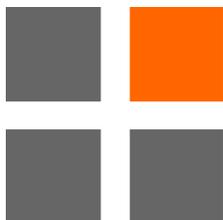




Transaction Authorization System Positive Pay

User Guide



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Establishing a New Template

File import templates are used to facilitate importing items for payment matching.

To establish new templates:

1. Log in to Positive Pay.
2. Move the mouse pointer over the **Management Tools** tab and select **Import Templates**. The Template List page displays.
3. Click  to establish a new template. The Create File Import Template page displays.
4. In the Template Properties section, complete the following:

Attach File	Select the file to attach to the template						
Import Attached File	Select whether the file included in Attach File is imported. Values are: <table border="1" data-bbox="685 718 1464 823"> <tr> <td>Yes</td> <td>indicates the file is imported</td> </tr> <tr> <td>No</td> <td>indicates the file is not imported</td> </tr> </table>	Yes	indicates the file is imported	No	indicates the file is not imported		
Yes	indicates the file is imported						
No	indicates the file is not imported						
Template Name	Enter a description of the template						
Number Of Header Rows	Enter the number of rows before the first transaction starts in the imported file						
Number Of Footer Rows	Enter the number of rows after the last transaction ends in the imported file						
Input Decimals into Amount	Select the format of the amounts in the imported file. Values are: <table border="1" data-bbox="685 1096 1464 1348"> <tr> <td>Yes</td> <td>indicates two decimal places are assumed to be the last two digits of the amounts in the imported file</td> </tr> <tr> <td>No</td> <td>indicates two decimal places are not assumed for the last two digits of the amounts in the imported file</td> </tr> </table>	Yes	indicates two decimal places are assumed to be the last two digits of the amounts in the imported file	No	indicates two decimal places are not assumed for the last two digits of the amounts in the imported file		
Yes	indicates two decimal places are assumed to be the last two digits of the amounts in the imported file						
No	indicates two decimal places are not assumed for the last two digits of the amounts in the imported file						
Text Qualifier	Select the symbol that identifies characters in the imported file as text. Values are: <table border="1" data-bbox="685 1444 1464 1591"> <tr> <td>None</td> <td>indicates the text is not qualified</td> </tr> <tr> <td>"</td> <td>indicates quotes are the text qualifier</td> </tr> <tr> <td>'</td> <td>indicates apostrophes are the text qualifier</td> </tr> </table>	None	indicates the text is not qualified	"	indicates quotes are the text qualifier	'	indicates apostrophes are the text qualifier
None	indicates the text is not qualified						
"	indicates quotes are the text qualifier						
'	indicates apostrophes are the text qualifier						

File Format	Select the format of the imported files that use this template. Values are:	
	Fixed Width	indicates the files are formatted with fields aligned in columns of a fixed width
	Tab Delimited	indicates the files are formatted with tab characters separating each field
	Space Delimited	indicates the files are formatted with space characters separating each field
	Delimited	indicates the files are formatted with the character specified in the box separating each field

5. Click the **Next** button.

If:	Then:						
the File Format is Fixed Width	<p>The Create File Import Template page displays. In the Mapped File Data section, complete the following:</p> <table border="1"> <tr> <td>Field</td> <td>Enter the type of information stored in the imported file</td> </tr> <tr> <td>Character Position</td> <td>Enter the location of the field within the imported file</td> </tr> <tr> <td>Mask Format</td> <td>Specify how each digit of a sensitive data type is translated in Transaction Authorization System. Within the 20-digit field, only those positions with position number entries are captured when the data type is displayed and printed. To mask a digit, enter "X" in place of the digit. If "X" is found in the mask format, that digit is deleted from the data type. Valid characters include: X, x or a numeric value.</td> </tr> </table>	Field	Enter the type of information stored in the imported file	Character Position	Enter the location of the field within the imported file	Mask Format	Specify how each digit of a sensitive data type is translated in Transaction Authorization System. Within the 20-digit field, only those positions with position number entries are captured when the data type is displayed and printed. To mask a digit, enter "X" in place of the digit. If "X" is found in the mask format, that digit is deleted from the data type. Valid characters include: X, x or a numeric value.
Field	Enter the type of information stored in the imported file						
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Mask Format	Specify how each digit of a sensitive data type is translated in Transaction Authorization System. Within the 20-digit field, only those positions with position number entries are captured when the data type is displayed and printed. To mask a digit, enter "X" in place of the digit. If "X" is found in the mask format, that digit is deleted from the data type. Valid characters include: X, x or a numeric value.						
the File Format is Delimited	<p>The Create File Import Template page displays. In the Map Data from Imported File section, complete the following:</p> <table border="1"> <tr> <td>Column</td> <td>Enter the column number where the data type is located within the imported file</td> </tr> <tr> <td>Data Type</td> <td>Enter the type of information stored in each column of the imported file</td> </tr> <tr> <td>Mask Format</td> <td>Specify how each digit of a sensitive data type is translated in Transaction Authorization System. Within the 20-digit field, only those positions with position number entries are captured when the data type is displayed and printed. To mask a digit, enter "X" in place of the digit. If "X" is found in the mask format, that digit is deleted from the data type. Valid characters include: X, x or a numeric value.</td> </tr> </table>	Column	Enter the column number where the data type is located within the imported file	Data Type	Enter the type of information stored in each column of the imported file	Mask Format	Specify how each digit of a sensitive data type is translated in Transaction Authorization System. Within the 20-digit field, only those positions with position number entries are captured when the data type is displayed and printed. To mask a digit, enter "X" in place of the digit. If "X" is found in the mask format, that digit is deleted from the data type. Valid characters include: X, x or a numeric value.
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6. Click the **Next** button. The Create File Import Template page displays.
7. In the Item Type Code Mapping section, complete the following:

Assigned Value	Select the item type associated with the file data in the imported file
Add/Delete	Click the Add or Delete button to establish or remove item type codes for the imported file

8. Click the **Next** button. The Create File Import Template page displays.
9. In the Assign Values section, complete the following:

Field	Enter the type of information stored in the imported file
Assigned Value	Assign a value to each instance of the associated field in the imported file
Prompt on Import	Select whether a prompt is displayed when the associated field is blank in the imported file

10. Click the **Create Template** button to save the new file import template. The Template List page displays.
11. Close the Template List page.

Establishing a New Item

Items are established to track payments. When an item is added, it must be approved before it is submitted to the database.

To establish new items:

1. Log in to Positive Pay.
2. Move the mouse pointer over the **Management Tools** tab and select **Items**. The Positive Pay Items page displays.
3. Click  to establish a new item. The Positive Pay Items page displays.
4. In the Items List section, complete the following:

Account	Select the account type and number to associate with the item.						
Check Number	Enter the number on the check.						
Issue Date	Enter the date the item was issued.						
Amount	Enter the dollar amount on the item.						
Payee	Enter the name of the person or entity to whom the item was written.						
Reference Number	Premier Only: Enter the unique number assigned to the item.						
Type	Select the item type. Values are: <table border="1" data-bbox="678 970 1479 1155"> <tr> <td>Issue</td> <td>indicates the item is an issue item</td> </tr> <tr> <td>Item Stop</td> <td>Premier Only: indicates the item is a stopped payment</td> </tr> <tr> <td>Void</td> <td>indicates the item is a void item</td> </tr> </table>	Issue	indicates the item is an issue item	Item Stop	Premier Only: indicates the item is a stopped payment	Void	indicates the item is a void item
Issue	indicates the item is an issue item						
Item Stop	Premier Only: indicates the item is a stopped payment						
Void	indicates the item is a void item						

5. Click the **Add** button to add the new item to the Items List.
6. Repeat steps 4-5 until all items are added.
7. Click the **Save** button to save the new items.
8. Close the Positive Pay Items page.

Modifying an Existing Item

Items are established to track payments. When an item is reviewed, changes may be required before it is approved for submission to the database.

To modify existing items:

1. Log in to Positive Pay.
2. Move the mouse pointer over the **Management Tools** tab and select **Items**. The Positive Pay Items page displays.
3. Enter search criteria or leave the default settings and click the **Search Items** button to search for the item to modify. The Positive Pay Items page displays.
4. In the Items List section, click  to open the item for modification. The Edit Positive Payment Items page displays.
5. In the Data Mapping section, complete the following as necessary:

Account	Select the account type and number to associate with the item.	
Check Number	Enter the number on the check.	
Issue Date	Enter the date the item was issued.	
Amount	Enter the dollar amount on the item.	
Payee	Enter the name of the person or entity to whom the item was written.	
Reference Number	Premier Only: Enter the unique number assigned to the item.	
Type	Select the item type. Values are:	
	Issue	indicates the item is an issue item
	Item Stop	Premier Only: indicates the item is a stopped payment
	Void	indicates the item is a void item

6. Click the **Save Item** button to save all the changes.
7. Close the Positive Pay Items box.

Modifying an Exception Item

Exceptions occur when an error is present in an item. When an exception occurs, the item must be modified or removed.

To modify exception items:

1. Log in to Positive Pay.
2. Move the mouse pointer over the **Management Tools** tab and select **Import Exceptions**. The Import Exceptions page displays.
3. Click the **File Name** link to open the exception item detailed information. The File Import Exception page displays.
4. Click  to open the item for modification. The Import Exception page displays.
5. In the Change Item section, complete the following as necessary:

Account	Select the account type and number to associate with the item.						
Check Number	Enter the number on the check.						
Issue Date	Enter the date the item was issued.						
Amount	Enter the dollar amount on the item.						
Payee	Enter the name of the person or entity to whom the item was written.						
Reference Number	Premier Only: Enter the unique number assigned to the item.						
Type	Select the item type. Values are: <table border="1" data-bbox="678 1052 1479 1241"> <tr> <td>Issue</td> <td>indicates the item is an issue item</td> </tr> <tr> <td>Item Stop</td> <td>Premier Only: indicates the item is a stopped payment</td> </tr> <tr> <td>Void</td> <td>indicates the item is a void item</td> </tr> </table>	Issue	indicates the item is an issue item	Item Stop	Premier Only: indicates the item is a stopped payment	Void	indicates the item is a void item
Issue	indicates the item is an issue item						
Item Stop	Premier Only: indicates the item is a stopped payment						
Void	indicates the item is a void item						

Note:

An exception description displays next to each field that contains an issue.

6. Click the **Save Item** button to save all the changes. If more exception items need a review, the File Import Exception page displays. If no more exception items need a review, the Import Exceptions page displays.
7. Close the Import Exceptions page.

Importing a File

Files are imported from another program to establish issued payment items.

To import files:

1. Log in to Positive Pay.
2. Move the mouse pointer over the **Management Tools** tab and select **Import a File**. The Import a File page displays.
3. Enter the **File Name** of the file to import and select the **Template** associated with the file.
4. Click the **Next** button. The Import a File page displays.
5. In the Data Mapping section, establish the client-defined required fields.

Note:

Information established in the Data Mapping section applies to all items in the import file.

6. Click the **Import File** button. The import status displays.
 - If successful, the Import a File page displays.
 - If exceptions occur, the Import a File page. In the Exceptions section, modify the exception items.
7. Close the Import a File page.

Reviewing an Item

Items displayed for review must be approved for submission to the database or returned for modification.

To review items:

1. Log in to Positive Pay.
2. Move the mouse pointer over the **Management Tools** tab and select **Review**. The Item Review page displays.
3. In the Account Selection section, select the appropriate account or **All** to display all items available for review.
4. Click the **Submit** button. The Item Review page displays.
5. Complete the following:

Action	Select the required action. Values are:	
	Approve	indicates the item is approved
	Return	indicates the item is returned
Return Reason	Premier Only: Select the reason the item is returned. Values are client-defined.	

5. Click the **Process Items** button to save review selections for the items.
6. Close the Item Review page.

