# **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**



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.



Search Check Exceptions	<	Use the check
Check Number:	^	exceptions view to
		search for a specifi
Issued Amount:		Positive Pay
-Select Issued Amount-	<b></b>	exception or to vie
Paid Amount:		the available list of
Select Paid Amount	•	check exceptions
Posted Date:		eneck exceptions.
-Select Posted Date	•	
Issued Date:		ACH Exceptions:
-Select Issued Date	•	You can search for
Issued Pavee:		ACH exceptions
		using the ACH
		option from the
Search	Reset	drop-down menu.

ck Exceptions: the check ptions view to ch for a specific tive Pay eption or to view available list of ck exceptions. H Exceptions: can search for H exceptions g the ACH



## ACH Exceptions - Decision Activity

Type to filter	Type to filter Q						
Decision \$	Decision Date +	Account \$	ACH Company \$	Amount \$	Posted Date \$	Туре \$	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 decisioned prior to the 10:30 AM (Central Standard Time) cutoff time.

### Create Issued Items - Checks

Manage issued items	. Review 3. Confirms	tion			
Enter Checks Opload File					
Type to filter T	r				Total Check Total Amount: \$6
Icrement Check Numbers	0				
Account Number (Type) =	Check Number 0	Date Issued ©	Check Amount ©	Type 0 Payee 0	
Select Account	Q	mm/dd/yyyy			th C
Viewing 1 - 1 of 1					
Review Undo Changes Car	ncel				

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

#### 2. Ma Upload File Enter Checks Saved Format: \* Select a Saved Format -Q 0 Select File.. Maximum file size of 4MB Upload Cancel





# Issued Items Activity

Search Issued Items Activity	<	Issued Items Activ	vity Check Exceptions
item Entry Type		Type to filter	Q
● Both ○ Manual ○ Upload			
tem Type			
Both O Check O Void			
ssued Date			
Select Issued Date	•		
Created Date			
Today			
Account			
All Selected	•		
Amount			
Specific Amount	•		
Check Number			
Payee			

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.

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03 AN

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

	load Format L	ist		Create Nev	w Format	Ł Download ◄	🔒 Print
Template Name ¢		Туре 🗘	Created Date \$	Created By \$		Actions	
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$\equiv$ Check Exceptions	s	← Check Exception Detail			
\$23,910.00 ISSUED	\$23,910.00 PAID		No Payee 5/28/2019		
Operating - CC	Check #11888	\$23,910.00 ISSUED	\$23,910.00 PAID		
5/28/2019	STALE DATED ITEM	STALE DATED ITEM			
PAY RETURN	( <u></u> , )	Check Number Updated By Workstation Source of Entry DDA Batch DDA Sequence	11888 33666 No Value P 1451 2730013000		
		(	Check Images		
Pay All 1 TOTAL 0 UNDECISIONED 1 TO Reset	Return All 0 PAY 0 TO RETURN Review	жаяқ сакант солу жанулар желе жаналатын са 196. така иссосо 1 алаан и са т	LOINTER'S CRECK 011888 BODS 5/28/33 * **********************************		
		PAY 🔲 RE	TURN		

# Pegasus

# **ON THE GO? DOWNLOAD THE TMS APP**

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



TM SUPPORT