**Positive Pay – Commercial Center Guide**

**Check Positive Pay Page**

The **Check Positive Pay** page allows you to complete several functions within one place, such as:

* Review Exception Items
* Import an issued check/void check file
* Manually add an item
* Search for specific items and view all decisioned items
1. Click on **Control & Recon**.
2. Under Control & Recon, click **Check Positive Pay**. The following page opens.



From this page you can enter checks into the Positive Pay system, Decision Exception Items, and review previous items Decision/Issue Activity.

**Review Exception Items**

If there are items to review and decision, they appear in the **Decision Items** section on the right-hand side of the page.

To decision an item:

1. Click Decision Items.
2. Choose your option to Pay or Return the item.
3. If Return, choose the Return reason from the Drop-Down menu.
4. Select **Enter Decisions**, then select **Save** if the decisions are correct. Select **Reset** if corrections are needed.

Items can also be decisioned on the main Welcome Page. On the right-hand side under **Action Center**, click **Check Positive Pay Exceptions**.

* The Decision Item Review must be completed by 11:00 AM each business day. If a default decision has been provided, the default will take effect at 11:00 AM if decisions have not been made.
* In the event that the Commercial Center is unavailable due to disruption in communications or associated reasons, Customer may advise Bank of **item decisions** by email to cashmgt@midpennbank.com. In the event that email is not available, item decisions may be conveyed to Bank by phone to 717-920-8349. The call will be transferred to a recorded line.

**Import a File**

To import a file:

1. From the Select Import click on **Import Issues**.
2. From the **File Maps** list, select the template that is formatted to read the file, either .csv or txt.
3. Click **Upload**, click on **\*Select File**, locate and select the file.
4. Click **Upload File**.

If there are no exceptions the File Validation page will appear, click **OK**. If there are exceptions the File Validation Report will appear and outline what items need to be corrected in the File in order for it to upload correctly.

Note:

* In the event that the online business banking system is unavailable due to disruption in communications or associated reasons, Customer may advise Bank of **checks issued** by email to cashmgt@midpennbank.com. In the event that email is not available, check issues may be conveyed to Bank by phone to 717-920-8349. The call will be transferred to a recorded line.

**To Manually Add Checks**

1. On the **Check Positive Pay** page, in the **Select Manual Entry** section, click **Issue Entry**.
2. Enter your check information Account Number, Issue Date, Check Number, Amount, Payee (check the Void Check box if this check was voided. This option does not replace the method of issuing a Check Stop Pay).
3. If a further description is required click the Description box to enter more information.
4. If more rows to add checks are required, select how many more rows you need and click **+Add**.
5. Once all checks have been entered click **Submit**.

**To Inquire on Issued Item(s) Activity**

1. On the **Check Positive Pay** page, on the right-hand side click, click **Decision Activity**.
2. Searchable fields are Dates, Users, Status, Decision, click **Search**.
3. On the **Check Positive Pay** page, on the right-hand side click on **Issue Activity**.
4. Searchable fields are Dates, Users, Status, Decision, click **Search**.

**Positive Pay File Creation:**

The source file needs to be created in Excel and must be converted into a **Comma Delimited (.csv)**.

This format is easily accomplished by taking an Excel spreadsheet and saving it as “CSV (comma delimited)”. The file cannot contain any commas.

**The format of the import template will be:**

Column 1 – Account Number

Column 2 – Issue date in mm/dd/yyyy format Item Number column

Column 3 – Item Number column

Column 4 – Amount column (.00 format with decimal, no comma)

Column 5 – Item Type Code column - Item types are “1” for Issue and “2” for Void

Column 6 - Payee Column

The source data file must be converted to the above format in order to properly process.



This file is arranged exactly as described in the guide with check date, check number, dollar amount, item type and payee name displayed. The “commas” are assumed to reside between each field. It is important to note that there are no commas within any of the fields. ***This is essential***. If a comma was used in the amount field, or in the payee name field, the program would assume that another field would follow that comma, and the entire file would be thrown off.

**Testing Positive Pay Issue Files**

For initial customer testing and setup please submit all test files to Mid Penn Bank and Cash Management Operations will test initial files.

Any questions please contact:

Cash Management Operations:

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Monday-Friday 8:00 AM-5:00 PM EST (Closed weekends and Government Holidays)