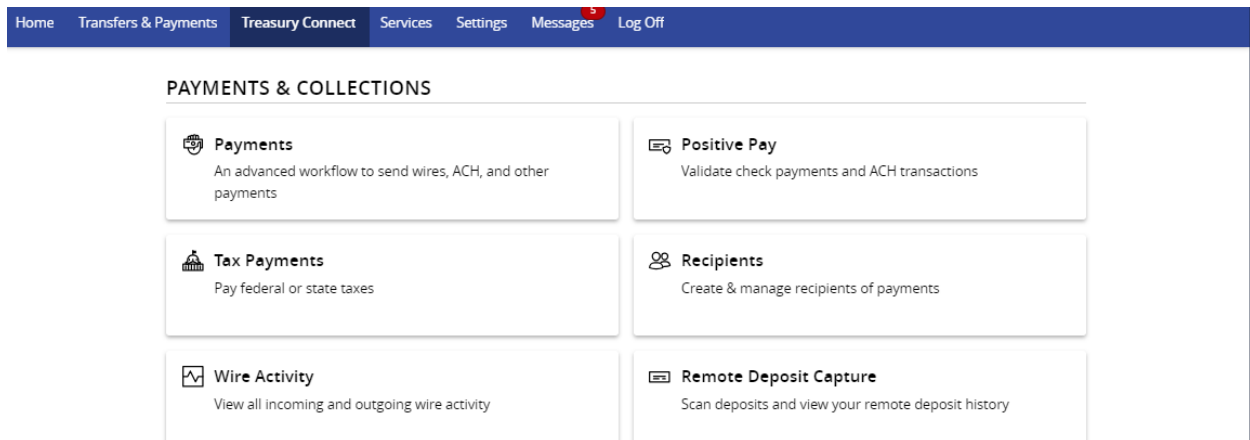
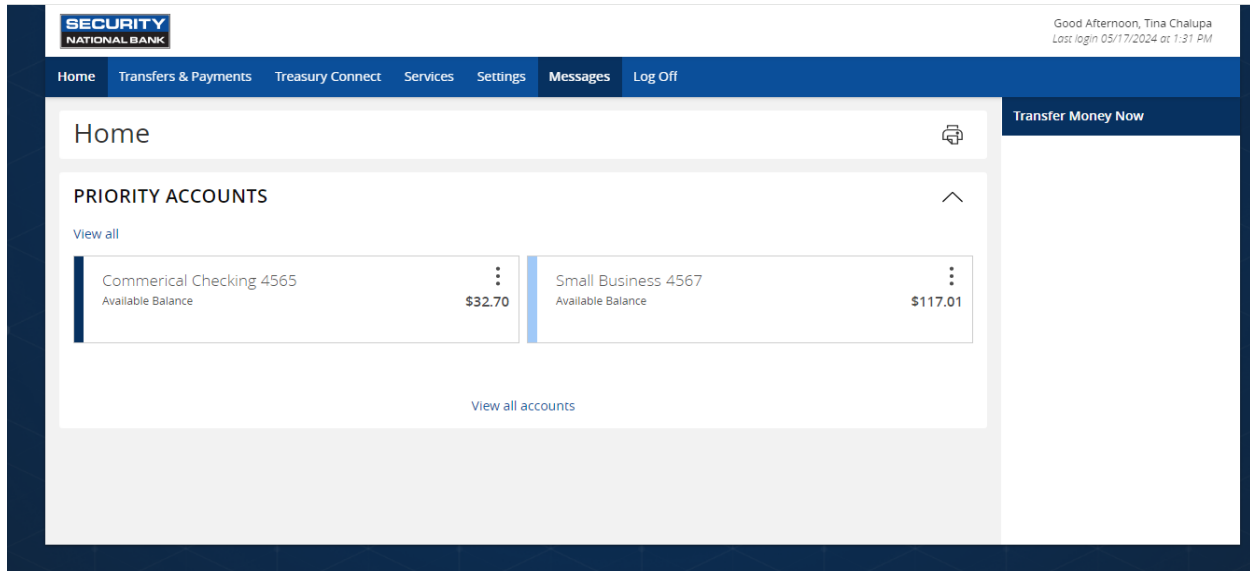




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## Check Positive Pay Training Guide

1. To access the Check Positive Pay system, in the navigation menu select Treasury Connect > Positive Pay



2. The positive pay tile will open the Positive Pay system in a separate window.

### File Upload:

1. To upload a check file, select the transaction processing menu, and Submit Issued Check File.



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Collapse All -

- ! Exception Processing
  - Quick Exception Processing
  - ACH Return Affidavit
- Transaction Processing
  - Submit Issued Check File
  - Add New Issued Check
  - Void a Check
  - Check Search
  - ACH Transaction Search
- Transaction Reports
- System Reports
- General Items

Welcome to



Positive Pay System

Welcome to Security National Bank

## Submit Issued Check File

**Step 1.** Select a file to process.

No file chosen

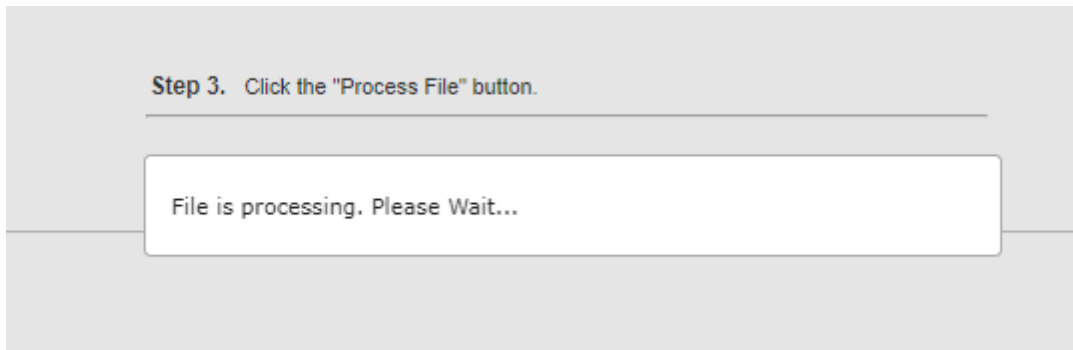
**Step 2.** Input details about the file.

Client ID:

File Mapping Format:

**Step 3.** Click the "Process File" button.

2. Select Choose File to import the Check Positive Pay file. The File mapping should default to the standard mapping for your organization. Select the correct account and file mapping from the drop downs, if required.
3. Click on "Process File" to Import the file. A message will pop up to advise that the file is processing.



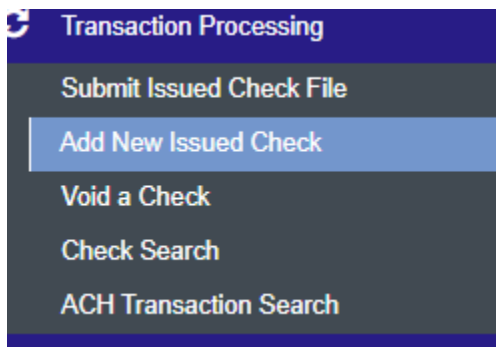
- Once the file is processed, a message will be displayed to advise on the status of the file (Processed or Rejected)

| Processing Results                    |                    |           |       |             |
|---------------------------------------|--------------------|-----------|-------|-------------|
| File Name                             | Upload Date        | Status    | Items | Amount      |
| Positive_Pay_Bank-1_ChkDate021717.csv | 7/26/24 1:00:36 PM | Processed | 13    | \$82,260.38 |

- Verify the number of items and total dollar amounts are correct. Once completed, no other action is needed.

### Add new Issued Check

- To add an individual item to the system, select the Add new Issued Check option under transaction processing.



- If more than one account is turned on for Check Positive Pay, select the correct account from the Client ID drop down.



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**Add New Issued Check**

|               |  |               |   |
|---------------|--|---------------|---|
| Client ID:    | <Not Selected>                                       | Check Number: | <input type="text"/>                    |
| Amount:       | <Not Selected>                                       | Issued Date:  | <input type="text" value="07/26/2024"/> |
| Issued Payee: | OPS-Analysis 4565<br>OPS-SBA 4567<br>OPS-Tellie 4567 |               | <input type="text"/>                    |
| Notes:        | <input type="text"/>                                 |               |   |

512 characters left.

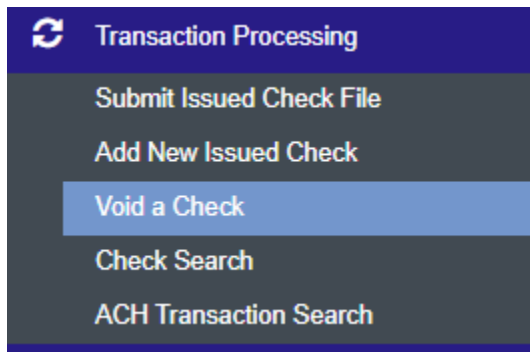
Auto-Increment Check Number

**Add Check**

3. Input the Check Number, Amount, Issue date (if different than date showing), Issued Payee, and any notes on the item.
4. Once completed, click on the "Add Check" button. If adding more than one check with sequential numbers, check the "Auto-Increment Check Number" box.

### Void A Check:

1. To void a check after it has been input in the system, select the Void a Check option on the Transaction processing menu.



2. Select the correct account number from the dropdown menu, if applicable.



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## Void a Check

Step 1. Enter check information.

Client ID: <Not Selected>

Check Number:

Check Amount:

Issued Date:

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

Find Matching Check

Step 3. Verify the check that will be voided.

Step 4.

Void Check

Note: Void history is retained within the system for 730 days after an item has been voided.

- 5. Input the check number, check amount and issued date of the item. Once input, select the "Find Matching Check" button to find the check.

## Void a Check

Step 1. Enter check information.

Client ID: OPS- Analysis 4565

Check Number: 5678

Check Amount: 1.00

Issued Date: 07/26/2024

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

Find Matching Check

Step 3. Verify the check that will be voided.

| Client ID          | Check # | Check Amount | Issued Date |
|--------------------|---------|--------------|-------------|
| OPS- Analysis 4565 | 5678    | 1.00         | 07/26/2024  |

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

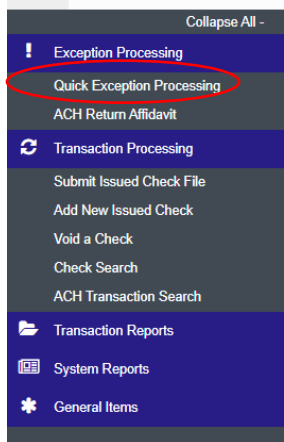
Void Check

Note: Void history is retained within the system for 730 days after an item has been voided.



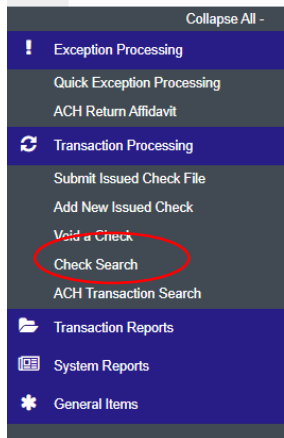
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6. Verify that the correct item was retrieved, then click on the Void Check button to complete the process. A notification will appear at the top of the screen to confirm that the item was voided.



## Searching for Checks

1. To search for any checks issued or processed, click on the Check Search Option in the Transaction processing menu.





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Check Search

Client ID  
OPS- Analysis 4565 X

---

Check Status  
All

---

Check Number From: 1000      Check Number To: 9999

---

Date  
Issued

---

Date From:      Date To:

---

Show additional options

Note: Transaction history is retained within the system for 730 days after an item has paid.

[Search](#)

2. Input the check search criteria. The account number can be selected or left blank to search all accounts in the positive pay system.
3. The check status can be set to the following:
  - a. All
  - b. Exception
  - c. Issued/Outstanding
  - d. Paid
  - e. Returned
  - f. Reversal
  - g. Stale Dated
  - h. Stop Payment
  - i. Void
4. Input the specific check number if known or add in a range of check numbers.
5. Select the date type. This can be searched by the following:
  - a. Issued
  - b. Paid
  - c. Input
  - d. Exception
  - e. Void
  - f. Stop Payment
6. If the specific date is know, add the date to the Date from and Date To boxes. If not, select a range of dates for the search.
7. Under the Show Additional options Drop Down, other search criteria can be added, to include amount range, decision type (Pay or Return) and decision reason:



Show additional options ▼

|   |  |
|---|--|
| Amount From   | Amount To  |
| Decision  | Reason   |
| All Decisions   | <ul style="list-style-type: none"> <li>Duplicate</li> <li>Fraudulent</li> <li>Other</li> <li>Past Deadline Item Paid</li> <li>Past Deadline Item Returned</li> <li>Refer to Maker</li> </ul> |
| Issued Payee  |  |
| <input checked="" type="checkbox"/> Include Reversals |  |

Note: Transaction history is retained within the

[Search](#)

8. The issued payee can also be included in the search.
9. Once all criteria have been input, select the Search button to complete the search.
10. Based on the search criteria, the next screen will show all matching items. Select the item needed to view the check image, edit the record or view the record.

| Client ID          | Check Number | Amount | Issued Payee | Issued Date | Paid Date  | Current Status | Stale Dated As Of |                   |
|--------------------|--------------|--------|--------------|-------------|------------|----------------|-------------------|-------------------|
| OPS- Analysis 4565 | 9999         | \$1.00 |              | 06/10/2024  | 06/10/2024 | Paid           |                   | ⋮                 |
| OPS- Analysis 4565 | 9999         | \$1.02 |              | 08/14/2023  | 08/14/2023 | Paid           |                   | View check images |
| OPS- Analysis 4565 | 9999         | \$1.03 |              | 08/14/2023  | 08/14/2023 | Paid           |                   | Edit record       |
| OPS- Analysis 4565 | 9999         | \$1.04 |              | 08/14/2023  | 08/14/2023 | Paid           |                   | View record       |
| OPS- Analysis 4565 | 9999         | \$2.00 |              | 07/31/2024  | 07/31/2024 | Paid           |                   | ⋮                 |

### Decisioning Check Exceptions:

1. To decision any check exception items, navigate to Treasury Connect > Positive Pay. Any ACH Fraud Filter items and Check Exception items will now be decisioned in the same place.
2. From the Positive Pay system home screen, select Quick Exception Processing.

- Exception Processing
- Quick Exception Processing
- ACH Return Affidavit
- Transaction Processing
- Submit Issued Check File
- Add New Issued Check
- Void a Check
- Check Search
- ACH Transaction Search
- Transaction Reports
- Daily Checks Issued Summary
- Exception Items
- System Reports
- Transaction Filters / Blocks
- ACH Authorization Rules
- Issued Check Processing Log
- General Items
- User Setup (Client)

All Client IDs ▼ Quick Exception Processing

Search exceptions

|                                     |                          |               |
|-------------------------------------|--------------------------|---------------|
| <b>Decisions Needed (2)</b>         |                          | <b>\$4.25</b> |
| Unauthorized ACH transaction        | OPS- Analysis 4565       | \$0.25        |
| Payee name mismatch / Stop pay item | OPS- Analysis 4565 #2345 | \$4.00        |
| <b>Decisoned (0)</b>                |                          | <b>\$0.00</b> |
| <b>Total (2)</b>                    |                          | <b>\$4.25</b> |

There are 2 exceptions to review.

Exceptions will be given a decision of **Pay** if decisions are not made by 3:00 PM Central Time (US & Canada).

# 2

Decisions Needed  
\$4.25

# 0

Decisoned  
\$0.00





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3. Click on the item to bring up the **Pay** or **Return** option. To Pay the item, click on the **Pay** icon.

Quick Exception Processing

Search exceptions

| Decisions Needed (2)   | \$4.25         |
|--|----------------|
| Unauthorized ACH transaction<br>OPS-Analysis 4565                | 90.25          |
| <b>Payee name mismatch / Stop pay item<br/>OPS-Analysis 4565</b> | 84.00<br>#2345 |
| Decisions (0)  | 90.00          |
| Total (2)  | \$4.25         |

Payee name mismatch / Stop pay item

Default Decision: Pay      Cutoff Time: 3:00 PM Central Time (US & Canada)

Client ID: OPS-Analysis 4565      Check #: 2345      Amount: \$4.00  
Paid Date: 09/09/2024      Issued Date: 09/09/2024      Issued Payee: SBA Account

Payee Match Result:  
Issued payee name not matched

Front    Back

Hover over image to zoom. Click to view full-size image.

Pay    Return

4. To Return an item, click on the **Return** icon. A reason must be entered to return the item.

Quick Exception Processing

Search exceptions

| Decisions Needed (2)   | \$4.25         |
|--|----------------|
| Unauthorized ACH transaction<br>OPS-Analysis 4565                | 90.25          |
| <b>Payee name mismatch / Stop pay item<br/>OPS-Analysis 4565</b> | 84.00<br>#2345 |
| Decisions (0)  | 90.00          |
| Total (2)  | \$4.25         |

Payee name mismatch / Stop pay item

Default Decision: Pay      Cutoff Time: 3:00 PM Central Time (US & Canada)

Client ID: OPS-Analysis 4565      Check #: 2345      Amount: \$4.00  
Paid Date: 09/09/2024      Issued Date: 09/09/2024      Issued Payee: SBA Account

Payee Match Result:  
Issued payee name not matched

Front    Back

Hover over image to zoom. Click to view full-size image.

Pay    Return



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All Client IDs

Search exceptions

| Decisions Needed (1)   | \$0.25        |
|--|---------------|
| Decided (1)  | \$4.00        |
| \$ Payee name mismatch / Stop pay item<br>OPS- Analysis 4565 | \$4.00 #2345  |
| <b>Total (2)</b>   | <b>\$4.25</b> |

**Payee name mismatch / Stop pay item**

Decision: Pay      Decided By: tchalupa1

Client ID: OPS- Analysis 4565      Check #: 2345      Amount: \$4.00

Paid Date: 09/09/2024      Issued Payee: SBA Account

Payee Match Result:  
Issued payee name not matched

- Duplicate
- Fraudulent
- Other
- Past Deadline Item Returned
- Refer to Maker
- Signature Irregular
- Signature Missing
- Stale Dated
- Unauthorized

5. Once the reason has been selected, click on **Save** to decision the item.
6. All Decisions for both Check Positive Pay and ACH Fraud Filter must be made by 2:45 pm Central Time. If a decision is not made by that time, the item will be subject to your default decision.

### Adding a New Online Banking User:

1. When adding a new online banking user with access to the Positive Pay system, please contact Treasury Operations at 402-452-3590 or 877-686-3590 or via email at [treasuryops@snbomaha.com](mailto:treasuryops@snbomaha.com).
2. Please include the name of the new user, and the accounts to which they will have access.
3. This will allow the Treasury Operations team to build the new user into the Positive Pay system and allow access to the specified accounts.