Positive Pay User Guide

UPLOADING A FILE
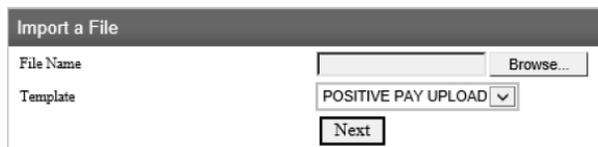
1. Log in to your Business Online Bank account

2. Click on "Checks & Deposits"

Home	Accounts	Payments & Transfers	Checks & Deposits

3. Click on "Positive Pay"

   Checks & Deposits

   STOP PAYMENTS | POSITIVE PAY

4. Go to Import a File
   Select "Browse" to attach the .CSV file
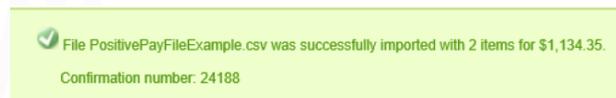   Choose the template from the drop-down menu
   Click "Next"

   Import a File

File Name		Browse...
Template	POSITIVE PAY UPLOAD ⌄	
	Next	

5. If prompted, choose the account the checks are drawn from
   Click "Import File"

   Data Mapping

Account Number	DEMO CHECKING ⌄
	Import File Cancel

6. You will receive a confirmation for a successful upload

   ✔ File PositivePayFileExample.csv was successfully imported with 2 items for $1,134.35.

   Confirmation number: 24188

ENTERING A SINGLE CHECK

1. Log in to your Business Online Bank account

2. Click on "Checks & Deposits"

Home	Accounts	Payments & Transfers	Checks & Deposits

3. Click on "Positive Pay"

   Checks & Deposits

   STOP PAYMENTS | POSITIVE PAY

4. Go to Add an Item
   Enter the check information
   Click on "Add Item"
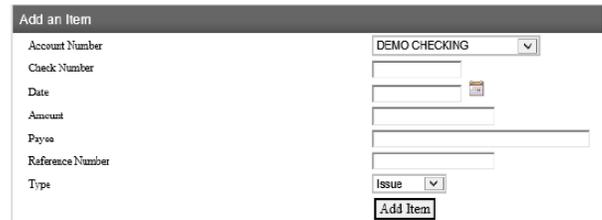
   Add an Item

Account Number	DEMO CHECKING ⌄
Check Number	
Date	
Amount	
Payee	
Reference Number	
Type	Issue ⌄
	Add Item

5. You will be notified immediately if the item was updated successfully

   Add an Item

   ✔ *Item was Updated Successfully*

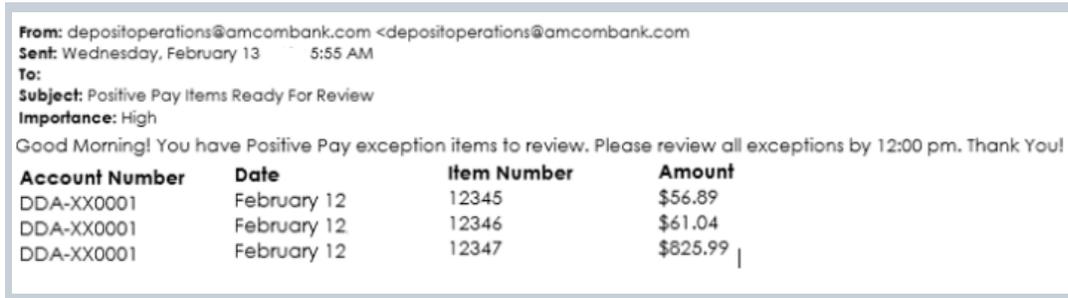**★ American Community**
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Decisioning a Positive Pay Exception

1. You will receive an e-mail in the morning letting you know if you have Positive Pay items for review
   Items will need to be decisioned by 12:00 p.m.
   Undecisioned items will either be paid or returned, as you directed on the Positive Pay agreement

   NOTE: Any undecisioned items will be assessed a $5.00 per item fee as outlined in the agreement

   From: depositoperations@amcombank.com <depositoperations@amcombank.com>
   Sent: Wednesday, February 13   5:55 AM
   To:
   Subject: Positive Pay Items Ready For Review
   Importance: High

   Good Morning! You have Positive Pay exception items to review. Please review all exceptions by 12:00 pm. Thank You!

Account Number	Date	Item Number	Amount
DDA-XX0001	February 12	12345	$56.89
DDA-XX0001	February 12	12346	$61.04
DDA-XX0001	February 12	12347	$825.99

2. To decision your items, log in to Business Online Banking and click on "Checks & Deposits" and then "Positive Pay"

   | Home | Accounts | Payments & Transfers | Checks & Deposits |

   Checks & Deposits
   STOP PAYMENTS   POSITIVE PAY

3. At the top of the screen you will see "Item Review", this is where the exceptions will be. Click on the blue "Items" link in the top right hand corner

   Item Review   1 - 1 of 1 Items

Account	Check Number	Tran Date	Amount	Payee	Reason
DEMO CHECKING	131	1/3/2020	$2.00		Issue Not on File

4. Click the drop-down menu, select "All", and then Click "Submit"

   Account Selection

   Account   [All ▼]
                [Submit]

5. In "Check Items" you can view the check image by clicking on the check number link, and decision the item by clicking the "Action" drop down and selecting "Approve" or "Return". Click "Process Items" to complete.

   Item Review   Show 20   50   100   200

   Check Items   1 - 1 of 1 Items

Account	Check Number	Issue Date	Amount	Payee	Reason	Action	Return Reason
CHECKING	9999	9/6/2018	$1.00		Duplicate Item	No Action / Approve / Return	

   Process Items

6. You will be notified immediately that your items have been successfully reviewed.

   Overview   Review   Import a File   Import Exceptions

   ✓ **Success**
   1 Item(s) Reviewed Successfully

# Creating and Exporting a Positive Pay File in QuickBooks®

1. Open the Check Detail Report:

    a. Select "Report" at the top and then "Banking"
    b. Select the "Check Detail Report"

2. Modify the Check Detail Report to include the Issued Date, Check Number, Dollar Amount and Payee.

3. Once you have finished, select "OK" to save your changes and return to the report.

3. You can also memorize the report for reuse

    a. Select "Memorize" at the top of the report
    b. In the "Memorize Report" window, enter a title for the report
    c. If you want to assign the report in a Memorized Report Group, select the "Save in Memorized Report Group" checkbox, then select an existing Report Group from the drop-down
    d. Select "OK". You can then access the saved report easily from Reports > Memorized Reports

3. Export the File:

    a. In the "Send Reports to Excel" window, select "Create a comma separated values (.CSV) file"
    b. Select "Export" to begin exporting the report
    c. Enter the file name and select your preferred file location
    d. Select "Save"
    e. Locate, open, and edit the file as/if needed

NOTE: These are general guidelines and may not apply to the version of QuickBooks that you are using. Contact Intuit/QuickBooks directly should you need assistance or have questions at 1-800-4INTUIT

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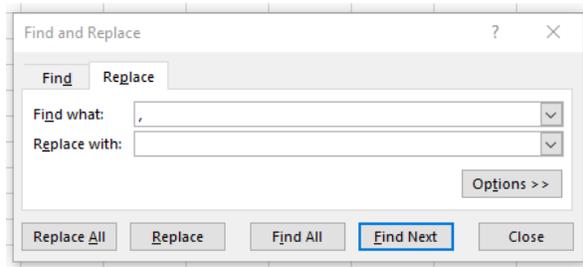
Removing Commas in Excel

1. Click on "Home"
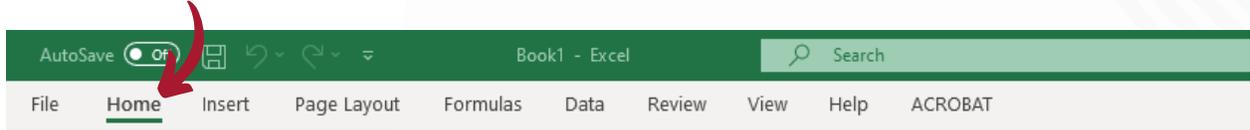
2. Go to "Find & Select" and Choose "Replace"

3. In the "Find what" section put in a comma and leave the "Replace with" section blank, select "Find All"

3. The system will find all commas and list them. Choose "Replace All" and the commas will be deleted