Positive Pay
Quick Reference Guide

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1-2-3 Easy Steps to Fraud Protection

The following information will help you get up and running with Positive Pay quickly and easily. With Positive Pay, you provide us with information about the checks you write. When each check is presented for payment, we compare the information you gave us against the physical check. If the information doesn't match, it's flagged for your review.

Step 1 ensures we understand how to read your check information accurately.

Step 2 ensures the information is complete.

Step 3 ensures questionable items are brought to your attention for review.

Terms

Before you get started, it will be important to familiarize yourself with some basic terms we will be using throughout the setup process.

Item: Typically a single check to be processed.

Batch: Multiple checks issued in one file.

Template: The "template" is a reusable form that holds your data.

Delimited: A character used to separate spreadsheet data in a text file. The most common delimiters are tabs, commas, and semi-colons.

Import Exceptions: When you import a file, there may be some "Exceptions." They are usually are caused by invalid data such as file formatting or typographical errors.

Data Mapping: The process of matching columns in a spreadsheet to the fields of a template. For example, the Date column in a spreadsheet is matched to the Date field in the template so imports are accurate.

Where is Positive Pay?

Positive Pay can be found under the **Checks & Deposits** tab within Business Online Banking.
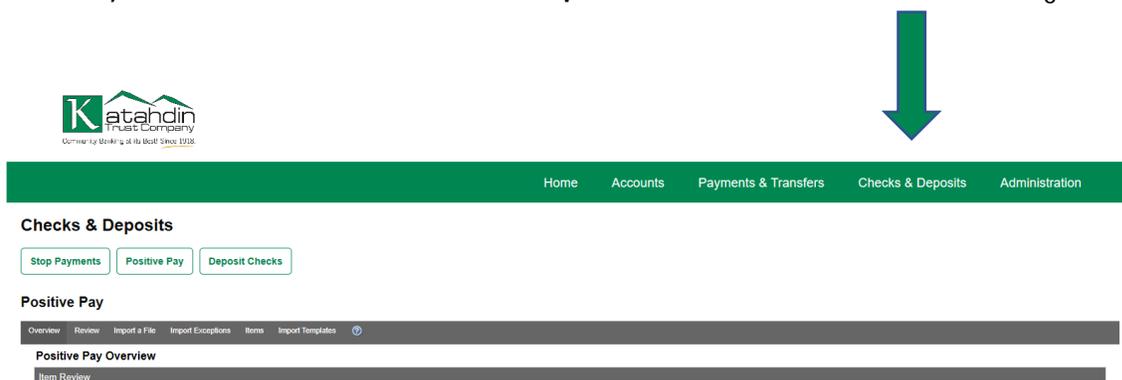
Step 1: Batch Imports – Katahdin Trust Prepared Template

A Katahdin Trust Electronic Banking representative will work with you to create a custom template that works with your accounting software. The template will be uploaded to your **File Template List**.

Step 2: Provide Your Check Data

There are two ways to add your check data to Positive Pay.

To add items individually, sign in to Business Online Banking, select **Checks & Deposits** and then **Positive Pay**. Via **Add an Item**, select the ACCOUNT, and enter the CHECK NUMBER, DATE, AMOUNT, PAYEE, REFERENCE NUMBER and select ISSUE, ITEM STOP, or VOID from the TYPE dropdown. Review the check data and click **Add Item.**

To add a BATCH IMPORT of your check data, you'll use the template created by Katahdin Trust.

Sign in to Business Online Banking, select **Checks & Deposits** and then **Positive Pay**. Go to the **Import a File** tab. **Browse** to find your check data file on your computer. Click **Next**.

The Data Mapping screen will ask you to confirm the ISSUE DATE. Select the date and click **Import File.**
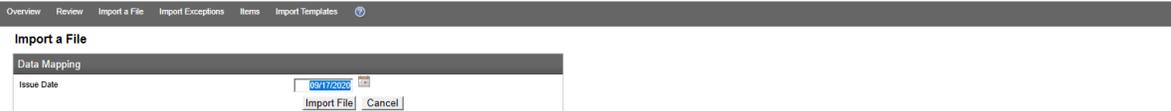
Next, a FILE IMPORT SUMMARY will display information about the dollar amount and number of items imported, along with any IMORT EXCEPTIONS that need to be corrected.

To correct them, click **Change Import Exceptions** in the summary screen. Review each exception and change or delete the items as needed. When you have addressed all exceptions, click **Submit**.

Step 3: Review Your Positive Pay Items

The ITEM REVIEW process is the heart of Positive Pay. Any item that doesn't match the information you provided is flagged by the bank when it is presented for payment. We will notify you to approve or return the check in question.

To begin the Positive Pay review and approval process, sign in to Business Online Banking, select **Checks & Deposits** and then **Positive Pay**. Click the **Review** tab.

Select which accounts you would like to select from the dropdown and click **Submit.**

If you have items requiring approval, you'll see a list of PRESENTED ITEMS REQUIRING AUTHORIZATION.

By clicking the TRANSACTION NUMBER, you can view images of your checks as they've been presented to the financial institution for payment, including the front and back. This allows you to inspect the complete check for any alterations that may have been made since you wrote it.

Review each item and decide if you want to APPROVE the item as presented, DISAPPROVE it, or simply TAKE NO ACTION until you've researched the discrepancy more.

If you are taking different actions for different items, you will select an ACTION for each one and click **Submit.**

If you want to take the same action for every item, you can APPROVE ALL or DISAPPROVE ALL using the appropriate button.

If you DISAPPROVE an item, it will get returned and credited back to your account. The item will also be removed from the list the next time you review your flagged items.

If held items are not approved or denied by the stated Positive Pay cut-off time, an Account Research fee may apply as listed in our Fees for General Services brochure.

Get support from our team of experts. We're ready to help!

If you have any questions about Positive Pay, please contact Katahdin Trust's Electronic Banking or Cash Management team at:

info@katahdintrust.com

1-855-331-3221, option 6