VERITEX° COMMUNITY BANK **Positive Pay**

Positive Pay Access

- Access the Positive Pay site by logging into online banking -<u>www.veritexbank.com</u>.
- 2. Expand the Commercial tab and select **Positive Pay**.

BANKING LOGIN	ENROLL
Login ID	SUBMIT
SELECT OTHER BANKIN	G OPTION 🔻



General Information

You will receive an email alerting you if there are any exceptions that need to be reviewed.

The cutoff time to work your exceptions is 12:00 PM CST. The default decision you chose for this service will be applied otherwise.

Treasury Support must be notified to add new users to the positive pay system.

Revision Date: 10/13/20

Issued Check File Submission

- To upload issued check files, click Transaction Processing to exand the menu. Select Issued Check File Submission.
- Once file is selected, select the appropriate Client ID and File Processing Type and click on Process File.



Add New Issued Check

- To enter checks individually, click Transaction Processing to expand the menu. Select Add New Issued Check.
- Select the corresponding account from the Client ID dropdown. Enter the Check Number, Amount, Issued Date, and Issued Payee. Click on Add Check.



Quick Exception Processing

- 1. To decision exceptions select, Quick Exceptions Processing.
- 2. All Client IDs- Select account to process exceptions for.
- 3. Click **Decisions Needed** to display a list of all exceptions. Click transaction to view check image.
- Select each transaction and decision the item as Pay or Return. Specify the reason for the return decision from the Reason list. For a Pay item, the reason decision would be left blank. Click Save.

Search exceptions
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Questions? Call our Treasury Support. Phone: 972-349-6195 | Email: treasury@veritexbank.com Revision Date: 01/21/2021

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Check Search

- 1. To search for a check, click on **Check** Search.
- You may search by Check Status, Check Number, Date, Decision, and Reason. Some search options are located under Show Additional Options.
- 3. Click on **Search**.

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CH Transaction Search ansaction Reports	Check Number From	Check Number To			
	Date	~			
	Date From	Date To			
	Show additional options	~			
	Note: Transaction history is retained w	ithin the system for 90 days after an item has paid.			
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ACH Authorization Rule Setup

- 1. To add an ACH rule, click on the blue **Add Rule** within the exception list.
- 2. Review and edit each field for applicable changes.
- 3. Click on **Save Rule**.



SEC Code		
CCD		~
Company ID		
Debits or Credits		
Debits only		~
Max Allowable Amount		
219.18		
	Connel	

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