

AP.040.030 – GENERATING THE POSITIVE PAY FILE

Purpose	<ul style="list-style-type: none"> To generate the Positive Pay file.
Description	<p>The Positive Pay file allows the banking institution to audit checks issued within PeopleSoft when the checks are presented for payment.</p> <p>The Positive Pay process will produce two files:</p> <ul style="list-style-type: none"> BORIF029 Positive Pay Report in PDF format for records POSPAY flat file in text format to be submitted to the bank <p>AP may run the Positive Pay process separately for each CHK Pay Cycle or as a single file for all CHK Pay Cycles together based on date.</p> <p>After the POSPAY.txt file has been generated, users will need to transmit it to the bank per the bank's instructions.</p> <p>The POSPAY flat file is available in eleven formats:</p> <ul style="list-style-type: none"> Universal Wachovia/First Union Bank of America SunTrust (PNV) BB&T (PNV) Bank of Middle GA (PNV) Synovus (FLF) Wells Fargo Wells Fargo – Standard ARP Durden Bank SunTrust Control Pay
Security Role	BOR_AP_CRTE_PMNTS_PRC
Dependencies/ Constraints	<ul style="list-style-type: none"> Institutions that wish to begin creating positive payment files for their bank should contact ITS prior to implementing in production.

	<ul style="list-style-type: none"> • The positive pay file does not include EFT or ACH direct deposit payments. This information would be redundant for the bank since this information is already provided in the PPD/CCD+ direct deposit files. • Manual payments are also excluded from Positive Pay. • The Institution must have negotiated a positive pay agreement with the bank. • ITS has to setup the Positive Pay format in the PeopleSoft System. • The bank has to approve the selected file format.
Additional Information	<ul style="list-style-type: none"> • When retrieving the Positive Pay .txt file that is to be transmitted to the bank, it is recommended to right click the file in the Process Monitor and use the “Save As” function to save a copy to the desktop. • It is recommended that users do not open the .txt file that is to be transmitted to the bank, as some programs alter the formatting resulting in errors when uploading to the bank. • If users must open the .txt file, it is recommended that they save an open a separate copy for review.

Procedure

Below are step by step instructions on how to generate Positive Pay.

Step	Action
1.	Click the NavBar icon.
2.	Click the Menu icon.
3.	Click the BOR Menu link.
4.	Click the BOR Accounts Payable link.
5.	Click the BOR AP Use and Processing link.
6.	Click the BOR Positive Pay Process link.
7.	Enter or add a new Run Control ID .

Step	Action
8.	On the BOR Positive Payment page, enter the Bank SetID in the Bank SetID field.
9.	Enter the Bank Code in the Bank Code field.
10.	Enter the Bank Account in the Bank Account field
11.	Enter the Payment Date or Pay Cycle and Sequence Number. <ul style="list-style-type: none"> • Payment Date: This will generate a file for all CHK payments with the entered payment date. • Pay Cycle and Sequence Number: This will generate a file for only those CHK payments made using the entered pay cycle and sequence number.
12.	Click the Save button.
13.	Click the Run button.
14.	Click the Process Monitor link.
15.	After the BORIF029 process has run to Success/Posted, select the Details link to retrieve the Positive Pay file and report.
16.	Click the View Log/Trace link.
17.	Select an entry in the Name column. <ul style="list-style-type: none"> • The POSPAY file is a .txt file for submission to the bank. As required by the institution, users may wish to copy the POSPAY file to an archive directory and make notes as to the actual transmission of the positive pay files. • The Positive Pay Report is a .PDF file for records. The Positive Pay Report may also be accessed via Report Manager "Reporting Tools > Report Manager – Administration tab".