jack henry™

Quick Reference Guide

Positive Pay Enhancement - Upload Multiple Accounts

JHA Treasury Management™

Last Updated: August 14, 2020

Positive Pay Enhancement - Upload Multiple Accounts

Overview: — Allows users to upload an issued items file with one or multiple accounts. In addition have the ability to manually enter issued items for one or multiple accounts within one entry session.

Benefits for the Banks?

• Allows users to upload an issued items file with one or multiple accounts.

• Ability to manually enter issued items for one or multiple accounts within one entry session.

• Efficient processes and competitive advantages.

Benefits for Customers?

• Efficiencies gained in the workflow

• Completing multiple tasks in one function

• Time management can be shifted to other neccessary task which improves customer service.

• Human error reduced with information access.

jack henry™

Allow an issued items file with a single account or multiple accounts.

3

| 1. Upload Positive Pay File | 2. Manage Issue Items | 3. Review | 4. Confirmation |

○ Enter Checks   ● Upload File

1 —● Saved Format *   [Select Saved Format   ▼]

2 —● Account   [🔍] ⓘ

[Select File...   ]

Maximum file size of 4MB

[Upload]   Cancel

1. The ability to select a Saved Format is now above the Account selection to the saved format drop down.

2. List of issued items will now display the Account and Account Type. Users will be presented with a Totals link that will include the total amount and count of issued items by Account and Account Type.

3. Users will be presented with an option to automatically increment the check number if they opt to manually enter issued items while in the Manage Issued Items workflow.

Note: An account is required and the user can provide in one of the following ways:

• File Format: If the file format contains an account number then the Account drop-down will be inactive.

• Account Drop-down: If the file format does not contain an account number then the user will be required to select one from theAccount drop-down.

jack henry™

Manual Entry

1. List of issued items will now display the Account and Account Type. Users will be presented with a Totals link that will include the total amount and count of issued items by Account and Account Type

2. Users will be presented with an option to automatically increment the check number as a new row is added to the issued item listing

3. Add Row icon will remain present with each additional issued item line.

Preparation Tips: Treasury Management Company Users should review ALL existing check upload formats to determine if any changes should be made:

- To upload issued items files with a single account or multiple accounts:
- A check upload format with the account number and with or without an account type configured.

- A check upload format with the account number and with or without an account type configured.
- The account type is no longer be a required field
- If the account is present without an account type, the system will determine the account type
- If the account type is present, the system will use the account type in the file

- To upload issued items files without a single account or multiple accounts:
- Create/Modify a check upload format without the account number and account type configured
- Users will be required to select a saved format, and then the user will be required to select an account to use for the file upload

Upload Flow for Multiple Account Issue Files
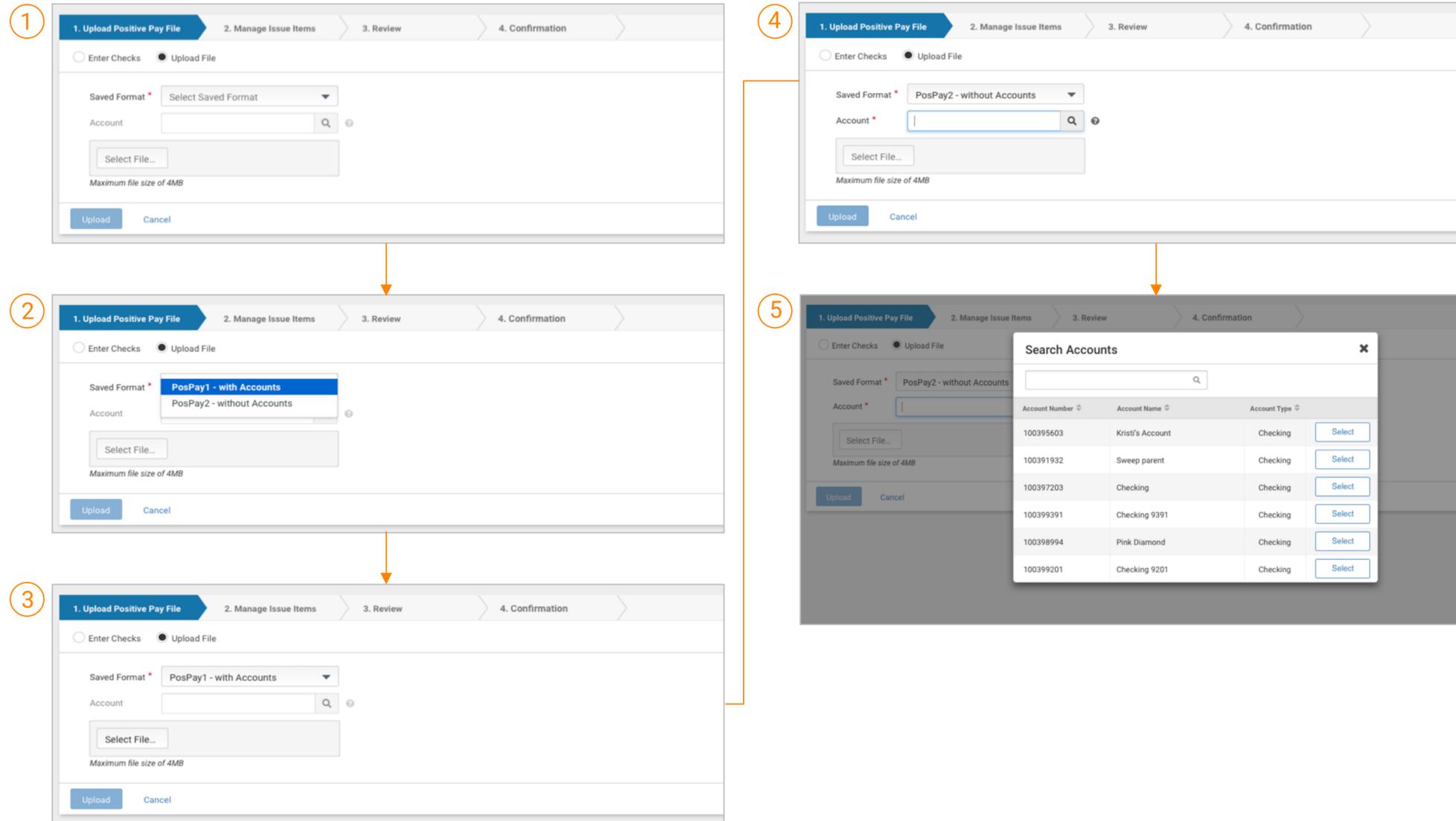
1. Users will be presented with the option Upload File upon navigating to issued item creation.

2. User will select a Saved Format.

3. The file uploaded can include multiple accounts. If a format that includes account numbers is selected, the Account field will be inactive.

4. If the format selected does not include Account Number and Account Type, the Account field will be required. The issued items in the file uploaded will be applied to the account selected.

5. Upload Positive Pay File & Enter Checks – Users will have the option to manually enter an eligible account or utilize the search tool to display a list of eligible accounts.

Positive Pay Enhancement - Upload Multiple Accounts

Manage Issue Items

Upload Positive Pay File – Users will have the ability to edit issued item information.

jack henry™

Increment Check Number Option

Users will be able to select On/Off to Increment the check number when manually adding items to an uploaded file (after it has been uploaded) or when manually entering checks.

jack henry™

Upload Positive Pay File & Enter Checks

During the review process the User will have the option to review the file submitted or the items that were manually entered prior to confirmation.