



POSITIVE PAY

Version 7 – Client Guide

(Exact/TMS™)

NOTE: Not all options shown in this guide are available.

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Exact/TMS™ Client Overview

The Exact/TMS™ web application contains the following client functionality:

- Issued check management (submit issued check files and manual input of issued checks)
- ACH positive pay rules management
- Check file maintenance (ex: changing check number, voiding a check)
- Access to daily exceptions (check and ACH)
- Reverse positive pay and partial account reconciliation transaction extracts
- Online reporting
- Setup additional client users and client user security management

User Login

Welcome to	
<div></div>	
Positive Pay System	
Welcome to BAC Community Bank's Positive Pay system.	
<div><p>Login</p><p>User Name: <input type="text"/></p><p>Password: <input type="password"/></p><p><input type="button" value="Login"/></p></div>	

User Name / Password: User name and password are defined in the User Setup screen. Security access privileges are assigned to each user.

Exact/TMS™ Header Icons

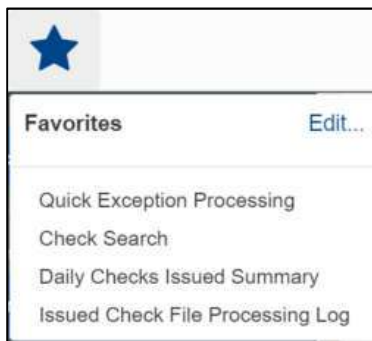
The Header Options at the top of the screen give options to enhance or change the system functionality.



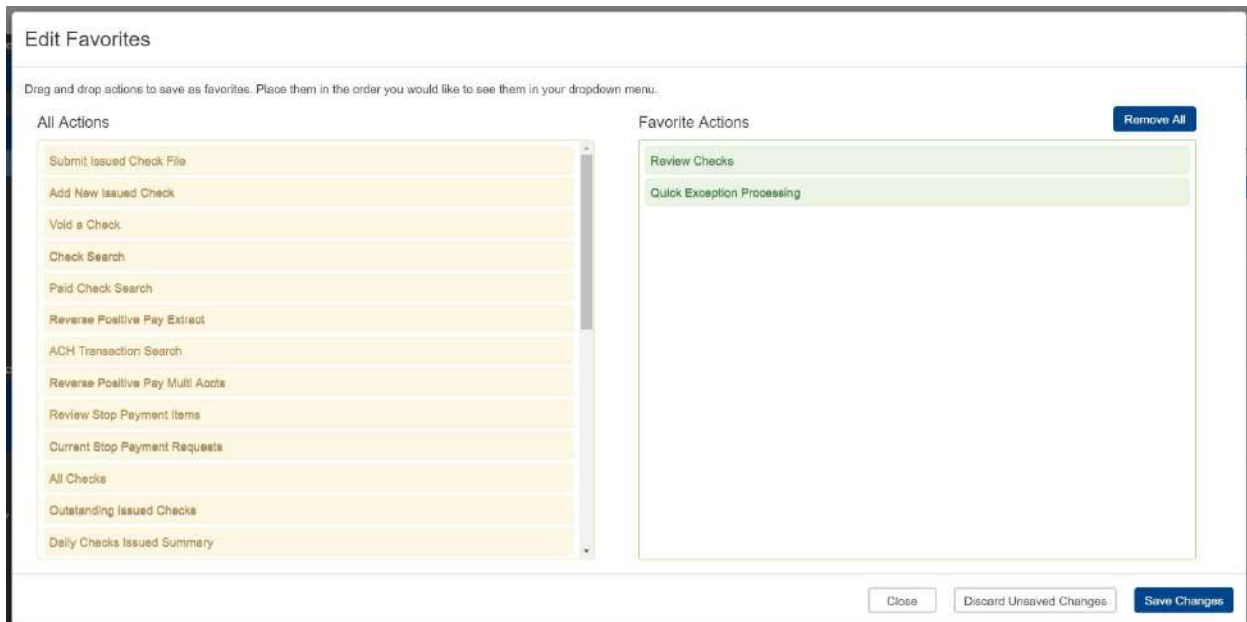
The Toggle Menu icon will collapse or expand the System Menu on the left side of the screen.



The Favorites icon will allow a list of Favorite actions to be created and saved for future use.



Click Edit to open a dialog box to select the favorite actions for the logged in user.



The Home icon is used to return to the home splash screen.



The Help icon is used to open a help document for the current action screen.



The Notifications icon will show if there are messages for the current user.



The Account icon has the following three options.

- Change Password
- Logout

Exception Processing – Quick Exception Processing

The Quick Exception Processing screen is an efficient method of managing exception item activity. Pay and return decisions can be made on all items via a single screen.

Hide Exceptions Already Decided determines whether all exception items are displayed or only those in which a pay/return decision has not been made.

Quick Exception Processing as of 01/24/2017

Account ID: <ALL>
Display Type: Both Check & ACH Exceptions
☒ Hide exceptions already decided

Processed Exceptions: (Count: 0) (Amount: \$0.00)
Unprocessed Exceptions: (Count: 17) (Amount: \$6,360.61)
Total Exceptions: (Count: 17) (Amount: \$6,360.61)

Update

NOTE: The default decision will be applied to exceptions if no decision is made by 2:00 PM. The bolded check box represents the default decision that will be applied if no decision has been made by the cutoff time.
* The outlined checkboxes indicate the default decision for each exception.

	Account ID	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
1	TEST	01/23/2017	View Image 0	100.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
2	TEST	01/23/2017	View Image 0	57.55		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
3	TEST	01/23/2017	View Image 0	500.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
4	TEST	01/23/2017		1.75		BLOCKED TRANSACTION (CCD/5845874554DR) -	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
5	TEST	01/23/2017		1.75		BLOCKED TRANSACTION (WEB/5845874554DR) -	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
6	TEST	01/23/2017	View Image 0	100.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
7	TEST	01/23/2017	View Image 1235	110.00		PMD NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

Top Detail

Quick Exception Processing as of 01/24/2017

Account ID: <ALL>
Display Type: Both Check & ACH Exceptions
☒ Hide exceptions already decided

Processed Exceptions: (Count: 0) (Amount: \$0.00)
Unprocessed Exceptions: (Count: 17) (Amount: \$6,360.61)
Total Exceptions: (Count: 17) (Amount: \$6,360.61)

Update

NOTE: The default decision will be applied to exceptions if no decision is made by 2:00 PM. The bolded check box represents the default decision that will be applied if no decision has been made by the cutoff time.
* The outlined checkboxes indicate the default decision for each exception.

Account ID: Change this to display exceptions for a specific account.

Display Type: The exception display type option can be used to filter the exceptions based on type (Checks, ACH or Both). This setting is controlled at the customer level (Client Setup).

Hide Exceptions Already Decided: Determines whether all exception items are displayed or only those in which a pay/return decision has not been made.

Cutoff Time: The financial institution defines a daily cutoff time. At that time, an automated Pay/Return decision is made on all “unresolved items” and corporate users are automatically put in “READ ONLY” mode to prevent any changes to the automated decision. After Cutoff, corporate users must contact the financial institution to alter the automated decision.

Exception Processing – Quick Exception Processing (Continued)

Bottom Detail

	Account ID	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
1	BCE Payroll	05/19/2016	Add ACH Rule	523,940.54		UNAUTHORIZED ACH TRANSACTION (WEB*12121212DR) - eBay Bob Payment	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
2	BCE Payroll	05/19/2016	Add ACH Rule	1,000.54		UNAUTHORIZED ACH TRANSACTION (CTX051616161DR) - Quarterly Payment	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
3	BCE Payee	05/19/2016	View Image 2456	277.13	Dewee Cheatum	PAYEE NAME MISMATCH	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
4	BCE Payee	05/19/2016	View Image 2474	1,336.01		AMOUNT MISMATCH/PAYEE NAME MISMATCH (Issued Amount = 366.01)	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
5	BCE Ops Acct	05/19/2016	View Image 4935	161.64		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
6	BCE Exp Acct	05/19/2016	View Image 800488	70.84		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
7	BCE Exp Acct	05/19/2016	View Image 849195	622.75	Office Depot	VOIDED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
8	BCE Ops Acct	05/19/2016	View Image 1503653	20.91	Ben Franklin	STALE DATED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
9	BCE Ops Acct	05/19/2016	View Image 1509851	24.85	John Adams	STALE DATED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
10	BCE Ops Acct	05/19/2016	View Image 17328474	622.98		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
11	BCE Exp Acct	05/19/2016	View Image 71102568	15.59		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Paid Date: The paid date for this check or ACH transaction.

Check #: The check number of this item.

Add ACH Rule: If the corporate customer is using the ACH Authorization rules (ACH white list) for ACH positive pay, financial institutions can optionally allow specific corporate users to add rules on the quick exception processing screen.

View Image: Clicking on the "View Image" link will display the check image for the selected item. This option is only available to banks that have licensed the Exact/TMS™ Check Image interface.

Amount: The amount of the item that has been presented for payment.

Issued Payee: The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen and was included during the issued check file upload.

Exception Type: The reason that the item is on the exception list. The possible exception types are as follows:

DUPLICATE PAID ITEM: The item was previously paid.

PAID NOT ISSUED: The item was never loaded into the system as an issued check.

STALE DATED ITEM PAID: The item is a stale dated check. A check is considered stale dated if the item was issued prior to the stale dated cutoff date, which is calculated based on parameters defined by the financial institution.

PREVIOUSLY PAID ITEM POSTED: The item was previously paid.

VOIDED ITEM: The item was previously voided.

ACH TRANSACTION: The item is an ACH transaction that was flagged as an exception by the ACH Filter rules defined for the account. **Note:** For ACH exceptions, the ACH Standard Entry Class Code, Originating Company ID and Debit or Credit (DR/CR) are displayed in the exception description.

Decision: Check the box to indicate if the item should be paid or returned.

Reason: The reason for the pay/return decision. If no reason has been selected, the field is displayed as <Not Selected>.

Transaction Processing – Issued Check File Submission

The Submit Issued Check File screen is used by clients to upload issued check files to the financial institution.

Submit Issued Check File

Step 1. Select a file to process.

Choose File No file chosen

Select a file to process:
Enter a file path and name, or browse to the location of the issued check file

Step 2. Input details about the file.

Account ID: BCE Dep Recon

File Processing Type: BCE Standard

The File Processing Type represents the file format that has been defined for the clients' issued check file.
The list is limited to the file format(s) assigned to the client by the financial institution.

Step 3. Click the "Process File" button.

Process File

Click Process File to upload the file to the bank

To view additional details regarding the file, click on the status column. For example, to view the exceptions on a file that has a result of *Processed with Exceptions*, click on the 'Processed with Exceptions' link.

Close **Results: Rejected**

Error Message

1	Invalid value in date field (25248,10:MMDDYYYY)
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Client/Account ID: The Client/Account ID associated with the issued checks contained within the file. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Transaction Processing – Issued Check File Submission (Continued)

Note: If an issued check file contains items for multiple accounts, select any of the Client ID's represented within the file.

File Processing Type: Indicates the format of the issued check file.

Items in File: The number of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual number of items in the file, the file will be rejected. **Note:** If the field is disabled, the number of items in the file is not required or is included in the file. This is defined during the file mapping process.

Dollar Amount in File: The total dollar amount of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual amount of items in the file, the file will be rejected. **Note:** If the field is disabled, the dollar amount in the file is not required or is included in the file. This is defined during the file mapping process.

Issued Date: If the issued check file does not have an issued date within the file, the must be enter when the file is uploaded. **Note:** This is defined during the file mapping process.

Once a file is uploaded and processed, a window will be displayed indicating the processing status. If the file has not processed within 30 seconds a message is displayed informing the customer that an email will be sent indicating the file processing status. The file processing status can also be checked online using the Issued Check File Processing Log screen. The following is a list of the possible processing statuses:

Unprocessed: The file has been uploaded, but has not yet been processed.

Processed: The file was processed successfully.

Processed with Exceptions: The file was processed successfully, but duplicate checks were not loaded.

Rejected: The file was rejected due to one of the following reasons:

- A mismatch between the number of items/amount entered on the screen and the number of items/amount contained in the file
- The file format did not match the format selected

Transaction Processing – Add New Issued Check

The Add New Issued Check screen is used if a check was manually written or was otherwise not included in the electronic issued check file that was submitted to the financial institution. Any checks entered on this screen in one setting will be displayed below.

Add New Issued Check

Account ID: BCE-Exp Acct ▼

Amount: 300.00

Issued Payee: Jon Smith

Notes:

512 characters left.

Check Number: 157896

Issued Date: 10/06/2016

☐ Auto-Increment Check Number

Add Check

	Account ID	Check Number	Amount	Issued Date	Issued Payee	Notes
1	BCE-Exp Acct	157894	\$100.00	10/06/2016	Jon Doe	Issued Check
2	BCE-Exp Acct	157895	\$200.00	10/06/2016	Jane Doe	Issued Check to Jane Doe
			Total: \$300.00			

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Amount: The amount of the check.

Issued Date: The issued date for this check.

Issued Payee: The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.

Notes: Notes for this issued check. **Note:** Notes is only displayed if Display Notes is selected in the client setup screen.

Auto-Increment Check Number: Checking this box will increment the check number by one after each check submission.

Transaction Processing – Review Checks

The Review Issued Checks screen displays all issued checks for the selected Client/Account ID. This includes outstanding issued items, paid items, and exceptions.

The Client/Account ID determines the account displayed. Changing this selection will refresh the screen.

Review Checks								
Account ID: BCE Ops Acct								
								Show Key
(Count: 41/280) (Amount: \$108,011,425.85)								
	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details
1	⚠	BCE Ops Acct	05/19/2016	05/19/2016	View Image 17328474	622.98		Display
2	⚠	BCE Ops Acct	05/19/2016	05/19/2016	View Image 4935	161.64		Display
3	⚠	BCE Ops Acct	05/19/2016	05/19/2016	View Image 1702921	3,521.38	Toyota Motor	Display
4	⚠	BCE Ops Acct	05/18/2016	05/18/2016	View Image 1729741	331.60	Daniel Jones	Display
5	⚠	BCE Ops Acct	05/17/2016	05/17/2016	View Image 1705827	612.02	Berkshire Hathaway	Display
6	⚠	BCE Ops Acct	05/16/2016	05/16/2016	View Image 1172774	28.49	Kathleen Miller	Display
7	⚠	BCE Ops Acct	05/15/2016	05/15/2016	View Image 1664516	1,510.63	Southwest Airlines	Display
8	⚠	BCE Ops Acct	05/15/2016	05/15/2016	View Image 7966	1,071.46	Alex Anderson	Display
9	⚠	BCE Ops Acct	05/15/2016	05/15/2016	View Image 1686133	103.31	FedEx	Display
10	⚠	BCE Ops Acct	05/15/2016	05/15/2016	View Image 1659762	21.66	Taylor Johnson	Display
11	✓	BCE Ops Acct	05/12/2016	05/15/2016	View Image 1729257	461,265.93	David Johnson	Display
12	✓	BCE Ops Acct	05/12/2016	05/19/2016	View Image 1729300	401,719.79	American Express	Display
13	✓	BCE Ops Acct	05/12/2016	05/18/2016	View Image 1728436	268,784.92	Microsoft	Display
14	✓	BCE Ops Acct	05/12/2016	05/18/2016	View Image 1729224	236,451.44	United Parcel Service	Display
15	✓	BCE Ops Acct	05/12/2016	05/18/2016	View Image 1729271	222,501.62	Toyota Motor	Display
16	✓	BCE Ops Acct	05/12/2016	05/19/2016	View Image 1728465	215,284.74	American Express	Display
17	✓	BCE Ops Acct	05/12/2016	05/18/2016	View Image 1729131	212,689.80	Home Depot	Display
18	✓	BCE Ops Acct	05/12/2016	05/18/2016	View Image 1729130	206,346.22	Southwest Airlines	Display
19	✓	BCE Ops Acct	05/12/2016		1729243	130,075.32	Damien Davis	Display
20	✓	BCE Ops Acct	05/12/2016	05/19/2016	View Image 1730631	122,707.56	Starbucks	Display
< First < Previous Page 1 / 2064 Next > Last >								

If a large number of items are present, multiple pages will exist.

The following columns appear on the Review Issued Checks screen:

Status: Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:

⚠	Exception
✓	Paid
✗	Stop Payment
Ⓜ	Reversal
⓪	Void

Exception: Displayed on items that are flagged as exceptions by the system.

Paid: Displayed on items that have been previously paid.

Stop Payment: Displayed for checks that have been stopped with a stop payment.

Reversal: Displayed on items that have been paid and reversed.

Void: Displayed on items that have been voided.

Blank: No icon indicates that the item is an outstanding check.

Transaction Processing – Review Checks (Continued)

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Issued Date: The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Paid Date: The paid date for this check.

Check #: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.

Transaction Processing – Review Checks (Display Details)

When the *Display* link is clicked, detailed transaction information is displayed. **Note:** The status of the item, the user's security rights, and security parameters defined by the financial institution control the fields are available for editing.

The screenshot shows the 'Review Checks' interface. At the top, there's a header bar with the title 'Review Checks'. Below it, a dropdown menu shows 'Account ID: BCE Dep Recon'. To the right, there's a 'Show Key' button and a status indicator '(Count: 12) (Amount: \$2,872.30)'. Below this is a table with columns: Status, Account ID, Issued Date, Paid Date, Check #, Amount, Issued Payee, and Details. The table contains three rows of data. The first row is selected, and its details are shown in a form below the table. The form includes fields for Account ID, Check Number, Amount, Issued Payee, Issued Date, Date Reconciled, Paid Date, Decision, Return Reason, Trace Number, Void Date, and Additional Notes. There are also 'Update' and 'Delete' buttons. At the bottom of the form, it says 'Submission Type: Manual' and 'Reversal: NO'.

Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details
1	BCE Dep Recon	07/10/2016		5656	100.00	Alexa White	Hide
2	BCE Dep Recon	07/07/2016		5678	200.00	Daniel Davis	Display
3	BCE Dep Recon	07/07/2016		1234	100.00	Emma Davis	Display

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check.

Issued Date: The date this item was issued. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Decision: The decision that has been applied to this exception. If no decision has been applied, the field is displayed as <Not Selected>.

Date Reconciled: The date the system was reconciled within the system in the Check Reconciliation Summary screen. This field is not editable.

Paid Date: The date the item was posted/paid.

Return Reason: The reason for the pay/return decision. If no reason has been applied, the field is displayed as <Not Selected>.

Trace Number: A unique transaction ID number that is generated by the core processing system.

Date Stop Request: If the client requested a stop payment on the item, the date that the stop was requested is displayed.

Void Date: If the item has been voided, the void checkbox is checked; otherwise, the checkbox is blank.

Notes: Freeform text field that allows the client to add notes to this item.

Transaction Processing – Review Checks – Display Details (Continued)

Submission Type: Indicates how the item was originally loaded into the system. The following values may be displayed:

E-file: Indicates that the item was electronically loaded from an issued file.

Manual: Indicates that the item was not electronically loaded from an issued file. The item was either manually input through the Add New Issued Check screen or the item was added by the system during the nightly update.

Stop Pay Status: Indicates whether a stop payment has been placed on the item. The following values may be displayed:

None: Indicates the client has not requested that the item be stopped.

Requested: Indicates the client has requested that the item be stopped, but the bank has not applied the stop payment to the system.

Applied: Indicate the client has requested that the item be stopped and the bank has applied the stop payment request to the system.

Item Stopped: Indicates the client has requested that the item be stopped and the item was already presented for payment and stopped by the bank.

Reversal: Indicates if the item was reversed.

Transaction Processing – Void a Check

The Void Check screen is used to void an issued check on the client's account.

Void a Check

Step 1. Enter check information:

Account ID: BCE Payroll ▼

Check Number: 10006

Check Amount: 590.01

Issued Date: 03/08/2016

Step 2. Click the "Find Matching Check" button to find the check.

Find Matching Check

Step 3. Verify the check that will be voided.

Account ID	Check #	Check Amount	Issued Date
BCE Payroll	10006	590.01	03/08/2016

Step 4. Click the "Void Check" button to complete the void process.

Void Check

Note: Voids are retained within the system for 90 days after an item has been voided.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number: The number of the issued check.

Check Amount: The amount the check was written for.

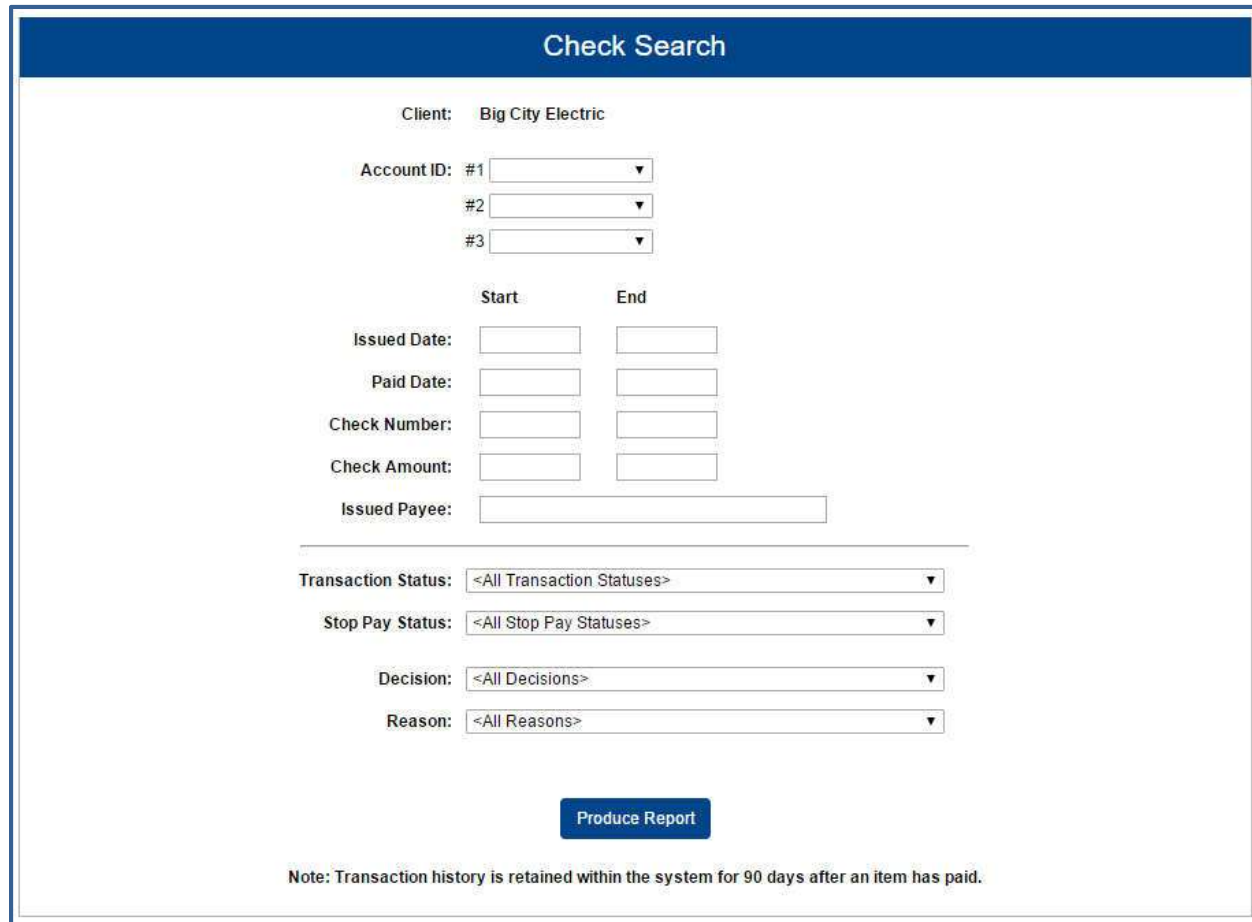
Issued Date: The date the check was issued.

Note: All three fields are required to void a check.

Transaction Processing – Check Search

The Check Search screen is used to search for specific transactions using dynamic selection criteria.

Selection Screen:



Client/Account ID: Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.

Issued Date: The Issued Date is used to search for transactions based upon the issued date of checks. A date range may be entered using the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Paid Date: The Paid Date is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Check Number: The Check Number is used to search for transactions based upon check numbers. A range of check numbers may be selected by entering both a Start and End check number. If searching for a single check, enter the check number in the start field (the end field may be left blank).

Check Amount: The Check Amount is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field (the end field may be left blank).

Issued Payee: The Issued Payee field is used to search by issued payee.
Transaction Processing – Check Search (Continued)

Transaction Status: To search for checks based upon the status of the check, select a status from the list. The following statuses are available:

Issued and Not Paid: Lists outstanding issued checks.

Issued and Paid: Lists paid checks.

Current Exceptions: Lists today's exceptions.

All Exceptions: Lists exceptions from today and from previous days.

Void: Lists voided checks.

Stop Pay Status: To search for checks in which a stop pay request has been issued, select a stop pay status from the list. The following stop pay statuses are available:

Requested Stop Pay: The stop payment request has been requested but has not been applied by the bank.

Requested and Placed: The bank has applied the stop payment.

Item Stopped and Returned: The item was presented for payment and stopped by the bank.

Decision: To search for exceptions based upon the pay/return decision, select a decision from the list.

Reason: To search for exceptions based upon the reason that was selected, select a reason from the list.

Results Screen:

[Show Key](#) [Back to Filter](#)
(Count: 85,994) (Amount: \$144,707,208.72)

	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details
1	✓	BCE Dep Recon	10/09/2015	05/25/2016	View Image 12348	160.25	Gerald Fitzpatrick	Display
2	✓	BCE Exp Acct	05/12/2016	05/18/2016	View Image 861443	204,636.29	United Parcel Service	Display
3	✓	BCE Exp Acct	05/12/2016	05/18/2016	View Image 861853	28,188.09	Berkshire Hathaway	Display
4	✓	BCE Exp Acct	05/12/2016	05/18/2016	View Image 861790	23,965.47	Harper Martin	Display
5	✓							Display
6	✓							Display
7	✓							Display
8	✓							Display
9	✓							Display

Click *Display* to view detailed information about a check.

- Once the Transaction Search criteria are submitted, all transactions that match the criteria will be displayed.
- If a large number of items meet the search criteria, multiple pages will exist.

The following columns appear on the Check Search screen:

Status: Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:



Exception: Displayed on items that are flagged as exceptions by the system.

Paid: Displayed on items that have been previously paid.

Stop Payment: Displayed for checks that have been stopped with a stop payment.

Reversal: Displayed on items that have been paid and reversed.

Void: Displayed on items that have been voided.

Blank: No icon indicates that the item is an outstanding check.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in

emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Transaction Processing – Check Search (Continued)

Issued Date: The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Paid Date: The paid date for this check.

Check #: The check number of this item.

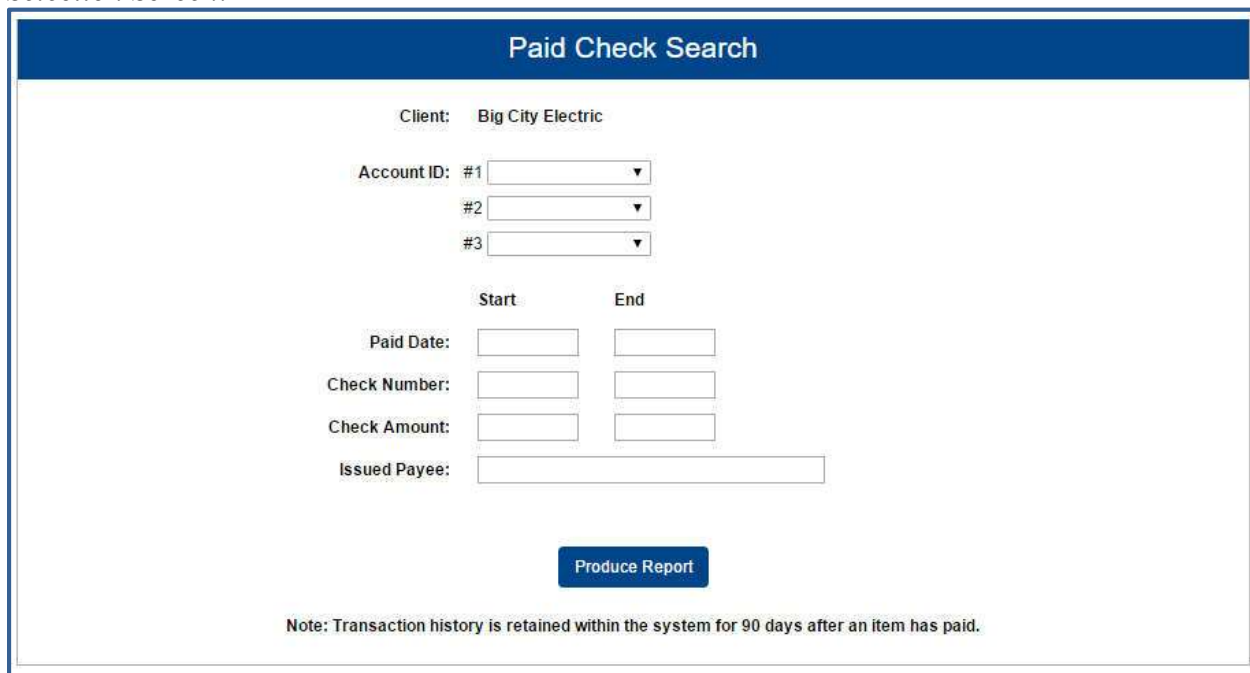
Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.

Transaction Processing – Paid Check Search

The Paid Check Search screen is used to search for specific transactions using dynamic selection criteria.

Selection Screen:



Paid Check Search

Client: Big City Electric

Account ID: #1 ▼
 #2 ▼
 #3 ▼

	Start	End
Paid Date:	<input type="text"/>	<input type="text"/>
Check Number:	<input type="text"/>	<input type="text"/>
Check Amount:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

[Produce Report](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

Client/Account ID: Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.

Paid Date: The Paid Date checkbox is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in the start date field.

Check Number: The Check Number checkbox is used to search for transactions based upon check numbers. A range of check numbers may be selected by entering both a Start and End check number. If searching for a single check, enter the check number in the start field.

Check Amount: The Check Amount checkbox is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field.

Issued Payee: The issued payee name for this check.

Transaction Processing – Paid Check Search (Continued)

Click on "Back to Filter" to return to the report selection screen.

Results Screen:

Paid Check Search							
						Show Key	Back to Filter
						(Count: 58,920) (Amount: \$135,460,106.62)	
	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee
1	✓	BCE Dep Recon	10/09/2015	05/20/2016	View Image 12345	100.25	Gerald Fitzpatrick
2	✓	BCE Exp Acct	05/12/2016	05/18/2016	View Image 861443	204,636.29	United Parcel Service
3	✓	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861953	28,198.09	Berkshire Hathaway
4	✓	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861790	23,895.47	Harper Martin
5	✓	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861950	18,104.50	United Parcel Service
6	✓	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861418	15,993.48	PepsiCo
7	✓	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861447	10,289.70	Home Depot
8	✓	BCE Exp Acct	04/28/2016	05/19/2016	View Image 858838	9,740.73	James Harris

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Issued Date: The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Paid Date: The paid date for this check.

Check #: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.

Transaction Processing – ACH Transaction Search

The ACH Transactions Search screen is used to search for specific transactions using dynamic selection criteria.

Selection Screen:

ACH Transaction Search

Client: Big City Electric

Account ID: #1
 #2
 #3

	Start	End
Paid Date:	<input type="text"/>	<input type="text"/>
Input Date:	<input type="text"/>	<input type="text"/>
Transaction Amount:	<input type="text"/>	<input type="text"/>

SEC Code: ALL - All Standard Entry Class Codes

Company ID:

Transaction Description:

Transaction Status: <All Transaction Statuses>

Decision: <All Decisions>

Reason: <All Reasons>

Note: Transaction history is retained within the system for 90 days after an item has paid.

Client/Account ID: Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.

Paid Date: The Paid Date is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Input Date: The Input Date is used to search for transactions based upon the input date of the transaction. A date range may be entered using the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Transaction Amount: The Transaction Amount is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field (the end field may be left blank).

SEC Code: To search for transactions based upon the ACH Standard Entry Class (SEC) code, select an SEC Code from the list.

Transaction Processing – ACH Transaction Search (Continued)

Company ID: To search for transactions containing a specific ACH originating company identification number, enter the company ID value.

Transaction Description: To search for transaction based upon the partial or full transaction description text, enter the partial or full description text.

Transaction Status: To search for ACH transactions based upon the status, select a status from the list. The following statuses are available:

Current Exceptions: Lists today's exceptions.

All Exceptions: Lists exceptions from today and from previous days.

Decision: To search for exceptions based upon the pay/return decision, select a decision from the list.

Reason: To search for exceptions based upon the reason that was selected, select a reason from the list.

Results Screen:

	Status	Account ID	Paid Date	ACH Company ID	ACH SEC	DR/CR	Transaction Amount	Transaction Description	Details
1	✓	BCE Exp Acct	05/19/2016	1371260731	CCD	CR	\$4,749,207.37	AFLAC/INSURANCE	Display
2	✓	BCE Exp Acct	05/19/2016	2371260731	CCD	DR	\$252,086.79	ADP TX/FINCL SVC/ADP - TAX	Display
3	✓	BCE Exp Acct	05/19/2016	2370691540	CCD	CR	\$92,426.74	AMERICAN LIFE INS/INS PREM	Display
4	✓	BCE Exp Acct	05/19/2016	376002171	CCD	CR	\$43,868.33	CHASE CREDITCARD/PAYMENTS	Display
5	✓	BCE Exp Acct	05/19/2016	370600329	PPD	CR	\$28,345.91	ADP PAYROLL FEES/ADP - FEES	Display
6	✓	BCE Exp Acct							Display
7	✓	BCE Exp Acct							Display
8	✓	BCE Exp Acct							Display
9	✓	BCE Exp Acct							Display
10	✓	BCE Exp Acct							Display

The following columns appear on the ACH Transaction Search screen:

Status: Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:

Exception: Displayed on items that are flagged as exceptions by the system.

Paid: Displayed on items that have been previously paid.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Paid Date: The paid date for this transaction.

ACH Company ID: The originating ACH Company's identification number.

ACH SEC: The ACH standard entry class.

DR/CR: Indicates if the transaction is a debit or credit.

Transaction Amount: The amount of the ACH transaction that has been presented for payment.

Transaction Description: The description of the ACH transaction.

Transaction Processing – Reverse Positive Pay/Transaction Extract

The Reverse Positive Pay/Transaction Extract screen provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the screen. To save an extract file to a local workstation or network drive, click on the *File / Save* menu option while viewing the file, or, right click on the View File link and select *Save Target As*.

Note: An item may only be extracted once.

Reverse Positive Pay Extract (CSV - Paid Checks Only)

Step 1. Select a "AccountID" and "Extract through date".

Account ID: BCE Ops Acct ▼

Extract from date: (optional)

Extract through date: 03/09/2016

Step 2. Click the "Create File and Report" button.

Create File and Report

Step 3. View Report or File By Clicking on Links in Grid Below.

	Account ID	File	Report	Date Created	Item Count	
1	BCE Ops Acct	View File	View Report	09/20/15 10:00 AM	37479	Remove
2	BCE Ops Acct	View File	View Report	09/20/15 10:00 AM	37479	Remove
3	BCE Ops Acct	View File	View Report	09/20/15 09:59 AM	35801	Remove

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Extract from date: The extract from date is an optional field. By default the system will extract all items that have not been previously extracted.

Extract Thru Date: The date through which posted items are included in the extract file.

Transaction Processing – Reverse Positive Pay/Transaction Extract Report (Continued)

INST : 531		CENTRIX BANK		RUN DATE: 03/09/16	
SYSTEM: 03/09/16 9:50 AM		TRANSACTION EXTRACT REPORT		PROCESSED THRU: 03/09/16	
CLIENT: Big City Electric		ACCOUNT ID: BCE Ops Acct		FILE NAME: BCEOpsAcct_20160309_094946.csv	
	CHECK #	PAID DATE	AMOUNT	DR/CR	REFERENCE
1	1451183	07/05/2015	5.05	DR	80312330
2	1457698	06/24/2015	0.10	DR	80031060
3	1557760	08/16/2015	185.70	DR	80310860
4	1579165	09/13/2015	180.00	DR	80400890
5	1599873	07/13/2015	42.68	DR	80008160
6	1609562	06/24/2015	2.10	DR	80246250
7	1613820	07/19/2015	52.00	DR	40201830
8	1619664	07/09/2015	219.00	DR	80067190
9	1620138	07/09/2015	6.97	DR	70401050
10	1620926	06/24/2015	44.03	DR	80246240
11	1629041	07/08/2015	21.25	DR	80246700
12	1629085	07/15/2015	156.03	DR	80221060
13	1630037	06/29/2015	687.50	DR	80078380
14	1630730	07/27/2015	272.00	DR	80054600
15	1633463	06/30/2015	105.00	DR	80016720

Transaction Processing – Transaction Extract Multiple Accounts

The Transaction Extract Multiple Accounts screen provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the screen. To save an extract file to a local workstation or network drive, click on the *File / Save* menu.

Reverse Positive Pay Multi Accts (CSV - Paid Checks Only)

Step 1. Select at least one "Account ID" and "Extract from and through dates".

Account ID:

Available	Selected
BCE Dep Recon	
BCE Exp Acct	
BCE Ops Acct	
BCE Payee	
BCE Payroll	

Extract from date: 03/08/2016

Extract through date: 03/09/2016

Step 2. Click the "Create File" button.

Create File

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Extract from date: The date from which posted items are included in the extract file.

Extract Thru Date: The date through which posted items are included in the extract file.

Transaction Processing – ACH Reporting Files

The ACH Reporting Files screen provides the client with downloadable files containing ACH transactions, returns, notice of change (NOC) or EDI detail from corporate ACH payments. The files available and the format of each file are defined in the report specifications by the financial institution. To save an ACH Reporting file to a local workstation or network drive, click on the *File / Save* menu option while viewing the file, or, right click on the *download* link and select *Save Target As*. This screen is only available to banks that have licensed the Exact/ARST™ ACH reporting system.

Processed Date: 11/21/2016 - 11/21/2016 Refresh					
ACH Reporting Files (21)					
	Report Description	File Type	Report	Date Created	File Size
1	TEST1	CSV	Download	11/21/2016 01:20:41 PM	7.67 kb
2	TEST1	NACHA - No Line Breaks	Download	11/21/2016 01:20:41 PM	5.64 kb
3	TEST1	PDF - Limited Transaction Details	Download	11/21/2016 01:20:41 PM	80.03 kb
4	TEST1	PDF - Summary Listing	Download	11/21/2016 01:20:41 PM	71.02 kb
5	TEST1	XLS	Download	11/21/2016 01:20:41 PM	11.78 kb

From / Thru Date: The date range for which ACH reporting files displayed.

Report Description: The description of ACH reporting file as defined by the financial institution.

File Type: The format of the file. Types include: XML, PDF, NACHA, CSV, EDI, XLS and XLSX.

Date Created: The date the report was created.

File Size: The size of the file (in kb).

Stop Payments – Remove Stop Payment Request

The Remove Stop Payment Request screen is used to remove a stop payment request that has been made through the positive pay system.

Remove Stop Payment Request

Step 1. Search for requested stop payments.

Client:

Account ID:

Check Number:

Step 2. Verify requested stop payments to be removed.

Remove Stop Payment	Check #	Check Amount	Issued Date
<input checked="" type="checkbox"/>	10006	590.01	03/08/2016

Step 3. Remove the stop payment request.

Client: The name of the client.

Client/Account ID: The account on which the stop payment was to be applied. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. ***Note:*** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number that was requested to be stopped.

Stop Payments – Review Stop Payment Items

The Review Stop Payment Items screen is used to view all checks that are currently marked as stop pay items.

Review Stop Payment Items

Account ID:

BCE Exp Acct

Show Key

(Count: 24) (Amount: \$7,721.66)

Note: This report lists all outstanding issued checks that match to current stop payments.

	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details
1	✖	BCE Exp Acct	01/29/2016		838225	302.40	Julia Johnson	Display
2	✖	BCE Exp Acct	01/14/2016		834636	1,605.59	Ella Martin	Display
3	✖	BCE Exp Acct	01/14/2016		834928	498.56	United Parcel Service	Display
4	✖	BCE Exp Acct	10/22/2015		813041	47.48	Chloe Davis	Display
5	✖	BCE Exp Acct	08/13/2015		798757	157.08	FedEx	Display
6	✖	BCE Exp Acct	07/09/2015		787572	137.95	Johnson & Johnson	Display
7	✖	BCE Exp Acct	04/23/2015		765394	121.60	Apple Computer	Display

Click *Display* to review details of the issued check for which the stop payment has been applied.

Review Stop Payment Items (Display Details)

Review Stop Payment Items														
Account ID: BCE Ops Acct														
(Count: 15) (Amount: \$6,244.59)														
Note: This report lists all outstanding issued checks that match to current stop payments.														
	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details						
1	✖	BCE Ops Acct	02/04/2016		1688787	560.98	Kimberly Moore	Hide						
<div> <div>Account ID: BCE Ops Acct</div> <div>Check Number: 1688787</div> <div>Amount: 560.98</div> </div> <div> <div>Issued Payee: Kimberly Moore</div> <div>Issued Date: 02/04/2016</div> <div>Decision: <Not Selected></div> </div> <div> <div>Date Reconciled: 04/05/2016</div> <div>Paid Date:</div> <div>Return Reason: <Not Selected></div> </div> <div> <div>Trace Number: 0</div> <div>Date Stop Req.: 03/17/2016</div> <div>Void Date:</div> </div> <div>Additional Notes:</div> <div>Update</div> <div>Submission Types: E-File Universal NO</div> <div>Stop Pay Status: Requested and Placed</div>														
2	✖	BCE Ops Acct	02/04/2016		1688652	202.40	Daniel White	Display						

The ability to change item details is controlled by security.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check.

Issued Date: The date this item was issued. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Decision: The decision that has been applied to this exception. If no decision has been applied, the field is displayed as <Not Selected>.

Stop Payments – Review Stop Payment Items (Continued)

Date Reconciled: The date the system was reconciled within the system in the Check Reconciliation Summary screen. This field is not editable.

Paid Date: The date the item was posted/paid.

Return Reason: The reason for the pay/return decision. If no reason has been applied, the field is displayed as <Not Selected>.

Trace Number: A unique transaction ID number that is generated by the core processing system.

Date Stop Request: If the client requested a stop payment on the item, the date that the stop was requested is displayed.

Void Date: If the item has been voided, the void checkbox is checked; otherwise, the checkbox is blank.

Notes: Freeform text field that allows the client to add notes to this item.

Submission Type: Indicates how the item was originally loaded into the system. The following values may be displayed:

E-file: Indicates that the item was electronically loaded from an issued file.

Manual: Indicates that the item was not electronically loaded from an issued file. The item was either manually input through the Add New Issued Check screen or the item was added by the system during the nightly update.

Stop Pay Status: Indicates whether a stop payment has been placed on the item. The following values may be displayed:

None: Indicates the client has not requested that the item be stopped.

Requested: Indicates the client has requested that the item be stopped, but the bank has not applied the stop payment to the system.

Applied: Indicate the client has requested that the item be stopped and the bank has applied the stop payment request to the system.

Item Stopped: Indicates the client has requested that the item be stopped and the item was already presented for payment and stopped by the bank.

Reversal: Indicates if the item was reversed.

Stop Payments – Request Stop Payment

The Request Stop Payment screen is used to request that a new stop payment be applied to a specific check number. An automated email is sent to the financial institution to notify them of the request.

Request Stop Payment

Step 1. Enter stop payment criteria.

Account ID: BCE Dep Recon ▼

Check Number: 10006

Check Amount: 590.01

Issued Date: 08/08/2016

Issued Payee: Jane Smith

Stop Reason: Lost ▼

Step 2. Click the "Find Matching Check" button to find checks that match the stop payment criteria.

Find Matching Check

Step 3. Verify the check that the stop payment will be applied to.

Account ID	Check #	Check Amount	Issued Date
BCE Dep Recon	10006	590.01	08/08/2016

Step 4. Click the "Apply Stop Payment" button to apply the stop payment.

Apply Stop Payment

*** Stop Payment Disclaimer text is defined in the System Setup ***

Please have your exceptions decided by 11:00 AM CST.

Client/Account ID: The account on which the stop payment is to be applied. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number: The check number to be stopped.

Check Amount: The amount of the check to be stopped.

Issued Date: The issued date of the check to be stopped.

Issued Payee: The issued payee of the check to be stopped.

Stop Reason: The reason the check is to be stopped.

Stop Payments – Current Stop Payment Requests

The Current Stop Payment Requests screen displays all of the current stop payment requests on the account. This includes requests entered by the client through Exact/TMS™ and requests entered by the financial institution through other systems (i.e. core processing system).

Current Stop Payment Requests									
Account ID	Check # Start	Check # End	Check Amount Start	Check Amount End	Issued Date	Status	User Input	Issued Payee	Reason
1 BCE Exp Acct	813041	813041	47.48	47.48	10/22/2015	Requested and Placed	"Bank"	JAMES A ROSS	LOST
2 BCE Exp Acct	820076	820076	94.00	94.00	11/19/2015	Requested and Placed	"Bank"	NEBRASKA PEDIATRIC	LOST
3 BCE Exp Acct	765394	765394	121.80	121.80	04/23/2015	Requested and Placed	"Bank"	JULIE A KUHN	LOST
4 BCE Exp Acct	787572	787572	137.95	137.95	07/09/2015	Requested and Placed	"Bank"	JULIE A KUHN	LOST
5 BCE Exp Acct	796757	796757	157.08	157.08	08/13/2015	Requested and Placed	"Bank"	JULIE A KUHN	LOST
6 BCE Exp Acct	711825	711825	169.00	169.00	10/25/2014	Requested and Placed	"Bank"	RAMIRO MARCELENO	LOST
7 BCE Exp Acct	816000	816000	188.78	188.78	10/29/2015	Requested and Placed	"Bank"	RIANE EICHELBERGER	LOST
8 BCE Exp Acct	838225	838225	302.40	302.40	01/29/2016	Requested and Placed	"Bank"	AMY J RICH	LOST
9 BCE Exp Acct	834928	834928	498.56	498.56	01/14/2016	Requested and Placed	"Bank"	ERRIN NELSON	LOST
10 BCE Exp Acct	807893	807893	691.55	691.55	10/05/2015	Requested and Placed	"Bank"	MANUEL LOPEZ	LOST
11 BCE Exp Acct	780367	780367	825.12	825.12	06/19/2015	Requested and Placed	"Bank"	HEARTLAND ANESTHESIA	LOST
12 BCE Exp Acct	834836	834836	1,605.59	1,605.59	01/14/2016	Requested and Placed	"Bank"	DEAN HEALTH SYSTEMS	LOST
13 BCE Cops Acct	1649088	1649088	14.59	14.59	11/12/2015	Requested and Placed	"Bank"	MORTON PLANT PRIMARY	LOST

Client/Account ID: The account on which the stop payment is to be applied. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number Start: The starting number of a check that has a stop payment request.

Check Number End: The ending number of a check. This field differs from the starting amount if a range of checks have a stop request against them.

Check Amount Start: The starting amount of the check.

Check Amount End: The ending amount of the check. This field differs from the starting amount if a range of checks have a stop request against them.

Issued Date: The issued date for this check.

Status: The status of the stop request.

User Input: The user that requested the stop payment request.

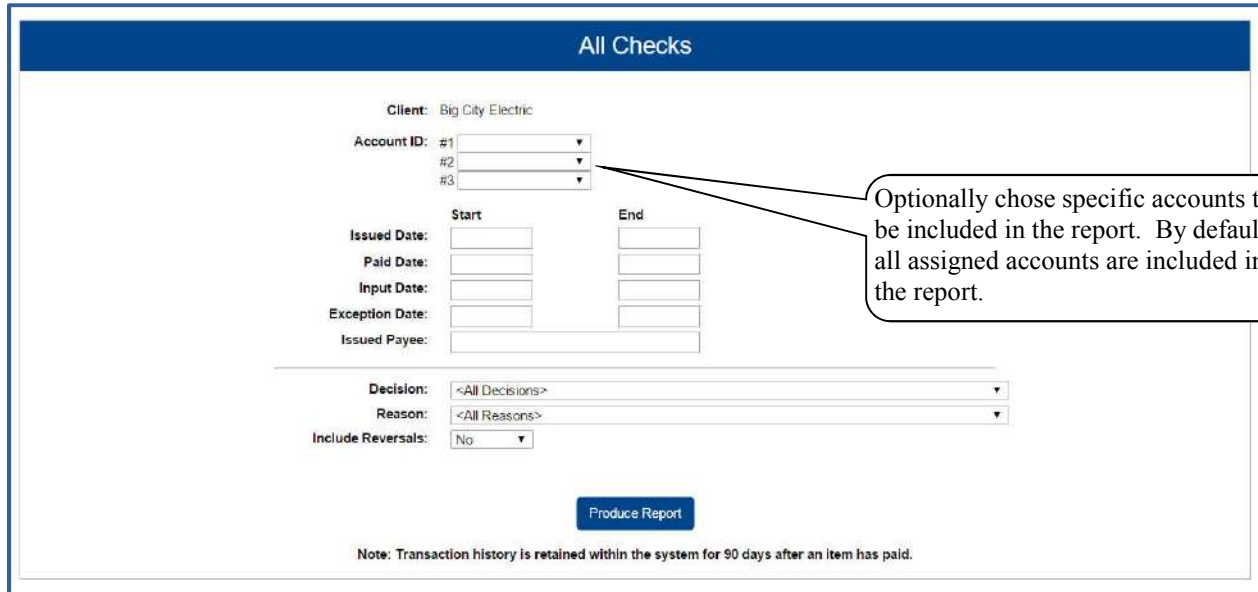
Issued Payee: The issued payee of the check.

Reason: The reason the check has been stopped.

Transaction Reports – All Checks

The All Checks Report filter screen generates an on-line report using dynamic selection criteria. Select items by Issued Date, Paid Date, Input Date, Exception Date or Issued Payee. Optionally select items that meet a specific pay/return decision or return reason.

Selection Screen:



All Checks

Client: Big City Electric

Account ID: #1 #2 #3

Issued Date: Start End

Paid Date:

Input Date:

Exception Date:

Issued Payee:

Decision: <All Decisions>

Reason: <All Reasons>

Include Reversals: No

Produce Report

Note: Transaction history is retained within the system for 90 days after an item has paid.

Results Screen:



All Checks (17)

	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Paid Date	Input Date	Status
1	BCE Dep Recon	5	\$600.00	Andrea	05/20/2015		05/15/2016 (M)	Issued
2	BCE Dep Recon	1234	\$100.00	Emma Davis	07/07/2016		05/20/2016 (M)	Issued
3	BCE Dep Recon	5678	\$200.00	Daniel Davis	07/07/2016		05/20/2016 (M)	Issued
4	BCE Dep Recon	12345	\$80.00	Amaco	10/09/2015		05/15/2016	Issued
5	BCE Dep Recon	12346	\$120.00	Oil Plus	10/09/2015		05/15/2016	Issued
6	BCE Dep Recon	12347	\$60.50	Rolling Fire	10/09/2015		05/15/2016	Issued
7	BCE Dep Recon	12348	\$150.25	Gerald Fitzpatrick	10/09/2015	05/20/2016	05/15/2016	Paid
8	BCE Dep Recon	12349	\$80.70	Patrick Fitzgerald	10/09/2015		05/15/2016	Issued
9	BCE Dep Recon	12350	\$970.85	Ted Boseman	10/09/2015		05/15/2016	Void
10	BCE Dep Recon	56566	\$100.00	Alecia White	07/19/2016		05/20/2016 (M)	Issued
11	BCE Dep Recon	92837	\$100.00	Olivia White	06/17/2016		05/20/2016 (M)	Issued
12	BCE Dep Recon	123445	\$300.00	3M	06/17/2016		05/20/2016 (M)	Issued
			\$2,872.30					

Selection Criteria:
Client: Big City Electric
Account ID: BCE Dep Recon

Back to Filter

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Transaction Reports – All Checks (Continued)

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check.

Issued Date: This is the date the check was issued.

Paid Date: The paid date for this check.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Status: The current status of the check.

Stop Payment: Displayed for checks that have been stopped with a stop payment.

Exception: Displayed on items that are flagged as exceptions by the system.

Paid: Displayed on items that have been previously paid.

Void: Displayed on items that have been voided.

Void (A): Indicates that the item was automatically voided.

Issued: Indicates that the item is an outstanding check.

Transaction Reports – Outstanding Issued Checks

The Outstanding Issued Checks report filter screen allows the user to create an outstanding issued checks report using dynamic selection criteria. Select items by Issued Date, Input Date, Outstanding as of Date or Issued Payee.

Selection Screen:

Results Screen:

	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Input Date
1	BCE Dep Recon	8	\$500.00	Andrea	05/20/2016	05/15/2016 (M)
2	BCE Dep Recon	1234	\$100.00	Emma Davis	07/07/2016	05/20/2016 (M)
3	BCE Dep Recon	5678	\$200.00	Daniel Davis	07/07/2016	05/20/2016 (M)
4	BCE Dep Recon	12345	\$80.00	Amaco	10/09/2015	05/15/2016
5	BCE Dep Recon	12346	\$120.00	Oil Plus	10/09/2015	05/15/2016
6	BCE Dep Recon	12347	\$60.50	Rolling Fire	10/09/2015	05/15/2016
7	BCE Dep Recon	12349	\$80.70	Patrick Fitzgerald	10/09/2015	05/15/2016
8	BCE Dep Recon	56566	\$100.00	Alexa White	07/10/2016	05/20/2016 (M)
9	BCE Dep Recon	92937	\$100.00	Olivia White	06/17/2016	05/20/2016 (M)
10	BCE Dep Recon	123445	\$300.00	3M	06/17/2016	05/20/2016 (M)
			\$1,741.20			

Selection Criteria:
Client: Big City Electric
Account ID: BCE Dep Recon

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Issued Payee: The name of the issued payee for this check.

Issued Date: This is the date the check was issued.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Transaction Reports – Daily Issued Checks Summary

The Daily Issued Checks Summary report is an easy way to see how many checks were issued on any given day and their totals. The dynamic selection criterion allows the user to fine tune the report to their specific needs. This includes both manually loaded checks and checks uploaded through an issued check file.

Selection Screen:

Results Screen:

	Issued Date	Account ID	Check Count	Check Amount
1	06/17/2015	BCE Dep Recon	2	\$400.00
2	07/02/2016	BCE Exp Acct	3	\$1,300.00
3	07/07/2016	BCE Dep Recon	2	\$300.00
4	07/10/2016	BCE Dep Recon	1	\$100.00
				\$2,100.00

Selection Criteria:
Client: Big City Electric

Issued Date: The date the checks were issued.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Count: The number of checks issued.

Check Amount: The total amount of the checks issued on the specified date.

Transaction Reports – Paid Checks

The Paid Checks report filter screen allows the user to create a report of paid checks using dynamic selection criteria. Select items by Issued Date, Paid Date, Input Date or Issued Payee.

Selection Screen:

Results Screen:

RESULTS REPORT

123456789101112131415161718192021222324252627282930313233343536373839404142434445464748495051525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899100

123456789101112131415161718192021222324252627282930313233343536373839404142434445464748495051525354555657585960616263646566676869707172737475767778798081828384858687888990919293949596979899100

Back to Filter

Paid Checks (\$72)							
	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Paid Date	Input Date
1	BCE Payroll	8903	\$2,019.87	Daniel Davis	04/14/2016	04/14/2016	04/15/2016 (M)
2	BCE Payroll	88736	\$5,000.00	Microsoft	10/12/2015	03/20/2016	10/12/2015
3	BCE Payroll	89112	\$485.00	Lily Harris	12/07/2015	03/14/2016	12/13/2015
4	BCE Payroll	89210	\$175.00	Michael Williams	12/21/2015	03/23/2016	12/21/2015
5	BCE Payroll	89376	\$10.89	Harper Moore	01/11/2016	04/19/2016	01/11/2016
6	BCE Payroll	89421	\$400.00	Microsoft	01/18/2016	03/01/2016	01/18/2016
7	BCE Payroll	89488	\$400.00	Daniel White	01/27/2016	02/22/2016	01/27/2016
8	BCE Payroll	89499	\$50.00	Piper White	02/01/2016	02/25/2016	02/01/2016
9	BCE Payroll	89500	\$37.00	Costco Wholesale	02/01/2016	04/24/2016	02/01/2016
10	BCE Payroll	89509	\$12,500.00	Berkshire Hathaway	02/01/2016	03/08/2016	02/01/2016
11	BCE Payroll	89521	\$45,379.91	Fred Jones	02/01/2016	02/22/2016	02/01/2016

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check.

Transaction Reports – Paid Checks (Continued)

Issued Date: This is the date the check was issued.

Paid Date: The paid date for this check.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid

Transaction Reports – ACH Transactions

The ACH Transactions report filter screen allows the user to create a report of ACH transactions for a specific date range. If no date range is defined, all ACH transactions currently stored within the system are displayed. Report may be filtered by Paid Date, SEC Code or Company ID.

Selection Screen:

Results Screen:

	Account ID	ACH Company ID	ACH SEC	DR/CR	Transaction Amount	Transaction Description	Paid Date
1	BCE Dep Recon	1411877307	CCD	DR	\$69.72	AMERICAN EXPRESS/SETTLEMENT	04/17/2016
2	BCE Exp Acct	2371260731	CCD	DR	\$2,432,444.81	ADP PAYROLL FEES/ADP - FEES	02/22/2016
3	BCE Exp Acct	1370688533	CCD	CR	\$1,127.34	AMERICAN EXPRESS/SETTLEMENT	02/23/2016
4	BCE Exp Acct	1371260731	CCD	CR	\$25,149.86	USPS PARCEL FRTHPAYMENTS	02/23/2016
5	BCE Exp Acct	1371260731	CCD	CR	\$1,209.39	USPS PARCEL FRTHPAYMENTS	02/23/2016
6	BCE Exp Acct	1371260731	CCD	CR	\$1,503.18	AMERICAN EXPRESS/SETTLEMENT	02/23/2016
7	BCE Exp Acct	1371260731	CCD	CR	\$3,929.52	AMERICAN LIFE INSURANCE	02/23/2016
8	BCE Exp Acct	2371260731	CCD	DR	\$5,906.71	AMERICAN EXPRESS/SETTLEMENT	02/24/2016
9	BCE Exp Acct	9899990091	CCD	CR	\$288.40	ADP PAYROLL FEES/ADP - FEES	02/25/2016
10	BCE Exp Acct	1371244250	PPD	CR	\$1,357.58	AFLAC INSURANCE	02/25/2016
11	BCE Exp Acct	2370701328	CCD	CR	\$277,818.95	IRSAUSATXPMT	02/25/2016

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

ACH Company ID: The originating ACH company's identification number.

ACH SEC: The ACH standard entry class.

DR/CR: Indicates if the transaction is a debit or credit.

Transaction Amount: The amount of the ACH transaction that has been presented for payment.

Transaction Description: The description of the ACH transaction.

Paid Date: The paid date for this transaction.

Transaction Reports – Stops and Voids

The Stops and Voids report filter screen allows the user to create a report of checks that have been stopped or voided. Select items by Issued Date, Void Date, Stop Placed Date, Item Stopped Date or Issued Payee.

Selection Screen:

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Issued Date: The Issued Date checkbox is used to search for transactions based upon the issued date of checks. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Void Date: The Void Date checkbox is used to search for transactions based upon the date the item was voided. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Stop Placed Date: The Stop Placed Date checkbox is used to search for transactions based upon the date a stop payment was applied to this item by the bank. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Transaction Reports – Stops and Voids Listing Selection (Continued)

Item Stopped Date: The Item Stopped Date checkbox is used to search for transactions based upon the date the item was stopped. The item stopped date is only set on checks that are presented for payment after being set up with a stop payment. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Requested Stop Pay: The requested stop pay checkbox is used to indicate if items that have been requested as stop payment through the Exact/TMS™ system should be listed.

Requested and Placed: The Requested and Placed checkbox is used to indicate if items with a stop payment that has been paid applied by the bank should be listed.

Item Stopped: The item stopped checkbox is used to indicate if items that have been stopped because of a stop payment should be listed.

Void: The void checkbox is used to indicate if checks that have been voided should be listed.

Results Screen:

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Back to Filter" to return to the report selection screen.

Account ID		Check Number	Check Amount	Issued Payee	Issued Date	Input Date	Req. Stop Pay	Req. and Placed	Item Stopped	Void Date
1	BCE Payroll	86805	\$61,000.00	Apple Computer	12/17/2014	12/17/2014	04/28/2015			
2	BCE Payroll	86945	\$3,597.83	Apple Computer	01/14/2015	01/14/2015	03/08/2015			
3	BCE Payroll	90114	\$430.00	Alexa Davis	04/11/2016	04/11/2016		04/17/2016		
4	BCE Payroll	12350	\$970.85	Ted Boseman	02/19/2016	05/14/2016				05/20/2016
5	BCE Payroll	12360	\$970.85	Ted Boseman	05/19/2016	05/15/2016				05/21/2016
			\$66,969.33							

Selection Criteria:
 Client: Big City Electric
 Account ID: BCE Payroll
 Requested Stop Pay Checked: True
 Requested and Placed Stop Pay Checked: True
 Item Stopped Pay Checked: True
 Void Checked: True

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check.

Issued Date: This is the date the check was issued.

Requested Stop Pay: If the request originated from a source other than this system, this column is blank. Otherwise, this represents the date the request was submitted.

Requested and Placed: The date the stop payment was applied (setup).

Item Stopped: The date the item was stopped.

Void: The date the check was voided. Note: If an (A) is listed after the void date, the item was automatically voided.

	09/28/2012	Issued
	09/23/2011	Void (A)
	09/23/2011	Void (A)

Transaction Reports – Exception Items

The Exception Items report filter screen allows the user to generate a report of items that were flagged as exception items. Optionally select items that meet specific criteria. Criteria can include: Exception Date, Exception Type (ACH, Check or Both), pay/return decision or return reason.

Selection Screen:

Results Screen:

Account ID	Check Number	Transaction Amount	Issued Payee	Paid Date	Input Date	Exception	Decision	Reason	Decided By
1	BCE Exp Acct	808468	\$70.84	05/19/2016	05/14/2016 (M)	PAID NOT ISSUED			verkamp
2	BCE Exp Acct	848195	\$622.75	05/19/2016	05/14/2016 (M)	VOIDED ITEM			verkamp
3	BCE Exp Acct	71102568	\$15.50	05/19/2016	05/14/2016 (M)	PAID NOT ISSUED			verkamp
4	BCE Ops Acct	4935	\$191.64	05/19/2016	05/14/2016 (M)	PAID NOT ISSUED			verkamp
5	BCE Ops Acct	1503653	\$20.91	05/19/2016	02/17/2015	STALE DATED ITEM			verkamp
6	BCE Ops Acct	1509851	\$24.85	05/19/2016	02/17/2015	STALE DATED ITEM			verkamp
7	BCE Ops Acct	17328474	\$622.98	05/19/2016	05/14/2016 (M)	PAID NOT ISSUED			verkamp
8	BCE Payee	2456	\$277.13	05/19/2016	05/14/2016	PWEE NAME MISMATCH			verkamp
9	BCE Payee	2457	\$114.54	05/19/2016	05/14/2016	PWEE NAME MISMATCH			shansen
10	BCE Payee	2465	\$330.15	05/19/2016	05/14/2016 (M)	PWEE NAME MISMATCH			shansen
11	BCE Payee	2474	\$1,335.01	05/19/2016	05/14/2016 (M)	AMOUNT MISMATCHPWEE NAME MISMATCH			verkamp
12	BCE Payroll	0	\$1,000.54	05/19/2016	05/14/2016 (M)	UNAUTHORIZED ACH TRANSACTION (CTXDR/161616161) - Quarterly Payment			verkamp
13	BCE Payroll	0	\$523,940.54	05/19/2016	05/14/2016 (M)	UNAUTHORIZED ACH TRANSACTION (WEBDR/1212121212) - eBay Bob Payment			verkamp
			\$526,536.58						

Selection Criteria:
Client: Big City Electric
Exception Date: 05/19/2016
Both Check & ACH Exceptions Only

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Transaction Amount: The amount of the transaction that has been presented for payment.

Transaction Reports – Exception Items (Continued)

Issued Payee: The issued payee name for this check.

Paid Date: The paid date for this check.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Exception: The type of exception for this item.

Decision: The decision for this exception item.

Return Reason: If the item was returned, the reason will be displayed here.

Decided By: The user who performed the decision

Transaction Reports – Correction Report

The correction report lists the items that have been corrected by the financial institution. These are items that have posted incorrectly (usually due to encoding errors: check number blank, zero or incorrect and amount mismatches).

Selection Screen:

Results Screen:

Client	Account ID	Check Number	Amount	Issued Date	Paid Date	Exception	Reason	Notes
Centrix Insurance Agency	HC00005555	Posted Check #: 29276	\$5.00	05/19/2016	05/19/2016	PMD NOT ISSUED	Duplicate	Correct
		Corrected Check #: 9276	\$5.00	08/08/2016	05/19/2016			

Client: The client's name.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number: The check number of the incorrect & corrected items.

Amount: The amount of the check that has been presented for payment and the amount of the corrected item.

Issued Date: This is the date the check was issued.

Paid Date: The paid date for this check.

Exception: The type of exception for this item.

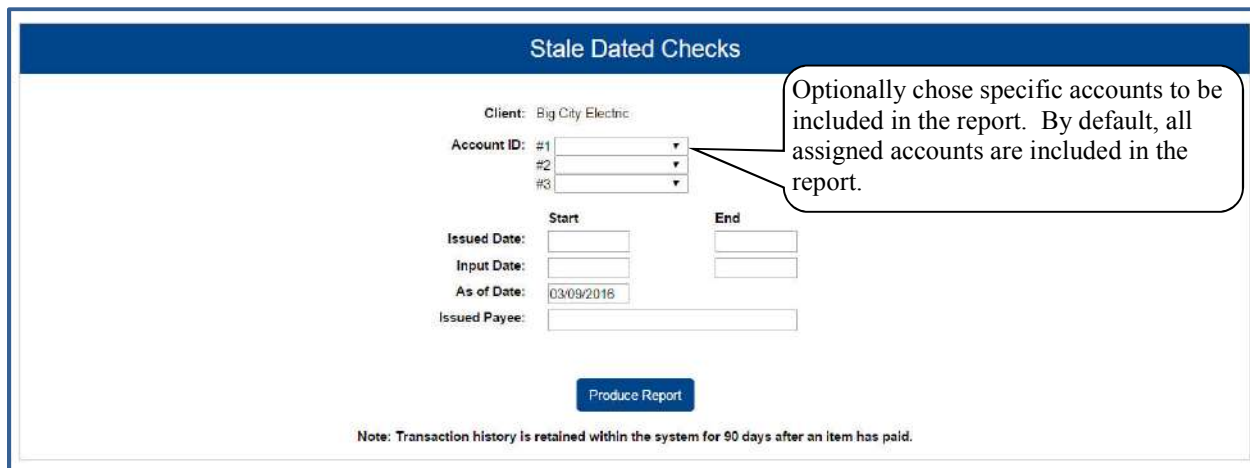
Reason: The reason this item was corrected.

Notes: Any notes associated with the correction.

Transaction Reports – Stale Dated Checks

The Stale Dated Checks report filter screen allows the user to create a report of stale dated checks using dynamic selection criteria. A check is considered stale dated based upon the “Stale Dated Check Days” defined in the Institution specifications. Select items by Issued Date, Input Date, As of Date or Issued Payee.

Selection Screen:



Results Screen:



Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Input Date
1 SCE Dep Recon	12345	\$80.00	Amaco	10/09/2015	05/15/2016
2 SCE Dep Recon	12346	\$120.00	Oil Plus	10/09/2015	05/15/2016
3 SCE Dep Recon	12347	\$60.50	Rolling Fire	10/09/2015	05/15/2016
4 SCE Dep Recon	12349	\$80.70	Patrick Fitzgerald	10/09/2015	05/15/2016
		\$341.20			

Selection Criteria:
Client: Big City Electric
Account ID: SCE Dep Recon
As of Date: 03/09/2016

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check.

Transaction Reports – Stale Dated Checks (Continued)

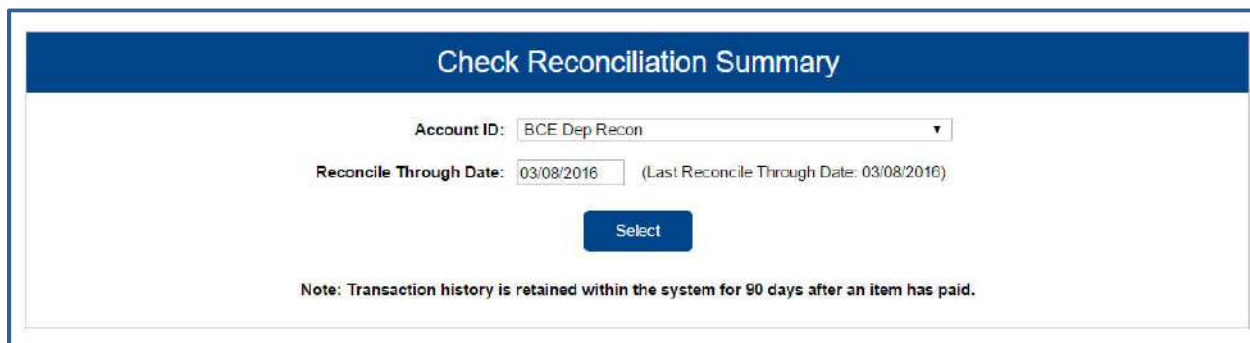
Issued Date: This is the date the check was issued.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

As of Date: To create a report of stale dated checks “as of” a specific date in the past, enter a date in this field.

Transaction Reports – Check Reconciliation Summary

The Check Reconciliation Summary report is used to assist in balancing online account balances with a customer statement. The report displays an activity summary of newly issued checks, paid checks, and stopped/voided checks. The report also provides a total of outstanding checks as of the reconciliation date.



Check Reconciliation Summary

Account ID: BCE Dep Recon

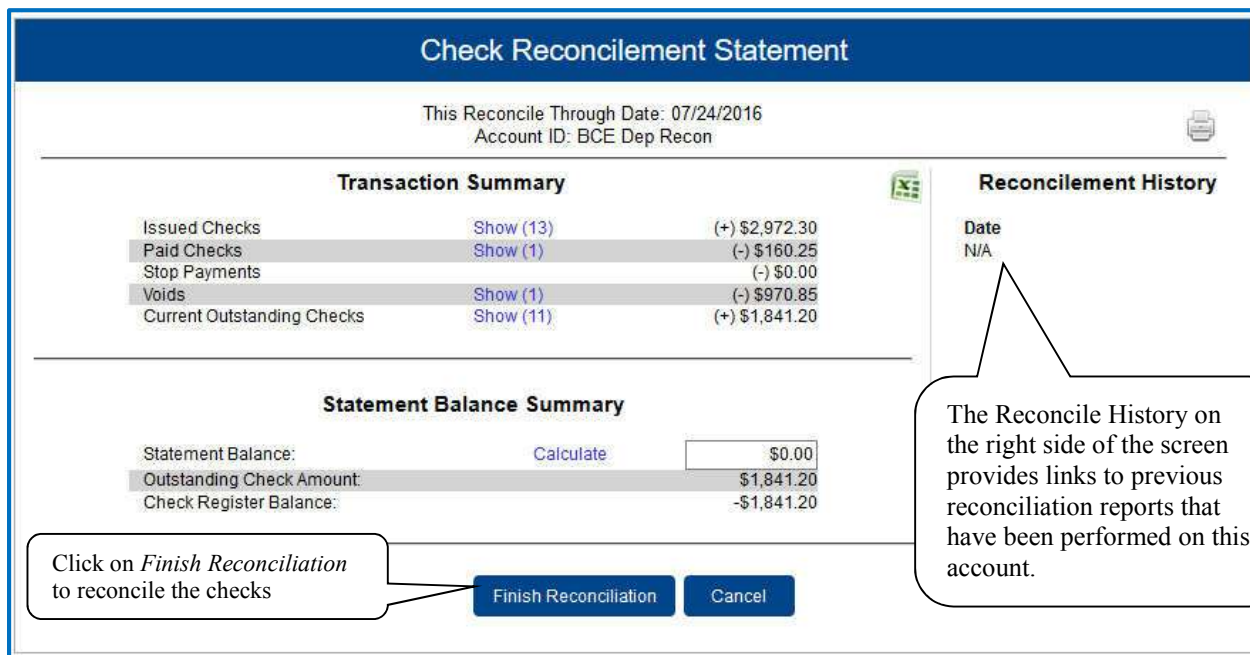
Reconcile Through Date: 03/08/2016 (Last Reconcile Through Date: 03/08/2016)

[Select](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Reconcile Through Date: The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity in the system up through the Reconcile Through Date is included.



Check Reconciliation Statement

This Reconcile Through Date: 07/24/2016
Account ID: BCE Dep Recon

Transaction Summary		
Issued Checks	Show (13)	(+) \$2,972.30
Paid Checks	Show (1)	(-) \$160.25
Stop Payments		(-) \$0.00
Voids	Show (1)	(-) \$970.85
Current Outstanding Checks	Show (11)	(+) \$1,841.20

Statement Balance Summary		
Statement Balance:	Calculate	\$0.00
Outstanding Check Amount:		\$1,841.20
Check Register Balance:		-\$1,841.20

Click on *Finish Reconciliation* to reconcile the checks

[Finish Reconciliation](#)
[Cancel](#)

Reconciliation History

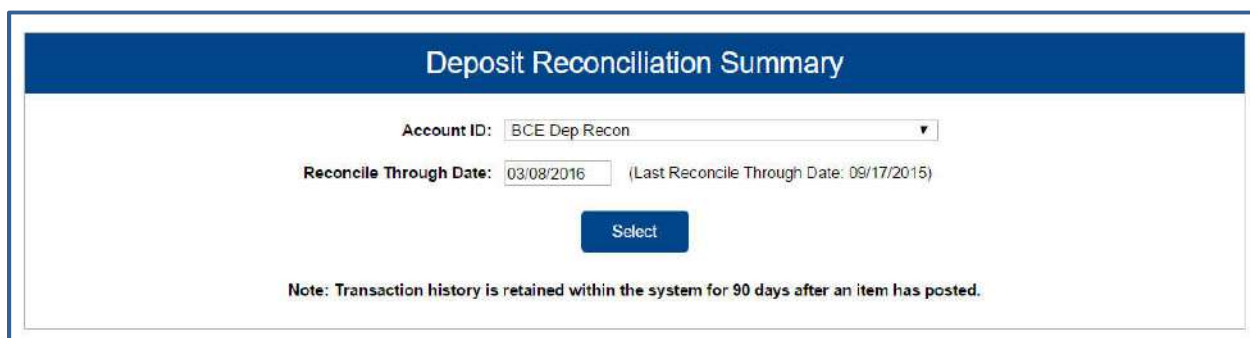
Date
N/A

The Reconcile History on the right side of the screen provides links to previous reconciliation reports that have been performed on this account.

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link.

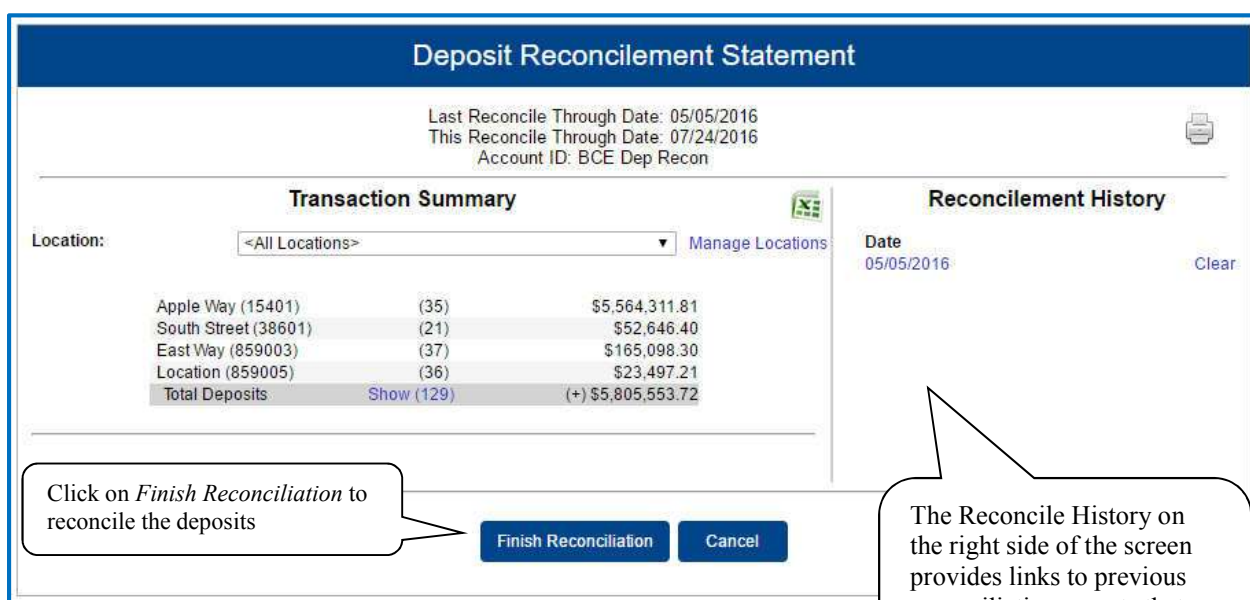
Transaction Reports – Deposit Reconciliation Summary

The Deposit Reconciliation Summary report is used by clients to verify deposits made to an account. This report allows the client to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately.



Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Reconcile Through Date: The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled; all activity in the system up through the Reconcile Through Date is included.



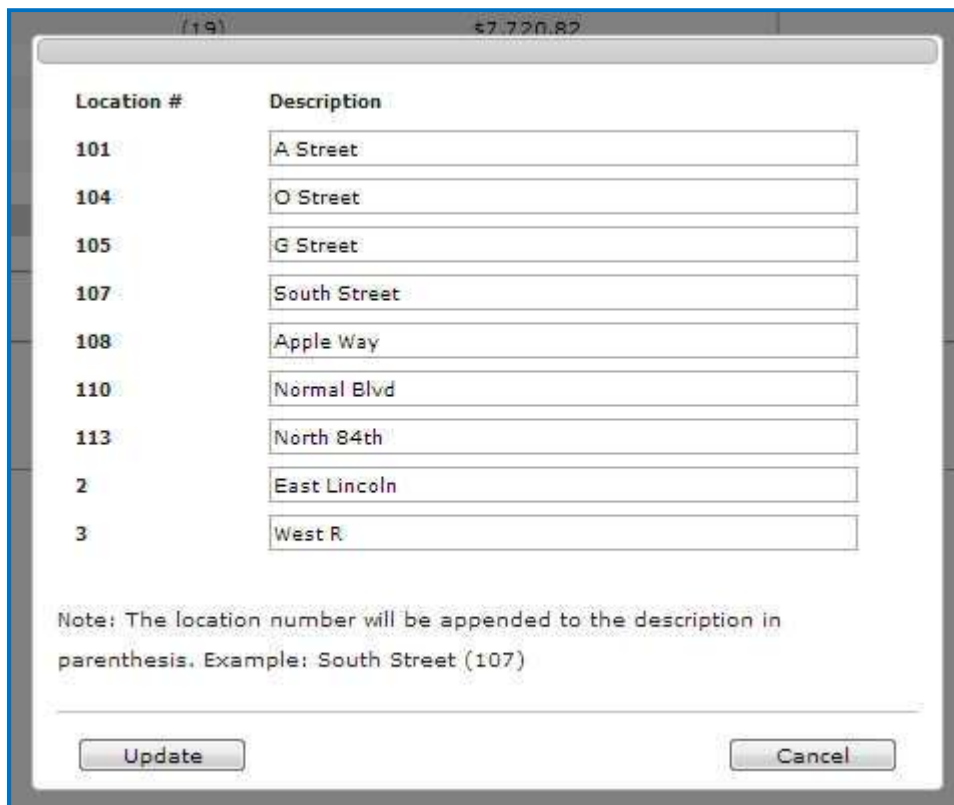
Transaction Summary		
Apple Way (15401)	(35)	\$5,564,311.81
South Street (38601)	(21)	\$52,646.40
East Way (859003)	(37)	\$165,098.30
Location (859005)	(36)	\$23,497.21
Total Deposits	Show (129)	(+) \$5,805,553.72

Location: A list of locations will be displayed if location information is available. Values are populated based upon the serial number value from the clients deposit slip.

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link

Transaction Reports – Deposit Reconciliation Summary (Continued)

Manage Locations: If the corporate client is depositing by location, the "Manage Locations" option will be displayed. When selected, a list of the locations will be displayed with an option to define a description for the location.



Location #	Description
101	A Street
104	O Street
105	G Street
107	South Street
108	Apple Way
110	Normal Blvd
113	North 84th
2	East Lincoln
3	West R

Note: The location number will be appended to the description in parenthesis. Example: South Street (107)

Update Cancel

Location Number: The location the deposit is associated with.

Description: The description of the location. **Note:** The location number will be appended to the description in parenthesis. Example: South Street (107).

Transaction Reports – Account Reconciliation Summary

The Account Reconciliation Summary is used to assist in balancing online account balances with a customer statement. The report displays an activity summary with newly issued checks, paid checks, stopped checks, voided checks, ACH debits and credits, miscellaneous debits and credits, deposits, service charges, paid interest and taxes/withholding. The report also provides a total of outstanding checks and the check register balance as of reconciliation date.



Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Reconcile Through Date: The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity up until the Reconcile Through Date will be included.

Transaction Reports – Account Reconciliation Summary (Continued)

Account Reconciliation Statement

This Reconcile Through Date: 07/24/2016
 Account ID: BCE Dep Recon

Transaction Summary

Issued Checks	Show (13)	(+) \$2,972.30
Paid Checks	Show (1)	(-) \$160.25
Stop Payments		(-) \$0.00
Voids	Show (1)	(-) \$970.85
ACH Debits	Show (1)	(-) \$69.72
ACH Credits		(+) \$0.00
Miscellaneous Debits	Show (151)	(-) \$36,908,572.15
Miscellaneous Credits	Show (28)	(+) \$218,609.75
Deposits	Show (129)	(+) \$5,805,553.72
Service Charges Paid	Show (44)	(-) \$41,703.99
Interest Paid		(+) \$0.00
Taxes/Withholding		(-) \$0.00
Current Outstanding Checks		\$1,841.20

Reconciliation History

Date
N/A

Statement Balance Summary

Statement Balance:	Calculate	\$0.00
Outstanding Check Amount:		\$1,841.20
Check Register Balance:		-\$1,841.20

Click *Finish Reconciliation* to reconcile the account.

Finish Reconciliation

Cancel

Reconciliation History on the right side of the screen provides links to previous reconciliation reports for this account.

Transaction Reports – Account Reconciliation Summary (Continued)

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link.

****Note** – Items that have already been reconciled via the Check Reconciliation or Deposit Reconciliation screens will not be included in the Account Reconciliation statement.

Click *Export to Excel* to export a copy of the report to excel.

SYSTEM: 10/06/16 3:52 PM

CENTRIX BANK
ACCOUNT RECONCILIATION REPORT

CLIENT: Big City Electric

ACCOUNT ID: TES'T

[Export to Excel](#)

copy of the report to excel.

CHECK #	PAID DATE	AMOUNT	PAYEE/TRAN DESCRIPTION	REFERENCE	NOTES
--- Paid Items ---					
1	0	05/12/2016	57.55	Jane Doe	45854224
2	0	05/12/2016	100.00	Jon Doe	45854224
3	1234	05/12/2016	100.00		45854224
4	1235	05/12/2016	110.00		45854224
5	1236	05/12/2016	120.00		45854224
6	1237	05/12/2016	130.00		45854224
7	105262	04/20/2016	2,205.00		45854224

After clicking on a link in the Reconciliation History, an Account Reconciliation Report will be displayed with all items that were reconciled on the report.

Transaction Reports – ACH Returns/NOC Report



The ACH Returns/NOC Report will display for client users that have an ACH originated company ID or ID's listed within the ACH Report Type Setup screen under the tab Company ID Setup will be able to view their returns and NOC's within the ACH Returns/NOC Report. This way corporate clients can view the individual NOC and return transaction information for all ACH originated company ID or ID's. This screen is only available to financial institutions that have licensed the Exact/ARS™ ACH reporting system.

ACH Returns/NOC Report			
Company ID:	<input type="text" value="Company IDs"/>		
From:	<input type="text" value="05/05/2016"/>	To:	<input type="text" value="05/05/2016"/>
<input type="button" value="Submit"/>			

Company ID: The company ID(s) available for the selected company.

From Date: The From Date field will default to today's date, but you can optionally search for items in the past.

Through Date: The To date field will default to today's date, but you can optionally search for items in the past.

ACH Returns/NOC Report													
Type to filter...										 		<input type="button" value="Go Back"/>	
	Return Date	Effective Entry Date	Return Code	Company ID	Company Name	Company Entry Description	Receiving Name	Receiving DFI ID	Receiving Account Number	Tran Code	Amount	Trace Number	SEC Code
1	4/4/2016	4/3/2016	Incorrect DFI Account Number (C01)	52774690	CHRISTIANSEN INC	COR TEST	Tierra Renner	33333333	183458225	Savings Debit Return/NOC (36)	\$0.00	333333330148316	COR
2	4/4/2016	4/3/2016	Invalid Account Number (R04)	52774690	CHRISTIANSEN INC	RET TEST	Tierra Renner	33333333	183458225	Savings Debit Return/NOC (36)	\$674.00	333333330591693	PPD
3	4/4/2016	4/3/2016	Incorrect Foreign Receiving DFI Id (C06)	52774690	CHRISTIANSEN INC	COR TEST	Arlo O'Hara	33333333	22249000	Savings Credit Return/NOC (31)	\$0.00	333333330571641	COR
4	4/4/2016	4/3/2016	Insufficient Funds (R01)	52774690	CHRISTIANSEN INC	RET TEST	Arlo O'Hara	33333333	22249000	Demand Debit Return/NOC (26)	\$734.00	333333330486517	PPD
5	4/4/2016	4/3/2016	Incorrect DFI Account Number (C01)	52774690	CHRISTIANSEN INC	COR TEST	Pattie Zulauf	33333333	23471047	Demand Debit Return/NOC (26)	\$0.00	333333330475766	COR
6	4/4/2016	4/3/2016	Invalid Account Number (R04)	52774690	CHRISTIANSEN INC	RET TEST	Pattie Zulauf	33333333	23471047	Savings Credit Return/NOC (31)	\$471.00	333333330830665	PPD
7	4/4/2016	4/3/2016	(C10)	52774690	CHRISTIANSEN INC	COR TEST	Carlos Satterfield	33333333	27256011	Savings Debit Return/NOC (36)	\$0.00	333333330709918	COR
8	4/4/2016	4/3/2016	Uncollected Funds (R09)	52774690	CHRISTIANSEN INC	RET TEST	Carlos Satterfield	33333333	27256011	Demand Credit Return/NOC (21)	\$240.00	333333330947517	PPD
9	4/4/2016	4/3/2016	Incorrect DFI Account Number (C01)	52774690	CHRISTIANSEN INC	COR TEST	Olga Barrows	33333333	41211222	Demand Credit Return/NOC (21)	\$0.00	333333330264246	COR
10	4/4/2016	4/3/2016	Returned per ODFIs Request (R06)	52774690	CHRISTIANSEN INC	RET TEST	Olga Barrows	33333333	41211222	Savings Credit Return/NOC (31)	\$989.00	333333330398722	PPD

Return Date: The date the transaction was returned.

Effective Entry Date: The date specified by the originator on which it intends a batch of entries to be settled.

Transaction Reports – ACH Returns/NOC Report (Continued)

Return Code: This field contains a standard code used by an ACH Operator or RDFI to describe the reason for returning an entry.

Company ID: The Company ID of the originator as assigned by the ODFI.

Company Name: This field identifies the name of the originator.

Company Entry Description: This field identifies a value set by the originator to provide a description of the purpose of the entry.

Receiving Name: This field identifies the individual or company name of the receiver.

Receiving DFI ID: This field identifies the routing number of the RDFI.

Receiving Account Number: This field identifies the account number of the receiver.

Tran Code: This field identifies the type debit or credit entry.

Amount: The amount of the transaction.

Individual ID Number: This field identifies the accounting number by which the receiver is known to the originator.

Trace Number: The trace number uniquely identifies each Entry Detail Record within a batch in an ach input file.

SEC Code: This field contains a three character code used to identify various types of entries.

Transaction Reports – Payee Match Report

The Payee Match Report filter screen generates an on-line report using dynamic selection criteria. Select items by Issued Date, Paid Date, Check Number or Issued Payee Name. This report is only available if the Exact/TMS™ Payee Match module has been licensed.

Selection Screen:

Results Screen:

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Back to Filter" to return to the report selection screen.

Payee Match Report (5)									
	Account ID	Account Number	Check Number	Check Amount	Issued Payee	Issued Date	Paid Date	Payee Match Check Payee	Confidence Level
1	AA00006666	666666666	View Image 64308	\$103.24	Kimberly Davis	03/16/2016	03/16/2016		0
2	AA00006666	666666666	View Image 317233	\$131.98	American Express	03/16/2016	03/16/2016		0
3	AA00006666	666666666	View Image 317233	\$60.00	Johnson & Johnson	03/16/2016	03/16/2016		0
4	AA00006666	666666666	View Image 317233	\$1,155.38	Michael Wilson	03/16/2016	03/16/2016		0
5	AA00006666	666666666	View Image 317233	\$719.37	United Parcel Service	03/16/2016	03/16/2016		0
				\$2,169.97					

Selection Criteria:
Client: Bobs Car Wash
Paid Date: 03/16/2016 - 03/16/2016

[Back to Filter](#)

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Transaction Reports – Payee Match Report (Continued)

Issued Payee: The issued payee name for this check.

Issued Date: The date the check was issued.

Paid Date: The posting date of the check.

Payee Match Check Payee: The name that was read from the check image for this check.

Confidence Level: The level of confidence that the payee match process returned for this check. The level will fall between 0 (no confidence) and 1000 (perfect score).

System Reports – ACH Authorization Report

The ACH Authorization Report displays a listing of all pre-authorized rules. **Note:** This report will only display rules for the accounts that the user has access to.

The report can be printed or exported to Excel by clicking on the buttons.



	Client	Account ID	Description	Company ID	Standard Entry Class Code	Debits or Credits	Maximum Allowable Amount	Notification Type	Date Created	Date Updated
1	Big City Electric	BCE Payroll	All Credits		ALL - All Standard Entry Class Codes	Credits Only	\$0.00	Create Exception	10/07/2013	
2	Big City Electric	BCE Payroll	ADP	1212121212	CTX - Corporate Trade Exchange	Debits Only	\$10,000.00	Create Exception	10/07/2013	
3	Big City Electric	BCE Payroll	Taxes	1313131313	ALL - All Standard Entry Class Codes	Debits Only	\$5,000.00	Create Exception	10/07/2013	10/07/2014

Client: The name of the client.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Description: This is the description of ACH rule.

Company ID: The originating company ID of the transaction from the ACH file. If the company ID field is left blank, the rule will apply to all company IDs.

Standard Entry Class Code: A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

Debits or Credits: The options are either debits, credits, or both debits and credits to define the types of transactions for this rule.

Maximum Allowable Amounts: The maximum allowed amount for this type of transaction. If the amount is left zero, the maximum amount field is not used during the authorization process.

Notification Type: The value *Create Exception* indicates that any unauthorized ACH transaction will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any unauthorized transaction.

Date Created: The date the rule was created.

Date Updated: The last date the rule was updated.

System Reports – Transaction Filter/Block Report

The Transaction Filter/Block Report displays a listing of all filters/block rules. **Note:** This report will only display rules for the accounts that the user has access to.

The report can be printed or exported to Excel by clicking on the buttons.



	Client	Account ID	Company ID	Standard Entry Class Code	From Tran Code	Thru Tran Code	Debits or Credits	Minimum Filter Amount	Notification Type	Date Created	Date Updated
1	Big City Electric	BCE Dep Recon		TEL - Telephone-Initiated Entry			Debits Only	\$0.00	Create Exception	10/01/2014	
2	Big City Electric	BCE Ops Acct		ALL - All Standard Entry Class Codes			Debits Only	\$1,000.00	Email / Text Notification Only	10/01/2014	
3	Big City Electric	BCE Ops Acct			51	51	Debits Only	\$5,000.00	Create Exception	10/01/2014	
4	Big City Electric	BCE Ops Acct		WEB - Internet-Initiated Entry			Debits Only	\$0.00	Create Exception	10/01/2014	

Client: The name of the client.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Company ID: The originating company ID of the transaction from the ACH file. If the field is left blank, the filter will not be used.

Standard Entry Class: The ACH standard entry class (SEC) code(s) pertaining used for this rule. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

From Tran Code: The starting transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Thru Tran Code: The ending transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Debits or Credits: Displays whether the filter pertains to debits only, credits only, or both debits and credits.

Minimum Filter Amount: The minimum transaction amount for this filter. Transactions must have an amount greater than or equal to this amount for this filter to apply. Any transaction that exceeds the minimum filter amount will activate the “notification type” defined for the rule. If the minimum filter amount is blank or zero, the transaction amount will not be used.

Notification Type: The value *Create Exception* indicates that any transaction matching the filter criteria will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any transaction matching the criteria in this filter.

Date Created: The date the filter criteria was created

Date Updated: The date the filter criteria was last modified.

System Reports – Issued Check File Processing Log

The Issued Check File Processing Log displays a list of all issued check files that have been electronically submitted via the Exact/TMS™ web interface. Select items by Upload Date, Item Count or Dollar Amount. If a submitted file had errors, the user can drill down to view the errors by clicking in the “Results” column.

Selection Screen:

The report can be printed or exported to Excel by clicking on the buttons. Additionally, the upload date criteria can be changed without going back to the selection screen.

Click on "Back to Filter" to return to the report selection screen.

Results Screen:

Client Name	Account ID	File Type	Results	Items	Amount	Upload Date	User	File Name
1 Big City Electric	BCE Exp Acct	HAMP 237922	Processed	91	\$35,041.27	5/17/16 9:09 AM	System	20140820090940_9989_028_pospay_20140819_1100237922_01.txt
2 Big City Electric	BCE Payroll	_BCE Standard	Processed	6	\$1,472.30	5/20/16 10:30 AM	jdoe	20141029103034___BigCityElectricDemo.csv
3 Big City Electric	BCE Ops Acct	BCE Require Totals	Rejected	11	\$12.00	5/20/16 10:36 AM	jdoe	20141029103649___BigCityElectricDemo.csv
4 Big City Electric	BCE Payroll	_BCE Standard	Processed	6	\$1,472.30	5/21/16 2:12 PM	jdoe	20150520021252___BigCityElectricDemo.csv
				114	37,985.87			

Processing Output Totals		
File Status	Item Total	Amount Total
Processed:	103	37,985.87
Exception:	0	0.00
Rejected:	11	12.00

Client: The client’s name.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

File Type: The file processing type associated with this upload.

System Report – Issued Check File Processing Log (Continued)

Results: the results column from the Issued Check File Processing Log will display one of the following processing statuses:

Unprocessed: The file has been uploaded, but has not yet been processed.

Processed: The file was processed successfully.

Processed with Exceptions: The file was processed successfully, but duplicate checks were not loaded.

Rejected: The file was rejected due to one of the following reasons:

- A mismatch between the number of items/amount entered on the screen and the number of items/amount contained in the file
- The file format did not match the format selected

To view additional details regarding the file, click on the results column. For example, to view the exceptions on a file that has a result of Processed with Exceptions, click on the 'Processed with Exceptions' link.

Items: The number of items in the file.

Amount: The total amount in the file.

Upload Date: The date the file was uploaded.

User: The user that uploaded the issued check file.

File Name: The name of the issued check file uploaded into the system. **Note:** The system appends the date/time to the beginning of the file name.

Security/Account Administration – Transaction Filter / Block Setup

The Transaction Filter / Block Setup screen is used to define the transaction monitoring rules for an account. Transactions can be filtered based on the ACH standard entry class, company ID, transaction code, transaction type (debits and/or credits), and amount threshold. All transactions that meet the filter criteria are processed according to the Notification Type defined for the rule.

Transaction Filter / Block Setup for Client: Big City Electric									
	Account ID	Company ID	Standard Entry Class Code	From Tran Code	Thru Tran Code	Debits or Credits	Minimum Filter Amount	Notification Type	
1	BCE Dep Recon		TEL - Telephone-Initiated Entry			Debits Only	0.00	Create Exception	Edit
2	BCE Ops Acct			51	51	Debits Only	5000.00	Create Exception	Edit
3	BCE Ops Acct		ALL - All Standard Entry Class Codes			Debits Only	1000.00	Email / Text Notification Only	Edit
4	BCE Ops Acct		WEB - Internet-Initiated Entry			Debits Only	0.00	Create Exception	Edit
	BCE Dep Recon					Both DR and CR		Create Exception	Add

Client/Account ID: Select the Client/Account ID corresponding to the account for which the filter is to be used. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.
Note: The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Company ID: The originating company ID of the transaction from the ACH file. If the field is left blank, this filter will not be used.

Standard Entry Class Code: A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes. If the field is left blank, the filter/block will use the From and Thru Tran Codes.

From Tran Code: Enter the starting transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Thru Tran Code: Enter the ending transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Debits or Credits: Select either debits, credits, or both debits and credits to define the types of transactions for this rule.

Minimum Filter Amount: Enter the minimum transaction amount for this filter. Transactions must have an amount greater than or equal to this amount for this filter to apply. Any transaction that exceeds the minimum filter amount will activate the “notification type” defined for the rule. If the minimum filter amount is left blank, the transaction amount filter will not be used.

Notification Type: Select Create Exception or Email Notification Only. The value *Create Exception* indicates that any transaction matching the filter criteria will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any transaction matching the criteria in this filter.

Security/Account Administration – ACH Authorization Rules Setup

The ACH Authorization Rules Setup screen is used to define all of the pre-authorized ACH transaction rules for an account. An ACH authorization rule can include the originating company, standard entry class, transaction type (debits and/or credits), and maximum authorized dollar amount. If an unauthorized ACH item posts to an account, the rules determine whether the item requires a pay/return decision or if the client should simply be alerted via email that unauthorized activity has occurred.

ACH Authorization Rules Setup for Client: Big City Electric						
Notification Type for Unauthorized ACH Transactions: <input type="text" value="Create Exception"/> Edit						
	Account ID	Description	Company ID	Standard Entry Class Code	Debits or Credits	Maximum Allowable Amount
1	BCE Payroll	All Credits		ALL - All Standard Entry Class Codes	Credits Only	
2	BCE Payroll	ADP	1212121212	CTX - Corporate Trade Exchange	Debits Only	10000.00
3	BCE Payroll	Taxes	1313131313	ALL - All Standard Entry Class Codes	Debits Only	5000.00
	BCE Dep Recon			ALL - All Standard Entry Class Codes	<Select>	

Notification Type for Unauthorized ACH Transactions: Select Create Exception or Email Notification Only. The value *Create Exception* indicates that any unauthorized ACH transaction will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any unauthorized transaction.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Description: This is the client defined description of ACH rule.

Company ID: The originating company ID of the transaction from the ACH file. If the company ID field is left blank, the rule will apply to all company IDs.

Standard Entry Class Code: A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

Debits or Credits: Select either debits, credits, or both debits and credits to define the types of transactions for this rule.

Maximum Allowable Amount: The maximum allowed amount for this type of transaction. If the amount is left zero, the maximum amount field is not used during the authorization process.