

Account Reconciliation & Check Positive Pay “ARPPA” Quick Reference Guide



1 Login:

- Login to your eTreasury+ using your existing login credentials
- Go To “Account Services” Tab to access system functions

2 Reviewing Daily Exceptions and Making Your Decision:

- **Items will be available after 9:00 AM. Please wait until after 9:00 AM to access the Manage Exceptions function.**
- On the “Account Services” tab, select and click “Manage exceptions” under Positive Pay
- Exceptions will be displayed under “Check Exceptions Awaiting Decision” for available accounts
- Decision an item individually by clicking the “Select decision” hyperlink and choosing a decision from the displayed list
- Click “Apply”
- To apply a decision to all items, choose Select All.
- Select and choose a decision from the below drop down menu
- Click “Apply”
- **Decision deadline is 12:00 PM**

3 Auto Decision Option:

Note: This option automatically will Pay All or Return All of the items exceptions for the day

- Not selecting a decision prior to 12:00 PM will cause exception items to follow the default “Pay All” or “Return All” decision, chosen at time of service setup.
- The bank default is “Return All”

4 Manual Entry of Issue Items:

- On the “Account Services” tab, select and click “Enter issues” under Positive Pay
- Select account from drop down menu
- **It is very important that enter your issue information to the correct account.**
- Enter the required “Item Details” information
- Click “Continue”
- Verify issue information
- Click “Add issue”

Note 1: Payee name can be input for your internal reference but is not used for determining Positive Pay Exceptions, unless using Payee Positive Pay service

Note 2: Check the “Sequential entry box” to automatically fill the serial number field with the next consecutive number.

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5 Upload an issue File Through eTreasury+:

- On the “Account Services” tab, select and click “Import issues”
- Select and Click the radio button to left of your File Definition
- Select and click “Continue”
- Select and click “Browse” and find the file that you want to upload
- Click “Import file”
- **It is very important that enter your issue information to the correct account.**

6 Manual Editing/Deleting Issue Information:

- On the “Account Services” tab, select and click “Update issues” under Positive Pay
- Select account and enter the required information
- Select and click on “Continue”

To edit an item

- Select and click the check number hyperlink under “Check”
- Select and click “Edit issue”
- Make changes to the check number, issued date, issued amount, or payee (if applicable)
- Select and click “Continue”
- Verify issue information
- Select and click “Save Changes”

To change item status (Issue to Void)

- On the “Account Services” tab, select and click “Enter issues” under Positive Pay
- Select account from drop down menu
- **It is very important that enter your issue information to the correct account.**
- Enter the required “Item Details” information.
- Select “Issue type: Void”

- Click “Continue”
- Verify issue information
- Click “Add issue”

Note 1: This item status change process works as an overwrite function. It is recommended to delete relevant items, and re-issue with proper status.

To delete an item

- Select and click the “Delete” hyperlink
- Verify issue deletion
- Select and click “Delete”

7 View Positive Pay Reports:

View your Outstanding Issues Report (Issued Items)

- On the “Account Services” tab, select and click “Outstanding issues”
- Select your “Output” format (Screen, CSV, or PDF)
- Select account and enter the required information
- Click on “Generate report”

View your Issue Status Report (Issued Items, Paid items, Void Items)

- On the “Account Services” tab, select and click “Issue status”
- Select your “Output” format (Screen, CSV, or PDF)
- Select account and enter the required information
- Click on “Generate report”

Note 1: If viewing reports on “Screen” (HTML format), choose “CSV file” or “PDF file” from dropdown menu and select and click “Go” to create a .csv or .pdf file of report being viewed

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8 View Full Account Reconciliation Reports:

View your Statements - reconciliation Report (Reconciliation Statement)

- On the “Account Services” tab, under Full Account Reconciliation, select and click “Statements - reconciliation”
- Select your Account from the drop down menu. Click “Change account”
- Click blue hyperlink under Account column to view report on screen (HTML format)
- Click on “CSV” or “PDF” hyperlink in right column to create report in .csv or .pdf format

View your Activity - reconciliation Report (Ad Hoc Report: Statement of activity, Outstanding Issues, Paid checks)

- On the “Account Services” tab, select and click “Issue status”
- Select your “Output” format (Screen, CSV, or PDF)
- Select account and enter the required information
- Click on “Generate report”

View your Outstanding Issues Report (Issued Items)

- On the “Account Services” tab, under Full Account Reconciliation, select and click “Outstanding issues”
- Select your Account from the drop down menu. Click “Change account”
- Click blue hyperlink under Account column to view report on screen (HTML format)
- Click on “CSV” or “PDF” hyperlink in right column to create report in .csv or .pdf format

View your Paid Checks Report (Paid Items)

- On the “Account Services” tab, under Full Account Reconciliation, select and click “Paid checks”
- Select your Account from the drop down menu. Click “Change account”
- Click blue hyperlink under Account column to view report on screen (HTML format)
- Click on “CSV” or “PDF” hyperlink in right column to create report in .csv or .pdf format

Note 1: If viewing reports on “Screen” (HTML format), choose “CSV file” or “PDF file” from dropdown menu and select and click “Go” to create a .csv or .pdf file of report being viewed