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Access

To access the Positive Pay portal, log into your online banking, click on the **Positive Pay tab**, then click **Centrix Positive Pay**. This will open the Positive Pay portal in a new browser tab.



Exception Processing

you will receive email notifications when "unauthorized" items post Check or ACH item (if you sign for both services). To review, go **to Quick Exception Processing** to view the image of the check please select transaction. Once the transaction is verified you can select **Pay or Return** (choose a reason) If you would like the item paid, please select **Past Deadline Item Paid** and **Save Decisions**. Both Checks and ACH transactions will show up on the screen below, if you are using ACH Positive Pay service, instead of "**View Image**" under the Check # column you will see "**Add Rule**".

If you want to review or change decisions that were already made, click on the **Decision** category, and make necessary changes.



Submit Issued Check File

Browse your computer to find necessary check file and click **Process File**. The file must be in the same format (data in the same columns, comas, spaces etc.) as the sample file you sent with your request for service, then the system will read the file successfully. If you upload any checks that have already been posted to the account, the system will return an error, will disregard those checks but accept new items.

Exception Processing	Submit Issued Check File
Quick Exception Processing	
Scrub Exceptions	Step 1. Select a file to process.
C Transaction Processing	Browse
Submit Issued Check File	
Add New Issued Check	Step 2. Input details about the file.
Void a Check	Account Nickname:
Check Search	File Processing Type:
Paid Check Extract	
ACH Transaction Search	Step 3. Click the "Process File" button.
Stop Payments	
Transaction Reports	Process File

Submit a Single Issued Item

Use "Add New Issued Check" and select applicable account from "Account Nickname" drop down menu, enter Check #, Amount, Issues Date and issued Payee and click Add Check when finished. You should receive a message that the Check was successfully added.

Collapse All -	BankProv			
Exception Processing			Add New Issued Check	ĸ
Quick Exception Processing				
C Transaction Processing		Account Nickname:	Check Num	ber:
• Holleaddon'r Federauly		Amount:	Issued	Date: 10/20/2023
Submit Issued Check File		Issued Pavee:		
Add New Issued Check				
Void a Check			Auto-Increment Check Number	
Check Search			Add Check	
Paid Check Extract				
ACH Transaction Search				

ACH Authorization Rules

In this section you can review and create new ACH rules (if you have ACH Positive Pay enabled on your profile). Screenshot below shows the two rules the bank sets up– these say that no unauthorized company can debit the account, and any company can credit the account (\$0.00 under Max Allowable Amount actually means no limit).

If you know a company's 10-digit ACH Company ID you can create a rule from the **ACH Authorization Rules** screen by clicking on plus sign.

Stale Dated Checks		× , ACI	H Autho	rization Rules	5		
Account Reconciliation Summary							
Check Reconciliation Summary							
Deposit Reconciliation Summary							
Payee Match Report		1	There are no	results to display.			
Audit Reports							
Transaction Audit Log							
System Audit Log							
System Reports							
User Listing							
Security Templates							
ACH Authorization Rules							
	Add record Client	ACH Authorization	n Rules ~	Description			
	Company ID	SEC Code ALL - All SEC Codes	~	Notification Type Create Exception			
3	Debits or Credits	Max Allowable Amount					
		Canc	el Sa	ive and Add More	Save Changes	-	

The easiest way to add rules is through the **Quick Exception Processing** screen (screenshots below)

Q					*	\times
\$0.00	UNAUTH	DRIZED ACH T	RANSAC	TION		
(4)	Decision: Pay		Decisio	ned By:		
55	Account Nickna Paid Date: 12/	me: 9/2023	Amoun	t: \$37.55		
E.14	PPD /	05				
.82			\$	6		
\$900.81		Add Rule	Pay	Return		

Check Search

You can use check search to confirm that your upload was successful. This will show you a running list of all issued and paid items if you just click **Search** in the bottom right, and once all current outstanding items are in the system or paid you can run an Outstanding Checks report from here by selecting "**Issued / Outstanding**" as the Check Status.

	Collapse All -				
1	Exception Processing		Check	Sparch	
	Quick Exception Processing Scrub Exceptions				
0	Transaction Processing	Client			
j	Submit Issued Check File Add New Issued Check Ved & Check Cleas Steasth Past Check Labed	Al Cirents Chick Status All Chick Number From	v	Check Number To	
	ACH Transaction Search				
0	Stop Payments				
-	Transaction Reports	Date			
	Daily Chocks Issued Summary Stops and Volds	Issued	~		
	Exception items Correction Report	Date From	. 8	Date To	m
	State Dated Checks Account Reconciliation Summary Check Reconciliation Summary	Show additional options			
	Deposit Reconcilation Summary Payee March Report	Note: Transact	ion history is retained within I	the system for 90 days after an item has paid.	

Voiding an Item

From transaction Processing menu, Select Void a check, choose an applicable account from Account Nickname drop down menu enter Check #, Amount, Issues Date and click Find Matching Check.

The system will search for a matching issued check; verify the check that will be voided and then click Void Check

If the system did not find a matching issued check, a message will display 'Check was not found' click Add Check to Void the item; a success message will display.

	Void a Check
Step 1	Enter check information.
Account	Nickname 🗸 🗸
Che	ok Number:
Che	ok Amount:
ls	sued Date:
	Find Matching Check
Step 3.	Verify the check that will be voided.
Step 4	Click the "Void Check" button to complete the void process.
	Void Check

Note: Void history is retained within the system for 90 days after an item has been voided.

Note: If you need to place a **Stop Payment** on a previously issued check, you **MUST** place the stop payment through Business Online Banking or contact the Bank.