
Accounts Payable Positive Pay

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Purpose of this document

This document describes how to setup and generate a Positive Pay file for your Bank. The file provides the Bank a list of the AP checks generated by the food bank that are acceptable to redeem for payment.

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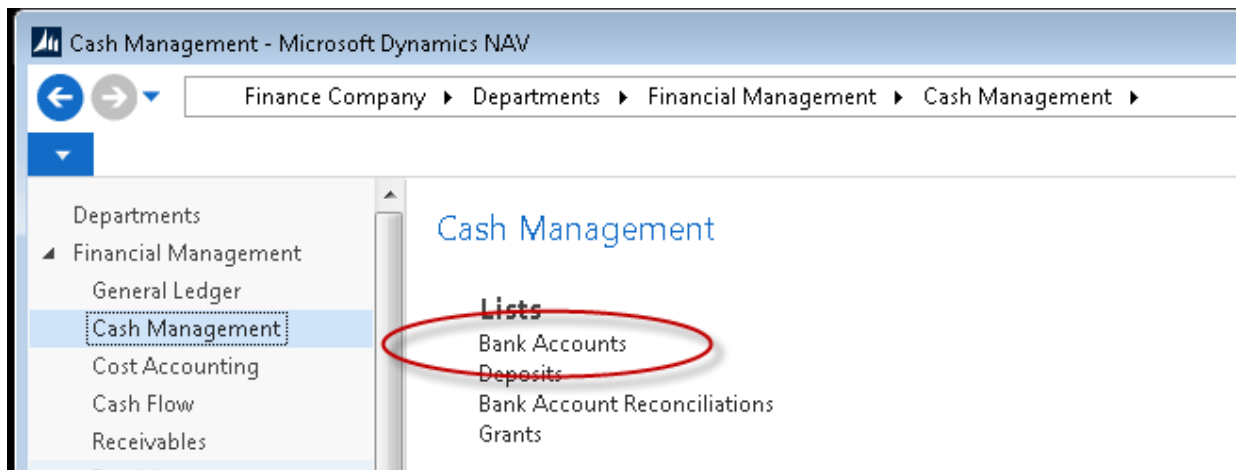
Purpose

Positive pay export file processing is a parameter driven process that allows the finance user to create export files of your AP Check data in various formats. It is a flexible process because different financial institutions require different file layouts so they can process the positive pay data. Ceres provides the capability to create the transmission files; it does not transmit or upload the files to your financial institution. That is a manual process and varies by bank. Ceres supports multiple bank accounts with positive pay by providing the ability to specify the destination directory and file name for each bank account.

Ceres object releases 4.00.00 and 4.01.98 are required for this functionality.

Setup Bank Accounts

1. The setup of the positive pay export file specifications is accomplished from the Bank Account card in Ceres. The Bank Account card can be accessed from Departments → Financial Management → Cash Management → Lists → Bank Accounts.



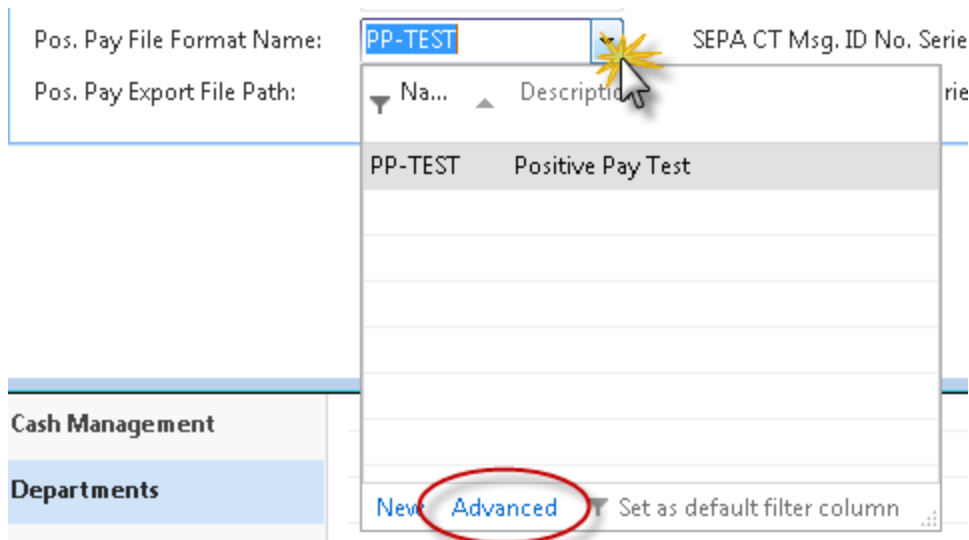
The three required fields associated with Positive Pay can be found on the Transfer FastTab of the bank account card. They are shown in yellow highlight below. Other fields on the bank account card may also be needed for proper positive pay export file creation. Three typical required fields for positive pay export files are shown in green highlight below. They are the **Transit No., Bank Account No. and Bank Institution No.** Check with your financial institution(s) for the values of these fields.

- a. **Pos. Pay File Format Name** – this field can be selected from a drop-down list of available formats. The format specification is the parameter driven capability that allows Ceres to create files in various formats.
- b. **Pos. Pay Export File Path** – this field designates the file path on the local computer where the export files will be placed when created. It is suggested that you use a different export file path for each bank account you intend to create positive pay export files for.
- c. **Last Pos. Pay Export File Name** – this field should be started with a valid file name to begin the process. After the initial setup value entered, Ceres will automatically

increment the file name as each subsequent file is created. It is important to include and number as part of the file name for Ceres to increment. For example, we have specified NPP00001 as the file name, Ceres has now created numerous files for this bank account and the last file name currently shows NPP00008 as the last file name.

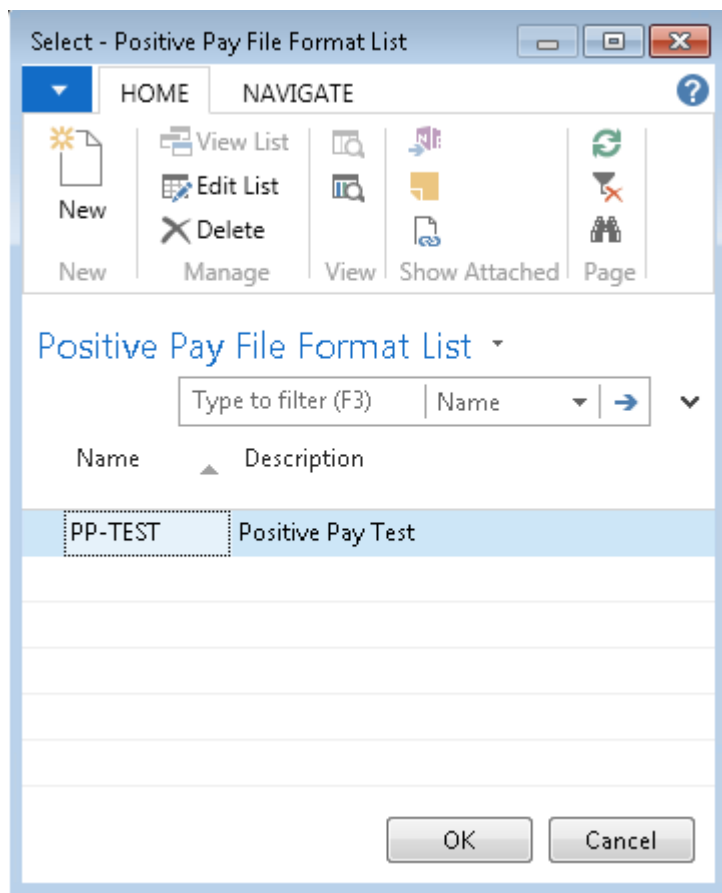
Transfer			
Export Format:	US	Last Pos. Pay Export File Name:	NPP00008
E-Pay Export File Path:	c:\Jupiter\ACH\Export\	Transit No.:	541210032
Last E-Pay Export File Name:	DD000023	Bank Account No.:	153601122333
Last E-Pay File Creation No.:	0	Bank Institution No.:	24-22
E-Pay Trans. Program Path:		SWIFT Code:	
Client No.:		IBAN:	
Client Name:		Payment Export Format:	
Input Qualifier:		SEPA Direct Debit Exp. Format:	
Pos. Pay File Format Name:	PP-TEST	SEPA CT Msg. ID No. Series:	
Pos. Pay Export File Path:	C:\TESTPP1\	SEPA DD Msg. ID No. Series:	

2. To access the positive pay format specifications, select the drop-down icon on the Pos. Pay File Format Name field, and then choose "Advanced" from the selections available.

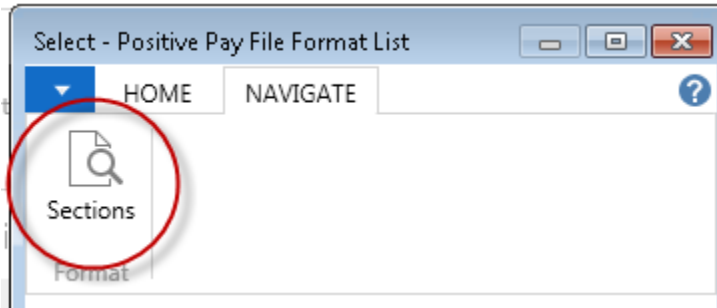


Defining the Export File Specifications

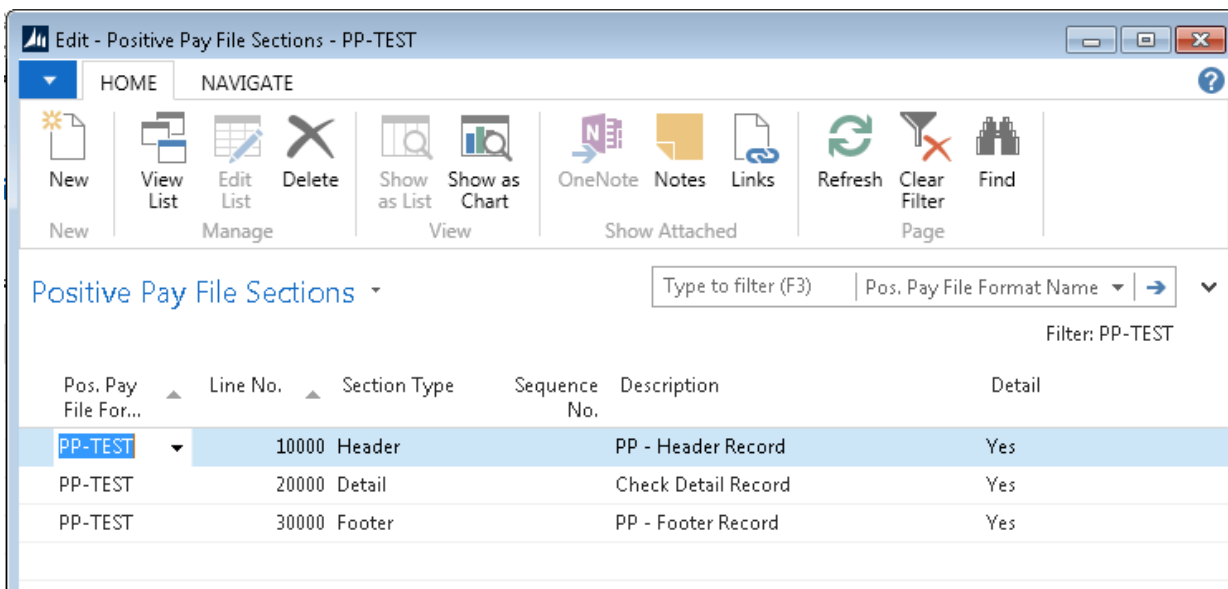
1. The positive pay format list is displayed. From here you may select an existing format, edit an existing format or create a new format. To create a new format, click the “New” icon on the action pane. To select one, highlight the desired format name and click the “OK” button.



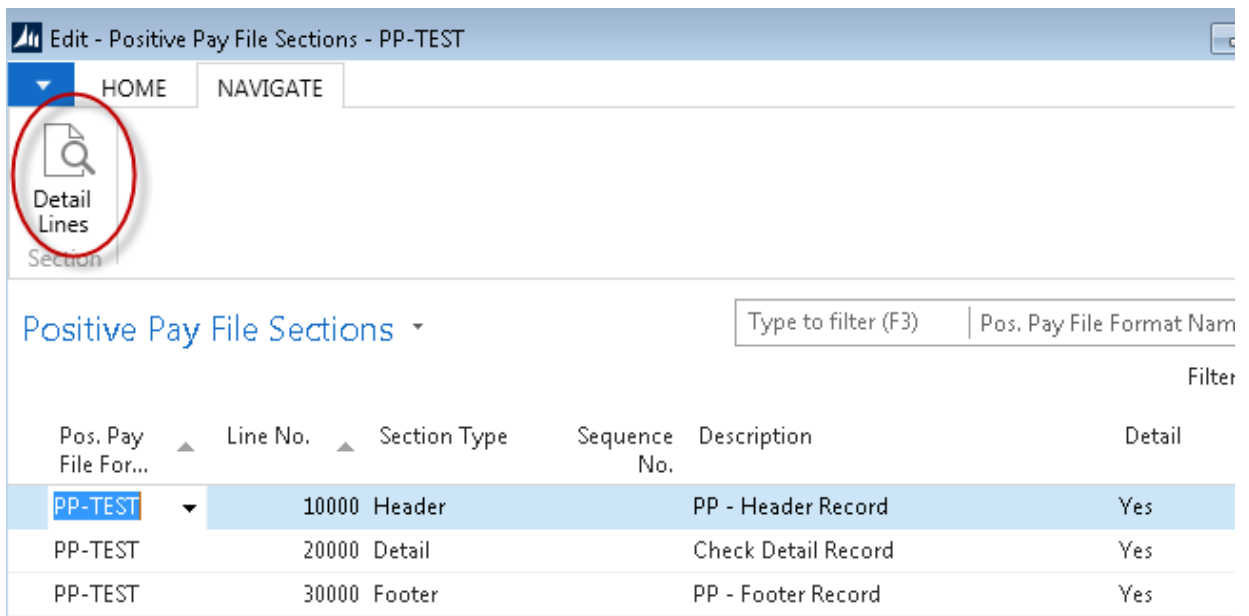
- To edit the format specification highlight the desired format file name and then choose Navigate → Sections



- The sections page will be displayed. On this page you may specify the different sections required in the file format. For example, many positive pay export files contain a header section, a detail section and a footer section.



- The following fields are available on the section page. Your particular file format may not require all sections.
 - Section Type** – this field indicates the type of section. The available choices are Header, Detail and Footer. You may have as many Header or Footer sections defined will only appear once in each file created. The detail sections will repeat in the file once for each check record exported.
 - Sequence No.** – this field indicates the position in the file that the section will appear. If you have multiple sections of the same type. The Header sections will always appear first in the file and the Footer sections will always appear last in the file, however if your file specification requires 3 header records, the sequence number will determine which header record appears first and so on. If you only have one of each section type in the format, the sequence number is inconsequential.
 - Detail** – this field is controlled by Ceres and indicates whether or not the section has any detail format specifications defined in this section.
- To access the detailed specification for a section select Navigate → Detail Lines



6. This will display the detail lines page for the selected section.

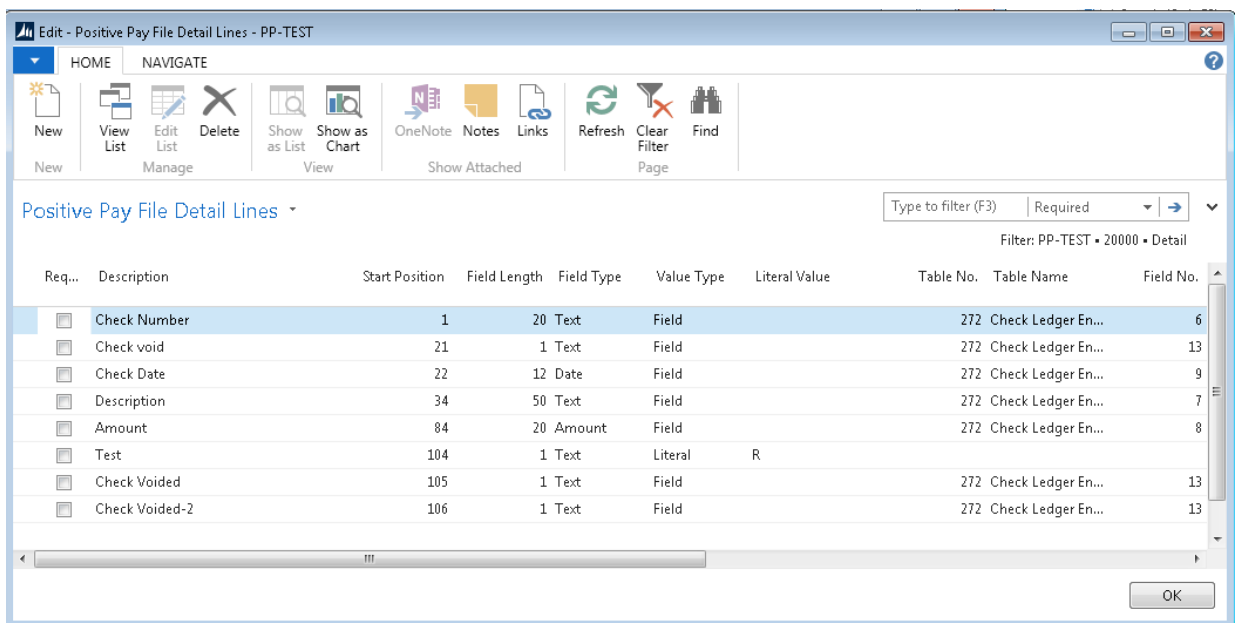


Table No.	Table Name	Field No.	Field Name	Incl... in ...	Justification	Fill Character	Upp...	Rem... Spa...	Incl... Deci...	Date Format	Date Separator	Void Indicator
272	Check Ledger En...	6	Document No.	<input type="checkbox"/>	Left		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
272	Check Ledger En...	13	Entry Status	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			V
272	Check Ledger En...	9	Check Date	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	MM DD YYYY /		
272	Check Ledger En...	7	Description	<input type="checkbox"/>	Left		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
272	Check Ledger En...	8	Amount	<input checked="" type="checkbox"/>	Right	0	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
272	Check Ledger En...	13	Entry Status	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			0
272	Check Ledger En...	13	Entry Status	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			1

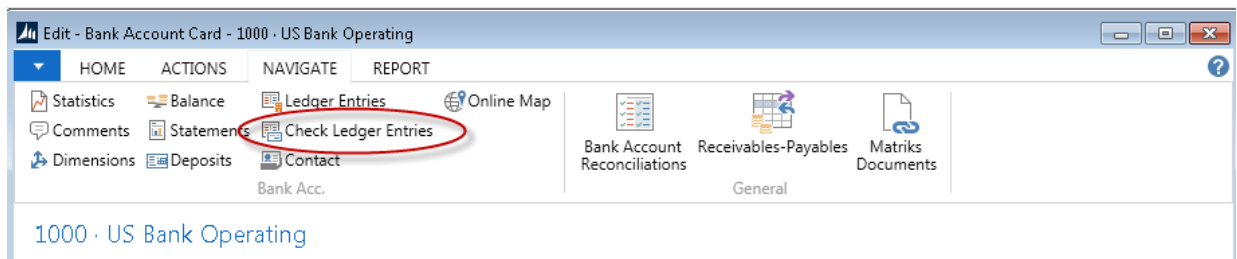
7. The following fields are available on the detail lines page. Each section may contain as many detail lines as necessary to define the structure of the detail line.
- Description** – this field is strictly informational and does not affect the file creation. Its purpose is to define the purpose of this detail line and what information it contains.
 - Start Position** – this field designates the starting position of this data element in the record. Care must be taken to insure that data elements do not occupy the same position in the export file record (i.e. two detail lines with the same start position number.)
 - Field Length** – this field indicates the number of characters the data element will occupy in the export file record.
 - Field Type** – this field indicates the type of information this data element will contain. The available selections for this field are as follows:
 - Text** – contains alpha-numeric characters (example: Payee Name)
 - Number** – contains only the digits 0-9 (example: Check Number)
 - Amount** – contains digits 0-9 and may contain a decimal point if specified. (Example: Check Amount)
 - Date** – contains digits 0-9 for a valid date and is formatted as specified by the fields “Date Format” and “Date Separator” fields.
 - Value Type** – this field specifies the source of the data element. The available selections for this field are as follows:
 - Literal** – this indicates that the data element is a fixed data element (non-variable) and will be the same on every record exported. The value exported in this data element is specified in the “Literal Value” field. (example: The word “TOTAL” is required in positions 1 through 5 of a footer record)
 - Field** – this indicates that the data element will be extracted from the database as defined by the “Table No.” and “Field No.” fields for the line. This is variable data type that allows Ceres to extract the required data element from the database.(example: Any of the information associated with the bank account or check ledger entry, including but not limited to, check number, check date, check amount, payee name, bank account number, etc.)

- iii. **Counter** – this indicates that the data element is a record counter and is normally used in the footer section as a control check to insure that the export file is complete. (example: this field can be used to indicate the total number of records in the file. It is normally specified in the footer section of export files)
- iv. **System Date** – this indicates that the data element should contain the system date from Ceres when the file was created. The system date should be of Field Type = Date and the “Date Format” and “Date Separator” fields should be completed to insure the correct formatting of the data element. (example: Used to designate the date the file was created)
- f. **Literal Value** – this field is used to specify the actual data to be populated in the data element when Value Type – Literal is specified on the detail record.
- g. **Table No.** – this field indicates which database table object ID the data is to be extracted from for this data element. The data must come from tables associated with the bank check ledger entry tables. At this time, the only 2 tables supported are the following:
 - i. **270** – Bank Account – this table can be used to access any data related to the bank account the check ledger entry was drawn upon including but not limited to the bank account number, transit number, institution number, etc.)
 - ii. **272** – Check Ledger Entry – this table is used to extract the data elements related to the specific check entry including but not limited to the check data, check amount, payee, check date, void status, etc.
- h. **Table Name** – this field will fill in automatically when the “Table No.” field is populated.
- i. **Field No.** – this field is used to define the source field for the data element when the data is to be extracted from a database table. This field is use in conjunction with the “Table No.” field to specify the actual data field in the table needed for this data element.
- j. **Field Name** – this field will fill in automatically when the “Field No.” field is populated.
- k. **Include in Total** – this field is used to indicate to Ceres that the amounts on this record should be accumulated for use in a total record normally residing in the footer section. (example: used to total all the check amounts in this file – which may be required by the financial institution as a control check to verify the integrity of the export file)
- l. **Justification** – this indicates whether the data element needs to left or right justified in the space allotted for the data element. Some file formats require that the check amount be right justified in the field. If this field is left blank, the data element will default to left-justified.
- m. **Fill Character** – this field is used to specify the character that any empty characters should be filled with for this data element if it is not to be “Spaced” filled. By default the empty space in the data element will contain spaces. (example: Your bank required all check numbers to be 12 characters all numeric; you may enter 0 in this field to insure that a check number 12345 is formatted as 000000012345in the data element)
- n. **Uppercase** – this field is used to indicate that any alpha data characters in this data element are mapped to uppercase characters. (example: John Smith would be exported as JOHN SMITH)
- o. **Remove Spaces** – this field indicates that any spaces in the data element should be removed from the exported data element. This will be most commonly used to remove spaces from dates fields requiring no spaces (example: 10172013 instead of 10 17 2013 or 10/17/2013)

- p. **Include Decimal** – this field is used for “Field Type = Amount” and indicates that the decimal point should appear in the data element. If this is unchecked then the amount is exported with 2 decimal places implied but no decimal point. For example, the amount \$123.40 will be exported as 123.40 if this field is checked but as 12340 if this field is unchecked. Most banks used the assumed decimal point.
- q. **Include Comma** – this field is used for “Field Type = Amount” and indicates that the comma should appear in the data element. If this is unchecked then the amount is exported with no commas. For example, the amount \$1,230.40 will be exported as 1,230.40 if this field is checked but as 1230.40 if this field is unchecked. (CERES4.01.98)
- r. **Date Format** – this indicates the data format required when the “Field Type = Date” is specified for the data element. The available options are as follows:
 - i. **MM DD YY**
 - ii. **DD MM YY**
 - iii. **YY MM DD**
 - iv. **MM DD YYYY**
 - v. **DD MM YYYY**
 - vi. **YYYY MM DD**
- s. **Date Separator** – this field indicates what character is used to separate the components of the data field in the format specified. The available options are
 - i. **{Blank}** - the separator will be a space – results in 10 17 2013
 - ii. **- {dash}** – results in 10-17-2013
 - iii. **. {period}** - results in 10.13.2013
 - iv. **/ {slash}** – results in 10/17/2013
- t. **Void Indicator** – this field is used to specify a one character designation that indicates to the financial institution that the record being transmitted is to indicate that the specific check has been voided. If your financial institution requires more than one character for the void indication, it can be accomplished by specifying several void indicator data elements on the detail section.

Creating the Positive Pay Export File

1. To export the check ledger data into a positive pay export file, you must access the check ledger entries page for the bank account. From the bank account card, select Related Information → Bank Acc. → Check Ledger Entries



2. The check ledger entries page for the selected bank will be displayed.

View - Check Ledger Entries - 1000 - US Bank Operating

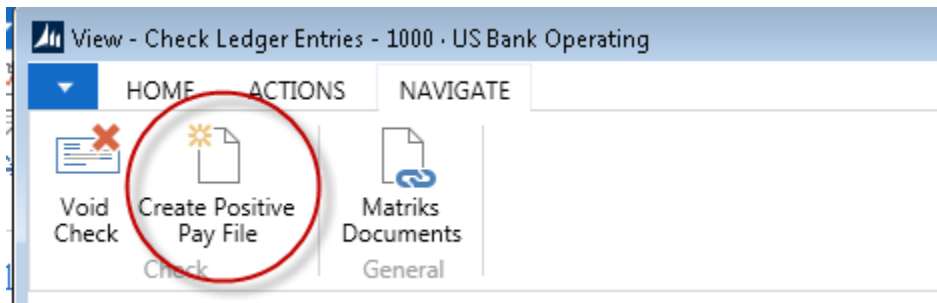
HOME ACTIONS NAVIGATE

Navigate Matriks Documents Show as List Show as Chart OneNote Notes Links Refresh Clear Filter Page Find

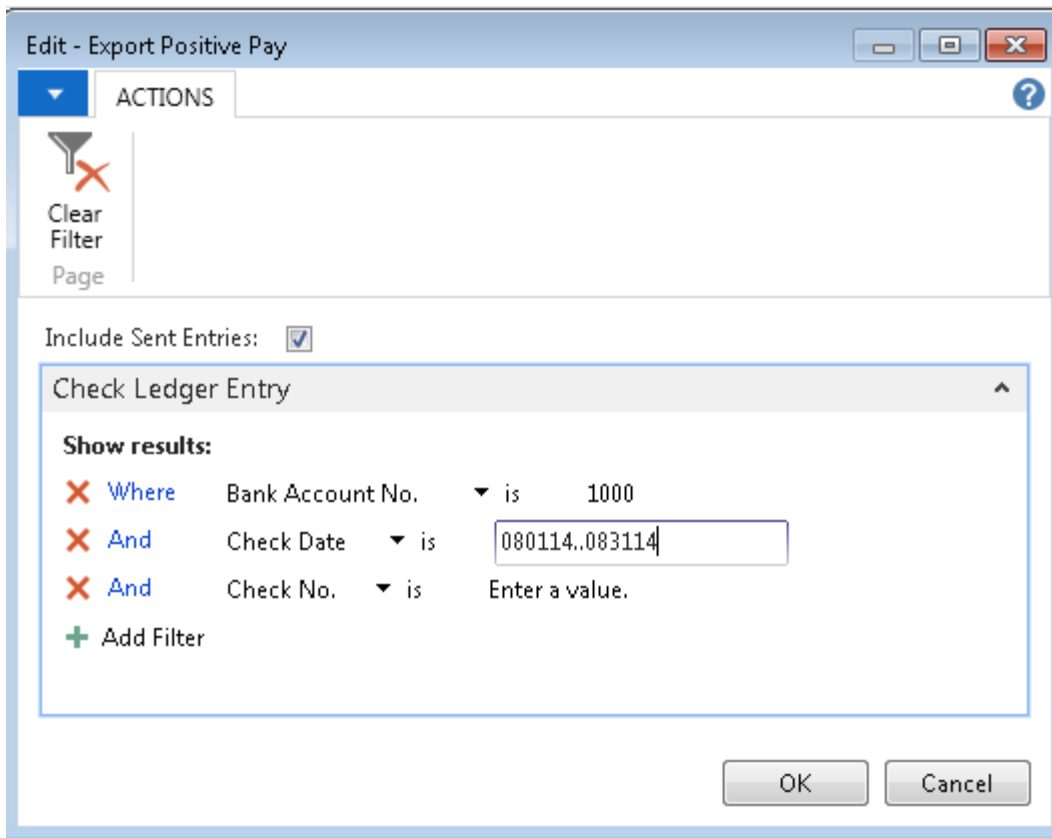
Check Ledger Entries Type to filter (F3) Check Date Filter: 1000

Check Date	Check No.	Bank Acco...	Description	Amount	Entry Status	Sent by ...	Entry No.
10/31/2012	59560	1000	Adelman-Fisher	33,000.00	Voided	<input checked="" type="checkbox"/>	1
10/31/2012	59561	1000	ADP Screening Selection	1,500.00	Voided	<input checked="" type="checkbox"/>	2
10/31/2012	59562	1000	Superior Foods Co.	500.00	Posted	<input checked="" type="checkbox"/>	3
10/31/2012	59563	1000	Superior Foods Co	3,000.00	Posted	<input checked="" type="checkbox"/>	4
10/31/2012	59564	1000	Superior Food	2,250.00	Financially...	<input checked="" type="checkbox"/>	5
10/31/2012	59565	1000	Superior Foods Co.	2,000.00	Voided	<input checked="" type="checkbox"/>	6
10/31/2012	59566	1000	Superior Foods Co.	2,000.00	Voided	<input checked="" type="checkbox"/>	7

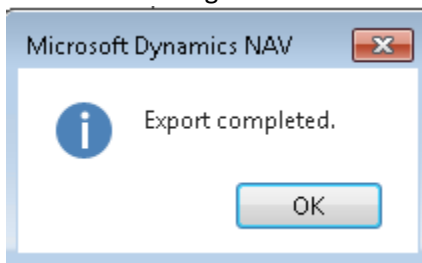
3. From this page select Navigate → Create Positive Pay File



4. The Export Positive Pay page will be displayed. Complete the filter criteria as required and press OK. The “Include Sent Entries” field can be checked to re-create a file from any period if the need to re-transmit or re-create a prior file becomes necessary. Please consult with your financial institution on the requirements or issues associated with transmitting records that have previously been sent to them.



5. Once the file has been successfully created, Ceres will respond with the following message indicating that fact.



The file should now be located in the specified file path directory. Transmission of the file to the financial institution is NOT done from Ceres; this is a manual function. Typically the transmission to the bank is via some sort of web portal. Check with your financial institution(s) for the process and the file layout requirements.

Related Topics:

1. AP Check Processing
2. Voiding an AP Check
3. Vendor Overview
4. Parent Vendor Overview