

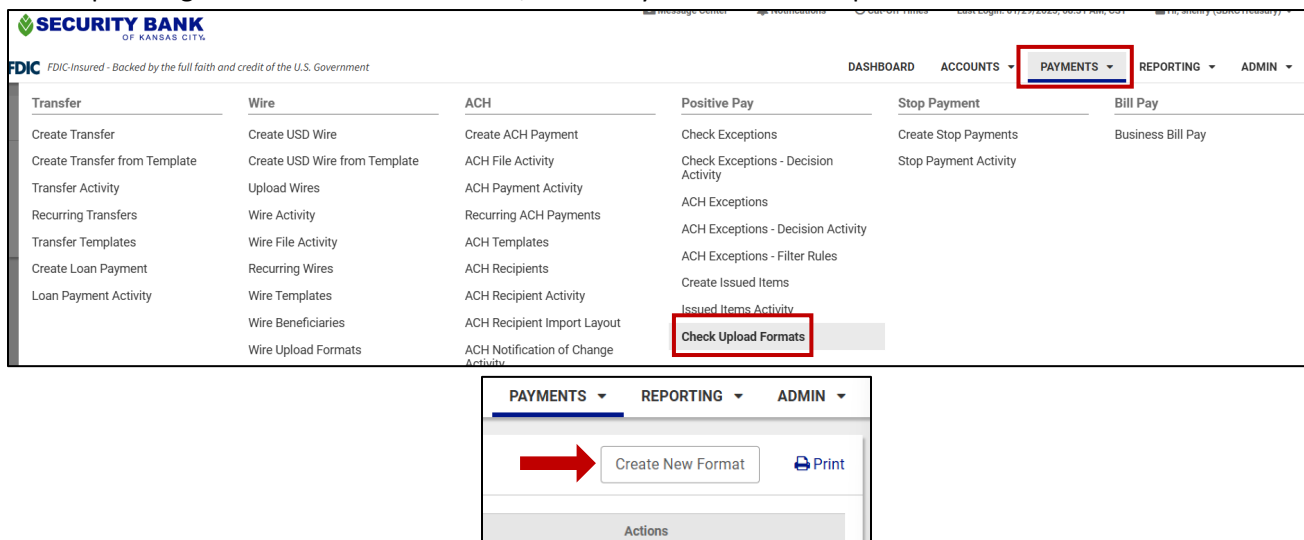
Positive Pay User Guide

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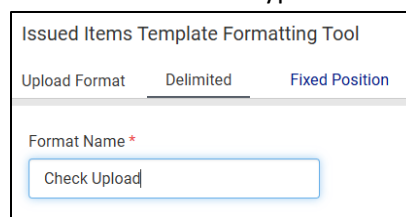
Set Check Upload Format

1. If uploading a file with all checks issued, select Payments > Check Upload Formats > Create New format.



The screenshot shows the Security Bank of Kansas City web application interface. The top navigation bar includes 'DASHBOARD', 'ACCOUNTS', 'PAYMENTS', 'REPORTING', and 'ADMIN'. The 'PAYMENTS' menu is highlighted with a red box. Below it, a table lists various payment options. The 'Check Upload Formats' option is highlighted with a red box. A red arrow points to the 'Create New Format' button in the 'Actions' section.

2. Choose format type of Delimited or Fixed Position then type in the Format Name.



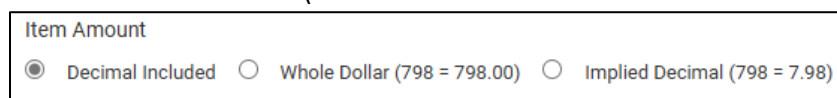
The screenshot shows the 'Issued Items Template Formatting Tool' with the 'Fixed Position' tab selected. The 'Format Name' field is highlighted with a red box and contains the text 'Check Upload'.

3. If a Header Row needs excluded type a 1.



The screenshot shows the 'Delimited' tab in the 'Issued Items Template Formatting Tool'. The 'Exclude Header Rows' field is set to 1, and the 'Exclude Footer Rows' field is set to 0.

4. For the Item Amount = Decimal Included. (Unless the format matches one of the others.)



The screenshot shows the 'Item Amount' section with three radio buttons: 'Decimal Included' (selected), 'Whole Dollar (798 = 798.00)', and 'Implied Decimal (798 = 7.98)'.

- Issued Date Format = Format of date within spreadsheet. (Choose from dropdown list)

Issued Date Format

mm/dd/yyyy

- Column Order = Each field should match the corresponding column #. (Column A = 1, Column B = 2, etc.)

Note: Payee should be completed to limit exceptions, and must match the check issued exactly.

Column Order

| | |
|----------------|---|
| Issued Date * | 1 |
| Item Amount * | 2 |
| Item Number * | 3 |
| Account Number | |
| Account Type | |
| Payee | 4 |
| Void Date | |
| Void Indicator | |

| A | B | C | D |
|-----------|--------|--------|-----------------|
| Date | Amount | Number | Payee |
| 1/10/2025 | 406.05 | 1001 | JANE DOE |
| 1/11/2025 | 645.24 | 1002 | TEST PERSON |
| 1/12/2025 | 580.46 | 1003 | FAKE NAME |
| 1/13/2025 | 522.97 | 1004 | JOHN SMITH |
| 1/14/2025 | 1100 | 1005 | 123 COMPANY LLC |

- Then select Save for this format to be saved for future use.

Create Issued Items (File Upload)

- Select Payments > Create issued items.

SECURITY BANK

OF KANSAS CITY

Message Center

Notifications

Cut-Off Times

Last Login: 01/29/2025, 08:31 AM, CST

Hi, sherry (SBKCTreasury)

FDIC

FDIC-Insured - Backed by the full faith and credit of the U.S. Government

DASHBOARD

ACCOUNTS

PAYMENTS

REPORTING

ADMIN

Transfer

Wire

ACH

Positive Pay

Stop Payment

Bill Pay

Create Transfer

Create USD Wire

Create ACH Payment

Check Exceptions

Create Stop Payments

Business Bill Pay

Create Transfer from Template

Create USD Wire from Template

ACH File Activity

Check Exceptions - Decision Activity

Stop Payment Activity

Transfer Activity

Upload Wires

ACH Payment Activity

ACH Exceptions

Recurring Transfers

Wire Activity

Recurring ACH Payments

ACH Exceptions - Decision Activity

Transfer Templates

Wire File Activity

ACH Templates

ACH Exceptions - Filter Rules

Create Loan Payment

Recurring Wires

ACH Recipients

Create Issued Items

Loan Payment Activity

Wire Templates

ACH Recipient Activity

Issued Items Activity

Wire Beneficiaries

ACH Recipient Import Layout

- Select Upload file and choose your saved format from the dropdown list.

Create Issued Items

1. Upload Issued Items File

2. Manage Issued Items

3. Review

Manual Entry

Upload File

CSV upload

Payroll

Saved Format *

Select a Saved Format

Account

Select Account

Select A File

Maximum file size of 4MB

- Once selected, choose the account that these items were issued out of.

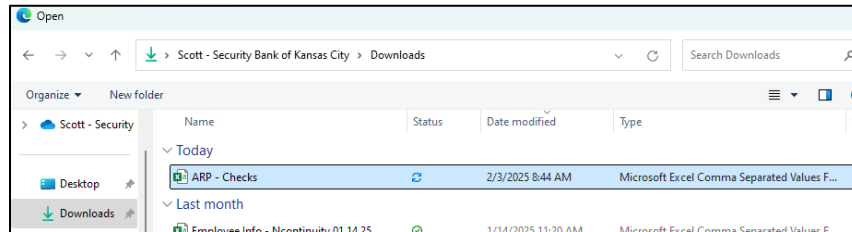
Saved Format * xxxxxxx6907 (Che...

Account * Select Account Q

Select A File

Maximum file size of 4MB

4. Then choose the 'Select A File' option to locate the associated spreadsheet that matches the format.
Note: The check amount cannot include \$ symbols, and excel files must be in a CSV format.



5. Once all information is complete, select the Upload icon.

Create Issued Items

1. Upload Issued Items File 2. Manage Issued Items 3. Review

☐ Manual Entry ☒ Upload File

Saved Format * Payroll

Account * xxxxxxx6907 (Checkir Q

Select A File

Maximum file size of 4MB

Selected file(s):
ARP - Checks.csv

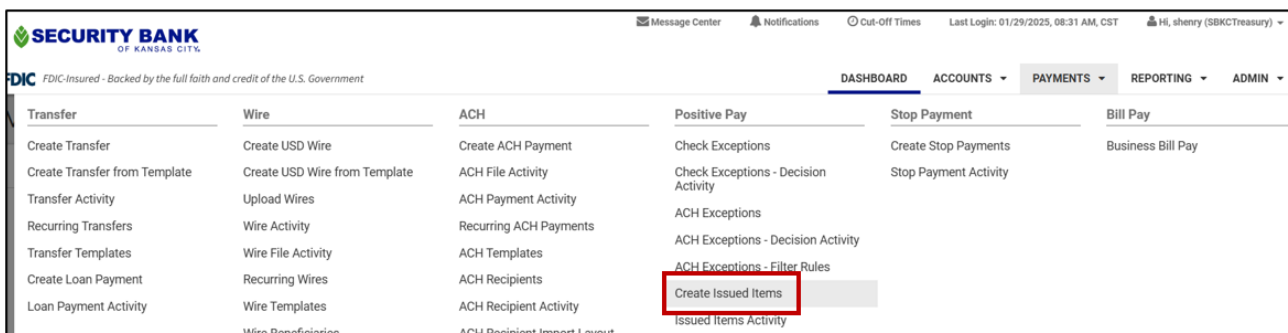
Upload

Cancel

6. The Manage Issued Items screen gives the option to review the uploaded information and make any adjustments to the items or add additional items.
7. Select Review to move to the Review screen before confirming the upload of items.

Create Issued Items (Manual Entry)

1. Select Payments > Create issued items.



2. Manual Entry > Type associated check information for the first item, then click the 'Add Row' option to continue adding additional items.

Create Issued Items

1. Manage Issued Items 2. Review 3. Confirmation

☒ Manual Entry ☐ Upload File

Type to filter

Total Checks: 1
Total Amount: [\\$123.45](#)

Increment Check Numbers ☒

| Type | Account Number (Type) | Check Number | Date Issued | Check Amount | Payee | |
|-------|------------------------|--------------|--------------------------|--------------|------------------|-------------------|
| Check | xxxxxxx6907 (Checking) | 1234 | Specific Date 01/15/2025 | \$123.45 | TEST COMPANY LLC | + |

Viewing 1 of 1 item

[Review](#) [Undo Changes](#) [Cancel](#)

3. Once complete perform a review of the items and confirm the information is correct to submit.

Decisioning Exception Items

1. If the Positive Pay widget has not already been added to the dashboard, first add it to quickly access going forward.
 - a. On the dashboard tab, select 'Configure Dashboard' > Add Widget

DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

[Configure Dashboard](#)

[Add Widget](#) [Save](#) [Cancel](#)

- b. Locate the Positive Pay tile, and select 'Add Widget' > Add Widgets > Save (top right).

Positive Pay
ARP

[Add Widget](#)

[Add Widgets](#) [Cancel](#)

2. As exceptions are identified they will display on the dashboard within the Positive Pay tile and have the following options:
 - a. Select to Pay individual items
 - b. Select to Return individual items
 - c. Select to Pay All items
 - d. Select to Return All items
 - e. View the physical checks

Positive Pay

Check Exceptions (21)

ACH Exceptions (0)

| a. Pay | b. Return | Account ▾ | Check Number ▾ | Paid Amount ▾ | Issued Amount ▾ | Posted Date ▾ | Issued Date ▾ | Issued Payee ▾ | Exception Reason ▾ |
|-----------------------|----------------------------------|------------------------------------|-------------------------------------|------------------|--------------------|---------------|---------------|----------------|---------------------------------------|
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 1 | View Check 7939 | \$72,798.48 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 1 | View Check 7913 | \$21,120.00 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 1 | View Check 7932 | \$1,168.75 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 1 | View Check 7953 | \$780.00 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |

Review

Reset

c.
Pay All

d.
Return All

- Review the decisions before confirming to send.
- Users can also navigate to the Payments > Check Exceptions menu to view the full screen with the same options.

| Check Exceptions | | | | | | | | | |
|-----------------------------------|----------------------------------|-----------------|----------------------------------|--------------|---------------|-------------|-------------|--------------|------------------------------------|
| Type to filter | | | | | | | | | |
| Pay | Return | Account | Check Number | Paid Amount | Issued Amount | Posted Date | Issued Date | Issued Payee | Exception Reason |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 1 | View Check 7939 | \$72,798.48 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 1 | View Check 7913 | \$21,120.00 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 1 | View Check 7932 | \$1,168.75 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 1 | View Check 7953 | \$780.00 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 1 | View Check 7955 | \$650.00 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 2 | View Check 47896 | \$481,126.55 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 2 | View Check 47888 | \$124,089.20 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 2 | View Check 47855 | \$37,815.66 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 2 | View Check 47853 | \$35,275.68 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| <input type="radio"/> | <input checked="" type="radio"/> | Testing Check 2 | View Check 47895 | \$24,896.42 | \$0.00 | 09/13/2021 | | | Paid item without issue (post all) |
| Viewing 1 - 10 of 21 | | | | | | | | | |
| 10 First Previous 1 2 3 Next Last | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | | |

Helpful Tips & Reminders:

- The amount field within excel cannot contain \$ symbols, and needs to match the format selected.
- Excel files must be in a CSV format
- Positive Pay Exceptions must be handled prior to 11:00am

If you need further assistance, please contact Treasury Management Services at (913) 652-4888.