

Old Second National Bank
Digital Treasury Management Services



Positive Pay User Guide

Positive Pay

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Payments

Use the **Payments** menu to work with various payments. Access Transfer, Wire, ACH, Positive Pay, and Stop Payment options from this menu.

Positive Pay

Within **Payments > Positive Pay**, you can create Positive Pay items, work with Positive Pay and ACH exceptions, and work with Positive Pay upload formats.

Check Exceptions

Disclaimer: As an authorized positive pay user for your company, it is your responsibility to ensure that your exceptions have been approved for payment or return before the daily cutoff time. This includes managing your staff availability to account for personnel changes, vacations and leave, holidays when the bank remains open, etc.

If positive pay has been activated for your company within the past 10 business days, a member of the bank may contact you as a courtesy if you do not work your exceptions before the cutoff. Once that time period expires, any unworked exceptions will be returned (default) or paid at the cutoff depending on the action defined in your service agreement.

Should you encounter any issues during the login process that prevent you from accessing your exceptions, please contact Treasury Support at (630)966-2455 or osbtreasurysupport@oldsecond.com for assistance

Use the *Check Exceptions* view to search for a specific Positive Pay exception and to view the available list of Positive Pay exceptions.

To find an exception, start typing either the **Account** number, **Check Number**, **Issued Amount**, **Paid Amount**, or **Issued Date** in the filter box at the top of the page. The exceptions available narrow down as you type until the matching exception is left.

Select the **View Check** link in the *Check Number* column to view the front and back sides of the check used in the exception.

Select **Details** to view additional information including who updated the exception, the **DDA Batch Number**, and **DDA Sequence Number**.

Searching Check Exceptions

1. Go to **Payments > Positive Pay > Check Exceptions**.
2. Expand the *Search Check Exceptions* panel.
3. Select **Open Items** or **Decision History**.
4. Complete the fields.

TIP

Select **Reset** for the fields to return to their default settings.

Accounts

Select the appropriate account numbers, or leave all accounts selected by default.

Check Number

Enter the number of the check used in the exception.


Issued Amount

Select either *Amount Range* or *Specific Amount* from the drop-down list, and then enter the amount in the text boxes.


Paid Amount

Select either *Amount Range* or *Specific Amount* from the drop-down list, and then enter the amount in the text boxes.

Posted Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature.

Issued Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature.

Issued Payee

Enter the payee information.

Payee

Enter the payee information.

Decision Taken

Select from the following options:

- *Pay*
- *Return*
- *Both*

5. Select **Search**.

Working with Check Exceptions

Users can work with check exceptions from the **Positive Pay** menu.

1. Go to **Payments > Positive Pay > Check Exceptions**.

Search Check Exceptions

Check Exceptions Download Print

Type to filter

Pay	Return	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	
<input type="radio"/>	<input checked="" type="radio"/>	Testing Check 1	View Check 7946	\$8,863.88	\$0.00	09/15/2021			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Testing Check 1	View Check 7950	\$5,430.22	\$0.00	09/15/2021			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Testing Check 1	View Check 7943	\$2,917.20	\$0.00	09/15/2021			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Testing Check 1	View Check 7942	\$518.62	\$0.00	09/15/2021			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Testing Check 1	View Check 7933	\$378.46	\$0.00	09/15/2021			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Testing Check 1	View Check 7815	\$357.00	\$0.00	09/15/2021			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Testing Check 1	View Check 7948	\$300.00	\$0.00	09/15/2021			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Testing Check 2	View Check 47911	\$2,275.00	\$0.00	09/15/2021			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Testing Check 2	View Check 47877	\$1,589.36	\$0.00	09/15/2021			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Testing Check 2	View Check 47878	\$554.47	\$0.00	09/15/2021			Paid item without issue (post all)	Details

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Check Exceptions Download Print

Type to filter

Pay	Return	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	
<input type="radio"/>	<input checked="" type="radio"/>	Testing Check 1	View Check 7946	\$8,863.88	\$0.00	09/15/2021			Paid item without issue (post all)	Details

Details Testing Check 1

Account: Testing Check 1	Previous Decision By: Financial Institution	Previous Decision: Return
Check Number: 7946	Source of Entry: P	Pay <input type="radio"/> Return <input checked="" type="radio"/>
Paid Amount: \$8,863.88	Protected (Y/N): N	
Issued Amount: \$0.00	DDA Batch Number: 1013	
Posted Date: 09/15/2021	DDA Sequence Number: 10000011	
Issued Date:		
Issued Payee:		
Exception Reason: Paid item without issue (post all)		

2. Change the *Pay* or *Return* options as needed for each exception item.
Or, you can select the column name check box for all exceptions to be marked the same way. (For example, if the **Pay** column check box is selected, all exceptions are marked as **Pay**.)
3. Select **Review**.
A *Review Decisions* dialog box appears.
4. Ensure that the changes from the **Prior Decision** to **New Decision** are accurate.
5. Select **Save**.
The following confirmation message appears: **Check Exception Decisions Saved Successfully!**

ACH Exceptions

Use the *ACH Exceptions* view to locate a specific exception item, mark an exception as pay or return, and review any decisions made.

To find an exception, start typing either the **Account** number, **Issuing Company** name, the **Type** of exception, **SEC** code, **Amount**, or **Description** in the filter box at the top of the page. The exceptions available narrow down as you type until the matching exception is left.

Searching ACH Exceptions

1. Go to **Payments > Positive Pay > ACH Exceptions**.
2. Expand the *Search ACH Exceptions* panel.
3. Complete the fields.

TIP

Select **Reset** for the fields to return to their default settings.

Accounts

Select the appropriate account numbers, or leave all accounts selected by default.

SEC Code

Select the code from the drop-down list that corresponds to the previous selection.

Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

4. Select **Search**.

Working with ACH Exceptions

1. Go to **Payments > Positive Pay > ACH Exceptions**.
2. Change the *Pay* or *Return* options, as needed for each exception item.
Or, you can select the column name check box for all exceptions to be marked the same way. (For example, if the **Pay** column check box is selected, all exceptions are marked as **Pay**.)
3. Select **Review** to ensure that the changes from the **Prior Decision** to **New Decision** are accurate.
4. Select **Save**.

The following confirmation message appears: **ACH Exception Decisions Saved Successfully!**

Create/Import Check Issues

Use the *Create/Import Check Issues* view to upload or create issued items.

Enter Checks

Use this option to enter individual or multiple checks manually that have been issued into Treasury Management.

Upload File

Use this option to upload a file of issued check items.

Creating Issued Checks

1. Go to **Payments > Positive Pay > Create / Import Check Issues**.
2. On the *Manage Issued Items* tab, select *Enter Checks*.
3. Enter the account number or select the **Search** icon to choose from a list of accounts.

4. On the *Search Accounts* dialog that opens, click **Select** beside the correct **Account Number**.
5. Select **Add Row** and complete the item details.
6. Select **Review**.
You proceed to the *Review* tab.
7. Review the information entered to ensure that it is accurate.
8. Select **Confirm**.
You proceed to the *Confirmation* tab, confirming that you successfully processed the issued items.

Uploading Issued Items

1. Go to **Payments > Positive Pay > Create / Import Check Issues**.
2. On the *Upload Positive Pay File* tab, select *Upload File*.
3. Select the format of the file that you are uploading from the **Saved Format** drop-down list.
4. Enter the account number for the **Account** field.
5. Choose **Select File**, browse to and select the file to upload, and then select **Open**.
6. Select **Upload**.
You proceed to the *Managed Issued Items* tab.
7. Review the information entered to ensure that it is accurate.
Select **Add Row** or the plus sign at the end of the row to add an issued item. You can also select the delete icon to remove an issued item.
8. Select **Review**.
You proceed to the *Review* tab.
9. Review the information entered to ensure that it is accurate.
10. Select **Confirm**.
You proceed to the *Confirmation* tab, confirming that you successfully processed the Positive Pay items. You can now upload or enter additional Positive Pay checks.

Check Upload Formats

Use the *Check Upload Formats* view to build an individual format for check uploads and to view the list of current upload formats.

NOTE

If you select **Delimited**, indicate the order of the columns in your file. If you select **Fixed Position**, indicate the starting and ending positions of the columns in your file.

Creating a Check Upload Format

1. Go to **Payments > Positive Pay > Check Upload Formats**.
2. Select **Create New Format**.
The *Positive Pay Mapping Tool* page appears.
3. Select **Delimited** or **Fixed Position** for the **Upload Format**.

If **Fixed Position** is selected, the values entered in the following steps must be greater than 0, the values entered cannot match, and the ending value must be greater than the beginning value.

4. Enter a **Template Name**.
5. Enter the number of header and footer rows to exclude.
6. Select *Decimal Included*, *Whole Dollar*, or *Implied Decimal* from the **Item Amount** options.
If *Whole Dollar* is selected, and you enter 789, the output is 789.00. If *Implied Decimal* is selected, and you enter 789, the output is 7.89.
7. Select an **Issue Date Format** from the drop-down list.
8. Select a **Void Date Format** from the drop-down list.
9. Enter the **Checking Indicator**.
10. Enter the **Savings Indicator**.
11. Enter the **Void Indicator**.
12. Complete the remaining fields, determined by whether you selected **Delimited** or **Fixed Position**:
 - *Column Order* (Delimited)
 - *Positioning* (Fixed Position)
13. Select **Save**.

Editing the Positive Pay Upload Format

1. Go to **Payments > Positive Pay > Check Upload Formats**.
2. Select the **Template Name** link of the format to modify.
The *Positive Pay Mapping Tool* appears.
3. Select **Delimited** or **Fixed Position** for the **Upload Format**.
 - If you select **Delimited**, indicate the order of the columns in your file.
 - If you select **Fixed Position**, indicate the starting and ending positions of the columns in your file.

NOTE

If **Fixed Position** is selected, the values entered must be greater than 0, the values entered cannot match, and the ending value must be greater than the beginning value.

4. Change the available fields, as needed.
5. Select **Save**.

ACH Filters

Use the *ACH Exception Filter List* to view the available filters.

Searching the ACH Exception Filters

1. Go to **Payments > Positive Pay > ACH Filters**.

2. Expand the *Search ACH Exception Filters* panel.
3. Complete the fields.

TIP

Select **Reset** for the fields to return to their default settings.

Accounts

Select the appropriate account numbers, or leave all accounts selected by default.

ACH Company Name

Select the ACH company or companies to search for from this drop-down list.

ACH Company ID

The identification number of the ACH company.


SEC Code

Select the code from the drop-down list that corresponds to the previous selection.

Amount

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

Expiration Date

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature.

4. Select *Allow* or *Disallow* to determine the availability of the **Expiration Filter**.
5. Select **Search**.