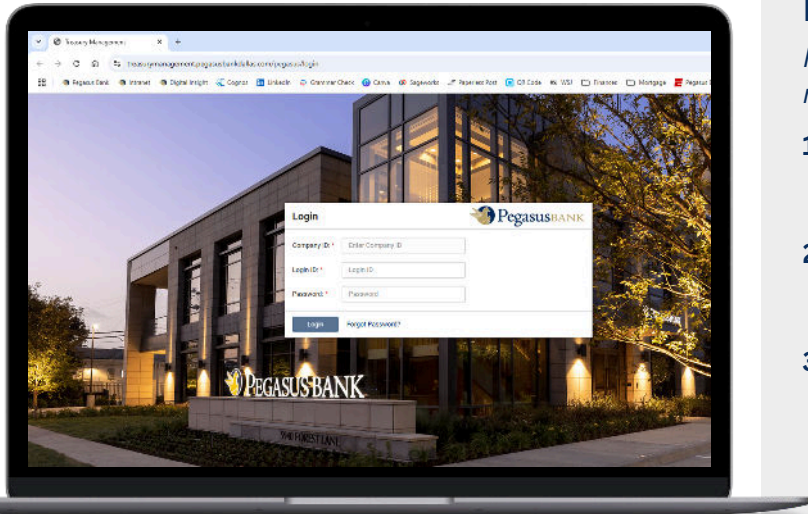


TREASURY MANAGEMENT | POSITIVE PAY



INITIAL ACTIVATION

Follow the below instructions to make sure your notifications are enabled.

1. Login into TMS, click on “Hi, [your user name]” in the top right corner, then choose **Notification Setup**.
2. Within Notification Setup, scroll down and click on the + sign next to **Positive Pay**.
3. Make sure **Exception Items Ready for Review (Check)** and **Exception Items Ready for Review (ACH)** are enabled for text, email or both.
 - If this is not enabled, you will only receive the 30 minutes prior to cutoff notification.
4. Click the “Submit” button at the bottom

1. Upload Issued Items File

2. Manage Issued Items

3. Review

4. Confirmation

☐ Manual Entry

☒ Upload File

Saved Format *

Select a Saved Format

Account i

Select Account

Select A File

Maximum file size of 4MB

Upload

Cancel

CREATE ISSUED ITEMS

Follow the below instructions to make sure your notifications are enabled.

MANUAL ENTRY

Follow the below instructions to make sure your notifications are enabled.

1. Manage Issued Items

2. Review

3. Confirmation

☒ Manual Entry

☐ Upload File

Type to filter

Total Checks: 0

Total Amount: \$0.00

Increment Check Numbers

Type

Account Number (Type)

Check Number

Date Issued

Check Amount

Payee

+ Add Row

Select Account

Select a date

\$0.00

Viewing 1 of 1 item

Review

Undo Changes

Cancel

TREASURY MANAGEMENT | POSITIVE PAY

REVIEW CHECK EXCEPTIONS

Pay All or Return All: Users have the option to pay all or return all exceptions with the selection of “All”

Individual Decisions: Users have the option to individually decision exceptions

Review and Review All

- **Review** will allow the user to decision all exceptions that they have taken action on. Actions such as adding a return reason or modifying the decision from the default will be counted
- **Review All** will allow the user to decision all exceptions that they have taken action on as well as any exceptions the user wishes to accept the default decision for

1 **Navigate** to Payments > Check Exceptions to view the check exception(s) presented.

Check Exceptions | Check Exceptions - Decision Activity | Issued Items Activity

If no return reason is selected the default reason of **Reason Not Specified** will be applied at cutoff.

Type to filter: 1 check exception found

☒ To Decision ☐ Decisioned Today ☐ All Items

Pay	Return	Return Reasons	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	Open All
<input checked="" type="radio"/>	<input type="radio"/>		xxxx0017	View Check 22941	\$579.74	\$579.74	03/04/2025	02/13/2025		Payee mismatch	Details

Viewing 1 of 1 check exception

[Review](#) [Review All](#) [Reset](#)

2 **Choose** Pay or Return for each item presented, as appropriate. Select Review to decision the item(s).

Review Decisions

Decision	Return Reasons	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason
Pay		xxxx0017	View Check 22941	\$579.74	\$579.74	03/04/2025	02/13/2025		Payee mismatch

Viewing 1 of 1 item

[Decision \(1\)](#) [Cancel](#)

3 **Confirmation** message will read “Decisions saved successfully!” once complete.

Decisions saved successfully!

Check Exceptions | Check Exceptions - Decision Activity | Issued Items Activity

If no return reason is selected the default reason of **Reason Not Specified** will be applied at cutoff.

Type to filter: No check exceptions found

☒ To Decision ☐ Decisioned Today ☐ All Items

Pay	Return	Return Reasons	Account	Check Number	Paid Amount	Issued Amount	Posted Date	Issued Date	Issued Payee	Exception Reason	Close All
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Viewing 1 of 1 check exception

Note: Once a check exception has been reviewed and decisioned, it will move from the To Decision listing to the Decisioned Today listing. All exceptions that have been reviewed will display a green check indicator. Exceptions will be available until cutoff if decisioning needs to be updated in the Decision Today or All Items listings.

TREASURY MANAGEMENT | ACH

WORKING ACH EXCEPTIONS & CREATING FILTERS

ACH Blocking & Filtering will start off by blocking all debits, so all items will present as exceptions. As you “Pay” items, you will then have the ability to create a filter, so next time an item from that sender hits the account, it can post without being presented as an exception.

To add an ACH exception to your filter list:

1. Log into TM and click on the Payments tab
2. Then Click “ACH Exceptions – Decision Activity”
3. Next, click on the blue “Create Filter Rule” button on the right side
4. Then you can create the filter using a specific amount or an amount range

As an example, below is what **Decision Activity** looks like on the Pegasus platform:

ACH Exceptions - Decision Activity

ACH Exceptions

ACH Exceptions - Filter Rules

Download

Print

Type to filter

Decision	Decision Date	Decision By	Account	ACH Company	Amount	Posted Date	Type	SEC Code	Description	
PAY	11/25/2024 6:03AM	kmccaw	xxxx0017	Pitney Bowes	\$562.66	11/22/2024	ACH Debit	CCD	DIRECT DEB Pitney Bowes CCD Blank Blank	Create Filter Rule
PAY	10/18/2024 8:07AM	Madie Marshall	xxxx0017	Pitney Bowes	\$884.39	10/17/2024	ACH Debit	CCD	DIRECT DEB Pitney Bowes CCD Blank Blank	Create Filter Rule

Clicking “**Create Filter Rule**”, brings up the below screen. Users can “name” the rule, then toggle between “Specific Amount” to “Amount Range” depending on the preference for each vendor filter created.

ACH Exceptions - Create ACH Filter Rule from Decision Activity

1. Create ACH Filter2. Review3. Confirm

ACH Filter Rule Settings

Debits Not Allowed / Credits Allowed
Account Filter Settings

Account *

xxxx0017 - Checking

Filter Rule Name *

Company ID

5201344287

Transaction Type *

☐ Credit Not Allowed☒ Debit Allowed

Amount

\$562.66

SEC Code

CCD - Corporate Credit or Debit

ACH Company Name

Pitney Bowes

Expiration Date

Amount Range

Specific Amount

Review

ACH Filter Rules

CONFIGURE YOUR DASHBOARD

Adding the ACH Widget allows ACH and Check Exceptions to appear on your home screen for quick decisions.

1. Near the top right corner, click “**Configure Dashboard**” and then click “**Add Widget.**”
2. Find the “**Positive Pay**” widget and click “**Add Widget**” in the bottom right corner of the widget.
3. Click the blue “**Add Widget**” at the bottom of the page to save your selection.
4. Click “**Save**” in the top right corner of your screen.

Add a Widget

Positive Pay
ARP

Payments Pending Approval
Payment Approval

Quick Loan Payment

How much?

From account:

Add WidgetsCancel