Check Positive Pay Guide

About Positive Pay

Positive Pay helps to prevent check fraud by allowing company users to examine questionable checks and make decisions to pay or return them.

Positive Pay matches posted check information with check issue items like serial number and amount and creates exceptions if discrepancies are found. Positive Pay does not verify funds availability (i.e. account balances) when processing checks.

About Reverse Positive Pay

Reverse Positive Pay helps to prevent check fraud by allowing company users to examine every check and make decisions to pay or return them.

Companies can create Reverse Positive Pay items by not uploading an Issue File or inputting Manual Issue items in SNB Online Banking, therefore having to review EVERY check that attempts to clear the account.

REMEMBER: Default decision is to RETURN exception checks, therefore if you do not decision the check to PAY, it will get returned.

About Check Exceptions

Check exceptions are checks that are presented for payment that differ from the reconciliation file - or Check Register - stored at the financial institution that was created and uploaded by the Company.

Account Blocked: Account is Blocked.

Issuance not found: Check presented that does not match an issued item.

Issuance already used: Check presented with a serial number previously presented.

Issuance voided: Check presented with a serial number of an issue item marked with a void status.

Issuance stopped: Check presented with a serial number of an issue item marked with a stop status.

Issuance amount mismatch: Check presented where amount of check differs from issue amount.

Amount over limit: Transaction amount is over the limit.

Issuance date in future: Check presented with a date before the issuance date on the issued item.

Issuance stale dated: Check presented with a date exceeding the specified number of stale days for the account.

Issuance payee mismatch: Check presented where payee name differs from issue payee name.

Check Decisions

Decisions can be made on check exceptions up until the cutoff time of 11am. If a decision is not made on an exception during this time frame, then the default decision set up by your financial institution is applied.

- Go into “Fraud Control > Positive Pay/ACH Reports”.
- Click “Check Positive Pay” then “View > Transaction History”.
- The decision that was automatically applied will show under “Current Status”.
- To change this decision, select the “Pay” or “Return” button under “Change Status”.

Issued Items

Company users can either import or manually create issued items that will automatically decision check as they come in if there are no exceptions. Company users can create issued items at any time.

- Go into “Check Positive Pay” then “Perform > Manual Issue Entry”.
- Select the applicable account the check is drawn off and fill in Check Number, Amount, Payee Name Status and Issuance Date fields.
- After adding in your check items, select “Save”.

Importing an Issued File

Company users also have the option of importing an Issue File with check decisions.
You must create a template with the issue file parameters defined before loading your file.

- Go to “Manage > Issue Templates” and select “Create New Template”.
- Define the Template parameters to fit your Issue File.
- After creating the template, go to “Perform > Issue File Load”.
- Select the template and account you will use.
- Add your Issue File and select “Upload’.
- You can then look over the status of the upload and review your issued items.

Making Changes to Issue(s)

Company users can make edits to a check issue at any time if that check not been received. Please note that the only field you cannot edit is the Check Number.

- Go to "Check Positive Pay > Issue Warehouse".
- Select the pencil icon under "Update" of the check you wish to edit.
- Make the applicable changes and select "Save".

View the Status of Check Issues

Company users can review a summary of all exceptions and view details about them such as originator company name, amount, and decision. Company users can determine whether the correct decisions were applied to the exceptions or if the bank default decision was applied.

- Click "Check Positive Pay" > "Issue Warehouse"
- Complete the applicable fields:
  - Date - Specific Date or Date Range.
  - Account - Select one or more of the accounts that are entitled to ACH Positive Pay.
  - Match Status – Status of the check
  - Date Range Filter Type: Load Date - Uploaded files
  - Date Range Filter Type: Issue Date – Manual Issued Items
  - Amount or Amount Range – Amount of the transaction
  - Check Number or Check Number Range – Check number
  - Issue Type – The decision issue decision given when uploaded
- Click **Apply**