

Check Positive Pay

Working Exception Items

1. Cash Manager > Positive Pay > Check Positive Pay>Work Items
2. Choose to pay or return each item
 - Decision each item separately by selecting the ellipses button to the right **OR**
 - Decision all items at one time with the Pay Selected or Return Selected buttons following with selecting the **Submit** button at the bottom.

If an image is available, the check number is a link to view the front and back of the item.

The screenshot displays the 'Check Positive Pay' interface. At the top, there is an 'Account' dropdown menu set to 'Checking Account - 1867', a 'Reset' button, and two yellow buttons: 'Pay Selected' and 'Return Selected'. Below this is a table with columns: Status, Payee Name, Check #, Reason, Account #, Issued Amount, Paid Amount, Issue Date, and Check Options. A single row is visible with the status 'Return', a check number '3' (which is a link), a reason of 'Duplicate', and an account number '**** 1867'. The 'Paid Amount' is '\$ 2.15'. The 'Check Options' column shows a dropdown menu with 'Pay' and 'Return' options. A red arrow points to the 'Return' option in this menu. Below the table, a note states: 'Note — Select all checks to process decisions with the same preferences.' At the bottom, there are 'Submit' and 'Cancel' buttons. A red arrow points to the 'Submit' button.

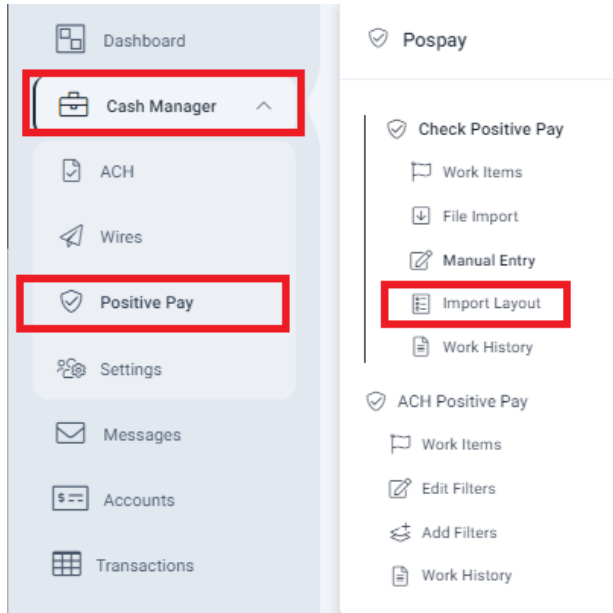
Status	Payee Name	Check #	Reason	Account #	Issued Amount	Paid Amount	Issue Date	Check Options
Return		3	Duplicate	**** 1867		\$ 2.15		<div>Pay Return</div>

Note — Select all checks to process decisions with the same preferences.

Submit

Create or Edit Import Layout

1. Cash Manager > Positive Pay > Check Positive Pay> Import Layout



2. From the **+Import Layout or the Edit** option, select one of the following file types and select Next:

- Import Type
 - Delimited
 - Fixed
- Delimiter Type
 - Comma (,)
 - Pipe (|)
 - Semicolon (;)
- Text Qualifier
 - None
 - Double Quote
 - Single

Delimited File Example (CSV File Format)

1. Page 1 of the Import Layout
 - a. Choose Delimited Type
 - b. Delimited is Comma
 - c. Name the File layout
 - d. Click Next

Check Postive Pay – Import Layout

Select the file layout type preference relevant to your import file – Browse to upload new check import file.

Company	Import Type	Delimiter Type	Text Qualifier
Franks MEA TEST Company	Delimited	Comma (,)	None

File Layout Name

CSV File Layout

Cancel Next

2. Page 2 of the Import Layout, you are not required to adjust any items to be included here.
 - a. Just click Next

Check File Import Layout

Define the file layout by selecting the associated column header that coincides with the data in each column – Not all columns are required to be assigned a column header.

Account	Account Type
BLANK	BLANK

Checking	Savings	Loan	GL
Enter Checking Value	Enter Savings Value	Enter Loan Value	Enter GL Value

Debit/Credit	Debit	Credit
BLANK	Enter Debit Value	Enter Credit Value

Cancel Previous Next



3. on Page 3 of the Import Layout, set up the items that relate to the columns in your CSV file
 - a. Item # is your check #
 - b. Amount is the check amount. Set format to include/not include the decimal
 - c. Issue date of the check and set the date format
 - d. If you use the Void indicator, choose the matching column to your file and enter the void indicator, such as a V

Check Postive Pay – Import Layout

1

2

3

4

Layout

Account

Item

Payee

Item #

Column 1

Amount

Column 4

Amount Format

Decimal Included

Issue Date

Column 2

Issue Date Format

mmddyyyy

Void Date

BLANK

Void Date Format

Select One

Void Indicator

BLANK

Yes Indicator

Enter Value

Cancel Previous Next

- e. Click Next

4. Page 4 of the Import Layout

- a. Set the column for the payee to match your file
- b. Addresses are not required
- c. Any columns used outside of what is required you do not need to include for the system to read. Also you do not have to remove from your file as long as the Item #, Amount, Amount Format, Date, Date Format and Payee are included
- d. Click Submit – this will save your format. The format will remain the same until someone edits it.

Check Postive Pay – Import Layout

1 Layout 2 Account 3 Item 4 Payee

Payee
Column 3

Payee Address 1
BLANK

Payee Address 2
BLANK

Payee Address 3
BLANK

Payee Address 4
BLANK

Cancel Previous Submit

Fixed Position File (TXT File Format)

For a fixed position file, enter the beginning and ending position of the information.

1. Page 1 of Import Layout
 - a. Choose Import Type as Fixed
 - b. Choose a File Layout Name
 - c. Click Next

The screenshot shows the 'Check Postive Pay - Import Layout' page. At the top, a progress bar indicates four steps: 1. Layout, 2. Account, 3. Item, and 4. Payee. Step 1 is currently active. Below the progress bar, a message reads: 'Select the file layout type preference relevant to your import file - Browse to upload new check import file.' The form contains three dropdown menus: 'Company' (set to 'FRANK N STEIN'), 'Import Type' (set to 'Fixed'), and 'Text Qualifier' (set to 'None'). Below these is a text input field for 'File Layout Name' containing the text 'Fixed Layout'. At the bottom right, there are 'Cancel' and 'Next' buttons.

2. Page 2 of Import Layout, these fields are not required
 - a. Click Next

The screenshot shows the 'Check Postive Pay - Import Layout' page, Step 2 of 4. The progress bar now shows Step 2, 'Account', as the active step. The title is 'Check File Import Layout'. A message reads: 'Define the file layout by selecting the associated column header that coincides with the data in each column - Not all columns are required to be assigned a column header.' The form is organized into a grid with four columns: 'Account Starting Position', 'Account Ending Position', 'Account Type Starting Position', and 'Account Type Ending Position'. Each column has a text input field. Below this grid, there are four rows of input fields for 'Checking', 'Savings', 'Loan', and 'GL'. Each row has four input fields corresponding to the four columns above. At the bottom right, there are 'Cancel', 'Previous', and 'Next' buttons.



3. Page 3 of Import Layout

- a. Item Number – insert the starting and ending positions for the check number in the file
- b. Amount – insert the starting and ending positions
- c. Issue date- insert the starting and ending positions also include how the date is formatted in the file
- d. If you use the Void be sure to set up the Void indicator and the positioning
- e. Click Next

Check Postive Pay – Import Layout

1

2

3

4

Layout

Account

Item

Payee

Item Number Starting Position

15

Item Number Ending Position

29

Amount Starting Position

40

Amount Ending Position

54

Amount Format

Decimal Not Included

Issue Date Starting Position

30

Issue Date Ending Position

35

Issue Date Format

mmddyy

Void Date Starting Position

Enter Starting Position

Void Date Ending Position

Enter Ending Position

Void Date Format

Select One

Void Starting Position

Enter Starting Position

Void Ending Position

Enter Ending Position

Yes Indicator

Enter Value

Cancel

Previous

Next



4. Page 4 of the Import Layout

- a. Insert starting and ending positions for the Payee Name
 - i. allow for at least 60 characters so you can include the full name as it shows on the check
- b. Address is not required
- c. Click Submit to complete the format layout

Check Postive Pay – Import Layout

1

2

3

4

Layout

Account

Item

Payee

Payee Starting Position

Payee Ending Position

55

114

Payee Address 1 Starting Position

Payee Address 1 Ending Position

Payee Address 2 Starting Position

Payee Address 2 Ending Position

Enter Starting Position

Enter Ending Position

Enter Starting Position

Enter Ending Position

Payee Address 3 Starting Position

Payee Address 3 Ending Position

Payee Address 4 Starting Position

Payee Address 4 Ending Position

Enter Starting Position

Enter Ending Position

Enter Starting Position

Enter Ending Position

Cancel

Previous

Submit

Importing an Issued Items File

While your file can contain as much information as you want, item number and item amount are required.

1. Cash Manager> Positive Pay > Check Positive Pay Import
2. Select Company
3. Select Account
4. Select Import Layout:
5. Drag and drop your .txt or .csv file or click the Upload box area to select a file to import from your device
6. Click the Import button

Check Positive Pay - Import File

Check File Import
Select the file layout type preference relevant to your import file — Browse to upload new check import file. Check File Name (upload) cannot be longer than 50 characters (No spaces or blanks)

STRIDE BANK — IMPORTANT FILE INFORMATION

- The check file must have a valid layout in order to be posted correctly.
- Once you submit the uploaded file for scheduling, you can manage uploaded payments or reversal requests.
- All files uploaded and submitted by authorized sub-users will require approval by another authorized user.
- Same-day payment and repeating payments are not supported by this service.
- If Stride Bank Dual Control is active, an authorized user must approve all transactions before the cut-off time.
- Vendors and Employees should only be paid by authorized sub-users with proper permissions.

Company: Franks MEA TEST Company **Account:** Checking Account - 1867 **Import Layout:** CSV File Layout

Upload Check File

Drag and drop files or click here to upload attachments

- Submit up to 5 MB in size.
- Submit up to 1 files or until the maximum size is reached.
- The following types can be uploaded: .txt, .csv.

Note — File name cannot be longer than 50 characters (No spaces or blanks).

Manual Entry of an Issued Items File

- **Manual Entry** - Use this method if you already uploaded your file for the day but have extra issued items, or if you cannot create a CSV file or a Fixed Position file. With the manual entry option, you can enter the item's information directly into Online Banking.

Check Positive Pay - Manual Entry

Manual Entry
Check Positive Pay — Enter the total count of the check items you would like to submit to populate the preferred number of rows.

Company: Franks MEA TEST Company **Account:** Checking Account - 1867 **Entry Total:** 2

#	Check #	Issued Date	Amount	Payee Name	Void	Void Date
1		01/17/2024	5 0.00		<input type="checkbox"/>	MM/DD/YYYY
2		01/17/2024	5 0.00		<input type="checkbox"/>	MM/DD/YYYY