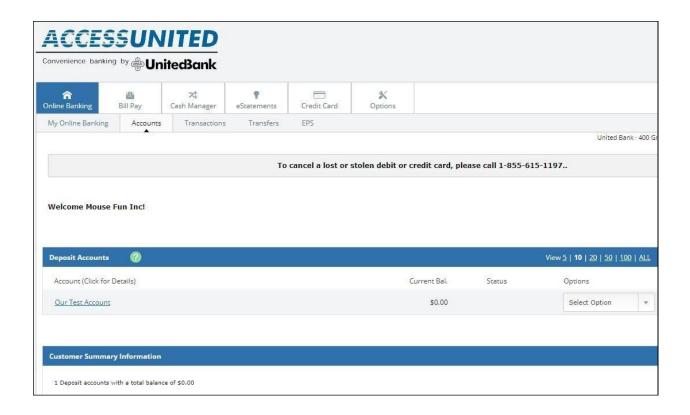**UnitedBank**

POSITIVE PAY USER 'S GUIDE

Login to the Cash Management System

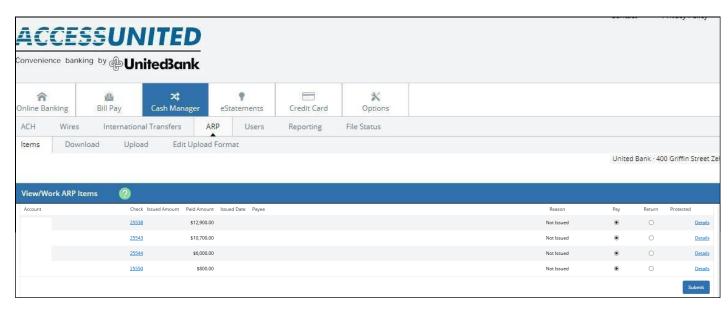Visit accessunited.com and login using your username, password, and secure token.

Click on Cash Manager then ARP from the sub menu line.

Working Exception Items

Any exception items that need to be reviewed to determine whether to pay or return will be displayed under the "View/Work ARP Items" section. **Decisions to pay or return must be submitted to the bank by 2:00 p.m. EST each banking day.**

Check Number: Item number of exception item. Click on the check number to display an image of the item.
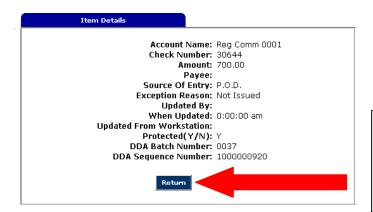
Paid Amount: Amount of item attempting to post.

Reason: Reason the item is on the exception list.

Pay: Check this box to pay item.

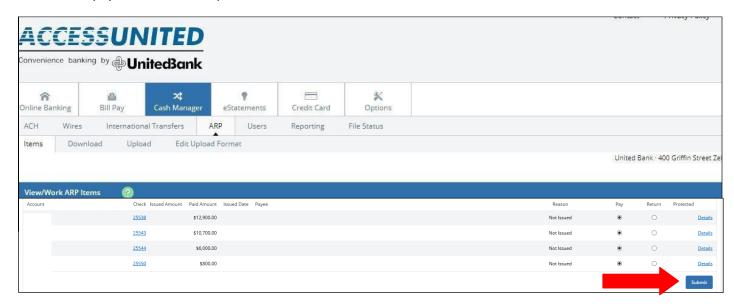**Return:** Check this box to return the item.

Protected: If padlock is displayed, the item cannot be worked within the Cash Management system.

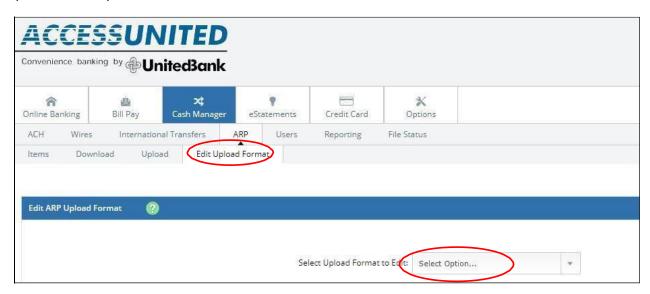**Details**: Click to view the specific details of the exception item.

The Return button will send you back to the previous page. It will NOT flag the item to be returned.

Select to pay or return each item. Click **Submit** to send decisions to the bank. The deadline for submitting decisions to pay or return is 2:00 p.m. EST.

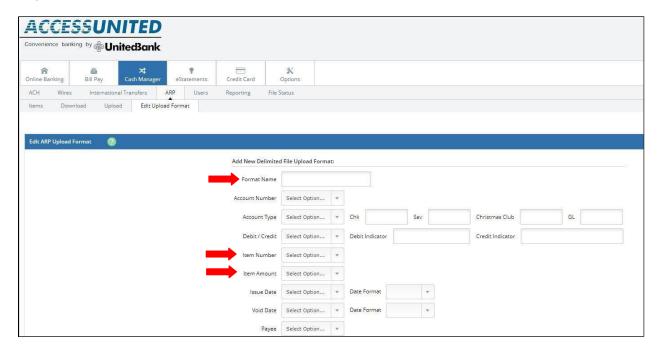| Account	Check	Issued Amount	Paid Amount	Issued Date	Payee	Reason	Pay	Return	Protected
	25538	$12,900.00				Not Issued	●	○	Details
	25543	$10,700.00				Not Issued	●	○	Details
	25544	$6,000.00				Not Issued	●	○	Details
	25550	$800.00				Not Issued	●	○	Details

Editing the Upload Format (use this only if uploading a file)

Step 1: From the Edit Upload Format option, select the type of file being uploaded. Options include Delimited (recommended) or Fixed Position.
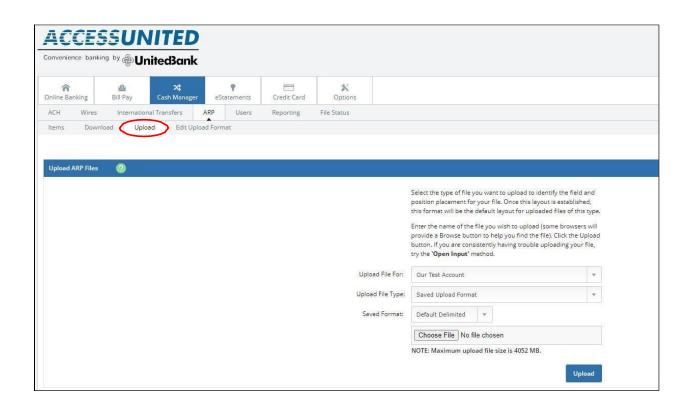

Step 2: For CSV files (Delimited), select the number that corresponds with the column in which the information is located. Item number, item amount, payee, and issue date are the only required fields. Provide a Format Name for your file to save it for future use. For Fixed Position files, enter the beginning and ending position in which the information is located. Item number, item amount, payee, and issue date are the only required fields.
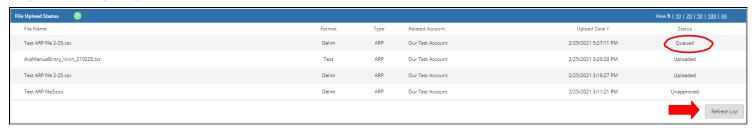
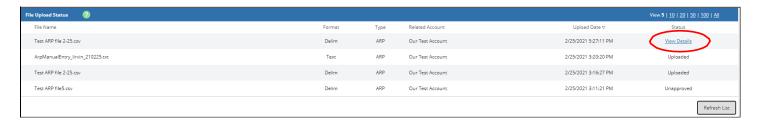## Uploading Your Positive Pay File

From the Upload option:

Step 1: Select the checking account associated with the file you will upload.

Step 2: Select type of file (Saved Upload Format) to upload a file format previously created.

Step 3: Select the Saved Format from the drop-down list. You will select the format name that

you created previously.

Step 4: Click Choose File and locate the CSV file of data you wish to upload.
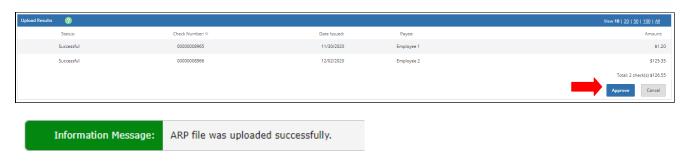
Step 5: Click Upload.

Step 6: The file you uploaded will have a status of 'Queued' in the list. Click **Refresh List** button.

6

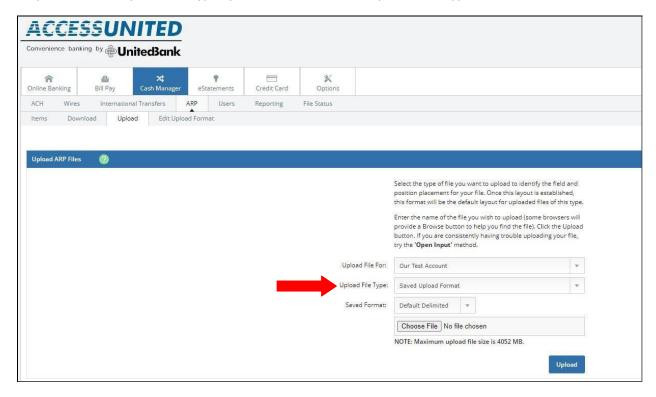Step 7: Click View Details to review the list of items from the file upload.

File Upload Status ❓					View 5 | 10 | 20 | 50 | 100 | All
File Name	Format	Type	Related Account	Upload Date ▽	Status
Test ARP file 2-25.csv	Delim	ARP	Our Test Account	2/25/2021 5:27:11 PM	View Details
ArpManualEntry_lirvin_210225.txt	Text	ARP	Our Test Account	2/25/2021 3:20:20 PM	Uploaded
Test ARP file 2-25.csv	Delim	ARP	Our Test Account	2/25/2021 3:16:27 PM	Uploaded
Test ARP file5.csv	Delim	ARP	Our Test Account	2/25/2021 3:11:21 PM	Unapproved
					Refresh List

Step 8: Click Approve to review. You'll receive message indicating that the file was uploaded successfully.

Upload Results ❓				View 10 | 20 | 50 | 100 | All
Status:	Check Number: ▽	Date Issued:	Payee:	Amount:
Successful	00000008965	11/30/2020	Employee 1	$1.20
Successful	00000008966	12/02/2020	Employee 2	$125.35
				Total: 2 check(s) $126.55
				Approve Cancel

Information Message: ARP file was uploaded successfully.
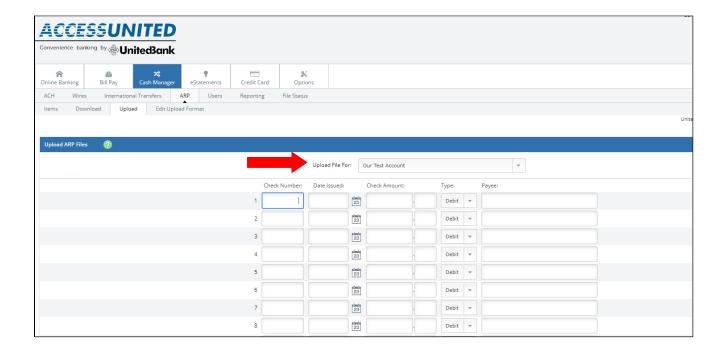
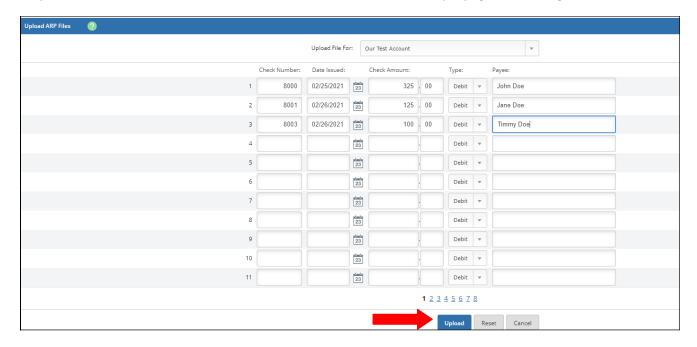## Manually Entering Your Positive Pay File

Step 1: From the Upload File Type option, select Manual Entry as the file type.

Step 2: In the Upload File For dropdown list, select the account for which you are entering issued items.
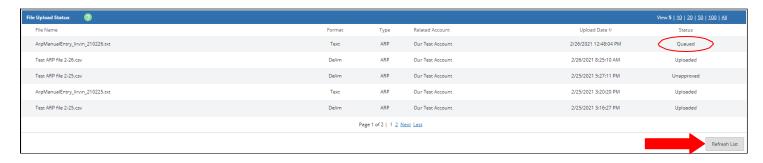
Step 3: Enter the information for the issued checks. You can enter multiple pages containing 11 items each.
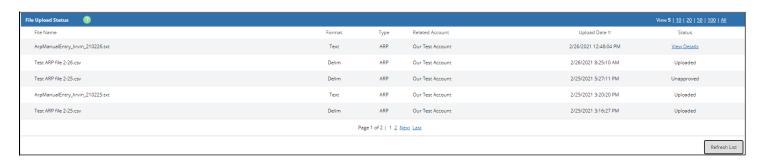

Step 4: Click **Upload** to submit the list of issued checks.

Step 5: From the File Upload Status page, the manual entry file will be displayed with a status of "Queued".
Click **Refresh Lis**t.

Step 6: Click **View Details** next to the file you manually entered.
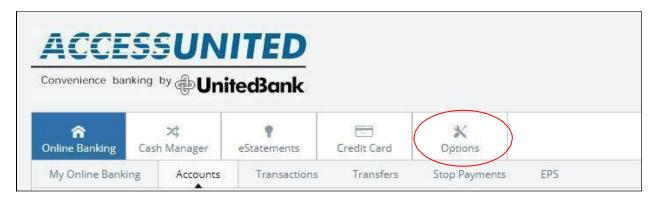
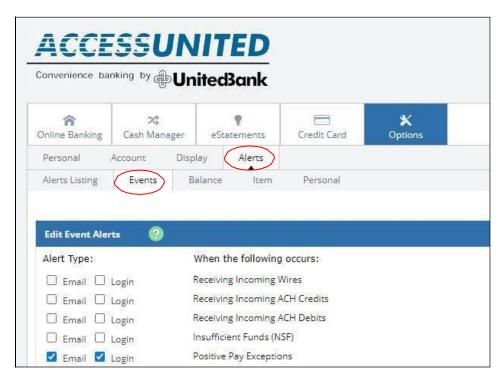Step 7: Review the items for accuracy then select **Approve**.

Enabling the Positive Pay Exception Item Notification

From the Cash Management Home Page, select the **Options** tab.

From the Options tab, select Alerts then select **Events**. Click the **Email** and **Login** boxes to enable a notification for Positive Pay exception items when you login to Cash Management or receive via email. Select Submit at the bottom of the screen.

Confirm the email address on file and select **Accept**.