New Tripoli Bank Positive Pay

Benefits of Positive Pay

◆ **ACH Positive Pay –** Set up filters and blocks to allow you to manage and pre-authorize debits.

◆ **Automatic Processing –** Items that match your list are processed automatically, with no delay to payments.

◆ **Automated Emails & Alerts –** Receive notifications when exception items are presented.

◆ **Check Reconciliation –** Online check reconciliation assists with balancing the bank statement.

◆ **Exception Management –** Enables you to make pay and return decisions via web for both check and ACH exceptions.

◆ **Fraud Prevention –** Exception lists catch counterfeit, altered, or invalid items before any payment is processed.

◆ **Payee Name Match –** Validate payee names on the checks against company records.

◆ **Single Sign-on –** Only one sign-on required for online banking.

Get started with *Postive Pay* through online banking!

Contact your local New Tripoli Bank branch to speak with a Community Banker about setting up Positive Pay for your business!

New Tripoli Office	**Claussville Office**	**Buckeye Office**
6748 Madison St.	7747 Claussville Rd.	4892 Buckeye Rd.
New Tripoli, PA 18066	Orefield, PA 18069	Emmaus, PA 18049
(610) 298-8811	(610) 395-8834	(610) 421-4001

You will need:

- To enroll for online business banking if you are not already enrolled.
- To sign a Positive Pay agreement.
- Access to Microsoft Excel or a similar spreadsheet editor to edit uploadable check files.

How to Use *Positive Pay*

New Tripoli Bank
Because people are more valuable than money.

Accounts · Transfers · Pay My Bills · **Positive Pay** · ACH

Eligible Accounts

Centrix Positive Pay

Accessing Positive Pay in Online Banking

- Log into online banking
- Click the **Positive Pay** tab
- Click on **Centrix Positive Pay**
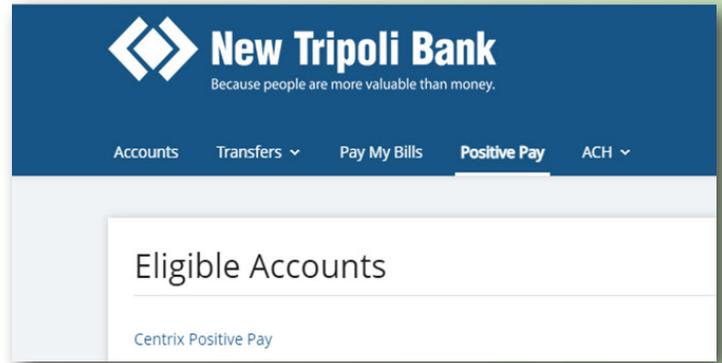
Uploading Issued Check Files

- Go to **Transaction Processing**
- Click **Submit Issued Check File**
- Click **Choose File** and select the spreadsheet you want to submit
- Enter number of items in the file and the total dollar amount
- Click **Process File**

You will receive an email after the file is scrubbed and processed.

Submit Issued Check File

Step 1. Select a file to process.

Choose File   No file chosen

Step 2. Input details about the file.

Account Nickname: CRY
File Processing Type: CRY
Items in File:
Dollar Amount in File:

Step 3. Click the "Process File" button.

Process File
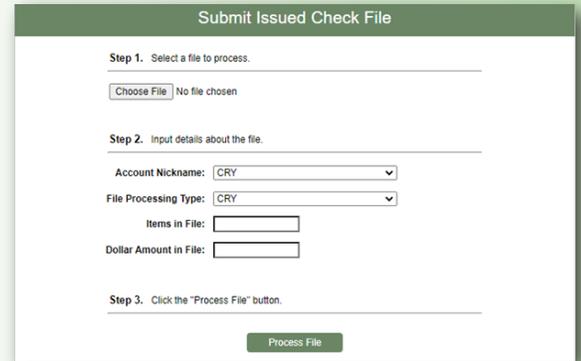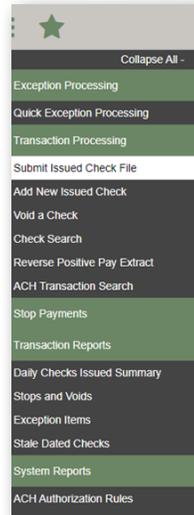
Reviewing Positive Pay Items

- Go to **Exception Processing**
- Click on **Quick Exception Processing**
- Review items
- Make your decision to pay or return by clicking the box next to each item
- Click **Save Decisions**

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Account Nickname: CRY

☑Hide exceptions already decisioned

NOTE: Exceptions will be gi
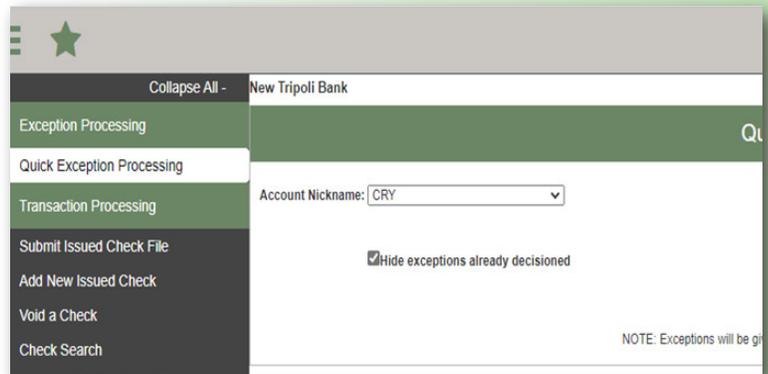
	Account Nickname	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
1	CRY	05/30/2023	View Image 5918	755.44		PAID NOT ISSUED	☐	☐	<Not Selected>
2	CRY	05/30/2023	View Image 5933	21.20		PAID NOT ISSUED	☐	☐	<Not Selected>

Viewing ACH Exceptions Allowed

- Go to **System Reports**

Approved ACH items will need to be added by our Deposit Operations team.

ACH Authorization Rules

Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type
CRY	AFLAC	2550663085	ALL - All Standard	Both DR and CR	$0.00	Create Exception
CRY	AICPA Insurance	245643	ALL - All Standard	Credits Only	$0.00	Create Exception
CRY	All Credits		ALL - All Standard	Credits Only	$0.00	Create Exception
CRY	Campbell Payroll	1202234137	ALL - All Standard	Both DR and CR	$0.00	Create Exception
CRY	Campbell Payroll	1231306942	ALL - All Standard	Both DR and CR	$0.00	Create Exception
CRY	Capital Blue Cross	2230455154	ALL - All Standard	Both DR and CR	$0.00	Create Exception
CRY	COMMWLTH OF PA	1236003133	ALL - All Standard	Both DR and CR	$0.00	Create Exception
CRY	Fidelity	9075693322	ALL - All Standard	Both DR and CR	$0.00	Create Exception
CRY	NCR Payroll & HR	1231729845	ALL - All Standard	Both DR and CR	$0.00	Create Exception