



Creating a Positive Pay File

The Positive Pay screen creates an electronic positive pay file that supports the check reconciliation process. A positive pay file consists of a list of checks that your organization has written during the defined period. The file is transmitted to your banking institution, who then use the list to verify that checks are valid for cashing. The bank compares the check number and dollar amount against the cashed check. If the values match those on your positive pay file, the check is cleared. If the values do not match, the bank alerts you to the error and does not clear the check.

Financials > Accounts Payable > Cash Disbursements > Check Reconciliation

- ▾ Munis
 - ▾ Financials
 - ▷ General Ledger Menu
 - ▷ Purchasing
 - ▾ Accounts Payable
 - ▷ Invoice Processing
 - ▾ Cash Disbursements
 - Select Items to Be Paid
 - Print Checks
 - Void Checks
 - Cash Disbursements Journal
 - Check Reconciliation**

Creating a Positive Pay File

Open the Munis Check Reconciliation program.

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Clear Options

Batch number: 0

Clear date: 11/11/2016

Cash Account: 10 101000 CASH IN BA

Clear by: Check range Bank table

Check numbers: 0 to 999999999

Bank table: [Empty field]

Input format: [Dropdown menu]

Bank account: [Empty field]

Skip lines: 0

Override bank cleared date

Cleared checks

Wire transfers

Processed

	Cleared	Amount	Uncleared	Amount
Checks:	[Empty field]	[Empty field]	[Empty field]	[Empty field]

Click Positive Pay.


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Tools Menu

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The program displays the Positive Pay screen.


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Return

File Information

Cash account: 10 ... 101000 ... CASHINBANK

Select checks issued: Within date range 01/01/2016 to 10/24/2016
0 to 99999999

Output format: WF2 - WELLS FARGO - WITH PAYEE TWO

Output file name: POSITIVEPAY FILE 10-24-16

Bank number: 0

Bank account: 0040000435

Branch number: 0

Line feed after each record

Custom Header

Include cleared checks

Include printed checks

Include EFT

Include voided checks

Include voided checks outside of the entered cash account


Include wire transfers

New check set

Include DBA in file

Click Define.

Define



Process
Return

Menu



Creating a Positive Pay File

Complete the fields, as required, to define the positive pay file. Refer to the following table for specific field descriptions.

Field	Description
Execute This Report	This list allows you to use Munis Scheduler to process the report. Select Now to process the report immediately; if you select In Background (now) to process the report a single time using the event log and e-mail notification features or At a Scheduled Time to establish a specific time when the report runs, the program uses Munis Scheduler.
Cash Account	This is the cash account used for this reconciliation process. The program displays the default cash account ; you should only change this value if you are using multiple cash accounts
Select Checks Issued	<p>This option Indicates how you want the report created: by check range or by date range. You can select a specific relative time (for example, yesterday or today), or you can select Within a Specified Date Range or Within a Specified Check Range. If you choose to specify a check or date range, you must complete the applicable beginning and ending range boxes.</p> <p>The program compares your computer's current date to determine the values for the date fields. For example, if your computer shows today is 07/22/09, then today's date is completed as 07/22/09.</p> <p>If you would like to specify the range of dates for the positive pay file, select Within Date Range.</p> <p>If you would like to specify the range of check numbers for the positive pay file, use Within Check Range.</p> <ul style="list-style-type: none"> • Today • Yesterday • Week to Date • Prior Week • Month to Date • Prior Month • Within Date Range • Within Check Range
Output Format	This is the format of the ASCII file as defined by bank requirements. Select the format appropriate for your bank from the list.
Output File Name	This is an output file name that is meaningful to you and to your banking institution. WF2 – WELLS FARGO – WITH PAYEE TWO
Bank Number	This is the bank's identification number. If your bank requires a bank number in the positive pay file, enter it here.
Bank Account	This is the organization's bank account number. Enter your bank account number here.
Line Feed After Each Record	This check box, if selected, causes the report to include a line feed after

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Field	Description
	<p>each record.</p> <p>Line feed notes the end of the record, or in the case of the positive pay file, the end of the information about the specific payment (check, EFT, wire transfer, and so on). Your bank specifications should note whether the line feed ASCII character is required at the end of each record.</p>
Include Cleared Checks	<p>This check box, if selected, causes the report to include checks that have been cleared and checks that have not been cleared in the reconciliation process. It is not typical to include cleared checks in this file since the purpose of the positive pay file is to detect check alteration fraud before the check clears.</p>
Include Printed Checks	<p>This check box, if selected, causes the report to include printed checks. Typically this box is selected since printed checks are the source of most check fraud</p>
Include EFT	<p>This check box, if selected, causes the report to include electronic file transfers (EFTs). Select this check box to include electronic fund transfers (EFTs) in the positive pay file</p>
Include Voided Checks	<p>This check box, if selected, causes the report to include voided checks (checks that have been removed and are treated as if the transaction never happened). Select this check box to include voided checks in the positive pay file</p>
Include Wire Transfers	<p>This check box causes the report to include wire transfers.</p>
New Check Set	<p>This check box, if selected, causes the program to include more than one defined set of checks in the same export file.</p> <ul style="list-style-type: none"> • If you do not select this check box, you can omit specific checks from the export file by excluding those checks from the selection criteria. You can then click Define again to continue from where the exclusion process ended and to include (select) the remaining checks as intended. • If you select this check box, you cannot modify the active set created when you select Define. To create a new active set, click Define again; the new active set replaces the former selections.
Print Void Amount For Void Transactions	<p>This check box directs the program to print the amount of voided checks on the report. Clearing the check box causes the program to include a voided amount of \$0.00 for all voided checks. The Print Void Amount for Void Transactions option is only available if the Include Voided Checks option is selected.</p>

Click Accept .

If you have any payments for the period specified in the Select Checks Issued field, the program displays the number of checks selected.

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File Information

Cash account 10 101000 CASHINBANK

Select checks issued Within date range 01/01/2016 to 10/24/2016 0 to 99999999

Output format WF2 - WELLS FARGO - WITH PAYEE TWO

Output file name POSITIVEPAY FILE 10-24-16

Bank number 0

Bank account 0040000435

Branch number 0

Line feed after each record

Custom Header

Include cleared checks

Include printed checks

Include EFT

Include voided checks

Include voided checks outside of the entered cash account

Include wire transfers

New check set

Include DBA in file

Click Process. The number of records created and the location of the electronic file positive pay file.

Processed				
	Cleared	Amount	Uncleared	Amount
Checks:	20	276702.51	0	0.00

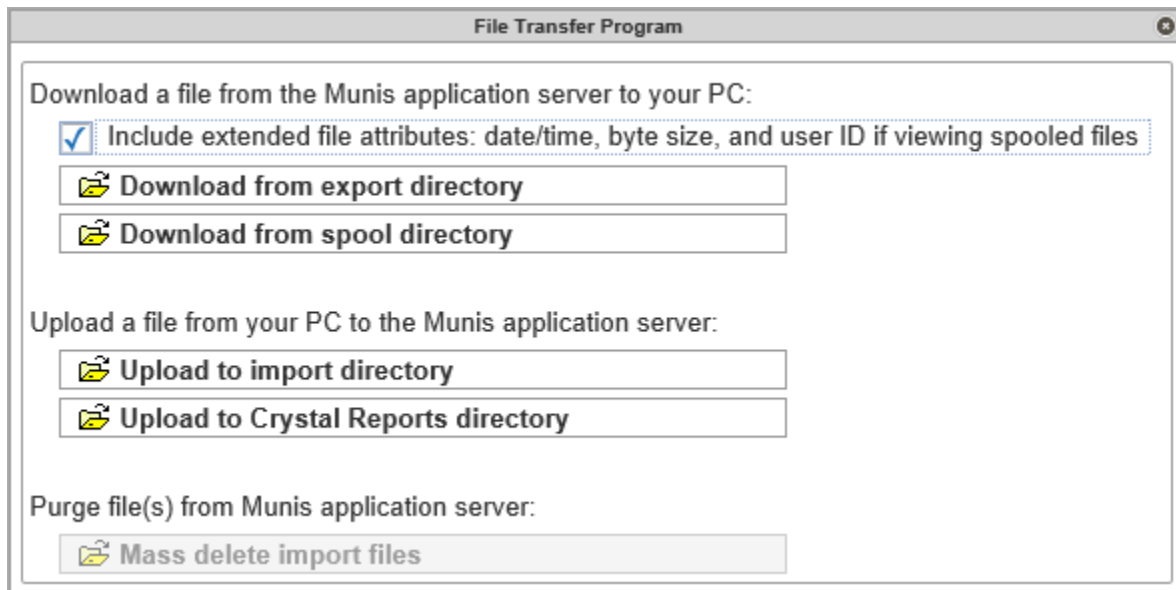


Creating a Positive Pay File

To access the Positive Pay file we need to find the File Transfer program

- ▾ Munis
 - ▷ Financials
 - ▷ General Revenues
 - ▷ Departmental Functions
 - ▾ System Administration
 - ▷ Security
 - ▾ Miscellaneous Administration
 - File Transfer

Choose “download from spool directory”



Search for saved file

Creating a Positive Pay File

File Transfer Program > Choose the Spooled File to Download to the Client

File Name	Date Modified	Size (bytes)	User ID
apchecks0001.txt	2016-10-27 11:34	4,480	6750KGuzman
apcshdsb0001.txt	2016-10-27 11:47	4,700	6750KGuzman
apcshdsb0002.txt	2016-06-30 15:52	11,262	** Unknown **
apimpnet0001.txt	2016-09-14 00:10	1,739	** Unknown **
apimpnet0002.txt	2016-09-14 12:26	1,231	** Unknown **
apimpnet0003.txt	2016-09-15 18:59	1,231	** Unknown **
apimpnet0004.txt	2016-09-15 19:00	1,231	** Unknown **
apimpnet0005.txt	2016-09-15 19:10	1,231	** Unknown **
apinvent0001.txt	2016-10-21 14:53	7,380	6750supp
apinvent0002.txt	2016-10-27 06:40	9,341	6750supp