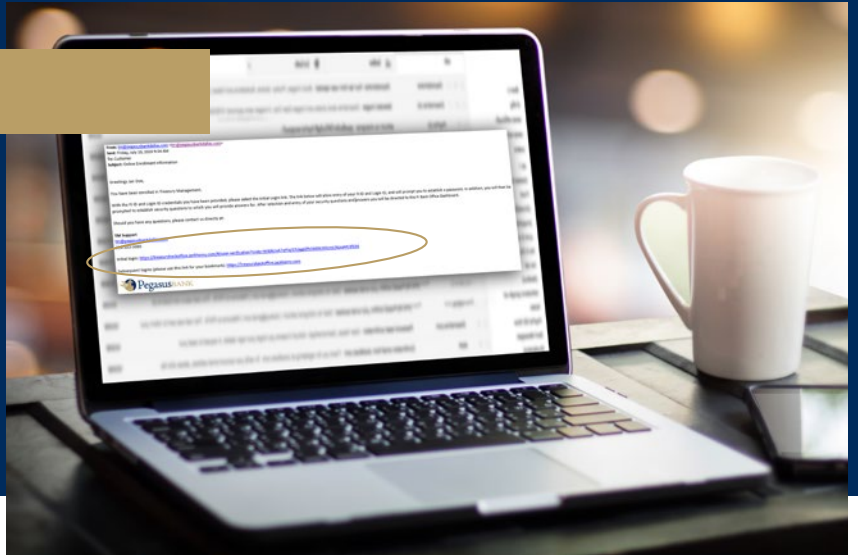


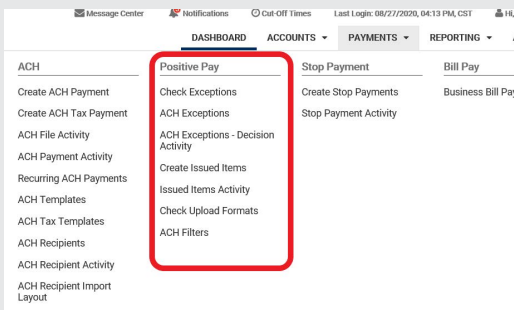
## TMS - POSITIVE PAY

We are excited that you have chosen Pegasus Bank to serve your Treasury Management needs. This guide will assist you with using Positive Pay on the new TMS Platform.



### GETTING STARTED

1. Select the PAYMENTS tab from your dashboard and choose from the POSITIVE PAY list. You can create Positive Pay items, work with check and ACH exceptions, and work with output files and formats.



2. **Check Exceptions:** Use the check exceptions view to search for a specific Positive Pay exception or to view the available list of check exceptions.

Search Check Exceptions

Check Number:

Issued Amount:

Posted Date:

Issued Date:

Issued Payee:

2. **ACH Exceptions:** You can search for ACH exceptions using the ACH option from the drop-down menu.

3. **ACH Exceptions - Decision Activity**

Type to filter

Decision	Decision Date	Account	ACH Company	Amount	Posted Date	Type	SEC Code
PAY	08/18/2020	Expense	PEGASUS BANK	\$13.50	08/17/2020	ACH Debit	PPD
PAY	08/10/2020	Expense	PEGASUS BANK	\$132.00	08/07/2020	ACH Debit	PPD
PAY	08/07/2020	Expense	WEBFILE TAX PYMT	\$4,527.13	08/06/2020	ACH Debit	CCD
PAY	08/07/2020	Expense	PEGASUS BANK	\$13.50	08/06/2020	ACH Debit	PPD

ACH Exceptions - Decision Activity: includes all ACH Exception items that have been paid, returned, and not decided prior to the 10:30 AM (Central Standard Time) cutoff time.

4. **Create Issued Items - Checks**

Enter Positive Pay Issued Checks

1. Manage Issued Items | 2. Review | 3. Confirmation

Enter Checks  Upload File

Type to filter

Increment Check Numbers

Account Number (Type)	Check Number	Date Issued	Check Amount	Type	Payee
Select Account	<input type="text"/>	mm/dd/yyyy	<input type="text"/>	<input type="text"/>	<input type="text"/>

Viewing 1 - 1 of 1

You can add checks to Positive Pay either manually (above) or by uploading a file (right).

Upload Positive Pay Issued Checks

1. Upload Positive Pay File | 2. Manage Issued Items | 3. Review

Enter Checks  Upload File

Saved Format:

Account:

Maximum file size of 4MB



5. Issued Items Activity

You can use this tool to search items that have been issued. There are many filters you can use to narrow your search and quickly find the item(s) you're looking for.

6. Use an existing template to upload check Positive Pay items, or create a new template by clicking "Create New Format"

ON THE GO? DOWNLOAD THE TMS APP

View and decision Positive Pay check and ACH exceptions with the touch of a button!



GET THE APP

Need help? Treasury Management Support is just an email or phone call away. We're here to answer questions and help you get up and running.

**TM SUPPORT**  
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