

Positive Pay

Introduction

Manual Upload

Fixed Position (.TXT)

Positive Pay: Introduction

Companies can significantly reduce the chance of fraudulent checks being paid against their checking account using First Bank and Trust Company's Positive Pay service. Information provided by the Company regarding authorized checks issued for payment is transmitted promptly to First Bank and Trust Company in a format accepted by the Bank (Issue File).

Positive Pay fees: \$50.00/month, per account if the Bank works the Company's exceptions. No fee is the Company works their own exceptions.

Exception items must be worked Monday-Friday between 8:00am-11:00am

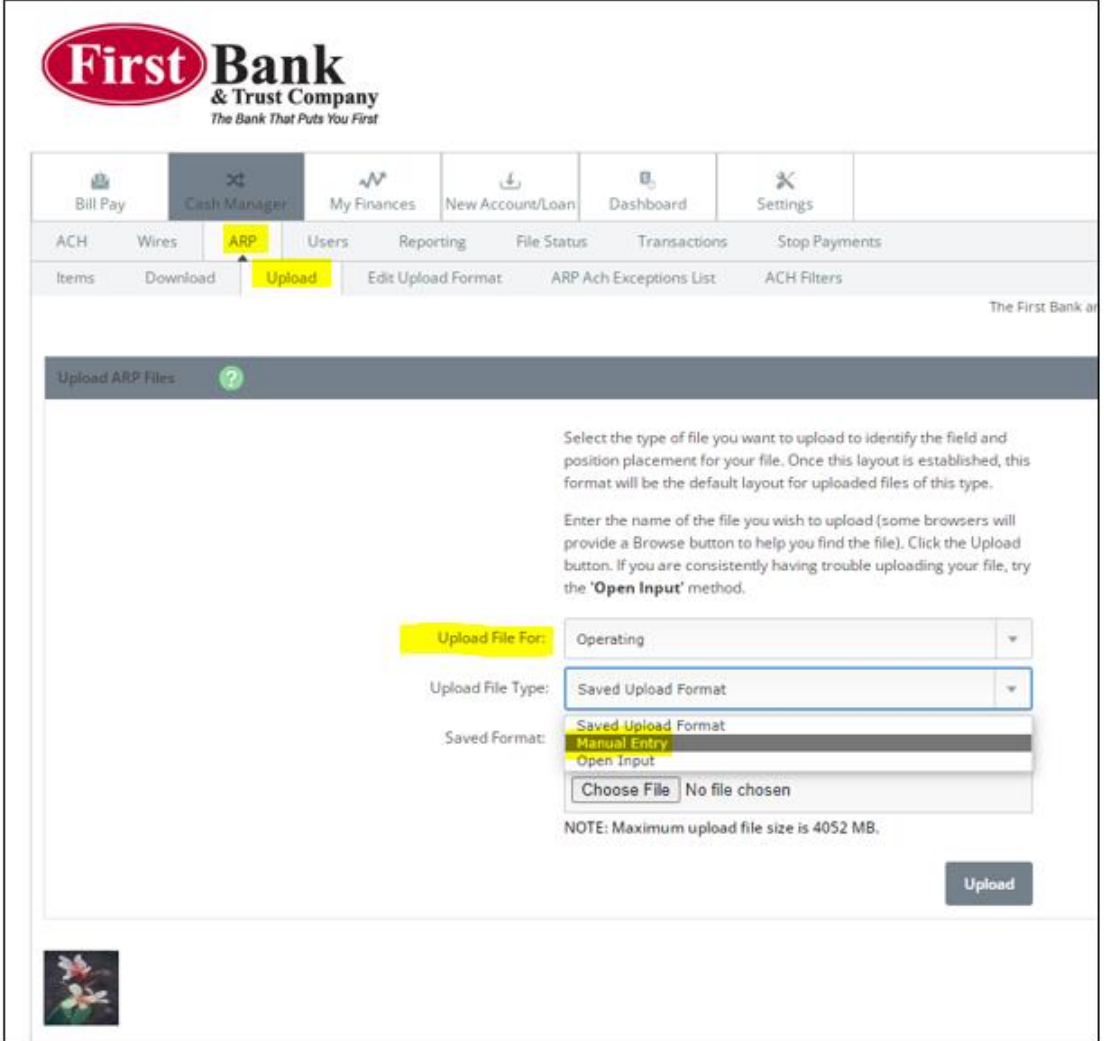
****Excluding Federal Holidays***



Positive Pay: Manual Upload

1. Select **Cash Manager > ARP > Upload**
2. Select the account you are uploading or voiding a check for
3. Select Manual Entry as the Saved Format.

Once you select Manual Entry, the manual form will appear for items to be keyed.



The screenshot shows the First Bank & Trust Company website interface for uploading ARP files. The navigation menu includes Bill Pay, Cash Manager, My Finances, New Account/Loan, Dashboard, and Settings. The Cash Manager section is active, showing options for ACH, Wires, ARP, Users, Reporting, File Status, Transactions, and Stop Payments. The ARP section is selected, and the Upload button is highlighted. The main content area is titled "Upload ARP Files" and contains instructions for selecting the file type and format. The "Upload File For:" dropdown is set to "Operating". The "Upload File Type:" dropdown is set to "Saved Upload Format". The "Saved Format:" dropdown is set to "Manual Entry". A "Choose File" button is visible, and a note states "NOTE: Maximum upload file size is 4052 MB." An "Upload" button is located at the bottom right of the form.

Positive Pay: Manual Upload

1. Enter the **Check #, Date Issued, Check Amount, Type, and Payee Name**
 - a. If you are issuing a check the Type will be “Debit”
 - b. If you are voiding a previously uploaded check, the Type will be “Void”
2. Select Upload at the bottom once all items are entered

Upload File For: Operating

	Check Number:	Date Issued:	Check Amount:	Type:	Payee:
1	1234	03/07/2020	1 00	Void	ABC Company
2				Debit	
3				Debit	
4				Debit	
5				Debit	
6				Debit	
7				Debit	
8				Debit	
9				Debit	
10				Debit	
11				Debit	

1 2 3 4 5 6 7 8

Upload Reset Cancel

Positive Pay: Manual Upload

File Upload Status ?						Display 5 10 20 50 100 All
File Name	Format	Type	Related Account	Upload Date ▾	Status	
ArpManualEntry_Brittany_220307.txt	Text	ARP	Operating	3/7/2022 12:58:32 PM	Queued	

Refresh List

1. Click "Refresh List" until it displays "View Details"
2. Click "View Details" to review the items entered and then select "Approve" at the bottom of the screen.

Display 5 10 20 50 100 All	
Upload Date ▾	Status
3/7/2022 12:58:32 PM	View Details

Refresh List

****If the approval step is missed, keyed in items will not be submitted to the Bank.****

Upload Results ?					View 10 20 50 100 All
Status:	Check Number: ▾	Date Issued:	Payee:	Amount:	
Successful	00000001234	03/07/2020	ABC Company	\$1.00	

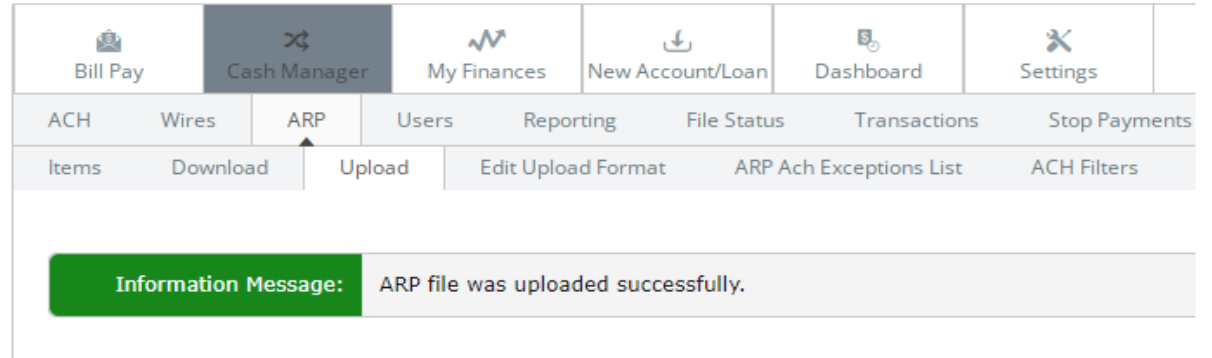
Total: 1 check(s) \$1.00

Approve Cancel

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Once approved, you receive an **Information Message** confirming the file was successfully uploaded.

You may also return to the **File Upload Status screen** and check to see if it was Uploaded or Unapproved (did not make it to the Bank).



The screenshot shows the 'Cash Manager' tab selected in a navigation menu. Below the menu, there are several sub-tabs: ACH, Wires, ARP, Users, Reporting, File Status, Transactions, and Stop Payments. The 'ARP' sub-tab is active, showing options for 'Items', 'Download', 'Upload', 'Edit Upload Format', 'ARP Ach Exceptions List', and 'ACH Filters'. A green 'Information Message' box displays the text: 'ARP file was uploaded successfully.'

File Upload Status ?				Display 5 10 20 50 100 All		
File Name	Format	Type	Related Account	Upload Date ▾	Status	
Positive Pay Fixed Position ARP File.txt	Text	ARP	Operating	2/11/2022 3:29:53 PM	View Details	
Positive Pay CSV Upload Example_format amount.csv	Delim	ARP	Operating	2/11/2022 2:50:57 PM	Uploaded	
Positive Pay CSV Upload Example_format amount.csv	Delim	ARP	Operating	2/11/2022 2:44:32 PM	Unapproved	
NACHA File Example - Chucks Test Company.txt	NACHA	ACH	N/A	2/10/2022 2:40:44 PM	Uploaded	
Chucks Test Company NACHA file.txt	NACHA	ACH	N/A	2/10/2022 2:31:20 PM	Uploaded	