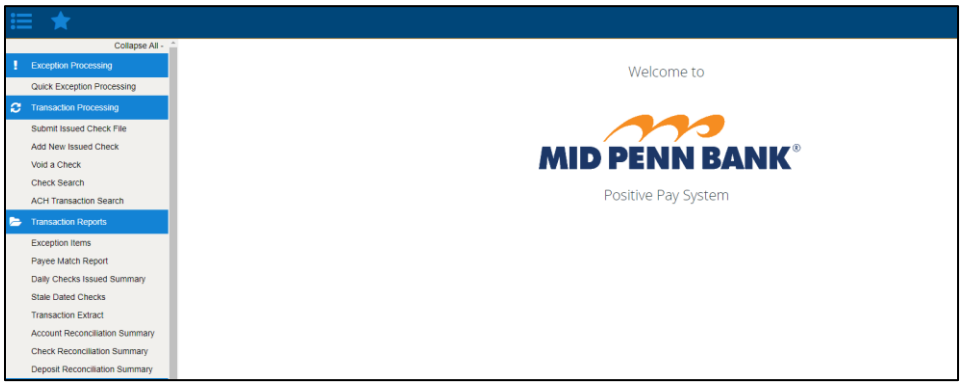
# Check Positive Pay Quick Action Guide

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 **Payment & Transfers**.
2. Under Payments & Transfers, click **Positive Pay**. The following page opens.




From this page you can enter checks into the Positive Pay system, decision exception items, and access many reporting tools, such as previous Decision/Issue activity, account reconciliation, and check search.

## Review Exception Items

If there are items to review and decision, they appear in the **Exception Processing** section on the left-hand side of the page.

To decision an item:

1. Click **Quick Exception Processing**.
2. Click on the exception reason and then item. Choose your option to **Pay** or **Return** the item. Click **Save**.
    a. If choosing to return an item, choose the Return reason from the dropdown menu.

- The Decision Item Review must be completed by 12:00 PM each business day. The established default will take effect at 12:00 PM if decisions have not been made.
- In the event that the Commercial Center is unavailable due to disruption in communications or other reasons, Customer may advise Bank of **item decisions** by email to cashmanagementopscenter@midpennbank.com. If email is not available, item decisions may be conveyed to Bank by phone to 866-642-7736 option 3, option 1, on a recorded line.

## Import an Issued/Void Items File

To import a file:

1. From the **Transaction Processing** menu, click on **Submit Issued Check File**.
2. Select **Choose File** to choose the file to process.
3. Select the **Account Nickname** from the dropdown box. Select a template by choosing the correct **File Processing Type** from the dropdown box.
    a. A file needs to be uploaded for each account. A combined file with multiple accounts is not allowed.
4. Click **Process File**.

Once a file is uploaded and processed, a window is displayed indicating the processing status. If the file has not processed within 20 seconds, a message is displayed informing the customer that an email will be sent indicating the file processing status. The file processing status can also be checked online using the Issued Check File Processing Log page. The following is a list of the possible processing statuses: Unprocessed, Processed, Processed with Exceptions, Rejected.

To view the exceptions on a file that has a status of Processed with Exceptions, select the Processed with Exceptions link.

## To Manually Add Checks

1. In the **Transaction Processing** menu, click **Add New Issued Check**.
2. Enter check information: Account Nickname, Check Number, Amount, Issue Date, Issued Payee.
3. If a further description is required, click the Notes box to enter more information.
4. If adding checks in number increments, select **Auto-Increment Check Number**.
5. Click **Add Check**.

## To Void a Check

1. In the **Transaction Processing** menu, click **Void a Check**.
2. Enter check information: Account Nickname, Check Number, Check Amount, Issued Date.
3. Click the **Find Matching Check** button.
4. Verify the check details.
5. Click **Void Check**.

Note:

- This option does not replace the method of issuing a Check Stop Pay.

## To Complete a Check Search

1. On the **Transaction Processing** page, click **Check Search**.
2. Searchable fields are Account Nicknames, Check Status, Check Numbers, Dates, Amounts, Decision, Reason, Issued Payee, click **Search**.

## Any questions please contact:

Cash Management Operations:
cashmanagementopscenter@midpennbank.com
866-642-7736, option 3, option 1

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