

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

**User Options & Report Differences** 

July 6, 2023





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# 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.

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50 		Stop Payments ACH Positive Pay
Select Manual Entry	Select Import	Check Positive Pay Issue Entry
Enter issues manually	Import issues by file upload	Decision Items Decision Activity Issue Activity
		Check Positive Pay Report
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		Help for this page Print this page Terms and conditions Privacy policy Contact us

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'.

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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.

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## **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.

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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.

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#### 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.

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Choose the Account from the Account Number line. Enter an Issue Date and Check Number. Note: all 10 lines will be automatically pre-filled with sequential check numbers, regardless of whether they are used. Enter Amount and Payee Name. The Description field is optional. To void a check, click the Void Check box.

Once completed, click Submit to review the issues and amount. You can Save, Edit or Cancel from this screen.

To add more lines of issued items, click Add.

For Payee Name Positive Pay, Payee name on the issue must match the check exactly.

Payee Name Positive Pay can accept up to 80 characters of payee information. The use of 3 lines has been discontinued. Check Positive Pay Issue Files can continue to include more than 80 characters of payee information, but only 80 characters (including spaces) will be validated against the check information.

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

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		Help for this page Print this page Terms and conditions Privacy policy Contact us

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.

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

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## 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.





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