



## POSITIVE PAY ENROLLMENT PROCEDURES

A description of the Positive Pay Program can be viewed at the following link:  
<http://www.treasurer.state.nc.us/NR/rdonlyres/0AF7D65B-A37A-4C2C-95AE-674AD9B4A12A/0/PosPayDescription.pdf>

All NCAS accounts are automatically enrolled in the program, requiring no further action by the agency. All non-NCAS accounts will require action to enroll in the program, as follows:

1. Determine how, each time you perform a check write, you will submit the records (issued warrants) to DST, either by uploading a batch file through CB\$, or by keying each item separately through CB\$. For accounts having a large volume of warrants issued, the batch file option is appropriate, with the records being uploaded through CB\$. This requires a user to logon to CB\$ and submit the file. Files cannot be submitted via FTP. For accounts having a low volume of warrants issued, the keying option is appropriate.
  - o If the batch option is selected, either the agency's IT staff or the agency's software vendor should be directed to create a file suitable for uploading through CB\$, creating the file in the format specified. If desired, multiple accounts can be included in the same file. Once the programming has been done, a test file should be emailed to DST, to ensure that the format is correct. The test file should not be submitted to DST via CB\$, but sent via email. The format (with .txt extension) can be viewed at the following link:  
<http://www.treasurer.state.nc.us/NR/rdonlyres/85C6C985-C642-473F-A1EB-854F4BF1E544/0/PositivePayLayout.pdf>
  - o If the keying option is selected, no programming is required.
2. Select a target "activation date" for the account to be "activated" on Positive Pay. This is the date that DST will begin performing the matching of presented warrants to the issued warrants file. This date cannot be before all outstanding warrants have been added to the Positive Pay database, and the agency is ready to begin submitting records daily for each check write.
3. Prior to the activation date, all outstanding issued warrants (issued but not yet cleared), must be added to the Positive Pay database on CB\$. These records can be added to the database by either submitting a batch file through CB\$, or by keying each item directly. This transition period (prior to activation) should be limited to more no than a two-week period.
4. In order to submit files through CB\$, the agency's CB\$ administrator must grant one or more users with the appropriate roles:
  - o BatchUpd - Batch Upload
  - o PosPay - Add / Delete Positive Pay
  - o ViewPosStp - View Positive / Stop Pay
  - o AccountData - Batch Upload Status

Questions can be directed to the CB\$ Help Desk at 919-508-5914.

Screen prints pertaining to Positive Pay functions are on the following pages.

## Uploading Positive Pay Batch Files (Adds and Deletes)

This screen is displayed when the “Batch Positive Pay” menu item is selected.

Batch positive pay files (warrants issued) created by the agency must first be saved to a drive (PC drive or network drive). Once created and saved, a CB\$ user can “browse” to find the file to be uploaded. After selecting the file, clicking the “upload” button will cause the file to be submitted to DST. The agency should use a naming convention to be able to identify the file. CB\$ will assign a Reference Number with the following convention YYYYDDMMxxxx. The files can be submitted anytime that CB\$ is available between the hours of 7am & 4:30pm). However, DST processes received files only once each day at 10am.

### Once uploaded, a Batch Positive Pay Confirm Screen will be displayed

After submitting (uploading) a batch file, the status can be viewed under the menu item, “Batch Upload Status,” which is under the heading of “Account Data.” The status will be displayed as follows:

- **Unprocessed** – Received by DST, but not yet added to the database (pending).
- **Processed** – Received by DST, and added to the database.
- **Error** – Received by DST, but file format contains an error.

Reference No.	Upload Date	Type	Uploaded By	File Uploaded	File Status
200404110182	11/04/2004	P	David Reavis	POSPAY1105.txt	UnProcessed

## Keying Positive Pay “Adds” and “Deletes”

This screen is displayed when the “Single Positive Pay” menu item is selected.

North Carolina  
Department of State Treasurer  
Core Banking System

Stop Payments  
Positive Pay  
Image Retrieval  
Account Activity  
Paid Warrants

single positive pay

as of 11/02/2004 04:51 PM

Select Account*	DSB-DST-RETIREMENT MISC 8000223
Select Transaction Type*	Add
Warrant Number*	
Warrant Amount*	
Issue Date (MM/DD/YYYY)*	
Payee Name	

\* indicates mandatory fields

submit clear

Single items keyed can be either “adds” or “deletes.”  
Key items indicated, and select “submit.”

A Positive Pay Confirm screen will be displayed.

North Carolina  
Department of State Treasurer  
Core Banking System

Stop Payments  
Positive Pay  
Image Retrieval  
Account Activity  
Paid Warrants

positive pay confirm

as of 07/08/2003 03:27 PM

Positive Pay Successful. Positive Pay Details	
Transaction Reference Number	200308070001
Account Number	
Transaction Type	A
Warrant Number	2003
Warrant Amount	100.00
Issue Date (MM/DD/YYYY)	05/01/2003
Payee Name	Federal Reserve

End of Page

Any items submitted incorrectly can be removed by submitting a “delete” transaction.

The “Transaction Reference Number” is assigned by CB\$, with the following convention:  
YYYYDDMMxxxx.

## Viewing all positive pay records

You can view all active positive pay records (submitted but not yet paid) by selecting the “Active Positive Pay” menu item. As warrants are paid by DST, they drop off the list. This view option is for use regardless of how the records were added (i.e., uploaded or keyed.)

The following screen will appear, based upon the search criteria entered.

Reference No	Date	Payee	Description	Warrant Number	Amount
1747602	01/01/2003	NCDST		1	1111.00
1747603	01/01/2003	test		2	100.00
1747604	01/01/2003			3	100.00
1873469	01/01/2003	NCDST		987	100.00
1745367	02/28/2003	With issue date		999	9.00
1873470	05/01/2003	Federal Reserve		2003	100.00
1745381	01/01/2003	ncdst		02550	100.00
1744942	02/28/2003	Mr positive pay		4444	400.00
1776632	01/01/2003	test		5345	1111.00
1786445	01/01/2003	test2		5346	100.00
1747521	01/01/2003			25345	1010.00
1745368	02/28/2003	Tuesday nite		54321	250.00
1747482	01/01/2003			64566	445.00
1747472	01/01/2003	MATTU		98765	98765.00
1747493	05/01/2003	Federal Reserve		200301	100.00
1747512	05/01/2003			200313	100.00
1747577	05/01/2003	Federal Reserve		200368	100.00
1747585	01/01/2003			353546	100.00
1747489	01/01/2003			354354	3534543.00
1747550	01/01/2003			364564	100.00
1747475	01/01/2003			456546	234535.00
1745383	01/01/2003			464356	100.00
1747478	01/01/2003			465756	3455.00
1747601	10/01/2003			632572	11.00

If desired, the displayed active positive pay records can be downloaded into Excel or MS Access (comma delimited format), allowing you to compare the items with your own outstanding list.

**For assistance, contact CB\$ Help Desk at (919) 508-5914.**