

Associated Connect[®]

Reference Guide: ACH and Check Positive Pay















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Portal Access

The Associated Connect portal allows users to access all Associated Connect services through an easy-to-use single sign-in. To access the portal, sign in to Associated Connect directly from Associated Bank's website at **AssociatedBank.com/Business** or **AssociatedBank.com/Commercial**. The portal has been divided into three sections:

Category	Icon	Definition
Banking		Account Details and Services (Includes Account Balances, Account Transfers, ACH Origination, Check Inquiry, Image Search Transaction Activity, Check and ACH Positive Pay, Stop Payments and Wire Transfers.)
		Account Summary Page (Includes Ledger Balance, Available Balance, Collected Available Balance, Float Next Business Day, Float 2+ Days and Transactions and Details for each account)
		Bill Pay*
Cash Management		Lockbox
		Remote Deposit
		Checkview
		FX Manager
		Cash Ordering
		Trade Services
Transmission and Reporting		Export
		Document Center
		File Transfer

*Some services within the bill payment service have service charges. Please refer to the Business Fee Schedule or the applicable Checking Product Disclosure for details. (1276)

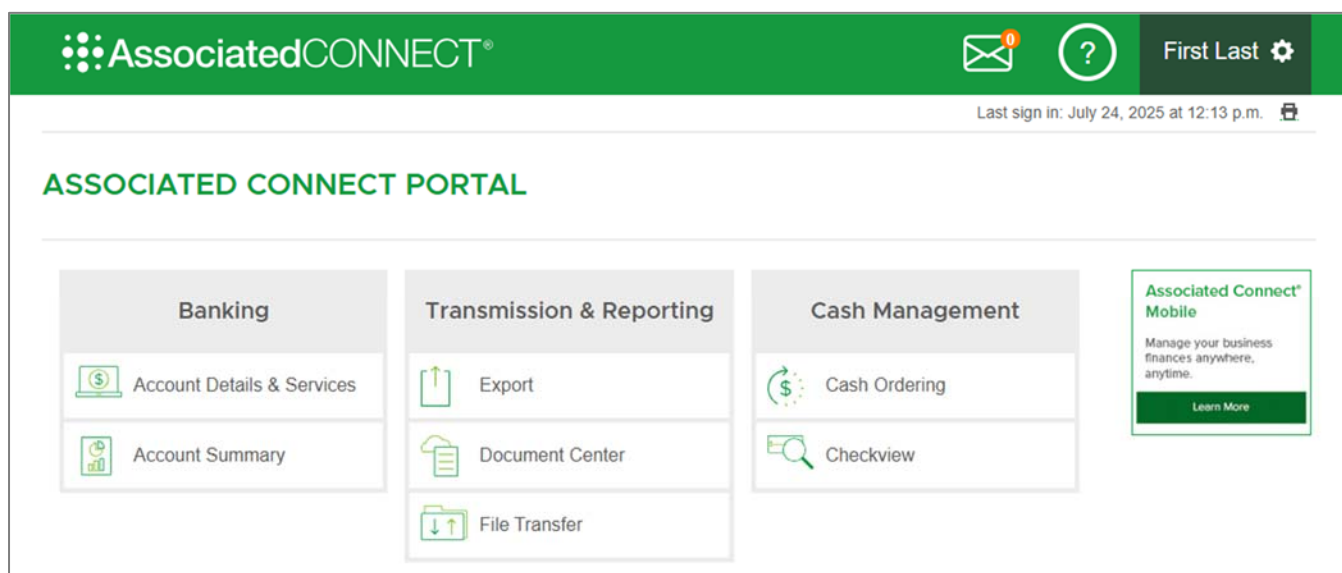
To access Associated Connect, you will be required to verify your identity through one of two methods:

1. For clients who have access to high-risk services such as Bill Pay, ACH and Wire Transfers, you will sign in with your username and password, and then will be required to verify your identity through multi-factor authentication. Associated Connect users will be required to enter a unique access code generated by either a mobile or physical token to gain access to the portal. Additional information about how to set up, use and obtain a token from Associated Bank can be found in the Multi-Factor Authentication and Password Management Guide or by contacting Customer Care at 800-728-3501.
2. For clients who only have low-risk services, you will sign in with your username and password. Periodically, you will be asked a series of challenge questions to confirm your identity.

Associated Bank does not charge a fee to download our digital applications; however, transactional fees may apply. Carrier message and data rates may apply; check your carrier's plan for details. Visit AssociatedBank.com/disclosures for Terms and Conditions for your service. (1406)

Associated Connect Portal

The Associated Connect Portal is the first screen you will see after signing in. This provides access to all of your online banking services.



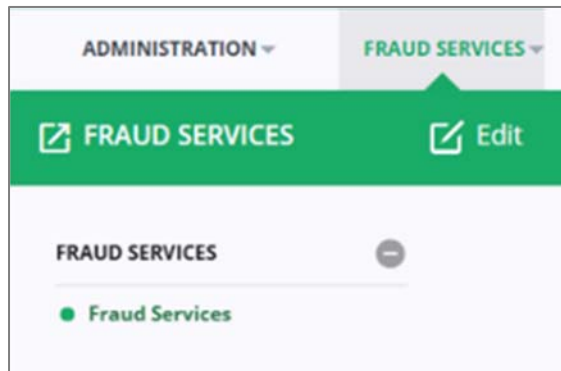
Fraud Services

The Fraud Services module includes the following products:

- ACH Positive Pay
- Check Positive Pay
- Reverse Positive Pay
- Account Reconciliation

Fraud Services Menu

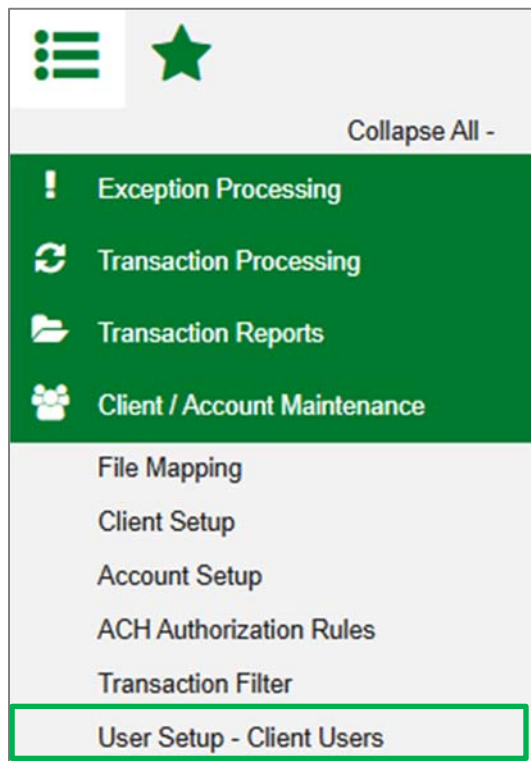
After selecting Account Details & Services on the Associated Connect Portal, select Fraud Services from the right side of the menu and then Fraud Services again.



Administration and Alerts

New User Entitlements

Each user of the Fraud Services module will need to be set up by a Company Administrator prior to use. To do so, select **Client/Account Maintenance > User Setup – Client Users** on the navigation menu.



Select **Add New**.

Name	Username	Email Address	Last Logged On	Status	
					Add New

On the Contact Information Tab, complete the required fields indicated with an asterisk.

Note: To receive text alerts, you must enter a mobile number on this screen.

User Setup - Client Users

Contact Information
Security Settings
Menu Settings
System Messages

*** First Name:**

Middle Initial:

*** Last Name:**

*** Email Address:**

Primary Phone Number:

Secondary Phone Number:

**** Mobile Number:**

Limit Text Start & Stop Times:

Text Messages Start Time:

Text Messages End Time:

Yes

▼

7:00 AM

▼

6:00 PM

▼

☐ Exclude From Email

☐ Do Not Send Text Messages

* Indicates required fields

** Mobile number is required for text message alerts

Submit

Select the **Security Setting** Tab. Enter the individual's existing Associated Connect username. A password is required when creating the user, but it won't be used for login or any other purposes. Access is managed through the normal Associated Connect login process.

User Setup - Client Users

Contact Information
Security Settings
Menu Settings
System Messages

*** Username:**

*** Password:**

*** Verify Password:**

All available accounts will appear. Select the applicable accounts to assign them to the user. If the user should have access to all accounts, select **Add All** on the right-hand side. You can also automatically assign all future new accounts to be added to the user by selecting the check box.

Note: If you need to search for a specific account, you can search by all or part of the account nickname, including the last four digits of the account number.

Account Nickname:

Teller Testing

Available (2 of 19) Assigned

Teller Testing 1
Teller Testing 2

Add All

Remove All

☒ **Assign all new accounts to this user**

Select **Transaction Data User Rights**. Based on the user, you will need to select the appropriate configuration for that individual user.

Transaction Data User Rights

☒ Allow user to add/edit transactions

☒ Allow user to delete transactions

☒ Allow user to download issued check files

Check Exception Type: Cannot view exceptions or make decisions ▼

ACH Exception Type: Cannot view exceptions or make decisions ▼

The chart below explains each entitlement in greater detail.

Transaction Data User Rights	Explanation of Entitlement
Allow user to add/edit transactions	Can submit issued checks/issued check files and voids.
Allow user to delete transactions	Can delete outstanding issued or voided checks.
Allow user to download issued check files	Can download and view an issued check file after it is uploaded.
Check Exception Type	<ul style="list-style-type: none"> No Access: Cannot view or decision check exceptions. View Only Access: Can only view but cannot decision check exceptions. Full Access: Can view and decision check exceptions.
ACH Exception Type	<ul style="list-style-type: none"> No Access: Cannot view or decision ACH exceptions.

	<ul style="list-style-type: none"> • View Only Access: Can only view but cannot decision ACH exceptions. • Full Access: Can view and decision ACH exceptions.
--	---

Select **Setup User Rights**. Based on the user, you will need to select the appropriate configuration for that individual user. Select **Submit**.

The chart below explains each entitlement in greater detail.

Setup User Rights	Explanation of Entitlement
Allow user to add ACH Authorization Rules in Quick Exception Processing	From Exception: Add to the ACH Authorization Rules (approved list) when an exception occurs to prevent future exceptions.
Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules	Manual Entry: Proactively add to the ACH Authorization Rules (approved list) before an exception occurs.

On the Menu Settings tab, a default User Security Template will be available. This template will provide user access to all available menu options. If a user needs customized menu access, there is an option to Create new template.

Note: As a reminder, this step only gives menu options. Functional access is given on the Security Settings tab.

Select **System Messages** to entitle alerts for the user. Both email and text message alerts are available for check and ACH Positive Pay. When complete, select **Submit**.

Note: Text alerts are optional and require a mobile number to be entered upon setup.

Contact Information
Security Settings
Menu Settings
System Messages

*** Mobile number must be defined (Contact Information tab) in order for text message alerts to work ***

User Notification Template: Select

Message	Email	Text
CLIENT - No exceptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Reminder to process exceptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Filtered / blocked transaction notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Unauthorized ACH transaction notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file processing status	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - New ACH authorization rule added	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - New transaction filter / block added	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

☐ Archive User

Submit

Alert	Explanation of Alert
No exceptions	No exceptions for Check and/or ACH Positive Pay that day.
Exception notification	Check Positive Pay exceptions need to be reviewed/decided.
Reminder to process exceptions	One hour before cutoff, outstanding exception items have not yet been decided.
Unauthorized ACH transaction notification	ACH Positive Pay exceptions need to be reviewed/decided.
Issued file processing status	Submit Issued Check File is processed successfully or has errors.
New ACH Authorization Rule added	ACH Authorization Rule (Approved List) was added.

ACH Positive Pay

To manage ACH Positive Pay and make decisions on suspect items, select **Account Details & Services**, then **Fraud Service from the menu**, then **Fraud Services again**. A new window will open directing you to the **Fraud Services** module.

Exception Processing

To decision your ACH Positive Pay items, select **Exception Processing > Quick Exception Processing** from the navigation menu on the left

Note: If you are entitled to Check Positive Pay, those exception items will also appear here. Refer to the Check Positive Pay section of this guide for more details.



You will see which items need to be decisioned for that day. ACH Positive Pay exception items must be decisioned by 5 p.m. CT or your organization's default decision will apply. Reminder alerts can be set up to alert you if an item is not decisioned by 4 p.m. CT.

Test Client

All Account Nicknames

Search exceptions

Quick Exception Processing

Decisions Needed (18)	\$68,175.79
Decisioned (0)	\$0.00
Total (18)	\$68,175.79

There are 18 exceptions to review.

Default decisions will be applied if decisions are not made by 3:00 PM Central Time (US & Canada) for checks and 5:00 PM Central Time (US & Canada) for ACH.

18

Decisions Needed

\$68,175.79

0

Decisioned

\$0.00

Select **Decisions Needed** to view the exception items that need to be decisioned that day.

^

Unauthorized ACH transaction (4)

Ops1000

\$4,971.99

Unauthorized ACH transaction

Ops1000

\$125.75

Select the transaction to see the payment details. Here, you can decision the item (pay/return) or add a rule. Select to pay the transaction or return the transaction, based on your review. Note that if you do not decision the item by 5 p.m. CT, the transaction will automatically be decided by your default decision, shown at the top of the transaction.

Unauthorized ACH transaction

Default Decision: Return

Cutoff Time: 5:00 PM Central Time (US & Canada)

Account Name: Ops1000

Amount: \$125.75

Paid Date: 07/16/2025

CCD / 121231234 / DR

Utilities Payment

Add Rule

Pay

Return

For the purposes of this guide, we will choose to return this item. Select the reason that most accurately represents the return. Once complete, select **Save** and the item will be returned.



***Note:** If you choose to pay an item, no reason is required. Once you select pay, the item will automatically be submitted for payment.*


Reason

Unauthorized

Cancel

Save

Now the exception will appear in the Decisioned section. In this case, you can see the item is being returned due to the **arrow**  indicating a return status. Items that are going to be paid are indicated with a **dollar sign** .

^	Unauthorized ACH transaction (2) Ops1000 \$625.75
	Unauthorized ACH transaction Ops1000 \$125.75
\$	Unauthorized ACH transaction Ops1000 \$500.00

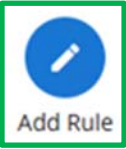
You can choose to change your Pay or Return decision until 5 p.m. CT daily by selecting the Decisioned group on the Quick Exception Processing screen, selecting the item and then revising the Pay or Return Decision.


Authorization Rules


If you want to add a rule to allow for a transaction to automatically pay in the future, select the Decisioned group on the Quick Exception Processing screen, select the item, then **Add Rule** or add the authorization rule before you decision the transaction.

Unauthorized ACH transaction

Default Decision: Return	Cutoff Time: 5:00 PM Central Time (US & Canada)
Account Name: Ops1000	Amount: \$125.75
Paid Date: 07/16/2025	
CCD / 121231234 / DR	
Utilities Payment	


Add Rule


Pay


Return

Note: The **Rule Name** and **Max Allowable Amount** will automatically populate with the information from this transaction. It is highly recommended you rename the rule, add any additional SEC Codes and adjust the Max Allowable Amount before saving the rule. Once you have reviewed the information and made any necessary edits, scroll down and select **Save Rule**.

Add ACH authorization rule

Rule Name
Test 123


SEC Code
CCD

Company ID
121231234


Debits or Credits
Debits only

Max Allowable Amount
125.75

To add an ACH Authorization rule proactively or when there is not an exception item to create a rule from, select **Company Maintenance > ACH Authorization Rules** from the navigation menu.

 **Company Maintenance**

- Payee Match Parameter Setup
- Security Templates
- File Mapping
- Client Setup
- Account Setup
- ACH Authorization Rules**
- User Setup - Client Users

Your existing rules will be shown. To add a new rule, select the blue plus sign . Add the information for the rule you would like to create and select Save Changes.

Add record

Client	Rule Name
Client search	
Company ID	SEC Code
	ALL - All SEC Codes
Debits or Credits	Max Allowable Amount
Transaction Description	

Cancel
Save and Add More
Save Changes

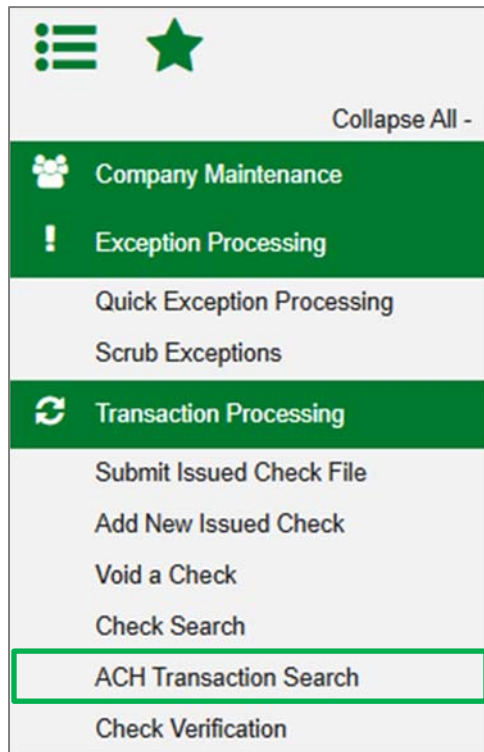
To edit, delete or view an existing rule, select the ellipses on the right-hand side.

Notification Type	
	⋮
Create Exception	⋮
Create Exception	⋮
Create Exception	⋮
Create Exception	⋮
	⋮

Edit record
Delete record
View audit history
View record

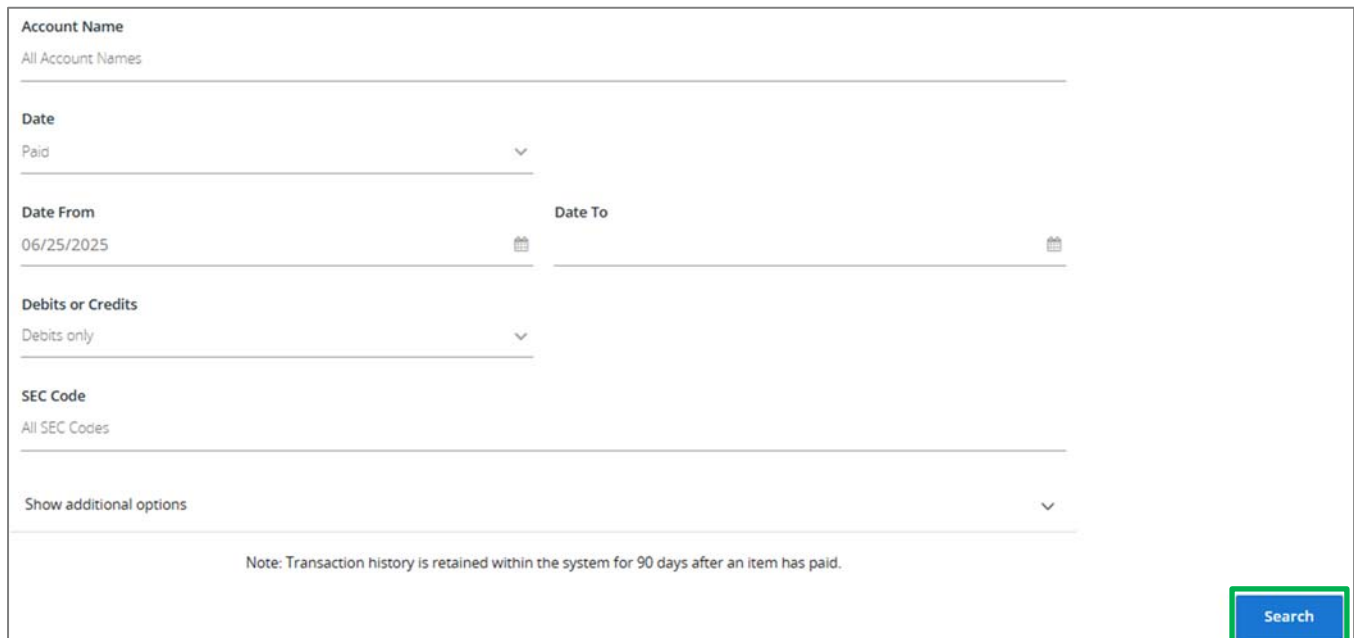
Reporting

To determine if a historical ACH transaction was paid or returned, select **Transaction Processing > ACH Transaction Search**.



The screenshot shows a sidebar menu with a hamburger icon and a star icon at the top. Below them is a 'Collapse All -' link. The menu items are: Company Maintenance, Exception Processing, Quick Exception Processing, Scrub Exceptions, Transaction Processing (highlighted in green), Submit Issued Check File, Add New Issued Check, Void a Check, Check Search, ACH Transaction Search (highlighted with a green border), and Check Verification.

Only one search criteria field of your choice is required (account, date or date range, debit/credit or SEC Code); however, you will receive more precise results by entering information in as many fields as possible. Select **Search** once you have entered your preferred search parameter(s).



The screenshot shows the ACH Transaction Search form. It includes the following fields: Account Name (with a dropdown for 'All Account Names'), Date (with a dropdown for 'Paid'), Date From (06/25/2025) and Date To (empty), Debits or Credits (with a dropdown for 'Debits only'), SEC Code (with a dropdown for 'All SEC Codes'), and a 'Show additional options' dropdown. A note at the bottom states: 'Note: Transaction history is retained within the system for 90 days after an item has paid.' A blue 'Search' button is located at the bottom right.

If the transaction can be located, it will be displayed on the next screen, along with the paid or returned status. You can also apply a search, add or remove search fields or export your check search in the right-hand corner.

Check Positive Pay and Reverse Positive Pay

To manage Check Positive Pay, and make decisions on suspect items, select Account Details and Services, then Fraud Services from the menu, then Fraud Services again. A new window will open directing you to the **Fraud Services** module.

Exception Processing

To decision your Check Positive Pay items, select **Exception Processing > Quick Exception Processing** from the navigation menu on the left.

Note: *If you have ACH Positive Pay, those exceptions will also appear here.* Refer to the ACH Positive Pay section of this guide for more details.



You will see which items need to be decisioned for that day. Check Positive Pay exception items must be decisioned by 3 p.m. CT or your organization's default decision will apply. Reminder alerts can be set up to alert you if an item is not decisioned by 2 p.m. CT.

 A screenshot of the 'Quick Exception Processing' interface. At the top, there are dropdown menus for 'Test Client' and 'All Account Nicknames'. Below these is a search bar labeled 'Search exceptions' with a magnifying glass icon. On the left, there is a summary table:

Decisions Needed (18)	\$68,175.79
Decisioned (0)	\$0.00
Total (18)	\$68,175.79

 To the right of the table, there is a message: 'There are 18 exceptions to review.' Below this, a note states: 'Default decisions will be applied if decisions are not made by 3:00 PM Central Time (US & Canada) for checks and 5:00 PM Central Time (US & Canada) for ACH.' At the bottom right, there is a large display showing '18 Decisions Needed \$68,175.79' and '0 Decisioned \$0.00'.

Select Decisions Needed to view the exception items that need to be decisioned that day.

Decisions Needed (13) \$33,470.31	
Paid not issued (2)	
Ops1000	
\$3,298.34	
Paid not issued	
Ops1000	
\$1,500.00	
#18006	
Paid not issued	
Ops1000	
\$1,798.34	
#18007	

Select the transaction to see the payment details. When reviewing your exceptions you can chose to pay, return or correct the item based on your review. If you do not decision by 3 p.m. CT, the default decision, shown in the top right will automatically apply.

Paid not issued

Default Decision: Return

Cutoff Time: 3:00 PM Central Time (US & Canada)

Account Name: Ops1000

Check #: 18006

Amount: \$1,500.00

Paid Date: 07/21/2025

Issued Date: 06/25/2025

Front

Back

Hover over image to zoom. Click to view full-size image.

\$

Pay

↩

Return

✎

Correct

Note: If you choose to pay an item, no reason is required, once you select pay, the item will automatically be submitted for payment.

Select to pay the transaction or return the transaction, based on your review. Note that if you do not decision the item by 3 p.m. CT, the transaction will automatically be decided by your default decision. For the purposes of this guide, we will choose to return this item. Select the reason that most accurately represents the return.


Exception reasons include:

Exception Reason	Description
Duplicate Paid Amount	Two or more checks paid with the same serial number.
Amount Mismatch	The paid check amount and the issued amount are not the same.
Stale Dated Item	The check was paid on a date later than when it was issued.
Void Item	A paid check matched a voided check.
Paid Not Issued	A paid check has no matching issue.
Payee Name Mismatch	The payee name on the paid check and the issued payee name are not the same.
Check Number Is Zero	A paid check has a zero serial number.
Payee match over amount limit	The payee name on the paid check and the issued payee name are the same, but the amount on the issued check exceeds the approved check amount.
Dup paid item/amt mismatch	Two or more checks paid with the same serial number and additionally the paid check amount and the issued amount are not the same.



Once complete, select **Save** and the item will be returned.

Note: If you choose to pay an item, no reason is required. Once you select pay, the item will automatically be submitted for payment.

Reason

Duplicate 

Cancel **Save**

Now the exception will appear in the Decisioned section. In this case, can see the item is being returned due to the **arrow**  indicating a return status. Items that are going to be paid are indicated with a **dollar sign** .

▼	Decisions Needed (12)	\$31,970.31	⋮
^	Decisoned (1)	\$1,500.00	
←	Paid not issued Ops1000 \$1,500.00 #18006		

Check Corrections (Encoding Errors)

If you need to correct the check number, select the item from the Decisions Needed or Decisoned Group, as applicable, select **Correct** and make the necessary adjustment.

Paid not issued

Default Decision: Return

Cutoff Time: 3:00 PM Central Time (US & Canada)

Account Name: Ops1000

Check #: 18006

Amount: \$1,500.00

Paid Date: 07/21/2025

Issued Date: 06/25/2025

Front

Back

Hover over image to zoom. Click to view full-size image.

\$

Pay

↶

Return

✎

Correct

Enter the inaccurate check number in the search. Then, select your correction reason from the drop-down menu and enter the corrected check number in the Correction Notes field. Select **Save** when complete.

Search for a check <hr/>	Reason Encoding Error - Check Number Correction ▼
Correction Notes 12346 <hr/>	
Cancel	Save

If you need to correct the dollar amount, select to Pay the item. When you select the reason, select **Encoding Error – Dollar Amount** and select **Save**.

Reason Encoding Error - Dollar Amount ▼
Cancel Save

Creating an Issued Check File Mapping Format

To create your Check Positive Pay issue file map, select **Company Maintenance > File Mapping** from the navigation menu.

<div> <div>☰</div> <div>★</div> </div> <div>Collapse All -</div> <div> <div>🏢</div> <div>Company Maintenance</div> </div> <div> <div>Security Templates</div> <div>File Mapping</div> <div>Client Setup</div> <div>Account Setup</div> <div>ACH Authorization Rules</div> <div>Transaction Filter</div> <div>User Setup - Client Users</div> </div>

To add a new file mapping format select **Add New**.

[Add New](#)

Create a name for your mapping profile. Avoid using % or ^ characters. Select the appropriate file format, and if creating for a Delimited Text file the appropriate delimiter to indicate how text is separated in a cell.

Select a sample file to upload. The file must minimally contain check number, amount issued, and if using Payee Positive Pay, the payee name. Optional fields include date, account number, record type (Issued, Void, Stop), and if using Payee Positive Pay, the payee name and address. Additional fields beyond the required and optional do not need to be deleted; they will be automatically ignored by the system. For the purposes of this guide, we will map a Comma Delimited File. Select **Next** when complete.

File Mapping

Name:

File Format: Delimited Text ▼

Delimiter:

☒ Comma
☐ Tab
☐ Space
☐ Semicolon
☐ Other

Text Qualifier: Double Quote ▼

Select File: Choose File Demo Test File.csv

Next >

Your initial file map will appear on the top part of the screen and be separated into columns. The top 100 rows of the file will be shown in the preview.

File Mapping				
	Column 1	Column 2	Column 3	Column 4
1	Check Number	Amount	Date	
2	1234	10.54	8/11/2025	

From here, make additional selections based on your specific file and its contents. The maximum number of rows that can be skipped at the beginning and end of the file is 3. Select **Next**.

Note: For File Totals Options, it is recommended to avoid choosing Obtain Totals from File.

☐ File Does Not Contain Issued Date
☒ First Row Contains Column Names
☐ Skip Rows at Beginning
☐ Skip Rows at Ending

File Totals Options: Require File Totals ▼

Field #
Items in File:
Dollar Amount in File:

< Back
Next >

The file fields will then need to be assigned to the corresponding column. Select **Next**.

Note: If a column isn't mapped, the data within the file will be ignored.

File Mapping

	Check Number	Amount	Date	Column 4
1	1234	10.54	8/11/2025	

Check Number: Check Number - Column 1 ▼
Amount: Amount - Column 2 ▼ ☐ Insert Decimal Point
Issued Date: Date - Column 3 ▼ ☐ Dates in file do not include separators (Ex: '/' or '-')
* Special Date Type: <Not Selected> ▼
* Note: Special Date Type is only required for dates that do not contain separators (typically dashes or slashes) between the month, day and year digits.

Optional Fields
Account Number: <Select> ▼
Account Name: <Select> ▼
Notes: <Select> ▼
Issued Payee: <Select> ▼
Map another issued payee field
Issued Payee Address: <Select> ▼
Record Type: <Select> ▼ ☐ Convert Negative Amounts to Voids
Issued Item Code:
Void Item Code:
Stop Pay Item Code:

< Back
Next >

An overview will be provided for final submission. Select **Save** to submit.

File Mapping				
	Check Number	Amount	Date	Column 4
1	1234	10.54	8/11/2025	

Name: Demo Test
File Type: Delimited Text
Delimiter: Comma
Header: First Row Contains Column Names



Check Number: Check Number - Column 1
Amount: Amount - Column 2
Add Decimal: No
Issued Date: Date - Column 3
Account Number: Not Defined
Account Name: Not Defined
Notes: Not Defined
Issued Payee: Not Defined
Issued Payee Address: Not Defined
Record Type: Not Defined
Negative Amounts to Voids: No
Issued Item Code: Not Defined
Void Item Code: Not Defined
Stop Pay Item Code: Not Defined

Skip Rows at Beginning: 0
Skip Rows at Ending: 0
File Total Option: Require File Totals




[< Back](#)
[Save](#)

Submitting an Issued Check File

To submit your Check Positive Pay issue file, select **Transaction Processing > Submit Issued Check File** from the navigation menu.

Collapse All -

-  Company Maintenance
-  Exception Processing
 - Quick Exception Processing
 - Scrub Exceptions
-  Transaction Processing
 - Submit Issued Check File**
 - Add New Issued Check
 - Void a Check
 - Check Search
 - ACH Transaction Search
 - Check Verification

Select the file location from your computer, the account nickname and the appropriate file mapping format, then Process File.

Note: *If you do not have an account number in your File Mapping, the Account Nickname selected will be the assigned account for the issued checks, even if there is an account number in your file. If you do have an account number in your File Mapping, regardless of what is chosen for Account Nickname, that will be the assigned account for the issued checks.*

Submit Issued Check File

Step 1. Select a file to process.

Choose File
No file chosen

Step 2. Input details about the file.

Account Nickname: Teller Testing 1

File Mapping Format: Test Client - Payroll - Excel

Step 3. Click the "Process File" button.

Process File

Add Single Issued Check

To add a single issued check, select **Transaction Processing > Add New Issued Check**.

Collapse All -

Company Maintenance

Exception Processing

Quick Exception Processing
 Scrub Exceptions

Transaction Processing

Submit Issued Check File

Add New Issued Check

Void a Check

Check Search

ACH Transaction Search

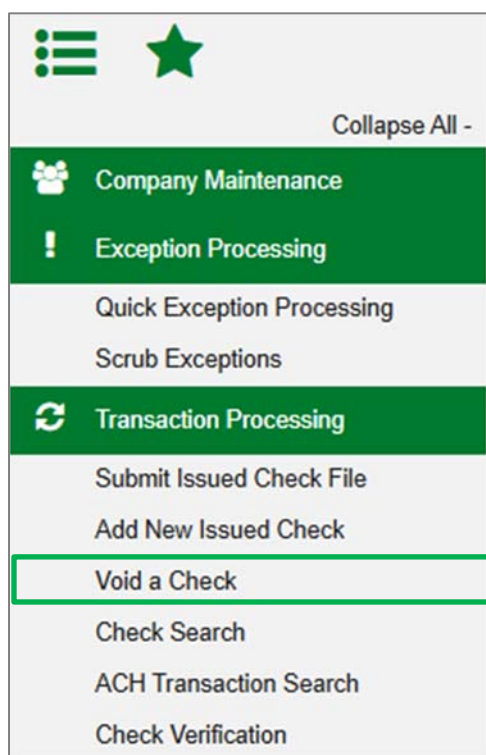
Check Verification

Select the account the check is drawn on in the **Account Name** dropdown, and then enter the **Check Number**, **Amount**, **Issued Date**, if applicable and the **Payee** into the appropriate fields. You can add notes about the transaction if preferred, which will appear on reporting elements. Once complete, select **Add Check** and the check will be added to the system for matching.

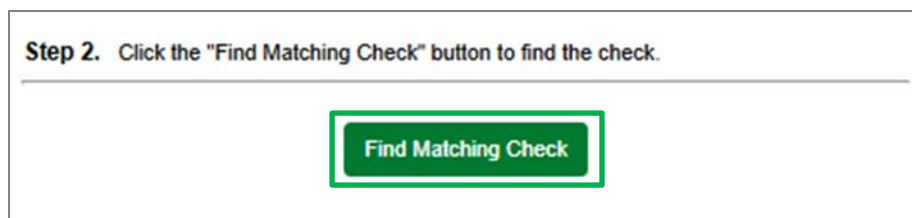
Note: If you have multiple checks in a row select Auto-Increment Check Number and the check number will advance by one automatically.

Void a Check

To void a check, select **Transaction Processing > Void a Check**.



Select the account that the check is drawn on in the **Account Name** dropdown, and then enter the **Check Number**, **Amount**, or **Issued Date**. Only one search criteria field is required; however, you will receive more precise results by entering information in multiple fields. Select **Find Matching Check** to locate the check.

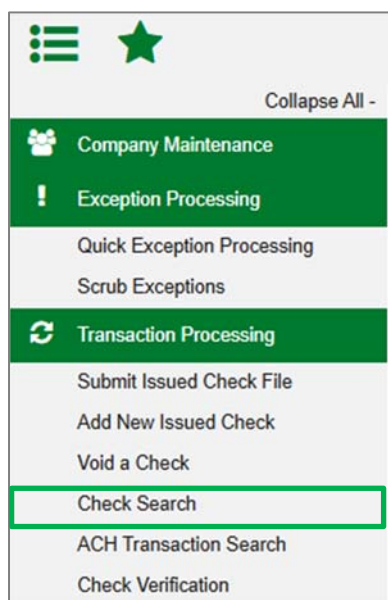


Once the check is located, select **Void Check**. You will receive a notification that the item has been successfully voided.

Note: Void history is retained within the system for 90 days.

Check Search

To search for a check, select **Transaction Processing > Check Search**.



Only one search criteria field of your choice is required (account, **Check Status**, **Check Number or range**, **date or range**) However, you will receive more precise results by entering information in as many fields as possible. Select **Search** once you have entered your preferred search parameter(s). If the check can be located, it will be displayed on the screen, along with the paid or returned status and other details.

To edit the check, click on the search results, where you can view additional information. Note: If you make edits to the check number, amount, issued date, paid date or void date on this screen, select **Save Changes**. You can also apply a search, add or remove search fields or export your check search in the right hand corner.

System Reporting

To run reporting, select System Reports and then the report you would like to run. The following reports are available:


Report Name	Description
File Mapping Formats	Shows your file mapping formats, format type and other applicable information.
Issued Check Processing Log	Shows all issued checks by date.
User Listing	Shows all users, their security templates, actions and messages.
Email / Text Log	Shows all emails and or text messages sent out to users.
Management Dashboard	Shows a dashboard of a wide range of statistics for the products and services you are entitled to.
Data Import Processing Log	A log for any data that you have imported.
Login Report	Shows each user, last login, Browser, Platform etc.

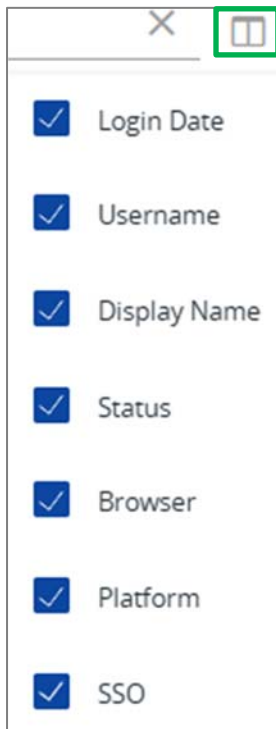
All reports have the same options for search, customization downloading and exporting.




To search, or apply a filter, select the magnifying glass  in the right-hand corner and then the appropriate item to filter on from the drop-down menu.



To add or remove columns, select the split screen  icon. All available options will be displayed to add or remove items from your report. Note, options will vary by report.



To download or export your report select the download button . Reports can be exported to excel, PDF or CSV format.

Appendix

Payee Issue File Layout Specifications

Record Format: Fixed Field Length
 Record Size: 216 character records
 File Name: 6098 Hxxxxxxxx.txt (x=account number minus the last digit)

Detail Record

Field	Length	Position	Format	Description / Values
Record Type	1	1	Numeric	Must be “ 6 ”
Status Code	1	2	Numeric	2 – Add Issue 4 – Void Issue
Account Number Length	2	3-4	Numeric	17
Filler Spaces	4	5-8	Alpha	Spaces
Bank Number	4	9-12	Numeric	6098
Filler Spaces	10	13-22	Alpha	Spaces
Account Number	17	23-39	Numeric	Right justified, zero filled, no dashes
Serial Number (Check Number)	10	40-49	Numeric	Right justified, zero filled
Issue Amount	10	50-59	Numeric	No decimals, last two positions are cents.
Issue Date	6	60-65	Numeric	YYMMDD
Payee Name	150	66-216	Alphanumeric	Payee Name <ul style="list-style-type: none"> The names should be identical (space for space) to the names written on the check and in the same order. The name should include “and” and “or” if written on the check. <ul style="list-style-type: none"> Sam Johnson and Bill Andrews and Joe Smith Robert Jones or Sally Jones

Sample File

```
6217  6098  000000011111111100000676140000042500091216JOHN DOE
6217  6098  000000011111111100000676150000057500091216JANE DOE JUNE DOE
```