



Positive Pay Client Guide

Version 7

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Exact/TMS™ Client Overview

The Exact/TMS™ web application contains the following client functionality:

- Issued check management (submit issued check files and manual input of issued checks)
- ACH positive pay rules management
- Check file maintenance (ex: changing check number, voiding a check)
- Access to daily exceptions (check and ACH)
- Reverse positive pay and partial account reconciliation transaction extracts
- Online reporting
- Setup additional client users and client user security management

User Login

Welcome to



**Columbia
Bank**

Positive Pay System

User Name:

Password:

Login

User Name / Password: User name and password are defined in the User Setup screen. Security access privileges are assigned to each user.

Exact/TMS™ Header Icons

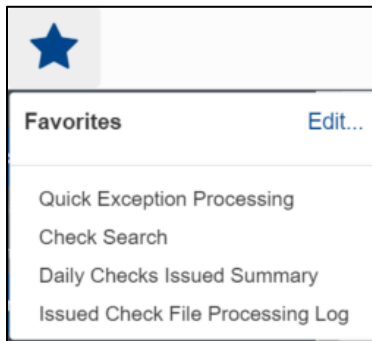
The Header Options at the top of the screen give options to enhance or change the system functionality.



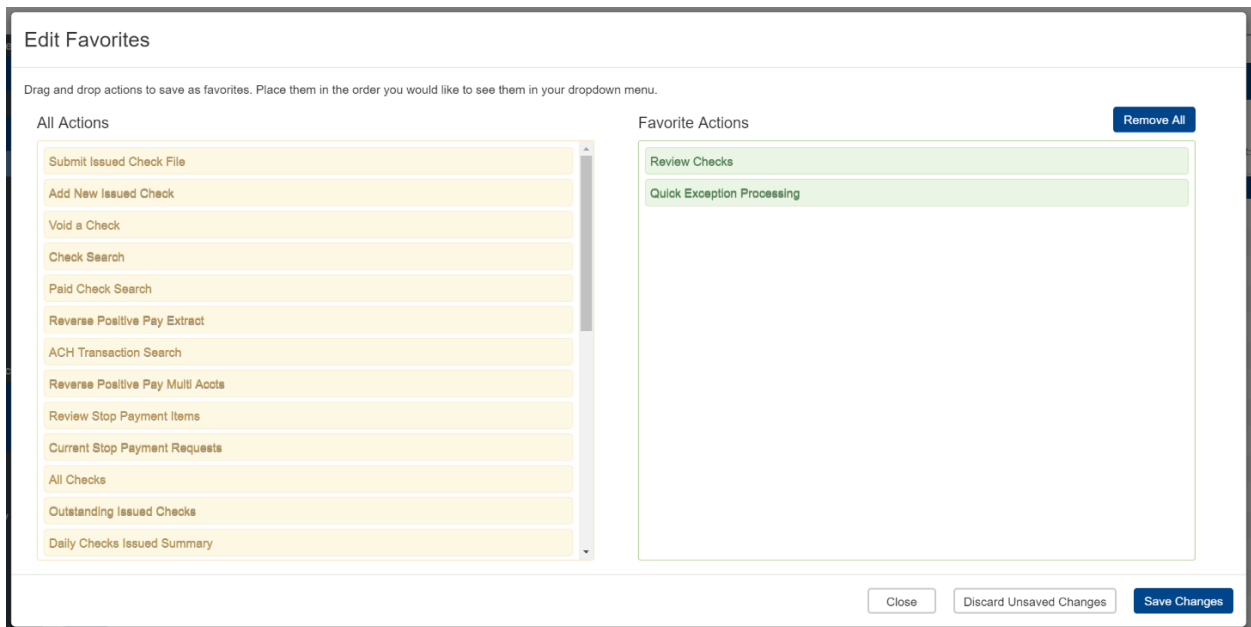
The Toggle Menu icon will collapse or expand the System Menu on the left side of the screen.



The Favorites icon will allow a list of Favorite actions to be created and saved for future use.



Click Edit to open a dialog box to select the favorite actions for the logged in user.



The Home icon is used to return to the home splash screen.



The Help icon is used to open a help document for the current action screen.



The Notifications icon will show if there are messages for the current user.



The Account icon has the following three options.

- Change Password
- Logout

Exception Processing – Quick Exception Processing

The Quick Exception Processing screen is an efficient method of managing exception item activity. Pay and return decisions can be made on all items via a single screen.

Hide Exceptions Already Decided determines whether all exception items are displayed or only those in which a pay/return decision has not been made.

Quick Exception Processing as of 01/24/2017

Account ID:

Display Type:

Hide exceptions already decided

NOTE: The default decision will be applied to exceptions if no decision is made by 2:00 PM. The bolded check box represents the default decision that will be applied if no decision has been made by the cutoff time.

* The outlined checkboxes indicate the default decision for each exception.

Processed Exceptions: (Count: 0) (Amount: \$0.00)

Unprocessed Exceptions: (Count: 17) (Amount: \$6,360.61)

Total Exceptions: (Count: 17) (Amount: \$6,360.61)

	Account ID	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
1	TEST	01/23/2017	View Image 0	100.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
2	TEST	01/23/2017	View Image 0	57.55		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
3	TEST	01/23/2017	View Image 0	500.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
4	TEST	01/23/2017		1.75		BLOCKED TRANSACTION (CCD/5845874554/DR) -	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
5	TEST	01/23/2017		1.75		BLOCKED TRANSACTION (WEB/5845874554/DR) -	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
6	TEST	01/23/2017	View Image 0	100.00		CHECK NUMBER IS ZERO	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
7	TEST	01/23/2017	View Image 1235	110.00		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

Top Detail

Quick Exception Processing as of 01/24/2017

Account ID:

Display Type:

Hide exceptions already decided

NOTE: The default decision will be applied to exceptions if no decision is made by 2:00 PM. The bolded check box represents the default decision that will be applied if no decision has been made by the cutoff time.

* The outlined checkboxes indicate the default decision for each exception.

Processed Exceptions: (Count: 0) (Amount: \$0.00)

Unprocessed Exceptions: (Count: 17) (Amount: \$6,360.61)

Total Exceptions: (Count: 17) (Amount: \$6,360.61)

Account ID: Change this to display exceptions for a specific account.

Display Type: The exception display type option can be used to filter the exceptions based on type (Checks, ACH or Both). This setting is controlled at the customer level (Client Setup).

Hide Exceptions Already Decided: Determines whether all exception items are displayed or only those in which a pay/return decision has not been made.

Cutoff Time: The financial institution defines a daily cutoff time. At that time, an automated Pay/Return decision is made on all “unresolved items” and corporate users are automatically put in “READ ONLY” mode to prevent any changes to the automated decision. After Cutoff, corporate users must contact the financial institution to alter the automated decision.

*Exception Processing – Quick Exception Processing (Continued)***Bottom Detail**

	Account ID	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
1	BCE Payroll	05/19/2016	Add ACH Rule	523,940.54		UNAUTHORIZED ACH TRANSACTION (WEB/1212121212/DR) - eBay Bob Payment	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
2	BCE Payroll	05/19/2016	Add ACH Rule	1,000.54		UNAUTHORIZED ACH TRANSACTION (CT/08161616161/DR) - Quarterly Payment	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
3	BCE Payee	05/19/2016	View Image 2456	277.13	Dewee Cheatum	PAYEE NAME MISMATCH	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
4	BCE Payee	05/19/2016	View Image 2474	1,336.01		AMOUNT MISMATCH/PAYEE NAME MISMATCH (Issued Amount = 366.01)	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
5	BCE Ops Acct	05/19/2016	View Image 4935	161.64		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
6	BCE Exp Acct	05/19/2016	View Image 800488	70.84		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
7	BCE Exp Acct	05/19/2016	View Image 848195	622.75	Office Depot	VOIDED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
8	BCE Ops Acct	05/19/2016	View Image 1503653	20.91	Ben Franklin	STALE DATED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
9	BCE Ops Acct	05/19/2016	View Image 1509851	24.85	John Adams	STALE DATED ITEM	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
10	BCE Ops Acct	05/19/2016	View Image 17328474	622.98		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>
11	BCE Exp Acct	05/19/2016	View Image 71102568	15.50		PAID NOT ISSUED	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Paid Date: The paid date for this check or ACH transaction.

Check #: The check number of this item.

Add ACH Rule: If the corporate customer is using the ACH Authorization rules (ACH white list) for ACH positive pay, financial institutions can optionally allow specific corporate users to add rules on the quick exception processing screen.

View Image: Clicking on the "View Image" link will display the check image for the selected item. This option is only available to banks that have licensed the Exact/TMS™ Check Image interface.

Amount: The amount of the item that has been presented for payment.

Issued Payee: The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen and was included during the issued check file upload.

Exception Type: The reason that the item is on the exception list. The possible exception types are as follows:

DUPLICATE PAID ITEM: The item was previously paid.

PAID NOT ISSUED: The item was never loaded into the system as an issued check.

STALE DATED ITEM PAID: The item is a stale dated check. A check is considered stale dated if the item was issued prior to the stale dated cutoff date, which is calculated based on parameters defined by the financial institution.

PREVIOUSLY PAID ITEM POSTED: The item was previously paid.

VOIDED ITEM: The item was previously voided.

ACH TRANSACTION: The item is an ACH transaction that was flagged as an exception by the ACH Filter rules defined for the account. **Note:** For ACH exceptions, the ACH Standard Entry Class Code, Originating Company ID and Debit or Credit (DR/CR) are displayed in the exception description.

Decision: Check the box to indicate if the item should be paid or returned.

Reason: The reason for the pay/return decision. If no reason has been selected, the field is displayed as <Not Selected>.

Transaction Processing – Issued Check File Submission

The Submit Issued Check File screen is used by clients to upload issued check files to the financial institution.

Submit Issued Check File

Step 1. Select a file to process.

No file chosen

Step 2. Input details about the file.

Account ID:

File Processing Type:

Step 3. Click the "Process File" button.

Select a file to process:
 Enter a file path and name, or
 browse to the location of the
 issued check file

The File Processing Type
 represents the file format that
 has been defined for the
 clients' issued check file.

 The list is limited to the file
 format(s) assigned to the client
 by the financial institution.

Click Process File to upload
 the file to the bank

To view additional details regarding the file, click on the status column. For example, to view the exceptions on a file that has a result of Processed with Exceptions, click on the 'Processed with Exceptions' link.

Results: Rejected

	Error Message
1	Account ID: Tes't Check Number: 54345 Amt: 100.00 Error:1002-CHECK IS ALREADY IN SYSTEM

Client/Account ID: The Client/Account ID associated with the issued checks contained within the file. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Transaction Processing – Issued Check File Submission (Continued)

Note: If an issued check file contains items for multiple accounts, select any of the Client ID's represented within the file.

File Processing Type: Indicates the format of the issued check file.

Items in File: The number of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual number of items in the file, the file will be rejected. **Note:** If the field is disabled, the number of items in the file is not required or is included in the file. This is defined during the file mapping process.

Dollar Amount in File: The total dollar amount of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual amount in the file, the file will be rejected. **Note:** If the field is disabled, the dollar amount in the file is not required or is included in the file. This is defined during the file mapping process.

Issued Date: If the issued check file does not have an issued date within the file, then the issued date must be entered when the file is uploaded. **Note:** This is defined during the file mapping process.

Once a file is uploaded and processed, a window will be displayed indicating the processing status. If the file has not processed within 30 seconds a message is displayed informing the customer that an email will be sent indicating the file processing status. The file processing status can also be checked online using the Issued Check File Processing Log screen. The following is a list of the possible processing statuses:

Unprocessed: The file has been uploaded but has not yet been processed.

Processed: The file was processed successfully.

Processed with Exceptions: The file was processed successfully, but duplicate checks were not loaded.

Rejected: The file was rejected due to one of the following reasons:

- A mismatch between the number of items/amount entered on the screen and the number of items/amount contained in the file
- The file format did not match the format selected

Transaction Processing – Add New Issued Check

The Add New Issued Check screen is used if a check was manually written or was otherwise not included in the electronic issued check file that was submitted to the financial institution. Any checks entered on this screen in one setting will be displayed below.

Add New Issued Check

Account ID: Check Number:

Amount: Issued Date:

Issued Payee:

Notes:

512 characters left.

Auto-Increment Check Number

	Account ID	Check Number	Amount	Issued Date	Issued Payee	Notes
1	Expense Account	157894	\$100.00	08/16/2017	Roger Miles	Issued Check
2	Expense Account	157895	\$200.00	08/16/2017	Jane Williams	Issued Check to Jane Williams
			Total: \$300.00			

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Amount: The amount of the check.

Issued Date: The issued date for this check.

Issued Payee: The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.

Notes: Notes for this issued check. **Note:** Notes is only displayed if Display Notes is selected in the client setup screen.

Auto-Increment Check Number: Checking this box will increment the check number by one after each check submission.

Transaction Processing – Review Checks

The Review Issued Checks screen displays all issued checks for the selected Client/Account ID. This includes outstanding issued items, paid items, and exceptions.

The Client/Account ID determines the account displayed. Changing this selection will refresh the screen.

Review Checks									
Account ID: BCE Ops Acct Show Key									
(Count: 41,280) (Amount: \$108,011,425.85)									
	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details	
1	⊕	BCE Ops Acct	05/19/2016	05/19/2016	View Image 17328474	622.98		Display	
2	⊕	BCE Ops Acct	05/19/2016	05/19/2016	View Image 4935	161.64		Display	
3	⊕	BCE Ops Acct	05/18/2016	05/18/2016	View Image 1702921	3,521.38	Toyota Motor	Display	
4	⊕	BCE Ops Acct	05/18/2016	05/18/2016	View Image 1729741	331.60	Daniel Jones	Display	
5	⊕	BCE Ops Acct	05/17/2016	05/17/2016	View Image 1705827	612.02	Berkshire Hathaway	Display	
6	⊕	BCE Ops Acct	05/16/2016	05/16/2016	View Image 1172774	28.49	Kathleen Miller	Display	
7	⊕	BCE Ops Acct	05/15/2016	05/15/2016	View Image 1684516	1,510.63	Southwest Airlines	Display	
8	⊕	BCE Ops Acct	05/15/2016	05/15/2016	View Image 7965	1,071.46	Alex Anderson	Display	
9	⊕	BCE Ops Acct	05/15/2016	05/15/2016	View Image 1686133	103.31	FedEx	Display	
10	⊕	BCE Ops Acct	05/15/2016	05/15/2016	View Image 1659762	21.66	Taylor Johnson	Display	
11	✓	BCE Ops Acct	05/12/2016	05/18/2016	View Image 1729257	481,266.93	David Johnson	Display	
12	✓	BCE Ops Acct	05/12/2016	05/19/2016	View Image 1729300	401,719.79	American Express	Display	
13	✓	BCE Ops Acct	05/12/2016	05/18/2016	View Image 1728436	268,764.92	Microsoft	Display	
14	✓	BCE Ops Acct	05/12/2016	05/18/2016	View Image 1729224	236,451.44	United Parcel Service	Display	
15	✓	BCE Ops Acct	05/12/2016	05/18/2016	View Image 1729271	222,501.62	Toyota Motor	Display	
16	✓	BCE Ops Acct	05/12/2016	05/19/2016	View Image 1728465	215,254.74	American Express	Display	
17	✓	BCE Ops Acct	05/12/2016	05/18/2016	View Image 1729131	212,689.80	Home Depot	Display	
18	✓	BCE Ops Acct	05/12/2016	05/18/2016	View Image 1729130	206,346.22	Southwest Airlines	Display	
19	✓	BCE Ops Acct	05/12/2016		1729243	130,075.32	Darleen Davis	Display	
20	✓	BCE Ops Acct	05/12/2016	05/19/2016	View Image 1730631	122,707.56	Starbucks	Display	

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If a large number of items are present, multiple pages will exist.

The following columns appear on the Review Issued Checks screen:

Status: Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:

⊕	Exception
✓	Paid
✗	Stop Payment
R	Reversal
∅	Void

Exception: Displayed on items that are flagged as exceptions by the system.
Paid: Displayed on items that have been previously paid.
Stop Payment: Displayed for checks that have been stopped with a stop payment.
Reversal: Displayed on items that have been paid and reversed.
Void: Displayed on items that have been voided.
Blank: No icon indicates that the item is an outstanding check.

Transaction Processing – Review Checks (Continued)

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Issued Date: The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Paid Date: The paid date for this check.

Check #: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.

Transaction Processing – Review Checks (Display Details)

When the *Display* link is clicked, detailed transaction information is displayed. **Note:** The status of the item, the user's security rights, and security parameters defined by the financial institution control the fields are available for editing.

Review Checks								
Account ID: BCE Dep Recon								Show Key
(Count: 12) (Amount: \$2,872.30)								
	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details
1		BCE Dep Recon	07/10/2016		56566	100.00	Alexa White	Hide
<div style="background-color: #ffffcc; padding: 5px;"> <p>Account ID: BCE Dep Recon Check Number: 56566 Amount: 100.00</p> <p>Issued Payee: Alexa White Issued Date: 07/10/2016 Decision: <Not Selected></p> <p>Date Reconciled: Paid Date: Return Reason: <Not Selected></p> <p>Trace Number: 0 Void Date:</p> <p>Additional Notes:</p> <p><input type="button" value="Update"/> <input type="button" value="Delete"/></p> <p>Submission Types: Manual Reversal: NO</p> </div>								
2		BCE Dep Recon	07/07/2016		5678	200.00	Daniel Davis	Display
3		BCE Dep Recon	07/07/2016		1234	100.00	Emma Davis	Display

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check.

Issued Date: The date this item was issued. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Decision: The decision that has been applied to this exception. If no decision has been applied, the field is displayed as <Not Selected>.

Date Reconciled: The date the system was reconciled within the system in the Check Reconciliation Summary screen. This field is not editable.

Paid Date: The date the item was posted/paid.

Return Reason: The reason for the pay/return decision. If no reason has been applied, the field is displayed as <Not Selected>.

Trace Number: A unique transaction ID number that is generated by the core processing system.

Date Stop Request: If the client requested a stop payment on the item, the date that the stop was requested is displayed.

Void Date: If the item has been voided, the void checkbox is checked; otherwise, the checkbox is blank.

Notes: Freeform text field that allows the client to add notes to this item.

Transaction Processing – Review Checks – Display Details (Continued)

Submission Type: Indicates how the item was originally loaded into the system. The following values may be displayed:

E-file: Indicates that the item was electronically loaded from an issued file.

Manual: Indicates that the item was not electronically loaded from an issued file. The item was either manually input through the Add New Issued Check screen or the item was added by the system during the nightly update.

Stop Pay Status: Indicates whether a stop payment has been placed on the item. The following values may be displayed:

None: Indicates the client has not requested that the item be stopped.

Requested: Indicates the client has requested that the item be stopped, but the bank has not applied the stop payment to the system.

Applied: Indicate the client has requested that the item be stopped and the bank has applied the stop payment request to the system.

Item Stopped: Indicates the client has requested that the item be stopped and the item was already presented for payment and stopped by the bank.

Reversal: Indicates if the item was reversed.

Transaction Processing – Void a Check

The Void Check screen is used to void an issued check on the client's account.

Void a Check

Step 1. Enter check information.

Account ID:

Check Number:

Check Amount:

Issued Date:

Step 2. Click the "Find Matching Check" button to find the check.

Step 3. Verify the check that will be voided.

Account ID	Check #	Check Amount	Issued Date
BCE Payroll	10006	590.01	03/08/2016

Step 4. Click the "Void Check" button to complete the void process.

Note: Voids are retained within the system for 90 days after an item has been voided.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number: The number of the issued check.

Check Amount: The amount the check was written for.

Issued Date: The date the check was issued.

Note: All three fields are required to void a check.

Transaction Processing – Check Search

The Check Search screen is used to search for specific transactions using dynamic selection criteria.

Selection Screen:

Check Search

Client: Big City Electric

Account ID: #1
 #2
 #3

	Start	End
Issued Date:	<input type="text"/>	<input type="text"/>
Paid Date:	<input type="text"/>	<input type="text"/>
Check Number:	<input type="text"/>	<input type="text"/>
Check Amount:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

Transaction Status:

Stop Pay Status:

Decision:

Reason:

Note: Transaction history is retained within the system for 90 days after an item has paid.

Client/Account ID: Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.

Issued Date: The Issued Date is used to search for transactions based upon the issued date of checks. A date range may be entered using the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Paid Date: The Paid Date is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Check Number: The Check Number is used to search for transactions based upon check numbers. A range of check numbers may be selected by entering both a Start and End check number. If searching for a single check, enter the check number in the start field (the end field may be left blank).

Check Amount: The Check Amount is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field (the end field may be left blank).

Transaction Processing – Check Search (Continued)

Issued Payee: The Issued Payee field is used to search by issued payee.

Transaction Status: To search for checks based upon the status of the check, select a status from the list. The following statuses are available:

Issued and Not Paid: Lists outstanding issued checks.

Issued and Paid: Lists paid checks.

Current Exceptions: Lists today's exceptions.

All Exceptions: Lists exceptions from today and from previous days.

Void: Lists voided checks.

Stop Pay Status: To search for checks in which a stop pay request has been issued, select a stop pay status from the list. The following stop pay statuses are available:

Requested Stop Pay: The stop payment request has been requested but has not been applied by the bank.

Requested and Placed: The bank has applied the stop payment.

Item Stopped and Returned: The item was presented for payment and stopped by the bank.

Decision: To search for exceptions based upon the pay/return decision, select a decision from the list.

Reason: To search for exceptions based upon the reason that was selected, select a reason from the list.

Results Screen:

Check Search								
Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details	
1	BCE Dep Recon	10/09/2015	05/20/2016	View Image 12348	160.25	Gerald Fitzpatrick	Display	Display
2	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861443	204,636.29	United Parcel Service	Display	Display
3	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861953	28,198.09	Berkshire Hathaway	Display	Display
4	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861790	23,965.47	Harper Martin	Display	Display
5							Display	Display
6							Display	Display
7							Display	Display
8							Display	Display
9							Display	Display

(Count: 65,594) (Amount: \$144,707,208.72)

The following columns appear on the Check Search screen:

Status: Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:

	Exception
	Paid
	Stop Payment
	Reversal
	Void

Exception: Displayed on items that are flagged as exceptions by the system.

Paid: Displayed on items that have been previously paid.

Stop Payment: Displayed for checks that have been stopped with a stop payment.

Reversal: Displayed on items that have been paid and reversed.

Void: Displayed on items that have been voided.

Blank: No icon indicates that the item is an outstanding check.

Transaction Processing – Check Search (Continued)

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Issued Date: The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Paid Date: The paid date for this check.

Check #: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.

Transaction Processing – Paid Check Search

The Paid Check Search screen is used to search for specific transactions using dynamic selection criteria.

Selection Screen:

Paid Check Search

Client: Big City Electric

Account ID: #1

#2

#3

	Start	End
Paid Date:	<input type="text"/>	<input type="text"/>
Check Number:	<input type="text"/>	<input type="text"/>
Check Amount:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

Note: Transaction history is retained within the system for 90 days after an item has paid.

Client/Account ID: Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.

Paid Date: The Paid Date checkbox is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in the start date field.

Check Number: The Check Number checkbox is used to search for transactions based upon check numbers. A range of check numbers may be selected by entering both a Start and End check number. If searching for a single check, enter the check number in the start field.

Check Amount: The Check Amount checkbox is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field.

Issued Payee: The issued payee name for this check.

Transaction Processing – Paid Check Search (Continued)

Click on "Back to Filter" to return to the report selection screen.

Results Screen:

Paid Check Search							
<input type="button" value="Show Key"/> <input type="button" value="Back to Filter"/> (Count: 58,920) (Amount: \$135,460,106.62)							
	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee
1	✓	BCE Dep Recon	10/09/2015	05/20/2016	View Image 12348	160.25	Gerald Fitzpatrick
2	✓	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861443	204,636.29	United Parcel Service
3	✓	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861953	28,198.09	Berkshire Hathaway
4	✓	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861790	23,995.47	Harper Martin
5	✓	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861950	18,104.50	United Parcel Service
6	✓	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861418	15,993.48	PepsiCo
7	✓	BCE Exp Acct	05/12/2016	05/19/2016	View Image 861447	10,289.70	Home Depot
8	✓	BCE Exp Acct	04/28/2016	05/19/2016	View Image 858838	9,746.73	James Harris

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Issued Date: The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Paid Date: The paid date for this check.

Check #: The check number of this item.

Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check. **Note:** Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.

Transaction Processing – ACH Transaction Search

The ACH Transactions Search screen is used to search for specific transactions using dynamic selection criteria.

Selection Screen:

ACH Transaction Search

Client: Big City Electric

Account ID: #1
 #2
 #3

	Start	End
Paid Date:	<input type="text"/>	<input type="text"/>
Input Date:	<input type="text"/>	<input type="text"/>
Transaction Amount:	<input type="text"/>	<input type="text"/>

SEC Code:

Company ID:

Transaction Description:

Transaction Status:

Decision:

Reason:

Note: Transaction history is retained within the system for 90 days after an item has paid.

Client/Account ID: Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.

Paid Date: The Paid Date is used to search for transactions based upon the date the item was posted. A date range may be entered in the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Input Date: The Input Date is used to search for transactions based upon the input date of the transaction. A date range may be entered using the Start and End date fields. If searching for a specific date, enter the date in both the start and end date fields.

Transaction Amount: The Transaction Amount is used to search for transactions based upon a specific dollar amount or dollar range. If searching for an exact amount, enter the amount in the start field (the end field may be left blank).

SEC Code: To search for transactions based upon the ACH Standard Entry Class (SEC) code, select an SEC Code from the list.

Transaction Processing – ACH Transaction Search (Continued)

Company ID: To search for transactions containing a specific ACH originating company identification number, enter the company ID value.

Transaction Description: To search for transaction based upon the partial or full transaction description text, enter the partial or full description text.

Transaction Status: To search for ACH transactions based upon the status, select a status from the list. The following statuses are available:

Current Exceptions: Lists today's exceptions.

All Exceptions: Lists exceptions from today and from previous days.

Decision: To search for exceptions based upon the pay/return decision, select a decision from the list.

Reason: To search for exceptions based upon the reason that was selected, select a reason from the list.

Results Screen:

ACH Transaction Search								Show Key	Back to Filter
Status	Account ID	Paid Date	ACH Company ID	ACH SEC	DR/CR	Transaction Amount		Details	
1	✓	BCE Exp Acct	05/19/2016	1371260731	CCD	CR	\$4,749,207.37	AFLAC/INSURANCE	Display
2	✓	BCE Exp Acct	05/19/2016	2371260731	CCD	DR	\$252,066.79	ADP TX/FINCL SVC/ADP - TAX	Display
3	✓	BCE Exp Acct	05/19/2016	2370681540	CCD	CR	\$92,428.74	AMERICAN LIFE INS/INS.PREM	Display
4	✓	BCE Exp Acct	05/19/2016	376002171	CCD	CR	\$43,868.33	CHASE CREDITCARD/PAYMENTS	Display
5	✓	BCE Exp Acct	05/19/2016	370900329	PPD	CR	\$28,345.91	ADP PAYROLL FEES/ADP - FEES	Display
6	✓	BCE Exp Acct							Display
7	✓	BCE Exp Acct							Display
8	✓	BCE Exp Acct							Display
9	✓	BCE Exp Acct							Display
10	✓	BCE Exp Acct							Display

(Count: 1,513) (Amount: \$644,220,373.13)

The following columns appear on the ACH Transaction Search screen:

Status: Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:

Exception: Displayed on items that are flagged as exceptions by the system.

Paid: Displayed on items that have been previously paid.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Paid Date: The paid date for this transaction.

ACH Company ID: The originating ACH Company's identification number.

ACH SEC: The ACH standard entry class.

DR/CR: Indicates if the transaction is a debit or credit.

Transaction Amount: The amount of the ACH transaction that has been presented for payment.

Transaction Description: The description of the ACH transaction.

Transaction Processing – Reverse Positive Pay/Transaction Extract

The Reverse Positive Pay/Transaction Extract screen provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the screen. To save an extract file to a local workstation or network drive, click on the *File / Save* menu option while viewing the file, or, right click on the View File link and select *Save Target As*.

Note: An item may only be extracted once.

Reverse Positive Pay Extract (CSV - Paid Checks Only)

Step 1. Select a "Account ID" and "Extract through date".

Account ID:

Extract from date: (optional)

Extract through date:

Step 2. Click the "Create File and Report" button.

Step 3. View Report or File By Clicking on Links in Grid Below.

	Account ID	File	Report	Date Created	Item Count	
1	BCE Ops Acct	View File	View Report	09/20/15 10:00 AM	37479	Remove
2	BCE Ops Acct	View File	View Report	09/20/15 10:00 AM	37479	Remove
3	BCE Ops Acct	View File	View Report	09/20/15 09:59 AM	35861	Remove

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Extract from date: The extract from date is an optional field. By default, the system will extract all items that have not been previously extracted.

Extract Thru Date: The date through which posted items are included in the extract file.

Transaction Processing – Reverse Positive Pay/Transaction Extract Report (Continued)

INST : 531		CENTRIX BANK		RUN DATE: 03/09/16	
SYSTEM: 03/09/16 9:50 AM		TRANSACTION EXTRACT REPORT		PROCESSED THRU: 03/09/16	
CLIENT: Big City Electric		ACCOUNT ID: BCE Ops Acct		FILE NAME: BCEOpsAcct_20160309_094946.csv	
	CHECK #	PAID DATE	AMOUNT	DR/CR	REFERENCE
1	1451183	07/05/2015	5.05	DR	80312330
2	1457698	06/24/2015	0.10	DR	80031060
3	1557760	08/16/2015	185.70	DR	80310860
4	1579165	09/13/2015	180.00	DR	80400890
5	1599873	07/13/2015	42.68	DR	80008160
6	1609562	06/24/2015	2.10	DR	80246250
7	1613820	07/19/2015	52.00	DR	40201830
8	1619664	07/09/2015	219.00	DR	80067190
9	1620138	07/09/2015	6.97	DR	70401050
10	1620926	06/24/2015	44.03	DR	80246240
11	1629041	07/08/2015	21.25	DR	80246700
12	1629085	07/15/2015	156.03	DR	80221060
13	1630037	06/29/2015	687.50	DR	80078380
14	1630730	07/27/2015	272.00	DR	80054600
15	1633463	06/30/2015	105.00	DR	80016720

Transaction Processing – Transaction Extract Multiple Accounts

The Transaction Extract Multiple Accounts screen provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the screen. To save an extract file to a local workstation or network drive, click on the *File / Save* menu.

Reverse Positive Pay Multi Accts (CSV - Paid Checks Only)

Step 1. Select at least one "Account ID" and "Extract from and through dates".

	Available	Selected	
Account ID:	BCE Dep Recon BCE Exp Acct BCE Ops Acct BCE Payee BCE Payroll		<input type="button" value="Add All"/> <input type="button" value="Remove All"/>
Extract from date:	03/08/2016		
Extract through date:	03/09/2016		

Step 2. Click the "Create File" button.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Extract from date: The date from which posted items are included in the extract file.

Extract Thru Date: The date through which posted items are included in the extract file.

Transaction Processing – ACH Reporting Files

The ACH Reporting Files screen provides the client with downloadable files containing ACH transactions, returns, notice of change (NOC) or EDI detail from corporate ACH payments. The files available and the format of each file are defined in the report specifications by the financial institution. To save an ACH Reporting file to a local workstation or network drive, click on the *File / Save* menu option while viewing the file, or, right click on the *download* link and select *Save Target As*. This screen is only available to banks that have licensed the Exact/ARSTM ACH reporting system.

Processed Date: 11/21/2016 - 11/21/2016		Refresh		ACH Reporting Files (21)			
	Report Description	File Type	Report	Date Created	File Size		
1	TEST1	CSV	Download	11/21/2016 01:20:41 PM	7.67 kb		
2	TEST1	NACHA - No Line Breaks	Download	11/21/2016 01:20:41 PM	5.64 kb		
3	TEST1	PDF - Limited Transaction Details	Download	11/21/2016 01:20:41 PM	80.03 kb		
4	TEST1	PDF - Summary Listing	Download	11/21/2016 01:20:41 PM	71.02 kb		
5	TEST1	XLS	Download	11/21/2016 01:20:41 PM	11.78 kb		

From / Thru Date: The date range for which ACH reporting files displayed.

Report Description: The description of ACH reporting file as defined by the financial institution.

File Type: The format of the file. Types include: XML, PDF, NACHA, CSV, EDI, XLS and XLSX.

Date Created: The date the report was created.

File Size: The size of the file (in kb).

Transaction Reports – All Checks

The All Checks Report filter screen generates an on-line report using dynamic selection criteria. Select items by Issued Date, Paid Date, Input Date, Exception Date or Issued Payee. Optionally select items that meet a specific pay/return decision or return reason.

Selection Screen:

All Checks

Client: Big City Electric

Account ID: #1
 #2
 #3

Start End

Issued Date:

Paid Date:

Input Date:

Exception Date:

Issued Payee:

Decision: <All Decisions>

Reason: <All Reasons>

Include Reversals: No

[Produce Report](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Back to Filter" to return to the report selection screen.

Results Screen:

[Back to Filter](#)

All Checks (11)									
	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Paid Date	Input Date	Status	
1	Expense Account	12345	\$1,500.00	Tom Johnson	08/16/2017	08/16/2017	08/16/2017 (M)	Paid	
2	Expense Account	12346	\$1,452.21	Teresa Williams	08/16/2017	08/16/2017	08/16/2017 (M)	Paid	
3	Expense Account	12347	\$200.00	Frank Mitter	08/16/2017	08/16/2017	08/16/2017 (M)	Paid	
4	Expense Account	54345	\$100.00	Ryan	04/27/2017		05/11/2017	Stop Payment	
5	Expense Account	54346	\$100.00	Ryan	04/27/2017		05/11/2017	Stop Payment	
6	Expense Account	54347	\$100.00	Ryan	04/27/2017		05/11/2017	Issued	
7	Expense Account	54348	\$100.00	Ryan	04/27/2017		05/11/2017	Issued	
8	Expense Account	54349	\$100.00	Ryan	04/27/2017	06/05/2017	05/11/2017	Paid	
9	Expense Account	54350	\$100.00	Ryan	04/27/2017		05/11/2017	Stop Payment	
10	Expense Account	157894	\$100.00	Roger Miles	08/16/2017		08/16/2017 (M)	Issued	
11	Expense Account	157895	\$200.00	Jane Williams	08/16/2017		08/16/2017 (M)	Issued	
			\$4,052.21						

Selection Criteria:
 Client: Big City Electric
 Account ID: Expense Account

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Transaction Reports – All Checks (Continued)

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check.

Issued Date: This is the date the check was issued.

Paid Date: The paid date for this check.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Status: The current status of the check.

Stop Payment: Displayed for checks that have been stopped with a stop payment.

Exception: Displayed on items that are flagged as exceptions by the system.

Paid: Displayed on items that have been previously paid.

Void: Displayed on items that have been voided.

Void (A): Indicates that the item was automatically voided.

Issued: Indicates that the item is an outstanding check.

Transaction Reports – Outstanding Issued Checks

The Outstanding Issued Checks report filter screen allows the user to create an outstanding issued checks report using dynamic selection criteria. Select items by Issued Date, Input Date, Outstanding as of Date or Issued Payee.

Selection Screen:

Outstanding Issued Checks

Client: Big City Electric

Account ID: #1 #2 #3

Start End

Issued Date:

Input Date:

As of Date:

Issued Payee:

[Produce Report](#)

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

The report can be printed or exported to Excel by clicking on the buttons.

Click on "*Back to Filter*" to return to the report selection screen.

Results Screen:

Outstanding Issued Checks (8)						
	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Input Date
1	Test1	54347	\$100.00	Cindy White	04/27/2017	06/20/2017
2	Test1	54348	\$100.00	Tim Dunes	04/27/2017	06/20/2017
3	Test1	54349	\$100.00	Tommy Walker	04/27/2017	06/20/2017
4	Test1	54350	\$0.00	Bob Ross	04/27/2017	06/20/2017
5	Test1	123456	\$250.00	Ryan Thomas	06/13/2017	06/14/2017
6	Test1	857548	\$12.00	Nancy Jones	06/13/2017	06/14/2017
7	Test1	857859	\$6,251.00	Emma Davis	06/13/2017	06/14/2017
8	Test1	9879778	\$100.00	Clarence Howard	06/13/2017	06/14/2017
			\$6,913.00			

Selection Criteria:
Client: Big City Electric
Account ID: Test

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Issued Payee: The name of the issued payee for this check.

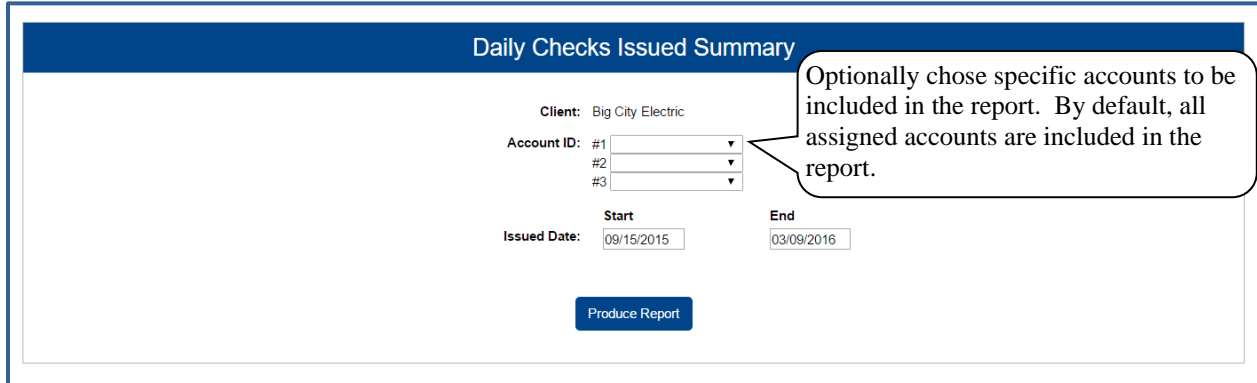
Issued Date: This is the date the check was issued.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Transaction Reports – Daily Issued Checks Summary

The Daily Issued Checks Summary report is an easy way to see how many checks were issued on any given day and their totals. The dynamic selection criterion allows the user to fine tune the report to their specific needs. This includes both manually loaded checks and checks uploaded through an issued check file.

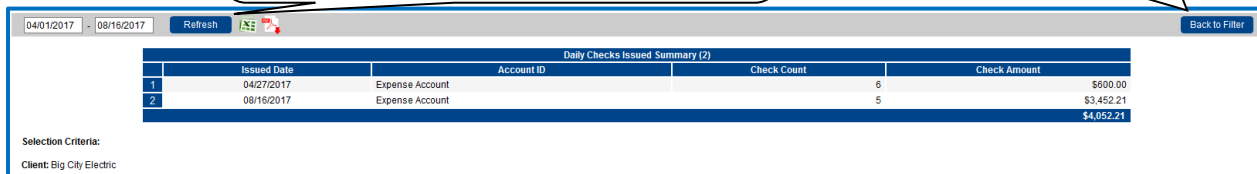
Selection Screen:



The report can be printed or exported to Excel by clicking on the buttons. Additionally, the issued date criteria can be changed without going back to the selection screen.

Click on "Go Back" to return to the report selection screen.

Results Screen:



	Issued Date	Account ID	Check Count	Check Amount
1	04/27/2017	Expense Account	8	\$600.00
2	08/16/2017	Expense Account	5	\$3,452.21
				\$4,052.21

Selection Criteria:
Client: Big City Electric

Issued Date: The date the checks were issued.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

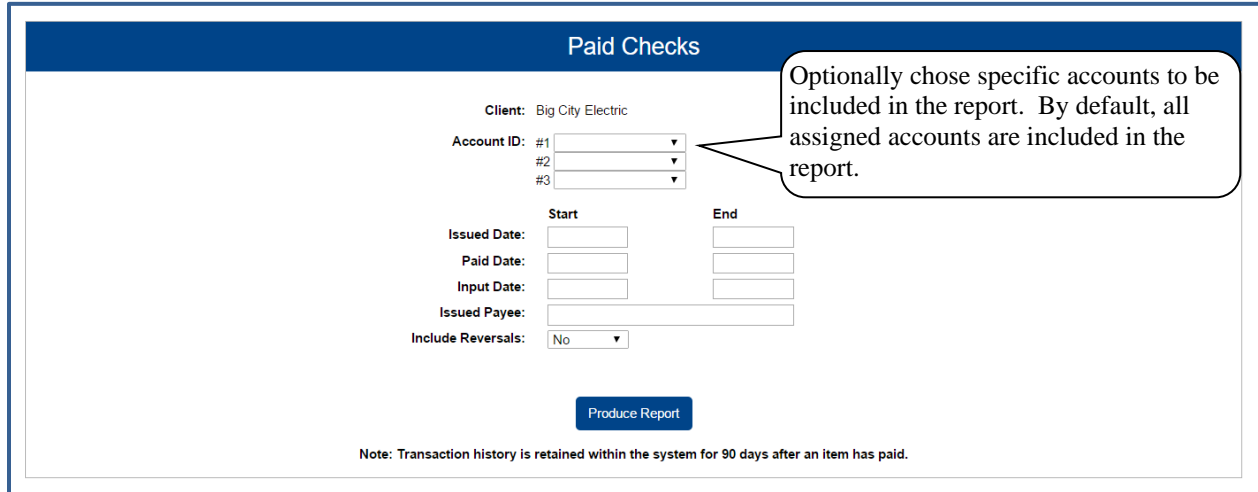
Check Count: The number of checks issued.

Check Amount: The total amount of the checks issued on the specified date.

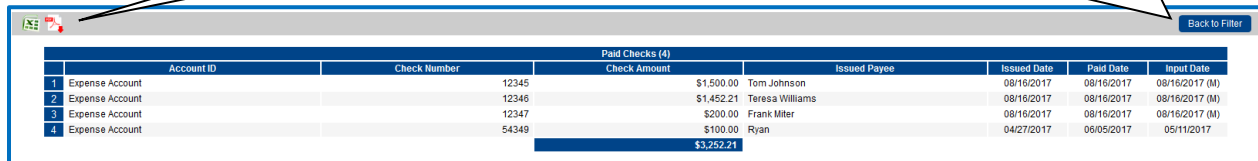
Transaction Reports – Paid Checks

The Paid Checks report filter screen allows the user to create a report of paid checks using dynamic selection criteria. Select items by Issued Date, Paid Date, Input Date or Issued Payee.

Selection Screen:



Results Screen



Paid Checks (4)								
	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Paid Date	Input Date	
1	Expense Account	12345	\$1,500.00	Tom Johnson	08/16/2017	08/16/2017	08/16/2017 (M)	
2	Expense Account	12346	\$1,452.21	Teresa Williams	08/16/2017	08/16/2017	08/16/2017 (M)	
3	Expense Account	12347	\$200.00	Frank Miter	08/16/2017	08/16/2017	08/16/2017 (M)	
4	Expense Account	54349	\$100.00	Ryan	04/27/2017	06/05/2017	05/11/2017	
			\$3,252.21					

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note:* The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check.

Issued Date: This is the date the check was issued.

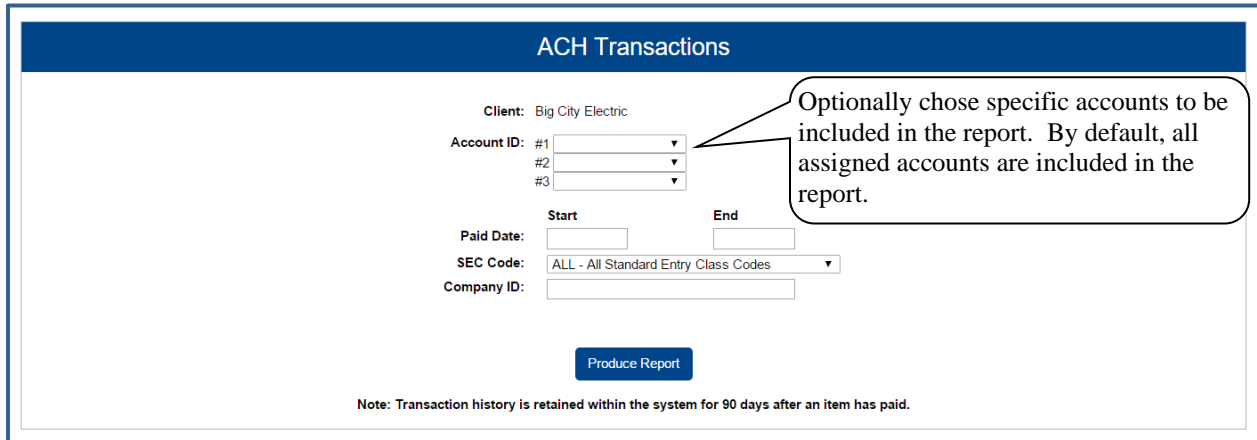
Paid Date: The paid date for this check.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid

Transaction Reports – ACH Transactions

The ACH Transactions report filter screen allows the user to create a report of ACH transactions for a specific date range. If no date range is defined, all ACH transactions currently stored within the system are displayed. Report may be filtered by Paid Date, SEC Code or Company ID.

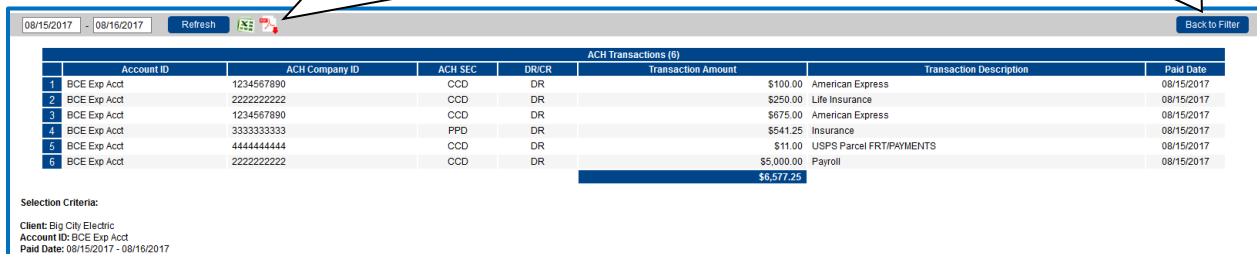
Selection Screen:



The report can be printed or exported to Excel by clicking on the buttons. Additionally, the paid date criteria can be changed without going back to the selection screen.

Click on "Back to Filter" to return to the report selection screen.

Results Screen:



ACH Transactions (6)						
Account ID	ACH Company ID	ACH SEC	DR/CR	Transaction Amount	Transaction Description	Paid Date
1	BCE Exp Acct 1234567890	CCD	DR	\$100.00	American Express	08/15/2017
2	BCE Exp Acct 2222222222	CCD	DR	\$250.00	Life Insurance	08/15/2017
3	BCE Exp Acct 1234567890	CCD	DR	\$675.00	American Express	08/15/2017
4	BCE Exp Acct 3333333333	PPD	DR	\$541.25	Insurance	08/15/2017
5	BCE Exp Acct 4444444444	CCD	DR	\$11.00	USPS Parcel FRT/PAYMENTS	08/15/2017
6	BCE Exp Acct 2222222222	CCD	DR	\$5,000.00	Payroll	08/15/2017
				\$6,577.25		

Selection Criteria:
 Client: Big City Electric
 Account ID: BCE Exp Acct
 Paid Date: 08/15/2017 - 08/16/2017

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

ACH Company ID: The originating ACH company's identification number.

ACH SEC: The ACH standard entry class.

DR/CR: Indicates if the transaction is a debit or credit.

Transaction Amount: The amount of the ACH transaction that has been presented for payment.

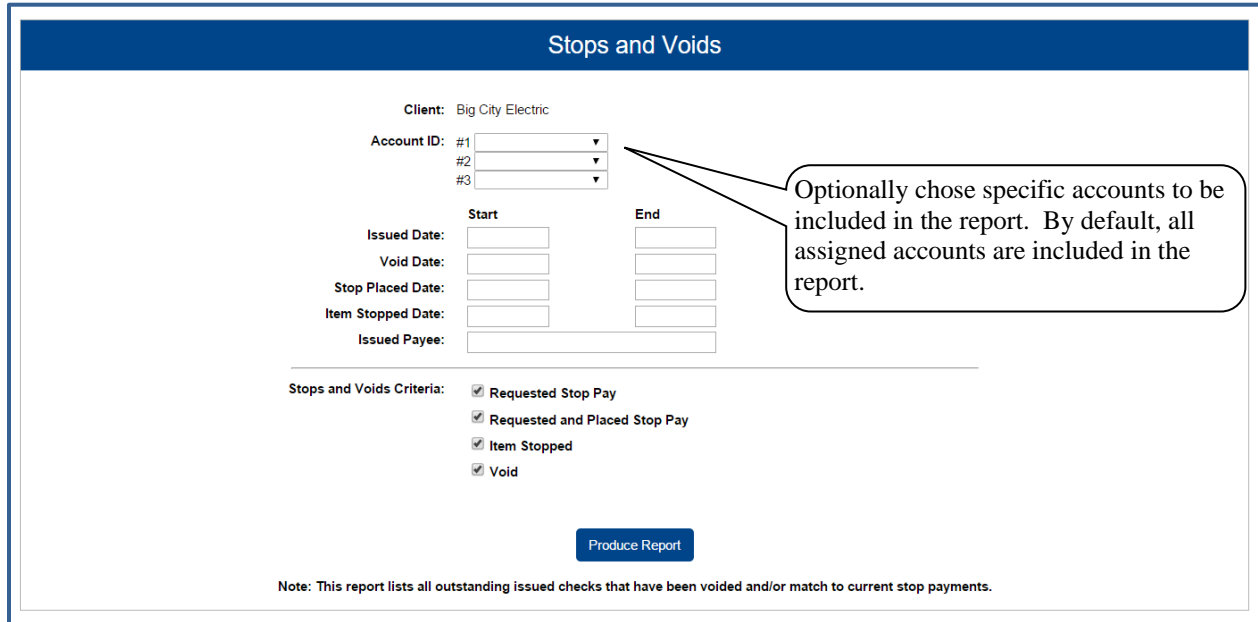
Transaction Description: The description of the ACH transaction.

Paid Date: The paid date for this transaction.

Transaction Reports – Stops and Voids

The Stops and Voids report filter screen allows the user to create a report of checks that have been stopped or voided. Select items by Issued Date, Void Date, Stop Placed Date, Item Stopped Date or Issued Payee.

Selection Screen:



Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Issued Date: The Issued Date checkbox is used to search for transactions based upon the issued date of checks. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Void Date: The Void Date checkbox is used to search for transactions based upon the date the item was voided. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Stop Placed Date: The Stop Placed Date checkbox is used to search for transactions based upon the date a stop payment was applied to this item by the bank. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Transaction Reports – Stops and Voids Listing Selection (Continued)

Item Stopped Date: The Item Stopped Date checkbox is used to search for transactions based upon the date the item was stopped. The item stopped date is only set on checks that are presented for payment after being set up with a stop payment. A date range may be selected by entering both a Start and End date. If searching only for a single date, enter the date in both the start date field.

Requested Stop Pay: The requested stop pay checkbox is used to indicate if items that have been requested as stop payment through the Exact/TMS™ system should be listed.

Requested and Placed: The Requested and Placed checkbox is used to indicate if items with a stop payment that has been paid applied by the bank should be listed.

Item Stopped: The item stopped checkbox is used to indicate if items that have been stopped because of a stop payment should be listed.

Void: The void checkbox is used to indicate if checks that have been voided should be listed.

Results Screen:

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Back to Filter" to return to the report selection screen.

		Stops and Voids (3)									
	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Input Date	Req. Stop Pay	Req. and Placed	Item Stopped	Void Date	
1	BCE-Exp Acct	157894	\$100.00	Jon Doe	10/06/2016	10/06/2016 (M)	08/16/2017				04/27/2017 (A)
2	BCE-Exp Acct	157895	\$200.00	Jane Doe	10/06/2016	10/06/2016 (M)					04/27/2017 (A)
3	Test	54350	\$0.00	Bob Ross	04/27/2017	06/20/2017	06/20/2017				
			\$300.00								

Selection Criteria:
 Client: Big City Electric
 Account ID: BCE-Exp Acct, Test
 Requested Stop Pay Checked: True
 Requested and Placed Stop Pay Checked: True
 Item Stopped Pay Checked: True
 Void Checked: True

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check.

Issued Date: This is the date the check was issued.

Requested Stop Pay: If the request originated from a source other than this system, this column is blank. Otherwise, this represents the date the request was submitted.

Requested and Placed: The date the stop payment was applied (setup).

Item Stopped: The date the item was stopped.

Void: The date the check was voided. Note: If an (A) is listed after the void date, the item was automatically voided.

	09/28/2012	Issued
	09/23/2011	Void (A)
	09/23/2011	Void (A)

Transaction Reports – Exception Items

The Exception Items report filter screen allows the user to generate a report of items that were flagged as exception items. Optionally select items that meet specific criteria. Criteria can include: Exception Date, Exception Type (ACH, Check or Both), pay/return decision or return reason.

Selection Screen:

Exception Items

Client: Big City Electric

Account ID: #1 #2 #3

Exception Date: Start End

Exception Type:

Decision:

Reason:

Include Reversals:

[Produce Report](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

Results Screen:

[Back to Filter](#)

Exception Items (15)															
	Client	Account ID	Account Number	Trace Number	Check Number	Transaction Amount	Issued Payee	Paid Date	Input Date	Exception	Decision	Reason	Decided By	Exception Scrubbed	Service Charge Waived
1	Big City Electric	xxxxx4321	987654321	45854224	0	\$100.00		08/30/2016	08/31/2016 (M)	CHECK NUMBER IS ZERO	Pay	Other	SYSTEM	Yes	No
2	Big City Electric	xxxxx4321	987654321	45854224	0	\$57.55		08/30/2016	08/31/2016 (M)	CHECK NUMBER IS ZERO	Pay	Other	SYSTEM	Yes	No
3	Big City Electric	xxxxx4321	987654321	5.8506	0	\$1.75		08/30/2016	08/31/2016 (M)	UNAUTHORIZED ACH TRANSACTION (CODDRI5845874554)	Pay	Other	SYSTEM	Yes	No
4	Big City Electric	xxxxx4321	987654321	5.8506	0	\$1.75		08/30/2016	08/31/2016 (M)	BLOCKED TRANSACTION (WEBIDR /5845874554)	Pay	Other	SYSTEM	Yes	No
5	Big City Electric	xxxxx4321	987654321	45854224	0	\$100.00		08/30/2016	08/31/2016 (M)	CHECK NUMBER IS ZERO	Pay	Other	SYSTEM	Yes	No
6	Big City Electric	xxxxx4321	987654321	45854224	1235	\$110.00		08/30/2016	08/31/2016 (M)	PAID NOT ISSUED	Pay	Other	SYSTEM	Yes	No
7	Big City Electric	xxxxx4321	987654321	45854224	1235	\$110.00		08/30/2016	08/31/2016 (M)	PREVIOUSLY PAID ITEM POSTED	Pay	Other	SYSTEM	Yes	No
8	Big City Electric	xxxxx4321	987654321	45854224	1236	\$120.00		08/30/2016	08/31/2016 (M)	AMOUNT MISMATCH	Pay	Other	SYSTEM	Yes	No
9	Big City Electric	xxxxx4321	987654321	45854224	1236	\$120.00		08/30/2016	08/31/2016 (M)	PREVIOUSLY PAID ITEM POSTED	Pay	Other	SYSTEM	Yes	No
10	Big City Electric	xxxxx4321	987654321	45854224	1237	\$130.00		08/30/2016	08/31/2016 (M)	VOIDED ITEM/STALE DATED ITEM	Pay	Other	SYSTEM	Yes	No
11	Big City Electric	xxxxx4321	987654321	45854224	105262	\$2,205.00		08/30/2016	08/31/2016 (M)	AMOUNT MISMATCH	Pay	Other	SYSTEM	Yes	No
12	Big City Electric	xxxxx4321	987654321	45854224	105331	\$670.00		08/30/2016	08/31/2016 (M)	VOIDED ITEM	Pay	Other	SYSTEM	Yes	No
13	Big City Electric	xxxxx4321	987654321	45854224	105446	\$655.00		08/30/2016	08/31/2016 (M)	VOIDED ITEM	Pay	Other	SYSTEM	Yes	No
14	Big City Electric	xxxxx4321	987654321	45854224	105450	\$945.79		08/30/2016	08/31/2016 (M)	VOIDED ITEM/STALE DATED ITEM	Pay	Other	SYSTEM	Yes	No
15	Big City Electric	xxxxx4321	987654321	45854224	105452	\$178.77		08/30/2016	08/31/2016 (M)	PAID NOT ISSUED	Pay	Other	SYSTEM	Yes	No
						\$5,505.61									

Selection Criteria:

Client: Big City Electric

Account ID: xxxxx4321

Exception Date: 08/30/2016 - 08/30/2016

Both Check & ACH Exceptions Only

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Back to Filter" to return to the report selection screen.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note:* The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Transaction Amount: The amount of the transaction that has been presented for payment.

Transaction Reports – Exception Items (Continued)

Issued Payee: The issued payee name for this check.

Paid Date: The paid date for this check.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Exception: The type of exception for this item.

Decision: The decision for this exception item.

Return Reason: If the item was returned, the reason will be displayed here.

Decided By: The user who performed the decision

Transaction Reports – Correction Report

The correction report lists the items that have been corrected by the financial institution. These are items that have posted incorrectly (usually due to encoding errors: check number blank, zero or incorrect and amount mismatches).

Selection Screen:

The report can be printed or exported to Excel by clicking on the buttons. Additionally, the exception date criteria can be changed without going back to the selection screen.

Click on "Back to Filter" to return to the report selection screen.

Results Screen:

Client	Account ID	Check Number	Amount	Issued Date	Paid Date	Exception	Reason	Notes
Big City Electric	238	Posted Check # 3	\$337.50	08/24/2017	08/24/2017	PREVIOUSLY PAID ITEM POSTED	Incorrect Check Number/Fix Check Number	fixed number
		Corrected Check # 123456	\$337.50	08/28/2017	08/24/2017			

Client: The client's name.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.

Check Number: The check number of the incorrect & corrected items.

Amount: The amount of the check that has been presented for payment and the amount of the corrected item.

Issued Date: This is the date the check was issued.

Paid Date: The paid date for this check.

Exception: The type of exception for this item.

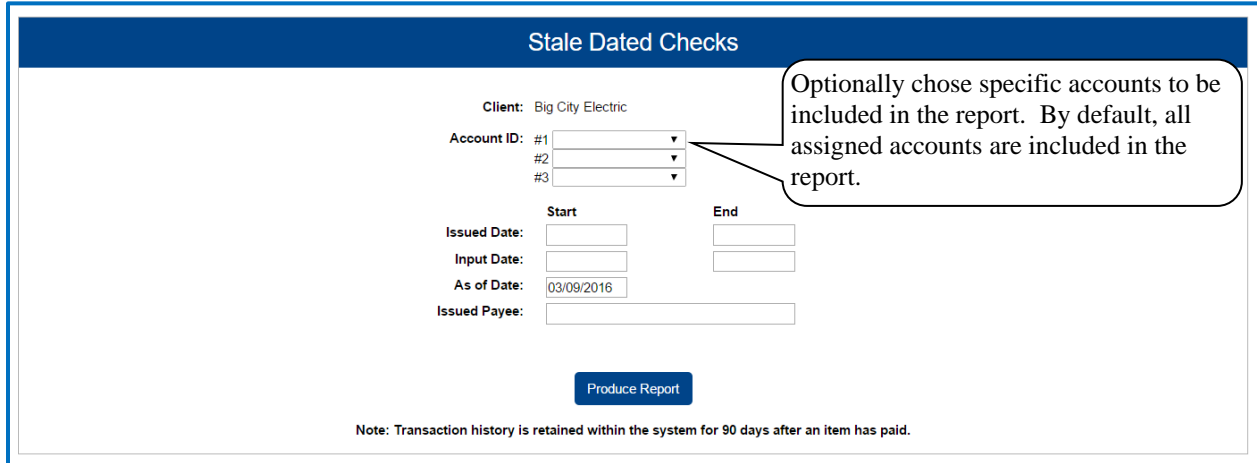
Reason: The reason this item was corrected.

Notes: Any notes associated with the correction.

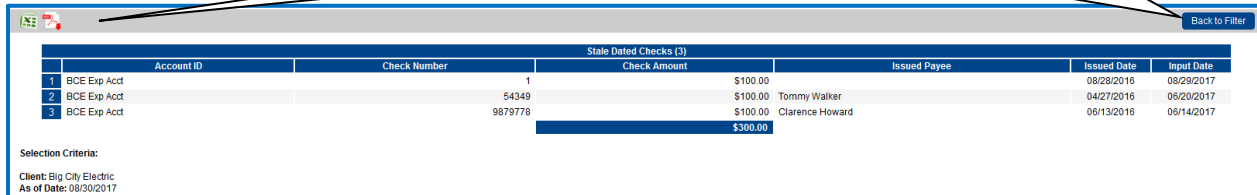
Transaction Reports – Stale Dated Checks

The Stale Dated Checks report filter screen allows the user to create a report of stale dated checks using dynamic selection criteria. A check is considered stale dated based upon the “Stale Dated Check Days” defined in the Institution specifications. Select items by Issued Date, Input Date, As of Date or Issued Payee.

Selection Screen:



Results Screen:



Stale Dated Checks (3)						
	Account ID	Check Number	Check Amount	Issued Payee	Issued Date	Input Date
1	BCE Exp Acct	1	\$100.00		08/28/2016	08/29/2017
2	BCE Exp Acct	54349	\$100.00	Tommy Walker	04/27/2016	06/20/2017
3	BCE Exp Acct	9879778	\$100.00	Clarence Howard	06/13/2016	06/14/2017
			\$300.00			

Selection Criteria:
Client: Big City Electric
As of Date: 08/30/2017

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Issued Payee: The issued payee name for this check.

Issued Date: This is the date the check was issued.

Input Date: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

As of Date: To create a report of stale dated checks “as of” a specific date in the past, enter a date in this field.

Transaction Reports – Check Reconciliation Summary

The Check Reconciliation Summary report is used to assist in balancing online account balances with a customer statement. The report displays an activity summary of newly issued checks, paid checks, and stopped/voided checks. The report also provides a total of outstanding checks as of the reconciliation date.

Check Reconciliation Summary

Account ID:

Reconcile Through Date: (Last Reconcile Through Date: 03/08/2016)

[Select](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note:* The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Reconcile Through Date: The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity in the system up through the Reconcile Through Date is included.

Check Reconciliation Statement

This Reconcile Through Date: 07/24/2016
Account ID: BCE Dep Recon

Transaction Summary

Issued Checks	Show (13)	(+) \$2,972.30
Paid Checks	Show (1)	(-) \$160.25
Stop Payments		(-) \$0.00
Voids	Show (1)	(-) \$970.85
Current Outstanding Checks	Show (11)	(+) \$1,841.20

Reconciliation History

Date
N/A

Statement Balance Summary

Statement Balance:	Calculate	\$0.00
Outstanding Check Amount:		\$1,841.20
Check Register Balance:		-\$1,841.20

Click on *Finish Reconciliation* to reconcile the checks

Finish Reconciliation

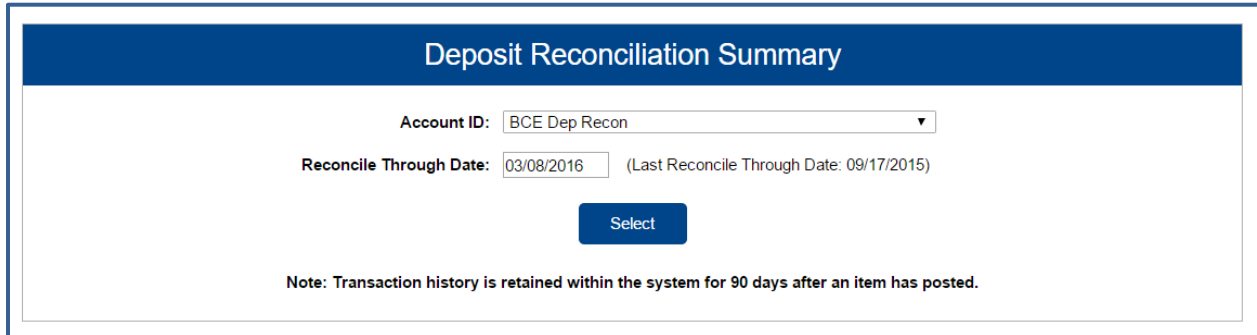
Cancel

The Reconcile History on the right side of the screen provides links to previous reconciliation reports that have been performed on this account.

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link.

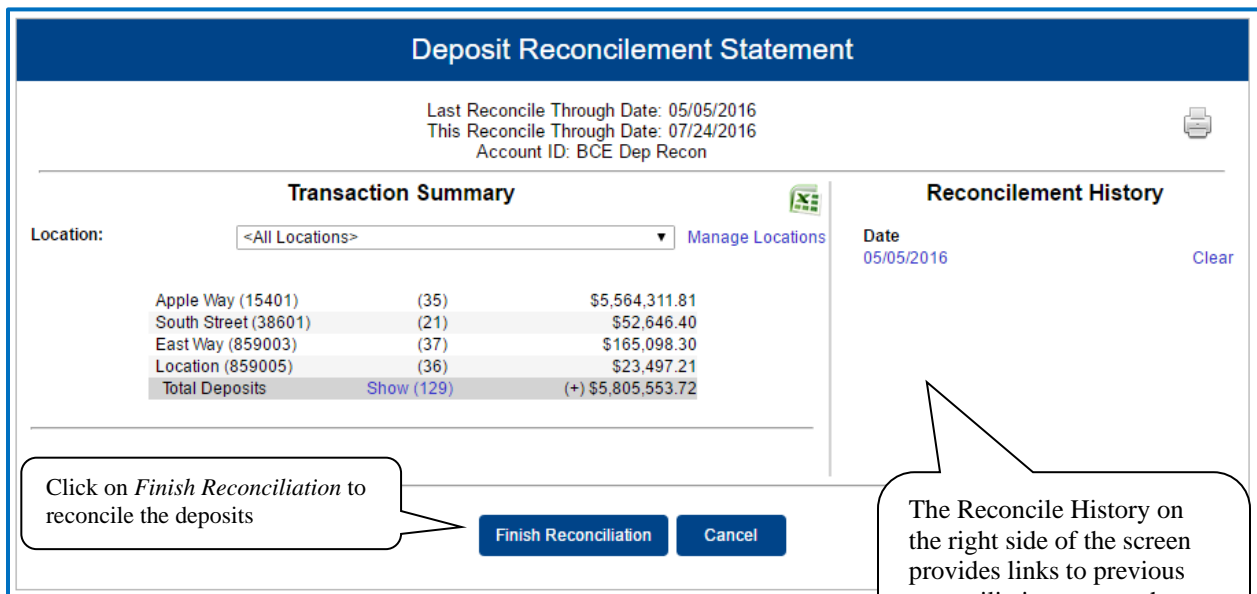
Transaction Reports – Deposit Reconciliation Summary

The Deposit Reconciliation Summary report is used by clients to verify deposits made to an account. This report allows the client to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately.



Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Reconcile Through Date: The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled; all activity in the system up through the Reconcile Through Date is included.



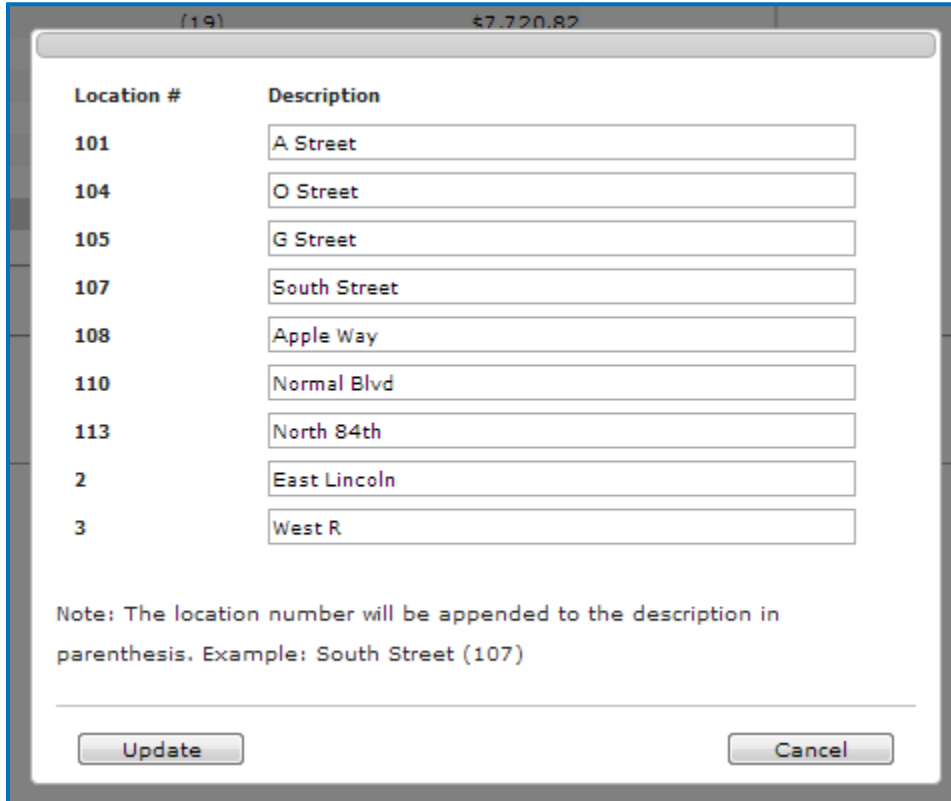
Location:		
Apple Way (15401)	(35)	\$5,564,311.81
South Street (38601)	(21)	\$52,646.40
East Way (859003)	(37)	\$165,098.30
Location (859005)	(36)	\$23,497.21
Total Deposits	Show (129)	(+) \$5,805,553.72

Location: A list of locations will be displayed if location information is available. Values are populated based upon the serial number value from the clients deposit slip.

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link

Transaction Reports – Deposit Reconciliation Summary (Continued)

Manage Locations: If the corporate client is depositing by location, the "Manage Locations" option will be displayed. When selected, a list of the locations will be displayed with an option to define a description for the location.



Location #	Description
101	A Street
104	O Street
105	G Street
107	South Street
108	Apple Way
110	Normal Blvd
113	North 84th
2	East Lincoln
3	West R

Note: The location number will be appended to the description in parenthesis. Example: South Street (107)

Update Cancel

Location Number: The location the deposit is associated with.

Description: The description of the location. **Note:** The location number will be appended to the description in parenthesis. Example: South Street (107).

Transaction Reports – Account Reconciliation Summary

The Account Reconciliation Summary is used to assist in balancing online account balances with a customer statement. The report displays an activity summary with newly issued checks, paid checks, stopped checks, voided checks, ACH debits and credits, miscellaneous debits and credits, deposits, service charges, paid interest and taxes/withholding. The report also provides a total of outstanding checks and the check register balance as of reconciliation date.

Account Reconciliation Summary

Account ID:

Reconcile Through Date: (Last Reconcile Through Date: 09/17/2015)

Note: Transaction history is retained within the system for 90 days after an item has posted.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Reconcile Through Date: The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity up until the Reconcile Through Date will be included.

Transaction Reports – Account Reconciliation Summary (Continued)

Account Reconciliation Statement

This Reconcile Through Date: 07/24/2016
Account ID: BCE Dep Recon

Transaction Summary

Issued Checks	Show (13)	(+) \$2,972.30
Paid Checks	Show (1)	(-) \$160.25
Stop Payments		(-) \$0.00
Voids	Show (1)	(-) \$970.85
ACH Debits	Show (1)	(-) \$69.72
ACH Credits		(+) \$0.00
Miscellaneous Debits	Show (151)	(-) \$36,908,572.15
Miscellaneous Credits	Show (28)	(+) \$218,609.75
Deposits	Show (129)	(+) \$5,805,553.72
Service Charges Paid	Show (44)	(-) \$41,703.99
Interest Paid		(+) \$0.00
Taxes/Withholding		(-) \$0.00
Current Outstanding Checks		\$1,841.20

Reconciliation History

Date
N/A

Statement Balance Summary

Statement Balance:	Calculate	\$0.00
Outstanding Check Amount:		\$1,841.20
Check Register Balance:		-\$1,841.20

Click *Finish Reconciliation* to reconcile the account.

Finish Reconciliation

Cancel

Reconciliation History on the right side of the screen provides links to previous reconciliation reports for this account.

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link.

**Note – Items that have already been reconciled via the Check Reconciliation or Deposit Reconciliation screens will not be included in the Account Reconciliation statement.

SYSTEM: 10/06/16 3:52 PM CENTRIX BANK

ACCOUNT RECONCILIATION REPORT

CLIENT: Big City Electric ACCOUNT ID: TES'T [Export to Excel](#)

CHECK #	PAID DATE	AMOUNT	PAYEE/TRAN DESCRIPTION	REFERENCE	NOTES
--- Paid Items ---					
1	0	05/12/2016	57.55	Jane Doe	45854224
2	0	05/12/2016	100.00	Jon Doe	45854224
3	1234	05/12/2016	100.00		45854224
4	1235	05/12/2016	110.00		45854224
5	1236	05/12/2016	120.00		45854224
6	1237	05/12/2016	130.00		45854224
7	105262	04/20/2016	2,205.00		45854224

Click *Export to Excel* to export a copy of the report to excel.

After clicking on a link in the Reconciliation History, an Account Reconciliation Report will be displayed with all items that were reconciled on the report.

Transaction Reports – ACH Returns/NOC Report

The ACH Returns/NOC Report will display for client users that have an ACH originated company ID or ID's listed within the ACH Report Type Setup screen under the tab Company ID Setup will be able to view their returns and NOC's within the ACH Returns/NOC Report. This way corporate clients can view the individual NOC and return transaction information for all ACH originated company ID or ID's. This screen is only available to financial institutions that have licensed the Exact/ARS™ ACH reporting system.

ACH Returns/NOC Report

Company ID:

From: To:

Company ID: The company ID(s) available for the selected company.

From Date: The From Date field will default to today's date, but you can optionally search for items in the past.

Through Date: The To date field will default to today's date, but you can optionally search for items in the past.

ACH Returns / NOC Report																
Type to filter...		Showing 20 of 20 records Back to Filter														
Return Date	Effective Entry Date	Processed Date	Return Code	Company ID	Company Name	Company Entry Description	Receiving Name	Receiving DFI ID	Corrected Data	Receiving Account Number	Tran Code	Amount	ID Number	Trace Number	SEC Code	
4	2/13/2017	2/13/2017	8/10/2017	Insufficient Funds (R01)	79697451	Friesen - Rogahn	RET TEST	Rosanna Funk	111111118		188242393	Demand Debit ReturnNOC (26)	\$547.00		111111110815777	PPD
5	2/13/2017	2/13/2017	8/10/2017	Customer Advises Not Authorized (R10)	79697451	Friesen - Rogahn	RET TEST	Megane Ratke	111111118		219118242	Demand Debit ReturnNOC (26)	\$491.00		111111110766629	PPD
6	2/13/2017	2/13/2017	8/10/2017	Invalid Account Number (R04)	79697451	Friesen - Rogahn	RET TEST	Werner Farrell	111111118		007918230	Savings Debit ReturnNOC (36)	\$20.00		111111110672487	PPD
7	2/13/2017	2/13/2017	8/10/2017	Invalid Account Number (R04)	79697451	Friesen - Rogahn	RET TEST	Adelle Howe	111111118		142075083	Savings Credit ReturnNOC (31)	\$42.00		111111110561657	PPD
8	2/13/2017	2/13/2017	8/10/2017	Unauth DR to Consumer Acct Using Corp SEC Cd (R05)	79697451	Friesen - Rogahn	RET TEST	Flo Durgan	111111118		050498448	Savings Debit ReturnNOC (36)	\$421.00		111111110456130	PPD
9	2/13/2017	2/13/2017	8/10/2017	No Account/Unable to Locate (R03)	79697451	Friesen - Rogahn	RET TEST	Hilbert Ankunding	111111118		296386978	Savings Debit ReturnNOC (36)	\$550.00		111111110875968	PPD
10	2/13/2017	2/13/2017	8/10/2017	Insufficient Funds (R01)	79697451	Friesen - Rogahn	RET TEST	Tyshawn Rohan	111111118		245287429	Demand Debit ReturnNOC (26)	\$820.00		111111110798197	PPD
11	2/13/2017	2/13/2017	8/10/2017	(C10)	79697451	Friesen - Rogahn	COR TEST	Ayden Klehn	111111118	223234	055113515	Demand Credit ReturnNOC (21)	\$0.00		111111110758404	COR
12	2/13/2017	2/13/2017	8/10/2017	Incorrect Foreign Receiving DFI Id (C08)	79697451	Friesen - Rogahn	COR TEST	Austin Deckow	111111118	731419	165505037	Savings Debit ReturnNOC (36)	\$0.00		111111110588765	COR
13	2/13/2017	2/13/2017	8/10/2017	(C10)	79697451	Friesen - Rogahn	COR TEST	Trisha Welch	111111118	570376	005684288	Demand Debit ReturnNOC (26)	\$0.00		111111110539899	COR

Return Date: The date the transaction was returned.

Effective Entry Date: The date specified by the originator on which it intends a batch of entries to be settled.

Processed Date: The date that the item was processed into the system.

Transaction Reports – ACH Returns/NOC Report (Continued)

Return Code: This field contains a standard code used by an ACH Operator or RDFI to describe the reason for returning an entry.

Company ID: The Company ID of the originator as assigned by the ODFI.

Company Name: This field identifies the name of the originator.

Company Entry Description: This field identifies a value set by the originator to provide a description of the purpose of the entry.

Receiving Name: This field identifies the individual or company name of the receiver.

Receiving DFI ID: This field identifies the routing number of the RDFI.

Corrected Data: This field identifies the corrected data from the notification of change addenda record.

Receiving Account Number: This field identifies the account number of the receiver.

Tran Code: This field identifies the type debit or credit entry.

Amount: The amount of the transaction.

Individual ID Number: This field identifies the accounting number by which the receiver is known to the originator.

Trace Number: The trace number uniquely identifies each Entry Detail Record within a batch in an ach input file.

SEC Code: This field contains a three character code used to identify various types of entries.

Transaction Reports – Payee Match Report

The Payee Match Report filter screen generates an on-line report using dynamic selection criteria. Select items by Issued Date, Paid Date, Check Number or Issued Payee Name. This report is only available if the Exact/TMS™ Payee Match module has been licensed.

Selection Screen:

Payee Match Report

Client: Bovine Services

Account ID: #1
 #2
 #3

Start End

Issued Date:

Paid Date:

Check Number:

Issued Payee:

[Produce Report](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

Results Screen:

[Back to Filter](#)

Payee Match Report (12)									
	Account ID	Account Number	Check Number	Check Amount	Issued Payee	Issued Date	Paid Date	Payee Match Check Payee	Confidence Level
1	Test	3383	View Image 0	\$500.00		05/31/2017			
2	Test	3383	View Image 0	\$100.00		05/31/2017			
3	Test	3383	View Image 0	\$57.55		05/31/2017			
4	Test	3383	View Image 1235	\$110.00	Janice Jones	06/01/2017	05/31/2017	Janice Jones	1000
5	Test	3383	View Image 1236	\$119.25	Tom Johnson	06/01/2017	05/31/2017	Tom Johnson	1000
6	Test	3383	View Image 1237	\$130.00	Tim McWilliams	06/01/2017	05/31/2017	Tim McWilliams	1000
7	Test	3383	View Image 105262	\$2,205.00	Barry Smith	06/01/2017	05/31/2017	Barry Smith	1000
8	Test	3383	View Image 105331	\$670.00	Robert Jones	06/01/2017			
9	Test	3383	View Image 105446	\$655.00		05/31/2017			
10	Test	3383	View Image 105450	\$945.79		05/31/2017			
11	Test	3383	View Image 105452	\$178.77		05/31/2017			
12	Test	3383	View Image 105455	\$355.00		05/31/2017			
				\$6,026.36					

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Back to Filter" to return to the report selection screen.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Check Number: The check number of this item.

Check Amount: The amount of the check that has been presented for payment.

Transaction Reports – Payee Match Report (Continued)

Issued Payee: The issued payee name for this check.

Issued Date: The date the check was issued.

Paid Date: The posting date of the check.

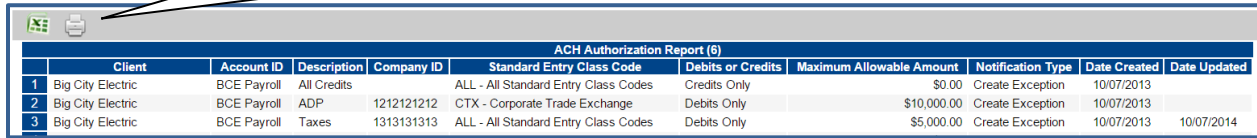
Payee Match Check Payee: The name that was read from the check image for this check.

Confidence Level: The level of confidence that the payee match process returned for this check. The level will fall between 0 (no confidence) and 1000 (perfect score). The confidence level will show as blank if there was no image found during the payee match process.

System Reports – ACH Authorization Report

The ACH Authorization Report displays a listing of all pre-authorized rules. **Note:** This report will only display rules for the accounts that the user has access to.

The report can be printed or exported to Excel by clicking on the buttons.



ACH Authorization Report (6)										
	Client	Account ID	Description	Company ID	Standard Entry Class Code	Debits or Credits	Maximum Allowable Amount	Notification Type	Date Created	Date Updated
1	Big City Electric	BCE Payroll	All Credits		ALL - All Standard Entry Class Codes	Credits Only	\$0.00	Create Exception	10/07/2013	
2	Big City Electric	BCE Payroll	ADP	1212121212	CTX - Corporate Trade Exchange	Debits Only	\$10,000.00	Create Exception	10/07/2013	
3	Big City Electric	BCE Payroll	Taxes	1313131313	ALL - All Standard Entry Class Codes	Debits Only	\$5,000.00	Create Exception	10/07/2013	10/07/2014

Client: The name of the client.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Description: This is the description of ACH rule.

Company ID: The originating company ID of the transaction from the ACH file. If the company ID field is left blank, the rule will apply to all company IDs.

Standard Entry Class Code: A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

Debits or Credits: The options are either debits, credits, or both debits and credits to define the types of transactions for this rule.

Maximum Allowable Amounts: The maximum allowed amount for this type of transaction. If the amount is left zero, the maximum amount field is not used during the authorization process.

Notification Type: The value *Create Exception* indicates that any unauthorized ACH transaction will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any unauthorized transaction.

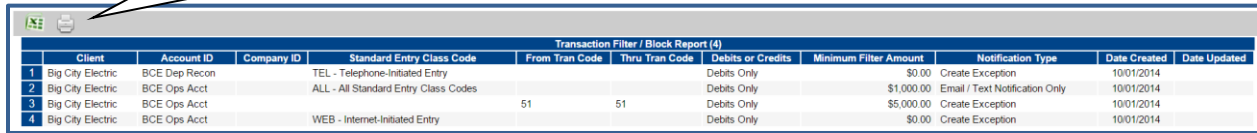
Date Created: The date the rule was created.

Date Updated: The last date the rule was updated.

System Reports – Transaction Filter/Block Report

The Transaction Filter/Block Report displays a listing of all filters/block rules. **Note:** This report will only display rules for the accounts that the user has access to.

The report can be printed or exported to Excel by clicking on the buttons.



Transaction Filter / Block Report (4)											
	Client	Account ID	Company ID	Standard Entry Class Code	From Tran Code	Thru Tran Code	Debits or Credits	Minimum Filter Amount	Notification Type	Date Created	Date Updated
1	Big City Electric	BCE Dep Recon		TEL - Telephone-Initiated Entry			Debits Only	\$0.00	Create Exception	10/01/2014	
2	Big City Electric	BCE Ops Acct		ALL - All Standard Entry Class Codes			Debits Only	\$1,000.00	Email / Text Notification Only	10/01/2014	
3	Big City Electric	BCE Ops Acct			51	51	Debits Only	\$5,000.00	Create Exception	10/01/2014	
4	Big City Electric	BCE Ops Acct		WEB - Internet-Initiated Entry			Debits Only	\$0.00	Create Exception	10/01/2014	

Client: The name of the client.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Company ID: The originating company ID of the transaction from the ACH file. If the field is left blank, the filter will not be used.

Standard Entry Class: The ACH standard entry class (SEC) code(s) pertaining used for this rule. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

From Tran Code: The starting transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Thru Tran Code: The ending transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Debits or Credits: Displays whether the filter pertains to debits only, credits only, or both debits and credits.

Minimum Filter Amount: The minimum transaction amount for this filter. Transactions must have an amount greater than or equal to this amount for this filter to apply. Any transaction that exceeds the minimum filter amount will activate the “notification type” defined for the rule. If the minimum filter amount is blank or zero, the transaction amount will not be used.

Notification Type: The value *Create Exception* indicates that any transaction matching the filter criteria will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any transaction matching the criteria in this filter.

Date Created: The date the filter criteria was created

Date Updated: The date the filter criteria was last modified.

System Reports – Issued Check File Processing Log

The Issued Check File Processing Log displays a list of all issued check files that have been electronically submitted via the Exact/TMS™ web interface. Select items by Upload Date, Item Count or Dollar Amount. If a submitted file had errors, the user can drill down to view the errors by clicking in the “Results” column.

Selection Screen:

Issued Check File Processing Log

Client: Big City Electric

Account ID: #1
 #2
 #3

Start: End:

Upload Date:
 Item Count:
 Dollar Amount:

[Produce Report](#)

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

The report can be printed or exported to Excel by clicking on the buttons. Additionally, the upload date criteria can be changed without going back to the selection screen.

Click on "Back to Filter" to return to the report selection screen.

Results Screen:

05/16/2016		08/08/2016		Refresh	Print	Back to Filter				
Issued Check File Processing Log (4)										
Client Name	Account ID	File Type	Results	Items	Amount	Upload Date	User	File Name		
1	Big City Electric	BCE Exp Acct	HAMP 237922	Processed	91	\$35,041.27	5/17/16 9:09 AM	System	20140820090940_9989_028_ggp_pospay_20140819_1100237922_01.bt	View File
2	Big City Electric	BCE Payroll	_BCE Standard	Processed	6	\$1,472.30	5/20/16 10:30 AM	jdoe	20141029103034__BigCityElectricDemo.csv	View File
3	Big City Electric	BCE Ops Acct	BCE Require Totals	Rejected	11	\$12.00	5/20/16 10:36 AM	jdoe	20141029103649__BigCityElectricDemo.csv	View File
4	Big City Electric	BCE Payroll	_BCE Standard	Processed	6	\$1,472.30	5/21/16 2:12 PM	jdoe	20150520021252__BigCityElectricDemo.csv	View File
				114	37,997.87					

Click links under the "Results" column for file processing info.

Processing Output Totals		
File Status	Item Total	Amount Total
Processed:	103	37,985.87
Exception:	0	0.00
Rejected:	11	12.00

Client: The client’s name.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note:* The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

File Type: The file processing type associated with this upload.

System Report – Issued Check File Processing Log (Continued)

Results: the results column from the Issued Check File Processing Log will display one of the following processing statuses:

Unprocessed: The file has been uploaded but has not yet been processed.

Processed: The file was processed successfully.

Processed with Exceptions: The file was processed successfully, but duplicate checks were not loaded.

Rejected: The file was rejected due to one of the following reasons:

- A mismatch between the number of items/amount entered on the screen and the number of items/amount contained in the file
- The file format did not match the format selected

To view additional details regarding the file, click on the results column. For example, to view the exceptions on a file that has a result of Processed with Exceptions, click on the 'Processed with Exceptions' link.

Items: The number of items in the file.

Amount: The total amount in the file.

Upload Date: The date the file was uploaded.

User: The user that uploaded the issued check file.

File Name: The name of the issued check file uploaded into the system. **Note:** The system appends the date/time to the beginning of the file name.

Security/Account Administration – Transaction Filter / Block Setup

The Transaction Filter / Block Setup screen is used to define the transaction monitoring rules for an account. Transactions can be filtered based on the ACH standard entry class, company ID, transaction code, transaction type (debits and/or credits), and amount threshold. All transactions that meet the filter criteria are processed according to the Notification Type defined for the rule.

Transaction Filter / Block Setup for Client: Big City Electric									
	Account ID	Company ID	Standard Entry Class Code	From Tran Code	Thru Tran Code	Debits or Credits	Minimum Filter Amount	Notification Type	
1	BCE Dep Recon		TEL - Telephone-Initiated Entry			Debits Only	0.00	Create Exception	Edit
2	BCE Ops Acct			51	51	Debits Only	5000.00	Create Exception	Edit
3	BCE Ops Acct		ALL - All Standard Entry Class Codes			Debits Only	1000.00	Email / Text Notification Only	Edit
4	BCE Ops Acct		WEB - Internet-Initiated Entry			Debits Only	0.00	Create Exception	Edit
	BCE Dep Recon					Both DR and CR		Create Exception	Add

Client/Account ID: Select the Client/Account ID corresponding to the account for which the filter is to be used. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Company ID: The originating company ID of the transaction from the ACH file. If the field is left blank, this filter will not be used.

Standard Entry Class Code: A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes. If the field is left blank, the filter/block will use the From and Thru Tran Codes.

From Tran Code: Enter the starting transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Thru Tran Code: Enter the ending transaction code for this filter. If the ACH SEC Code is not available from the DDA system, the from and thru transaction code fields may be used to identify the type of transaction.

Debits or Credits: Select either debits, credits, or both debits and credits to define the types of transactions for this rule.

Minimum Filter Amount: Enter the minimum transaction amount for this filter. Transactions must have an amount greater than or equal to this amount for this filter to apply. Any transaction that exceeds the minimum filter amount will activate the “notification type” defined for the rule. If the minimum filter amount is left blank, the transaction amount filter will not be used.

Notification Type: Select Create Exception or Email Notification Only. The value *Create Exception* indicates that any transaction matching the filter criteria will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any transaction matching the criteria in this filter.

Security/Account Administration – ACH Authorization Rules Setup

The ACH Authorization Rules Setup screen is used to define all of the pre-authorized ACH transaction rules for an account. An ACH authorization rule can include the originating company, standard entry class, transaction type (debits and/or credits), and maximum authorized dollar amount. If an unauthorized ACH item posts to an account, the rules determine whether the item requires a pay/return decision or if the client should simply be alerted via email that unauthorized activity has occurred.

ACH Authorization Rules Setup for Client: Big City Electric						
Notification Type for Unauthorized ACH Transactions: <input type="text" value="Create Exception"/> Edit						
	Account ID	Description	Company ID	Standard Entry Class Code	Debits or Credits	Maximum Allowable Amount
1	BCE Payroll	All Credits		ALL - All Standard Entry Class Codes	Credits Only	
2	BCE Payroll	ADP	1212121212	CTX - Corporate Trade Exchange	Debits Only	10000.00
3	BCE Payroll	Taxes	1313131313	ALL - All Standard Entry Class Codes	Debits Only	5000.00
	<input type="text" value="BCE Dep Recon"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="ALL - All Standard Entry Class Codes"/>	<input type="text" value="<Select->"/>	<input type="text"/>

Notification Type for Unauthorized ACH Transactions: Select Create Exception or Email Notification Only. The value *Create Exception* indicates that any unauthorized ACH transaction will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any unauthorized transaction.

Client/Account ID: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. **Note:** The label used for this field (typically “Client ID” or “Account ID”) throughout the system is defined by the financial institution.

Description: This is the client defined description of ACH rule.

Company ID: The originating company ID of the transaction from the ACH file. If the company ID field is left blank, the rule will apply to all company IDs.

Standard Entry Class Code: A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or “ALL – All Standard Entry Class Codes” can be selected to include all SEC codes.

Debits or Credits: Select either debits, credits, or both debits and credits to define the types of transactions for this rule.

Maximum Allowable Amount: The maximum allowed amount for this type of transaction. If the amount is left zero, the maximum amount field is not used during the authorization process.

General Items – User Setup (Client)

The client user setup screen is used by the client administrator to manage their users.

Contact Information:

User Setup (Client)

Contact Information
Security Settings
Menu Settings
System Messages

* **First Name:**

Middle Initial:

* **Last Name:**

* **Email Address:** Exclude From Email

Primary Phone Number:

Secondary Phone Number:

** **Mobile Number:** Do Not Send Text Messages

Limit Text Start & Stop Times:

Text Messages Start Time:

Text Messages End Time:

* Indicates required fields

** Mobile number is required for text message alerts

Archive User

First Name/ Middle Initial / Last Name: The name of the user.

Email Address: The email address used to send system-generated email messages to this user.

Exclude from email: This checkbox determines if the user should receive email messages from the system. If checked, the user does not receive any email messages. In unchecked, the user receives email messages based upon the email selections checked on system messages tab.

Primary Phone Number: The primary phone number.

Secondary Phone Number: The secondary phone number for the user.

Mobile Phone Number: The mobile phone number for the user. The mobile number is used if the client has selected to receive text alerts. Text alerts are only available to financial institutions that have licensed the Exact/TMS™ Text Messaging Module.

Do Not Send Text Messages: This checkbox determines if the user should receive text messages from the system. If checked, the user does not receive any text messages. In unchecked, the user receives text messages based upon the text selections checked on system messages tab.

General Items – User Setup (Client) (continued)

Limit Text Start & Stop Times: If set to “Yes”, the times text messages are sent will be limited to between the start and stop times. If set to “No”, text messages will be sent whenever one is generated.

Text Messages Start Time: The time of day that system will start sending text messages.

Text Messages End Time: The time of day that system will stop sending text messages.

Archive User: Determines if the user is still active in the system. If checked, the user is no longer active and is not allowed to login to the system.

General Items - User Setup (Client) (Continued)

Security Settings:

User Setup (Client)

Contact InformationSecurity SettingsMenu SettingsSystem Messages

* **User Name:**

SSO Only:

* **Password:**

* **Verify Password:**

Company: Big Lake Action Home

Account ID:

Available:

Assigned:

Expense

Expense 2

Ops Account

Payroll

ACH Reports:

Available:

Assigned:

EDI Report

NOC and Return Report

Client Exception Type(s):

- Allow user to download issued check files
- Allow user to edit transactions
- Allow user to delete transactions
- Allow user to add ACH Authorization Rules in Quick Exceptions Processing
- User Locked

* Indicates required fields

Archive User

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General Items - User Setup (Client) (Continued)

User Name: The login name for the user.

SSO Only: The SSO Only option allows users to make the Password and Verify Password fields not required for User Setup (Client). This is an optional feature that has to be enabled.

Password / Verify Password: The login password for the user. The password and verify password must match in order to set or change the user's password.

- The system automatically requires all new users to change their password on the first login.
- The password definition rules (minimum length and mixed character requirements) are defined by the financial institution.

Client/Account ID: The Client/Account ID is the number or description that identifies a specific account. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Note: The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution. All accounts that are assigned to the client will be displayed in the *Available* column. To enable the user to access an account, move the account to the *Assigned* column by either clicking on the Client/Account ID or selecting *Add All*. **NOTE:** Utilizing the Client/Account ID in email communication and on all screens is a security precaution.

ACH Reports: The ACH Reports section lists the ACH reporting files that have been defined for the client by the financial institution. To enable a user to view/download a report, click on the name under the *Available* column to move it to the *Assigned* column, or click *Add All*. To notify the user each time a new report is available, check the box labeled "ACH Reporting System New File Notification" in the *Email Types* section of the screen. The system automatically prompts users to change their passwords based upon the password expiration days defined by the financial institution. The *ACH Reports* section is only available to banks that have licensed the Exact/ARS™ ACH reporting system.

Client Exception Types: This determines which types of exceptions the user can process on the Exception Processing screen. The choices are: Check Exceptions Only, ACH Exceptions Only & Both Check and ACH Exceptions.

Allow user to edit transactions: This checkbox determines if the user is able to edit transactions (i.e. make pay and return decisions, void items).

Allow user to delete transactions: This checkbox determines if the user is able to delete transactions from the system. Transactions can be deleted by clicking on the delete button while viewing transaction details.

Allow user to add ACH Authorization Rules in Quick Exception Processing: This checkbox determines if the user is able to add an ACH authorization rule in the quick exception processing screen when there is an ACH authorization exception (See Quick Exception Processing).

User Locked: This checkbox determines if the user is locked out of the system. The user is automatically locked out of the system if the user exceeds the number of failed password attempts. To unlock a user, uncheck this box.

*General Items - User Setup (Client) (Continued)**Menu Settings:*

User Setup (Client)

Menu options this user can access

- Exception Processing - Quick Exception Processing
- Transaction Processing - Review Checks
- Transaction Processing - Submit Issued Check File
- Transaction Processing - Add New Issued Check
- Transaction Processing - Void a Check
- Transaction Processing - Check Search
- Transaction Processing - Paid Check Search
- Transaction Processing - Reverse Positive Pay Extract
- Transaction Processing - ACH Transaction Search
- Transaction Processing - Reverse Positive Pay Multi Accts
- Stop Payments - Review Stop Payment Items
- Stop Payments - Current Stop Payment Requests
- Transaction Reports - All Checks
- Transaction Reports - Outstanding Issued Checks
- Transaction Reports - Daily Checks Issued Summary
- Transaction Reports - Paid Checks
- Transaction Reports - Stops and Voids

Menu options this user can access: Functions that are available to the corporate client are displayed in the bottom portion of the user setup screen. To enable a specific function for a user, check the box adjacent to the menu description. If a box is un-checked, the menu item will not be available to the user. Menus appear based upon the logged on user's access rights.

General Items - User Setup (Client) (Continued)

System Messages:

User Setup (Client)

Contact Information
Security Settings
Menu Settings
System Messages

*** Mobile number must be defined (Contact Information tab) in order for text message alerts to work ***

User Notification Template: Select

Message	Email	Text
CLIENT - No exceptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Duplicate paid item	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Duplicate paid item with amount mismatch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Filtered / blocked transaction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item not issued	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item with amount mismatch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Paid item with zero check number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Payee name mismatch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Exception: Unauthorized ACH transaction	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Reminder to process exceptions	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Filtered / blocked transaction notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Unauthorized ACH transaction notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file count / amount mismatch	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file loaded successfully	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued File Partially Loaded	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - Issued file processing loaded no items	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - Issued file rejected	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - New ACH authorization rule added	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - New transaction filter / block added	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT - ACH reporting system new file notification	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
CLIENT - ACH reporting file sent as email attachment	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Archive User

Submit

Notifications Types This User Will Receive: Check the various emails and/or text notification types that this user should receive. Email messages are always available to all client users. Text notifications are available only for those financial institutions that have licensed the Exact/TMS™ Text Messaging Module.

General Items – Reset User (Client)

The Reset User (Client) screen is used to reset client users.

Selection Screen:

Results Screen:

Password / Verify Password: The login password for the user. The password and verify password must match in order to change the user's password.

- The system automatically requires all new users to change their password on the first login.
- The password definition rules (minimum length and mixed character requirements) are defined by the financial institution.
- The system automatically prompts users to change their passwords based upon the password expiration days defined by the financial institution.

User Locked: This checkbox determines if the user is locked out of the system. The user is automatically locked out of the system if the user exceeds the number of failed password attempts. To unlock a user, uncheck this box.