



# Positive Pay and ACH Positive Pay Guide



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## Exact/TMS™ Client Overview

The Exact/TMS™ web application contains the following client functionality:

- Issued check management (submit issued check files and manual input of issued checks)
- ACH positive pay rules management
- Check file maintenance (ex: changing check number, voiding a check)
- Access to daily exceptions (check and ACH)
- Reverse positive pay and partial account reconciliation transaction extracts
- Online reporting
- Setup additional client users and client user security management

## User Login

**Welcome to**

**CENTRIX**  
**EXACT TMS**



**Positive Pay System**

Please have your exceptions decided by 11:00 AM CST.

**User Name:**

**Password:**

**User Name / Password:** User name and password are defined in the User Setup screen. Security access privileges are assigned to each user.

## Exact/TMS™ Header Icons

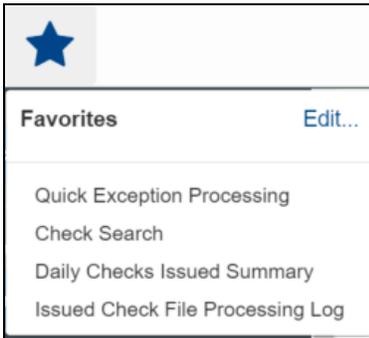
The Header Options at the top of the screen give options to enhance or change the system functionality.



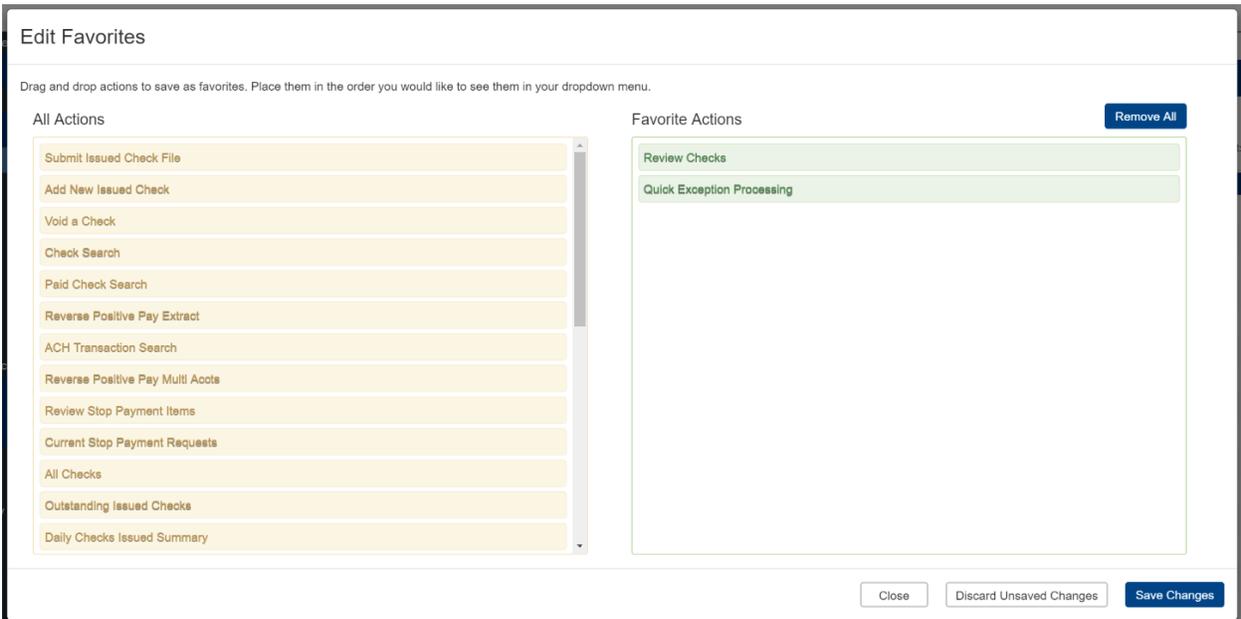
The Toggle Menu icon will collapse or expand the System Menu on the left side of the screen.



The Favorites icon will allow a list of Favorite actions to be created and saved for future use.



Click Edit to open a dialog box to select the favorite actions for the logged in user.



The Home icon is used to return to the home splash screen.



The Help icon is used to open a help document for the current action screen.



The Notifications icon will show if there are messages for the current user.



The Account icon has the following three options.

- Change Password
- Logout

## Exception Processing – Quick Exception Processing

The Quick Exception Processing screen is an efficient method of managing exception item activity. Pay and return decisions can be made on all items via a single screen.

*Hide Exceptions Already Decided* determines whether all exception items are displayed or only those in which a pay/return decision has not been made.

Quick Exception Processing as of 01/24/2017

Account ID: <ALL> | Display Type: Both Check & ACH Exceptions |  Hide exceptions already decided

Processed Exceptions: (Count: 0) (Amount: \$0.00)  
 Unprocessed Exceptions: (Count: 17) (Amount: \$6,360.61)  
 Total Exceptions: (Count: 17) (Amount: \$6,360.61)

Update

NOTE: The default decision will be applied to exceptions if no decision is made by 2:00 PM. The bolded check box represents the default decision that will be applied if no decision has been made by the cutoff time.  
 \* The outlined checkboxes indicate the default decision for each exception.

Account ID	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
1 TEST	01/23/2017	View Image 0	100.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
2 TEST	01/23/2017	View Image 0	57.55		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
3 TEST	01/23/2017	View Image 0	500.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
4 TEST	01/23/2017		1.75		BLOCKED TRANSACTION (CCD/5845874554/DR) -	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
5 TEST	01/23/2017		1.75		BLOCKED TRANSACTION (WEB/5845874554/DR) -	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
6 TEST	01/23/2017	View Image 0	100.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
7 TEST	01/23/2017	View Image 1235	110.00		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

### Top Detail

Quick Exception Processing as of 01/24/2017

Account ID: <ALL> | Display Type: Both Check & ACH Exceptions |  Hide exceptions already decided

Processed Exceptions: (Count: 0) (Amount: \$0.00)  
 Unprocessed Exceptions: (Count: 17) (Amount: \$6,360.61)  
 Total Exceptions: (Count: 17) (Amount: \$6,360.61)

Update

NOTE: The default decision will be applied to exceptions if no decision is made by 2:00 PM. The bolded check box represents the default decision that will be applied if no decision has been made by the cutoff time.  
 \* The outlined checkboxes indicate the default decision for each exception.

**Account ID:** Change this to display exceptions for a specific account.

**Display Type:** The exception display type option can be used to filter the exceptions based on type (Checks, ACH or Both). This setting is controlled at the customer level (Client Setup).

**Hide Exceptions Already Decided:** Determines whether all exception items are displayed or only those in which a pay/return decision has not been made.

**Cutoff Time:** The financial institution defines a daily cutoff time. At that time, an automated Pay/Return decision is made on all “unresolved items” and corporate users are automatically put in “READ ONLY” mode to prevent any changes to the automated decision. After Cutoff, corporate users must contact the financial institution to alter the automated decision.

*Exception Processing – Quick Exception Processing (Continued)***Bottom Detail**

	Account ID	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
1	BCE Payroll	05/19/2016	<a href="#">Add ACH Rule</a>	523,940.54		UNAUTHORIZED ACH TRANSACTION (WEB/12121212/DR) - eBay Bob Payment	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
2	BCE Payroll	05/19/2016	<a href="#">Add ACH Rule</a>	1,000.54		UNAUTHORIZED ACH TRANSACTION (CTX/61616161/DR) - Quarterly Payment	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
3	BCE Payee	05/19/2016	<a href="#">View Image 2456</a>	277.13	Dewee Cheatum	PAYEE NAME MISMATCH	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
4	BCE Payee	05/19/2016	<a href="#">View Image 2474</a>	1,336.01		AMOUNT MISMATCH/PAYEE NAME MISMATCH (Issued Amount = 366.01)	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
5	BCE Ops Acct	05/19/2016	<a href="#">View Image 4935</a>	161.64		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
6	BCE Exp Acct	05/19/2016	<a href="#">View Image 800488</a>	70.84		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
7	BCE Exp Acct	05/19/2016	<a href="#">View Image 848195</a>	622.75	Office Depot	VOIDED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
8	BCE Ops Acct	05/19/2016	<a href="#">View Image 1503653</a>	20.91	Ben Franklin	STALE DATED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
9	BCE Ops Acct	05/19/2016	<a href="#">View Image 1509851</a>	24.85	John Adams	STALE DATED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
10	BCE Ops Acct	05/19/2016	<a href="#">View Image 17328474</a>	622.98		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
11	BCE Exp Acct	05/19/2016	<a href="#">View Image 71102568</a>	15.50		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Paid Date:** The paid date for this check or ACH transaction.

**Check #:** The check number of this item.

**Add ACH Rule:** If the corporate customer is using the ACH Authorization rules (ACH white list) for ACH positive pay, financial institutions can optionally allow specific corporate users to add rules on the quick exception processing screen.

**View Image:** Clicking on the "View Image" link will display the check image for the selected item. This option is only available to banks that have licensed the Exact/TMS™ Check Image interface.

**Amount:** The amount of the item that has been presented for payment.

**Issued Payee:** The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen and was included during the issued check file upload.

**Exception Type:** The reason that the item is on the exception list. The possible exception types are as follows:

**DUPLICATE PAID ITEM:** The item was previously paid.

**PAID NOT ISSUED:** The item was never loaded into the system as an issued check.

**STALE DATED ITEM PAID:** The item is a stale dated check. A check is considered stale dated if the item was issued prior to the stale dated cutoff date, which is calculated based on parameters defined by the financial institution.

**PREVIOUSLY PAID ITEM POSTED:** The item was previously paid.

**VOIDED ITEM:** The item was previously voided.

**ACH TRANSACTION:** The item is an ACH transaction that was flagged as an exception by the ACH Filter rules defined for the account. **Note:** For ACH exceptions, the ACH Standard Entry Class Code, Originating Company ID and Debit or Credit (DR/CR) are displayed in the exception description.

**Decision:** Check the box to indicate if the item should be paid or returned.

**Reason:** The reason for the pay/return decision. If no reason has been selected, the field is displayed as <Not Selected>.

## Transaction Processing – Issued Check File Submission

The Submit Issued Check File screen is used by clients to upload issued check files to the financial institution.

The screenshot shows the 'Submit Issued Check File' interface. It is divided into three steps:

- Step 1. Select a file to process.** A 'Choose File' button is next to the text 'No file chosen'. A callout box explains: 'Select a file to process: Enter a file path and name, or browse to the location of the issued check file'.
- Step 2. Input details about the file.** There are two dropdown menus: 'Account ID' with the value 'BCE Dep Recon' and 'File Processing Type' with the value '\_BCE Standard'. A callout box explains: 'The File Processing Type represents the file format that has been defined for the clients' issued check file. The list is limited to the file format(s) assigned to the client by the financial institution.'
- Step 3. Click the "Process File" button.** A blue 'Process File' button is at the bottom. A callout box explains: 'Click Process File to upload the file to the bank'.

To view additional details regarding the file, click on the status column. For example, to view the exceptions on a file that has a result of *Processed with Exceptions*, click on the 'Processed with Exceptions' link.

The screenshot shows a 'Results: Rejected' screen. At the top left is a 'Close' button. To the right of the title are icons for a spreadsheet and a printer. Below the title is a blue bar with the text 'Error Message'. Underneath, a table shows one row of error details:

1	Account ID: Tes't Check Number: 54345 Amt: 100.00 Error:1002-CHECK IS ALREADY IN SYSTEM
1	SYSTEM

**Client/Account ID:** The Client/Account ID associated with the issued checks contained within the file. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

### *Transaction Processing – Issued Check File Submission (Continued)*

**Note:** If an issued check file contains items for multiple accounts, select any of the Client ID's represented within the file.

**File Processing Type:** Indicates the format of the issued check file.

**Items in File:** The number of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual number of items in the file, the file will be rejected. **Note:** If the field is disabled, the number of items in the file is not required or is included in the file. This is defined during the file mapping process.

**Dollar Amount in File:** The total dollar amount of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual amount in the file, the file will be rejected. **Note:** If the field is disabled, the dollar amount in the file is not required or is included in the file. This is defined during the file mapping process.

**Issued Date:** If the issued check file does not have an issued date within the file, then the issued date must be entered when the file is uploaded. **Note:** This is defined during the file mapping process.

Once a file is uploaded and processed, a window will be displayed indicating the processing status. If the file has not processed within 30 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 screen. The following is a list of the possible processing statuses:

Unprocessed: The file has been uploaded but has not yet been processed.

Processed: The file was processed successfully.

Processed with Exceptions: The file was processed successfully, but duplicate checks were not loaded.

Rejected: The file was rejected due to one of the following reasons:

- A mismatch between the number of items/amount entered on the screen and the number of items/amount contained in the file
- The file format did not match the format selected

## Transaction Processing – Add New Issued Check

The Add New Issued Check screen is used if a check was manually written or was otherwise not included in the electronic issued check file that was submitted to the financial institution. Any checks entered on this screen in one setting will be displayed below.

Add New Issued Check

Account ID:  Check Number:

Amount:  Issued Date:

Issued Payee:

Notes:

512 characters left.

Auto-Increment Check Number

	Account ID	Check Number	Amount	Issued Date	Issued Payee	Notes
1	Expense Account	157894	\$100.00	08/16/2017	Roger Miles	Issued Check
2	Expense Account	157895	\$200.00	08/16/2017	Jane Williams	Issued Check to Jane Williams
			Total: \$300.00			

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Check Number:** The check number of this item.

**Amount:** The amount of the check.

**Issued Date:** The issued date for this check.

**Issued Payee:** The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.

**Notes:** Notes for this issued check. **Note:** Notes is only displayed if Display Notes is selected in the client setup screen.

**Auto-Increment Check Number:** Checking this box will increment the check number by one after each check submission.

## Transaction Processing – Void a Check

The Void Check screen is used to void an issued check on the client's account.

Void a Check

**Step 1.** Enter check information.

---

**Account ID:**

**Check Number:**

**Check Amount:**

**Issued Date:**

**Step 2.** Click the "Find Matching Check" button to find the check.

---

**Step 3.** Verify the check that will be voided.

---

Account ID	Check #	Check Amount	Issued Date
BCE Payroll	10006	590.01	03/08/2016

**Step 4.** Click the "Void Check" button to complete the void process.

---

**Note:** Voids are retained within the system for 90 days after an item has been voided.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

**Check Number:** The number of the issued check.

**Check Amount:** The amount the check was written for.

**Issued Date:** The date the check was issued.

**Note:** All three fields are required to void a check.

## Transaction Processing – Check Search

The Check Search screen is used to search for specific transactions using dynamic selection criteria.

### Selection Screen:

Check Search

Client: **Big City Electric**

Account ID:

	Start	End
Issued Date:	<input type="text"/>	<input type="text"/>
Paid Date:	<input type="text"/>	<input type="text"/>
Check Number:	<input type="text"/>	<input type="text"/>
Check Amount:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

---

Transaction Status:

Stop Pay Status:

Decision:

Reason:

Note: Transaction history is retained within the system for 90 days after an item has paid.

**Client/Account ID:** Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.

**Issued Date:** The Issued Date is used to search for transactions based upon the issued date of checks. A date range may be entered using the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

**Paid Date:** The Paid Date is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

**Check Number:** The Check Number is used to search for transactions based upon check numbers. A range of check numbers may be selected by entering both a Start and End check number. If searching for a single check, enter the check number in the start field (the end field may be left blank).

**Check Amount:** The Check Amount is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field (the end field may be left blank).

*Transaction Processing – Check Search (Continued)*

**Issued Payee:** The Issued Payee field is used to search by issued payee.

**Transaction Status:** To search for checks based upon the status of the check, select a status from the list. The following statuses are available:

Issued and Not Paid: Lists outstanding issued checks.

Issued and Paid: Lists paid checks.

Current Exceptions: Lists today's exceptions.

All Exceptions: Lists exceptions from today and from previous days.

Void: Lists voided checks.

**Stop Pay Status:** To search for checks in which a stop pay request has been issued, select a stop pay status from the list. The following stop pay statuses are available:

Requested Stop Pay: The stop payment request has been requested but has not been applied by the bank.

Requested and Placed: The bank has applied the stop payment.

Item Stopped and Returned: The item was presented for payment and stopped by the bank.

**Decision:** To search for exceptions based upon the pay/return decision, select a decision from the list.

**Reason:** To search for exceptions based upon the reason that was selected, select a reason from the list.

*Results Screen:*

Check Search								
Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details	
1	BCE Dep Recon	10/09/2015	05/20/2016	View Image 12348	160.25	Gerald Fitzpatrick	Display	
2	BCE Exp Acct	06/12/2016	06/19/2016	View Image 861443	204,636.29	United Parcel Service	Display	
3	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861953	28,198.09	Berkshire Hathaway	Display	
4	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861790	23,995.47	Harper Martin	Display	
5							Display	
6							Display	
7							Display	
8							Display	
9							Display	

(Count: 65,594) (Amount: \$144,707,208.72)

The following columns appear on the Check Search screen:

**Status:** Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:

	<b>Exception</b>
	<b>Paid</b>
	<b>Stop Payment</b>
	<b>Reversal</b>
	<b>Void</b>

**Exception:** Displayed on items that are flagged as exceptions by the system.

**Paid:** Displayed on items that have been previously paid.

**Stop Payment:** Displayed for checks that have been stopped with a stop payment.

**Reversal:** Displayed on items that have been paid and reversed.

**Void:** Displayed on items that have been voided.

**Blank:** No icon indicates that the item is an outstanding check.

*Transaction Processing – Check Search (Continued)*

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Issued Date:** The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

**Paid Date:** The paid date for this check.

**Check #:** The check number of this item.

**Amount:** The amount of the check that has been presented for payment.

**Issued Payee:** The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.

## Transaction Processing – Paid Check Search

The Paid Check Search screen is used to search for specific transactions using dynamic selection criteria.

### Selection Screen:

Paid Check Search

Client: Big City Electric

Account ID:

	Start	End
Paid Date:	<input type="text"/>	<input type="text"/>
Check Number:	<input type="text"/>	<input type="text"/>
Check Amount:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

Note: Transaction history is retained within the system for 90 days after an item has paid.

**Client/Account ID:** Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.

**Paid Date:** The Paid Date checkbox is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in the start date field.

**Check Number:** The Check Number checkbox is used to search for transactions based upon check numbers. A range of check numbers may be selected by entering both a Start and End check number. If searching for a single check, enter the check number in the start field.

**Check Amount:** The Check Amount checkbox is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field.

**Issued Payee:** The issued payee name for this check.

Transaction Processing – Paid Check Search (Continued)

Click on "Back to Filter" to return to the report selection screen.

Results Screen:

Paid Check Search							
Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	
1	BCE Dep Recon	10/09/2015	05/20/2016	<a href="#">View Image</a> 12348	160.25	Gerald Fitzpatrick	
2	BCE Exp Acct	05/12/2016	05/19/2016	<a href="#">View Image</a> 861443	204,636.29	United Parcel Service	
3	BCE Exp Acct	05/12/2016	05/19/2016	<a href="#">View Image</a> 861953	28,198.09	Berkshire Hathaway	
4	BCE Exp Acct	05/12/2016	05/19/2016	<a href="#">View Image</a> 861790	23,995.47	Harper Martin	
5	BCE Exp Acct	05/12/2016	05/19/2016	<a href="#">View Image</a> 861950	18,104.50	United Parcel Service	
6	BCE Exp Acct	05/12/2016	05/19/2016	<a href="#">View Image</a> 861418	15,993.48	PepsiCo	
7	BCE Exp Acct	05/12/2016	05/19/2016	<a href="#">View Image</a> 861447	10,289.70	Home Depot	
8	BCE Exp Acct	04/28/2016	05/19/2016	<a href="#">View Image</a> 858838	9,746.73	James Harris	

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Issued Date:** The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

**Paid Date:** The paid date for this check.

**Check #:** The check number of this item.

**Amount:** The amount of the check that has been presented for payment.

**Issued Payee:** The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.

## Transaction Processing – ACH Transaction Search

The ACH Transactions Search screen is used to search for specific transactions using dynamic selection criteria.

### Selection Screen:

ACH Transaction Search

Client: **Big City Electric**

Account ID:

	Start	End
Paid Date:	<input type="text"/>	<input type="text"/>
Input Date:	<input type="text"/>	<input type="text"/>
Transaction Amount:	<input type="text"/>	<input type="text"/>

SEC Code:

Company ID:

Transaction Description:

---

Transaction Status:

Decision:

Reason:

Note: Transaction history is retained within the system for 90 days after an item has paid.

**Client/Account ID:** Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.

**Paid Date:** The Paid Date is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

**Input Date:** The Input Date is used to search for transactions based upon the input date of the transaction. A date range may be entered using the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

**Transaction Amount:** The Transaction Amount is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field (the end field may be left blank).

**SEC Code:** To search for transactions based upon the ACH Standard Entry Class (SEC) code, select an SEC Code from the list.

*Transaction Processing – ACH Transaction Search (Continued)*

**Company ID:** To search for transactions containing a specific ACH originating company identification number, enter the company ID value.

**Transaction Description:** To search for transaction based upon the partial or full transaction description text, enter the partial or full description text.

**Transaction Status:** To search for ACH transactions based upon the status, select a status from the list. The following statuses are available:

Current Exceptions: Lists today's exceptions.

All Exceptions: Lists exceptions from today and from previous days.

**Decision:** To search for exceptions based upon the pay/return decision, select a decision from the list.

**Reason:** To search for exceptions based upon the reason that was selected, select a reason from the list.

*Results Screen:*

Status	Account ID	Paid Date	ACH Company ID	ACH SEC	DR/CR	Transaction Amount	Details
✓	BCE Exp Acct	05/19/2016	1371260731	CCD	CR	\$4,749,207.37	AFLAC/INSURANCE
✓	BCE Exp Acct	05/19/2016	2371260731	CCD	DR	\$252,066.79	ADP TX/FINCL SVC/ADP - TAX
✓	BCE Exp Acct	05/19/2016	2370681540	CCD	CR	\$92,428.74	AMERICAN LIFE INS/INS.PREM
✓	BCE Exp Acct	05/19/2016	378002171	CCD	CR	\$43,888.33	CHASE CREDITCARD/PAYMENTS
✓	BCE Exp Acct	05/19/2016	370900329	PPD	CR	\$28,345.81	ADP PAYROLL FEES/ADP - FEES
✓	BCE Exp Acct						Display
✓	BCE Exp Acct						Display
✓	BCE Exp Acct						Display
✓	BCE Exp Acct						Display
✓	BCE Exp Acct						Display
✓	BCE Exp Acct						Display

The following columns appear on the ACH Transaction Search screen:

**Status:** Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:

**Exception:** Displayed on items that are flagged as exceptions by the system.

**Paid:** Displayed on items that have been previously paid.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

**Paid Date:** The paid date for this transaction.

**ACH Company ID:** The originating ACH Company's identification number.

**ACH SEC:** The ACH standard entry class.

**DR/CR:** Indicates if the transaction is a debit or credit.

**Transaction Amount:** The amount of the ACH transaction that has been presented for payment.

**Transaction Description:** The description of the ACH transaction.

## Transaction Processing – Reverse Positive Pay/Transaction Extract

The Reverse Positive Pay/Transaction Extract screen provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the screen. To save an extract file to a local workstation or network drive, click on the *File / Save* menu option while viewing the file, or, right click on the View File link and select *Save Target As*.

**Note:** An item may only be extracted once.

Reverse Positive Pay Extract (BAI19)

**Step 1.** Select "Account ID" and "Extract through date".

---

Account ID:

Extract from date:  (optional)

Extract through date:

**Step 2.** Click the "Create File and Report" button.

---

[Create File and Report](#)

**Step 3.** View Report or File By Clicking on Links in Grid Below.

---

	Account ID	File	Report	Date Created	Extract From Date	Extract Thru Date	Item Count	
1	BCE Exp Acct	<a href="#" style="color: #0056b3; text-decoration: none;">View File</a>	<a href="#" style="color: #0056b3; text-decoration: none;">View Report</a>	06/13/18 01:17 PM	03/19/2018	06/13/2018	18	<a href="#" style="color: #0056b3; text-decoration: none;">Remove</a>

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

**Extract from date:** The extract from date is an optional field. By default, the system will extract all items that have not been previously extracted.

**Extract Thru Date:** The date through which posted items are included in the extract file.

*Transaction Processing – Reverse Positive Pay/Transaction Extract Report (Continued)*

INST : 531		CENTRIX BANK		RUN DATE: 03/09/16	
SYSTEM: 03/09/16 9:50 AM		TRANSACTION EXTRACT REPORT		PROCESSED THRU: 03/09/16	
CLIENT: Big City Electric		ACCOUNT ID: BCE Ops Acct		FILE NAME: BCEOpsAcct_20160309_094946.csv	
	CHECK #	PAID DATE	AMOUNT	DR/CR	REFERENCE
1	1451183	07/05/2015	5.05	DR	80312330
2	1457698	06/24/2015	0.10	DR	80031060
3	1557760	08/16/2015	185.70	DR	80310860
4	1579165	09/13/2015	180.00	DR	80400890
5	1599873	07/13/2015	42.68	DR	80008160
6	1609562	06/24/2015	2.10	DR	80246250
7	1613820	07/19/2015	52.00	DR	40201830
8	1619664	07/09/2015	219.00	DR	80067190
9	1620138	07/09/2015	6.97	DR	70401050
10	1620926	06/24/2015	44.03	DR	80246240
11	1629041	07/08/2015	21.25	DR	80246700
12	1629085	07/15/2015	156.03	DR	80221060
13	1630037	06/29/2015	687.50	DR	80078380
14	1630730	07/27/2015	272.00	DR	80054600
15	1633463	06/30/2015	105.00	DR	80016720

## Transaction Processing – Transaction Extract Multiple Accounts

The Transaction Extract Multiple Accounts screen provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the screen. To save an extract file to a local workstation or network drive, click on the *File / Save* menu.

Transaction Extract Multiple Accounts (CSV - Paid Checks Only)

**Step 1.** Select at least one "Account ID" and "Extract from and through dates".

---

**Account ID:**

Expense 2  
Ops Account  
Payroll

Showing 3 of 3

Assigned

Extract from date:

Extract through date:

**Step 2.** Click the "Create File" button.

---

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

**Extract from date:** The date from which posted items are included in the extract file.

**Extract Thru Date:** The date through which posted items are included in the extract file.

## Transaction Processing – ACH Reporting Files

The ACH Reporting Files screen provides the client with downloadable files containing ACH transactions, returns, notice of change (NOC) or EDI detail from corporate ACH payments. The files available and the format of each file are defined in the report specifications by the financial institution. To save an ACH Reporting file to a local workstation or network drive, click on the *File / Save* menu option while viewing the file, or, right click on the *download* link and select *Save Target As*. This screen is only available to banks that have licensed the Exact/ARST™ ACH reporting system.

Processed Date: 11/21/2016 - 11/21/2016 Refresh		ACH Reporting Files (21)				
	Report Description	File Type	Report	Date Created	File Size	
1	TEST1	CSV	Download	11/21/2016 01:20:41 PM	7.67 kb	
2	TEST1	NACHA - No Line Breaks	Download	11/21/2016 01:20:41 PM	5.64 kb	
3	TEST1	PDF - Limited Transaction Details	Download	11/21/2016 01:20:41 PM	80.03 kb	
4	TEST1	PDF - Summary Listing	Download	11/21/2016 01:20:41 PM	71.02 kb	
5	TEST1	XLS	Download	11/21/2016 01:20:41 PM	11.78 kb	

**From / Thru Date:** The date range for which ACH reporting files displayed.

**Report Description:** The description of ACH reporting file as defined by the financial institution.

**File Type:** The format of the file. Types include: XML, PDF, NACHA, CSV, EDI, XLS and XLSX.

**Date Created:** The date the report was created.

**File Size:** The size of the file (in kb).

## Stop Payments – Remove Stop Payment Request

The Remove Stop Payment Request screen is used to remove a stop payment request that has been made through the positive pay system.

Remove Stop Payment Request

**Step 1.** Search for requested stop payments.

---

Client:

Account ID:

Check Number:

**Step 2.** Verify requested stop payments to be removed.

---

Remove Stop Payment	Check #	Check Amount	Issued Date
<input checked="" type="checkbox"/>	10006	590.01	03/08/2016

**Step 3.** Remove the stop payment request.

---

**Client:** The name of the client.

**Client/Account ID:** The account on which the stop payment was to be applied. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note:* The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Check Number:** The check number that was requested to be stopped.

## Stop Payments – Review Stop Payment Items

The Review Stop Payment Items screen is used to view all checks that are currently marked as stop pay items.

Review Stop Payment Items										
Account ID: <input type="text" value="BCE Exp Acct"/>										Show Key
(Count: 24) (Amount: \$7,721.66)										
Note: This report lists all outstanding issued checks that match to current stop payments.										
	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details		
1	✘	BCE Exp Acct	01/28/2016		838225	302.40	Julia Johnson	Display		
2	✘	BCE Exp Acct	01/14/2016		834636	1,605.59	Ella Martin	Display		
3	✘	BCE Exp Acct	01/14/2016		834928	498.56	United Parcel Service	Display		
4	✘	BCE Exp Acct	10/22/2015		813041	47.48	Chloe Davis	Display		
5	✘	BCE Exp Acct	08/13/2015		796757	157.08	FedEx	Display		
6	✘	BCE Exp Acct	07/09/2015		787572	137.95	Johnson & Johnson	Display		
7	✘	BCE Exp Acct	04/23/2015		785394	121.60	Apple Computer	Display		

Click *Display* to review details of the issued check for which the stop payment has been applied.

### Review Stop Payment Items (Display Details)

Review Stop Payment Items										
Account ID: <input type="text" value="BCE Ops Acct"/>										Show Key
(Count: 15) (Amount: \$6,244.59)										
Note: This report lists all outstanding issued checks that match to current stop payments.										
	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details		
1	✘	BCE Ops Acct	02/04/2016		1688787	560.98	Kimberly Moore	Hide		
<div style="display: flex; justify-content: space-between;"> <div> <p>Account ID: <input type="text" value="BCE Ops Acct"/></p> <p>Issued Payee: <input type="text" value="Kimberly Moore"/></p> <p>Date Reconciled: <input type="text" value="04/05/2016"/></p> <p>Trace Number: <input type="text" value="0"/></p> <p>Additional Notes: <input type="text"/></p> <p><input type="button" value="Update"/></p> </div> <div> <p>Check Number: <input type="text" value="1688787"/></p> <p>Issued Date: <input type="text" value="02/04/2016"/></p> <p>Paid Date: <input type="text"/></p> <p>Date Stop Req.: <input type="text" value="03/17/2016"/></p> </div> <div> <p>Amount: <input type="text" value="560.98"/></p> <p>Decision: <input type="text" value="&lt;Not Selected&gt;"/></p> <p>Return Reason: <input type="text" value="&lt;Not Selected&gt;"/></p> <p>Void Date: <input type="text"/></p> </div> </div> <p>Submission Types: E-File      Reversal: NO      Stop Pay Status: Requested and Placed</p>										
2	✘	BCE Ops Acct	02/04/2016		1688652	202.40	Daniel White	Display		

The ability to change item details is controlled by security.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note:* The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Check Number:** The check number of this item.

**Amount:** The amount of the check that has been presented for payment.

**Issued Payee:** The issued payee name for this check.

**Issued Date:** The date this item was issued. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

**Decision:** The decision that has been applied to this exception. If no decision has been applied, the field is displayed as <Not Selected>.

*Stop Payments – Review Stop Payment Items (Continued)*

**Date Reconciled:** The date the system was reconciled within the system in the Check Reconciliation Summary screen. This field is not editable.

**Paid Date:** The date the item was posted/paid.

**Return Reason:** The reason for the pay/return decision. If no reason has been applied, the field is displayed as <Not Selected>.

**Trace Number:** A unique transaction ID number that is generated by the core processing system.

**Date Stop Request:** If the client requested a stop payment on the item, the date that the stop was requested is displayed.

**Void Date:** If the item has been voided, the void checkbox is checked; otherwise, the checkbox is blank.

**Notes:** Freeform text field that allows the client to add notes to this item.

**Submission Type:** Indicates how the item was originally loaded into the system. The following values may be displayed:

E-file: Indicates that the item was electronically loaded from an issued file.

Manual: Indicates that the item was not electronically loaded from an issued file. The item was either manually input through the Add New Issued Check screen or the item was added by the system during the nightly update.

**Stop Pay Status:** Indicates whether a stop payment has been placed on the item. The following values may be displayed:

None: Indicates the client has not requested that the item be stopped.

Requested: Indicates the client has requested that the item be stopped, but the bank has not applied the stop payment to the system.

Applied: Indicate the client has requested that the item be stopped and the bank has applied the stop payment request to the system.

Item Stopped: Indicates the client has requested that the item be stopped and the item was already presented for payment and stopped by the bank.

**Reversal:** Indicates if the item was reversed.

## Stop Payments – Request Stop Payment

The Request Stop Payment screen is used to request that a new stop payment be applied to a specific check number. An automated email is sent to the financial institution to notify them of the request.

Request Stop Payment

**Step 1.** Enter stop payment criteria.

---

**Account ID:**

**Check Number:**

**Check Amount:**

**Issued Date:**

**Issued Payee:**

**Stop Reason:**

**Step 2.** Click the "Find Matching Check" button to find checks that match the stop payment criteria.

---

**Step 3.** Verify the check that the stop payment will be applied to.

---

Account ID	Check #	Check Amount	Issued Date
BCE Dep Recon	10006	590.01	08/08/2016

**Step 4.** Click the "Apply Stop Payment" button to apply the stop payment.

---

---

\*\*\* Stop Payment Disclaimer text is defined in the System Setup \*\*\*

Please have your exceptions decided by 11:00 AM CST.

**Client/Account ID:** The account on which the stop payment is to be applied. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note:* The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

**Check Number:** The check number to be stopped.

**Check Amount:** The amount of the check to be stopped.

**Issued Date:** The issued date of the check to be stopped.

**Issued Payee:** The issued payee of the check to be stopped.

**Stop Reason:** The reason the check is to be stopped.

## Stop Payments – Current Stop Payment Requests

The Current Stop Payment Requests screen displays all of the current stop payment requests on the account. This includes requests entered by the client through Exact/TMS™ and requests entered by the financial institution through other systems (i.e. core processing system).

Current Stop Payment Requests										
Account ID	Check # Start	Check # End	Check Amount Start	Check Amount End	Issued Date	Status	User Input	Issued Payee	Reason	
1	BCE Exp Acct	813041	813041	47.48	47.48	10/22/2015	Requested and Placed	*Bank*	JAMES A ROSS	LOST
2	BCE Exp Acct	820076	820076	94.00	94.00	11/19/2015	Requested and Placed	*Bank*	NEBRASKA PEDIATRIC	LOST
3	BCE Exp Acct	765394	765394	121.60	121.60	04/23/2015	Requested and Placed	*Bank*	JULIE A KUHN	LOST
4	BCE Exp Acct	787872	787872	137.95	137.95	07/09/2015	Requested and Placed	*Bank*	JULIE A KUHN	LOST
5	BCE Exp Acct	796757	796757	157.08	157.08	08/13/2015	Requested and Placed	*Bank*	JULIE A KUHN	LOST
6	BCE Exp Acct	711825	711825	169.00	169.00	10/23/2014	Requested and Placed	*Bank*	RAMIRO MARCELENO	LOST
7	BCE Exp Acct	816000	816000	188.78	188.78	10/29/2015	Requested and Placed	*Bank*	RIANE EICHELBERGER	LOST
8	BCE Exp Acct	838225	838225	302.40	302.40	01/28/2016	Requested and Placed	*Bank*	AMY J RICH	LOST
9	BCE Exp Acct	834928	834928	498.56	498.56	01/14/2016	Requested and Placed	*Bank*	ERIN E NELSON	LOST
10	BCE Exp Acct	807893	807893	691.55	691.55	10/05/2015	Requested and Placed	*Bank*	MANUEL LOPEZ	LOST
11	BCE Exp Acct	780367	780367	925.12	925.12	06/18/2015	Requested and Placed	*Bank*	HEARTLAND ANESTHESIA	LOST
12	BCE Exp Acct	834636	834636	1,605.59	1,605.59	01/14/2016	Requested and Placed	*Bank*	DEAN HEALTH SYSTEMS	LOST
13	BCE Cps Acct	1649088	1649088	14.59	14.59	11/12/2015	Requested and Placed	*Bank*	MORTON PLANT PRIMARY	LOST

**Client/Account ID:** The account on which the stop payment is to be applied. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note:* The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Check Number Start:** The starting number of a check that has a stop payment request.

**Check Number End:** The ending number of a check. This field differs from the starting amount if a range of checks have a stop request against them.

**Check Amount Start:** The starting amount of the check.

**Check Amount End:** The ending amount of the check. This field differs from the starting amount if a range of checks have a stop request against them.

**Issued Date:** The issued date for this check.

**Status:** The status of the stop request.

**User Input:** The user that requested the stop payment request.

**Issued Payee:** The issued payee of the check.

**Reason:** The reason the check has been stopped.

## Transaction Reports – All Checks

The All Checks Report filter screen generates an on-line report using dynamic selection criteria. Select items by Issued Date, Paid Date, Input Date, Exception Date or Issued Payee. Optionally select items that meet a specific pay/return decision or return reason.

### Selection Screen:

All Checks

Client: **Big City Electric**

Account ID:

	<b>Start</b>	<b>End</b>	
Issued Date:	<input type="text"/>	<input type="text"/>	
Paid Date:	<input type="text"/>	<input type="text"/>	
Input Date:	<input type="text"/>	<input type="text"/>	
Exception Date:	<input type="text"/>	<input type="text"/>	
Issued Payee:	<input type="text"/>		

Decision:

Reason:

Include Reversals:

[Produce Report](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

### Results Screen:

[Back to Filter](#)

All Checks (11)										
	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Paid Date	Input Date	Paid	Status	
1	Expense Account	12345	\$1,500.00	Tom Johnson	08/16/2017	08/16/2017	08/16/2017 (M)	Paid		
2	Expense Account	12346	\$1,452.21	Teresa Williams	08/16/2017	08/16/2017	08/16/2017 (M)	Paid		
3	Expense Account	12347	\$200.00	Frank Miller	08/16/2017	08/16/2017	08/16/2017 (M)	Paid		
4	Expense Account	54345	\$100.00	Ryan	04/27/2017		05/11/2017	Stop Payment		
5	Expense Account	54346	\$100.00	Ryan	04/27/2017		05/11/2017	Stop Payment		
6	Expense Account	54347	\$100.00	Ryan	04/27/2017		05/11/2017	Issued		
7	Expense Account	54348	\$100.00	Ryan	04/27/2017		05/11/2017	Issued		
8	Expense Account	54349	\$100.00	Ryan	04/27/2017	06/05/2017	05/11/2017	Paid		
9	Expense Account	54350	\$100.00	Ryan	04/27/2017		05/11/2017	Stop Payment		
10	Expense Account	157894	\$100.00	Roger Miles	08/16/2017		08/16/2017 (M)	Issued		
11	Expense Account	157895	\$200.00	Jane Williams	08/16/2017		08/16/2017 (M)	Issued		
			<b>\$4,052.21</b>							

Selection Criteria:  
Client: Big City Electric  
Account ID: Expense Account

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Back to Filter" to return to the report selection screen.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note:* The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

*Transaction Reports – All Checks (Continued)*

**Check Number:** The check number of this item.

**Check Amount:** The amount of the check that has been presented for payment.

**Issued Payee:** The issued payee name for this check.

**Issued Date:** This is the date the check was issued.

**Paid Date:** The paid date for this check.

**Input Date:** The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

**Status:** The current status of the check.

Stop Payment: Displayed for checks that have been stopped with a stop payment.

Exception: Displayed on items that are flagged as exceptions by the system.

Paid: Displayed on items that have been previously paid.

Void: Displayed on items that have been voided.

Void (A): Indicates that the item was automatically voided.

Issued: Indicates that the item is an outstanding check.

## Transaction Reports – Outstanding Issued Checks

The Outstanding Issued Checks report filter screen allows the user to create an outstanding issued checks report using dynamic selection criteria. Select items by Issued Date, Input Date, Outstanding as of Date or Issued Payee.

### Selection Screen:

**Outstanding Issued Checks**

Client: Big City Electric

Account ID: All Account IDs

Start End

Issued Date: [ ] [ ]

Input Date: [ ] [ ]

As of Date: [ ] [ ]

Issued Payee: [ ]

Produce Report

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

### Results Screen:

**Outstanding Issued Checks (\$)**

	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Input Date
1	Test1	54347	\$100.00	Cindy White	04/27/2017	06/20/2017
2	Test1	54348	\$100.00	Tim Dunes	04/27/2017	06/20/2017
3	Test1	54349	\$100.00	Tommy Walker	04/27/2017	06/20/2017
4	Test1	54350	\$0.00	Bob Ross	04/27/2017	06/20/2017
5	Test1	123456	\$250.00	Ryan Thomas	06/13/2017	06/14/2017
6	Test1	857548	\$12.00	Nancy Jones	06/13/2017	06/14/2017
7	Test1	857859	\$6,251.00	Emma Davis	06/13/2017	06/14/2017
8	Test1	9879778	\$100.00	Clarence Howard	06/13/2017	06/14/2017
			<b>\$6,913.00</b>			

Selection Criteria:  
Client: Big City Electric  
Account ID: Test1

Back to Filter

The report can be printed or exported to Excel by clicking on the "Back to Filter" button.

Click on "Back to Filter" to return to the report selection screen.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Check Number:** The check number of this item.

**Check Amount:** The amount of the check that has been presented for payment.

**Issued Payee:** The name of the issued payee for this check.

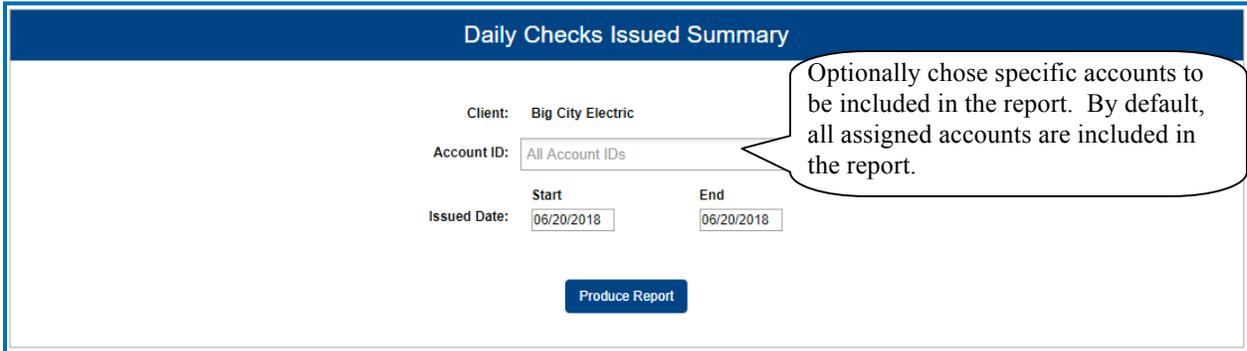
**Issued Date:** This is the date the check was issued.

**Input Date:** The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

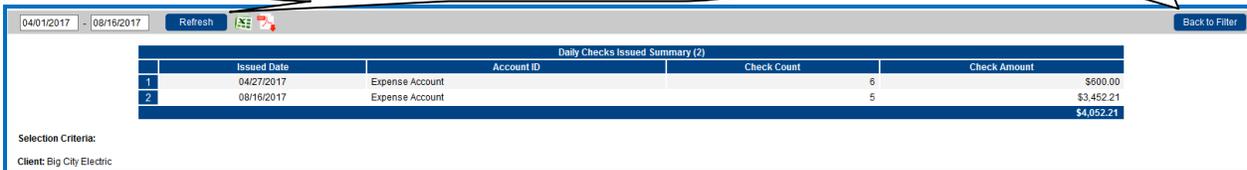
## Transaction Reports – Daily Issued Checks Summary

The Daily Issued Checks Summary report is an easy way to see how many checks were issued on any given day and their totals. The dynamic selection criterion allows the user to fine tune the report to their specific needs. This includes both manually loaded checks and checks uploaded through an issued check file.

### Selection Screen:



### Results Screen:



Daily Checks Issued Summary (2)			
	Issued Date	Account ID	Check Amount
1	04/27/2017	Expense Account	\$600.00
2	08/16/2017	Expense Account	\$3,452.21
			<b>\$4,052.21</b>

**Issued Date:** The date the checks were issued.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

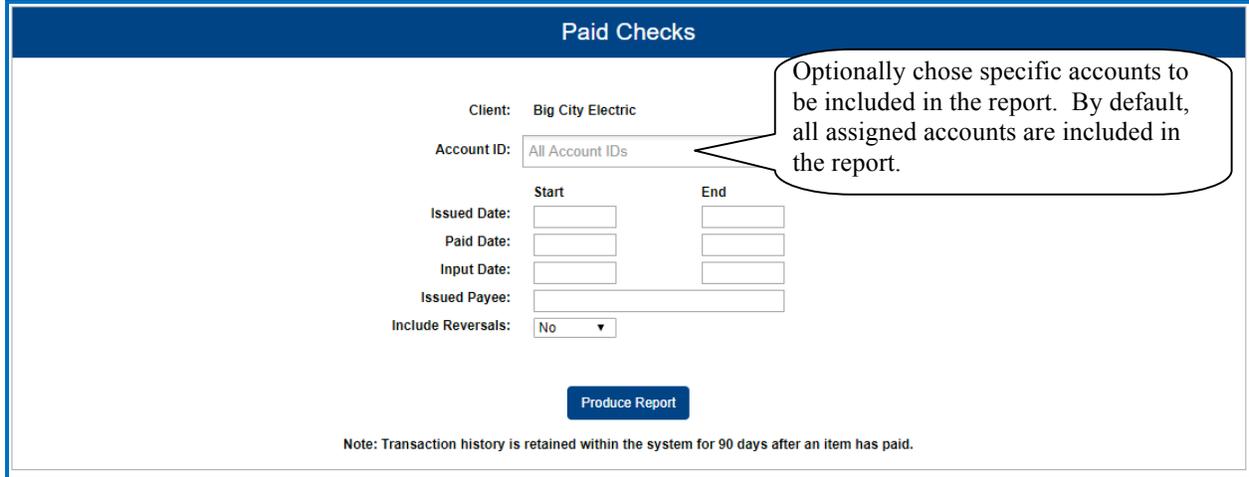
**Check Count:** The number of checks issued.

**Check Amount:** The total amount of the checks issued on the specified date.

## Transaction Reports – Paid Checks

The Paid Checks report filter screen allows the user to create a report of paid checks using dynamic selection criteria. Select items by Issued Date, Paid Date, Input Date or Issued Payee.

### Selection Screen:



Client: Big City Electric

Account ID: All Account IDs

Start: [ ] End: [ ]

Issued Date: [ ]

Paid Date: [ ]

Input Date: [ ]

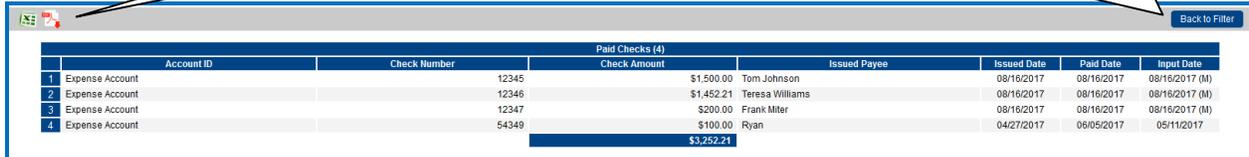
Issued Payee: [ ]

Include Reversals: No

Produce Report

Note: Transaction history is retained within the system for 90 days after an item has paid.

### Results Screen



Paid Checks (4)							
	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Paid Date	Input Date
1	Expense Account	12345	\$1,500.00	Tom Johnson	08/16/2017	08/16/2017	08/16/2017 (M)
2	Expense Account	12346	\$1,452.21	Teresa Williams	08/16/2017	08/16/2017	08/16/2017 (M)
3	Expense Account	12347	\$200.00	Frank Miller	08/16/2017	08/16/2017	08/16/2017 (M)
4	Expense Account	54349	\$100.00	Ryan	04/27/2017	06/05/2017	05/11/2017
			<b>\$3,252.21</b>				

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Check Number:** The check number of this item.

**Check Amount:** The amount of the check that has been presented for payment.

**Issued Payee:** The issued payee name for this check.

**Issued Date:** This is the date the check was issued.

**Paid Date:** The paid date for this check.

**Input Date:** The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid

## Transaction Reports – ACH Transactions

The ACH Transactions report filter screen allows the user to create a report of ACH transactions for a specific date range. If no date range is defined, all ACH transactions currently stored within the system are displayed. Report may be filtered by Paid Date, SEC Code or Company ID.

### Selection Screen:

ACH Transactions

Client: **Big City Electric**

Account ID:  Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

Paid Date:

SEC Code:

Company ID:

[Produce Report](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

The report can be printed or exported to Excel by clicking on the buttons. Additionally, the paid date criteria can be changed without going back to the selection screen.

Click on "Back to Filter" to return to the report selection screen.

### Results Screen:

08/15/2017 - 08/16/2017
Refresh
Back to Filter

ACH Transactions (6)									
	Account ID	ACH Company ID	ACH SEC	DR/CR	Transaction Amount	Transaction Description	Paid Date		
1	BCE Exp Acct	1234567890	CCD	DR	\$100.00	American Express	08/15/2017		
2	BCE Exp Acct	2222222222	CCD	DR	\$250.00	Life Insurance	08/15/2017		
3	BCE Exp Acct	1234567890	CCD	DR	\$675.00	American Express	08/15/2017		
4	BCE Exp Acct	3333333333	PPD	DR	\$541.25	Insurance	08/15/2017		
5	BCE Exp Acct	4444444444	CCD	DR	\$11.00	USPS Parcel FRTPAYMENTS	08/15/2017		
6	BCE Exp Acct	2222222222	CCD	DR	\$5,000.00	Payroll	08/15/2017		
					<b>\$6,577.25</b>				

Selection Criteria:

Client: Big City Electric

Account ID: BCE Exp Acct

Paid Date: 08/15/2017 - 08/16/2017

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

**ACH Company ID:** The originating ACH company's identification number.

**ACH SEC:** The ACH standard entry class.

**DR/CR:** Indicates if the transaction is a debit or credit.

**Transaction Amount:** The amount of the ACH transaction that has been presented for payment.

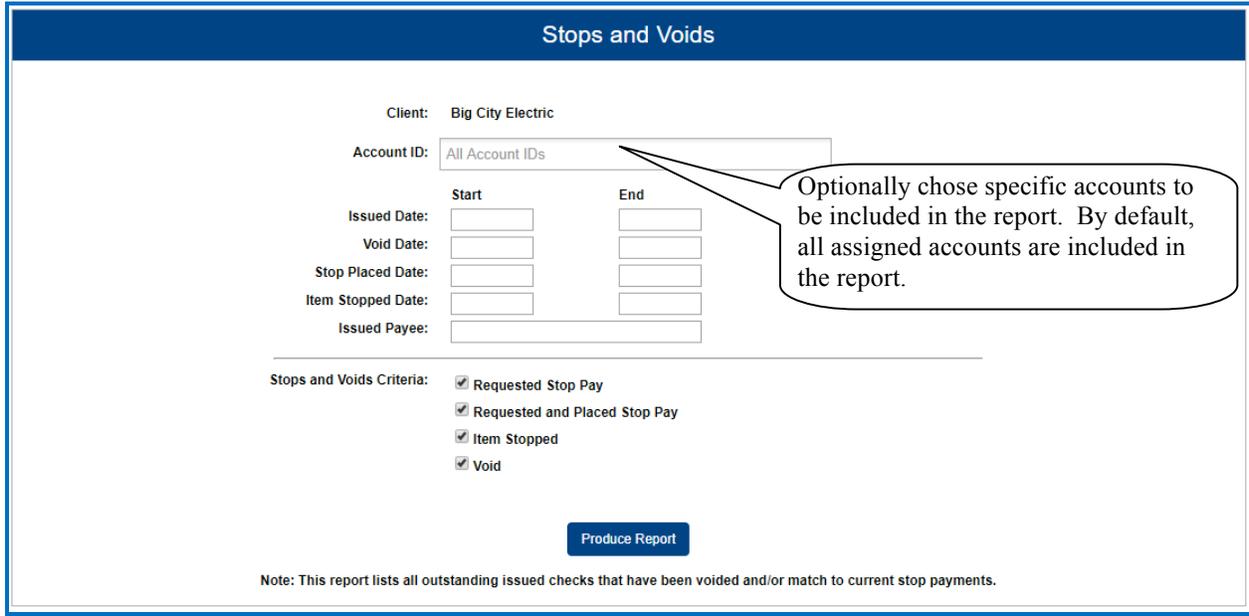
**Transaction Description:** The description of the ACH transaction.

**Paid Date:** The paid date for this transaction.

## Transaction Reports – Stops and Voids

The Stops and Voids report filter screen allows the user to create a report of checks that have been stopped or voided. Select items by Issued Date, Void Date, Stop Placed Date, Item Stopped Date or Issued Payee.

### Selection Screen:



**Stops and Voids**

Client: Big City Electric

Account ID: All Account IDs

	Start	End
Issued Date:	<input type="text"/>	<input type="text"/>
Void Date:	<input type="text"/>	<input type="text"/>
Stop Placed Date:	<input type="text"/>	<input type="text"/>
Item Stopped Date:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

Stops and Voids Criteria:

- Requested Stop Pay
- Requested and Placed Stop Pay
- Item Stopped
- Void

**Produce Report**

Note: This report lists all outstanding issued checks that have been voided and/or match to current stop payments.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Issued Date:** The Issued Date checkbox is used to search for transactions based upon the issued date of checks. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

**Void Date:** The Void Date checkbox is used to search for transactions based upon the date the item was voided. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

**Stop Placed Date:** The Stop Placed Date checkbox is used to search for transactions based upon the date a stop payment was applied to this item by the bank. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Transaction Reports – Stops and Voids Listing Selection (Continued)

**Item Stopped Date:** The Item Stopped Date checkbox is used to search for transactions based upon the date the item was stopped. The item stopped date is only set on checks that are presented for payment after being set up with a stop payment. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

**Requested Stop Pay:** The requested stop pay checkbox is used to indicate if items that have been requested as stop payment through the Exact/TMS™ system should be listed.

**Requested and Placed:** The Requested and Placed checkbox is used to indicate if items with a stop payment that has been paid applied by the bank should be listed.

**Item Stopped:** The item stopped checkbox is used to indicate if items that have been stopped because of a stop payment should be listed.

**Void:** The void checkbox is used to indicate if checks that have been voided should be listed.

Results Screen:

The report can be printed or exported to Excel by clicking on the

Click on "Back to Filter" to return to the report selection screen.

		Stops and Voids (3)								
	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Input Date	Req. Stop Pay	Req. and Placed	Item Stopped	Void Date
1	BCE-Exp Acct	157894	\$100.00	Jon Doe	10/06/2016	10/06/2016 (M)	08/16/2017			04/27/2017 (A)
2	BCE-Exp Acct	157895	\$200.00	Jane Doe	10/06/2016	10/06/2016 (M)				04/27/2017 (A)
3	Test	54350	\$0.00	Bob Ross	04/27/2017	06/20/2017	06/20/2017			
			<b>\$300.00</b>							

Selection Criteria:  
 Client: Big City Electric  
 Account ID: BCE-Exp Acct, Test  
 Requested Stop Pay Checked: True  
 Requested and Placed Stop Pay Checked: True  
 Item Stopped Pay Checked: True  
 Void Checked: True

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Check Number:** The check number of this item.

**Check Amount:** The amount of the check that has been presented for payment.

**Issued Payee:** The issued payee name for this check.

**Issued Date:** This is the date the check was issued.

**Requested Stop Pay:** If the request originated from a source other than this system, this column is blank. Otherwise, this represents the date the request was submitted.

**Requested and Placed:** The date the stop payment was applied (setup).

**Item Stopped:** The date the item was stopped.

**Void:** The date the check was voided. Note: If an (A) is listed after the void date, the item was automatically voided.

	09/28/2012	Issued
	09/23/2011	Void (A)
	09/23/2011	Void (A)

## Transaction Reports – Exception Items

The Exception Items report filter screen allows the user to generate a report of items that were flagged as exception items. Optionally select items that meet specific criteria. Criteria can include: Exception Date, Exception Type (ACH, Check or Both), pay/return decision or return reason.

### Selection Screen:

**Exception Items**

Client: **Big City Electric**

Account ID:  Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

Exception Date: Start  End

Exception Type:

Decision:

Reason:

Include Reversals:

[Produce Report](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

### Results Screen:

[Back to Filter](#)

Exception Items (15)															
	Client	Account ID	Account Number	Trace Number	Check Number	Transaction Amount	Issued Payee	Paid Date	Input Date	Exception	Decision	Reason	Decided By	Exception Scrubbed	Service Charge Waived
1	Big City Electric	xxxxx4321	987654321	45854224	0	\$100.00		08/30/2016	08/31/2016 (M)	CHECK NUMBER IS ZERO	Pay	Other	SYSTEM	Yes	No
2	Big City Electric	xxxxx4321	987654321	45854224	0	\$57.55		08/30/2016	08/31/2016 (M)	CHECK NUMBER IS ZERO	Pay	Other	SYSTEM	Yes	No
3	Big City Electric	xxxxx4321	987654321	5.8506	0	\$1.75		08/30/2016	08/31/2016 (M)	UNAUTHORIZED ACH TRANSACTION (CCDDIR/5845874554) -	Pay	Other	SYSTEM	Yes	No
4	Big City Electric	xxxxx4321	987654321	5.8506	0	\$1.75		08/30/2016	08/31/2016 (M)	BLOCKED TRANSACTION (WEBIDR /5845874554) -	Pay	Other	SYSTEM	Yes	No
5	Big City Electric	xxxxx4321	987654321	45854224	0	\$100.00		08/30/2016	08/31/2016 (M)	CHECK NUMBER IS ZERO	Pay	Other	SYSTEM	Yes	No
6	Big City Electric	xxxxx4321	987654321	45854224	1235	\$110.00		08/30/2016	08/31/2016 (M)	PAID NOT ISSUED	Pay	Other	SYSTEM	Yes	No
7	Big City Electric	xxxxx4321	987654321	45854224	1235	\$110.00		08/30/2016	08/31/2016 (M)	PREVIOUSLY PAID ITEM POSTED	Pay	Other	SYSTEM	Yes	No
8	Big City Electric	xxxxx4321	987654321	45854224	1236	\$120.00		08/30/2016	08/31/2016 (M)	AMOUNT MISMATCH	Pay	Other	SYSTEM	Yes	No
9	Big City Electric	xxxxx4321	987654321	45854224	1236	\$120.00		08/30/2016	08/31/2016 (M)	PREVIOUSLY PAID ITEM POSTED	Pay	Other	SYSTEM	Yes	No
10	Big City Electric	xxxxx4321	987654321	45854224	1237	\$130.00		08/30/2016	08/31/2016 (M)	VOIDED ITEM/STALE DATED ITEM	Pay	Other	SYSTEM	Yes	No
11	Big City Electric	xxxxx4321	987654321	45854224	105262	\$2,205.00		08/30/2016	08/31/2016 (M)	AMOUNT MISMATCH	Pay	Other	SYSTEM	Yes	No
12	Big City Electric	xxxxx4321	987654321	45854224	105331	\$870.00		08/30/2016	08/31/2016 (M)	VOIDED ITEM	Pay	Other	SYSTEM	Yes	No
13	Big City Electric	xxxxx4321	987654321	45854224	105446	\$655.00		08/30/2016	08/31/2016 (M)	VOIDED ITEM	Pay	Other	SYSTEM	Yes	No
14	Big City Electric	xxxxx4321	987654321	45854224	105450	\$945.79		08/30/2016	08/31/2016 (M)	VOIDED ITEM/STALE DATED ITEM	Pay	Other	SYSTEM	Yes	No
15	Big City Electric	xxxxx4321	987654321	45854224	105452	\$178.77		08/30/2016	08/31/2016 (M)	PAID NOT ISSUED	Pay	Other	SYSTEM	Yes	No
						\$5,505.61									

Selection Criteria:

Client: Big City Electric

Account ID: xxxxx4321

Exception Date: 08/30/2016 - 08/30/2016

Both Check & ACH Exceptions Only

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Check Number:** The check number of this item.

**Transaction Amount:** The amount of the transaction that has been presented for payment.

*Transaction Reports – Exception Items (Continued)*

**Issued Payee:** The issued payee name for this check.

**Paid Date:** The paid date for this check.

**Input Date:** The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

**Exception:** The type of exception for this item.

**Decision:** The decision for this exception item.

**Return Reason:** If the item was returned, the reason will be displayed here.

**Decided By:** The user who performed the decision

## Transaction Reports – Correction Report

The correction report lists the items that have been corrected by the financial institution. These are items that have posted incorrectly (usually due to encoding errors: check number blank, zero or incorrect and amount mismatches).

### Selection Screen:

**Correction Report**

Client: Big City Electric

Account ID: All Account IDs

Exception Date: Start: 03/26/2018 End:

Produce Report

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

The report can be printed or exported to Excel by clicking on the buttons. Additionally, the exception date criteria can be changed without going back to the selection screen.

Click on "Back to Filter" to return to the report selection screen.

### Results Screen:

Correction Report (1)								
Client	Account ID	Check Number	Amount	Issued Date	Paid Date	Exception	Reason	Notes
Big City Electrics	238	Posted Check #: 3	\$337.50	08/24/2017	08/24/2017	PREVIOUSLY PAID ITEM POSTED	Incorrect Check Number/Fix Check Number	fixed number
		Corrected Check #: 123456	\$337.50	08/28/2017	08/24/2017			

**Client:** The client's name.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

**Check Number:** The check number of the incorrect & corrected items.

**Amount:** The amount of the check that has been presented for payment and the amount of the corrected item.

**Issued Date:** This is the date the check was issued.

**Paid Date:** The paid date for this check.

**Exception:** The type of exception for this item.

**Reason:** The reason this item was corrected.

**Notes:** Any notes associated with the correction.

## Transaction Reports – Stale Dated Checks

The Stale Dated Checks report filter screen allows the user to create a report of stale dated checks using dynamic selection criteria. A check is considered stale dated based upon the “Stale Dated Check Days” defined in the Institution specifications. Select items by Issued Date, Input Date, As of Date or Issued Payee.

### Selection Screen:

**Stale Dated Checks**

Client: **Big City Electric**

Account ID:

Start:  End:

Issued Date:

Input Date:

As of Date:

Issued Payee:

[Produce Report](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

### Results Screen:

[Back to Filter](#)

Stale Dated Checks (3)						
#	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Input Date
1	BCE Exp Acct	1	\$100.00		09/23/2016	09/23/2017
2	BCE Exp Acct	54349	\$100.00	Tommy Walker	04/27/2016	06/23/2017
3	BCE Exp Acct	9879778	\$100.00	Clarence Howard	06/13/2016	06/14/2017
			<b>\$300.00</b>			

Selection Criteria:  
Client: Big City Electric  
As of Date: 08/30/2017

The report can be printed or exported to Excel by clicking on the

Click on "Back to Filter" to return to the report selection screen.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Check Number:** The check number of this item.

**Check Amount:** The amount of the check that has been presented for payment.

**Issued Payee:** The issued payee name for this check.

**Issued Date:** This is the date the check was issued.

**Input Date:** The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

**As of Date:** To create a report of stale dated checks “as of” a specific date in the past, enter a date in this field.

## Transaction Reports – Check Reconciliation Summary

The Check Reconciliation Summary report is used to assist in balancing online account balances with a customer statement. The report displays an activity summary of newly issued checks, paid checks, and stopped/voided checks. The report also provides a total of outstanding checks as of the reconciliation date.

Check Reconciliation Summary

Account ID:

Reconcile Through Date:  (Last Reconcile Through Date: 03/08/2016)

[Select](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note:* The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Reconcile Through Date:** The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity in the system up through the Reconcile Through Date is included.

Check Reconciliation Statement

Last Reconcile Through Date: 01/01/2018

This Reconcile Through Date: 06/19/2018

Account ID: BCE Exp Acct

Transaction Summary

Outstanding checks as of 01/01/2018	<a href="#" style="color: #0056b3;">Show (4)</a>	(+) \$1,757.00
Issued Checks	<a href="#" style="color: #0056b3;">Show (15)</a>	(+) \$4,177.12
Paid Checks	<a href="#" style="color: #0056b3;">Show (13)</a>	(-) \$4,019.56
Stop Payments		(-) \$0.00
Voids	<a href="#" style="color: #0056b3;">Show (1)</a>	(-) \$100.00
Current Outstanding Checks	<a href="#" style="color: #0056b3;">Show (5)</a>	(+) \$1,814.56

Daily Balance Summary

Current Balance:	\$222,969.83
Outstanding Check Amount:	\$1,814.56
Check Register Balance:	\$221,155.27

Reconciliation History

Date

[01/01/2018](#) [Clear](#)

Click on *Finish Reconciliation* to reconcile the checks

[Finish Reconciliation](#)
[Cancel](#)

The Reconcile History on the right side of the screen provides links to previous reconciliation reports that have been performed on this account.

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link.

## Transaction Reports – Deposit Reconciliation Summary

The Deposit Reconciliation Summary report is used by clients to verify deposits made to an account. This report allows the client to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately.

Deposit Reconciliation Summary

Account ID:

Reconcile Through Date:  (Last Reconcile Through Date: 09/17/2015)

Note: Transaction history is retained within the system for 90 days after an item has posted.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Reconcile Through Date:** The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled; all activity in the system up through the Reconcile Through Date is included.

Deposit Reconciliation Statement

This Reconcile Through Date: 06/19/2018  
Account ID: BCE Exp Acct

Transaction Summary

Location:  [Manage Locations](#)

No Location Defined	(1)	\$500.00
O Street (123456)	(1)	\$250.00
N Street (857548)	(1)	\$12.00
West Ave (857859)	(1)	\$6,251.00
33rd St (9879778)	(1)	\$100.00
Total Deposits	Show (5)	(+ \$7,113.00)

Reconciliation History

Date  
N/A

Click on *Finish Reconciliation* to reconcile the deposits

The Reconcile History on the right side of the screen provides links to previous reconciliation reports that have been performed on this account.

**Location:** A list of locations will be displayed if location information is available. Values are populated based upon the serial number value from the clients deposits.

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link

*Transaction Reports – Deposit Reconciliation Summary (Continued)*

**Manage Locations:** If the corporate client is depositing by location, the "Manage Locations" option will be displayed. When selected, a list of the locations will be displayed with an option to define a description for the location.

Location #	Description
123456	O Street
857548	N Street
857859	West Ave
9879778	33rd St

Note: The location number will be appended to the description in parenthesis. Example: South Street (107)

Update Cancel

**Location Number:** The location the deposit is associated with.

**Description:** The description of the location. *Note:* The location number will be appended to the description in parenthesis. Example: South Street (107).

## Transaction Reports – Account Reconciliation Summary

The Account Reconciliation Summary is used to assist in balancing online account balances with a customer statement. The report displays an activity summary with newly issued checks, paid checks, stopped checks, voided checks, ACH debits and credits, miscellaneous debits and credits, deposits, service charges, paid interest and taxes/withholding. The report also provides a total of outstanding checks and the check register balance as of reconciliation date.

**Account Reconciliation Summary**

**Account ID:**

**Reconcile Through Date:**  (Last Reconcile Through Date: 09/17/2015)

Note: Transaction history is retained within the system for 90 days after an item has posted.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Reconcile Through Date:** The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity up until the Reconcile Through Date will be included.

Transaction Reports – Account Reconciliation Summary (Continued)

### Account Reconciliation Statement

Last Reconcile Through Date: 01/01/2018  
 This Reconcile Through Date: 06/19/2018  
 Account ID: BCE Exp Acct

Transaction Summary		Reconciliation History
Previous Outstanding	\$1,757.00	Date 01/01/2018 <span style="float: right;">Clear</span>
<b>Checks</b>		
Issued Checks <a href="#">Show (15)</a>	(+ \$4,177.12)	Reconciliation History on the right side of the screen provides links to previous reconciliation reports for this account.
Paid Checks <a href="#">Show (13)</a>	(-) \$4,019.56	
Stop Payments	(-) \$0.00	
VOIDS <a href="#">Show (1)</a>	(-) \$100.00	
ACH Debits	(-) \$0.00	
ACH Credits	(+ \$0.00)	
Miscellaneous Debits	(-) \$0.00	
Miscellaneous Credits	(+ \$0.00)	
Deposits <a href="#">Show (5)</a>	(+ \$7,113.00)	
Service Charges Paid	(-) \$0.00	
Interest Paid	(+ \$0.00)	
Taxes/Withholding	(-) \$0.00	
<b>Current Outstanding Checks</b>	<b>\$1,814.56</b>	

#### Daily Balance Summary

Current Balance:	\$222,969.83
Outstanding Check Amount:	\$1,814.56
Check Register Balance:	\$221,155.27

Finish Reconciliation
Cancel

Click *Finish Reconciliation* to reconcile the account.

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link.

\*\*Note – Items that have already been reconciled via the Check Reconciliation or Deposit Reconciliation screens will not be included in the Account Reconciliation statement.

Click *Export to Excel* to export a copy of the report to excel.

SYSTEM: 10/06/16 3:52 PM		CENTRIX BANK ACCOUNT RECONCILIATION REPORT				
CLIENT: Big City Electric		ACCOUNT ID: TES'T			<a href="#">Export to Excel</a>	
CHECK #	PAID DATE	AMOUNT	PAYEE/TRAN DESCRIPTION	REFERENCE	NOTES	
--- Paid Items ---						
1	0	05/12/2016	57.55	Jane Doe	45854224	
2	0	05/12/2016	100.00	Jon Doe	45854224	
3	1234	05/12/2016	100.00		45854224	
4	1235	05/12/2016	110.00		45854224	
5	1236	05/12/2016	120.00		45854224	
6	1237	05/12/2016	130.00		45854224	
7	105262	04/20/2016	2,205.00		45854224	

After clicking on a link in the Reconciliation History, an Account Reconciliation Report will be displayed with all items that were reconciled on the report.

## Transaction Reports – ACH Returns/NOC Report

The ACH Returns/NOC Report will display for client users that have an ACH originated company ID or ID's listed within the ACH Report Type Setup screen under the tab Company ID Setup will be able to view their returns and NOC's within the ACH Returns/NOC Report. This way corporate clients can view the individual NOC and return transaction information for all ACH originated company ID or ID's. This screen is only available to financial institutions that have licensed the Exact/ARS™ ACH reporting system.

ACH Returns/NOC Report

Company ID:

From:  To:

**Company ID:** The company ID(s) available for the selected company.

**From Date:** The From Date field will default to today's date, but you can optionally search for items in the past.

**Through Date:** The To date field will default to today's date, but you can optionally search for items in the past.

ACH Returns / NOC Report																
Type to filter...	Showing 20 of 20 records <span style="float: right;"> <a href="#">Back to Filter</a></span>															
Return Date	Effective Entry Date	Processed Date	Return Code	Company ID	Company Name	Company Entry Description	Receiving Name	Receiving DFI ID	Corrected Data	Receiving Account Number	Tran Code	Amount	ID Number	Trace Number	SEC Code	
4	2/13/2017	2/13/2017	8/10/2017	Insufficient Funds (R01)	79697451	Friesen - Rogahn	RET TEST	Rosanna Funk	111111118		188242393	Demand Debit ReturnNOC (26)	\$547.00		111111110815777	PPD
5	2/13/2017	2/13/2017	8/10/2017	Customer Advises Not Authorized (R10)	79697451	Friesen - Rogahn	RET TEST	Megane Ratke	111111118		219118242	Demand Debit ReturnNOC (26)	\$491.00		111111110766629	PPD
6	2/13/2017	2/13/2017	8/10/2017	Invalid Account Number (R04)	79697451	Friesen - Rogahn	RET TEST	Werner Farrell	111111118		007918230	Savings Debit ReturnNOC (36)	\$20.00		111111110672487	PPD
7	2/13/2017	2/13/2017	8/10/2017	Invalid Account Number (R04)	79697451	Friesen - Rogahn	RET TEST	Adelle Howe	111111118		142075083	Savings Credit ReturnNOC (31)	\$42.00		111111110561657	PPD
8	2/13/2017	2/13/2017	8/10/2017	Unauth DR to Consumer Acct Using Corp SEC Cd (R05)	79697451	Friesen - Rogahn	RET TEST	Flo Durgan	111111118		050498448	Savings Debit ReturnNOC (36)	\$421.00		111111110456130	PPD
9	2/13/2017	2/13/2017	8/10/2017	No Account/Unable to Locate (R03)	79697451	Friesen - Rogahn	RET TEST	Hilbert Ankunding	111111118		296386978	Savings Debit ReturnNOC (36)	\$550.00		111111110875968	PPD
10	2/13/2017	2/13/2017	8/10/2017	Insufficient Funds (R01)	79697451	Friesen - Rogahn	RET TEST	Tyshawn Rohan	111111118		245287429	Demand Debit ReturnNOC (26)	\$820.00		111111110798197	PPD
11	2/13/2017	2/13/2017	8/10/2017	(C10)	79697451	Friesen - Rogahn	COR TEST	Ayden Klehn	111111118	223234	055113515	Demand Credit ReturnNOC (21)	\$0.00		111111110758404	COR
12	2/13/2017	2/13/2017	8/10/2017	Incorrect Foreign Receiving DFI Id (C08)	79697451	Friesen - Rogahn	COR TEST	Austin Deckow	111111118	731419	165505037	Savings Debit ReturnNOC (36)	\$0.00		111111110588765	COR
13	2/13/2017	2/13/2017	8/10/2017	(C10)	79697451	Friesen - Rogahn	COR TEST	Trisha Welch	111111118	570376	005684288	Demand Debit ReturnNOC (26)	\$0.00		111111110539899	COR

**Return Date:** The date the transaction was returned.

**Effective Entry Date:** The date specified by the originator on which it intends a batch of entries to be settled.

**Processed Date:** The date that the item was processed into the system.

*Transaction Reports – ACH Returns/NOC Report (Continued)*

**Return Code:** This field contains a standard code used by an ACH Operator or RDFI to describe the reason for returning an entry.

**Company ID:** The Company ID of the originator as assigned by the ODFI.

**Company Name:** This field identifies the name of the originator.

**Company Entry Description:** This field identifies a value set by the originator to provide a description of the purpose of the entry.

**Receiving Name:** This field identifies the individual or company name of the receiver.

**Receiving DFI ID:** This field identifies the routing number of the RDFI.

**Corrected Data:** This field identifies the corrected data from the notification of change addenda record.

**Receiving Account Number:** This field identifies the account number of the receiver.

**Tran Code:** This field identifies the type debit or credit entry.

**Amount:** The amount of the transaction.

**Individual ID Number:** This field identifies the accounting number by which the receiver is known to the originator.

**Trace Number:** The trace number uniquely identifies each Entry Detail Record within a batch in an ach input file.

**SEC Code:** This field contains a three character code used to identify various types of entries.

## Transaction Reports – Payee Match Report

The Payee Match Report filter screen generates an on-line report using dynamic selection criteria. Select items by Issued Date, Paid Date, Check Number or Issued Payee Name. This report is only available if the Exact/TMS™ Payee Match module has been licensed.

Account ID	Check Number	Amount	Issued Payee	Paid Date	Payee Match Check Payee	Confidence Level
BCE Exp Acct	1237	\$130.00	Tim McWilliams	01/28/2019	Tim Williams	800
BCE Exp Acct	105450	\$945.79	Jan Post	01/28/2019	Jim Post	700
BCE Exp Acct	105455	\$355.00	John Doe	01/28/2019	Thomas Jones	150
BCE Exp Acct	105452	\$178.77	Matt Holt	01/28/2019	Matt Holt	1000

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on some reports and in emails generated by the system. **Note:** The label used for this field (typically “Client/Account ID”) throughout the system is defined by the financial institution.

**Check Number:** The check number of this item.

**Check Amount:** The amount of the check that has been presented for payment.

*Transaction Reports – Payee Match Report (Continued)*

**Issued Payee:** The issued payee name for this check.

**Issued Date:** The date the check was issued.

**Paid Date:** The posting date of the check.

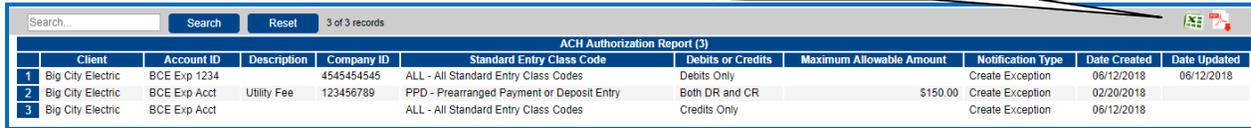
**Payee Match Check Payee:** The name that was read from the check image for this check.

**Confidence Level:** The level of confidence that the payee match process returned for this check. The level will fall between 0 (no confidence) and 1000 (perfect score). The confidence level will show as blank if there was no image found during the payee match process.

## System Reports – ACH Authorization Report

The ACH Authorization Report displays a listing of all pre-authorized rules. **Note:** This report will only display rules for the accounts that the user has access to.

The report can be printed or exported to Excel by clicking on the



ACH Authorization Report (3)										
	Client	Account ID	Description	Company ID	Standard Entry Class Code	Debits or Credits	Maximum Allowable Amount	Notification Type	Date Created	Date Updated
1	Big City Electric	BCE Exp 1234		4545454545	ALL - All Standard Entry Class Codes	Debits Only		Create Exception	06/12/2018	06/12/2018
2	Big City Electric	BCE Exp Acct	Utility Fee	123456789	PPD - Prearranged Payment or Deposit Entry	Both DR and CR	\$150.00	Create Exception	02/20/2018	
3	Big City Electric	BCE Exp Acct			ALL - All Standard Entry Class Codes	Credits Only		Create Exception	06/12/2018	

**Client:** The name of the client.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Description:** This is the description of ACH rule.

**Company ID:** The originating company ID of the transaction from the ACH file. If the company ID field is left blank, the rule will apply to all company IDs.

**Standard Entry Class Code:** A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

**Debits or Credits:** The options are either debits, credits, or both debits and credits to define the types of transactions for this rule.

**Maximum Allowable Amounts:** The maximum allowed amount for this type of transaction. If the amount is left zero, the maximum amount field is not used during the authorization process.

**Notification Type:** The value *Create Exception* indicates that any unauthorized ACH transaction will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any unauthorized transaction.

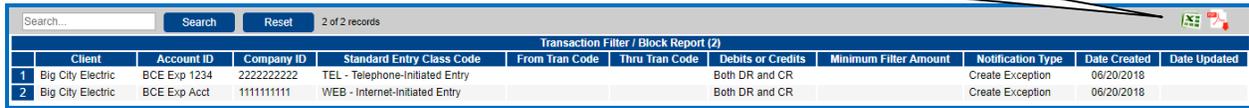
**Date Created:** The date the rule was created.

**Date Updated:** The last date the rule was updated.

## System Reports – Transaction Filter/Block Report

The Transaction Filter/Block Report displays a listing of all filters/block rules. **Note:** This report will only display rules for the accounts that the user has access to.

The report can be printed or exported to Excel by clicking on the



Transaction Filter / Block Report (2)											
	Client	Account ID	Company ID	Standard Entry Class Code	From Tran Code	Thru Tran Code	Debits or Credits	Minimum Filter Amount	Notification Type	Date Created	Date Updated
1	Big City Electric	BCE Exp 1234	222222222	TEL - Telephone-Initiated Entry			Both DR and CR		Create Exception	06/20/2018	
2	Big City Electric	BCE Exp Acct	111111111	WEB - Internet-Initiated Entry			Both DR and CR		Create Exception	06/20/2018	

**Client:** The name of the client.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Company ID:** The originating company ID of the transaction from the ACH file. If the field is left blank, the filter will not be used.

**Standard Entry Class:** The ACH standard entry class (SEC) code(s) pertaining used for this rule. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

**From Tran Code:** The starting transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

**Thru Tran Code:** The ending transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

**Debits or Credits:** Displays whether the filter pertains to debits only, credits only, or both debits and credits.

**Minimum Filter Amount:** The minimum transaction amount for this filter. Transactions must have an amount greater than or equal to this amount for this filter to apply. Any transaction that exceeds the minimum filter amount will activate the “notification type” defined for the rule. If the minimum filter amount is blank or zero, the transaction amount will not be used.

**Notification Type:** The value *Create Exception* indicates that any transaction matching the filter criteria will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any transaction matching the criteria in this filter.

**Date Created:** The date the filter criteria was created

**Date Updated:** The date the filter criteria was last modified.

## System Reports – Issued Check File Processing Log

The Issued Check File Processing Log displays a list of all issued check files that have been electronically submitted via the Exact/TMS™ web interface. If a submitted file had errors, the user can drill down to view the errors by clicking in the “Results” column.

### Selection Screen:

### Issued Check File Processing Log

Upload Date From

Upload Date To

**Result**

All Results

Note: Issued check file processing history is retained within the system for 365 days.

### Results Screen:

### Issued Check File Processing Log

[← Back to Search Parameters](#)

Account ID	File Mapping Format	Results	Items	Amount	Upload Date	File Name	
BCE Exp Acct	BCE Exp Account	<span style="color: blue;">○</span> Unprocessed	0	\$0.00	01/03/2019	20190103080105269...	⋮
BCE Exp Acct	BCE Exp Account	<span style="color: red;">⊘</span> Rejected	1	\$100.00	01/03/2019	TESTissued.txt	⋮
BCE Exp Acct	BCE Exp Account	<span style="color: green;">⊙</span> Processed	1	\$100.00	01/03/2019	TESTissued.txt	⋮
BCE Exp Acct	BCE Exp Account	<span style="color: orange;">⚠</span> Processed wit...	2	\$300.00	01/03/2019	TESTissued.txt	⋮

1
View 10 ▼

Processing Totals (All Pages)

File Status	Total Items	Total Amount
Processed	2	\$300.00
Processed with Exceptions	1	\$100.00
Rejected	1	\$100.00

*System Report – Issued Check File Processing Log (Continued)*

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**File Mapping Format:** The file processing type associated with this upload.

**Results:** the results column from the Issued Check File Processing Log will display one of the following processing statuses:

**Unprocessed:** The file has been uploaded but has not yet been processed.

**Processed:** The file was processed successfully.

**Processed with Exceptions:** The file was processed successfully, but duplicate checks were not loaded.

**Rejected:** The file was rejected due to one of the following reasons:

- A mismatch between the number of items/amount entered on the screen and the number of items/amount contained in the file
- The file format did not match the format selected

*To view additional details regarding the file, click on the results column. For example, to view the exceptions on a file that has a result of Processed with Exceptions, click on the ‘Processed with Exceptions’ link.*

**Items:** The number of items in the file.

**Amount:** The total amount in the file.

**Upload Date:** The date the file was uploaded.

**User:** The user that uploaded the issued check file.

**File Name:** The name of the issued check file uploaded into the system. **Note:** The system appends the date/time to the beginning of the file name.

## Security/Account Administration – Transaction Filter / Block Setup

The Transaction Filter / Block Setup screen is used to define the transaction monitoring rules for an account. Transactions can be filtered based on the ACH standard entry class, company ID, transaction code, transaction type (debits and/or credits), and amount threshold. All transactions that meet the filter criteria are processed according to the Notification Type defined for the rule.

Transaction Filter / Block Setup for Client: Big City Electric									
	Account ID	Company ID	Standard Entry Class Code	From Tran Code	Thru Tran Code	Debits or Credits	Minimum Filter Amount	Notification Type	
1	BCE Dep Recon		TEL - Telephone-Initiated Entry			Debits Only	0.00	Create Exception	Edit
2	BCE Ops Acct			51	51	Debits Only	5000.00	Create Exception	Edit
3	BCE Ops Acct		ALL - All Standard Entry Class Codes			Debits Only	1000.00	Email / Text Notification Only	Edit
4	BCE Ops Acct		WEB - Internet-Initiated Entry			Debits Only	0.00	Create Exception	Edit
	BCE Dep Recon					Both DR and CR		Create Exception	Add

**Client/Account ID:** Select the Client/Account ID corresponding to the account for which the filter is to be used. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Company ID:** The originating company ID of the transaction from the ACH file. If the field is left blank, this filter will not be used.

**Standard Entry Class Code:** A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes. If the field is left blank, the filter/block will use the From and Thru Tran Codes.

**From Tran Code:** Enter the starting transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

**Thru Tran Code:** Enter the ending transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

**Debits or Credits:** Select either debits, credits, or both debits and credits to define the types of transactions for this rule.

**Minimum Filter Amount:** Enter the minimum transaction amount for this filter. Transactions must have an amount greater than or equal to this amount for this filter to apply. Any transaction that exceeds the minimum filter amount will activate the “notification type” defined for the rule. If the minimum filter amount is left blank, the transaction amount filter will not be used.

**Notification Type:** Select Create Exception or Email Notification Only. The value *Create Exception* indicates that any transaction matching the filter criteria will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any transaction matching the criteria in this filter.

## Security/Account Administration – ACH Authorization Rules Setup

The ACH Authorization Rules Setup screen is used to define all of the pre-authorized ACH transaction rules for an account. An ACH authorization rule can include the originating company, standard entry class, transaction type (debits and/or credits), and maximum authorized dollar amount. If an unauthorized ACH item posts to an account, the rules determine whether the item requires a pay/return decision or if the client should simply be alerted via email that unauthorized activity has occurred.

ACH Authorization Rules Setup for Client: Big City Electric						
Notification Type for Unauthorized ACH Transactions: <input type="text" value="Create Exception"/> <a href="#">Edit</a>						
Account ID	Description	Company ID	Standard Entry Class Code	Debits or Credits	Maximum Allowable Amount	
1	BCE Payroll	All Credits	ALL - All Standard Entry Class Codes	Credits Only		<a href="#">Edit</a>
2	BCE Payroll	ADP	1212121212 CTX - Corporate Trade Exchange	Debits Only	10000.00	<a href="#">Edit</a>
3	BCE Payroll	Taxes	1313131313 ALL - All Standard Entry Class Codes	Debits Only	5000.00	<a href="#">Edit</a>
<input type="text" value="BCE Dep Recon"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="ALL - All Standard Entry Class Codes"/>	<input type="text" value="&lt;Select&gt;"/>	<input type="text"/>	<a href="#">Add</a>

**Notification Type for Unauthorized ACH Transactions:** Select Create Exception or Email Notification Only. The value *Create Exception* indicates that any unauthorized ACH transaction will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any unauthorized transaction.

**Client/Account ID:** The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

**Description:** This is the client defined description of ACH rule.

**Company ID:** The originating company ID of the transaction from the ACH file. If the company ID field is left blank, the rule will apply to all company IDs.

**Standard Entry Class Code:** A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

**Debits or Credits:** Select either debits, credits, or both debits and credits to define the types of transactions for this rule.

**Maximum Allowable Amount:** The maximum allowed amount for this type of transaction. If the amount is left zero, the maximum amount field is not used during the authorization process.

## General Items – User Setup (Client)

The client user setup screen is used by the client administrator to manage their users.

### Contact Information:

User Setup (Client)

Contact Information
Security Settings
Menu Settings
System Messages

\* **First Name:**

**Middle Initial:**

\* **Last Name:**

\* **Email Address:**   Exclude From Email

**Primary Phone Number:**

**Secondary Phone Number:**

\*\* **Mobile Number:**   Do Not Send Text Messages

**Limit Text Start & Stop Times:**

**Text Messages Start Time:**

**Text Messages End Time:**

\* Indicates required fields

\*\* Mobile number is required for text message alerts

Archive User

**First Name/ Middle Initial / Last Name:** The name of the user.

**Email Address:** The email address used to send system-generated email messages to this user.

**Exclude from email:** This checkbox determines if the user should receive email messages from the system. If checked, the user does not receive any email messages. In unchecked, the user receives email messages based upon the email selections checked on system messages tab.

**Primary Phone Number:** The primary phone number.

**Secondary Phone Number:** The secondary phone number for the user.

**Mobile Phone Number:** The mobile phone number for the user. The mobile number is used if the client has selected to receive text alerts. Text alerts are only available to financial institutions that have licensed the Exact/TMS™ Text Messaging Module.

**Do Not Send Text Messages:** This checkbox determines if the user should receive text messages from the system. If checked, the user does not receive any text messages. In unchecked, the user receives text messages based upon the text selections checked on system messages tab.

*General Items – User Setup (Client) (continued)*

**Limit Text Start & Stop Times:** If set to “Yes”, the times text messages are sent will be limited to between the start and stop times. If set to “No”, text messages will be sent whenever one is generated.

**Text Messages Start Time:** The time of day that system will start sending text messages.

**Text Messages End Time:** The time of day that system will stop sending text messages.

**Archive User:** Determines if the user is still active in the system. If checked, the user is no longer active and is not allowed to login to the system.

*General Items - User Setup (Client) (Continued)*

*Security Settings:*

User Setup (Client)

Contact Information Security Settings Menu Settings System Messages

**\* User Name:**

**SSO Only:**

**\* Password:**

**\* Verify Password:**

**Company:** Big Lake Action Home

**Account ID:**

Type to filter... Showing 0 of 2 Assigned

	Ops Account Payroll
--	------------------------

Assign all new accounts to this user

**ACH Reports:**

Type to filter... Showing 0 of 2 Assigned

	ED1 Report NOC and Return Report
--	-------------------------------------

Assign all new ACH reports to this user

Transaction Data User Rights

- Allow user to add/edit transactions
- Allow user to delete transactions
- Allow user to download issued check files

**Client Exception Type(s):**

- Allow user to decision exceptions
- Allow user to add ACH Authorization Rules in Quick Exception Processing

User Locked

\* Indicates required fields

Archive User

*General Items - User Setup (Client) (Continued)*

**User Name:** The login name for the user.

**SSO Only:** The SSO Only option allows users to make the Password and Verify Password fields not required for User Setup (Client). This is an optional feature that has to be enabled.

**Password / Verify Password:** The login password for the user. The password and verify password must match in order to set or change the user's password.

- The system automatically requires all new users to change their password on the first login.
- The password definition rules (minimum length and mixed character requirements) are defined by the financial institution.

**Client/Account ID:** The Client/Account ID is the number or description that identifies a specific account. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

**Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution. All accounts that are assigned to the client will be displayed in the *Available* column. To enable the user to access an account, move the account to the *Assigned* column by either clicking on the Client/Account ID or selecting *Add All*. **NOTE:** Utilizing the Client/Account ID in email communication and on all screens is a security precaution.

**Assign all new accounts to this user:** If this box is checked, this user is automatically granted access to any new accounts added to the system for their client.

**ACH Reports:** The ACH Reports section lists the ACH reporting files that have been defined for the client by the financial institution. To enable a user to view/download a report, click on the name under the *Available* column to move it to the *Assigned* column, or click *Add All*. To notify the user each time a new report is available, check the box labeled "ACH Reporting System New File Notification" in the *Email Types* section of the screen. The system automatically prompts users to change their passwords based upon the password expiration days defined by the financial institution. The *ACH Reports* section is only available to banks that have licensed the Exact/ARS™ ACH reporting system.

**Assign all new ACH reports to this user:** If this box is checked, this user is automatically granted access to any new ACH reports added to the system for their client.

**Allow user to add/edit transactions:** This checkbox determines if the user is able to add/edit transactions.

**Allow user to delete transactions:** This checkbox determines if the user is able to delete transactions from the system. Transactions can be deleted by clicking on the delete button while viewing transaction details.

**Allow user to download issued check files:** This checkbox determines if the user is able to download issued check files from the Issued Check File Processing Log screen.

**Client Exception Types:** This determines which types of exceptions the user can process on the Exception Processing screen. The choices are: Check Exceptions Only, ACH Exceptions Only & Both Check and ACH Exceptions.

**Allow user to decision exceptions:** This checkbox determines if the user is able to decision exceptions.

*General Items - User Setup (Client) (Continued)*

**Allow user to add ACH Authorization Rules in Quick Exception Processing:** This checkbox determines if the user is able to add an ACH authorization rule in the quick exception processing screen when there is an ACH authorization exception (See Quick Exception Processing).

**User Locked:** This checkbox determines if the user is locked out of the system. The user is automatically locked out of the system if the user exceeds the number of failed password attempts. To unlock a user, uncheck this box.

### Menu Settings:

The screenshot shows the 'User Setup (Client)' interface. At the top, there is a blue header with the title 'User Setup (Client)'. Below the header is a navigation bar with four tabs: 'Contact Information', 'Security Settings', 'Menu Settings' (which is selected and highlighted), and 'System Messages'. The main content area displays the 'Client Security Template' as 'Positive Pay Client Access'. Underneath, there is a checkbox labeled 'Assign all menu options from this template' which is checked. Below that is another checkbox labeled 'Archive User' which is unchecked. At the bottom center, there is a blue 'Submit' button.

**Assign all menu options from this template:** This checkbox determines if the selected client user has access to all left-hand menu system actions that make up the security template their client is assigned. When “Assign all menu options from this template” is unchecked this means this user will not be automatically assigned new left-hand menu system actions added to their client’s security template automatically.

**Menu options this user can access:** Functions that are available to the corporate client are displayed in the bottom portion of the user setup screen. To enable a specific function for a user, check the box adjacent to the menu description. If a box is un-checked, the menu item will not be available to the user. Menus appear based upon the logged-on user's access rights.

**User Setup (Client)**

Contact Information Security Settings **Menu Settings** System Messages

**Client Security Template:** Positive Pay Client Access

**Assign all menu options from this template**

**Select All**

**Menu options this user can access**

- Exception Processing - Quick Exception Processing
- Transaction Processing - Paid Check Search
- Transaction Processing - Submit Issued Check File
- Transaction Processing - Add New Issued Check
- Transaction Processing - Void a Check
- Transaction Processing - Check Search
- Transaction Processing - Reverse Positive Pay Extract
- Transaction Processing - ACH Returns / NOC Report
- Stop Payments - Remove Stop Payment Request
- Stop Payments - Review Stop Payment Items
- Stop Payments - Request Stop Payment
- Stop Payments - Current Stop Payment Requests
- Transaction Reports - All Checks
- Transaction Reports - Outstanding Issued Checks
- Transaction Reports - Daily Checks Issued Summary

*General Items - User Setup (Client) (Continued)**System Messages:*

User Setup (Client)

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:**

Message	Email	Text
CLIENT - No exceptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Duplicate paid item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Duplicate paid item with amount mismatch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Filtered / blocked transaction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item not issued	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item with amount mismatch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item with zero check number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Payee name mismatch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Unauthorized ACH transaction	<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 count / amount mismatch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file loaded successfully	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued File Partially Loaded	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file processing loaded no items	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Issued file rejected	<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 type="checkbox"/>	<input type="checkbox"/>
CLIENT - ACH reporting system new file notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - ACH reporting file sent as email attachment	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Archive User

**Notifications Types This User Will Receive:** Check the various emails and/or text notification types that this user should receive. Email messages are always available to all client users. Text notifications are available only for those financial institutions that have licensed the Exact/TMS™ Text Messaging Module.

## General Items – Reset User (Client)

The Reset User (Client) screen is used to reset client users.

### Selection Screen:

### Results Screen:

**Password / Verify Password:** The login password for the user. The password and verify password must match in order to change the user's password.

- The system automatically requires all new users to change their password on the first login.
- The password definition rules (minimum length and mixed character requirements) are defined by the financial institution.
- The system automatically prompts users to change their passwords based upon the password expiration days defined by the financial institution.

**User Locked:** This checkbox determines if the user is locked out of the system. The user is automatically locked out of the system if the user exceeds the number of failed password attempts. To unlock a user, uncheck this box.