Check Amount: The amount the check was written for.

Issued Date: The date the check was issued.

Note: All three fields are required to void a check.

Transaction Processing – Check Search

The Check Search screen is used to search for specific transactions using dynamic selection criteria.

Selection Screen:

Check Search

Client: **Big City Electric**

Account ID: #1
#2
#3

	Start	End
Issued Date:	<input type="text"/>	<input type="text"/>
Paid Date:	<input type="text"/>	<input type="text"/>
Check Number:	<input type="text"/>	<input type="text"/>
Check Amount:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

Transaction Status:

Stop Pay Status:

Decision:

Reason:

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

Client/Account ID: Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the user.

Issued Date: The Issued Date is used to search for transactions based upon the issued date of checks. A date range may be entered using the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Paid Date: The Paid Date is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Check Number: The Check Number is used to search for transactions based upon check numbers. A range of check numbers may be selected by entering both a Start and End check number. If searching for a single check, enter the check number in the start field (the end field may be left blank).

Check Amount: The Check Amount is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field (the end field may be left blank).

Issued Payee: The Issued Payee checkbox is used to search by issued payee.

Transaction Processing – Check Search (Continued)

Transaction Status: To search for checks based upon the status of the check, select a status from the list. The following statuses are available:

- Issued and Not Paid: Lists outstanding issued checks.
- Issued and Paid: Lists paid checks.
- Current Exceptions: Lists today’s exceptions.
- All Exceptions: Lists exceptions from today and from previous days.
- Void: Lists voided checks.

Stop Pay Status: To search for checks in which a stop pay request has been issued, select a stop pay status from the list. The following stop pay statuses are available:

- Requested Stop Pay: The stop payment request has been requested but has not been applied by the bank.
- Requested and Placed: The bank has applied the stop payment.
- Item Stopped and Returned: The item was presented for payment and stopped by the bank.

Decision: To search for exceptions based upon the pay/return decision, select a decision from the list.
Reason: To search for exceptions based upon the reason that was selected, select a reason from the list.

Results Screen:

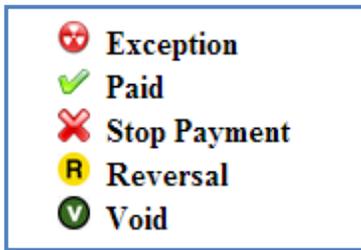
Click *Display* to view detailed information about a check.

Check Search									
	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Payee	Details	
1	✔	BCE Exp Acct	09/10/2015	09/17/2015	859158	3,805.08	American Express	Display	
2	✔	BCE Exp Acct	09/10/2015	09/17/2015	860452	171.19	IBM	Display	
3	✔	BCE Exp Acct	09/10/2015	09/17/2015	860460	11.16	FedEx	Display	
4	✔	BCE Exp Acct	09/10/2015	09/17/2015	860463	13.61	Berkshire Hathaway	Display	
5	✔	BCE Exp Acct	09/10/2015						
6	✔	BCE Exp Acct	09/10/2015						

- Once the Transaction Search criteria are submitted, all transactions that match the criteria will be displayed.
- If a large number of items meet the search criteria, multiple pages will exist.

The following columns appear on the Check Search screen:

Status: Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:



- Exception:** Displayed on items that are flagged as exceptions by the system.
- Paid:** Displayed on items that have been previously paid.
- Stop Payment:** Displayed for checks that have been stopped with a stop payment.
- Reversal:** Displayed on items that have been paid and reversed.
- Void:** Displayed on items that have been voided.
- Blank:** No icon indicates that the item is an outstanding check.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Transaction Processing – Check Search (Continued)

Issued Date: The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Paid Date: The paid date for this check.

Check #: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Payee: The payee name for this check. *Note:* Payee is only displayed if Display Payee is selected in the client setup screen.

Transaction Processing – Paid Check Search

The Paid Check Search screen is used to search for specific transactions using dynamic selection criteria.

Selection Screen:

Paid Check Search

Client: Big City Electric

Account ID: #1

#2

#3

	Start	End
Paid Date:	<input type="text"/>	<input type="text"/>
Check Number:	<input type="text"/>	<input type="text"/>
Check Amount:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

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

Client/Account ID: Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the user.

Paid Date: The Paid Date checkbox is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in the start date field.

Check Number: The Check Number checkbox is used to search for transactions based upon check numbers. A range of check numbers may be selected by entering both a Start and End check number. If searching for a single check, enter the check number in the start field.

Check Amount: The Check Amount checkbox is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field.

Issued Payee: The name of the issued payee for this check as provided.

Transaction Processing – Paid Check Search (Continued)

Results Screen:

	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Payee
1	✔	BCE Ops Acct	04/16/2015	09/17/2015	1664542	49.87	Johnson & Johnson
2	✔	BCE Ops Acct	05/21/2015	09/17/2015	1680487	2.38	Chloe Davis
3	✔	BCE Ops Acct	06/11/2015	09/17/2015	1690988	37.80	FedEx
4	✔	BCE Ops Acct	06/18/2015	09/17/2015	1695974	101.98	Michael Martin

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Issued Date: The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Paid Date: The paid date for this check.

Check #: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Payee: The payee name for this check.

Transaction Processing – ACH Transaction Search

The ACH Transactions Search screen is used to search for specific transactions using dynamic selection criteria.

Selection Screen:

ACH Transaction Search

Client: **Big City Electric**

Account ID: #1
#2
#3

	Start	End
Paid Date:	<input type="text"/>	<input type="text"/>
Input Date:	<input type="text"/>	<input type="text"/>
Transaction Amount:	<input type="text"/>	<input type="text"/>

SEC Code:

Company ID:

Transaction Description:

Transaction Status:

Decision:

Reason:

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

Client/Account ID: Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the user.

Paid Date: The Paid Date is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Input Date: The Input Date is used to search for transactions based upon the input date of the transaction. A date range may be entered using the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Transaction Amount: The Transaction Amount is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field (the end field may be left blank).

SEC Code: To search for transactions based upon the ACH Standard Entry Class (SEC) code, select an SEC Code from the list.

Transaction Processing – ACH Transaction Search (Continued)

Company ID: To search for transactions containing a specific ACH originating company identification number, enter the company ID value.

Transaction Description: To search for transaction based upon the partial or full transaction description text, enter the partial or full description text.

Transaction Status: To search for ACH transactions based upon the status, select a status from the list. The following statuses are available:

Current Exceptions: Lists today's exceptions.

All Exceptions: Lists exceptions from today and from previous days.

Decision: To search for exceptions based upon the pay/return decision, select a decision from the list.

Reason: To search for exceptions based upon the reason that was selected, select a reason from the list.

Results Screen:

Status	Account ID	Paid Date	ACH Company ID	ACH SEC	DR/CR	Transaction Amount	Transaction Description
1	✓ BCE Ops Acct	09/17/2015	1371260731	CCD	CR	\$945.79	USPS PARCEL FRTPAYMENTS
2	✓ BCE Ops Acct	09/17/2015	1371260731	CCD	CR	\$14,074.19	STARBUCKS/COFFEE PMT.
3	✓ BCE Ops Acct	09/17/2015	1371260731				

- Once the Transaction Search criteria are submitted, all transactions that match the criteria will be displayed.
- If a large number of items meet the search criteria, multiple pages will exist.

The following columns appear on the ACH Transaction Search screen:

Status: Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:

Exception: Displayed on items that are flagged as exceptions by the system.

Paid: Displayed on items that have been previously paid.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Paid Date: The paid date for this transaction.

ACH Company ID: The originating ACH Company's identification number.

ACH SEC: The ACH standard entry class.

DR/CR: Indicates if the transaction is a debit or credit.

Transaction Amount: The amount of the ACH transaction that has been presented for payment.

Transaction Description: The description of the ACH transaction.

Transaction Processing – Reverse Positive Pay/Transaction Extract

The Reverse Positive Pay/Transaction Extract screen provides an electronic file of paid checks to process (update) within another system. The format of the file is defined at the user level. Once complete, the file and report are automatically displayed at the bottom of the screen. To save an extract file to a local workstation or network drive, click on the *File / Save* menu option while viewing the file, or, right click on the View File link and select *Save Target As*.

Note: An item may only be extracted once.

Reverse Positive Pay Extract (CSV - Paid Checks Only)

Step 1. Select a "Account ID" and "Extract through date".

Account ID:

Extract from date: (optional)

Extract through date:

Step 2. Click the "Create File and Report" button.

Step 3. View Report or File By Clicking on Links in Grid Below.

	Account ID	File	Report	Date Created	Item Count	
1	BCE Ops Acct	View File	View Report	09/20/15 10:00 AM	37479	Remove
2	BCE Ops Acct	View File	View Report	09/20/15 10:00 AM	37479	Remove
3	BCE Ops Acct	View File	View Report	09/20/15 09:59 AM	35861	Remove

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Extract from date: The extract from date is an optional field. By default the system will extract all items that have not been previously extracted.

Extract Thru Date: The date through which posted items are included in the extract file.

Transaction Processing – Reverse Positive Pay/Transaction Extract Report (Continued)

INST : 531		CENTRIX BANK		RUN DATE: 03/09/16	
SYSTEM: 03/09/16 9:50 AM		TRANSACTION EXTRACT REPORT		PROCESSED THRU: 03/09/16	
CLIENT: Big City Electric		ACCOUNT ID: BCE Ops Acct		FILE NAME: BCEOpsAcct_20160309_094946.csv	
	CHECK #	PAID DATE	AMOUNT	DR/CR	REFERENCE
1	1451183	07/05/2015	5.05	DR	80312330
2	1457698	06/24/2015	0.10	DR	80031060
3	1557760	08/16/2015	185.70	DR	80310860
4	1579165	09/13/2015	180.00	DR	80400890
5	1599873	07/13/2015	42.68	DR	80008160
6	1609562	06/24/2015	2.10	DR	80246250
7	1613820	07/19/2015	52.00	DR	40201830
8	1619664	07/09/2015	219.00	DR	80067190
9	1620138	07/09/2015	6.97	DR	70401050
10	1620926	06/24/2015	44.03	DR	80246240
11	1629041	07/08/2015	21.25	DR	80246700
12	1629085	07/15/2015	156.03	DR	80221060
13	1630037	06/29/2015	687.50	DR	80078380
14	1630730	07/27/2015	272.00	DR	80054600
15	1633463	06/30/2015	105.00	DR	80016720

Transaction Processing – Transaction Extract Multiple Accounts

The Transaction Extract Multiple Accounts screen provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the user level. Once complete, the file and report are automatically displayed at the bottom of the screen. To save an extract file to a local workstation or network drive, click on the *File / Save* menu.

Reverse Positive Pay Multi Accts (CSV - Paid Checks Only)

Step 1. Select at least one "Account ID" and "Extract from and through dates".

Account ID:

Available	Selected
BCE Dep Recon	
BCE Exp Acct	
BCE Ops Acct	
BCE Payee	
BCE Payroll	

Extract from date: 03/08/2016

Extract through date: 03/09/2016

Step 2. Click the "Create File" button.

Create File

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Extract from date: The date from which posted items are included in the extract file.

Extract Thru Date: The date through which posted items are included in the extract file.

Stop Payments – Current Stop Payment Requests

The Current Stop Payment Requests screen displays all of the current stop payment requests on the account.

Current Stop Payment Requests										
	Account ID	Check # Start	Check # End	Check Amount Start	Check Amount End	Issued Date	Status	User Input	Payable To	Reason
1	BCE Payroll	10007	10007	1,100.22	1,100.22	03/08/2016	Stop Requested	dcnes	George Washington	Lost
2	BCE Payroll	10006	10006	590.01	590.01	03/08/2016	Stop Requested	dcnes	Jane Smith	Lost

Client/Account ID: The account on which the stop payment is to be applied.

Check Number Start: The starting number of a check that has a stop payment request.

Check Number End: The ending number of a check. This field differs from the starting amount if a range of checks have a stop request against them.

Check Amount Start: The starting amount of the check.

Check Amount End: The ending amount of the check. This field differs from the starting amount if a range of checks have a stop request against them.

Issued Date: The issued date for this check.

Status: The status of the stop request.

User Input: The user that requested the stop payment request.

Payable To: The payee of the check.

Reason: The reason the check has been stopped.

Transaction Reports – All Checks

The All Checks Report filter screen generates an online report using dynamic selection criteria. Select items by Issued Date, Paid Date, Input Date, Exception Date or Issued Payee. Optionally select items that meet a specific pay/return decision or return reason.

Selection Screen:

All Checks

Client: Big City Electric

Account ID: #1 #2 #3

Start End

Issued Date:

Paid Date:

Input Date:

Exception Date:

Issued Payee:

Decision: Reason:

Include Reversals:

Produce Report

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

Results Screen:

All Checks (5)

	Account ID	Check Number	Check Amount	Payee	Issued Date	Paid Date	Input Date	Status
1	BCE Ops Acct	4935	\$161.64		09/17/2015		09/12/2015 (M)	Exception
2	BCE Ops Acct	1702921	\$3,521.38	Toyota Motor	09/16/2015		09/12/2015 (M)	Return
3	BCE Ops Acct	1705827	\$612.02	Berkshire Hathaway	09/15/2015		09/12/2015 (M)	Return
4	BCE Ops Acct	1729741	\$331.60	Daniel Jones	09/16/2015		09/12/2015 (M)	Return
5	BCE Ops Acct	17328474	\$622.98		09/17/2015		09/12/2015 (M)	Exception
			\$5,249.62					

Selection Criteria:
 Client: Big City Electric
 Account ID: BCE Ops Acct
 Issued Date: 09/15/2015 - 03/09/2016

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Transaction Reports – All Checks (Continued)

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Payee: The name of the issued payee for this check.

Issued Date: This is the date the check was issued.

Paid Date: The paid date for this check.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Status: The current status of the check.

Stop Payment: Displayed for checks that have been stopped with a stop payment.

Exception: Displayed on items that are flagged as exceptions by the system.

Paid: Displayed on items that have been previously paid.

Void: Displayed on items that have been voided.

Void (A): Indicates that the item was automatically voided.

Issued: Indicates that the item is an outstanding check.

Transaction Reports – Outstanding Issued Checks

The Outstanding Issued Checks report filter screen allows the user to create an outstanding issued checks report using dynamic selection criteria. Select items by Issued Date, Input Date, Outstanding as of Date or Issued Payee.

Selection Screen:

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Go Back" to return to the report selection screen.

Results Screen:

Outstanding Issued Checks (3)						
	Account ID	Check Number	Check Amount	Payee	Issued Date	Input Date
1	BCE Payroll	10005	\$7,812.56	Wilma Couples	03/08/2016	03/08/2016 (M)
2	BCE Payroll	10006	\$590.01	Jane Smith	03/08/2016	03/08/2016 (M)
3	BCE Payroll	10007	\$1,100.22	George Washington	03/08/2016	03/08/2016 (M)
			\$9,502.79			

Selection Criteria:
 Client: Big City Electric
 Account ID: BCE Payroll
 Issued Date: 03/08/2016

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Payee: This is the name of the issued payee for this check.

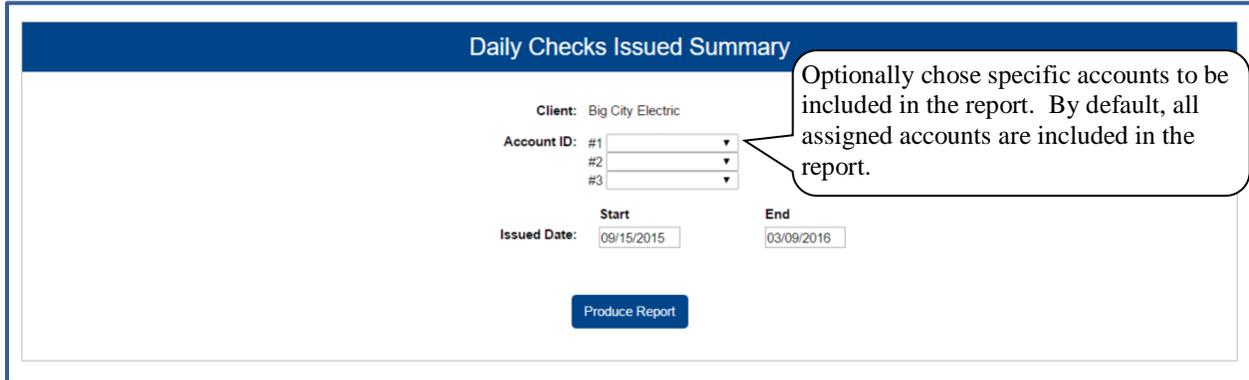
Issued Date: This is the date the check was issued.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Transaction Reports – Daily Issued Checks Summary

The Daily Issued Checks Summary report is an easy way to see how many checks were issued on any given day and their totals. The dynamic selection criterion allows the user to fine tune the report to their specific needs. This includes both manually loaded checks and checks uploaded through an issued check file.

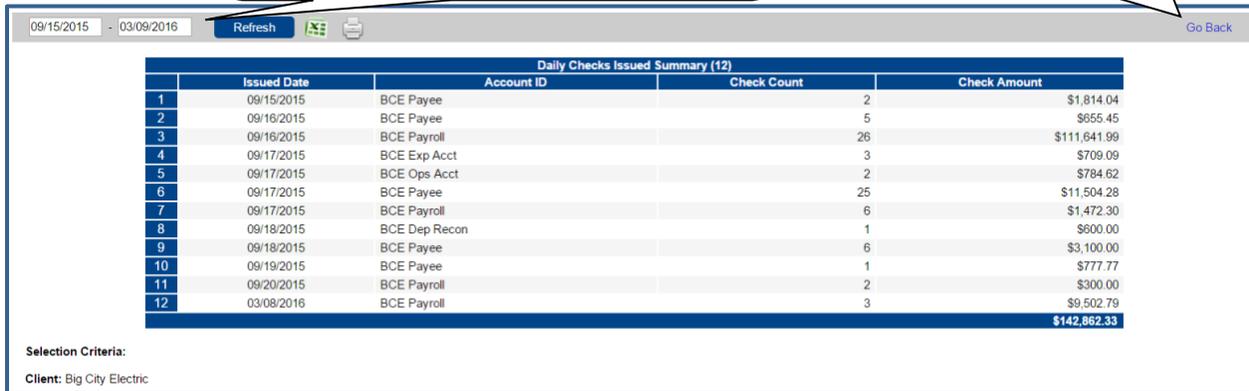
Selection Screen:



The report can be printed or exported to Excel by clicking on the buttons. Additionally, the issued date criteria can be changed without going back to the selection screen.

Click on "Go Back" to return to the report selection screen.

Results Screen:



	Issued Date	Account ID	Check Count	Check Amount
1	09/15/2015	BCE Payee	2	\$1,814.04
2	09/16/2015	BCE Payee	5	\$655.45
3	09/16/2015	BCE Payroll	26	\$111,641.99
4	09/17/2015	BCE Exp Acct	3	\$709.09
5	09/17/2015	BCE Ops Acct	2	\$784.62
6	09/17/2015	BCE Payee	25	\$11,504.28
7	09/17/2015	BCE Payroll	6	\$1,472.30
8	09/18/2015	BCE Dep Recon	1	\$600.00
9	09/18/2015	BCE Payee	6	\$3,100.00
10	09/19/2015	BCE Payee	1	\$777.77
11	09/20/2015	BCE Payroll	2	\$300.00
12	03/08/2016	BCE Payroll	3	\$9,502.79
				\$142,862.33

Selection Criteria:
Client: Big City Electric

Issued Date: The date the checks were issued.

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Count: The number of checks issued.

Check Amount: The total amount of the checks issued on the specified date.

Transaction Reports – Paid Checks

The Paid Checks report filter screen allows the user to create a report of paid checks using dynamic selection criteria. Select items by Issued Date, Paid Date, Input Date or Issued Payee.

Selection Screen:

Paid Checks

Client: Big City Electric

Account ID: #1
 #2
 #3

Start End

Issued Date:

Paid Date:

Input Date:

Issued Payee:

Include Reversals:

[Produce Report](#)

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

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

Results Screen:

Go Back

Paid Checks (7)							
	Account ID	Check Number	Check Amount	Payee	Issued Date	Paid Date	Input Date
1	BCE Payee	2421	\$190.27	Toyota Motor	09/14/2015	09/14/2015	09/12/2015 (M)
2	BCE Payee	2422	\$127.83	Noah Brown	09/14/2015	09/14/2015	09/12/2015 (M)
3	BCE Payee	2453	\$1,758.46	Mason Davis	09/15/2015	09/15/2015	09/12/2015 (M)
4	BCE Payee	2454	\$101.94	Ethan Davis	09/16/2015	09/16/2015	09/12/2015 (M)
5	BCE Payee	2457	\$114.54	Joe Franklin	09/14/2015	09/17/2015	09/12/2015
6	BCE Payee	2459	\$55.58	Sophia Williams	09/15/2015	09/17/2015	09/12/2015
7	BCE Payee	2465	\$330.15	Kelly Baggett	09/17/2015	09/17/2015	09/12/2015 (M)
			\$2,678.77				

Selection Criteria:
 Client: Big City Electric
 Account ID: BCE Payee
 Issued Date: 09/14/2015

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Go Back" to return to the report selection screen.

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Payee: The name of the issued payee for this check.

Transaction Reports – Paid Checks (Continued)

Issued Date: This is the date the check was issued.

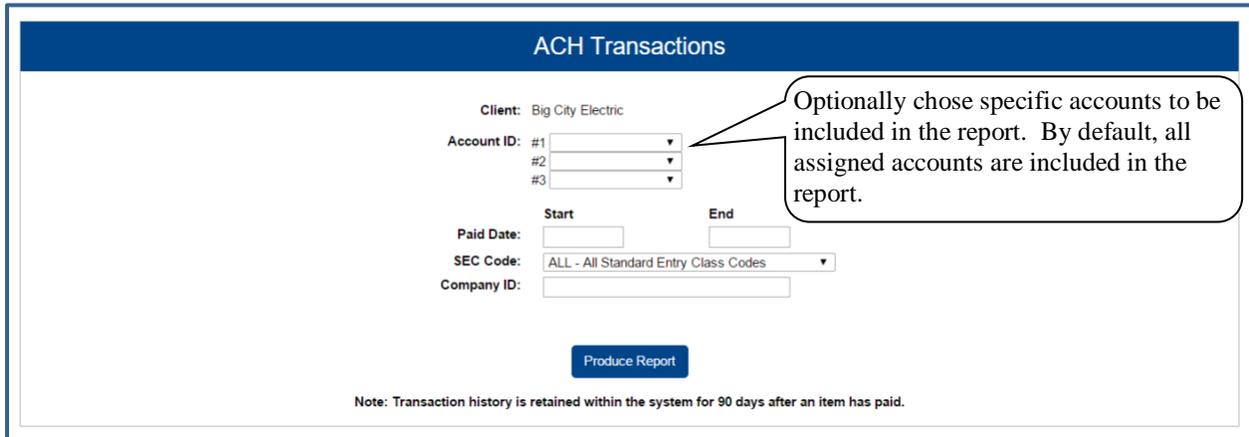
Paid Date: The paid date for this check.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid

Transaction Reports – ACH Transactions

The ACH Transactions report filter screen allows the user to create a report of ACH transactions for a specific date range. If no date range is defined, all ACH transactions currently stored within the system are displayed. Report may be filtered by Paid Date, SEC Code or Company ID.

Selection Screen:



ACH Transactions

Client: Big City Electric

Account ID: #1 #2 #3

Start End

Paid Date:

SEC Code: ALL - All Standard Entry Class Codes

Company ID:

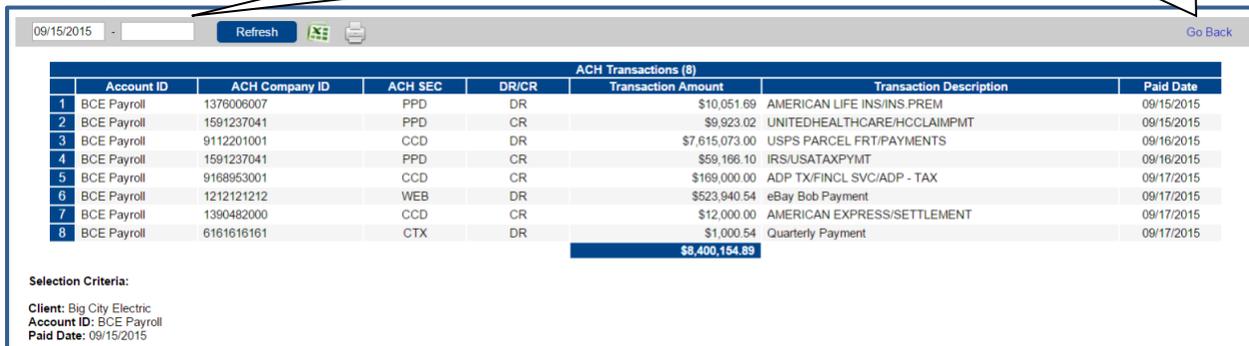
Produce Report

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

The report can be printed or exported to Excel by clicking on the buttons. Additionally, the paid date criteria can be changed without going back to the selection screen.

Click on "Go Back" to return to the report selection screen.

Results Screen:



09/15/2015 Refresh Go Back

ACH Transactions (8)							
	Account ID	ACH Company ID	ACH SEC	DR/CR	Transaction Amount	Transaction Description	Paid Date
1	BCE Payroll	1376006007	PPD	DR	\$10,051.69	AMERICAN LIFE INS/INS PREM	09/15/2015
2	BCE Payroll	1591237041	PPD	CR	\$9,923.02	UNITEDHEALTHCARE/HCCCLAIMPMT	09/15/2015
3	BCE Payroll	9112201001	CCD	DR	\$7,615,073.00	USPS PARCEL FRT/PAYMENTS	09/16/2015
4	BCE Payroll	1591237041	PPD	CR	\$59,166.10	IRS/USATAXPYMT	09/16/2015
5	BCE Payroll	9168953001	CCD	CR	\$169,000.00	ADP TX/FINCL SVC/ADP - TAX	09/17/2015
6	BCE Payroll	1212121212	WEB	DR	\$523,940.54	eBay Bob Payment	09/17/2015
7	BCE Payroll	1390482000	CCD	CR	\$12,000.00	AMERICAN EXPRESS/SETTLEMENT	09/17/2015
8	BCE Payroll	6161616161	CTX	DR	\$1,000.54	Quarterly Payment	09/17/2015
					\$8,400,154.89		

Selection Criteria:
 Client: Big City Electric
 Account ID: BCE Payroll
 Paid Date: 09/15/2015

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

ACH Company ID: The originating ACH company's identification number.

ACH SEC: The ACH standard entry class.

DR/CR: Indicates if the transaction is a debit or credit.

Transaction Amount: The amount of the ACH transaction that has been presented for payment.

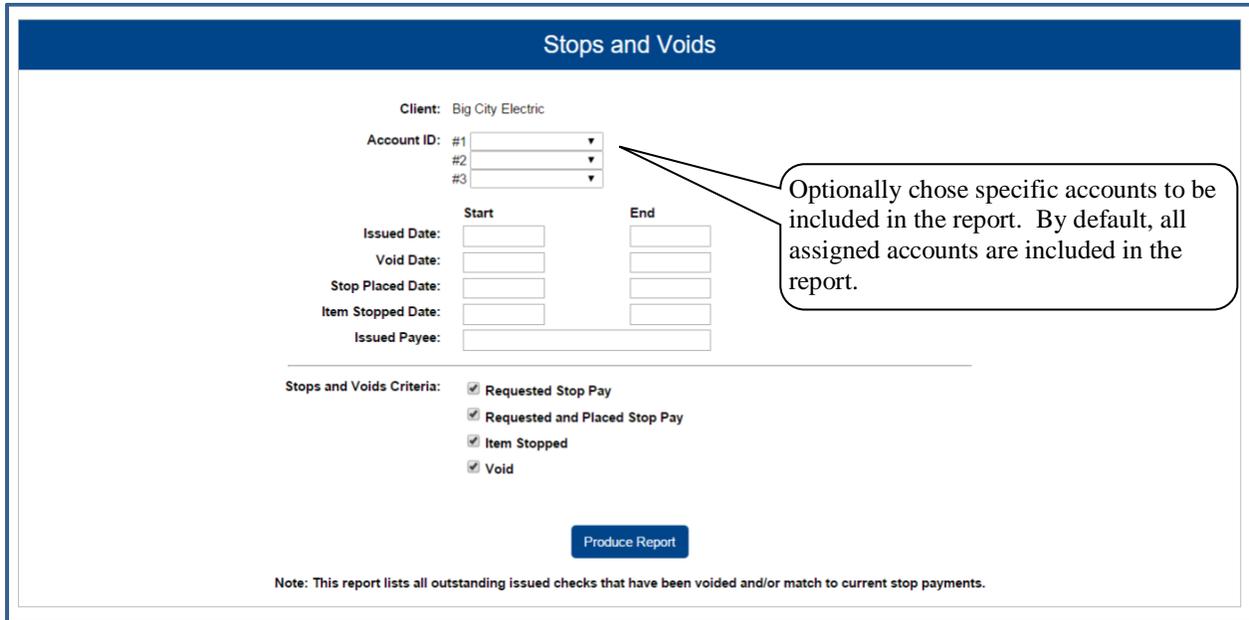
Transaction Description: The description of the ACH transaction.

Paid Date: The paid date for this transaction.

Transaction Reports – Stops and Voids

The Stops and Voids report filter screen allows the user to create a report of checks that have been stopped or voided. Select items by Issued Date, Void Date, Stop Placed Date, Item Stopped Date or Issued Payee.

Selection Screen:



Stops and Voids

Client: Big City Electric

Account ID: #1 #2 #3

Start End

Issued Date:

Void Date:

Stop Placed Date:

Item Stopped Date:

Issued Payee:

Stops and Voids Criteria:

- Requested Stop Pay
- Requested and Placed Stop Pay
- Item Stopped
- Void

Produce Report

Note: This report lists all outstanding issued checks that have been voided and/or match to current stop payments.

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Issued Date: The Issued Date checkbox is used to search for transactions based upon the issued date of checks. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Void Date: The Void Date checkbox is used to search for transactions based upon the date the item was voided. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Stop Placed Date: The Stop Placed Date checkbox is used to search for transactions based upon the date a stop payment was applied to this item by the bank. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Transaction Reports – Stops and Voids Listing Selection (Continued)

Item Stopped Date: The Item Stopped Date checkbox is used to search for transactions based upon the date the item was stopped. The item stopped date is only set on checks that are presented for payment after being set up with a stop payment. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Requested Stop Pay: The requested stop pay checkbox is used to indicate if items that have been requested as stop payment through the system should be listed.

Requested and Placed: The Requested and Placed checkbox is used to indicate if items with a stop payment that has been paid applied by the bank should be listed.

Item Stopped: The item stopped checkbox is used to indicate if items that have been stopped because of a stop payment should be listed.

Void: The void checkbox is used to indicate if checks that have been voided should be listed.

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Go Back" to return to the report selection screen.

Results Screen:

Stops and Voids (8)										
	Account ID	Check Number	Check Amount	Payee	Issued Date	Input Date	Req. Stop Pay	Req. and Placed	Item Stopped	Void Date
1	BCE Ops Acct	1723911	\$5,180.00	IBM	08/27/2015	08/30/2015				09/02/2015
2	BCE Ops Acct	1724456	\$70.25	Johnson & Johnson	08/27/2015	08/30/2015				09/01/2015
3	BCE Ops Acct	1725081	\$114.40	American Express	08/27/2015	08/30/2015				09/15/2015
4	BCE Ops Acct	1725127	\$238.98	Starbucks	08/27/2015	08/30/2015				09/15/2015
5	BCE Ops Acct	1725188	\$17,891.44	Procter & Gamble	08/27/2015	08/30/2015				09/06/2015
6	BCE Ops Acct	1725967	\$65.62	Julia Martinez	09/03/2015	09/06/2015				09/15/2015
7	BCE Ops Acct	1727416	\$144.41	Southwest Airlines	09/03/2015	09/06/2015				09/15/2015
8	BCE Ops Acct	1727960	\$588.00	Chloe Williams	09/03/2015	09/06/2015				09/15/2015
			\$24,293.10							

Selection Criteria:
 Client: Big City Electric
 Account ID: BCE Ops Acct
 Issued Date: 08/24/2015
 Requested Stop Pay Checked: True
 Requested and Placed Stop Pay Checked: True
 Item Stopped Pay Checked: True
 Void Checked: True

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Payee: The name of the issued payee for this check as provided by the corporate client.

Issued Date: This is the date the check was issued.

Requested Stop Pay: If the request originated from a source other than this system, this column is blank. Otherwise, this represents the date the request was submitted.

Requested and Placed: The date the stop payment was applied (setup).

Item Stopped: The date the item was stopped.

Void: The date the check was voided. Note: If an (A) is listed after the void date, the item was automatically voided.

	09/28/2012	Issued
	09/23/2011	Void (A)
	09/23/2011	Void (A)

Transaction Reports – Exception Items

The Exception Items report filter screen allows the user to generate a report of items that were flagged as exception items. Optionally select items that meet specific criteria. Criteria can include: Exception Date, Exception Type (ACH, Check or Both), pay/return decision or return reason.

Selection Screen:

Results Screen:

Exception Items (46)											
Account ID	Check Number	Transaction Amount	Payee	Paid Date	Input Date	Exception	Decision	Reason	Decided By		
1	BCE Exp Acct 110023	\$5.36	Home Depot	09/15/2015	09/12/2015 (M)	DUP PAID ITEM/AMT MISMATCH	Return	Incorrect Check Number Encoding Error	kharsbarger		
2	BCE Exp Acct 800488	\$70.84		09/17/2015	09/12/2015 (M)	PAID NOT ISSUED			jdoe		
3	BCE Exp Acct 848195	\$622.75	Office Depot	09/17/2015	09/12/2015 (M)	VOIDED ITEM			jdoe		
4	BCE Exp Acct 71102568	\$15.50		09/17/2015	09/12/2015 (M)	PAID NOT ISSUED			jdoe		
5	BCE Exp Acct 1100237922	\$167.00	Noah Martin	09/13/2015	09/12/2015 (M)	PAID NOT ISSUED	Return	Incorrect Check Number Encoding Error	kharsbarger		
6	BCE Ops Acct 4935	\$161.64		09/17/2015	09/12/2015 (M)	PAID NOT ISSUED			jdoe		
7	BCE Ops Acct 7965	\$1,071.46	Alex Anderson	09/13/2015	09/12/2015 (M)	PAID NOT ISSUED	Return	Incorrect Check Number Encoding Error	kharsbarger		
8	BCE Ops Acct 1172774	\$28.49	Kathleen Miller	09/14/2015	09/12/2015 (M)	PAID NOT ISSUED	Return	Incorrect Check Number Encoding Error	kharsbarger		
9	BCE Ops Acct 1503653	\$20.91	Ben Franklin	09/17/2015	06/17/2014	STALE DATED ITEM			jdoe		
10	BCE Ops Acct 1509851	\$24.85	John Adams	09/17/2015	06/17/2014	STALE DATED ITEM			jdoe		

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number: The check number of this item.

Transaction Amount: The amount of the transaction that has been presented for payment.

Transaction Reports – Exception Items (Continued)

Payee: The name of the issued payee for this check as provide by client.

Paid Date: The paid date for this check.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Exception: The type of exception for this item.

Decision: The decision for this exception item.

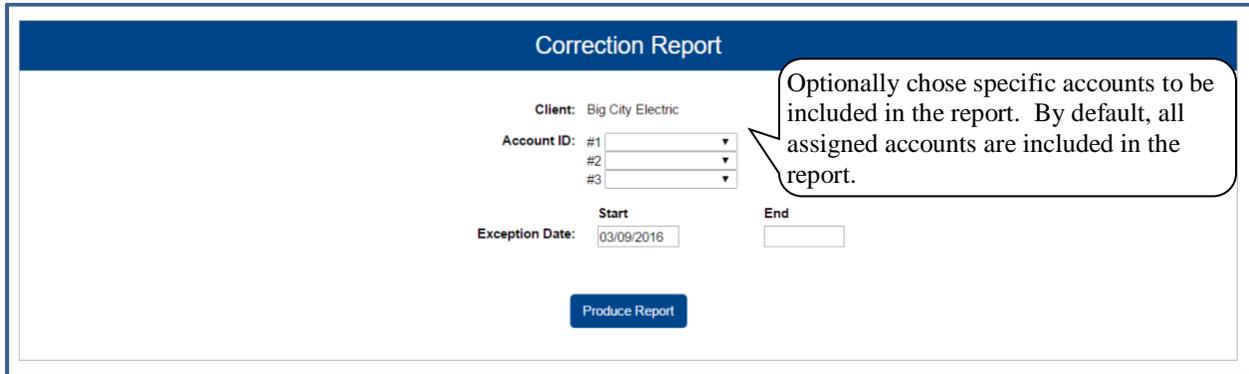
Return Reason: If the item was returned, the reason will be displayed here.

Decisoned By: The user who performed the decision

Transaction Reports – Correction Report

The correction report lists the items that have been corrected by the financial institution. These are items that have posted incorrectly (usually due to encoding errors: check number blank, zero or incorrect and amount mismatches).

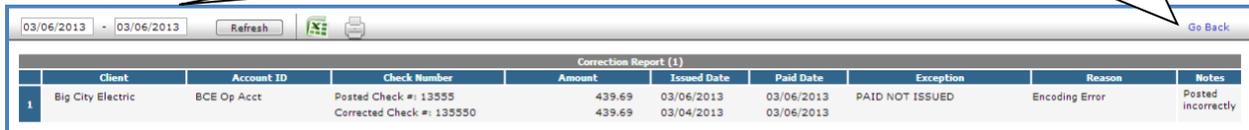
Selection Screen:



The report can be printed or exported to Excel by clicking on the buttons. Additionally, the exception date criteria can be changed without going back to the selection screen.

Click on "Go Back" to return to the report selection screen.

Results Screen:



Correction Report (1)									
	Client	Account ID	Check Number	Amount	Issued Date	Paid Date	Exception	Reason	Notes
1	Big City Electric	BCE Op Acct	Posted Check #: 13555 Corrected Check #: 13550	439.69 439.69	03/06/2013 03/04/2013	03/06/2013 03/06/2013	PAID NOT ISSUED	Encoding Error	Posted incorrectly

Client: The account owner's name.

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number: The check number of the incorrect & corrected items.

Amount: The amount of the check that has been presented for payment and the amount of the corrected item.

Issued Date: This is the date the check was issued.

Paid Date: The paid date for this check.

Exception: The type of exception for this item.

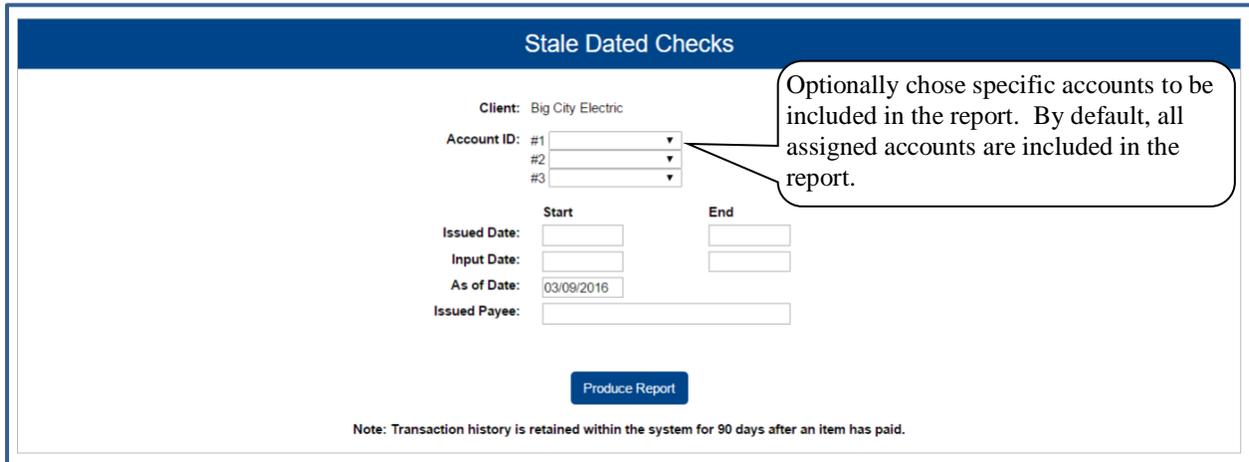
Reason: The reason this item was corrected.

Notes: Any notes associated with the correction.

Transaction Reports – Stale Dated Checks

The Stale Dated Checks report filter screen allows the user to create a report of stale dated checks using dynamic selection criteria. A check is considered stale dated based upon the “Stale Dated Check Days” defined in the Institution specifications. Select items by Issued Date, Input Date, As of Date or Issued Payee.

Selection Screen:



Client: Big City Electric

Account ID: #1 #2 #3

Issued Date: Start End

Input Date:

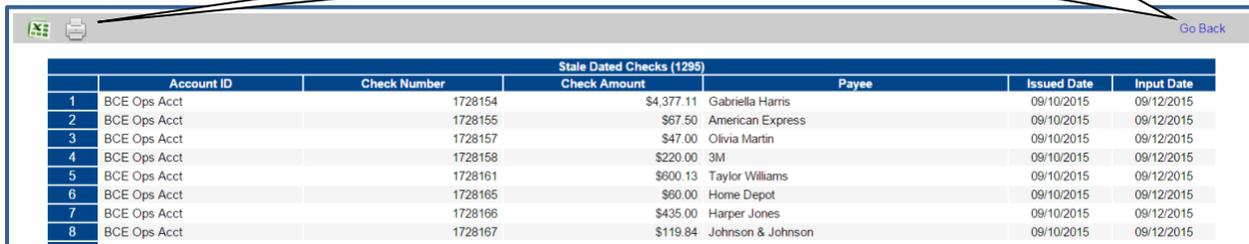
As of Date: 03/09/2016

Issued Payee:

[Produce Report](#)

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

Results Screen:



Stale Dated Checks (1295)						
	Account ID	Check Number	Check Amount	Payee	Issued Date	Input Date
1	BCE Ops Acct	1728154	\$4,377.11	Gabriella Harris	09/10/2015	09/12/2015
2	BCE Ops Acct	1728155	\$67.50	American Express	09/10/2015	09/12/2015
3	BCE Ops Acct	1728157	\$47.00	Olivia Martin	09/10/2015	09/12/2015
4	BCE Ops Acct	1728158	\$220.00	3M	09/10/2015	09/12/2015
5	BCE Ops Acct	1728161	\$600.13	Taylor Williams	09/10/2015	09/12/2015
6	BCE Ops Acct	1728165	\$60.00	Home Depot	09/10/2015	09/12/2015
7	BCE Ops Acct	1728166	\$435.00	Harper Jones	09/10/2015	09/12/2015
8	BCE Ops Acct	1728167	\$119.84	Johnson & Johnson	09/10/2015	09/12/2015

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Payee: The name of the issued payee for this check.

Transaction Reports – Stale Dated Checks (Continued)

Issued Date: This is the date the check was issued.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

As of Date: To create a report of stale dated checks “as of” a specific date in the past, enter a date in this field.

Transaction Reports – Check Reconciliation Summary

The Check Reconciliation Summary report is used to assist in balancing online account balances with a customer statement. The report displays an activity summary of newly issued checks, paid checks, and stopped/voided checks. The report also provides a total of outstanding checks as of the reconciliation date.

Check Reconciliation Summary

Account ID:

Reconcile Through Date: (Last Reconcile Through Date: 03/08/2016)

[Select](#)

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

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Reconcile Through Date: The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity in the system up through the Reconcile Through Date is included.

Check Reconciliation Statement

This Reconcile Through Date: 07/24/2016
Account ID: BCE Dep Recon

Transaction Summary

Issued Checks	Show (13)	(+) \$2,972.30
Paid Checks	Show (1)	(-) \$160.25
Stop Payments		(-) \$0.00
Voids	Show (1)	(-) \$970.85
Current Outstanding Checks	Show (11)	(+) \$1,841.20

Reconciliation History

Date
N/A

Statement Balance Summary

Statement Balance:	Calculate	<input type="text" value="\$0.00"/>
Outstanding Check Amount:		\$1,841.20
Check Register Balance:		-\$1,841.20

Click on *Finish Reconciliation* to reconcile the checks

Finish Reconciliation

Cancel

The Reconcile History on the right side of the screen provides links to previous reconciliation reports that have been performed on this account.

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link.

Transaction Reports – Deposit Reconciliation Summary

The Deposit Reconciliation Summary report is used by clients to verify deposits made to an account. This report allows the client to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately.

Deposit Reconciliation Summary

Account ID:

Reconcile Through Date: (Last Reconcile Through Date: 09/17/2015)

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

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Reconcile Through Date: The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled; all activity in the system up through the Reconcile Through Date is included.

Deposit Reconciliation Statement

Last Reconcile Through Date: 05/05/2016
 This Reconcile Through Date: 07/24/2016
 Account ID: BCE Dep Recon

Transaction Summary

Location: [Manage Locations](#)

Apple Way (15401)	(35)	\$5,564,311.81
South Street (38601)	(21)	\$52,646.40
East Way (859003)	(37)	\$165,098.30
Location (859005)	(36)	\$23,497.21
Total Deposits	Show (129)	(+) \$5,805,553.72

Reconciliation History

Date: 05/05/2016 [Clear](#)

The Reconcile History on the right side of the screen provides links to previous reconciliation reports that have been performed on this account.

Click on *Finish Reconciliation* to reconcile the deposits

Location: A list of locations will be displayed if location information is available for this user.

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link

Transaction Reports – Deposit Reconciliation Summary (Continued)

Manage Locations: If the user is depositing by location, the "Manage Locations" option will be displayed. When selected, a list of the locations will be displayed with an option to define a description for the location.

Location #	Description
101	A Street
104	O Street
105	G Street
107	South Street
108	Apple Way
110	Normal Blvd
113	North 84th
2	East Lincoln
3	West R

Note: The location number will be appended to the description in parenthesis. Example: South Street (107)

Update Cancel

Location Number: The location the deposit is associated with.

Description: The description of the location. *Note:* The location number will be appended to the description in parenthesis. Example: South Street (107).

Transaction Reports – Account Reconciliation Summary

The Account Reconciliation Summary is used to assist in balancing online account balances with a customer statement. The report displays an activity summary with newly issued checks, paid checks, stopped checks, voided checks, ACH debits and credits, miscellaneous debits and credits, deposits, service charges, paid interest and taxes/withholding. The report also provides a total of outstanding checks and the check register balance as of reconciliation date.

Account Reconciliation Summary

Account ID:

Reconcile Through Date: (Last Reconcile Through Date: 09/17/2015)

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

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Reconcile Through Date: The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity up until the Reconcile Through Date will be included.

Transaction Reports – Account Reconciliation Summary (Continued)

Account Reconciliation Statement

This Reconcile Through Date: 07/24/2016
Account ID: BCE Dep Recon

Transaction Summary

Issued Checks	Show (13)	(+) \$2,972.30
Paid Checks	Show (1)	(-) \$160.25
Stop Payments		(-) \$0.00
Voids	Show (1)	(-) \$970.85
ACH Debits	Show (1)	(-) \$69.72
ACH Credits		(+) \$0.00
Miscellaneous Debits	Show (151)	(-) \$36,908,572.15
Miscellaneous Credits	Show (28)	(+) \$218,609.75
Deposits	Show (129)	(+) \$5,805,553.72
Service Charges Paid	Show (44)	(-) \$41,703.99
Interest Paid		(+) \$0.00
Taxes/Withholding		(-) \$0.00
Current Outstanding Checks		\$1,841.20

Reconciliation History

Date
N/A

Reconciliation History on the right side of the screen provides links to previous reconciliation reports for this account.

Statement Balance Summary

Statement Balance:	Calculate	\$0.00
Outstanding Check Amount:		\$1,841.20
Check Register Balance:		-\$1,841.20

Click *Finish Reconciliation* to reconcile the account.

Finish Reconciliation

Cancel

Transaction Reports – Account Reconciliation Summary (Continued)

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link.

**Note – Items that have already been reconciled via the Check Reconciliation or Deposit Reconciliation screens will not be included in the Account Reconciliation statement.

SYSTEM: 02/07/12 4:34 PM		CENTRIX BANK			
		ACCOUNT RECONCILIATION REPORT			
CLIENT: Centrix Solutions, Inc.		CLIENT ID: Centrix-OPS		Export to Excel	
CHECK #	PAID DATE	AMOUNT	PAYEE/TRAN DESCRIPTION		REFERENCE
--- Paid Items ---					
1	57197 08/04/2011	105.56	Tim Schnell		500001000922
2	57200 08/08/2011	41.54	Andrew Moore		500001007266
3	57235 08/02/2011	112.55	Jeff Asselin		500001004212
4	57238 08/16/2011	107.20	Steve Hansen		500001003097
5	57254 08/05/2011	1,470.60	Brian Koenig		500001004521
6	57256 08/05/2011	34.38	FedEx		500001003444
7	57257 08/04/2011	852.81	Steve Bartels		500001004923

Click *Export to Excel* to export a copy of the report to excel.

After clicking on a link in the Reconciliation History, an Account Reconciliation Report will be displayed with all items that were reconciled on the report.

Transaction Reports – Payee Match Report

The Payee Match Report filter screen generates an on-line report using dynamic selection criteria. Select items by Issued Date, Paid Date, Check Number or Issued Payee Name.

Selection Screen:

Payee Match Report

Client: Bovine Services

Account ID: #1
 #2
 #3

Start End

Issued Date:

Paid Date:

Check Number:

Issued Payee:

[Produce Report](#)

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

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

Results Screen:

[Go Back](#)

Payee Match Report (9)										
	Account ID	Account Number	Check Number	Check Amount	Issued Payee	Issued Date	Paid Date	Payee Match	Check Payee	Confidence Level
1	AAXXXX6666	66666666	172330	\$77.84	Home Depot	09/15/2015	09/15/2015			0
2	AAXXXX6666	66666666	317233	\$80,768.35	David Thomas	09/15/2015	09/15/2015			0
3	AAXXXX6666	66666666	317233	\$637.00	Dell	09/15/2015	09/15/2015			0
4	AAXXXX6666	66666666	317233	\$554.43	Southwest Airlines	09/15/2015	09/15/2015			0
5	AAXXXX6666	66666666	317233	\$52.50	Sophia Martin	09/15/2015	09/15/2015			0
6	AAXXXX6666	66666666	317233	\$23.05	Mason White	09/16/2015	09/16/2015			0
7	AAXXXX6666	66666666	317233	\$273.00	Michael Brown	09/16/2015	09/16/2015			0
8	AAXXXX6666	66666666	317233	\$1,467.90		09/17/2015				0
9	AAXXXX6666	66666666	317233	\$802.82		09/17/2015				0
				\$84,656.89						

Selection Criteria:
 Client: Bovine Services
 Account ID: AAXXXX6666
 Issued Date: 09/15/2015

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Go Back" to return to the report selection screen.

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Transaction Reports – Payee Match Report (Continued)

Issued Payee: The name of the issued payee for this check as provided by the user.

Issued Date: The date the check was issued.

Paid Date: The posting date of the check.

Payee Match Check Payee: The name that was read from the check image for this check.

Confidence Level: The level of confidence that the payee match process returned for this check. The level will fall between 0 (no confidence) and 1000 (perfect score).

System Reports – ACH Authorization Report

The ACH Authorization Report displays a listing of all pre-authorized rules. *Note:* This report will only display rules for the accounts that the user has access to.

The report can be printed or exported to Excel by clicking on the buttons.

ACH Authorization Report (6)										
	Client	Account ID	Description	Company ID	Standard Entry Class Code	Debits or Credits	Maximum Allowable Amount	Notification Type	Date Created	Date Updated
1	Big City Electric	BCE Payroll	All Credits		ALL - All Standard Entry Class Codes	Credits Only	\$0.00	Create Exception	10/07/2013	
2	Big City Electric	BCE Payroll	ADP	1212121212	CTX - Corporate Trade Exchange	Debits Only	\$10,000.00	Create Exception	10/07/2013	
3	Big City Electric	BCE Payroll	Taxes	1313131313	ALL - All Standard Entry Class Codes	Debits Only	\$5,000.00	Create Exception	10/07/2013	10/07/2014

Client: The name of the account owner.

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Description: This is the description of ACH rule.

Company ID: The originating company ID of the transaction from the ACH file. If the company ID field is left blank, the rule will apply to all company IDs.

Standard Entry Class Code: A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

Debits or Credits: The options are either debits, credits, or both debits and credits to define the types of transactions for this rule.

Maximum Allowable Amounts: The maximum allowed amount for this type of transaction. If the amount is left zero, the maximum amount field is not used during the authorization process.

Notification Type: The value *Create Exception* indicates that any unauthorized ACH transaction will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any unauthorized transaction.

Date Created: The date the rule was created.

Date Updated: The last date the rule was updated.

System Reports – Transaction Filter/Block Report

The Transaction Filter/Block Report displays a listing of all filters/block rules. **Note:** This report will only display rules for the accounts that the user has access to.

The report can be printed or exported to Excel by clicking on the buttons.

Transaction Filter / Block Report (4)											
	Client	Account ID	Company ID	Standard Entry Class Code	From Tran Code	Thru Tran Code	Debits or Credits	Minimum Filter Amount	Notification Type	Date Created	Date Updated
1	Big City Electric	BCE Dep Recon		TEL - Telephone-Initiated Entry			Debits Only	\$0.00	Create Exception	10/01/2014	
2	Big City Electric	BCE Ops Acct		ALL - All Standard Entry Class Codes			Debits Only	\$1,000.00	Email / Text Notification Only	10/01/2014	
3	Big City Electric	BCE Ops Acct			51	51	Debits Only	\$5,000.00	Create Exception	10/01/2014	
4	Big City Electric	BCE Ops Acct		WEB - Internet-Initiated Entry			Debits Only	\$0.00	Create Exception	10/01/2014	

Client: The name of the account owner.

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Company ID: The originating company ID of the transaction from the ACH file. If the field is left blank, the filter will not be used.

Standard Entry Class: The ACH standard entry class (SEC) code(s) pertaining used for this rule. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

From Tran Code: The starting transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Thru Tran Code: The ending transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Debits or Credits: Displays whether the filter pertains to debits only, credits only, or both debits and credits.

Minimum Filter Amount: The minimum transaction amount for this filter. Transactions must have an amount greater than or equal to this amount for this filter to apply. Any transaction that exceeds the minimum filter amount will activate the “notification type” defined for the rule. If the minimum filter amount is blank or zero, the transaction amount will not be used.

Notification Type: The value *Create Exception* indicates that any transaction matching the filter criteria will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any transaction matching the criteria in this filter.

Date Created: The date the filter criteria was created

Date Updated: The date the filter criteria was last modified.

System Reports – Issued Check File Processing Log

The Issued Check File Processing Log displays a list of all issued check files that have been electronically submitted via the Exact/TMS™ web interface. Select items by Upload Date, Item Count or Dollar Amount. If a submitted file had errors, the user can drill down to view the errors by clicking in the “Results” column.

Selection Screen:

Client: Big City Electric

Account ID: #1 #2 #3

Upload Date: Start: 03/09/2016 End: 03/09/2016

Item Count:

Dollar Amount:

Produce Report

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

The report can be printed or exported to Excel by clicking on the buttons. Additionally, the upload date criteria can be changed without going back to the selection screen.

Click on "Go Back" to return to the report selection screen.

Results Screen:

Issued Check File Processing Log (2)								
Client Name	Account ID	File Type	Results	Items	Amount	Upload Date	User	File Name
1. Big City Electric	BCE Ops Acct	HAMP 11510757	Processed	2,481	\$7,795,007.78	9/13/15 9:06 AM	System	20140818090635_9989_028_ppg_pospay_20140815_1111510757_00.txt
2. Big City Electric	BCE Ops Acct	BCE Require Totals	Rejected	11	\$12.00	9/18/15 10:36 AM	jdoe	20141029103649___BigCityElectricDemo.csv
				2,492	7,795,019.78			

Click links under the "Results" column for file processing info.

Processing Output Totals		
File Status	Item Total	Amount Total
Processed:	2,481	7,795,007.78
Exception:	0	0.00
Rejected:	11	12.00

Client: The name of the account owner.

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

File Type: The file processing type associated with this upload.

System Report – Issued Check File Processing Log (Continued)

Results: the results column from the Issued Check File Processing Log will display one of the following processing statuses:

Unprocessed: The file has been uploaded, but has not yet been processed.

Processed: The file was processed successfully.

Processed with Exceptions: The file was processed successfully, but duplicate checks were not loaded.

Rejected: The file was rejected due to one of the following reasons:

- A mismatch between the number of items/amount entered on the screen and the number of items/amount contained in the file
- The file format did not match the format selected

To view additional details regarding the file, click on the results column. For example, to view the exceptions on a file that has a result of Processed with Exceptions, click on the 'Processed with Exceptions' link.

Items: The number of items in the file.

Amount: The total amount in the file.

Upload Date: The date the file was uploaded.

User: The user that uploaded the issued check file.

File Name: The name of the issued check file uploaded into the system. **Note:** The system appends the date/time to the beginning of the file name.

Security/Account Administration – Transaction Filter / Block Setup

The Transaction Filter / Block Setup screen is used to define the transaction monitoring rules for an account. Transactions can be filtered based on the ACH standard entry class, company ID, transaction code, transaction type (debits and/or credits), and amount threshold. All transactions that meet the filter criteria are processed according to the Notification Type defined for the rule.

Transaction Filter / Block Setup for Client: Big City Electric									
	Account ID	Company ID	Standard Entry Class Code	From Tran Code	Thru Tran Code	Debits or Credits	Minimum Filter Amount	Notification Type	
1.	BCE Dep Recon		TEL - Telephone-Initiated Entry			Debits Only	0.00	Create Exception	Edit
2.	BCE Ops Acct			51	51	Debits Only	5000.00	Create Exception	Edit
3.	BCE Ops Acct		ALL - All Standard Entry Class Codes			Debits Only	1000.00	Email / Text Notification Only	Edit
4.	BCE Ops Acct		WEB - Internet-Initiated Entry			Debits Only	0.00	Create Exception	Edit
	BCE Dep Recon					Both DR and CR		Create Exception	Add

Client/Account ID: Select the Client/Account ID corresponding to the account for which the filter is to be used. The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Company ID: The originating company ID of the transaction from the ACH file. If the field is left blank, this filter will not be used.

Standard Entry Class Code: A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes. If the field is left blank, the filter/block will use the From and Thru Tran Codes.

From Tran Code: Enter the starting transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Thru Tran Code: Enter the ending transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Debits or Credits: Select either debits, credits, or both debits and credits to define the types of transactions for this rule.

Minimum Filter Amount: Enter the minimum transaction amount for this filter. Transactions must have an amount greater than or equal to this amount for this filter to apply. Any transaction that exceeds the minimum filter amount will activate the “notification type” defined for the rule. If the minimum filter amount is left blank, the transaction amount filter will not be used.

Notification Type: Select Create Exception or Email Notification Only. The value *Create Exception* indicates that any transaction matching the filter criteria will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any transaction matching the criteria in this filter.

Security/Account Administration – ACH Authorization Rules Setup

The ACH Authorization Rules Setup screen is used to define all of the pre-authorized ACH transaction rules for an account. An ACH authorization rule can include the originating company, standard entry class, transaction type (debits and/or credits), and maximum authorized dollar amount. If an unauthorized ACH item posts to an account, the rules determine whether the item requires a pay/return decision or if the client should simply be alerted via email that unauthorized activity has occurred.

ACH Authorization Rules Setup for Client: Big City Electric

Notification Type for Unauthorized ACH Transactions: Create Exception [Edit](#)

#	Account ID	Description	Company ID	Standard Entry Class Code	Debits or Credits	Maximum Allowable Amount	
1	BCE Payroll	All Credits		ALL - All Standard Entry Class Codes	Credits Only		Edit
2	BCE Payroll	ADP	1212121212	CTX - Corporate Trade Exchange	Debits Only	10000.00	Edit
3	BCE Payroll	Taxes	1313131313	ALL - All Standard Entry Class Codes	Debits Only	5000.00	Edit
	BCE Dep Recon			ALL - All Standard Entry Class Codes	<Select>		Add

Notification Type for Unauthorized ACH Transactions: Select Create Exception or Email Notification Only. The value *Create Exception* indicates that any unauthorized ACH transaction will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any unauthorized transaction.

Client/Account ID: The Client/Account ID is the nickname or description that identifies the account. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Description: This is the client defined description of ACH rule.

Company ID: The originating company ID of the transaction from the ACH file. If the company ID field is left blank, the rule will apply to all company IDs.

Standard Entry Class Code: A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

Debits or Credits: Select either debits, credits, or both debits and credits to define the types of transactions for this rule.

Maximum Allowable Amount: The maximum allowed amount for this type of transaction. If the amount is left zero, the maximum amount field is not used during the authorization process.

General Items – User Setup (Client)

The client user setup screen is used by the client administrator to manage their users.

Contact Information:

The screenshot shows a web form titled "User Setup (Client)" with a dark blue header. Below the header is a tabbed interface with four tabs: "Contact Information" (selected), "Security Settings", "Menu Settings", and "System Messages". The "Contact Information" tab contains the following fields and options:

- * First Name:** Text input field containing "John".
- Middle Initial:** Text input field (empty).
- * Last Name:** Text input field containing "Doe".
- * Email Address:** Text input field containing "jdoe@BCE.com" and a checkbox labeled "Exclude From Email".
- Primary Phone Number:** Text input field containing "(555) 555-5555".
- Secondary Phone Number:** Text input field (empty).
- ** Mobile Number:** Text input field containing "(402) 669-7283" and a checkbox labeled "Do Not Send Text Messages".
- Limit Text Start & Stop Times:** Dropdown menu set to "Yes".
- Text Messages Start Time:** Dropdown menu set to "7:00 AM".
- Text Messages End Time:** Dropdown menu set to "6:00 PM".

Below the fields are two footnotes:

- * Indicates required fields
- ** Mobile number is required for text message alerts

At the bottom of the form is a checkbox labeled "Archive User" and a blue "Submit" button.

First Name/ Middle Initial / Last Name: The name of the user.

Email Address: The email address used to send system-generated email messages to this user.

Exclude from email: This checkbox determines if the user should receive email messages from the system. If checked, the user does not receive any email messages. In unchecked, the user receives email messages based upon the email selections checked on system messages tab.

Primary Phone Number: The primary phone number.

Secondary Phone Number: The secondary phone number for the user.

Mobile Phone Number: The mobile phone number for the user. The mobile number is used if the client has selected to receive text alerts. Text alerts are only available to financial institutions that have licensed the Exact/TMS™ Text Messaging Module.

Do Not Send Text Messages: This checkbox determines if the user should receive text messages from the system. If checked, the user does not receive any text messages. In unchecked, the user receives text messages based upon the text selections checked on system messages tab.

Limit Text Start & Stop Times: If set to "Yes", the times text messages are sent will be limited to between the start and stop times. If set to "No", text messages will be sent whenever one is generated.

General Items – User Setup (Client) (continued)

Text Messages Start Time: The time of day that system will start sending text messages.

Text Messages End Time: The time of day that system will stop sending text messages.

Archive User: Determines if the user is still active in the system. If checked, the user is no longer active and is not allowed to login to the system.

General Items - User Setup (Client) (Continued)

Security Settings:

The screenshot shows the 'User Setup (Client)' web form with the 'Security Settings' tab selected. The form includes fields for 'User Name' (jdoe), 'Password', and 'Verify Password'. The 'Company' is set to 'Big City Electric'. Under 'Account ID', there are two columns: 'Available' and 'Assigned'. The 'Assigned' column contains a list of roles: 'BCE Dep Recon', 'BCE Exp Acct', 'BCE Ops Acct', 'BCE Payee', and 'BCE Payroll'. There are 'Add All' and 'Remove All' buttons next to the 'Assigned' list. Below this, there are similar 'Available' and 'Assigned' columns for 'ACH Reports', with 'Add All' and 'Remove All' buttons. The 'Client Exception Type(s)' dropdown is set to 'Both Check and ACH Exceptions'. There are five checkboxes for permissions: 'Allow user to edit transactions' (checked), 'Allow user to delete transactions' (checked), 'Allow user to edit exceptions after cutoff time' (unchecked), 'Allow user to add ACH Authorization Rules in Quick Exceptions Processing' (checked), and 'User Locked' (unchecked). A note at the bottom left states '* Indicates required fields'. At the bottom center, there is an 'Archive User' checkbox and a 'Submit' button.

User Name: The login name for the user.

Password / Verify Password: The login password for the user. The password and verify password must match in order to set or change the user's password.

- The system automatically requires all new users to change their password on the first login.

General Items - User Setup (Client) (Continued)

- The password definition rules (minimum length and mixed character requirements) are defined by the financial institution.

Client/Account ID: The Client/Account ID is the number or description that identifies a specific account. The Client/Account ID is the nickname or description that identifies the account to the user. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution. All accounts that are assigned to the client will be displayed in the *Available* column. To enable the user to access an account, move the account to the *Assigned* column by either clicking on the Client/Account ID or selecting *Add All*. **NOTE:** Utilizing the Client/Account ID in email communication and on all screens is a security precaution.

ACH Reports: The ACH Reports section lists the ACH reporting files that have been defined for the client by the financial institution. To enable a user to view/download a report, click on the name under the *Available* column to move it to the *Assigned* column, or click *Add All*. To notify the user each time a new report is available, check the box labeled “ACH Reporting System New File Notification” in the *Email Types* section of the screen. The system automatically prompts users to change their passwords based upon the password expiration days defined by the financial institution. The *ACH Reports* section is only available to banks that have licensed the Exact/ARSTTM ACH reporting system.

Client Exception Types: This determines which types of exceptions the user can process on the Exception Processing screen. The choices are: Check Exceptions Only, ACH Exceptions Only & Both Check and ACH Exceptions.

Allow user to edit transactions: This checkbox determines if the user is able to edit transactions (i.e. make pay and return decisions, void items).

Allow user to delete transactions: This checkbox determines if the user is able to delete transactions from the system. Transactions can be deleted by clicking on the delete button while viewing transaction details.

Allow user to add ACH Authorization Rules in Quick Exception Processing: This checkbox determines if the user is able to add an ACH authorization rule in the quick exception processing screen when there is an ACH authorization exception (See Quick Exception Processing).

User Locked: This checkbox determines if the user is locked out of the system. The user is automatically locked out of the system if the user exceeds the number of failed password attempts. To unlock a user, uncheck this box.

General Items - User Setup (Client) (Continued)

Menu Settings:

User Setup (Client)

Contact Information Security Settings **Menu Settings** System Messages

Select All

Menu options this user can access

- Exception Processing - Quick Exception Processing
- Transaction Processing - Review Checks
- Transaction Processing - Submit Issued Check File
- Transaction Processing - Add New Issued Check
- Transaction Processing - Void a Check
- Transaction Processing - Check Search
- Transaction Processing - Paid Check Search
- Transaction Processing - Reverse Positive Pay Extract
- Transaction Processing - ACH Transaction Search
- Transaction Processing - Reverse Positive Pay Multi Accts
- Stop Payments - Review Stop Payment Items
- Stop Payments - Current Stop Payment Requests
- Transaction Reports - All Checks
- Transaction Reports - Outstanding Issued Checks
- Transaction Reports - Daily Checks Issued Summary
- Transaction Reports - Paid Checks
- Transaction Reports - Stops and Voids

Menu options this user can access: Functions that are available to the corporate client are displayed in the bottom portion of the user setup screen. To enable a specific function for a user, check the box adjacent to the menu description. If a box is un-checked, the menu item will not be available to the user. Menus appear based upon the logged on user's access rights.

General Items - User Setup (Client) (Continued)

System Messages:

User Setup (Client)

Contact Information
Security Settings
Menu Settings
System Messages

*** Mobile number must be defined (Contact Information tab) in order for text message alerts to work ***

User Notification Template: Select ▼

Message	Email	Text
CLIENT - No exceptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Duplicate Paid Item	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Duplicate paid item with amount mismatch	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Filtered/Blocked Transaction	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item not issued	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item with amount mismatch	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item with zero or blank check number	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Payee Name Mismatch	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Stale dated item paid	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Unauthorized ACH Transaction	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Void item paid	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Reminder to Process Exceptions	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Filtered/Blocked Transaction Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Unauthorized ACH Transaction Notification	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file count/amount mismatch	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file loaded successfully	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file partially loaded	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file processing loaded no items	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file rejected	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - New ACH Authorization Rule Added	<input type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - ACH Reporting System New File Notification	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - ACH Reporting File Sent as Email Attachment	<input type="checkbox"/>	<input type="checkbox"/>

Archive User

Submit

Notifications Types This User Will Receive: Check the various emails and/or text notification types that this user should receive. Email messages are always available to all client users.

General Items – Reset User (Client)

The Reset User (Client) screen is used to reset client users.

Selection Screen:



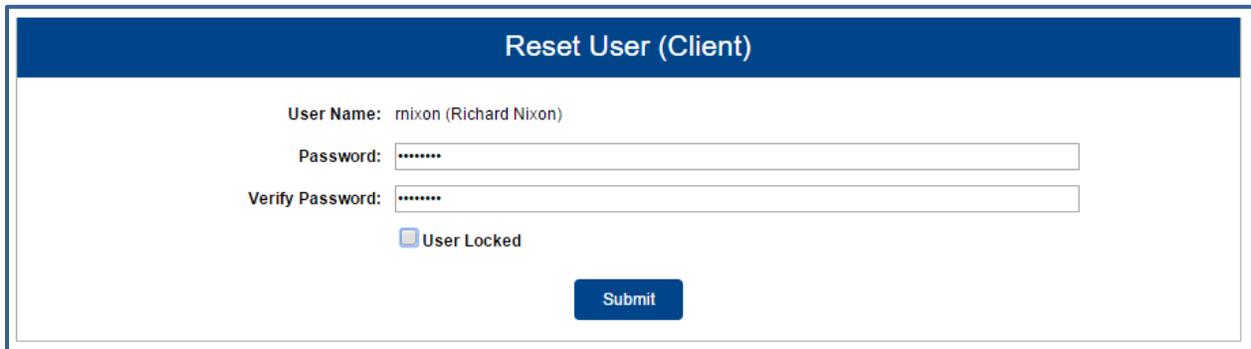
Reset User (Client)

Client: Big City Electric

Name: Nixon, Richard

Submit

Results Screen:



Reset User (Client)

User Name: mixon (Richard Nixon)

Password:

Verify Password:

User Locked

Submit

Password / Verify Password: The login password for the user. The password and verify password must match in order to change the user's password.

- The system automatically requires all new users to change their password on the first login.
- The password definition rules (minimum length and mixed character requirements) are defined by the financial institution.
- The system automatically prompts users to change their passwords based upon the password expiration days defined by the financial institution.

User Locked: This checkbox determines if the user is locked out of the system. The user is automatically locked out of the system if the user exceeds the number of failed password attempts. To unlock a user, uncheck this box.