

POSITIVE PAY is an add-on module in the **GENERAL LEDGER** software. It is used to create one or more files containing payroll and accounting claim check transactions, which you upload to your bank. Only paper checks printed by the payroll or general ledger system are included in the file.

Your bank will only process checks presented for payment if there is a match in the file. The bank presents any checks that do not match back to you to determine that it is or is not legitimate. This positive pay process deters attempted fraud, protecting your organization and the bank from loss.

Customized

Each organization is different, so Positive Pay includes customization to meet the most common banking situations, such as:

- A single file format specified by your bank
- One file containing all outstanding payroll and accounting checks printed by the systems

For an additional charge, the following banking situations can also be accommodated:

- Two files at the same bank when payroll and accounting checks have individual bank accounts
- More than one file format
- More than one bank
- Check information in the file will match your banks' specifications and typically include:
 - check number
 - dollar amount date
 - payee name
 - occasionally any other payroll or accounting information required by your bank

EFFICIENT

Because the process is customized, there are no unnecessary steps to create the file. The file is created in minutes and immediately available for you to transmit to your bank using their instructions.

SECURITY

The Positive Pay process involves the checking account number. You can easily limit access to the Positive Pay menu to only those necessary.

CHANGES

In the event the bank changes file formats or you change banks, no problem. For a fee, we will modify the process to meet the new requirements.