Implementation Guide – Full Service Positive Pay

System Admin / Bottomline Setup

Log in as Sysadmin, select System in dropdown then Options service. Choose the appropriate Lead Bank and then the Positive Pay tab.

1. Set system option PP_DEFAULT_DISPOSITION to the FIs desired default decision, either Pay or Return. Do not select No Decision

2. Set system option PP_DEFAULT_DISPOSITION_ALLOW_NONE to false

3. Set system option PP_SERVICE_TYPE to "Full Service PosPay Service" to enable the Premier matching engine

4. Set system option PP_APPROVAL_REQUIREMENTS_ALLOWED to false, since decision approvals are not implemented in Premier

5. With the help of an implementation consultant and BT Tech Support, set the desired check matching process daily run time in the magconfig configuration file. Time must be after previous day BAI files are loaded.

   com.magnetbanking.util.scheduler.jobs.positivepay.arp_runtime = 06:30

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Financial Institution (FI) Admin – Bank Level Setup

1. Add Exception Reasons set (code 900 through 911) via the Exceptions service in the BFS bank admin interface, all are required.

Code	Name
900	Amount Mismatch
901	Paid No Issue
902	Paid Without Check Num
903	Duplicate Paid
904	Paid Over Void
905	Stale
906	Outstanding
907	Reconciled
908	Paid Over Stale
910	Void
911	Entered

2. Add Return Reasons as desired by the FI via the Return Reasons service in the BFS bank admin interface. Return reason codes will be included with exception item decision data in the decision file produced by the system.

3. Set the "Positive Pay Report" cutoff time for each processing day. The "Positive Pay Report" cutoff time is the time of day that final decisions must be entered into the system by the end users.

4. Verify that the Positive Pay "End of Day" cutoff is set to 00:00 for all days. The "End of Day" cutoff should not run for FIs using Full Service positive Pay.

5. Include the Positive Pay services in the appropriate Market Segment

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Financial Institution Admin – Customer User Level Setup

1. Permit users to the Positive Pay services
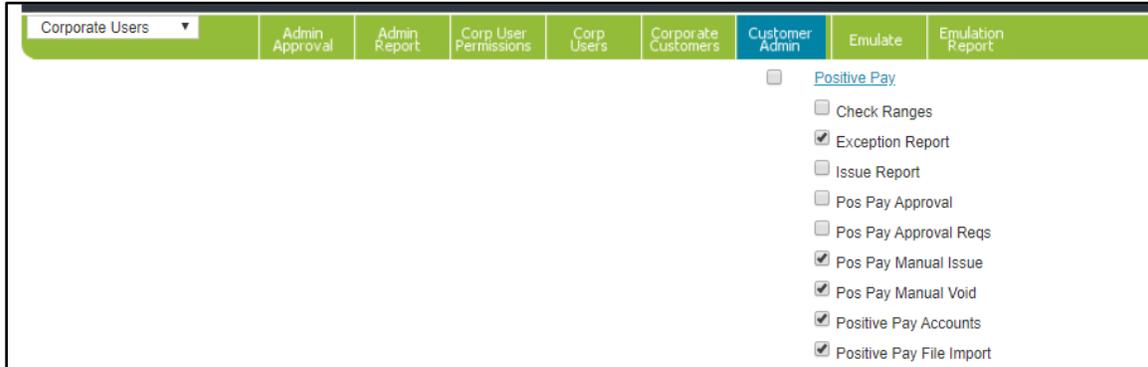
2. Permit users to accounts for Positive Pay

3. If required for a particular account, the settings for default decision and the number of days until an issue becomes stale can be set on an account level in the Pos Pay Settings service.

Financial Institution Admin Daily Processing

Once users have decisioned items for a day (after the Positive Pay Report cutoff), decisions can be viewed by FI admins on the Positive Pay Status Report. To find Return decisions for a particular day, search All Customers, enter the date, and select "Return" for the instruction. Press Submit to retrieve the report.

The Status Report is grouped by account and will list all checks with a Return decision, which then can be acted on by FI personnel.