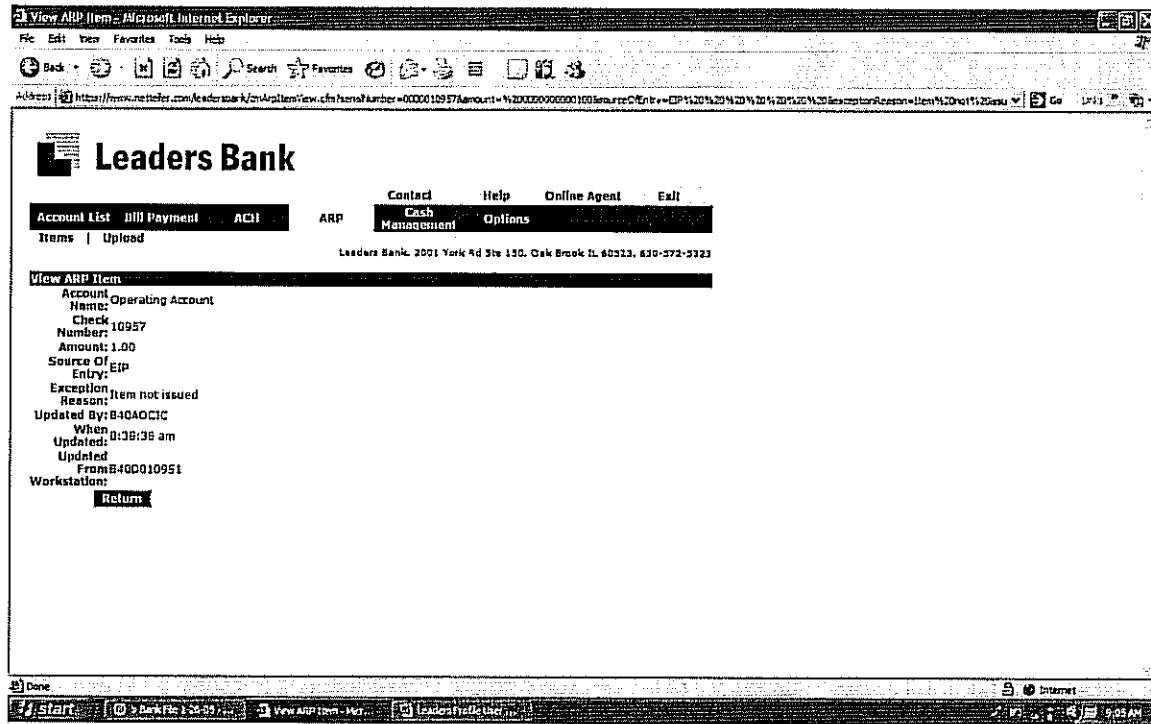


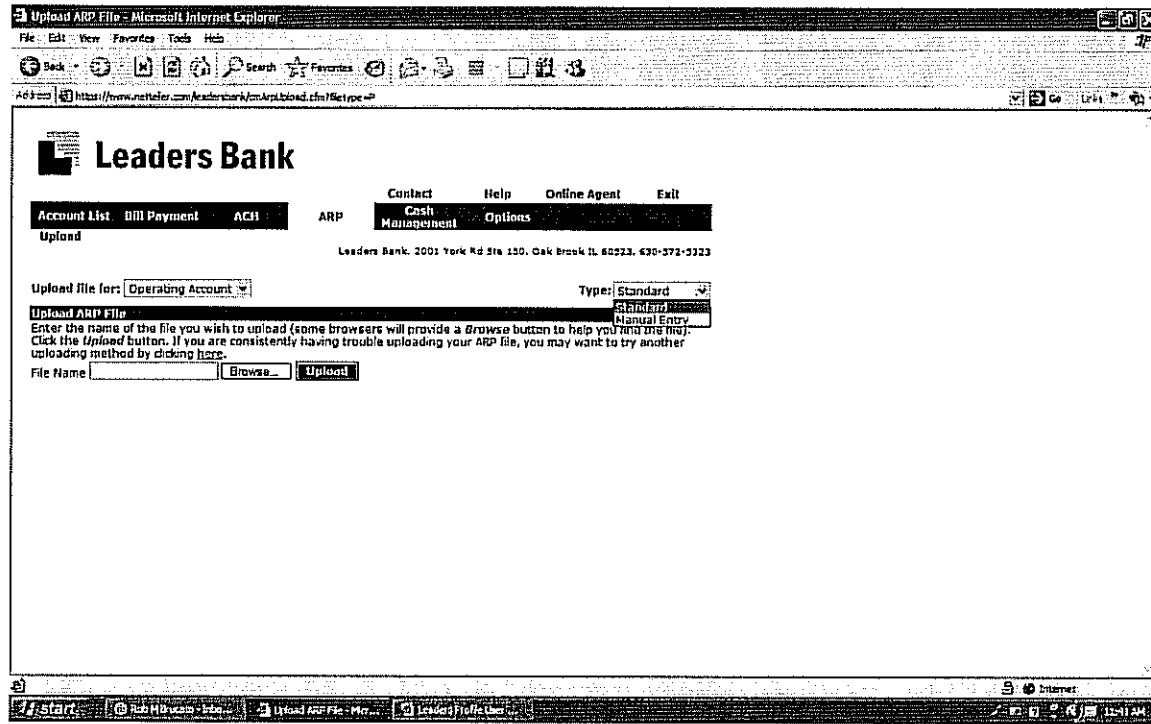
View/Work ARP (Account Reconciliation/Positive Pay) Items

This screen will display when the **ARP** option is selected from the Main Menu, and when there is an account set up on Positive Pay that has exception items. If this is the case, this screen will display allowing you to make a **PAY** or **DO NOT PAY** decision on all items listed. Each exception item listed will include check number and amount. The **Pay** box defaults to **PAY**. If you do not want the item paid, click in the appropriate box to remove the checkmark. You may also click the [View](#) link to view some additional information on the item; however, an image of the check will not be displayed. If there are not any exception items, this screen will not display.



View ARP Item

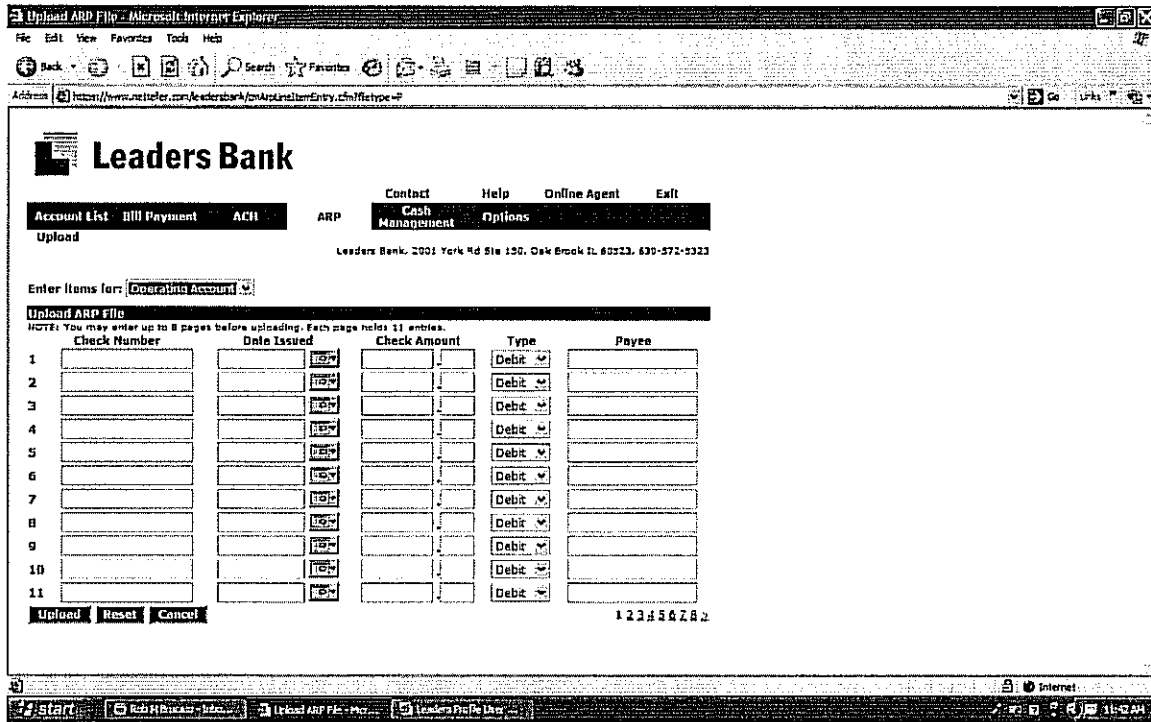
This screen will display when the View link is selected from the previous screen listing positive pay exception items. Specific item information is displayed for the exception item you selected.



Upload ARP File

This screen will display when the **ARP** option is selected from the Main Menu and when Positive Pay is set up on the account(s). This process is used to upload positive pay files from another location/source. The format of the file is user-defined and **MUST** have been provided to the bank at the time the account was set up for positive pay.

Use the pull down menu next to **Upload file for** field to select the account. In the pull down menu next to the **Type** field, there are two options available: **Standard** or **Manual Entry**. Use the **Standard** option if a user-defined file is being uploaded. Enter the positive pay file name to be uploaded next to the **File Name** field, or select the **Browse** button to locate the file path. Select the **Upload** button to complete the process. If you choose to input positive pay check issue information into a pre-defined template instead of uploading a file, select the **Manual Entry** option. If **Manual Entry** is selected, an input template will be displayed.



Enter ARP Items

This screen will display when the **Manual Entry** option is selected from the pull down menu next to the **Type** field from the "Upload ARP File" screen. This will allow you to manually enter check issue information and create your check issue file for daily positive pay processing.

Enter the following fields of information: **Check Number**, **Date Issued** (use the pull down calendar to select the date if desired), **Check Amount** (dollars and cents must be entered), **Type** (use the pull down menu to select debit, credit, or void), and **Payee**. Select the **Upload** button when you have finished entering all of the information.

NOTE: It is critical that the issue information be sent to the bank immediately after the items are issued (preferably the same day). A delay in sending the information to the bank could result in some of the items showing up as exceptions (Paid – No Issue) when in fact the items are valid.