



e-Treasury/Web-Link Migration Check Positive Pay Comparison

User Options & Report Differences

July 6, 2023





Table of Contents

| | |
|--|----|
| Overview | 3 |
| Check Positive Pay Summary | 3 |
| e-Treasury: Check Positive Pay | 4 |
| Decision Items | 4 |
| Reviewing Decision Activity | 6 |
| Adding Manual Issues or Uploading Issue Files: | 7 |
| Setting up Positive Pay Alerts: | 11 |



Overview

To facilitate the migration of Webster clients to e-Treasury, this document details differences between Web-Link's Check Positive Pay and e-Treasury's Check Positive Pay. Illustrations include user options for this feature.

Check Positive Pay Summary

The Check Positive Pay Decision Activity service allows users to view decisions made to exception items. Users will also have the ability to approve or reject decisions if they have been enabled with the approval entitlement.

Web-Link's Positive Pay, Issue Maintenance, and Fraud Control Reports is the equivalent of e-Treasury's Check Positive Pay.



Web-Link's File Services - Standard File Uploads functions are the equivalent of e-Treasurys Check Positive Pay Import.

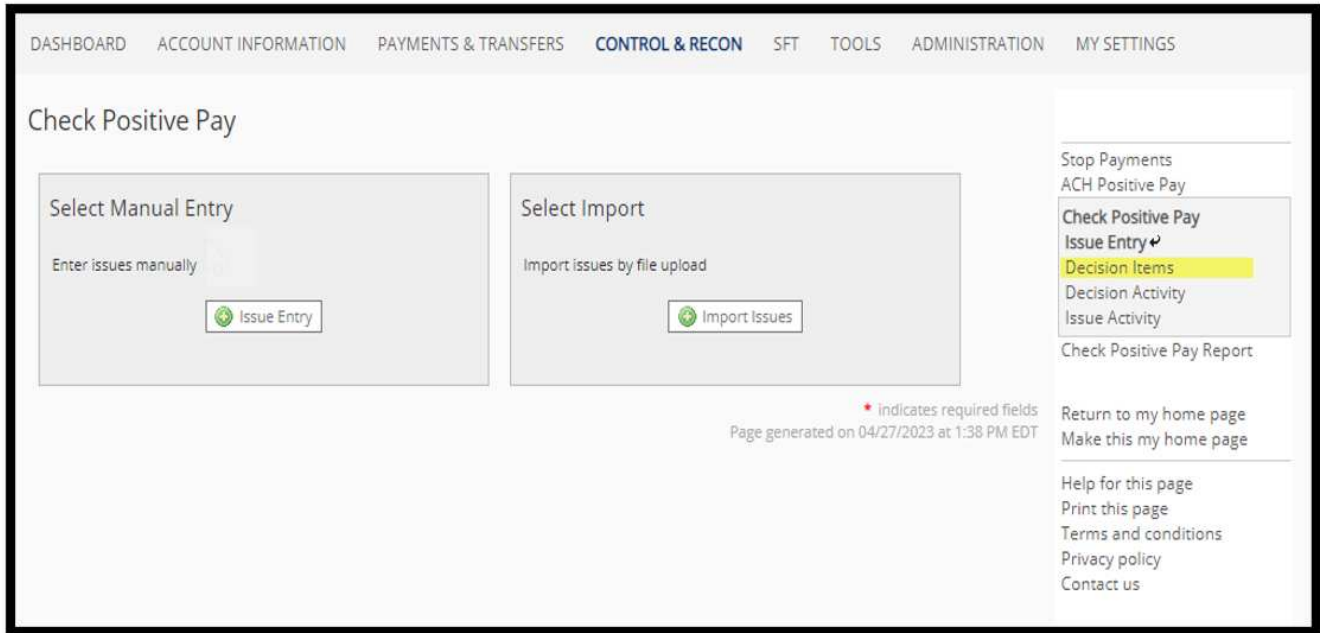




e-Treasury: Check Positive Pay

Decision Items

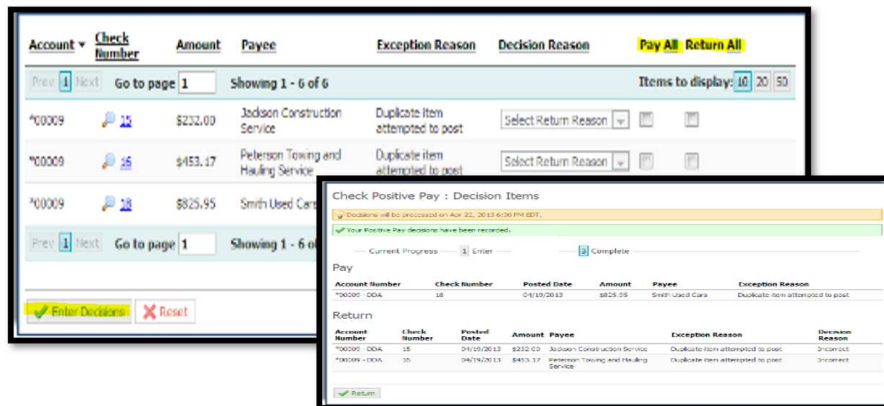
Select Decision Items from the Control & Recon tab.



To Pay All or Return All, click the links at the top right-hand side of the window. Decisions can be made per item.

To view an image of the exception, click on the Check Number. If you choose to return, click the drop-down to select a reason for the return.

Once decisions have been made, click Enter Decisions. A summary of the items will be presented for review. The decision time frame is 10:00 am to 2:00 pm ET. Note: Issues will automatically be created if an item is set to 'Pay'.





To change a previously applied decision, click the pencil icon. Once the new decision is made, click Enter Decision, or click Reset if you choose not to make a change.

This must be done prior to 2:00 pm ET. After this time, editing is not available.

| Account | Check Number | Amount | Payee | Exception Reason | Decision Reason | Pay All | Return All |
|--|--------------|--------------|-------------------------------------|----------------------------------|----------------------------|-------------------------------------|--------------------------|
| Prev 1 Next | | Go to page 1 | Showing 1 - 6 of 6 | | Items to display: 10 20 50 | | |
| *00009 | 22 | \$1,209.00 | PATT | Duplicate item attempted to post | Select Return Reason | <input type="checkbox"/> | <input type="checkbox"/> |
| *00009 - DDA | 15 | \$232.00 | Jedson Construction Service | Duplicate item attempted to post | Incorrect | <input checked="" type="checkbox"/> | |
| *00009 - DDA | 16 | \$453.17 | Peterson Towing and Hauling Service | Duplicate item attempted to post | Incorrect | <input checked="" type="checkbox"/> | |
| *00009 - DDA | 18 | \$825.05 | Smith Used Cars | Duplicate item attempted to post | | <input checked="" type="checkbox"/> | |
| Prev 1 Next | | Go to page 1 | Showing 1 - 6 of 6 | | Items to display: 10 20 50 | | |
| Results returned in 0.009 seconds | | | | | | | |
| <input type="button" value="Enter Decision"/> <input type="button" value="Reset"/> | | | | | | | |



Reviewing Decision Activity

To view Decision Activity, click the corresponding option on the right-hand menu. Search on User, Account Number, Posted Date, Status and Decision.

You can also view Payee Name from the issue file (if provided), Reason for the Exception, Amount, Decision Reason, Paid Check Image, and the Audit Trail which shows when the exception was created, and the details regarding the decision, including who made it and the time it was made.

Check Positive Pay : Decision Activity

Search Decision Activity

User ID: Status: All

Account Number: Decision: All

Posted Date: From 01/01/2023 To 04/07/2023

Show 10 results per page, sorted by Posted Date in descending order

Search Print

Items to display: 10 20 50

Showing 1 - 10 of 29

| | | |
|---------------------------------------|-------------------------|-------------------|
| *91301 - CHECKING (Disbursements) | Completed | View |
| Check Number: 12486 | Posted Date: 04/03/2023 | Amount: \$394.00 |
| Exception Reason: Paid, not issued | | Decision Reason: |
| | | SHOW ISSUE |
| *20977 - CHECKING (LLC) | Completed | View |
| Check Number: 3199 | Posted Date: 03/20/2023 | |
| Exception Reason: Paid, not issued | | |
| Payee: Central Irrigation Supply Inc. | | |

Check Positive Pay
Issue Entry
Decision Items
Decision Activity
Issue Activity

Check Number: [12486](#)
Exception Reason: Paid, not issued

Details

Decision Details

Account: *91301 - CHECKING

Check Number: 12486
Posted Date: 04/03/2023
Amount: \$394.00
Payee: 0000012486010210003001

Exception Reason: Paid, not issued
Decision Type: Decision Pay
Entered By: [Name]
Transaction ID: CHECKPOSAN-20230404-2398
Status: Completed

| Time | Status | Initiator | Description |
|-----------------------|-------------------|-----------|------------------------|
| 03/22/2023 2:00:03 PM | Completed | SYS789F | Delivered |
| 03/23/2023 8:47:42 AM | Pending Delivery | | Decision Chosen |
| 03/23/2023 9:28:05 AM | Awaiting Decision | SYSTEM | Created Exception Item |

THE DOCUMENT CONTAINS MULTIPLE PAGES. INTERVIEW DECISION PLATFORM. SEE NUMBER

Return Value Book

Check Date: March 11, 2023

Check Number: 12486

Pay to the order of: Three Hundred Ninety Four Dollars and No Cents

Payee: Central Irrigation Supply Inc.

Perforated MICR line: @0000012486 @ 0214909300C @0000019400F

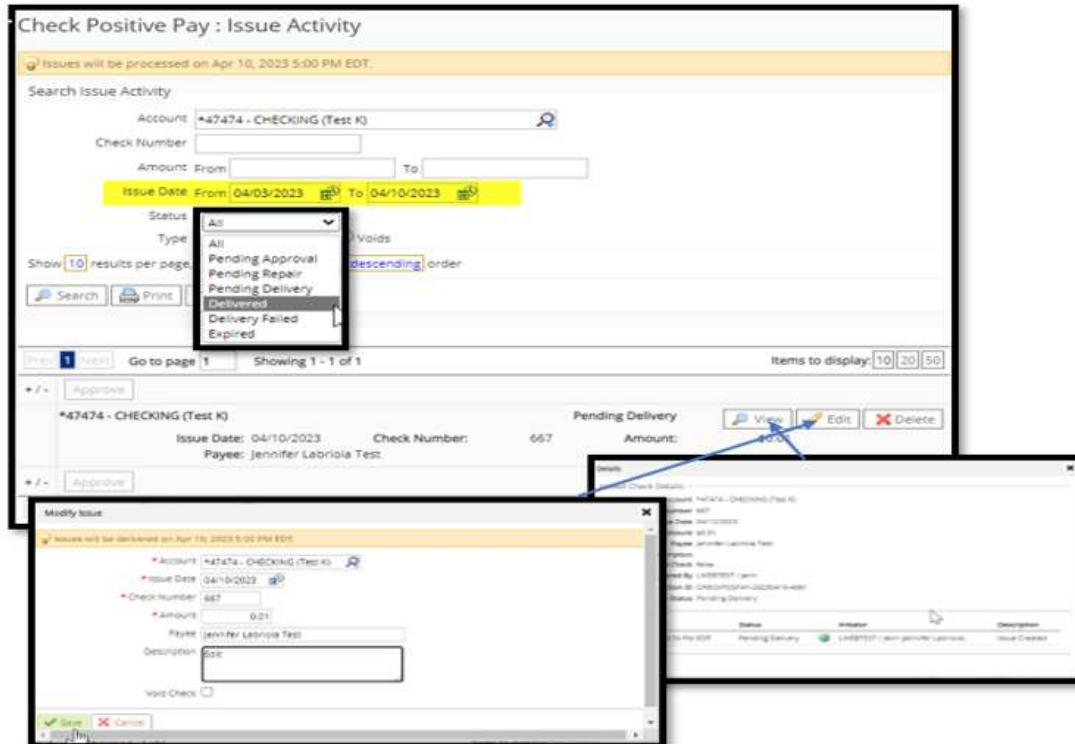
FOR DEPOSIT ONLY

FOR DEPOSIT ONLY Wells Fargo



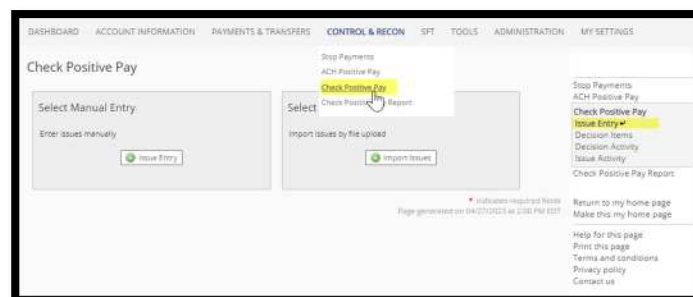
By selecting Issue Activity on the right-hand menu, you can search items by Account Issue Date, Status and Type. (Please remember that Issue Date is the date on the file or for the manual issue, not the date you submit the issue.) You may then View the Issued Item, Modify or Delete (if available). Note: Issues are picked up and sent to Positive Pay each hour, so you only have until the next hour to modify or delete.

If your company is set for Required Dual Approval, issued items must be approved under Issue Activity. If a Dual Control company edits the Issue, an additional user must also approve the item.



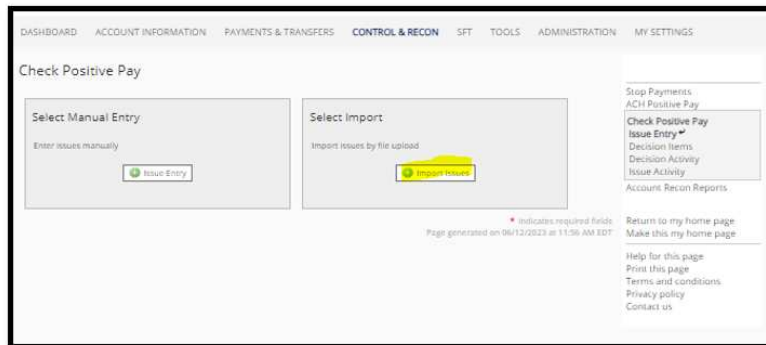
Adding Manual Issues or Uploading Issue Files:

To add Check Positive Pay manual issues or to upload Check Positive Pay issue files, select Check Positive Pay from the Control & Recon tab and choose Issue Entry under Select Manual Entry or Import File.





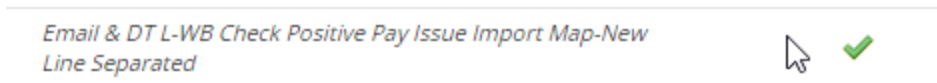
To Import a File, go to Import Issues under the Select Import option.



e-Treasury provides several off the shelf File Maps which can be used for importing issue files. Choose the File Map that matches your import file or create a Custom Map, by clicking Create File Map.

When you previously used Web-Link, if you:

- Used SFTP, you are required to select a map that matches your issue file format, or you can Create a customized Map.
- Emailed Check Positive Pay Issue files previously, select the map shown below:



- Used Web-Link to upload Check Positive Pay Issue files previously, select the map shown below:





When using a File Map be sure that it is set to Active, by clicking on the set as active button.

Clicking on Print will enable you to view the File Map format.

| File Maps | Is Active | Upload | Print |
|--|---------------|--------|-------|
| Check Positive Pay Issue Import Map-CSV Delimited | Set as Active | Upload | Print |
| Check Positive Pay Issue Import Map-Fixed Width | Set as Active | Upload | Print |
| Email & DT L-WB Check Positive Pay Issue Import Map-New Line Separated | Set as Active | Upload | Print |
| HVB Clients-PP Remap | Set as Active | Upload | Print |
| MICASH Check Positive Pay File Import Map-Fixed Width | Set as Active | Upload | Print |
| WebLink Check Positive Pay Issue Import Map-New Line Separated | Set as Active | Upload | Print |

| Field | Type | Required | Source | Details | Substitution Rules |
|------------------------|---------------|---------------|--|---|--------------------|
| ABA | Abn | YES | Constant value | 21110101 | None |
| Account Number | Text | YES | From file | Position: 1, Length: 10 | None |
| Amount | Currency | YES | From file | Position: 23, Length: 10 Required but not checked please see | None |
| Check Number | Text | YES | From file | Position: 11, Length: 10 | None |
| Issue Date | Date | YES | From file | Position: 34, Length: 8 Date format: MM/DD/YYYY | None |
| Additional Information | Text | Not Specified | | | None |
| Payment | Text | From file | Position: 40, Length: 55 | | None |
| Void Check | True or False | From file | Position: 21, Length: 1 Match: 0=Empty, Non-0=Check Serial Number | | None |

When you are ready to upload the file, choose Upload. Browse for the file and click Upload File.

| File Maps | Is Active | Upload | Print |
|--|---------------|--------|-------|
| Check Positive Pay Issue Import Map-CSV Delimited | Set as Active | Upload | Print |
| Check Positive Pay Issue Import Map-Fixed Width | Set as Active | Upload | Print |
| Email & DT L-WB Check Positive Pay Issue Import Map-New Line Separated | Set as Active | Upload | Print |
| HVB Clients-PP Remap | Set as Active | Upload | Print |
| MICASH Check Positive Pay File Import Map-Fixed Width | Set as Active | Upload | Print |
| WebLink Check Positive Pay Issue Import Map-New Line Separated | Set as Active | Upload | Print |

Upload File

Search File: positive pay.csv

Upload File Cancel



Setting up Positive Pay Alerts:

Alerts in Web-Link are the equivalent of Subscriptions in e-Treasury. Please be sure the following are set up for Check Positive Pay:

- Check Positive Pay After Cutoff Notification - This subscription informs the user of exception items that are not decisioned by cutoff. An auto-decision may be applied if configured in Payment Settings.
- Check Positive Pay Approaching Cutoff Notification - This subscription informs the user of exception items requiring a decision and the decision cutoff time.
- Check Positive Pay Decision Requiring Approval - This subscription informs users, with Check Positive Pay Approval entitlements, of the number of decisions awaiting approval and approval cutoff time.
- Check Positive Pay Issue File Report - At cutoff, this subscription reports monetary and count totals as well as the input method used for each issue delivered to Webster Bank.
- File Load Failed Validation – This subscription will notify clients each time a Check Issue file upload has failed. The file must be repaired prior to re-upload.
- File Load Successful Validation – This subscription will notify clients of a successfully uploaded check issue file.



Webster Bank, N.A. Webster, Webster Bank, the Webster Bank logo, and the W symbol are trademarks of Webster Financial Corporation and registered in the U.S. Patent and Trademark Office. © 2023 Webster Financial Corporation. All Rights Reserved.