Centrix Exact/TMS™ Client Guide

October 2021

Q2

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Contents

SUBSCRIBING TO Q2 DOCUMENTATION 5

Contacting Centrix Solutions 5

For more information 5

CENTRIX EXACT/TMS CLIENT OVERVIEW 6

User Login 7

Centrix Exact/TMS System Menu 7

Centrix Exact/TMS Header Icons 9

EXCEPTION PROCESSING 11

Quick Exception Processing 11

TRANSACTION PROCESSING 17

Submit Issued Check File 17

Add New Issued Check 20

Void a Check 22

Check Search 23

ACH Transaction Search 27

Reverse Positive Pay Transaction Extract 30

Transaction Extract Multiple Accounts 31

ACH Reporting Files 32

STOP PAYMENTS 34

Remove Stop Payment Request 34

Review Stop Payment Items 35

Request Stop Payment 37

Current Stop Payment Requests 38

Stop Payment Request Report 39

TRANSACTION REPORTS 41

Daily Checks Issued Summary 41

Incoming ACH Originator Report 42

Stops and Voids 46
Exception Items 48
Correction Report 51
Stale Dated Checks 53
Check Reconciliation Summary 54
Deposit Reconciliation Summary 56
Account Reconciliation Summary 59
Incoming ACH Receiver Report 62
Payee Match Report 65

SYSTEM REPORTS 67
Security Templates 67
Security Template Actions tab 71
ACH Authorization Rules 71
Transaction Filters/Blocks 74
Issued Check Processing Log 77

SYSTEM ADMINISTRATION 80
File Mapping 80

GENERAL ITEMS 91
User Setup (Client) 91
Contact Information tab 91
Security Settings tab 93
Menu Settings tab 97
System Messages tab 100
Reset User (Client) 102

SECURITY/ACCOUNT ADMINISTRATION 103
ACH Report Types 103

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Centrix Exact/TMS client overview

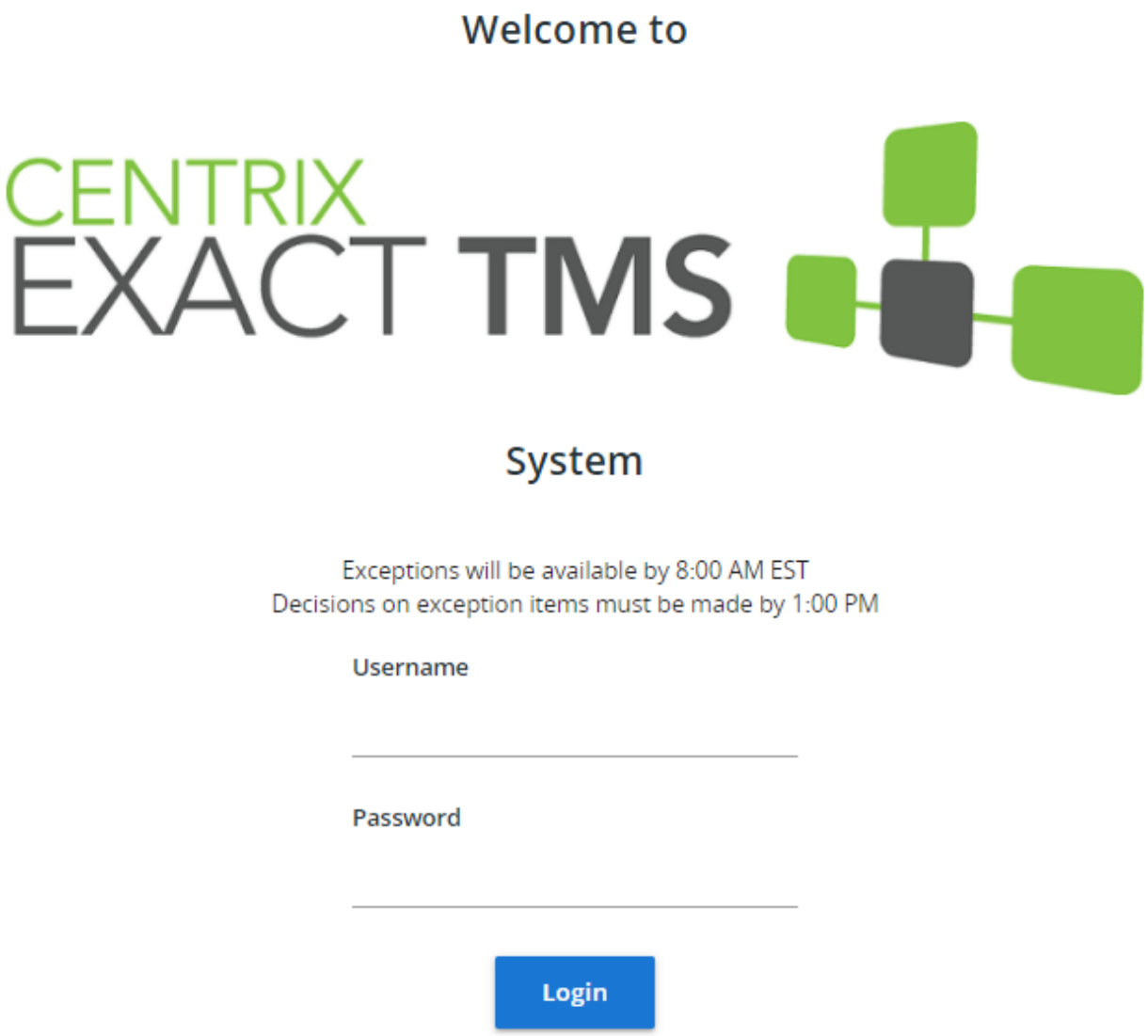
Centrix Exact/TMS is a transaction management system that encompasses check positive pay with payee match, ACH positive pay, and full account reconciliation to provide financial institutions (FIs) with a powerful fraud prevention tool that is focused on the transaction management needs of corporate clients.

The Centrix Exact/TMS web application contains the following client functionality:

- Issued check management (submit issued check files and manual input of issued checks)
- ACH positive pay rules management
- Check file maintenance (for example, changing check number, voiding a check)
- Access to daily exceptions (check and ACH)
- Reverse positive pay and partial account reconciliation transaction extracts
- Online reporting
- Set up additional client users and client user security management

User Login

The **User Name** and **Password** are defined on the page. Security access privileges are assigned to each user.

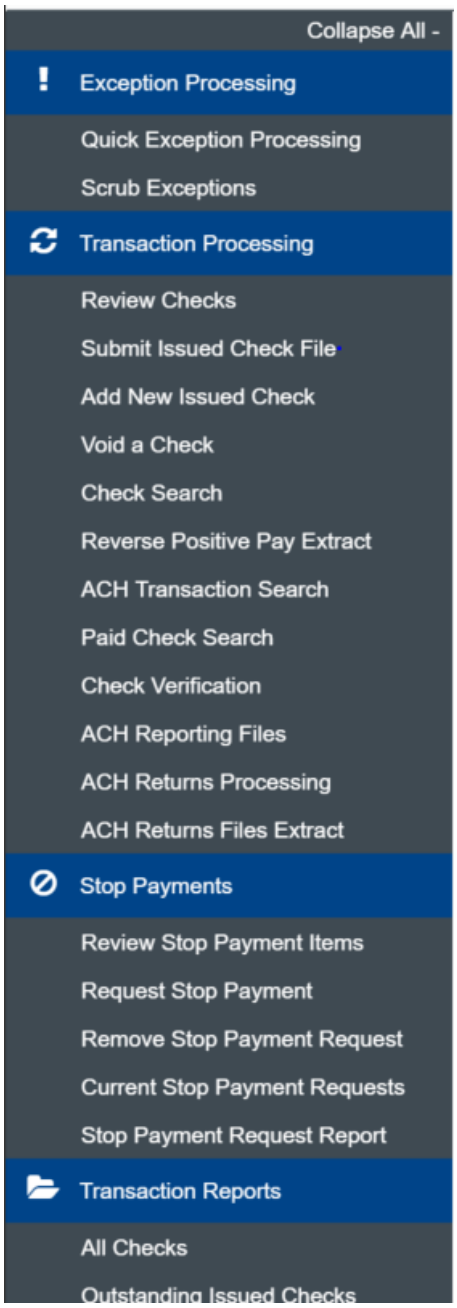


Centrix Exact/TMS System Menu

The system menu is dynamically displayed based upon the security template assigned to the client on the User Setup (Client) page.

Each grouping of menu options (shown in blue below) is referred to as a *system classification*. When you expand or collapse a system classification, the state is retained for the next time you log in to the system, so you can customize your workspace.

Each menu item (shown beneath blue below) is referred to as a *system action*.



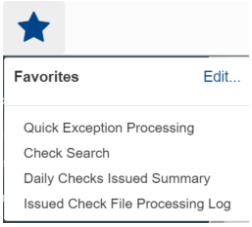
Changes and additions to the menu can be made through the **System Classification Setup** and **System Action Setup** menu options.

Security templates identify user access privileges, including corporate clients as well as internal users and are defined by selecting the **User Security Template Setup** menu option.

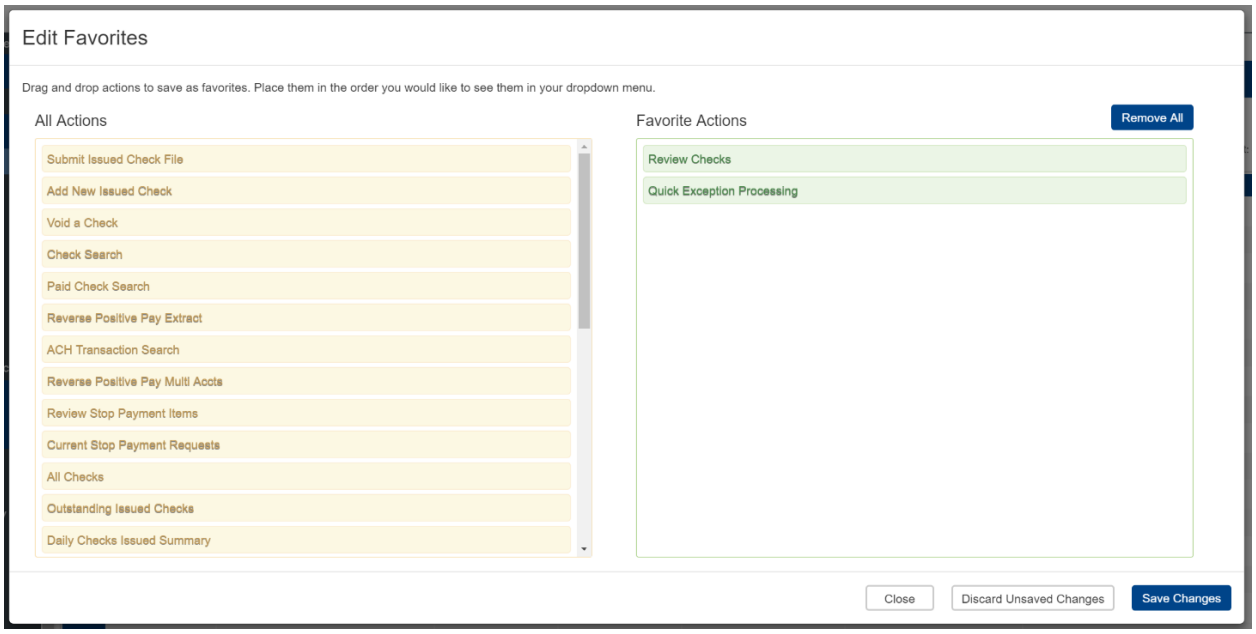
Centrix Exact/TMS Header Icons

The header icons at the top of the page give options to enhance or change the system functionality. The following image shows each icon. The numbers following describe the functionality of the icons.

1. **Toggle Menu**—collapses or expands the System Menu on the left side of the page.
2. **Favorites**—allows a list of Favorite actions to be created and saved for future use.



Select **Edit** to open a dialog box to select the favorite actions for the logged in user.



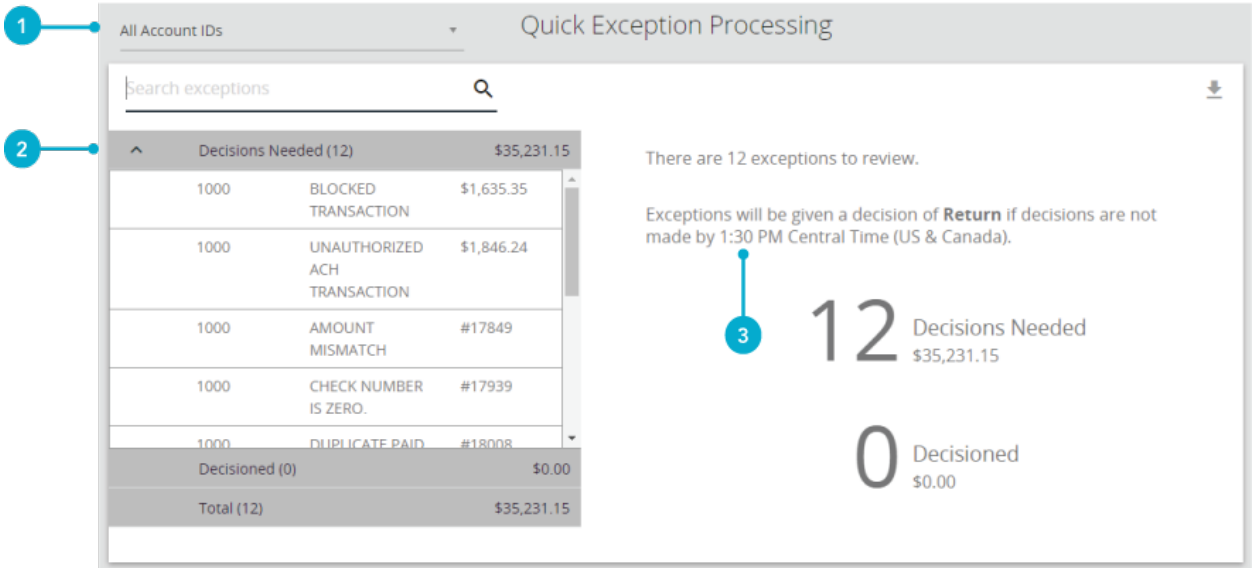
1. **Home**—returns to the home page.
2. **Help**—opens a help document for the current action page.
3. **Notifications**—displays messages for the current user.
4. **Account**—allows you to change your password or log out of the system.

Exception Processing

Use the Exception Processing section of the menu to process and manage exceptions.

Quick Exception Processing

Use the Quick Exception Processing page to manage exception item activity. You can make pay and return decisions on all items from this page. Use the following images and corresponding numbered descriptions to understand how to use the Quick Exception Processing page.



1 (Optional) Select an individual account to process exceptions for.

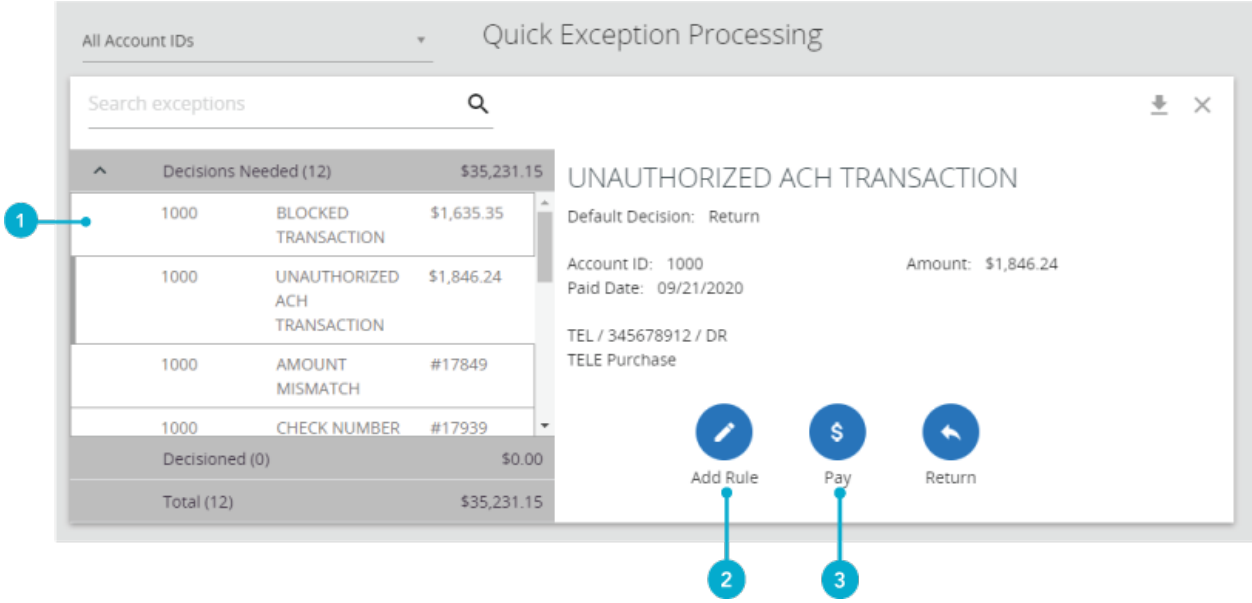
2 Select the exception reason row in the **Decisions Needed** section to display a list of all exceptions. Possible exception types are as follows:

- **BLOCKED TRANSACTION**—the item meets the filter requirements specified on the Transaction Filters/Blocks page.
- **DUPLICATE PAID ITEM**—the item was previously paid.
- **PAID NOT ISSUED**—the item was never loaded into the system as an issued check.
- **STALE DATED ITEM PAID**—the item is a stale-dated check. A check is considered stale dated if the item was issued prior to the stale-dated cutoff date, which is calculated based on parameters defined by the FI.
- **PREVIOUSLY PAID ITEM POSTED**—the item was previously paid.
- **VOIDED ITEM**—the item was previously voided.
- **UNAUTHORIZED ACH TRANSACTION**—the item is an ACH transaction that was flagged as an exception by the ACH authorization rules defined for the account on the ACH Authorization Rules page.

> **Note:** For ACH exceptions, the ACH Standard Entry Class Code, Originating Company ID, and Debit or Credit (DR/CR) are displayed in the exception description.

3 Specifies the **Default Exception Cutoff Time**. At the cutoff time, an automated pay or return decision is made on all unresolved items and corporate users are automatically put in READ ONLY mode to prevent any changes to the automated decision. After cutoff, corporate users must contact the FI to change the automated decision.

> **Note:** Specify the **Default Exception Cutoff Time** on the **System Defaults** tab in **System Administration** > **System Setup**.



1 Select an individual transaction to display the following transaction details.

- **Default Decision**—the default decision for the exception type.
- **Reason**—the return reason.
- **Decisioned By**—the user who performed the decision. Transactions that are automatically decisoned by the issued check file display as **<username> (via issued check file)**.

> **Note:** Client users do not see the user name of FI users. Instead, they only see **(via issued check file)**.

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Check #**—the check number of this item.

> **Note:** For transactions involving checks, the front and back check image also displays. This option is only available to FIs that have licensed the Centrix Exact/TMS Check Image interface.

- **Amount**—the amount of the item that has been presented for payment.
- **Paid Date**—the paid date for this check or ACH transaction.
- **Issued Payee**—the issued payee name for this check.

> **Note: Issued Payee** is only displayed if **Display Issued Payee Name** is selected on the page and was included during the issued check file upload.

- **Found Payee**—the payee detected by the Payee Match module.

> **Note: Found Payee** only appears if the Payee Match module is licensed.

2. Add a new ACH authorization rule for the transaction type. For more information, see Adding new ACH Authorization Rules.

3. Select **Pay** or **Return** on the transaction. Specify the reason for the pay or return decision from the **Reason** list.

> **Note:** To modify a pay or return decision on a processed transaction, expand the **Decisioned** section and select the transaction from the list.

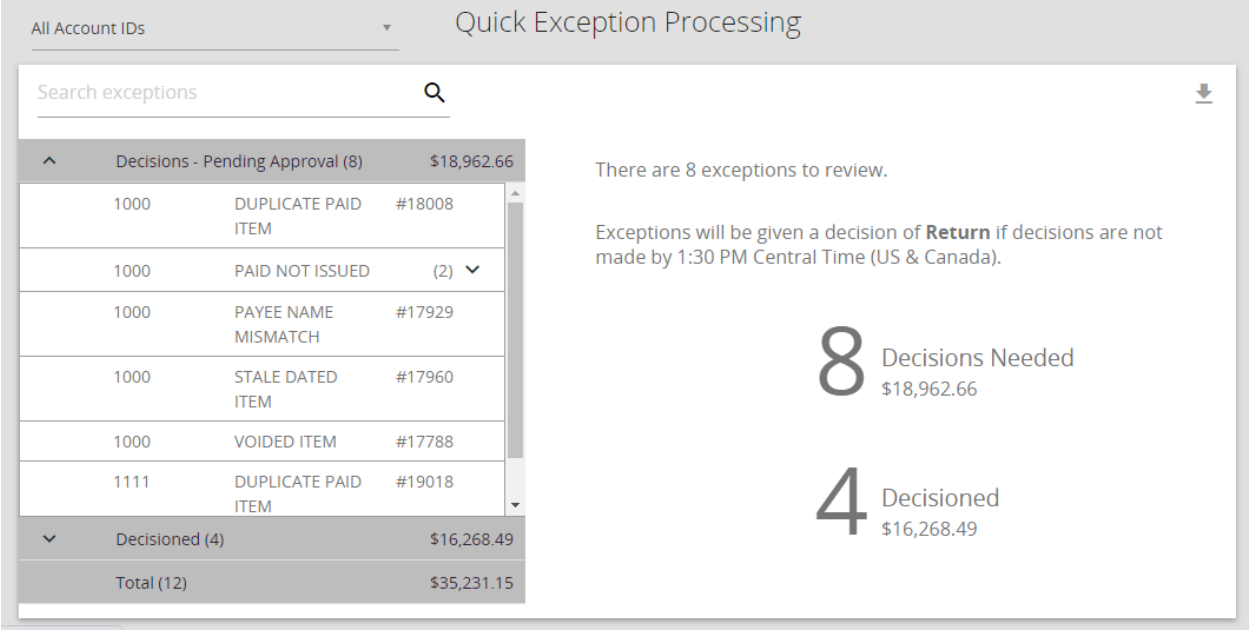
Processing exceptions that require dual approval

If exception processing requires dual approval, the initial decisioning process is the same as standard processing. When the user approves the exception, instead of moving to the **Decisioned** section, decisions are moved to a **Decisions - For Review Only** section for the user that made the initial appoval.

After the first approver makes a decision, the following steps occur:

1. The system generates and sends an email to all users with approval access.
2. A user with approval access approves or denies the exception.
3. The system generates and sends an email to the user who approved the exception and to all users with approval access notifying them of the action taken.

Exceptions that are approved by the first approver and require secondary approval are in a pending review state and appear in the **Decisions - Pending Approval** section for all secondary approvers to make an approve or deny decision.



If the decisioned exception that is pending review is not approved or denied by the cutoff time, the exception will have the default account-level decision and reason applied. In this case, an email is sent to all users with approval access and the user who initially decisioned the item informing them that the cutoff time has been reached and the default account-level decision and reason have been applied.

If an exception is denied by the secondary approver, the exception is returned to the **Decisions Needed** section for additional review and updating.

To deny an exception that is pending approval

1. Select the transaction from the **Decisions - Pending Approval** section.
2. Select **Deny** ( ).
3. Enter the reason for the denial in the **Deny Notes** section. You cannot save the decision unless you add notes to the transaction.
4. Select **Save**. The exception returns to the **Decisions Needed** section and the system sends an email to the original approver that includes the denial notes and the name of the secondary approver.

Adding new ACH Authorization Rules

Users with **Allow user to add ACH Authorization Rules in Quick Exception Processing** enabled on the User Setup (Client) page can create new ACH Authorization Rules directly from the Quick Exception Processing page.

To create a new ACH Authorization Rule

1. Expand the **Decisioned** section.
2. Select the transaction to create a new rule from.
3. Select **Add Rule** ( ).
4. Enter the **Description** for the new rule. The **SEC Code**, **Company ID**, **Debits or Credits**, and **Max Allowable Amount** fields are filled out based on the information in the ACH transaction, but you can modify them as needed.

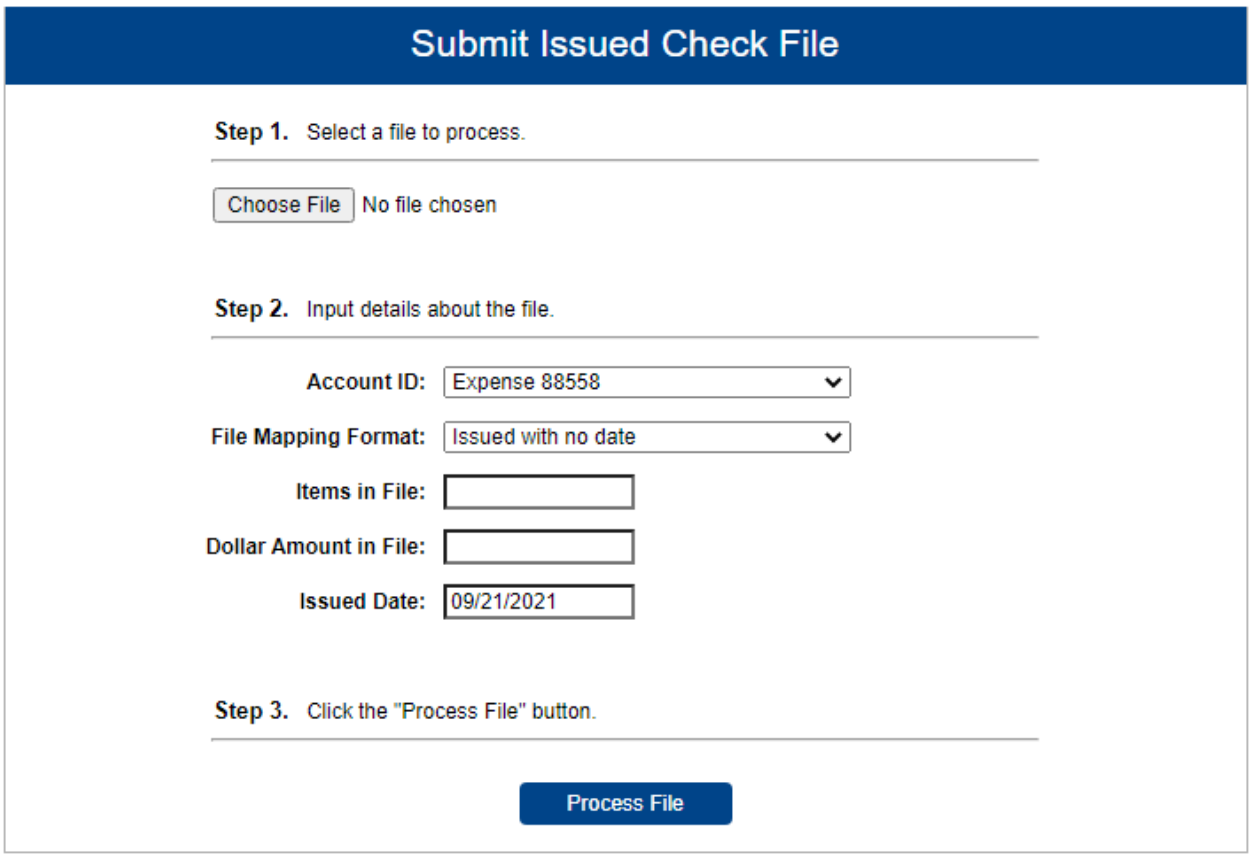
Transaction Processing

Use the Transaction Processing section of the menu to process and manage transactions, including check management and reporting and ACH management and reporting.

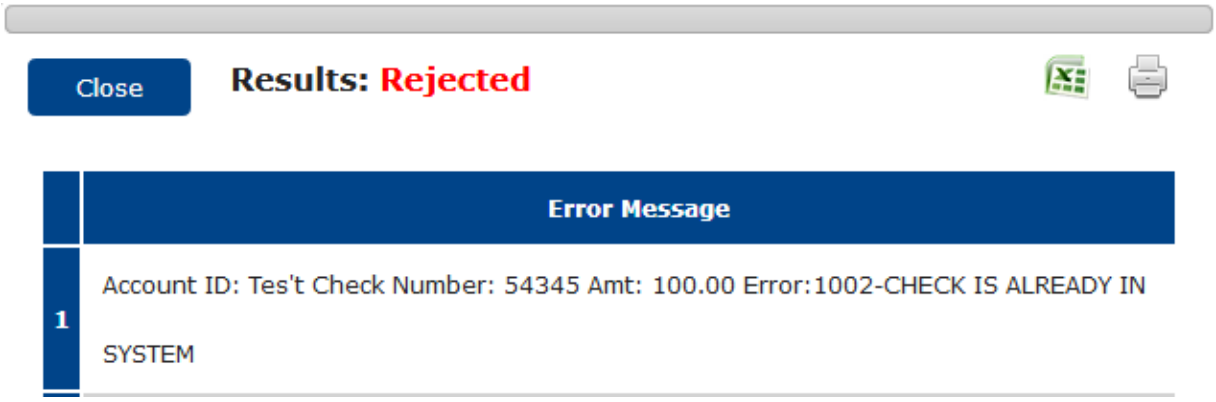
Submit Issued Check File

Clients users can use the Submit Issued Check File page to upload issued check files to the FI.

> **Note:** To use this page, users must have **Allow user to add/edit transactions** enabled in the **Security Settings** tab on the User Setup (Client) page



After selecting Process File, view additional details regarding the file by selecting the **Status** column. For example, to view the exceptions on a file that has a status of **Processed with Exceptions**, select the **Processed with Exceptions** link.



- **Client/Account ID**—the Client/Account ID associated with the issued checks contained within the file. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system. The label used for this field (typically **Client ID** or **Account ID**) throughout the system is defined by the FI.

  This list only includes accounts that are set up to create either same day or next day exceptions. To enable exceptions, use the **Check exception creation type** option on the Account/Client ID Setup page in the **Security/Account Administration** section of the menu. If no accounts are configured to create check exceptions, all accounts are displayed.

  > **Note:** If an issued check file contains items for multiple accounts, select any of the Client IDs represented within the file.

- **File Mapping Format**—the format of the issued check file. The list is limited to the file formats assigned to the client by the FI using the File Mapping page.
- **Items in File**—the number of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual number of items in the file, the file will be rejected.

  > **Note:** If the field is disabled, the number of items in the file is not required or is included in the file. This is defined during the file mapping process.

- **Dollar Amount in File**—the total dollar amount of checks in the file. This number is used for validation during file processing. If the number entered does not match the actual amount in the file, the file will be rejected.

  > **Note:** If the field is disabled, the dollar amount in the file is not required or is included in the file. This is defined during the file mapping process.

- **Issued Date**—if the issued check file does not have an issued date within the file, then the issued date must be entered when the file is uploaded.

  > **Note:** This is defined during the file mapping process.

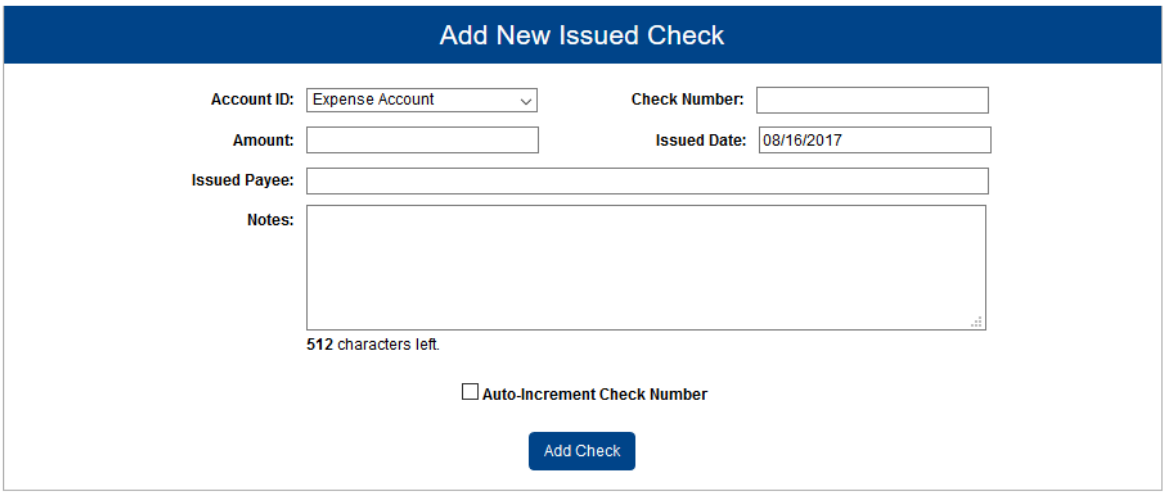
  Once a file is uploaded and processed, a window is displayed indicating the processing status. If the file has not processed within 30 seconds, a message is displayed informing the customer that an email will be sent indicating the file processing status. The file processing status can also be checked online using the Issued Check File Processing Log page. The following is a list of the possible processing statuses:

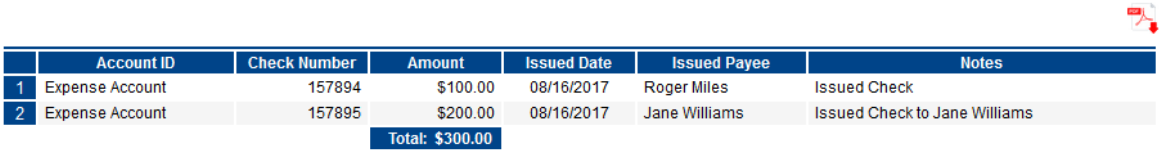
  - **Unprocessed**—the file has been uploaded but has not yet been processed.
  - **Processed**—the file was processed successfully.
  - **Processed with Exceptions**—the file was processed successfully, but duplicate checks were not loaded.
  - **Rejected**—the file was rejected due to one of the following reasons:
    - A mismatch between the number of items/amount entered on the page and the number of items/amount contained in the file
    - The file format did not match the selected format

Add New Issued Check

Clients users can use the Add New Issued Check page if a check was manually written or was otherwise not included in the electronic issued check file that was submitted to the FI. Any checks entered on this page in the current session are displayed in the table below.

> **Note:** To use this page, users must have **Allow user to add/edit transactions** enabled in the **Security Settings** tab on the User Setup (Client) page





	Account ID	Check Number	Amount	Issued Date	Issued Payee	Notes
1	Expense Account	157894	$100.00	08/16/2017	Roger Miles	Issued Check
2	Expense Account	157895	$200.00	08/16/2017	Jane Williams	Issued Check to Jane Williams
			Total: $300.00			

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system. The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

  This list only includes accounts that are set up to create either same day or next day exceptions. To enable exceptions, use the **Check exception creation type** option on the Account/Client ID Setup page in the **Security/Account Administration** section of the menu. If no accounts are configured to create check exceptions, all accounts are displayed.

- **Check Number**—the check number of this item.
- **Amount**—the amount of the check.
- **Issued Date**—the issued date for this check.
- **Issued Payee**—the issued payee name for this check.

> **Note: Issued Payee** is only displayed if **Display Issued Payee Name** is selected on the client setup page.

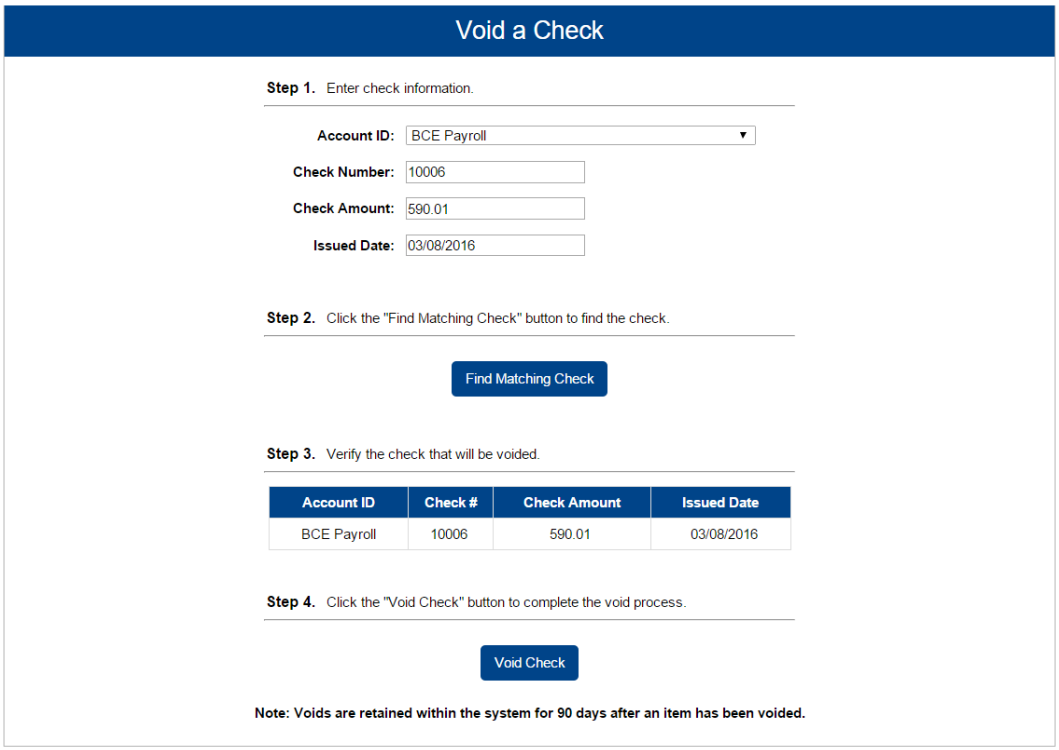
- **Notes**—notes for this issued check.

> **Note:** Notes are only displayed if **Display Notes** is selected on the client setup page.

- **Auto-Increment Check Number**—checking this box increments the check number by one after each check submission.

Void a Check

Use the Void a Check page to void an issued check on the client's account.



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system. The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.
- **Check Number**—the number of the issued check.
- **Check Amount**—the amount the check was written for.
- **Issued Date**—the date the check was issued.

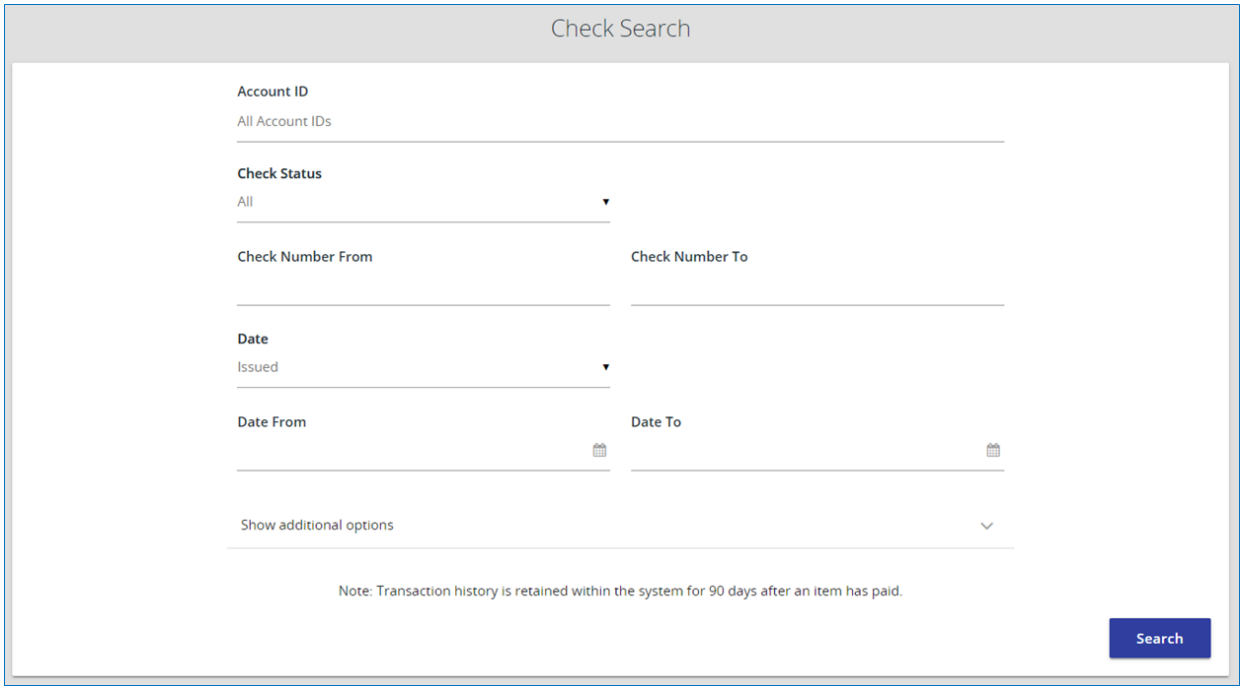
Note: All three fields (**Check Number**, **Check Amount**, and **Issued Date**) are required to void a check.

Check Search

Use the Check Search page to search for specific transactions.

> **Note:** If a check is converted to ACH, it will appear in ACH Transaction Search instead of this page. Checks are converted to ACH if the transaction has a check number and is one of the following SEC Codes: BOC, ARC, POP, or RCK.

Selection page



- **Client/Account ID**—optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.
- **Check Status**—the status of the check you would like to run reporting for.
- **Check Number From**—the beginning check number used to search for a range of checks.
- **Check Number To**—the ending check number used to search for a range of checks.
- **Date**—the type of date you would like to run the Check Search report for.
- **Date From**—the beginning date used in the date range.

- **Date To**—the ending date used in the date range.
- **Amount From**—the minimum check amount to include in the search.
- **Amount To**—the maximum check amount to include in the search.
- **Decision**—limits the search to a specific pay/return decision.
- **Reason**—limits the search based upon the reason that was selected.
- **Issued Payee**—limits the search to specific payee names. You can enter all or part of the payee name.
- **Include Reversals**—when enabled, the search includes reversals.

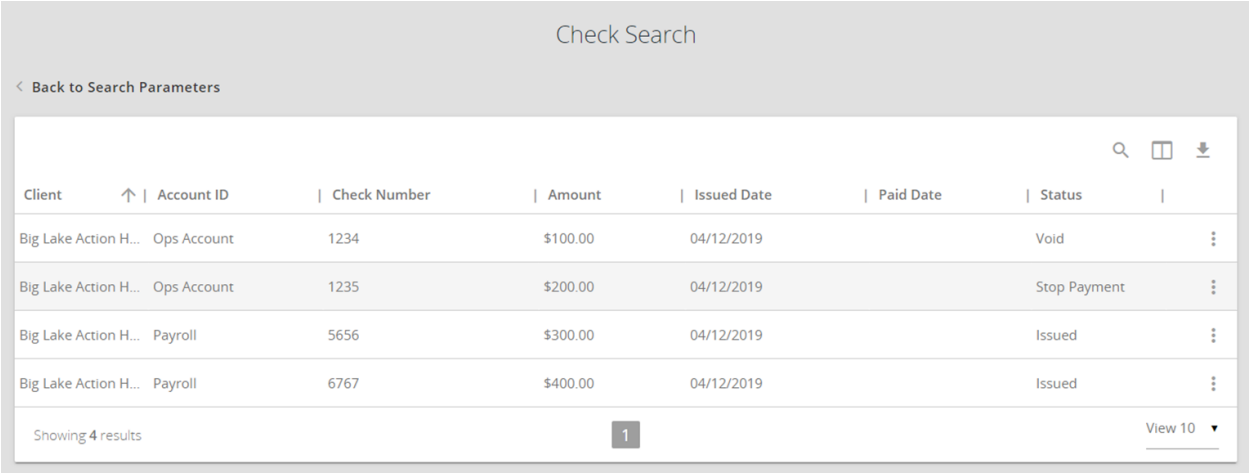
Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.
- Select options ( ) on an individual search result to perform one of the following actions:
  - **View check images**—displays an image of the selected check. You can change the view and download a PDF version of the image from this window.

    > **Note:** This option is only available to FIs that have licensed the Centrix Exact/TMS Check Image interface.

  - **View audit history**—displays the history of all changes made to the record. Select **View record** on an individual history item for additional details on the change.
  - **Edit record**—opens the record for editing.
  - **Delete record**—deletes the record from the system.



The following columns appear on the Check Search page:

- **Client**—the client name in the system.
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Check Number**—the check number of this item.
- **Amount**—the amount of the check that has been presented for payment.
- **Issued Payee**—the issued payee name for this check.

> **Note: Issued Payee** is only displayed if **Display Issued Payee Name** is selected on the Client Setup page in the Security/Account Administration section of the menu.

- **Issued Date**—the issued date for this check. On Paid Not Issued exceptions, the paid date is defaulted into the issued date field.
- **Paid Date**—the paid date for this check.

- **Current Status**—the status of the transaction:
  - **Issued**—displayed on items that are flagged as issued by the system.
  - **Exception**—displayed on items that are flagged as exceptions by the system.
  - **Returned**—displayed on items that are flagged as returned exceptions by the system.
  - **Paid**—displayed on items that have been previously paid.
  - **Stop Payment**—displayed for checks that have been stopped with a stop payment.
  - **Reversal**—displayed on items that have been paid and reversed. An item is considered a reversal by Centrix Exact/TMS if the transaction file has a reversal code set for that item.
  - **Void**—displayed on items that have been voided.
  - **Blank**—displayed on an item that is an outstanding check.
- **Input Date**—the date the issued item was entered into the system.
- **Exception Date**—the date of the exception.
- **Void Date**—the date the check was voided.
- **Decision**—the decision for this exception item.
- **Reason**—the reason associated with the exception.
- **Decisioned By**—the user who performed the decision. Transactions that are automatically decisoned by the issued check file display as **<username> (via issued check file)**.

> **Note:** Client users do not see the user name of FI users. Instead, they only see **(via issued check file)**.

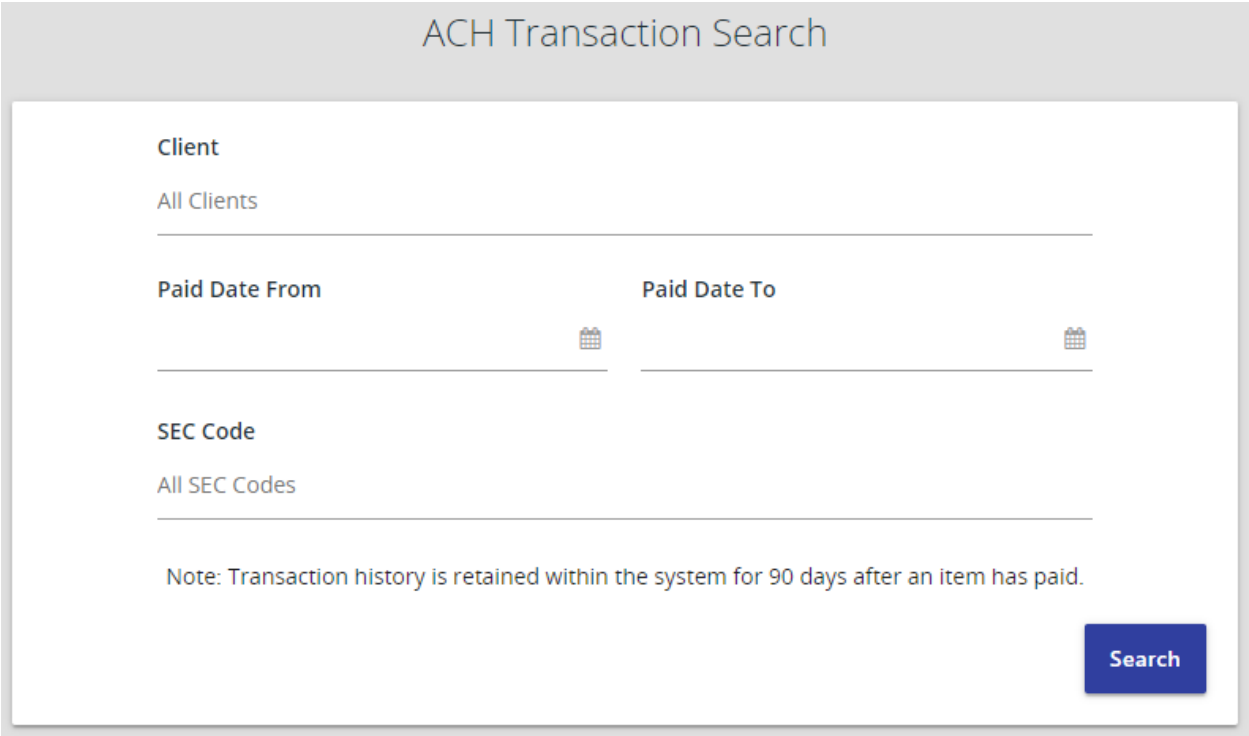
- **Trace Number**—a unique transaction ID number that is generated by the core processing system.
- **Reversal**—indicates if the item was reversed.
- **Stop Pay Status**—indicates whether a stop payment has been placed on the item.
- **Notes**—any notes associated with the item.
- **Transaction Code**—the transaction code associated with the check.

ACH Transaction Search

Use the ACH Transaction Search page to review posted ACH transaction activity. Only transactions with valid ACH Standard Entry Class (SEC) codes or ACH transaction codes appear on this report.

> **Note:** If a check is converted to ACH, it will appear in this search instead of in the Check Search. Checks are converted to ACH if the transaction has a check number and is one of the following SEC Codes: BOC, ARC, POP, or RCK.

Selection page

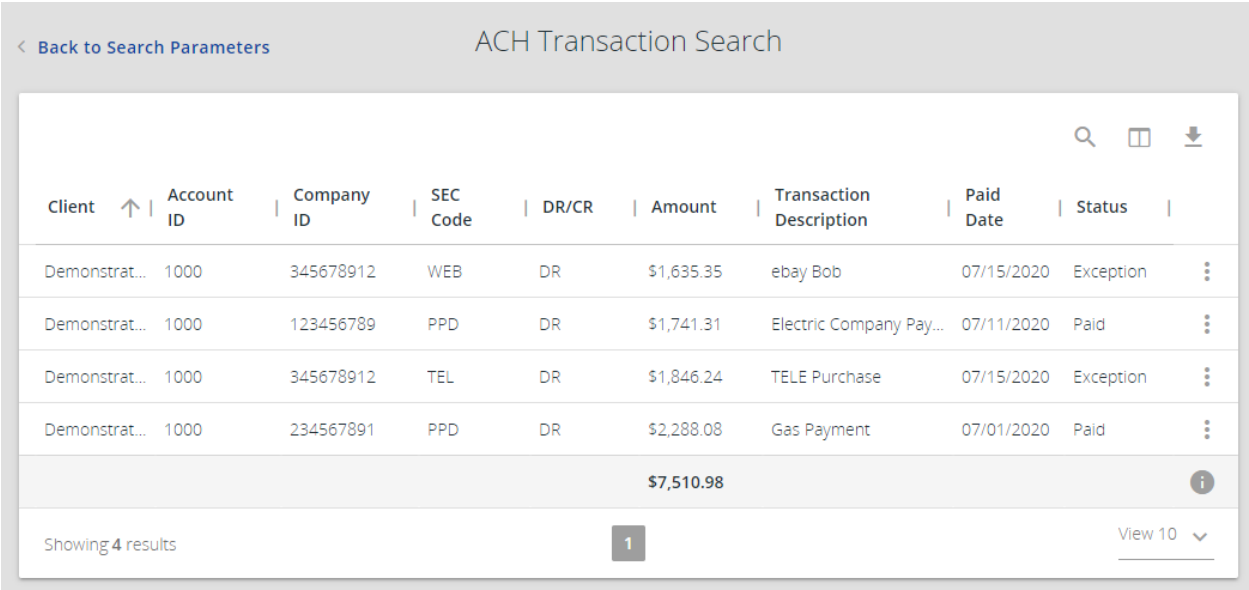


- **Client**—(Optional) Select a specific account. If no accounts are selected the system searches through all available accounts assigned to the corporate user.
- **Paid Date From/Paid Date To**—search for transactions based upon the date or date range the item was posted. If you are searching for a specific date, enter the date in both fields.
- **SEC Code**—search for transactions based upon the ACH SEC code.

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.
- Select options ( ) on an individual search result to perform one of the following actions:
  - **View audit history**—displays the history of all changes made to the record. Select **View record** on an individual history item for additional details on the change.
  - Edit record
  - Delete record
  - View record



The following columns appear on the ACH Transaction Search page:

- **Client**—the client name.
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

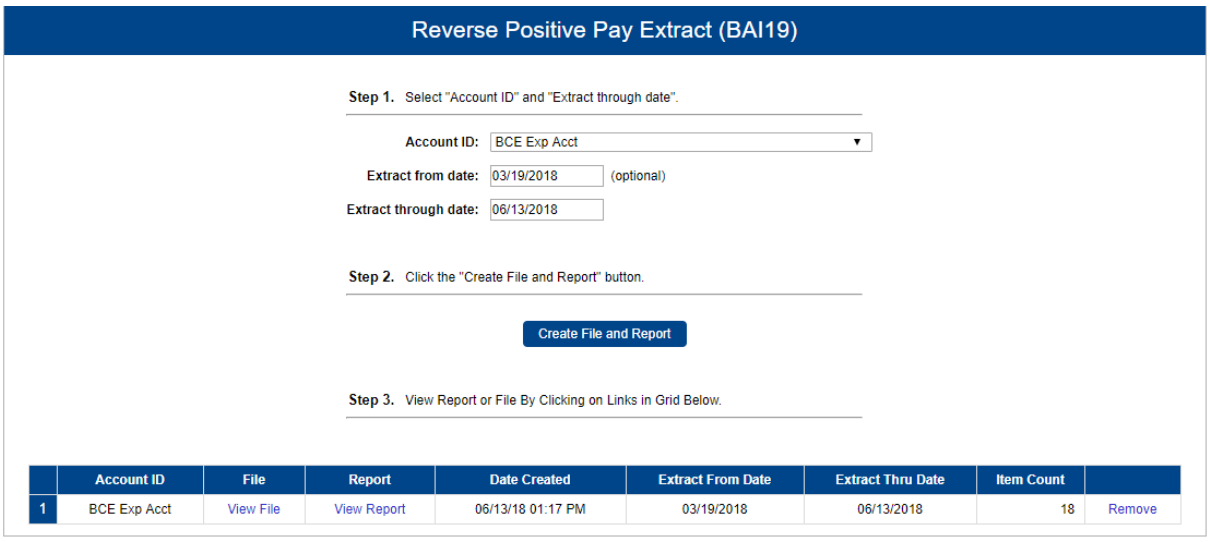
- **Company ID**—the originating ACH Company's identification number.
- **SEC Code**—the ACH standard entry class.
- **DR/CR**—indicates if the transaction is a debit or credit.
- **Amount**—the amount of the ACH transaction that has been presented for payment.
- **Transaction Description**—the description of the ACH transaction.
- **Paid Date**—the paid date for this transaction.
- **Status**—the status of the transaction. The possible statuses are as follows:
  - **Exception**—displayed on items that are flagged as exceptions by the system.
  - **Paid**—displayed on items that have been previously paid.
- **Individual ID**—the accounting number by which the receiver is known to the originator.
- **Individual Name**—the name from the NACHA file.
- **Input Date**—the date the transaction was uploaded.
- **Date Reconciled**—the date the transaction was reconciled.
- **Decision**—the decision that has been applied to the transaction. If no decision has been applied, this is blank.
- **Reason**—the reason for the pay/return decision. If no reason has been applied, this is blank.
- **Decisioned By**—the user who performed the decision.
- **Trace Number**—a unique transaction ID number that is generated by the core processing system.
- **Notes**—any notes associated with the item.

Reverse Positive Pay Transaction Extract

The Reverse Positive Pay/Transaction Extract page provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the page. To save an extract file to a local workstation or network drive, select the **File / Save** menu option while viewing the file, or, right click **View File** and select **Save Target As.**

> **Note:** An item may only be extracted once.

Selection page



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

  > **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Extract from date (Optional)**—the date from which to start the extract. By default, the system extracts all items that have not been previously extracted.
- **Extract through date**—the date through which posted items are included in the extract file.

Report example

INST : 531 CENTRIX BANK

RUN DATE: 03/09/16

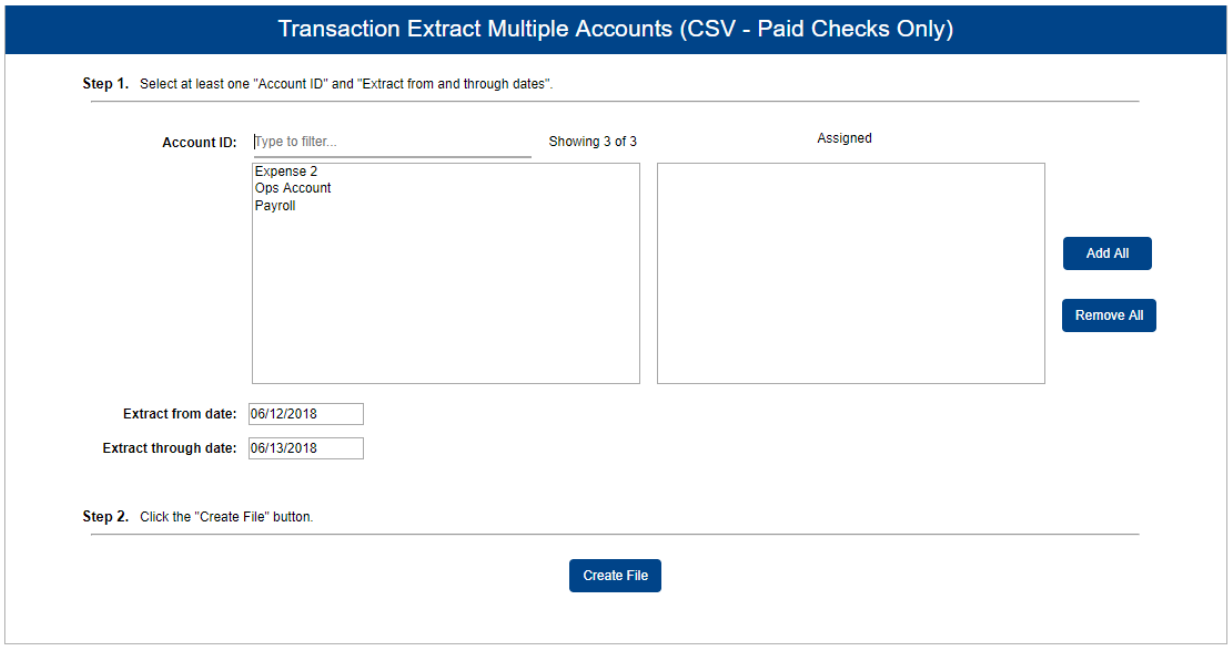
SYSTEM: 03/09/16 9:50 AM TRANSACTION EXTRACT REPORT PROCESSED THRU: 03/09/16

CLIENT: Big City Electric ACCOUNT ID: BCE Ops Acct FILE NAME: BCEOpsAcct_20160309_094946.csv

	CHECK #	PAID DATE	AMOUNT	DR/CR	REFERENCE
1	1451183	07/05/2015	5.05	DR	80312330
2	1457698	06/24/2015	0.10	DR	80031060
3	1557760	08/16/2015	185.70	DR	80310860
4	1579165	09/13/2015	180.00	DR	80400890
5	1599873	07/13/2015	42.68	DR	80008160
6	1609562	06/24/2015	2.10	DR	80246250
7	1613820	07/19/2015	52.00	DR	40201830
8	1619664	07/09/2015	219.00	DR	80067190
9	1620138	07/09/2015	6.97	DR	70401050
10	1620926	06/24/2015	44.03	DR	80246240
11	1629041	07/08/2015	21.25	DR	80246700
12	1629085	07/15/2015	156.03	DR	80221060
13	1630037	06/29/2015	687.50	DR	80078380
14	1630730	07/27/2015	272.00	DR	80054600
15	1633463	06/30/2015	105.00	DR	80016720

Transaction Extract Multiple Accounts

The Transaction Extract Multiple Accounts page provides the client with an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the page. To save an extract file to a local workstation or network drive, select **File / Save**.



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Extract from date**—the date from which posted items are included in the extract file.
- **Extract Thru Date**—the date through which posted items are included in the extract file.

ACH Reporting Files

The ACH Reporting Files page provides the client with downloadable files containing ACH transactions, returns, notice of change (NOC), or EDI detail from corporate ACH payments. The files available and the format of each file are defined in the report specifications by the FI. To save an ACH Reporting file to a local workstation or network drive, select **File / Save** while viewing the file, or, right click the download link and select **Save Target As**. This page is only available to FIs that have licensed the Exact/ARS™ ACH reporting system.

Processed Date: 01/23/2020 - 01/23/2020 Refresh

ACH Reporting Files (1)

	Report Description	File Type	Report	Downloaded by User	Date Created	File Size
1	File1	PDF - Full Transaction Details	Download	Yes	10/28/2019 07:44:35 AM	133.61 kb

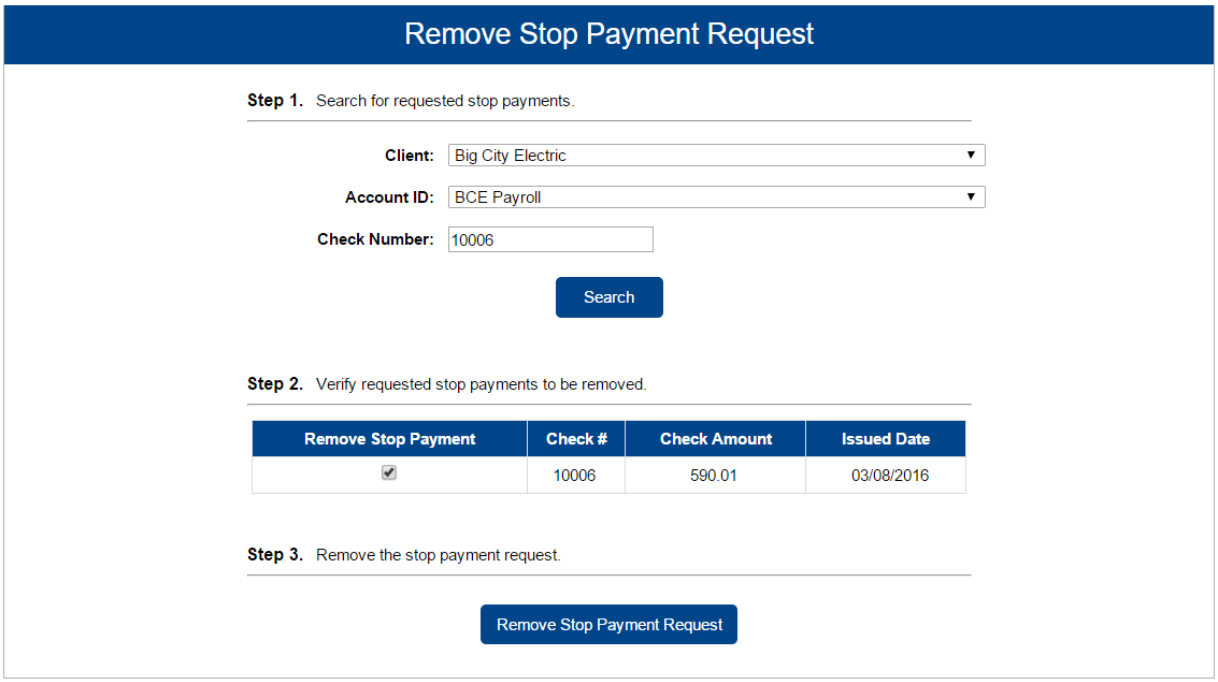
- **From / Thru Date**—the date range for which ACH reporting files displayed.
- **Report Description**—the description of ACH reporting file as defined by the FI.
- **File Type**—the format of the file. Types include: XML, PDF, NACHA, CSV, EDI, XLS, and XLSX.
- **Downloaded by User**—indicates that a user has downloaded the file.
- **Date Created**—the date the report was created.
- **File Size**—the size of the file (in KB).

Stop Payments

Use the Stop Payments section of the menu to manage and report on stop payment activity.

Remove Stop Payment Request

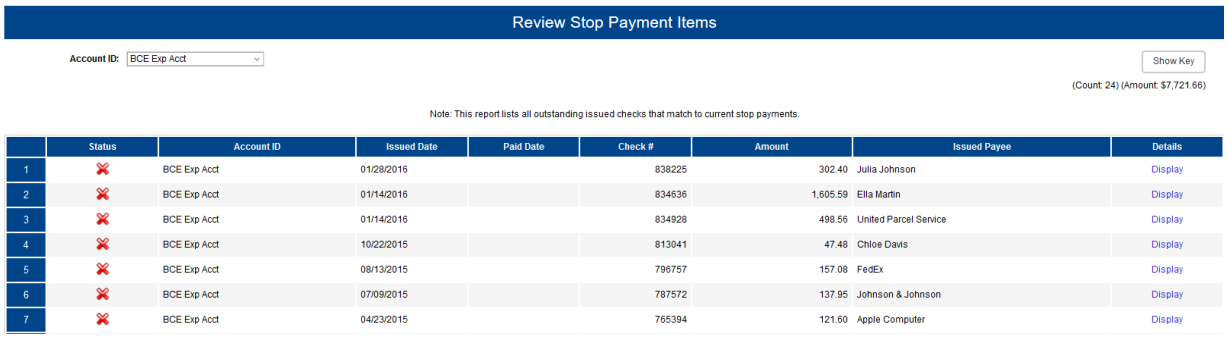
Use the Remove Stop Payment Request page to remove a stop payment request that has been made through the positive pay system.



- **Client**—the name of the client.
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system. The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.
- **Check Number**—the check number that was requested to be stopped.

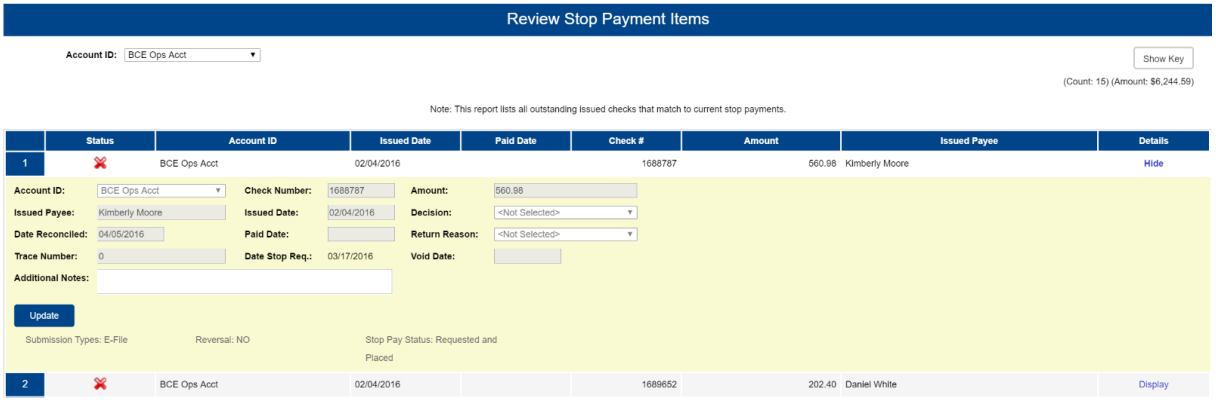
Review Stop Payment Items

The Review Stop Payment Items page is used to view all checks that are currently marked as stop pay items.



	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details
1		BCE Exp Acct	01/28/2016		838225	302.40	Julia Johnson	Display
2		BCE Exp Acct	01/14/2016		834636	1,605.59	Ella Martin	Display
3		BCE Exp Acct	01/14/2016		834928	498.56	United Parcel Service	Display
4		BCE Exp Acct	10/22/2015		813041	47.48	Chloe Davis	Display
5		BCE Exp Acct	08/13/2015		796757	157.08	FedEx	Display
6		BCE Exp Acct	07/09/2015		787572	137.95	Johnson & Johnson	Display
7		BCE Exp Acct	04/23/2015		765394	121.60	Apple Computer	Display

Select **Display** to review details of the issued check for which the stop payment has been applied.



	Status	Account ID	Issued Date	Paid Date	Check #	Amount	Issued Payee	Details
1		BCE Ops Acct	02/04/2016		1688787	560.98	Kimberly Moore	Hide
2		BCE Ops Acct	02/04/2016		1689652	202.40	Daniel White	Display

Note: The ability to change item details is controlled by user permissions.

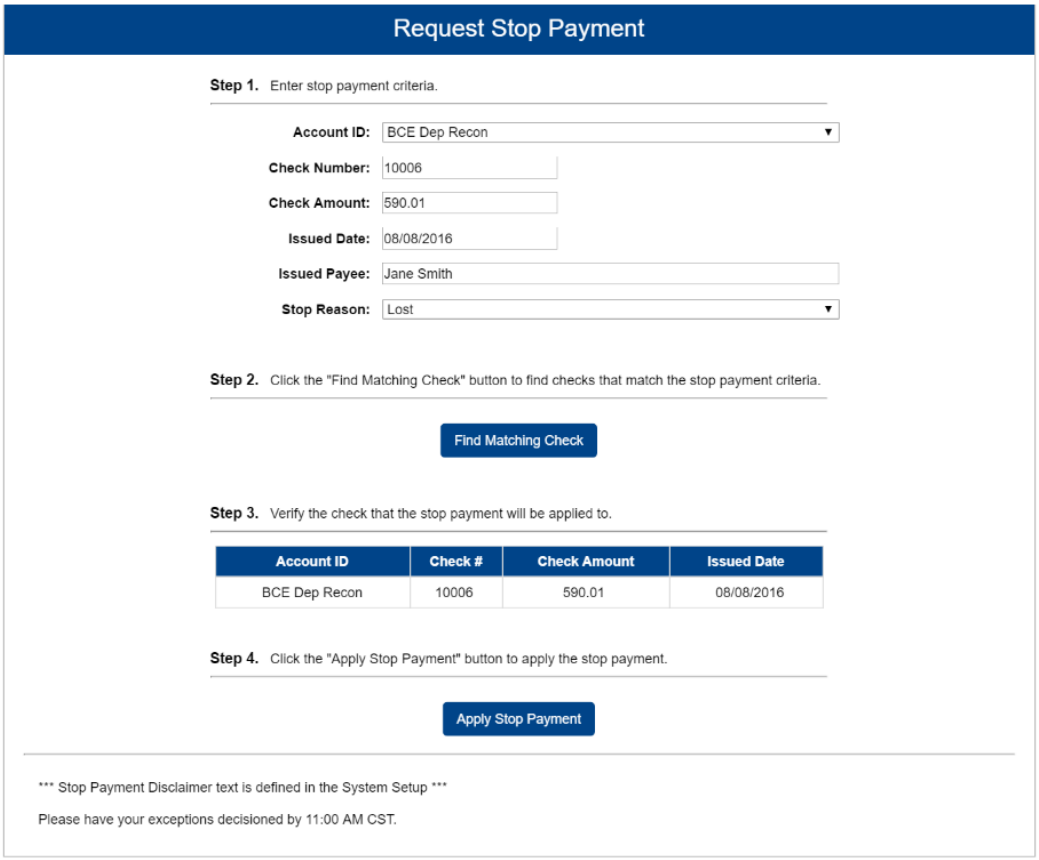
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system. The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.
- **Check Number**—the check number of this item.
- **Amount**—the amount of the check that has been presented for payment.
- **Issued Payee**—the issued payee name for this check.

- **Issued Date**—the date this item was issued. On Paid Not Issued exceptions, the paid date is defaulted into the issued date field.
- **Decision**—the decision that has been applied to this exception. If no decision has been applied, the field is displayed as **<Not Selected>**.
- **Date Reconciled**—the date the system was reconciled within the system on the Check Reconciliation Summary page. This field is not editable.
- **Paid Date**—the date the item was posted/paid.
- **Return Reason**—the reason for the pay/return decision. If no reason has been applied, the field is displayed as **<Not Selected>**.
- **Trace Number**—a unique transaction ID number that is generated by the core processing system.
- **Date Stop Request**—if the client requested a stop payment on the item, the date that the stop was requested is displayed.
- **Void Date**—if the item has been voided, the void checkbox is checked; otherwise, the checkbox is blank.
- **Notes**—freeform text field that allows the client to add notes to this item.
- **Submission Type**—indicates how the item was originally loaded into the system. The following values may be displayed:
    - **E-file**—indicates that the item was electronically loaded from an issue.
    - **Manual**—indicates that the item was not electronically loaded from an issued file. The item was either manually input through the Add New Issued Check page or the item was added by the system during the nightly update.
- **Stop Pay Status**—indicates whether a stop payment has been placed on the item. The following values may be displayed:
    - **None**—indicates the client has not requested that the item be stopped.
    - **Requested**—indicates that the client has requested that the item be stopped, but the bank has not applied the stop payment to the system.
    - **Applied**—indicates that the client has requested the item be stopped and the bank has applied the stop payment request to the system.
    - **Item stopped**—indicates the client has requested that the item be stopped and the item was already presented for payment and stopped by the bank.

- **Reversal**—indicates if the item was reversed.

Request Stop Payment

Use the Request Stop Payment page to request a new stop payment for a specific check number. An automated email is sent to the FI to notify them of the request.



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

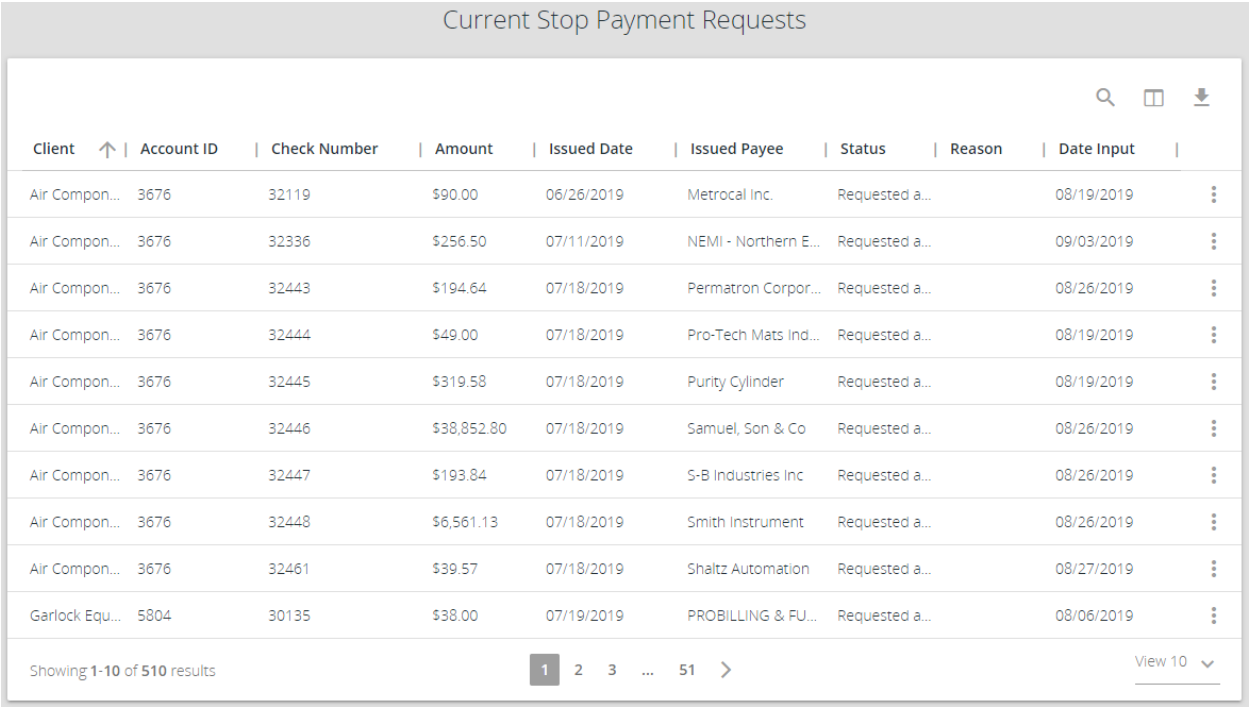
> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Check Number**—the check number to be stopped.

- **Check Amount**—the amount of the check to be stopped.
- **Issued Date**—the issued date of the check to be stopped.
- **Issued Payee**—the issued payee of the check to be stopped.
- **Stop Reason**—the reason the check is to be stopped.

Current Stop Payment Requests

The Current Stop Payment Requests page displays all current stop payment requests on the account. This includes requests entered by the client through Centrix Exact/TMS and requests entered by the FI through other systems such as the core processing systems.



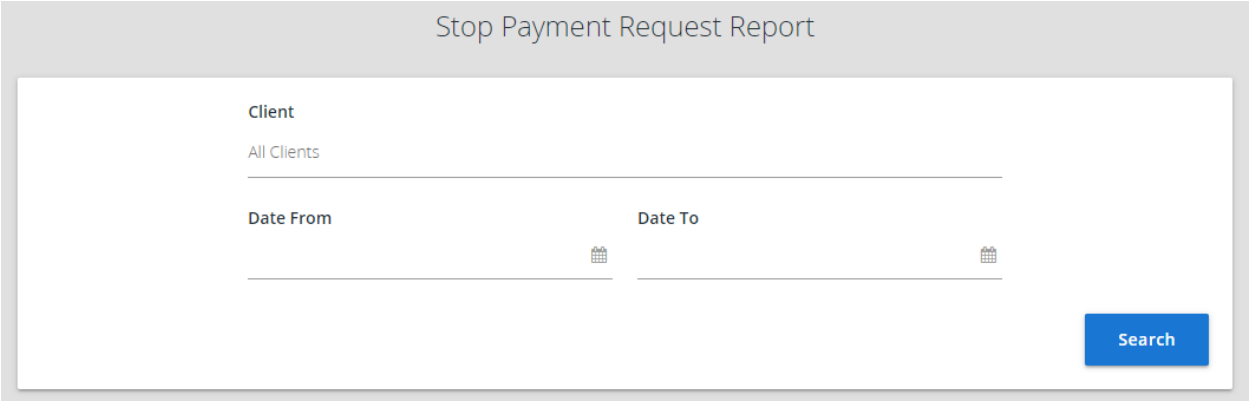
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system. The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.
- **Check Number**—the check number.
- **Amount**—the amount of the check.
- **Issued Date**—the issued date for the check.

- **Issued Payee**—the issued payee of the check.
- **Status**—the status of the stop request.
- **User Input**—the user that requested the stop payment request.
- **Reason**—the reason the check has been stopped.
- **Date Input**—the date the check was entered into the system.
- **Notes**—any comments from the stop file, if present.
- **User Input**—the method by which the check was entered:
  - **Bank**—the check was manually entered by the FI.
  - **SYSTEM**—the check was entered from the stop file.

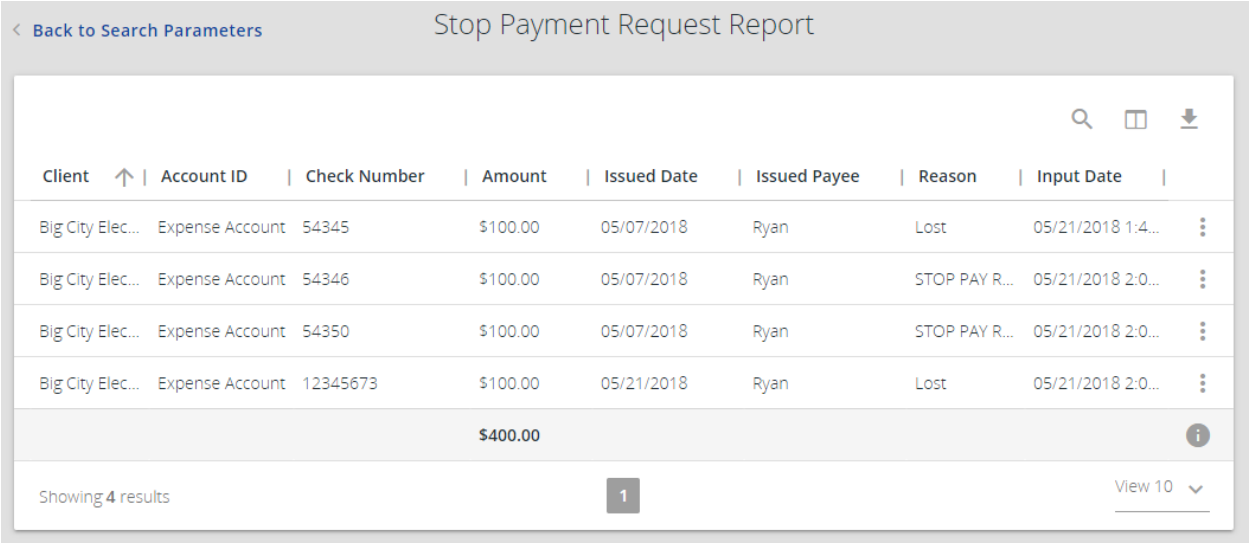
Stop Payment Request Report

The Stop Payment Request Report displays a list of all client-initiated stop payment requests in the system.

Selection page



Results page



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system. The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.
- **Check Number**—the check number.
- **Amount**—the amount of the check.
- **Issued Date**—the issued date for the check.
- **Issued Payee**—the issued payee of the check.
- **Reason**—the reason for the stop payment request.
- **User Input**—the user that requested the stop payment request.
- **Reason**—the reason the check has been stopped.
- **Input Date**—the date the check was entered into the system.

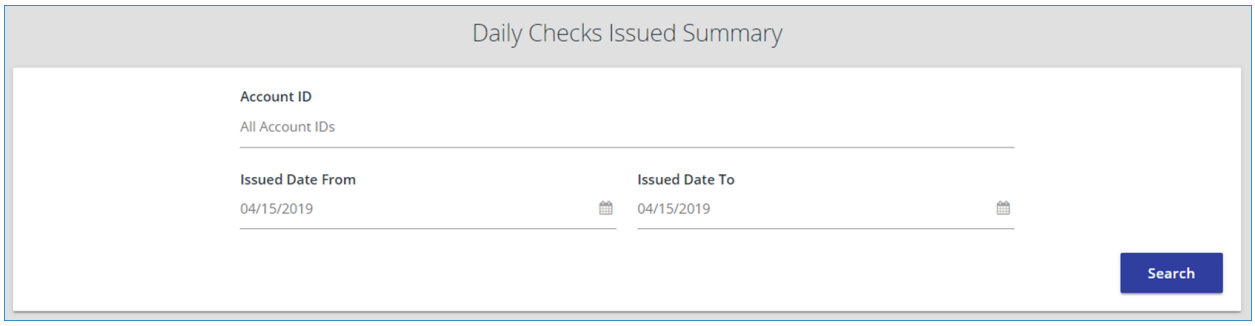
Transaction Reports

Use the Transaction Reports section of the menu to generate reports including a summary of daily checks issued, stopped and voided checks, reconciliation summaries, and returns/NOCs.

Daily Checks Issued Summary

The Daily Checks Issued Summary report is an easy way to see how many checks were issued on any given day and their totals. The dynamic selection criterion allows the user to fine tune the report to their specific needs. This includes both manually loaded checks and checks uploaded through an issued check file.

Selection page

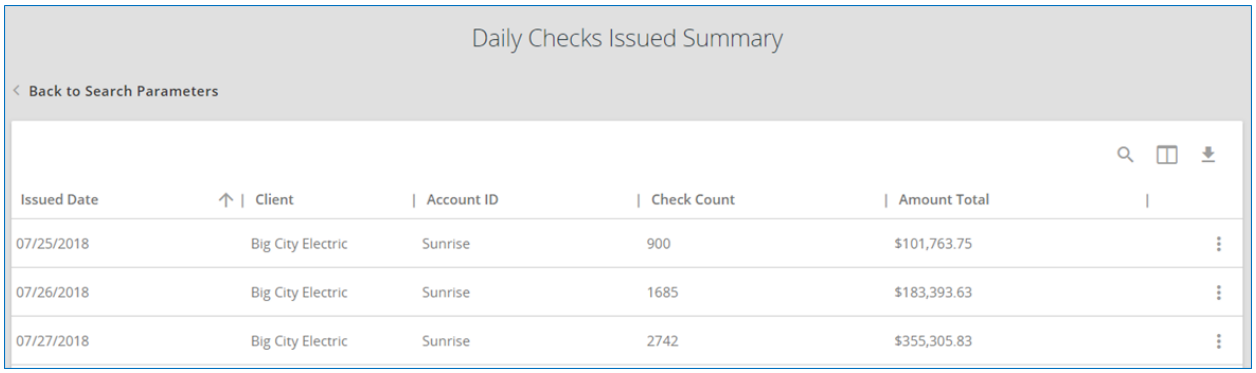


- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Issued Date From**—the beginning check number used to search for a range of checks.
- **Issued Date To**—the ending check number used to search for a range of checks.

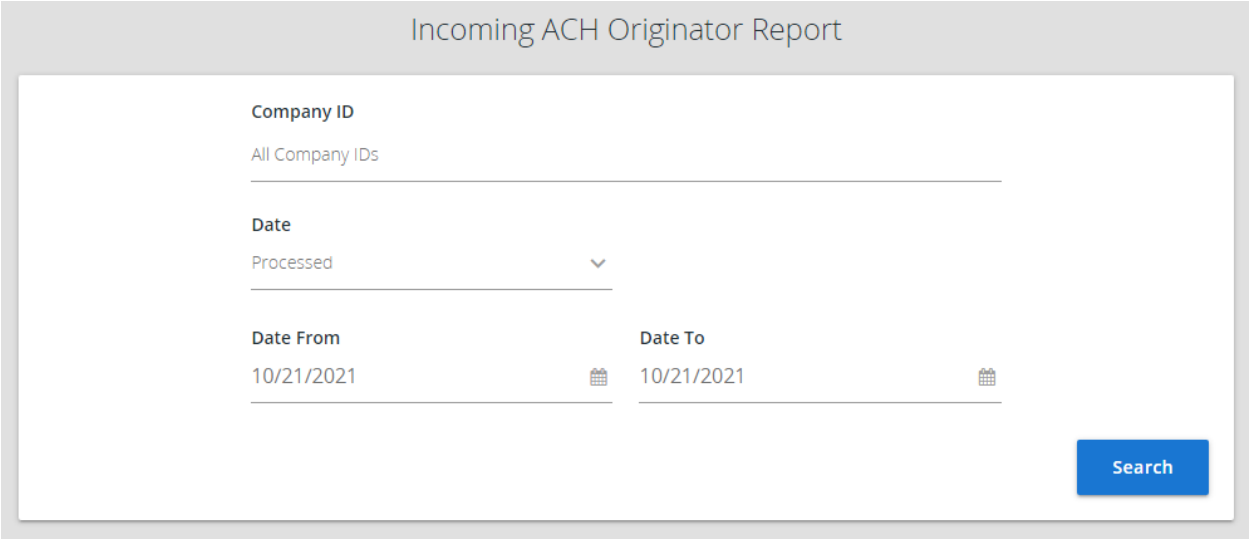
Results page



- **Check Count**—the number of checks issued.
- **Amount Total**—the total amount of the checks issued on the specified date.

Incoming ACH Originator Report

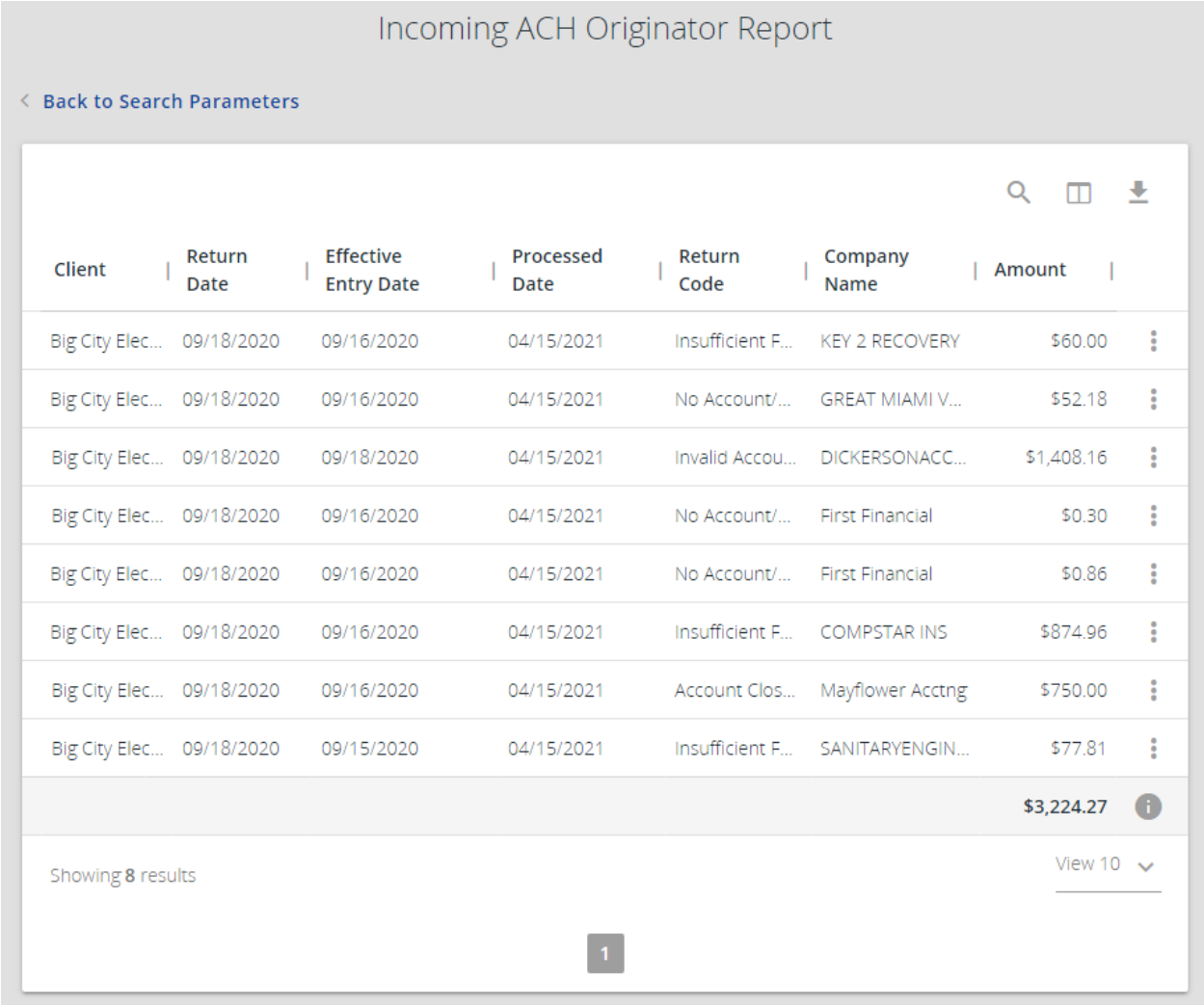
The Incoming ACH Originator Report displays for FI users all returns and NOCs from the Exact/ARS™ daily processing. Client users that have one or more ACH-originated company IDs included on the ACH Report Type Setup page can view their returns and NOCs within the report, enabling FIs and their corporate clients to view the individual NOC and return transaction information for all ACH-originated company ID(s). This page is only available to FIs that have licensed the Exact/ARS™ ACH reporting system.



- **Company ID**—specifies whether to search all company IDs associated with the client or limit the search to specific company IDs.
- **Date**—specifies whether to search by processed date (default) or effective date.
- **Date From**—the date from which to start the search. By default, the date is today's date.
- **Date To**—the date from which to end the search. By default, the date is today's date.

Select **Search** after setting your search options to display the results. You can perform the following actions on the Incoming ACH Originator Report page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.



Client	Return Date	Effective Entry Date	Processed Date	Return Code	Company Name	Amount
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	Insufficient F...	KEY 2 RECOVERY	$60.00
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	No Account/...	GREAT MIAMI V...	$52.18
Big City Elec...	09/18/2020	09/18/2020	04/15/2021	Invalid Accou...	DICKERSONACC...	$1,408.16
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	No Account/...	First Financial	$0.30
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	No Account/...	First Financial	$0.86
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	Insufficient F...	COMPSTAR INS	$874.96
Big City Elec...	09/18/2020	09/16/2020	04/15/2021	Account Clos...	Mayflower Acctng	$750.00
Big City Elec...	09/18/2020	09/15/2020	04/15/2021	Insufficient F...	SANITARYENGIN...	$77.81
						$3,224.27

- **Client**—the name of the FI client.
- **Return Date**—the date the transaction was returned.
- **Effective Entry Date**—the date specified by the originator on which it intends to settle a batch of entries.
- **Processed Date**—the date the transactions were inputted into the Exact/ARS system.
- **Return Code**—a standard code used by an ACH Operator or RDFI to describe the reason for returning an entry.
- **Company Name**—the name of the originator.
- **Amount**—the amount of the transaction.

- **Company ID**—the company ID associated with the transaction.
- **Receiver Name**—the individual or company name of the receiver.
- **Receiver Account Number**—the account number of the receiver.
- **Corrected Data**—the corrected data from the notification of change addenda record.
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

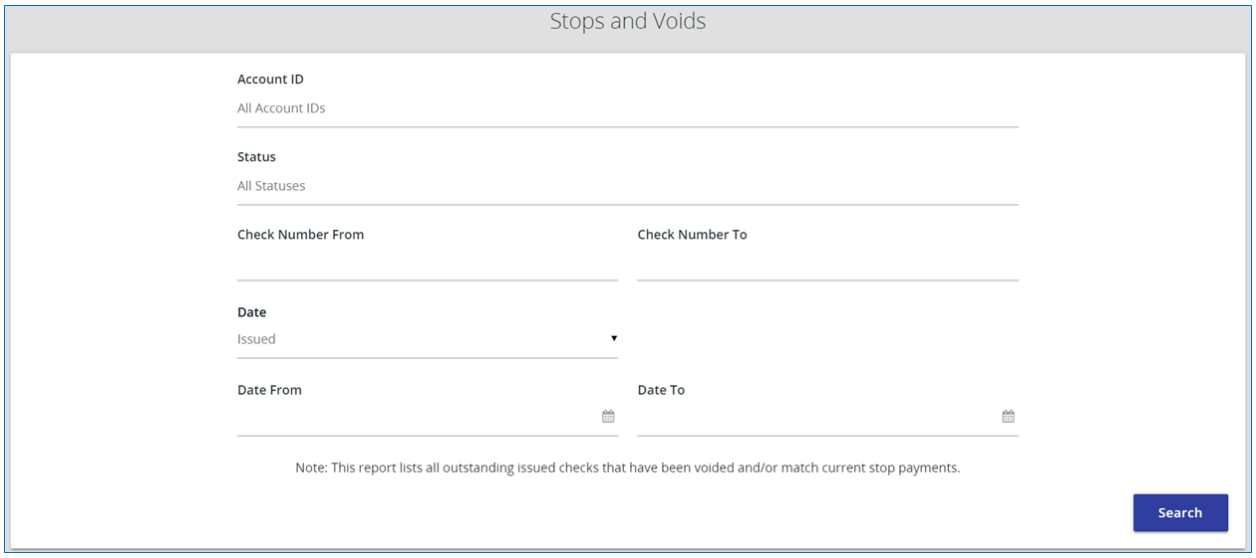
> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Company Entry Description**—a value set by the originator to provide a description of the purpose of the entry.
- **Receiver DFI ID**—the routing number of the RDFI.
- **Originating DFI ID**—the routing number of the ODFI.
- **Tran Code**—the type debit or credit entry.
- **ID Number**—the accounting number by which the receiver is known to the originator.
- **Trace Number**—a unique ID to identify each Entry Detail Record within a batch in an ACH input file.
- **SEC Code**—a three-character code used to identify various types of entries.

Stops and Voids

The Stops and Voids report page allows you to create a report of checks that have been stopped or voided. Select items by **Issued Date**, **Void Date**, **Stop Placed Date**, **Item Stopped Date**, or **Issued Payee**.

Selection page



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Status**—filter the results to specific statuses of stops and voids:
  - **Void**—items that have a status of void.
  - **Requested Stop Pay**—stop pay items that have been requested as a stop payment within Centrix Exact/TMS, but the item has not yet been passed to us from the core within the daily stop file.

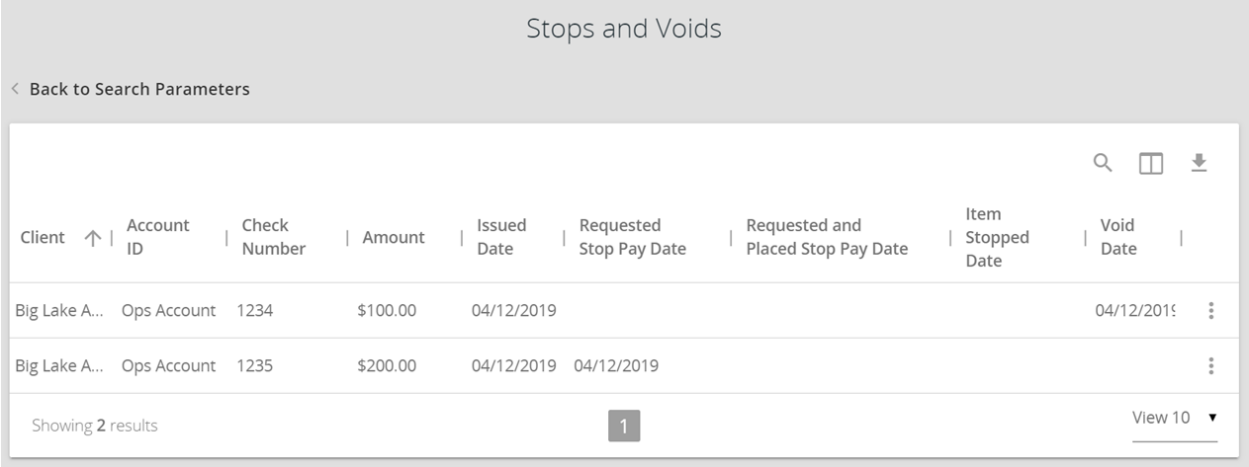
- **Requested and Placed**—stop pay items that have been requested as a stop payment within Centrix Exact/TMS. These stop payment items also match up to a stop payment passed to Centrix Exact/TMS through the daily stop pay file provided by your FI.

- **Check Number From**—the beginning check number used to search for a range of checks.
- **Check Number To**—the ending check number used to search for a range of checks.
- **Date**—the type of date you would like to run the Stops and Voids report for.
- **Date From**—the beginning date used in the date range.
- **Date To**—the ending date used in the date range.

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Check Number**—the check number of this item.
- **Check Amount**—the amount of the check that has been presented for payment.
- **Issued Payee**—the issued payee name for this check.
- **Issued Date**—this is the date the check was issued.
- **Requested Stop Pay Date**—if the request originated from a source other than this system, this column is blank. Otherwise, this represents the date the request was submitted.
- **Requested and Placed Stop Pay Date**—the date the stop payment was applied (setup).
- **Item Stopped Date**—the date the item was stopped.
- **Void Date**—the date the check was voided. Note: If an (A) is listed after the void date, the item was automatically voided.

	09/28/2012	Issued
	09/23/2011	Void (A)
	09/23/2011	Void (A)

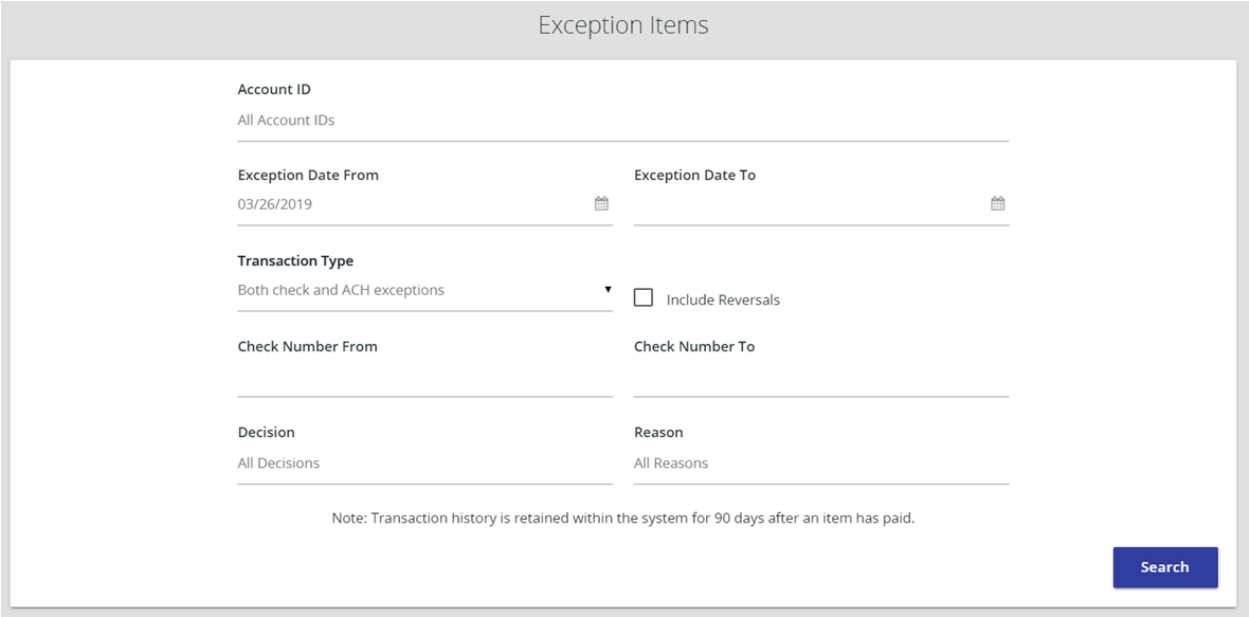
- **Input Date**—the date the check was input into the system.
- **Notes**—any additional notes associated with the item.

Exception Items

The Exception Items report allows the user to generate a report of items that were flagged as exception items. Optionally select items that meet specific criteria. Criteria can include:

- exception date
- exception type (ACH, check or both)
- pay/return decision
- return reason.

Selection page



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Exception Date From**—the beginning posted date used to search for a range of exceptions.
- **Transaction Type**—the type of transaction the exception item is.
- **Check Number From**—the ending posted date used to search for a range of exceptions.
- **Check Number From**—the beginning check number used to search for a range of checks.
- **Check Number To**—the ending check number used to search for a range of checks.
- **Decision**—specify decisions to search within.
- **Reason**—specify reasons to search within.

Results page

Back to Search Parameters

Exception Items

Client	Account ID	Account Number	Trace Number	Check Number	Amount	Paid Date	Input Date	Exception	Exception Scrubbed	Service Charge Waived	Reversal
*Safeway P...	0789	100140789	66222019930	219909	$727.34	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No
*Safeway P...	0789	100140789	66222024464	219936	$632.41	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No
*Safeway P...	0789	100140789	990201001901	219937	$63.60	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No
*Safeway P...	0789	100140789	66222021692	219938	$776.46	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No
*Safeway P...	0789	100140789	66223027566	219944	$811.84	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No
*Safeway P...	0789	100140789	66222012841	219946	$834.58	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No
*Safeway P...	0789	100140789	66222017365	219947	$8,195.00	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No
*Safeway P...	0789	100140789	66222012553	219949	$50.47	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No
*Safeway P...	0789	100140789	66222021439	219952	$408.97	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No
*Safeway P...	0789	100140789	66224027920	219953	$115.00	11/20/2019	11/21/2019...	Paid not issued	Yes	No	No
					$2,270,598....						

Showing 1-10 of 512 results

1 2 3 ... 52

View 10

- **Account Number**—the account number of the originator.
- **Trace Number**—the trace number uniquely identifies each Entry Detail Record within a batch in an ACH input file.
- **Check Number**—the check number of the item.
- **Amount**—the amount of the transaction.
- **Issued Payee**—the issued payee name for this check.
- **Paid Date**—the paid date for this check.
- **Input Date**—the date the issued item was entered into the system.

> **Note:** The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

- **Exception**—the type of exception for this item.

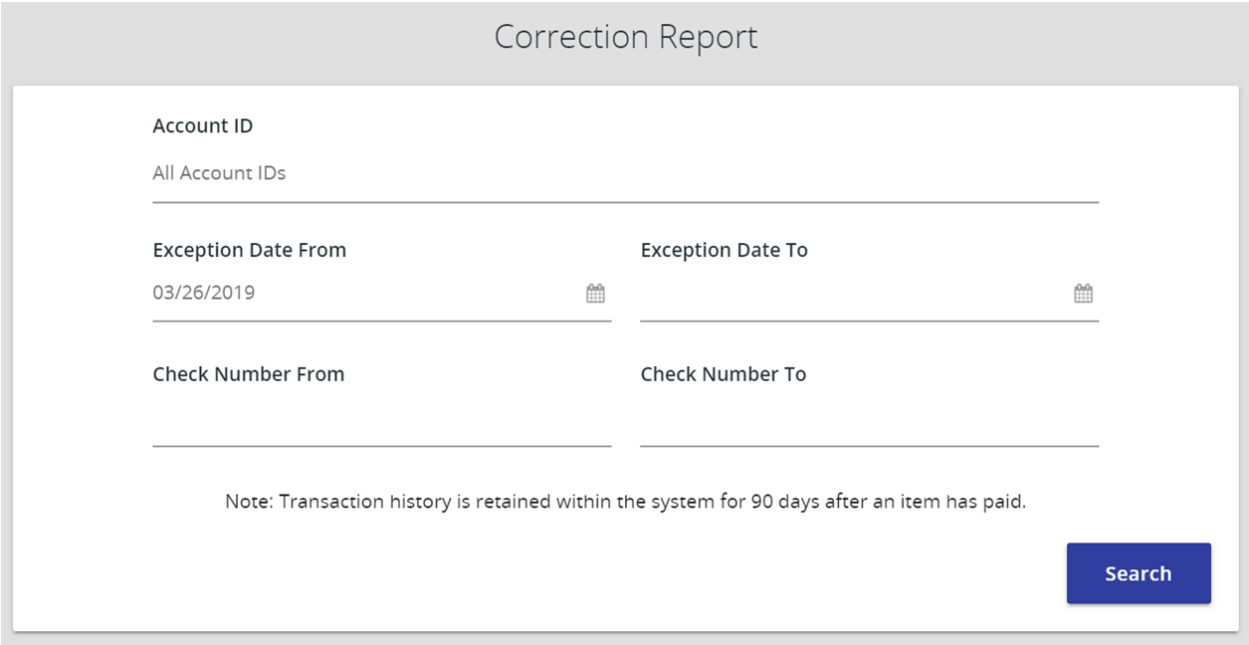
- **Transaction Description**—the transaction description.
- **Decision**—the decision for this exception item.
- **Reason**—the reason associated with the exception.
- **Decisioned By**—the user who performed the decision. Transactions that are automatically decisoned by the issued check file display as **<username> (via issued check file)**.

> **Note:** Client users do not see the user name of FI users. Instead, they only see **(via issued check file)**.

- **Exception Scrubbed**—indicates whether the exception was scrubbed.
- **Service Charge Waived**—indicates whether the service charge was waived.
- **Reversal**—indicates whether the exception was a reversal.

Correction Report

The Correction Report lists the items that have been corrected by the FI. These are items that have posted incorrectly, usually due to encoding errors such as check number blank, zero or incorrect, and amount mismatches.



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Exception Date From**—the beginning posted date used to search for a range of exceptions.
- **Exception Date To**—the ending posted date used to search for a range of exceptions.
- **Check Number From**—the beginning check number used to search for a range of checks.
- **Check Number To**—the ending check number used to search for a range of checks.

Results page

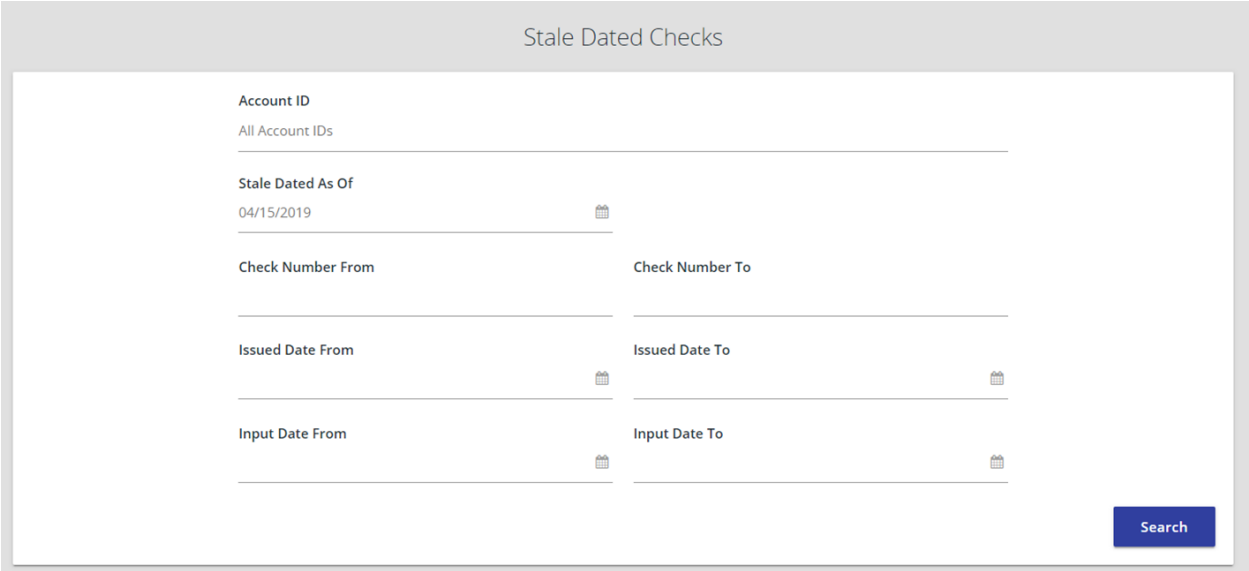
You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.

- **Account Number**—the account number associated with the correction.
- **Posted Check Number**—the check number that was originally posted.
- **Corrected Check Number**—the corrected check number.
- **Posted Amount**—the amount of the check that has been presented for payment.
- **Corrected Amount**—the amount of the corrected item.
- **Posted Issued Date**—the original date the check was issued.
- **Corrected Issued Date**—the corrected check issued date.
- **Paid Date**—the paid date for this check.
- **Exception**—the type of exception for this item.
- **Reason**—the reason this item was corrected.
- **Notes**—any notes associated with the correction.

Stale Dated Checks

The Stale Dated Checks report allows the user to create a report of stale dated checks. A check is considered stale dated based upon the **Stale Dated Check Days** defined in the **Retention Settings** tab of the System Setup page. Select items by issued date, input date, as of date, or issued payee.



- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

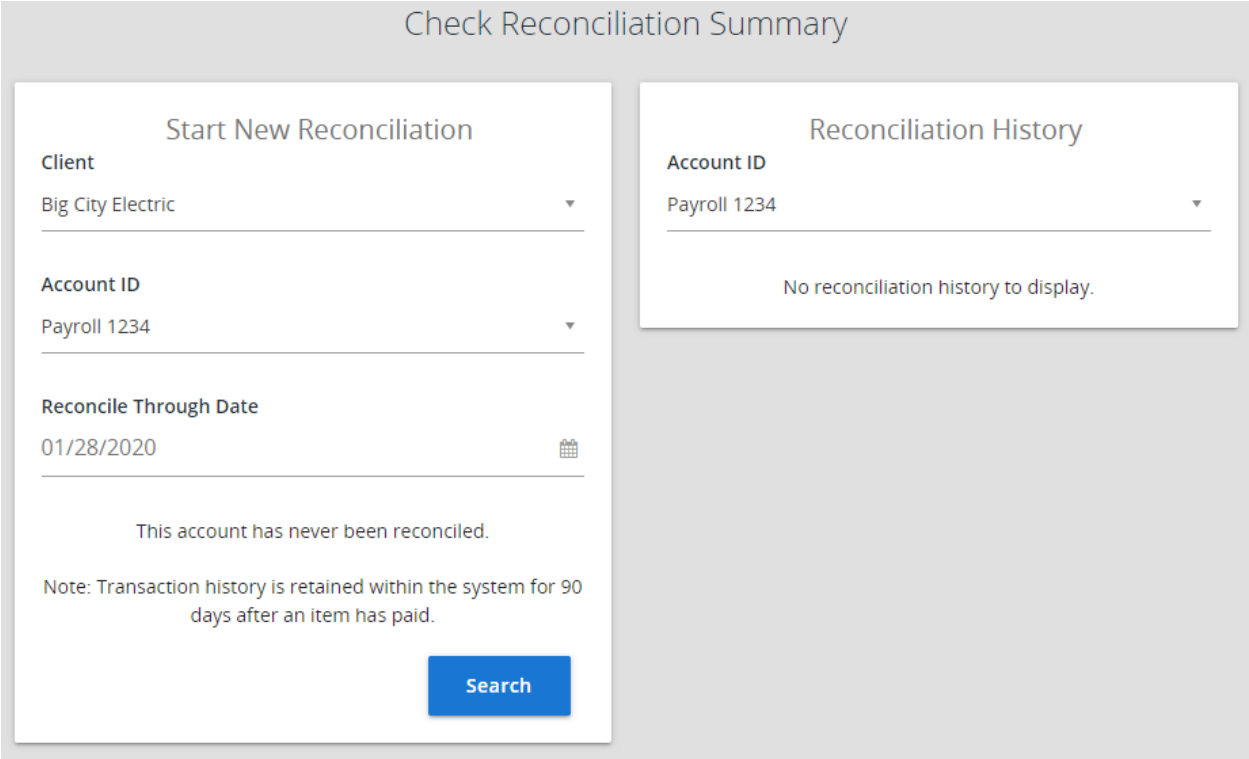
- **Stale Dated As Of**—to create a report of stale dated checks "as of" a specific date in the past, enter a date in this field.
- **Check Number From**—the beginning check number used to search for a range of checks.
- **Check Number To**—the ending check number used to search for a range of checks.
- **Issued Date From**—the beginning issued date used to search for a range of checks.
- **Issued Date To**—the ending issued date used to search for a range of checks.
- **Input Date**—the date the issued item was entered into the system.

> **Note:** The date is followed by **(M)** if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Check Reconciliation Summary

Use the Check Reconciliation Summary report to assist in balancing online account balances with a customer statement. The report displays an activity summary of newly issued checks, paid checks, and stopped/voided checks. The report also provides a total of outstanding checks as of the reconciliation date.

Selection page

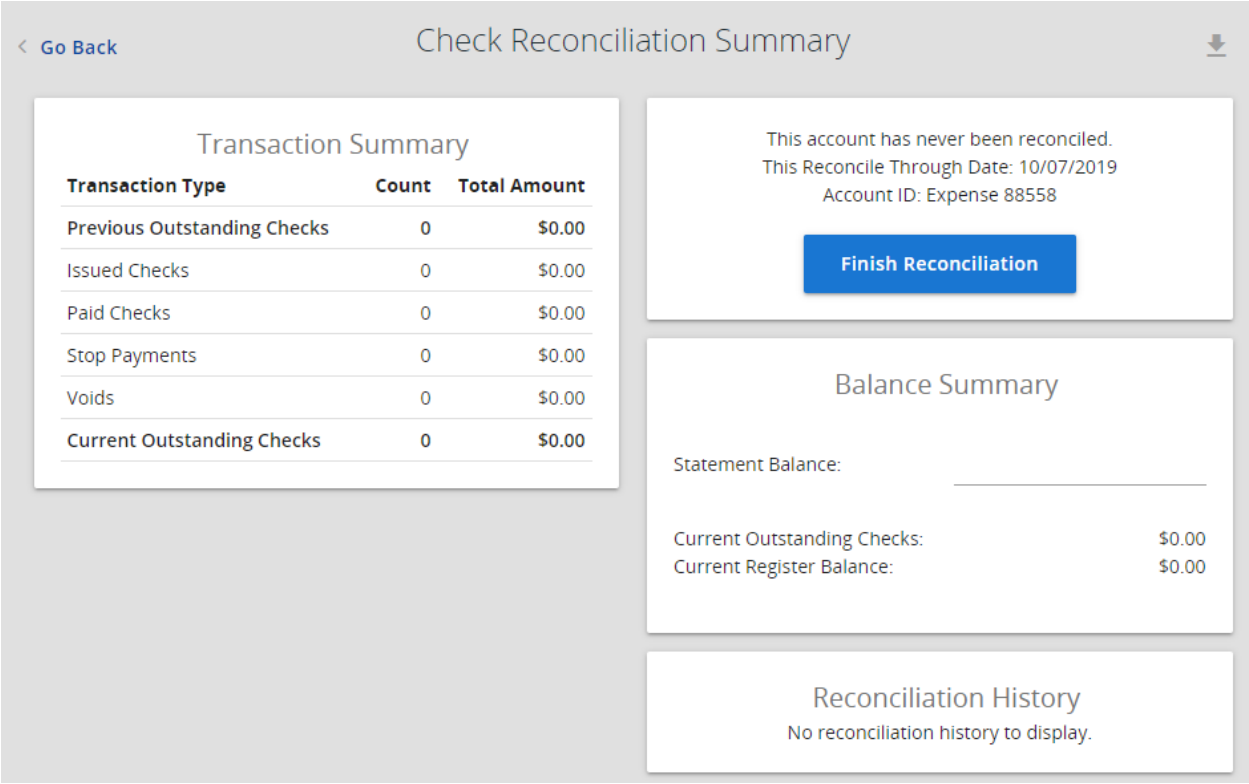


- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Reconcile Through Date**—the ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity in the system up through the **Reconcile Through Date** is included.

Results page



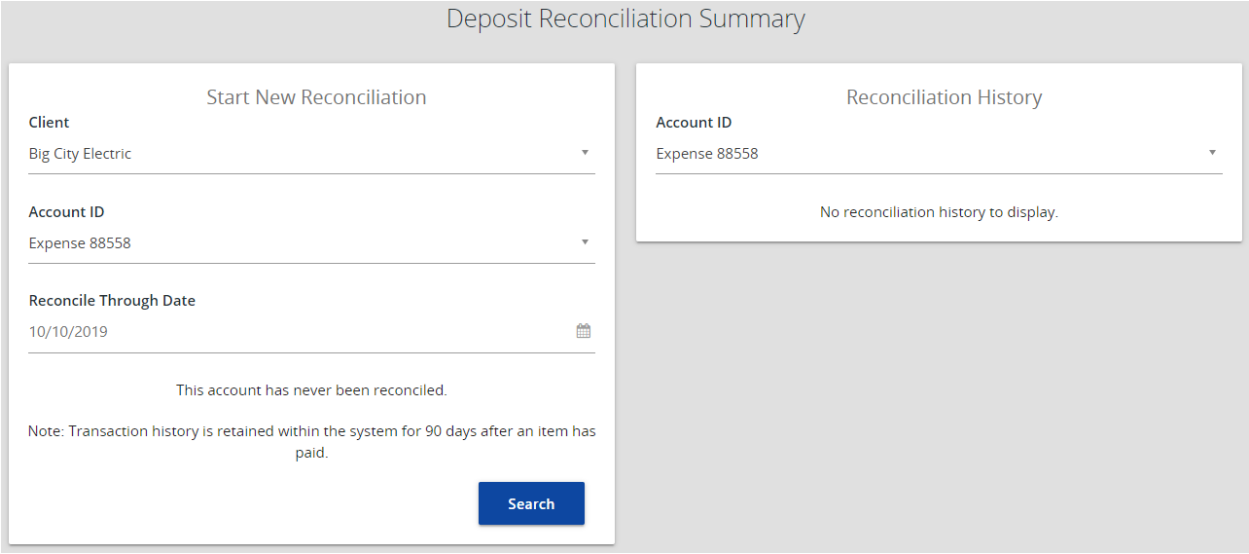
Note: Select a link in the **Reconcilement History** section to view previous reconciliation reports that have been performed on this account.

- **Show**—displays a detailed list of the items for any of the totals listed on the report.
- **Finish Reconciliation**—reconciles the checks.

Deposit Reconciliation Summary

The Deposit Reconciliation Summary report is used by clients to verify deposits made to an account. This report allows the client to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately.

Selection page

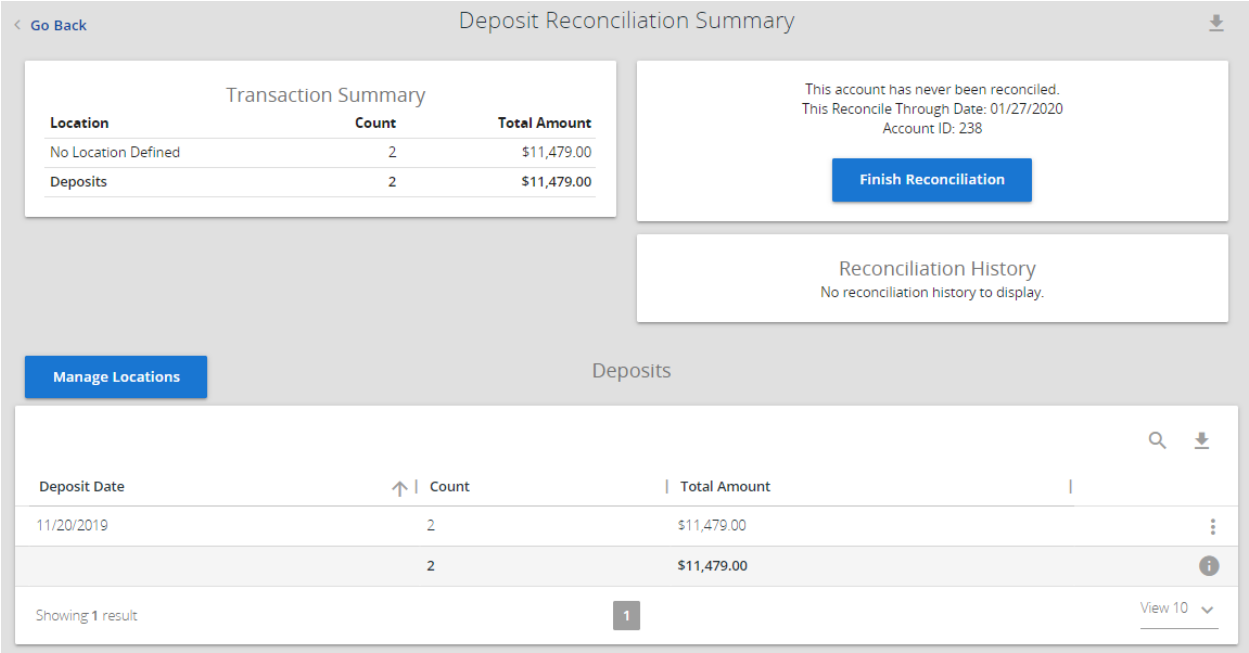


- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Reconcile Through Date**—the ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity in the system up through the **Reconcile Through Date** is included.

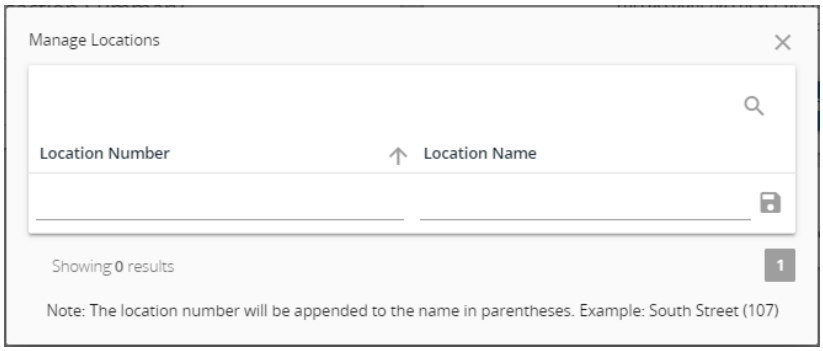
Results page



Note: Select a link in the **Reconcilement History** section to view previous reconciliation reports that have been performed on this account.

- **Location**—displays a list of locations if location information is available for this client. The location list values are populated based upon the serial number value from the client's deposit slips.
- **Finish Reconciliation**—reconciles the checks.

- **Manage Locations**—allows the corporate client to deposit by location. When selected, a list of the locations displays with an option to define a description for the location.



- **Location Number**—the location the deposit is associated with.
- **Location Name**—the description of the location.

> **Note:** The location number is appended to the description in parenthesis. Example: South Street (107).

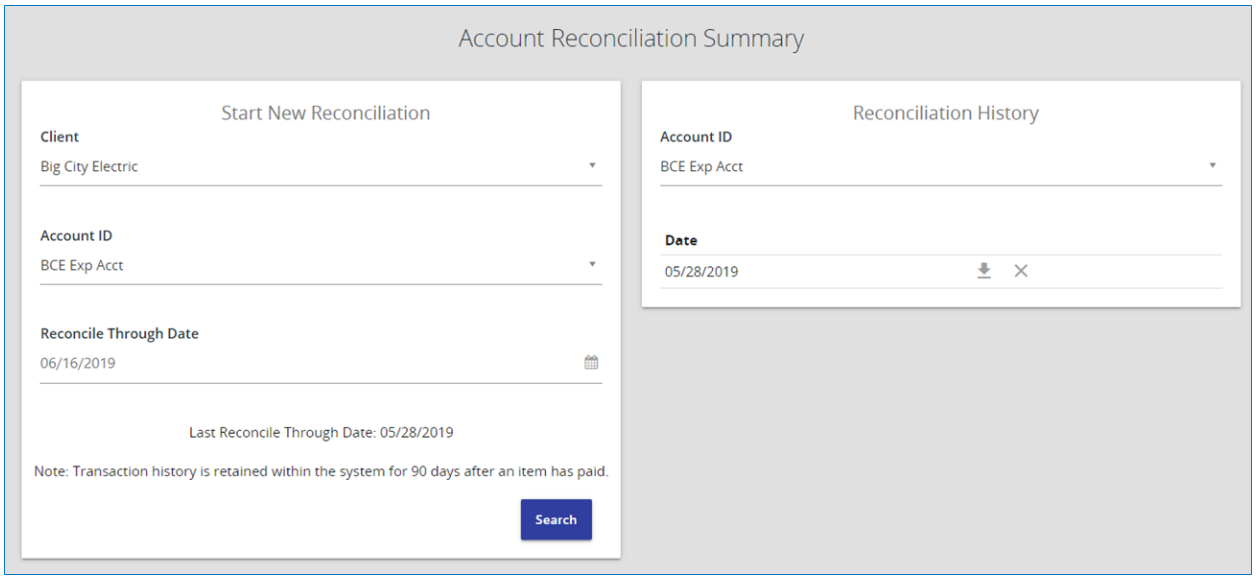
Account Reconciliation Summary

Use the Account Reconciliation Summary to assist in balancing online account balances with a customer statement. The report displays an activity summary with the following:

- newly issued checks
- paid checks
- stopped checks
- voided checks
- ACH debits and credits
- miscellaneous debits and credits
- deposits
- service charges
- paid interest
- taxes/withholding

The report also provides a total of outstanding checks and the check register balance as of reconciliation date.

Selection page

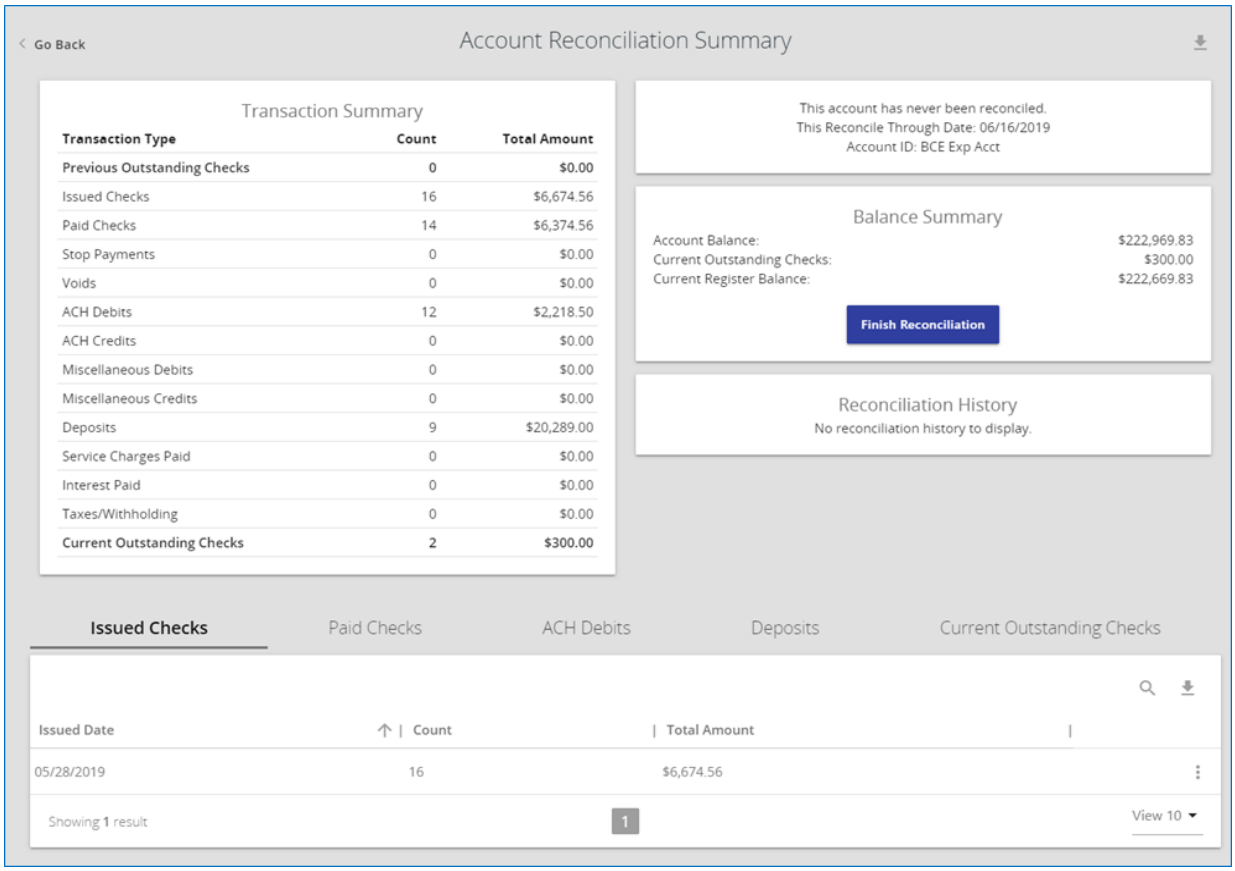


- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Reconcile Through Date**—the ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity up until the **Reconcile Through Date** will be included.

Results page



Note: Select a link in the **Reconciliation History** section to view previous reconciliation reports that have been performed on this account.

- **Finish Reconciliation**—reconciles the checks.

Note: Items that have already been reconciled using the Check Reconciliation or Deposit Reconciliation pages are not included in the Account Reconciliation statement.

Big City Electric
Account ID: BCE Exp Acct

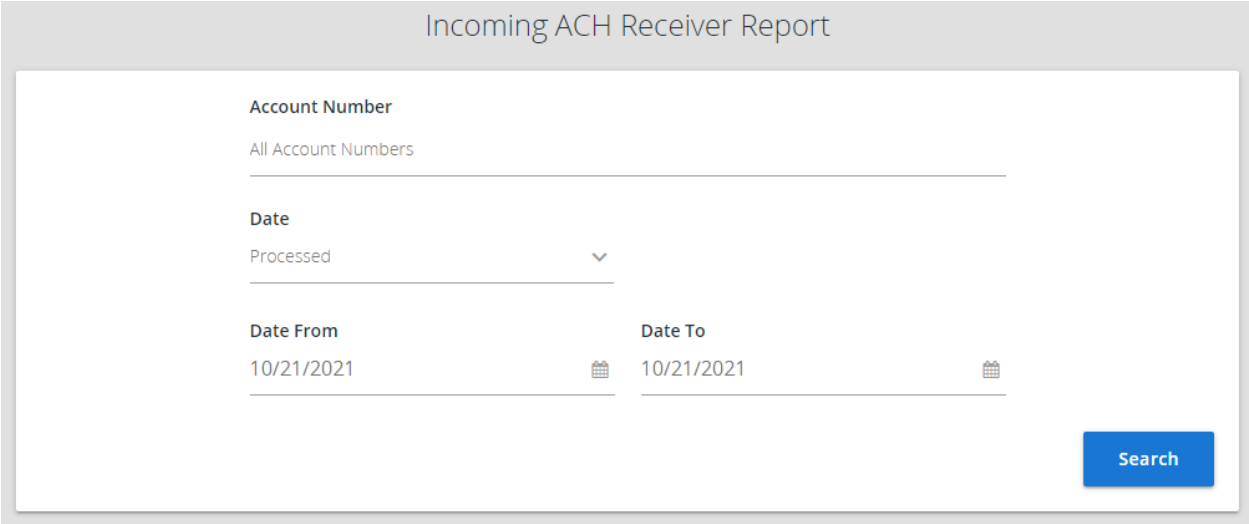
Run Date: 06/17/2019
Reconcilement Period: - to 06/16/2019

Issued Checks (16)

Issued Checks					
	Issued Date	Paid Date	Check Number	Issued Payee	Amount
1	05/28/2019		7524	John Doe	$100.00
2	05/28/2019		54788	John Smith	$200.00
3	05/28/2019	05/28/2019	0		$35.00
4	05/28/2019	05/28/2019	0		$500.00
5	05/28/2019	05/28/2019	1235		$110.00
6	05/28/2019	05/28/2019	1236		$120.00
7	05/28/2019	05/28/2019	1236		$120.00
8	05/28/2019	05/28/2019	1237		$130.00
9	05/28/2019	05/28/2019	105262		$2,205.00

Incoming ACH Receiver Report

The Incoming ACH Receiver Report displays for FI users all ACH transactions and EDI payments from the Exact/ARS™ daily processing. Client users that have one or more account numbers listed within the ACH Report Type Setup page can view their ACH transactions and EDI payments within the report, enabling both FIs and their corporate clients to view the individual ACH transactions and EDI payments. This page is only available to FIs that have licensed the Exact/ARS ACH reporting system.

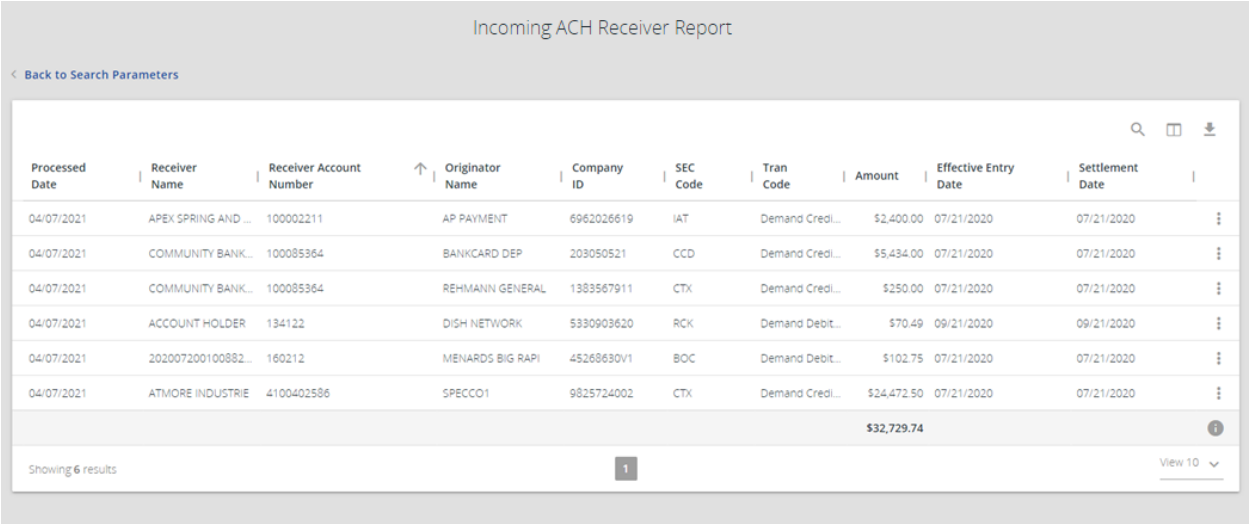


- **Account Number**—specifies whether to search all account numbers associated with the client or limit the search to specific account numbers.
- **Date**—specifies whether to search by processed date (default), effective date, or settlement date.
- **Date From**—the date from which to start the search. By default, the date is today's date.
- **Date To**—the date from which to end the search. By default, the date is today's date.

Select **Search** after setting your search options to display the results. You can perform the following actions on the Incoming ACH Receiver Report page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.
- Select options ( ) > **View entry details** on a row to view a page that displays all information associated with the transaction.

- Select options ( ) > **Export entry as PDF** to download a PDF report containing all information associated with the transaction.



Incoming ACH Receiver Report

Back to Search Parameters

Processed Date	Receiver Name	Receiver Account Number	Originator Name	Company ID	SEC Code	Tran Code	Amount	Effective Entry Date	Settlement Date
04/07/2021	APEX SPRING AND ...	100002211	AP PAYMENT	6962026619	IAT	Demand Credi...	$2,400.00	07/21/2020	07/21/2020
04/07/2021	COMMUNITY BANK...	100085364	BANKCARD DEP	203050521	CCD	Demand Credi...	$5,434.00	07/21/2020	07/21/2020
04/07/2021	COMMUNITY BANK...	100085364	REHMANN GENERAL	1383567911	CTX	Demand Credi...	$250.00	07/21/2020	07/21/2020
04/07/2021	ACCOUNT HOLDER	134122	DISH NETWORK	5330903620	RCK	Demand Debit...	$70.49	09/21/2020	09/21/2020
04/07/2021	202007200100882...	160212	MENARDS BIG RAPI	45268630V1	BOC	Demand Debit...	$102.75	07/21/2020	07/21/2020
04/07/2021	ATMORE INDUSTRIE	4100402586	SPECCO1	9825724002	CTX	Demand Credi...	$24,472.50	07/21/2020	07/21/2020
							$32,729.74		

Showing 6 results 1 View 10

The Incoming ACH Receiver Report can display the following information:

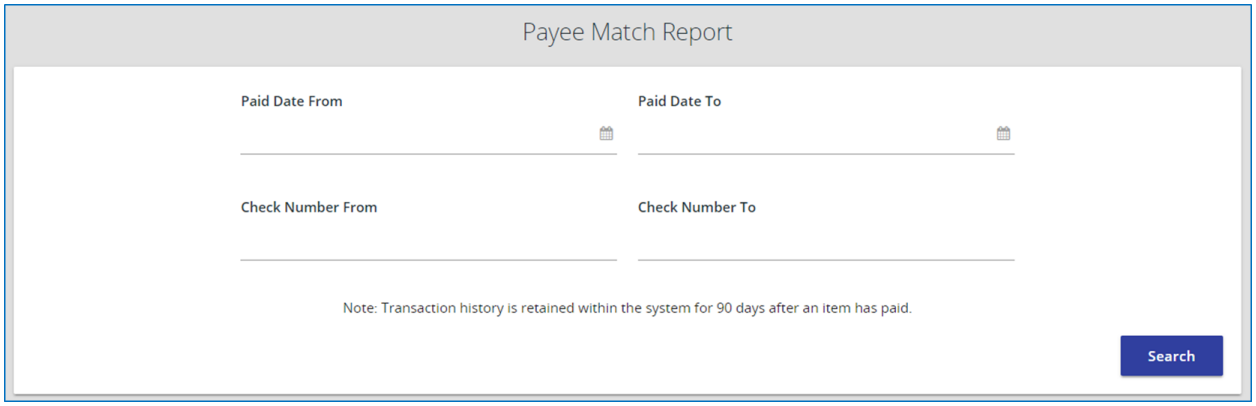
- **Client**—the name of the FI client.
- **Processed Date**—the date the transactions were inputted into the Exact/ARS system.
- **Receiver Name**—the individual or company name of the receiver.
- **Receiver Account Number**—this field identifies the account number of the receiver.
- **Originator Name**—the individual or company name of the originator.
- **SEC Code**—a SEC code associated with the transaction.
- **Tran Code**—the type debit or credit entry.
- **Company ID**—the Company ID of the originating entity.
- **Amount**—the amount of the transaction.
- **Effective Entry Date**—the date specified by the originator on which it intends to settle a batch of entries.
- **Settlement Date**—the date on which the transaction settled.
- **Imported File**—the file name containing the transaction.
- **ID Number**—the accounting number by which the receiver is known to the originator.
- **Company Entry Description**—a value set by the originator to provide a description of the purpose of the entry.

- **Trace Number**—a unique ID to identify each Entry Detail Record within a batch in an ACH input file.
- **Addenda**—the addenda information associated with the transaction, if available.

Payee Match Report

The Payee Match Report page generates an online report using dynamic selection criteria. Select items by issued date, paid date, check number or issued payee name. This report is only available if the Centrix Exact/TMS Payee Match module has been licensed.

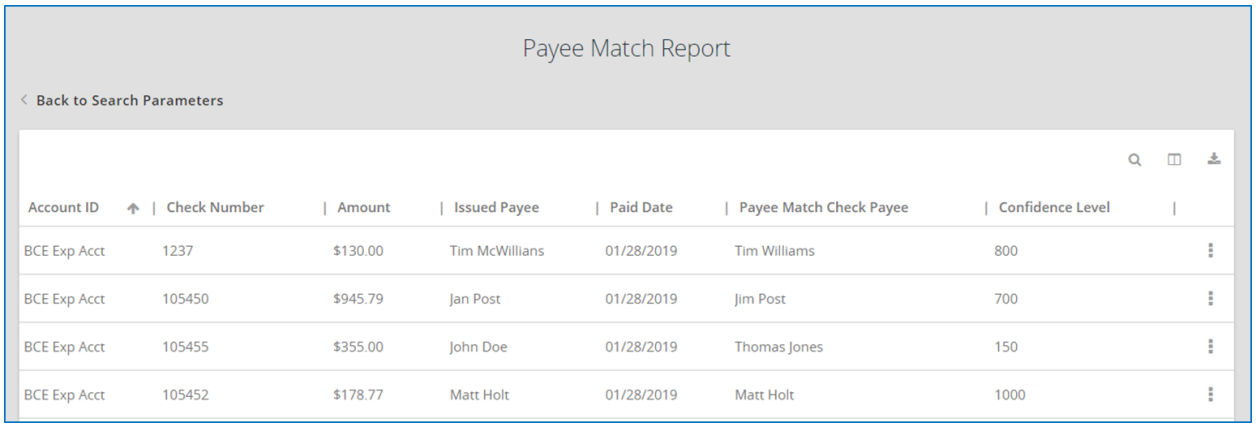
Selection page



Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.



Account ID	Check Number	Amount	Issued Payee	Paid Date	Payee Match Check Payee	Confidence Level
BCE Exp Acct	1237	$130.00	Tim McWillians	01/28/2019	Tim Williams	800
BCE Exp Acct	105450	$945.79	Jan Post	01/28/2019	Jim Post	700
BCE Exp Acct	105455	$355.00	John Doe	01/28/2019	Thomas Jones	150
BCE Exp Acct	105452	$178.77	Matt Holt	01/28/2019	Matt Holt	1000

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Account Number**—the account number associated with the transaction.
- **Check Number**—the check number of this item.
- **Amount**—the amount of the check that has been presented for payment.
- **Issued Payee**—the issued payee name for this check.
- **Paid Date**—the posting date of the check.
- **Payee Match Check Payee**—the name that was read from the check image for this check.
- **Confidence Level**—the level of confidence that the payee match process returned for this check. The level will fall between 0 (no confidence) and 1000 (perfect score). The confidence level will show as blank if there was no image found during the payee match process.
- **Issued Date**—the date the check was issued.

System Reports

Use the System Reports section of the menu to view reports on system activity.

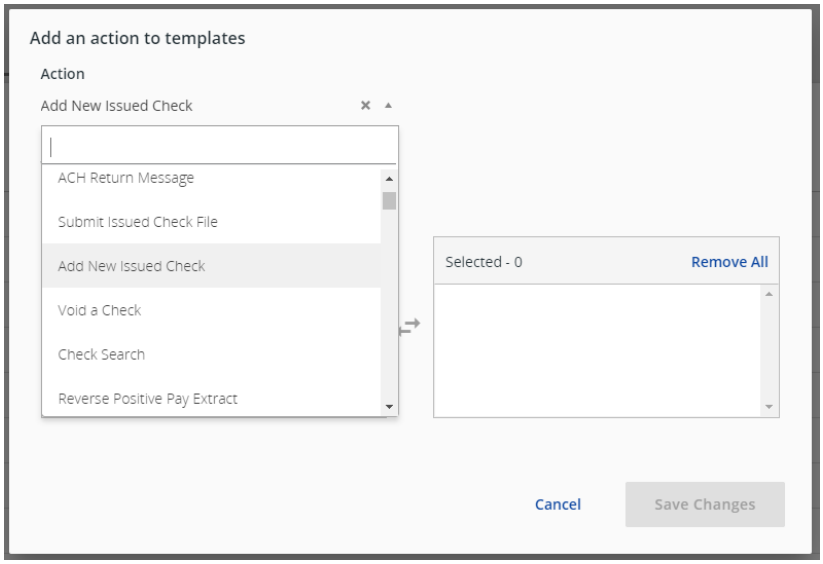
Security Templates

Use the Security Templates page to define and view security templates for Centrix Exact/TMS. A security template consists of a list of menu options that are available to all users assigned to the template. A separate security template must be defined for each unique set of menu options assigned to a user or group of users. Corporate clients are assigned a default security template by the FI.

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.

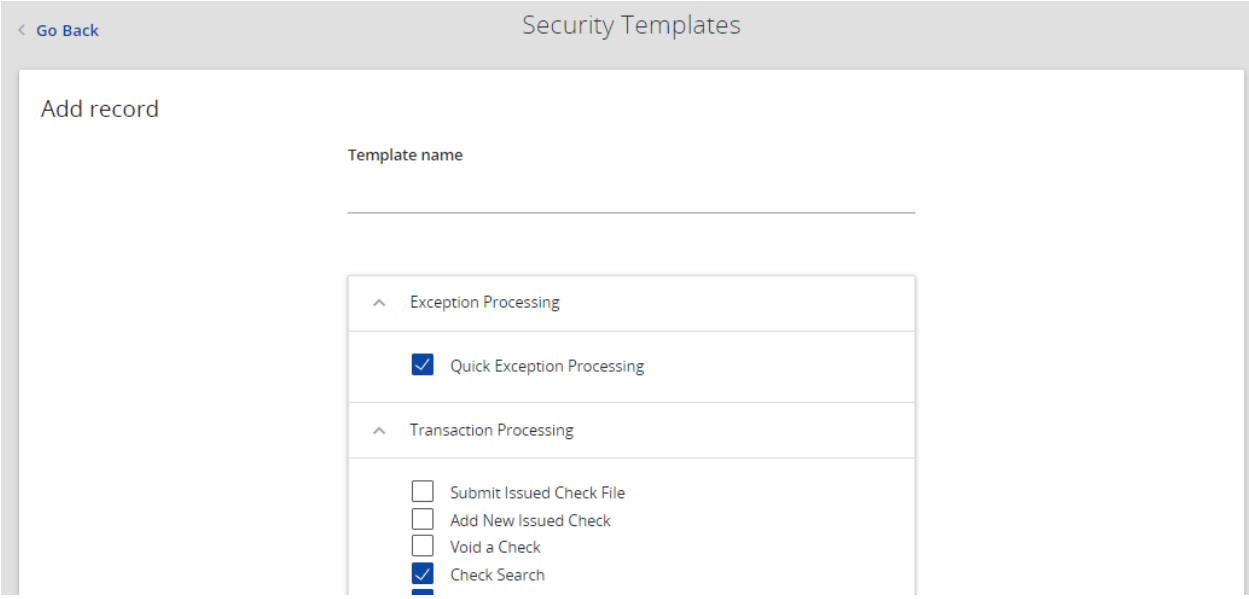
- Select options (⋮) > **Add action to multiple templates** to add a security template action to multiple templates.



- Select options (⋮) > **Remove action from multiple templates** to remove a security template action from multiple templates.

Available templates to modify depend on the action selected and the security level of the user. For example, if you select to add an action that a template already includes, it does not appear in the list. Client users with the **Allow user to add/edit Security Templates** option enabled in the **Security Settings** tab can only add and remove security template actions for templates associated with their client.

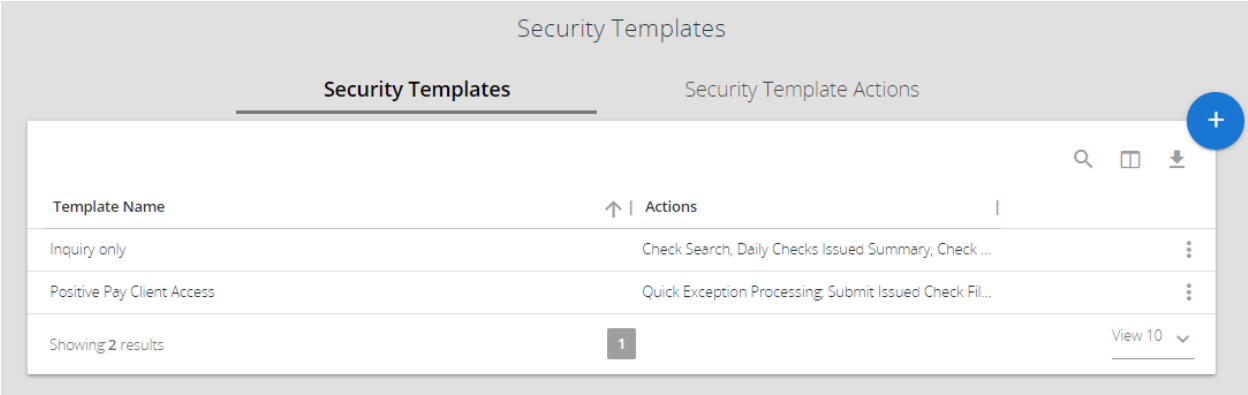
Select add (+) to go to the Add record page to create a new security template. Select the menu options to make available to users assigned this security template.



- **Template name**—specifies the new template name.

You can perform the following actions using the options menu (⋮) on a template row:

- **View security template options**—displays a filtered list of the security template actions that apply to the selected template.
- **Copy record**—opens the Add record page to create a new security template based on the options specified in the the selected template.
- **Edit record**—opens the Add record page to modify options in the selected template.
- **Delete record**—deletes the selected template.

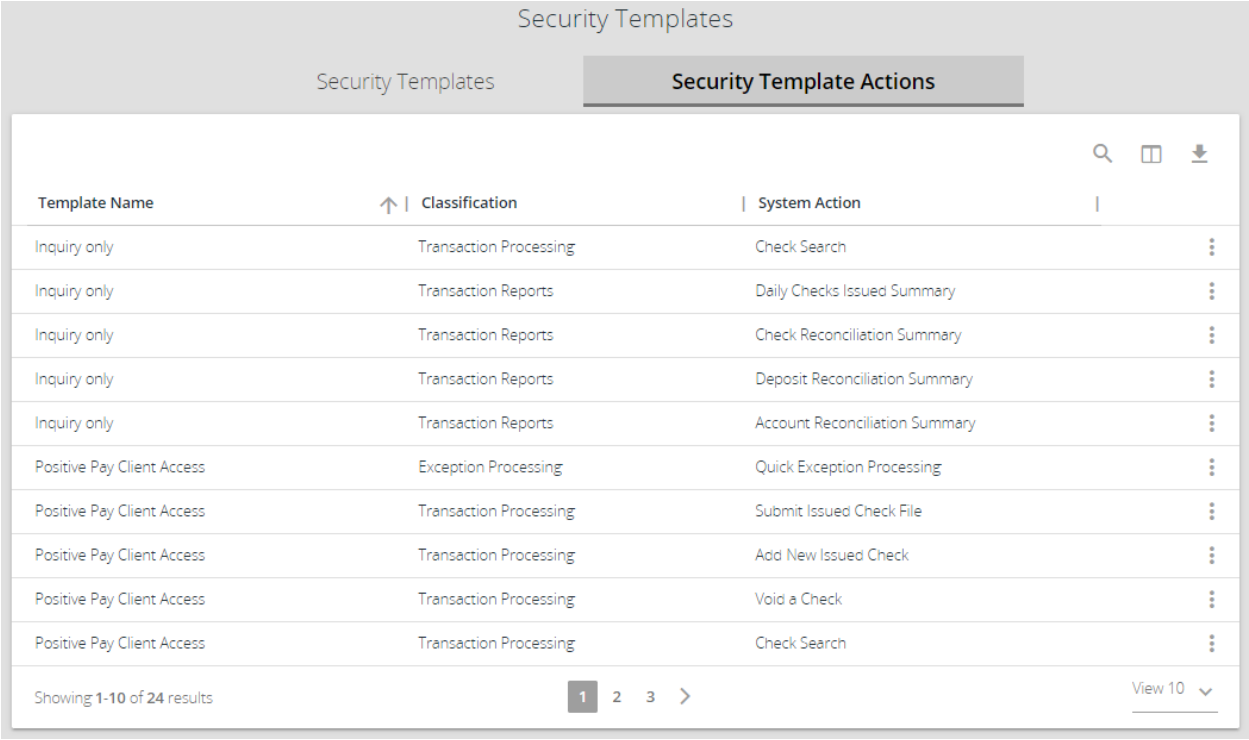


- **Template name**—the security template name.
- **Actions**—the security template actions assiged to the security template.
- **Users with this template**—all users assigned to the security template.

> **Note:** Displayed users depend on the security level of the user. For example, client users can only see users associated with their client.

Security Template Actions tab

The **Security Template Actions** tab lists the menu options that are assigned to each security template.



- **Template Name**—the name of the security template.
- **Classification**—the selection of the menu that the menu item resides in.
- **System Action**—the menu item.

ACH Authorization Rules

The ACH Authorization Rules page displays a listing of all pre-authorized rules and allows users with the **Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules** user right to set up, edit, and delete ACH authorization rules. This option is enabled in the **Setup User Rights** section of the User Setup (Client) and User Setup Bank Admins Only pages.

Note: This report only displays rules for the accounts that the user has access to.

If an unauthorized ACH item posts to an account, the rules determine whether the item requires a pay/return decision or if the client should simply be alerted by email that unauthorized activity has occurred.

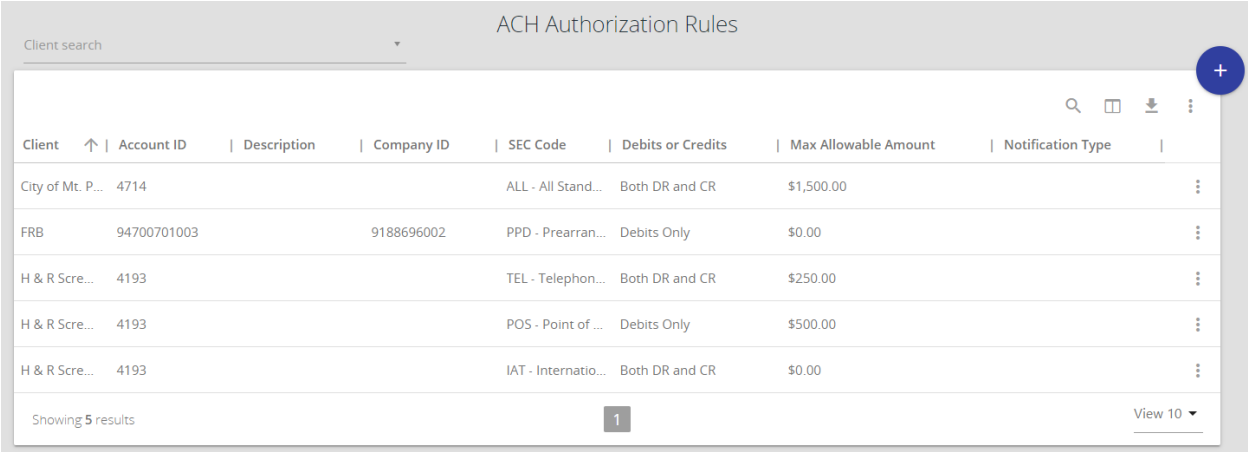
You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.
- Select options ( ) > **Add rules from an import file** to upload ACH authorization rules from an import file or to download a template file to use for creating a new import file. For more information about optional and required information in the file, see "Data Import Module file specifications" in the *Centrix Exact/TMS System Administrator's Guide*.

> **Note:** This option only displays for FI users that have the **Allow user to use data import** option selected in the **Security Settings** tab on the User Setup Bank Admins Only page.

If you do have the **Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules** user right enabled, you can perform the following additional actions:

- Select add ( ) to set up a new ACH authorization rule.
- Select options ( ) > **Edit record** on a row to modify the selected ACH authorization rule.
- Select options ( ) > **Delete record** on a row to delete the selected ACH authorization rule.



- **Client**—the name of the client.
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Description**—the description of the ACH rule.
- **Company ID**—the originating company ID of the transaction from the ACH file. If the company ID field is left blank, the rule applies to all company IDs.
- **SEC Code**—a list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or **ALL – All Standard Entry Class Codes** can be selected to include all SEC codes.
- **Debits or Credits**—specify **Debits only**, **Credits only**, or **Both** to define the types of transactions for this rule.
- **Max Allowable Amount**—the maximum allowed amount for this type of transaction. If the amount is left zero, the maximum amount field is not used during the authorization process.

- **Notification Type**—the method of notifying the client of an unauthorized transactions. The following options are available:

> **Note:** The ACH notification type is set at the client level using the **ACH Authorization Rules Notification Type** setting on the Client Setup page.

  - **Create Exception**—any unauthorized ACH transaction becomes an exception that requires a pay or return decision by the client on the Quick Exception Processing page.
  - **Email Notification Only**—the client will receive an email notification of any unauthorized transaction. You can customize the email on the Email/Text Setup page.
- **Date Created**—the date the rule was created.
- **Date Updated**—the last date the rule was updated.

Transaction Filters/Blocks

The Transaction Filters/Blocks page displays a listing of all filters/block rules and allows users with the **Allow user to add/edit Transaction Filters/Blocks** user right to set up, edit, and delete transaction filters and blocks. This option is enabled in the **Setup User Rights** section of the User Setup (Client) and User Setup Bank Admins Only pages.

Transaction filters/blocks are used to define guidelines for monitoring ACH activity and alerting the client if an ACH item posts that matches the monitoring guidelines. An ACH filter/block guideline can include the standard entry class (SEC), transaction code, transaction type (debits and/or credits), and the transaction amount. The client can either simply receive an email alert when an ACH item posts that meets the guidelines established in a filter/block rule or the system can create an exception requiring a pay/return decision.

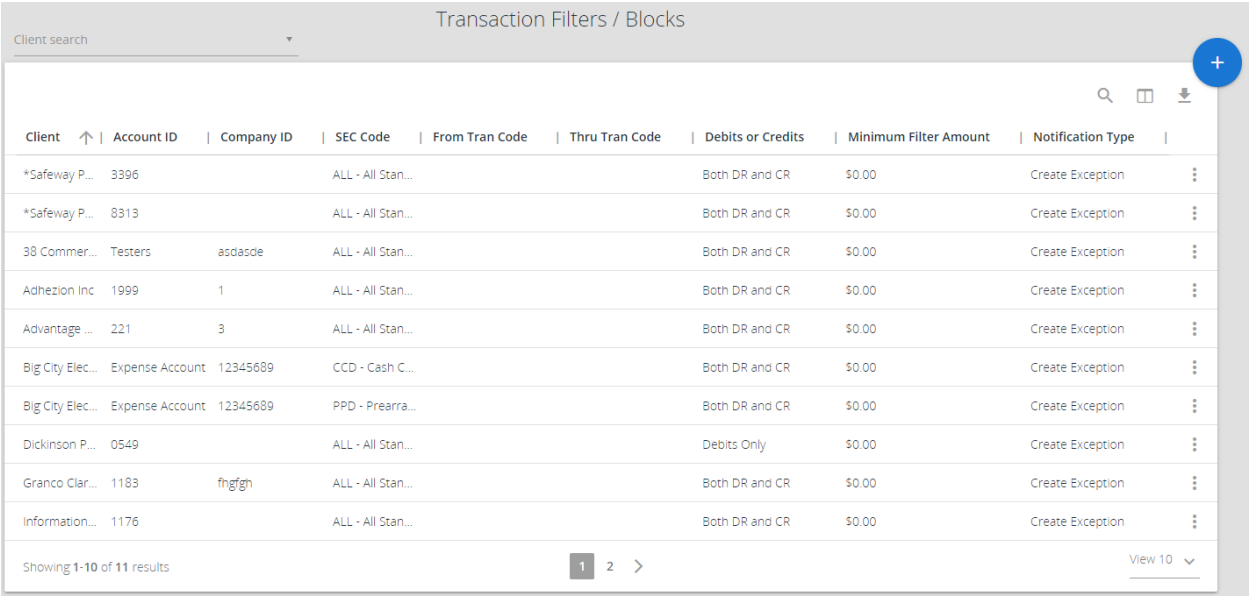
> **Note:** This report only displays rules for the accounts that the user has access to.

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.

If you have the **Allow user to add/edit Transaction Filters/Blocks** user right enabled, you can perform the following additional actions:

- Select add ( ) to create a new transaction filter/block rule.
- Select options ( ) > **Edit record** on a row to modify the selected transaction filter/block rule.
- Select options ( ) > **Delete record** on a row to delete the selected transaction filter/block rule.



- **Client**—the name of the client.

- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

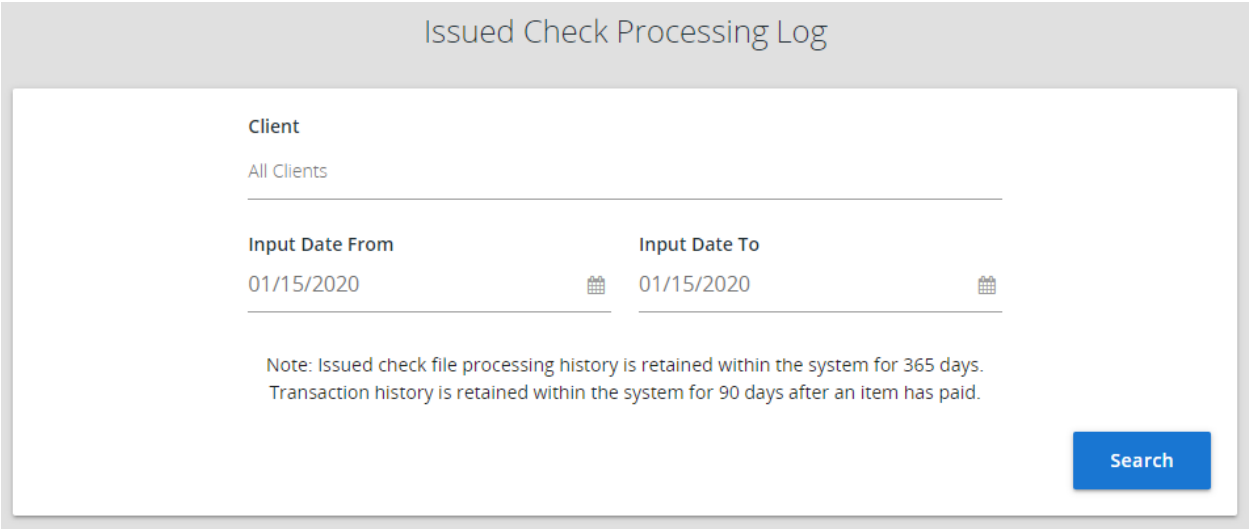
> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **Company ID**—the originating company ID of the transaction from the ACH file. If the field is left blank, the filter will not be used.
- **SEC Code**—the ACH SEC code(s) pertaining used for this rule. Either a specific SEC code can be selected or **ALL – All Standard Entry Class Codes** can be selected to include all SEC codes.
- **From Tran Code**—the starting transaction code for this filter. If the ACH SEC Code is not available from the DDA system, you can use this field in place of an SEC code to identify the type of transaction.
- **Thru Tran Code**—the ending transaction code for this filter. If the ACH SEC Code is not available from the DDA system, you can use this field in place of an SEC code to identify the type of transaction.
- **Debits or Credits**—displays whether the filter pertains to debits only, credits only, or both debits and credits.
- **Minimum Filter Amount**—the minimum transaction amount for this filter. Transactions must have an amount greater than or equal to this amount for this filter to apply. Any transaction that exceeds the minimum filter amount will activate the notification type defined for the rule. If the minimum filter amount is blank or zero, the transaction amount will not be used.
- **Notification Type**—the method of notifying the client of an unauthorized transactions. The following options are available:
    - **Create Exception**—any transaction matching the filter criteria becomes an exception that requires a pay or return decision by the client.
    - **Email/Text Notification Only**—the client will receive an email and/or text notification of any transaction matching the criteria in this filter. You can customize the content of the email and text messages on the Email/Text Setup page.
- **Date Created**—the date the filter criteria was created
- **Date Updated**—the date the filter criteria was last modified.

Issued Check Processing Log

The Issued Check File Processing Log displays a list of all issued check files that have been electronically submitted using the Centrix Exact/TMS web interface.

Selection page

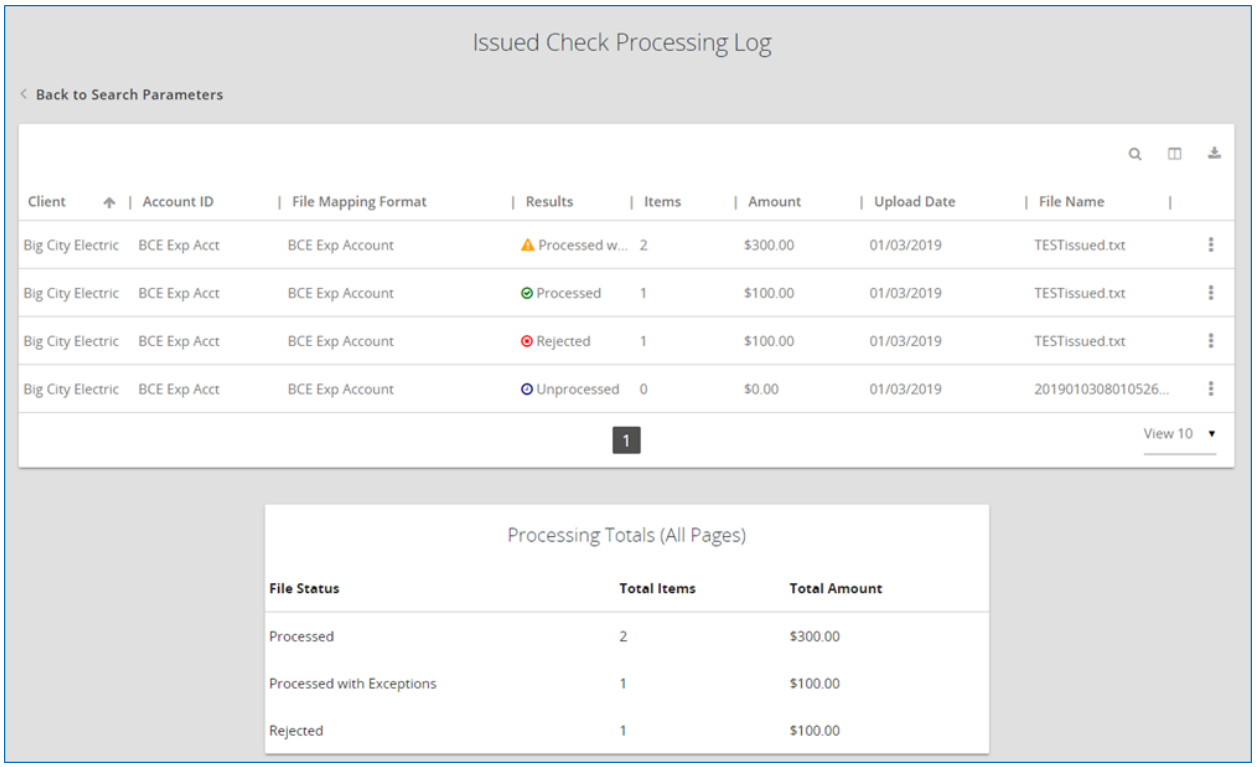


Optionally choose specific clients to be included in the report. By default, all assigned clients are included in the report.

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.



- **Client**—the client's name.
- **Client/Account ID**—the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI.

- **File Mapping Format**—the file processing type associated with this upload.
- **Status**—the results column from the Issued Check File Processing Log will display one of the following processing statuses:
  - **Unprocessed**—the file has been uploaded but has not yet been processed.
  - **Processed**—the file was processed successfully.
  - **Processed with Exceptions**—the file was processed successfully, but duplicate checks were not loaded.

  - **Rejected**—the file was rejected due to one of the following reasons:
    - A mismatch between the number of items/amount entered on the page and the number of items/amount contained in the file.
    - The file format did not match the format selected.

- **Items**—the number of items in the file.
- **Amount**—the total amount in the file.
- **Input Date**—the date the file was uploaded.
- **User**—the user that uploaded the issued check file.
- **File Name**—the name of the issued check file uploaded into the system.
- **View File**—specific users can be given the ability to download the issued check file that was uploaded by the customer. For those users, a **View File** link appears. When selected, the user has the option to save or view the file. The option to give this ability to users is done on either the User Setup (Client) or User Setup (Bank Admins Only) pages. Depending on your configuration, the **View File** link may not appear for all issued check files.

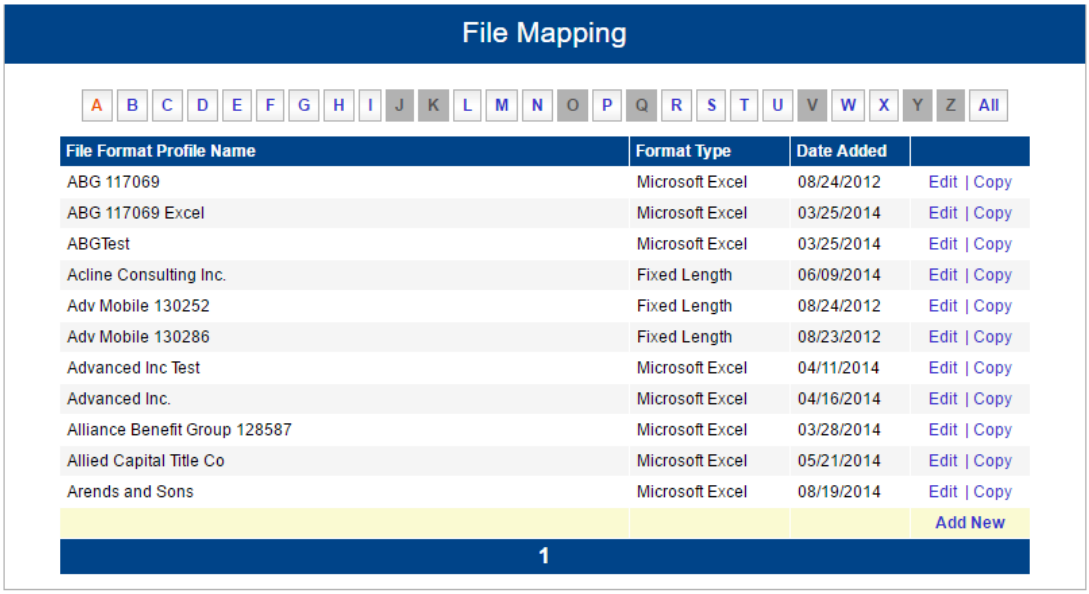
System Administration

Use the system administration section of the menu to set up file mapping.

File Mapping

The File Mapping function allows the FI user to define the file formats for issued check files. This is done by selecting a file, then mapping the data elements within the file. You can perform the following actions on this page:

- Select **Add New** to create a new file mapping format from scratch.
- Select **Copy** to create a new file mapping from an existing mapping. You can choose to make an exact copy or create a copy with changes..
- Select **Edit** to modify an existing mapping.



File Mapping

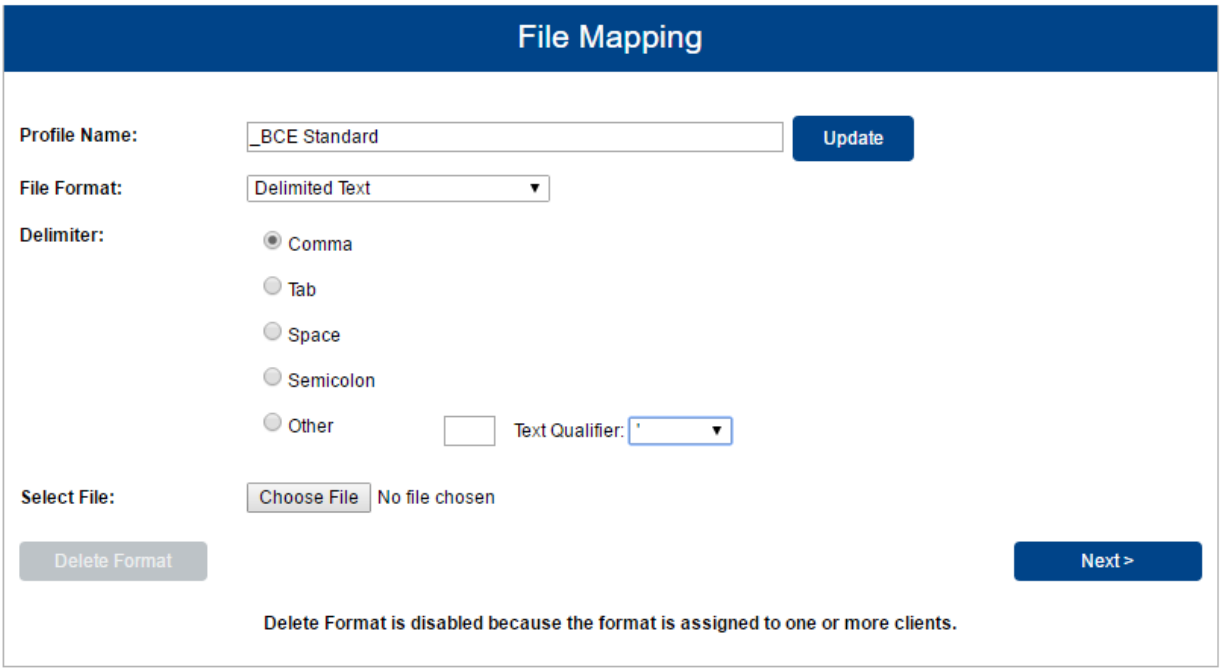
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z All

File Format Profile Name	Format Type	Date Added	
ABG 117069	Microsoft Excel	08/24/2012	Edit | Copy
ABG 117069 Excel	Microsoft Excel	03/25/2014	Edit | Copy
ABGTest	Microsoft Excel	03/25/2014	Edit | Copy
Acline Consulting Inc.	Fixed Length	06/09/2014	Edit | Copy
Adv Mobile 130252	Fixed Length	08/24/2012	Edit | Copy
Adv Mobile 130286	Fixed Length	08/23/2012	Edit | Copy
Advanced Inc Test	Microsoft Excel	04/11/2014	Edit | Copy
Advanced Inc.	Microsoft Excel	04/16/2014	Edit | Copy
Alliance Benefit Group 128587	Microsoft Excel	03/28/2014	Edit | Copy
Allied Capital Title Co	Microsoft Excel	05/21/2014	Edit | Copy
Arends and Sons	Microsoft Excel	08/19/2014	Edit | Copy
			Add New

1

- **File Format Profile Name**—the name of the file format.
- **Format Type**—the type of file defined by the format. Types include: Fixed Length, Microsoft Excel, or Delimited.
- **Date Added**—the date the format was created.

Define the file structure



The **Delete Format** button is only enabled on edit if the format is not assigned to a client. The following file formats are available:

- Delimited Text
- Fixed Length File
- Excel

Select **Update** to rename the format.

- **Profile Name**—the name of the data mapping profile being defined. This is the name that is assigned to the client on the Centrix Exact/TMS Client Setup page.
- **File Format**—specifies whether the issued check file is delimited, fixed length, or a Microsoft Excel file.
- **Delimiter**—the type of delimiter used in the delimited file when **File Format** is set to **Delimited**.

- **Text Qualifier (optional)**—specifies the special character that is used to encase each data element.

> **Note:** All files do not use text qualifiers and this is an optional field.

- **Select File**—choose the file to map.

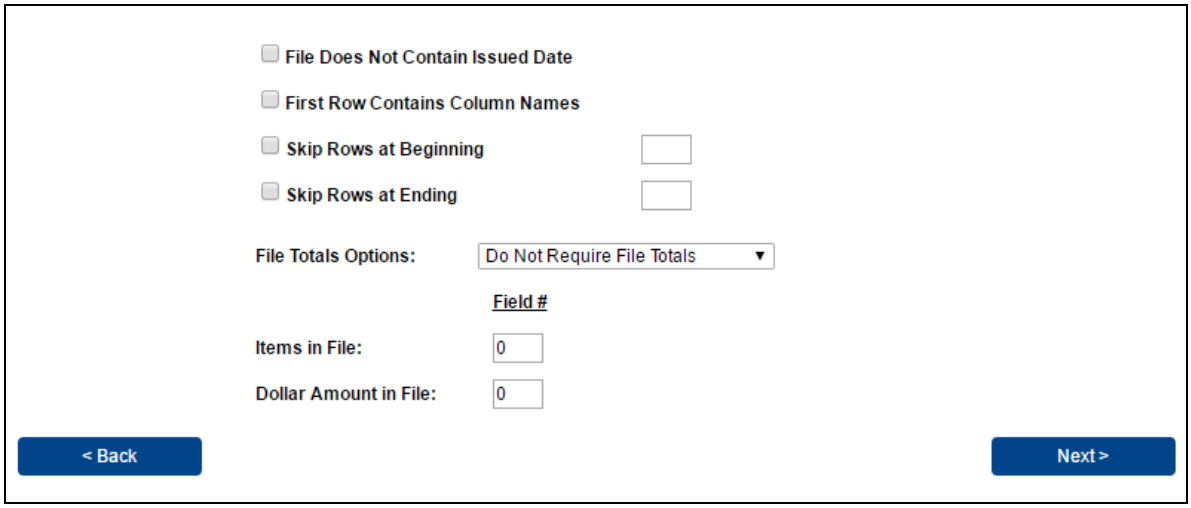
Select **Next** to continue setting up the file mapping.

- For **Delimited Text** and **Microsoft Excel** formats, see Delimited and Excel Formats.
- For **Fixed Length File** format, see Fixed Length Formats.

Delimited and Excel Formats

The top portion of the page shows the first few lines of your file to help with configuration.

	Column 1	Column 2	Column 3	Column 4	Column 5	Column 6	Column 7
1	Test fille						
2	Excel file for mapping client issue check file						
3	check #	payee	date	account	notes	Code	amount
4	123	Trash, Inc.	2/4/2016	12345	trash removal	RFV	43.14
5	124	IGA	2/5/2016	12345		RFV	21.02
6	125	ABC Corp	2/6/2016	12345		RFV	30



- **File Does Not Contain Issued Date**—enable this option if the issued check file does not contain an issued date within the file. When enabled, the user is required to enter an issued date when the file is uploaded.
- **First Row Contains Column Names**—enable this option if the first row of the file is used for column names. When checked, the first row data is displayed above.
- **Skip Rows at Beginning**—specifies the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.
- **Skip Rows at Ending**—specifies the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.
- **File Totals Options**—there are three file totals options in the system:
  - **Require File Totals**—the client will be asked for the number of items and file totals when they upload the issued check.
  - **Obtain Totals from File**—the number of items and total amount are listed in the file.
  - **Do Not Require File Totals**—file totals are not required.
- **Items in File**—the field that the number of items in the file may be located.

> **Note:** This is only required if the **Obtain Totals from File** option is selected.

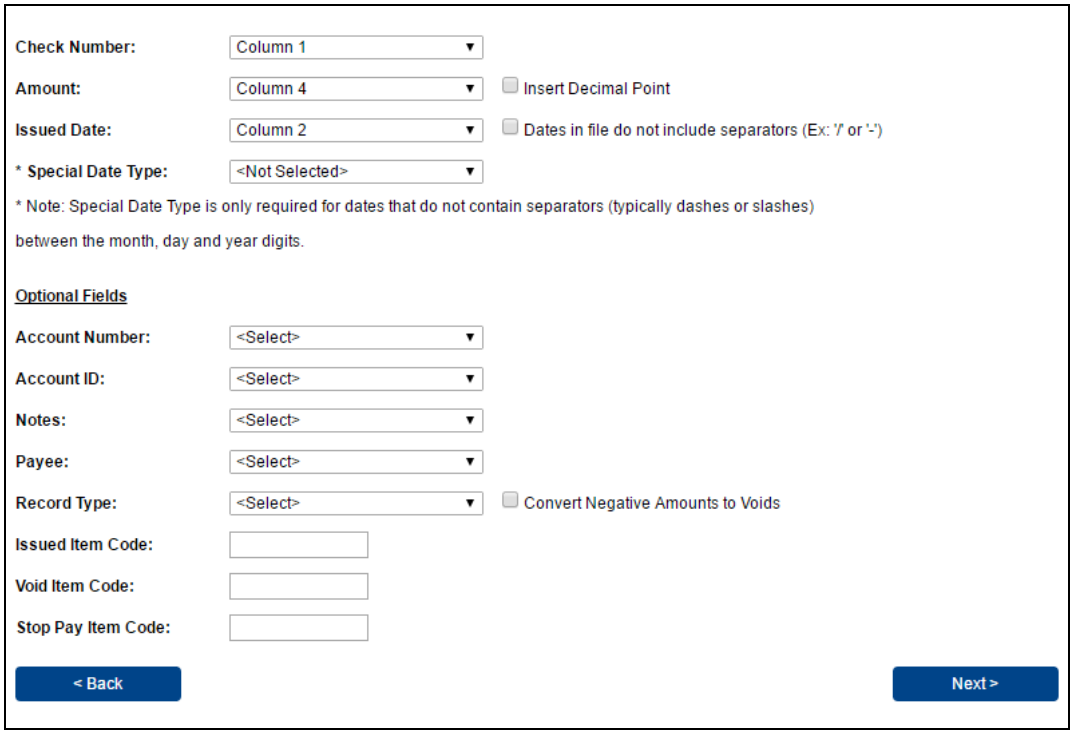
- **Dollar Amount in File**—the field that the file totals may be located.

> **Note:** This is only required if the **Obtain Totals from File** option is selected.

Select **Next** to configure additional mapping options.

	Type	CheckNumber	IssuedDate	Amount	Payee
1	I	10001	5/28/2013	333.78	Pizza Hut
2	I	10002	5/28/2013	54.76	Gas Plus
3	I	10003	5/28/2013	345.33	Hertz
4	I	10004	5/28/2013	1008.7	John Q. Employee
5	V	10005	5/28/2013	-320.56	Tanning Zone
6			5	2063.13	

If **First Row Contains Column Names** is enabled, the data in the first row will be displayed as shown in the example above.



- **Check Number**—select the source field for the check number in the file.
- **Amount**—the field in the file that contains the issued check amount.
- **Insert Decimal Point**—enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, $124.50 is in the file as 12450)
- **Issued Date**—the field is in the file that contains the issued date.

- **Special Date Type**—only required for dates that do not contain separators between the month, day, and year digits. (For example, 08202010 would need the MMDDYYYY special date type.) If the issued date does not contain separators, check the **Date in the file do not include separators** box and select the appropriate date format from the **Special Date Type** dropdown.
- **Account Number**—the field in the file that contains the account number.

> **Note:** Mapping the account number will allow customers to upload one issued check file containing checks for multiple accounts.

- **Client/Account ID**—the field in the file that contains the Client/Account ID.

> **Note:** Mapping this field will allow customers to upload one issued check file containing checks for multiple accounts.

- **Notes**—the field in the file that contains the notes for the issued item.
- **Payee**—the field in the issued check file that contains the payee information.

> **Note:** This field is required if the account is verifying payee information (only available if the Payee Match module has been licensed).

- **Record Type**—the field in the issued check file that contains the record type.

> **Note:** The three types that may be mapped in the file are: Issued, Void, and Stop Pay Item Codes.

- **Convert Negative Amounts to Voids**—enable this option to convert negative dollar amounts to voided items.

> **Note:** When option is selected, the other record type fields are not enabled.

Select **Next** to show the summary page and verify the settings.

Profile Name:	Advanced Inc Test
File Type:	Microsoft Excel
Header:	No File Headers
Check Number:	Column 1
Amount:	Column 7
Add Decimal:	No
Issued Date:	Column 3
Account Number:	Not Defined
Account ID	Not Defined
Notes:	Not Defined
Payee:	Column 2
Record Type:	Not Defined
Negative Amounts to Voids:	No
Issued Item Code:	Not Defined
Void Item Code:	Not Defined
Stop Pay Item Code:	Not Defined
Skip Rows at Beginning:	3
Skip Rows at Ending:	0
File Total Option:	Do Not Require File Totals

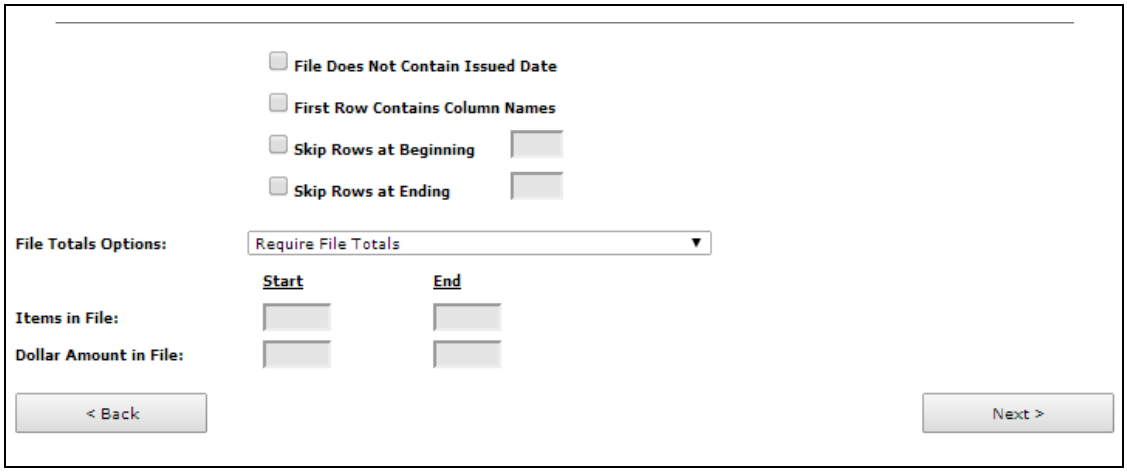
< Back Save

Select **Save** to save the file mapping profile.

Fixed Length Formats

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34
1	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	1	*	0	0	0	0	0	4	4	4	7	6	*	1	2	3	4	5
2	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	2	*	0	0	0	0	2	5	6	9	8	5	*	1	2	3	4	5
3	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	3	*	0	0	0	0	0	8	5	2	3	6	*	1	2	3	4	5
4	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	4	*	0	0	0	0	0	7	4	5	6	9	*	1	2	3	4	5
5	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	5	*	0	0	0	4	5	8	7	9	5	1	*	1	2	3	4	5
6	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	6	*	0	0	0	0	0	1	1	1	4	5	*	1	2	3	4	5
7	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	7	*	0	0	0	0	0	3	5	4	8	7	*	1	2	3	4	5
8	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	8	*	0	0	0	0	6	5	2	4	8	9	*	1	2	3	4	5
9	0	3	1	2	2	0	1	0	*	0	0	0	0	0	2	0	9	*	0	0	0	0	5	6	5	6	8	9	*	1	2	3	4	5

The data in the file is displayed on the top of the page. For fixed length files, the position is displayed as the header.



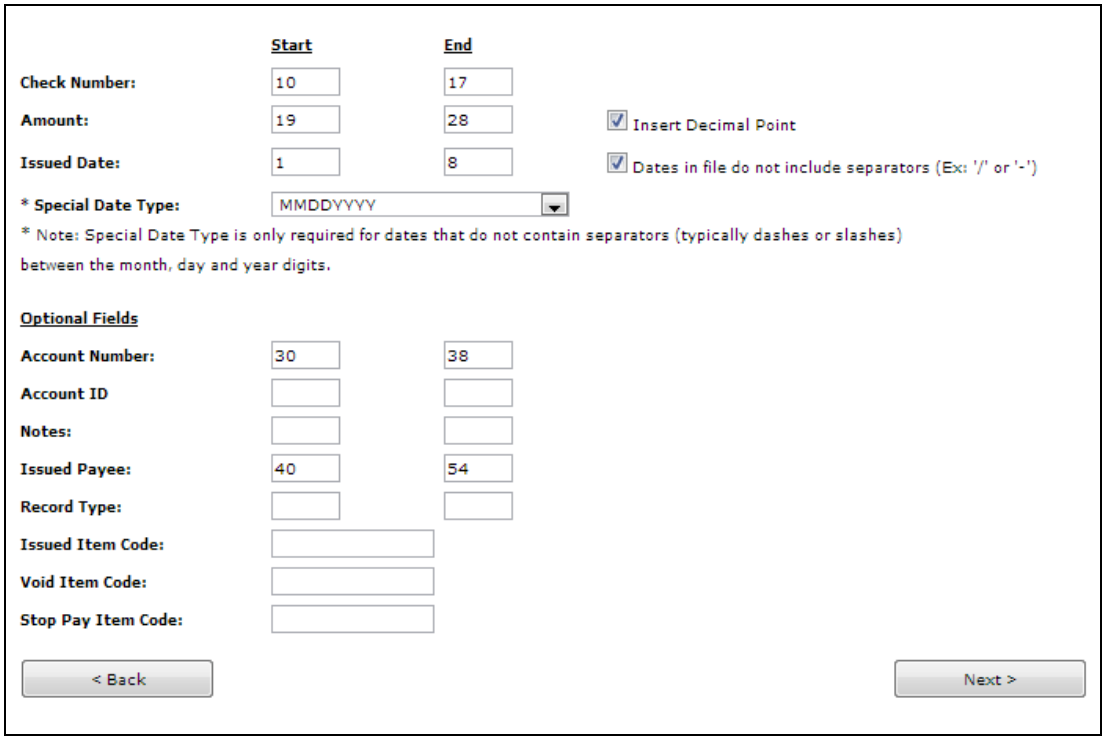
- **File Does Not Contain Issued Date**—enable this option if the issued check file does not contain an issued date within the file. When checked, the user will be required to enter an issued date when the file is uploaded.
- **First Row Contains Column Names**—enable this option if the first row of the file is used for column names. When checked, the first row data is displayed directly above.
- **Skip Rows at Beginning**—defines the number of rows at the beginning of the file that will be ignored. This feature is applicable for files that contain header information.
- **Skip Rows at Ending**—defines the number of rows at the end of the file that will be ignored. This feature is applicable for files that contain trailer information.
- **File Totals Options**—there are three file totals options in the system:
  - **Require File Totals**—the client will be asked for the number of items and file totals when they upload the issued check.
  - **Obtain Totals from File**—the number of items and total amount are listed in the file.
  - **Do Not Require File Totals**—file totals are not required.
- **Items in File**—the starting and ending position of the number of items in the file.

> **Note:** This is only required if the **Obtain Totals from File** option is selected.

- **Dollar Amount in File**—the starting and ending position of the file totals in the file.

> **Note:** This is only required if the **Obtain Totals from File** option is selected.

Select **Next** to continue setting up the file mapping.



- **Check Number**—the starting and ending position in the issued check file that contains the check number.
- **Amount**—the starting and ending position in the file that contains the issued check amount.
- **Insert Decimal Point**—enable this option only for a check amount (in the issued check file) that does not contain a decimal (for example, $124.50 is in the file as 12450).
- **Issued Date**—the starting and ending position in the file that contains the issued date.
- **Special Date Type**—the special date type is only required for dates that do not contain separators between the month, day and year digits. (For example, 08202010 would need the MMDDYYYY special date type.)
- **Account Number**—the starting and ending position in the file that contains the account number.

Note: Mapping the account number will allow customers to upload one issued check file containing checks for multiple accounts.

- **Client/Account ID**—the starting and ending position in the file that contains the Client/Account ID.

> **Note:** Mapping the Client/Account ID will allow customers to upload one issued check file containing checks for multiple accounts.

- **Notes**—the starting and ending position in the file that contains the notes for the issued item.
- **Payee**—the starting and ending position in the issued check file that contains the payee information.

> **Note:** Payee is required if the account is verifying issued payee (only available if the Payee Match module has been licensed).

- **Record Type**—the starting and ending position in the issued check file that contains the record type.

> **Note:** The three code types that may be mapped in the file are: Issued, Void and Stop Pay Item Codes.

Select **Next** to show the summary page and verify the settings.

Profile Name:	Fixed Width Format
File Type:	Fixed Length File
Header:	No File Headers
Check Number:	Positions 10 to 17
Amount:	Positions 19 to 28
Add Decimal:	Yes
Issued Date:	Positions 1 to 8 (MMDDYYYY)
Account Number:	Positions 30 to 38
Account ID	Not Defined
Notes:	Not Defined
Payee:	Positions 40 to 54
Record Type:	Not Defined
Negative Amounts to Voids:	No
Issued Item Code:	Not Defined
Void Item Code:	Not Defined
Stop Pay Item Code:	Not Defined
Skip Rows at Beginning:	0
Skip Rows at Ending:	0
File Total Option:	Require File Totals

< Back Save

Select **Save** to save the file mapping profile.

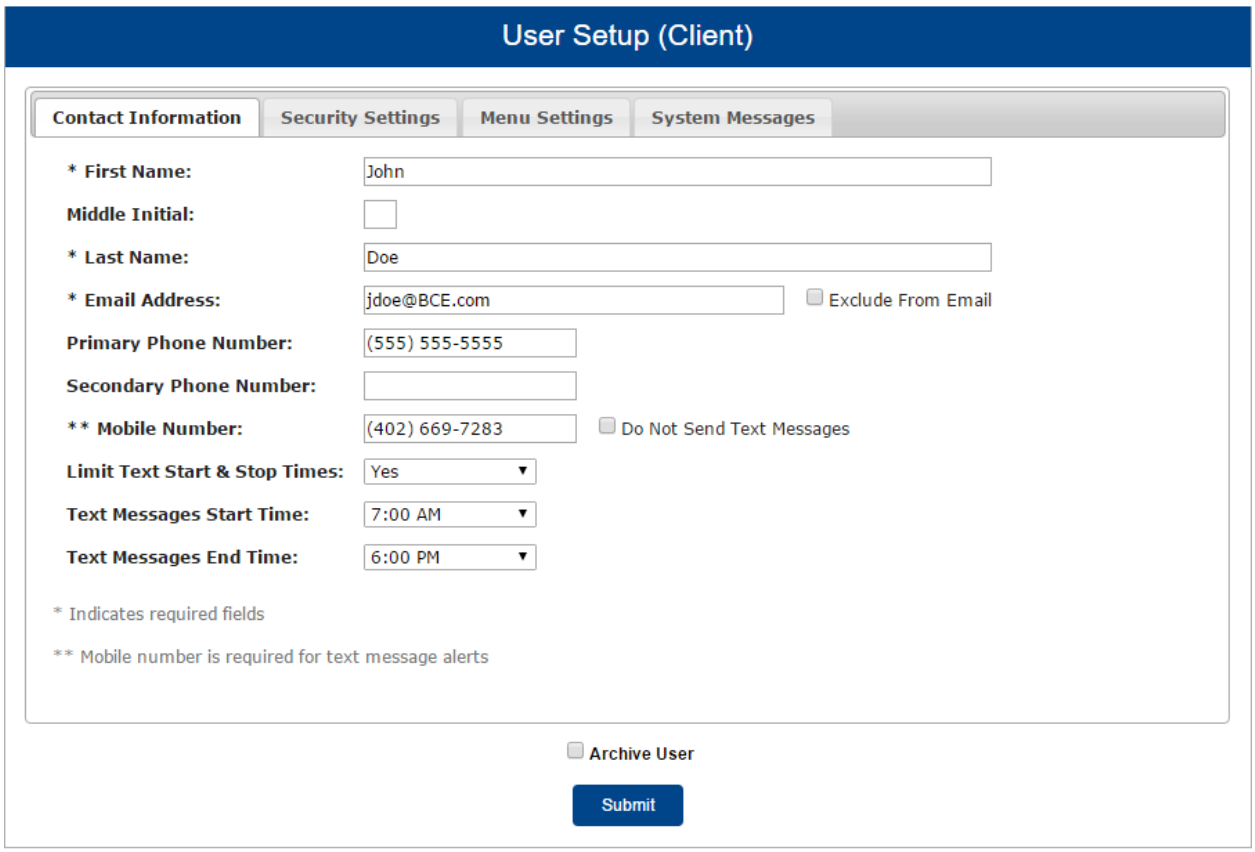
General Items

Use the General Items section of the menu for user setup and management activities.

User Setup (Client)

The User Setup (Client) page is used by the client administrator to manage their users.

Contact Information tab



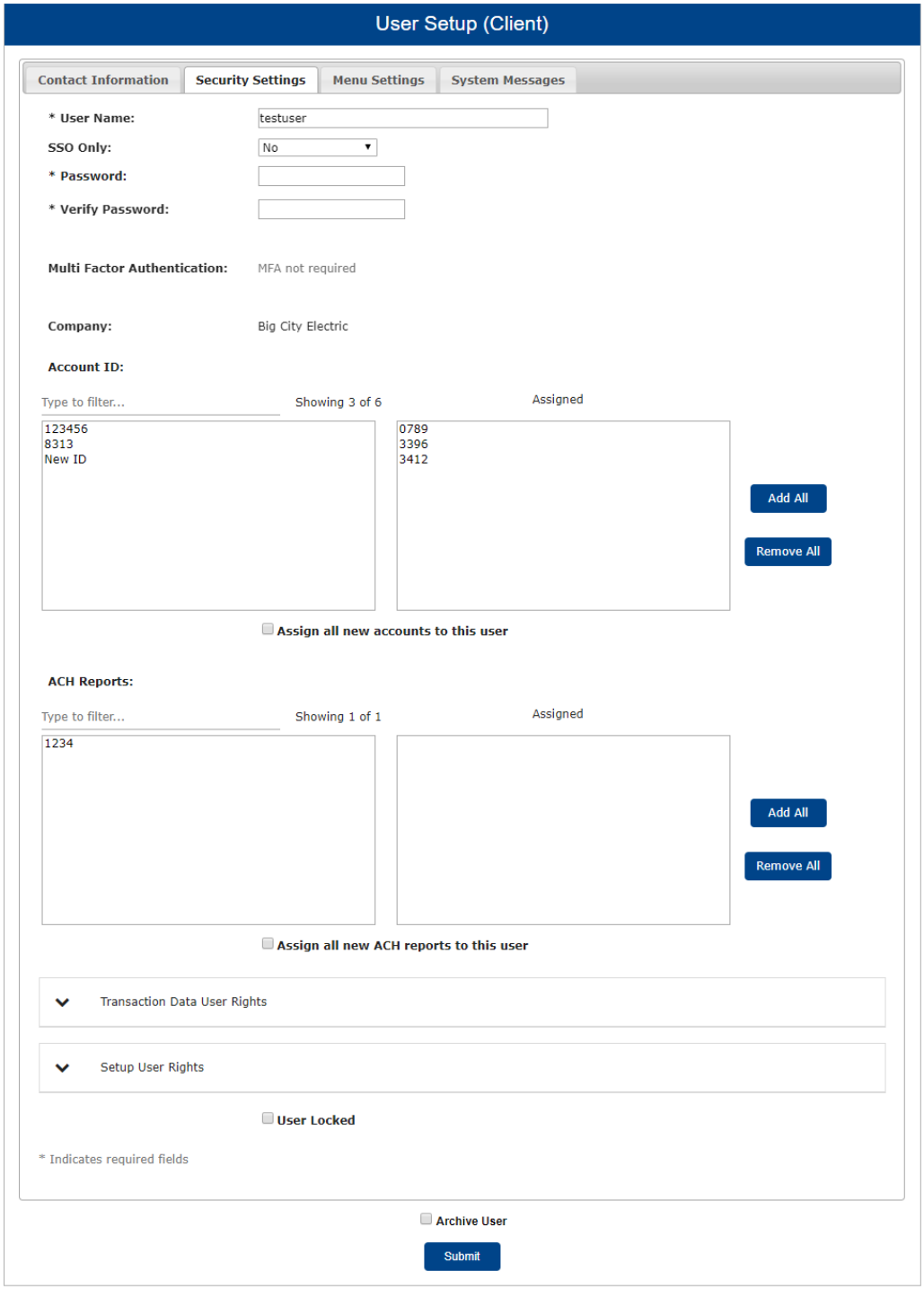
- **First Name / Middle Initial / Last Name**—the name of the user.
- **Email Address**—the email address used to send system-generated email messages to this user.

- **Exclude From Email**—when selected, the user does not receive any email messages. If cleared, the user receives email messages based upon the email selections on the **System Messages** tab.
- **Primary Phone Number**—the primary phone number.
- **Secondary Phone Number**—the secondary phone number for the user.
- **Mobile Phone Number**—the mobile phone number for the user. The mobile number is used if the client has selected to receive text alerts. Text alerts are only available to FIs that have licensed the Centrix Exact/TMS Text Messaging Module.
- **Do Not Send Text Messages**—when selected, the user does not receive any text messages. When cleared, the user receives text messages based upon the text selections checked on the **System Messages** tab.
- **Limit Text Start & Stop Times**—if set to **Yes**, the times text messages are sent will be limited to between the start and stop times. If set to **No**, text messages will be sent whenever one is generated.
- **Text Messages Start Time**—the time of day that the system starts sending text messages.
- **Text Messages End Time**—the time of day that the system stops sending text messages.

> **Note:** If both the start and end times are set for the same time, the system sends text messages whenever one is generated.

- **Archive User**—when selected, the user is no longer active and is not allowed to log in to the system.

Security Settings tab



- **User Name**—the login name for the user.
- **SSO Only**—enable users to make the **Password** and **Verify Password** fields not required for User Setup (Client). This is an optional feature that has to be enabled.
- **Password / Verify Password**—the login password for the user. The password and verify password must match in order to set or change the user's password.
    - The system automatically requires all new users to change their password on the first login.
    - The password definition rules (minimum length and mixed character requirements) are defined by the FI.
- **Multi Factor Authentication**—displays the multi-factor authentication (MFA) status of the user.
    - **Reset Authentication**—select to reset the user's MFA status, requiring them to reconnect their device to their Centrix Exact/TMS profile.

> **Note:** This option only appears when the user is assigned to a security template that requires MFA.

- **Client/Account ID**—the Client/Account ID is the number or description that identifies a specific account. The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on pages within the system and in emails generated by the system.

> **Note:** The label used for this field (typically Client ID or Account ID) throughout the system is defined by the FI. All accounts that are assigned to the client will be displayed in the **Available** column. To enable the user to access an account, move the account to the **Assigned** column by either clicking on the Client/Account ID or selecting **Add All**.

> **Note:** Using the Client/Account ID in email communication and on all pages is a security precaution.

- **Assign all new accounts to this user**—if selected, this user is automatically granted access to any new accounts added to the system for their client.
- **ACH Reports**—the ACH Reports section lists the ACH reporting files that have been defined for the client by the FI.
  - To enable a user to view/download a report, select the name under the **Available** column to move it to the **Assigned** column, or select **Add All**.
  - To notify the user each time a new report is available, select **ACH Reporting System New File Notification** in the **Email Types** section. The system automatically prompts users to change their passwords based upon the password expiration days defined by the FI.

> **Note:** The **ACH Reports** section is only available to FIs that have licensed the Exact/ARS™ ACH reporting system.

- **Assign all new ACH reports to this user**—if this box is selected, this user is automatically granted access to any new ACH reports added to the system for their client.
- **User Locked**—this checkbox determines if the user is locked out of the system. The user is automatically locked out of the system if the user exceeds the number of failed password attempts. To unlock a user, uncheck this box.

Transaction Data User Rights section

- **Allow user to add/edit transactions**—if selected, the user can add and edit transactions such as voiding items and adding issued checks.
- **Dual Approver of Issued Items**—displays the current approver status for issued items.

> **Note:** This setting is only available if the client is set up for dual approval of issued items on the Client Setup page.

The following options are available:

  - Not an approver
  - Dual approver, cannot approve self
  - Dual approver, can approve self

- **Dual Approver of Exception Decisions**—displays the current approver status for exception processing.

  > **Note:** This setting is only available if the client is set up for dual approval for exceptions on the Client Setup page.

  The following options are available:

  - Not an approver
  - Dual approver, cannot approve self
  - Dual approver, can approve self

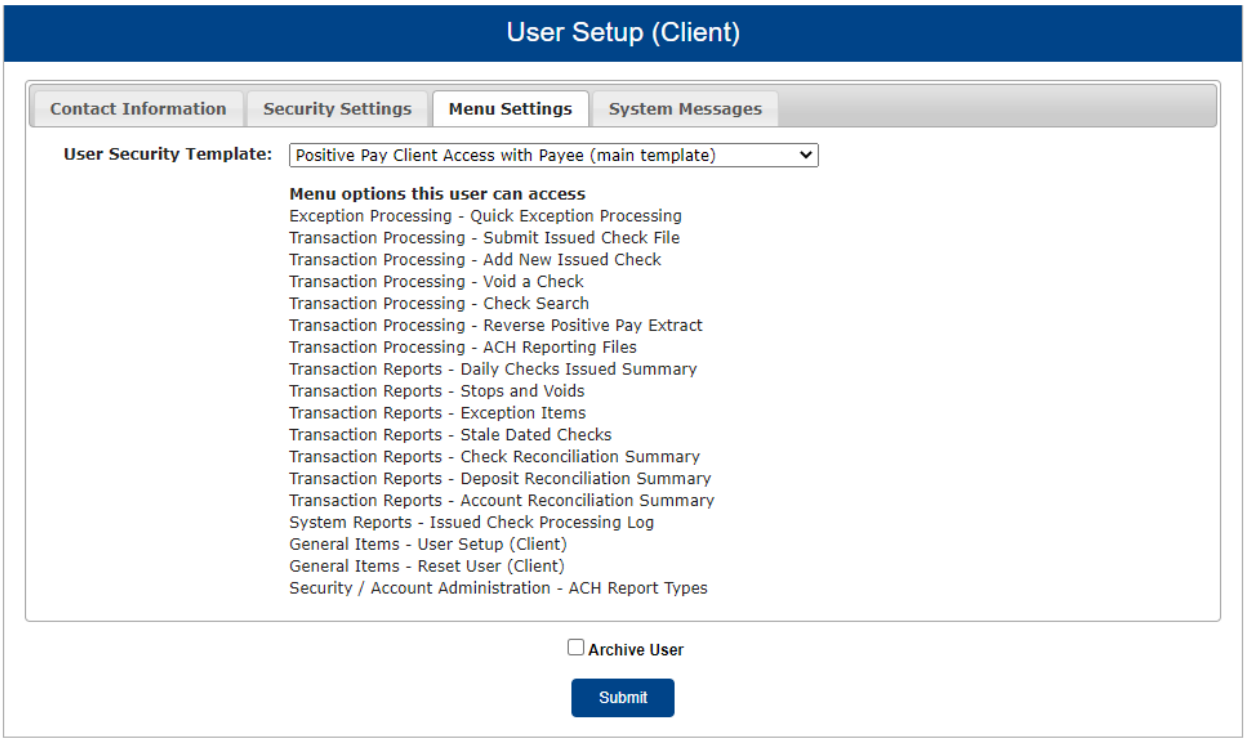
- **Allow user to delete transactions**—if selected, the user can delete transactions from the system. Transactions can be deleted by clicking on the delete button while viewing transaction details.
- **Allow user to download issued check files**—if selected, the user can download issued check files from the Issued Check Processing Log page.
- **Check Exception Type**—specifies user permissions for check exceptions. The following options are available:
  - Cannot view exceptions or make decisions
  - Can view exceptions
  - Can view exceptions and make decisions
- **ACH Exception Type**—specifies user permissions for ACH exceptions. The following options are available:
  - Cannot view exceptions or make decisions
  - Can view exceptions
  - Can view exceptions and make decisions

Setup User Rights section

- **Allow user to add ACH Authorization Rules in Quick Exception Processing**—if selected, the user can add an ACH authorization rule in the quick exception processing page when there is an ACH authorization exception. For more information, see "Quick Exception Processing."

- **Allow user to add/edit ACH Authorization Rules in ACH Authorization Rules**—if selected, the user can set up, edit, and delete ACH authorization rules on the ACH Authorization Rules page.
- **Allow user to add/edit Transaction Filters/Blocks**—if selected, the user can set up, edit, and delete ACH filter/block rules on the Transaction Filters/Blocks page.
- **Allow user to add/edit Security Templates**—if selected, the user can add and modify security templates.
- **Allow user to add/edit ACH Reports**—if selected, the user can set up, edit, and delete ACH reports on the ACH Report Types page.

Menu Settings tab



- **User Security Template**—specifies the security template associated with the client user. New clients are assigned the default template specified on the Client Setup page. Additional available templates appear in the list.

Users with the **Allow user to add/edit Security Templates** option enabled in the **Security Settings** tab can define a new template based on the default client template by selecting *** Create new template *** from the list.

- **Template Name**—specifies the new template name.

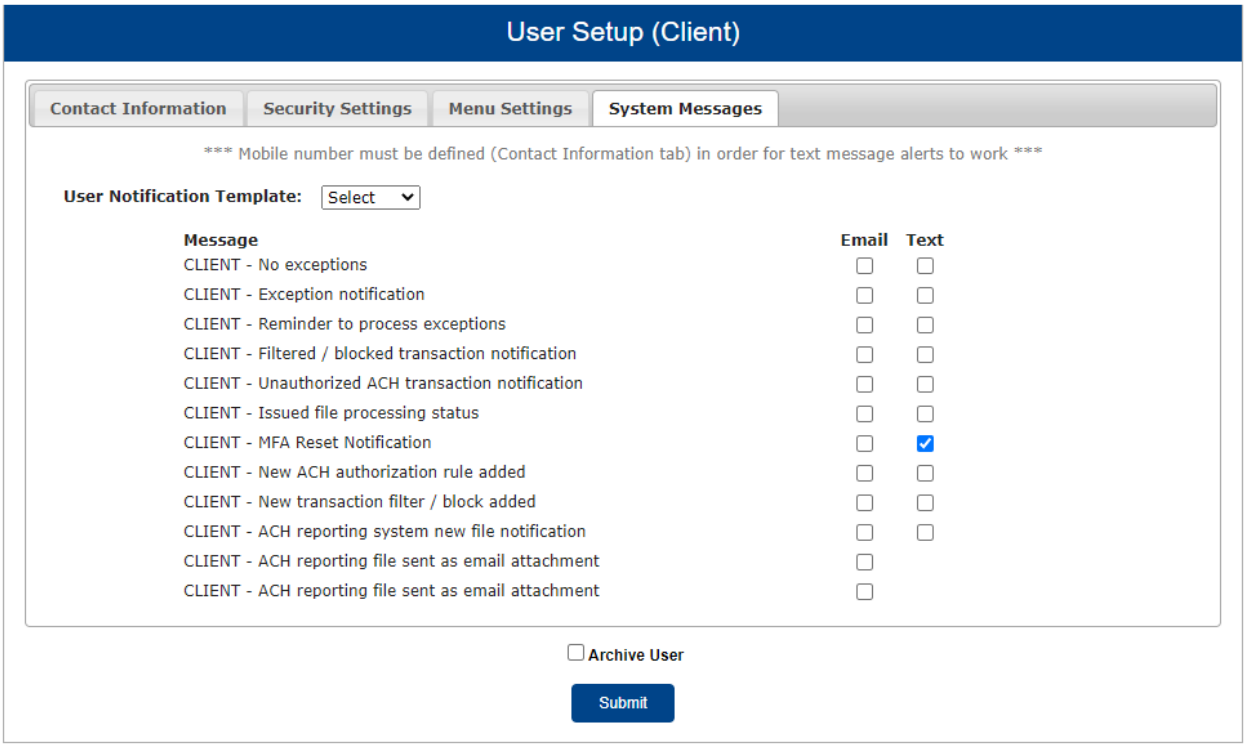
> **Note:** This option is only available when creating a new template.

- **Menu options this user can access**—displays the menu options available to the user based on the currently assigned **User Security Template**. When you select *** Create new template ***, you can remove menu options from the default template to create a new template:

Menu options this user can access

- [x] Exception Processing - Quick Exception Processing
- [x] Transaction Processing - Submit Issued Check File
- [x] Transaction Processing - Add New Issued Check
- [x] Transaction Processing - Void a Check
- [x] Transaction Processing - Check Search
- [x] Transaction Processing - Reverse Positive Pay Extract
- [x] Transaction Processing - ACH Reporting Files
- [x] Transaction Reports - Daily Checks Issued Summary
- [x] Transaction Reports - Stops and Voids
- [x] Transaction Reports - Exception Items
- [x] Transaction Reports - Stale Dated Checks
- [x] Transaction Reports - Check Reconciliation Summary
- [x] Transaction Reports - Deposit Reconciliation Summary
- [x] Transaction Reports - Account Reconciliation Summary
- [x] System Reports - Issued Check Processing Log
- [x] General Items - User Setup (Client)
- [x] General Items - Reset User (Client)
- [x] Security / Account Administration - ACH Report Types

System Messages tab



Select the email and text notification types that this user is to receive. Use the **User Notification Template** list to select **All**, **All Email**, **All Text**, or **None**. Text notifications are available only for those FIs that have licensed the Centrix Exact/TMS Text Messaging Module.

> **Note:** FI users can customize the content for email and text messages on the Email/Text Setup page.

The **CLIENT - Exception notification** and **CLIENT - Issued file processing status** options opt the user in to all emails of the given type.

> **Note:** If multiple exceptions or issued file processing status notifications occur, all messages with details about each notification are sent in a single email per daily processing.

If you select **CLIENT - Issued file processing status**, the user receives all of the following messages:

- CLIENT - Issued file count/amount mismatch
- CLIENT - Issued file loaded successfully
- CLIENT - Issued file partially loaded
- CLIENT - Issued file processing loaded no items
- CLIENT - Issued file rejected

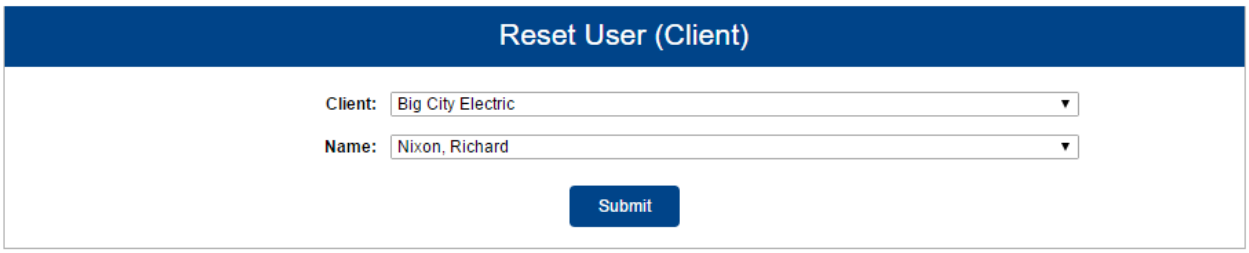
If you select **CLIENT - Exception notification** the user receives all of the following messages:

- CLIENT - Exception: Duplicate paid item
- CLIENT - Exception: Duplicate paid item with amount mismatch
- CLIENT - Exception: Filtered/blocked transaction
- CLIENT - Exception: Paid item not issued
- CLIENT - Exception: Paid item with amount mismatch
- CLIENT - Exception: Paid item with zero check number
- CLIENT - Exception: Payee match additional name detected
- CLIENT - Exception: Payee match over limit amount
- CLIENT - Exception: Payee name mismatch
- CLIENT - Exception: Stale dated item paid
- CLIENT - Exception: Unauthorized ACH transaction
- CLIENT - Exception: Void item paid

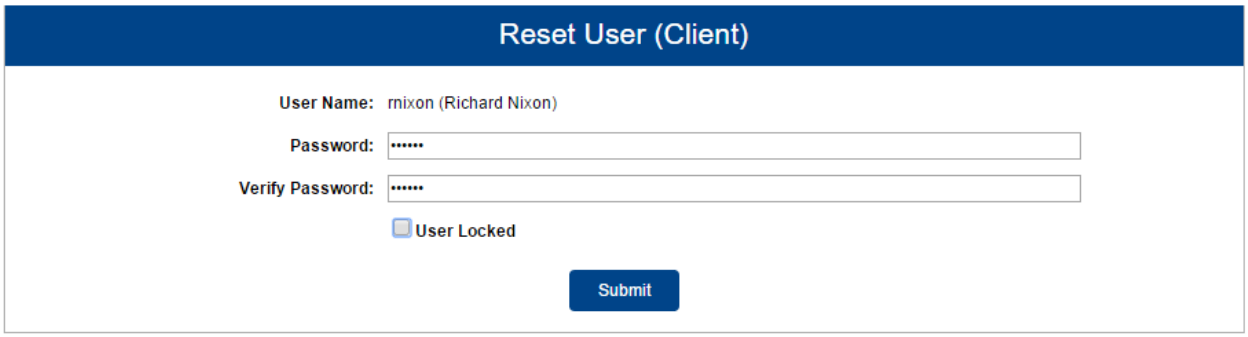
Reset User (Client)

Use the Reset User (Client) page to reset client users.

Selection page



Results page



- **Password / Verify Password**—the login password for the user. The password and verify password must match in order to change the user's password.
    - The system automatically requires all new users to change their password on the first login.
    - The password definition rules (minimum length and mixed character requirements) are defined by the FI.
    - The system automatically prompts users to change their passwords based upon the password expiration days defined by the FI.
- **User Locked**—this checkbox determines if the user is locked out of the system. The user is automatically locked out of the system if the user exceeds the number of failed password attempts. To unlock a user, clear this box.

Security/Account Administration

Use the Security/Account Administration section of the menu to add, edit, and create ACH reports.

ACH Report Types

The ACH Report Types page defines the ACH output files created by the system.

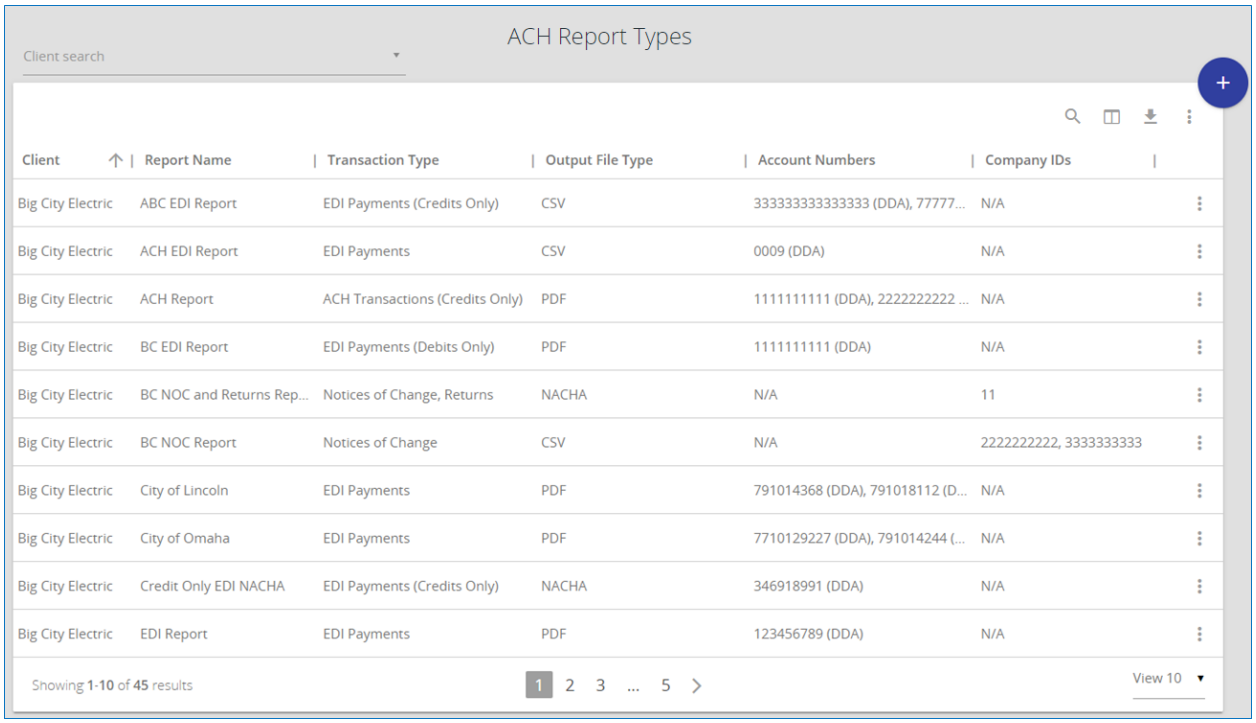
> **Note:** This page only applies to FIs that have licensed the Exact/ARS™ ACH reporting and processing system.

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select search ( ) to filter and search all results or select a specific column to search within.
- Select columns ( ) to select or remove columns from the report.
- Select export ( ) to export the search results to a Microsoft Excel or PDF file.

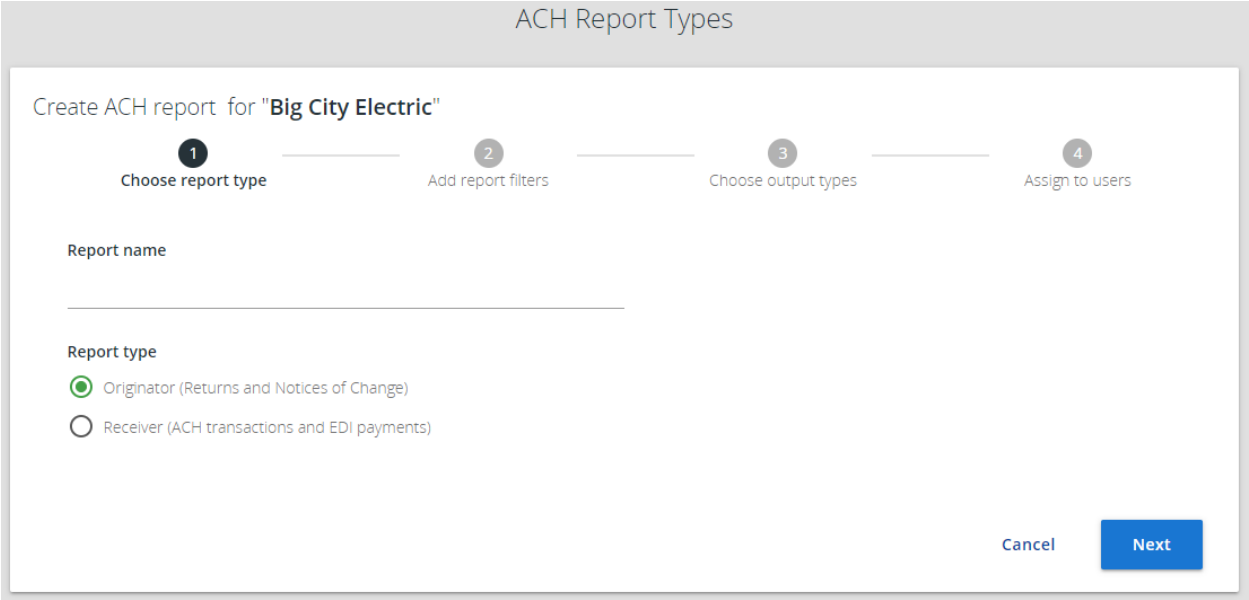
If you have the **Allow user to add/edit ACH Reports** user right enabled, you can perform the following additional actions:

- Select add ( ) to set up a new ACH report.
- Select options ( ) > **Report settings** on a row to modify the selected ACH report.
- Select options ( ) > **Delete report** on a row to delete the selected ACH report.



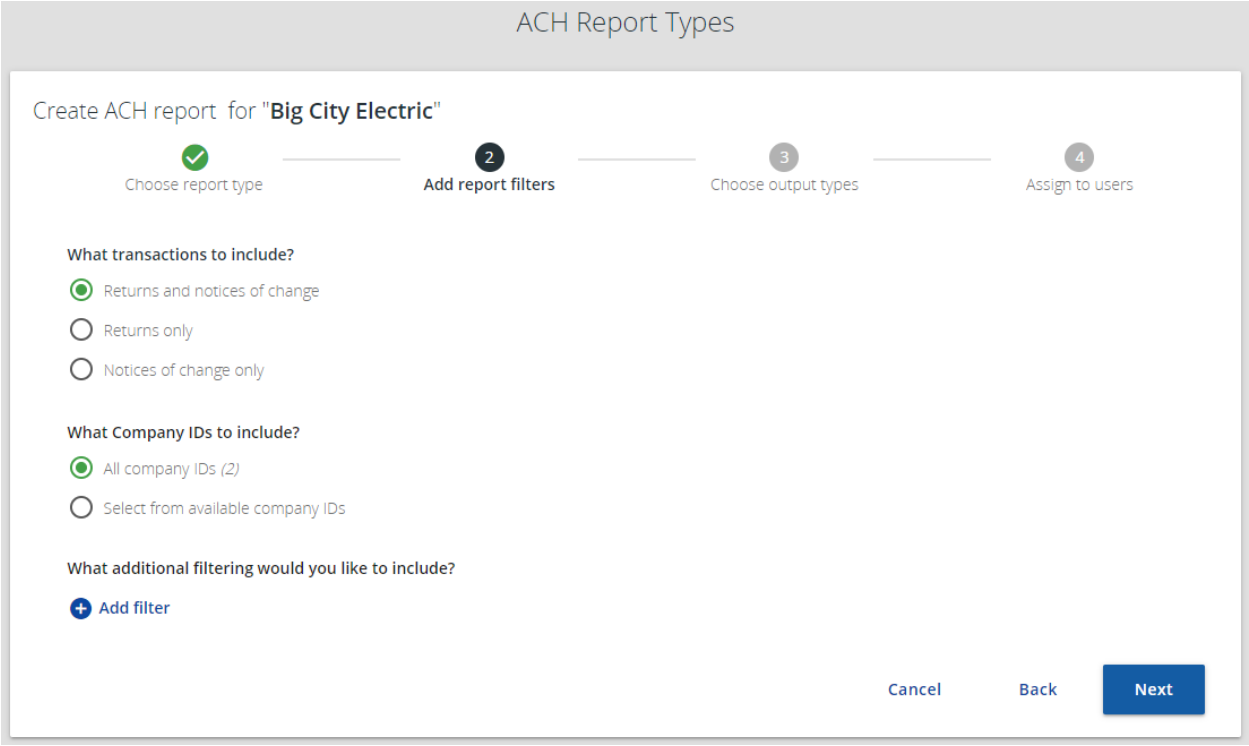
Choose report type

Name the report. Specify whether you are creating an Originator Report or Receiver Report.



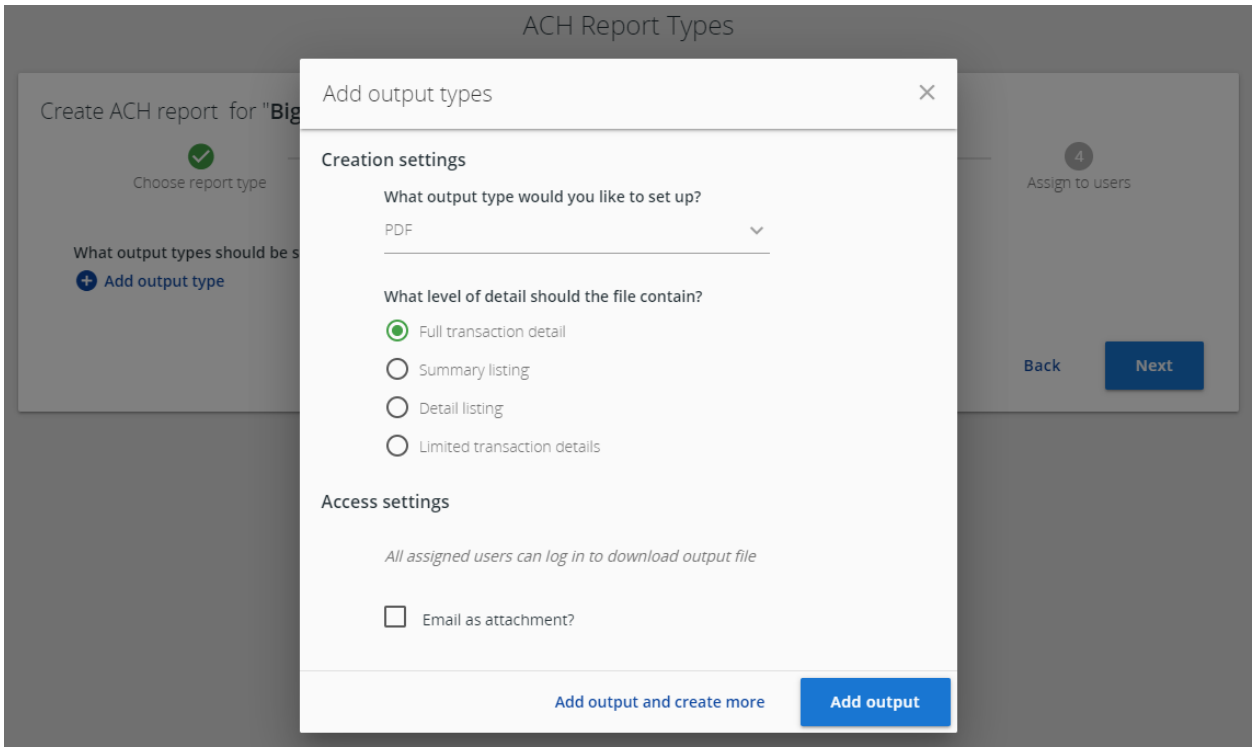
Add report filters

Choose the contents of the report. Select **Add filter** to specify additional filtering options.



Choose output types

Select **Add output type** to set up the output file options.



The following image shows examples of the PDF files created using the **Full Transaction Detail**, **Summary Listing**, and **Limited Transaction Detail** options.

> **Note:** Download reports from **Transaction Processing** > **ACH Reporting Files**.

PDF – Full Transaction Detail

03/24/2016 04:12 Page 1 of 27

Centrix Bank

REMITTANCE ADVICE DETAIL REPORT

ARS_Sample Reports Client B

RECEIVER INFORMATION		ORIGINATOR INFORMATION	
Receiver Name:	Durgan - O'Keefe	**Originator Name:**	FRIESEN - ROGAHN
DFI Account Number:	001562145	**Company ID:**	79697451
Receiving DFI ID:	33333333	**Originating DFI ID:**	22222222

TRANSACTION DETAILS			
SEC Code:	Cash Concentration or Disbursement (CCD)	**Company Discretionary Data:**	TEST TRANSACTIONS
Service Class Code:	Mixed Debits & Credits (200)	**Company Descriptive Date:**	032216
Transaction Code:	Savings Credit (32)	**Effective Entry Date:**	3/24/2016
Batch Number:	3	**Settlement Date (Julian Date):**	3/23/2017 (082)
Amount:	$182.00	**Company Entry Description:**	CCD TEST
Addenda Record Count:	1	**Trace Number:**	222222220638768
		Company Name/ID#:	Durgan - O'Keefe

SOURCE	
File Name:	ACHFileTest2.txt
File Created:	03/22/2016 10:11

ADDENDA

Test Addenda

PDF – Summary Listing

03/24/2016 04:12 Page 1 of 3

Centrix Bank

REMITTANCE ADVICE SUMMARY REPORT

ARS_Sample Reports Client B

Company Id	Company Name	Effective Entry Date	Settlement Date (Julian Date)	SEC Code	Tran Code	Debit/ Credit	Account Number	Amount
79697451	FRIESEN - ROGAHN	3/24/2016	3/23/2017 (082)	CCD	32	Credit	001562145	$182.00

Payment Related Information
Test Addenda

PDF – Limited Transaction Detail

03/24/2016 04:12 Page 1 of 21

Centrix Bank

REMITTANCE ADVICE LIMITED DETAIL REPORT

ARS_Sample Reports Client B

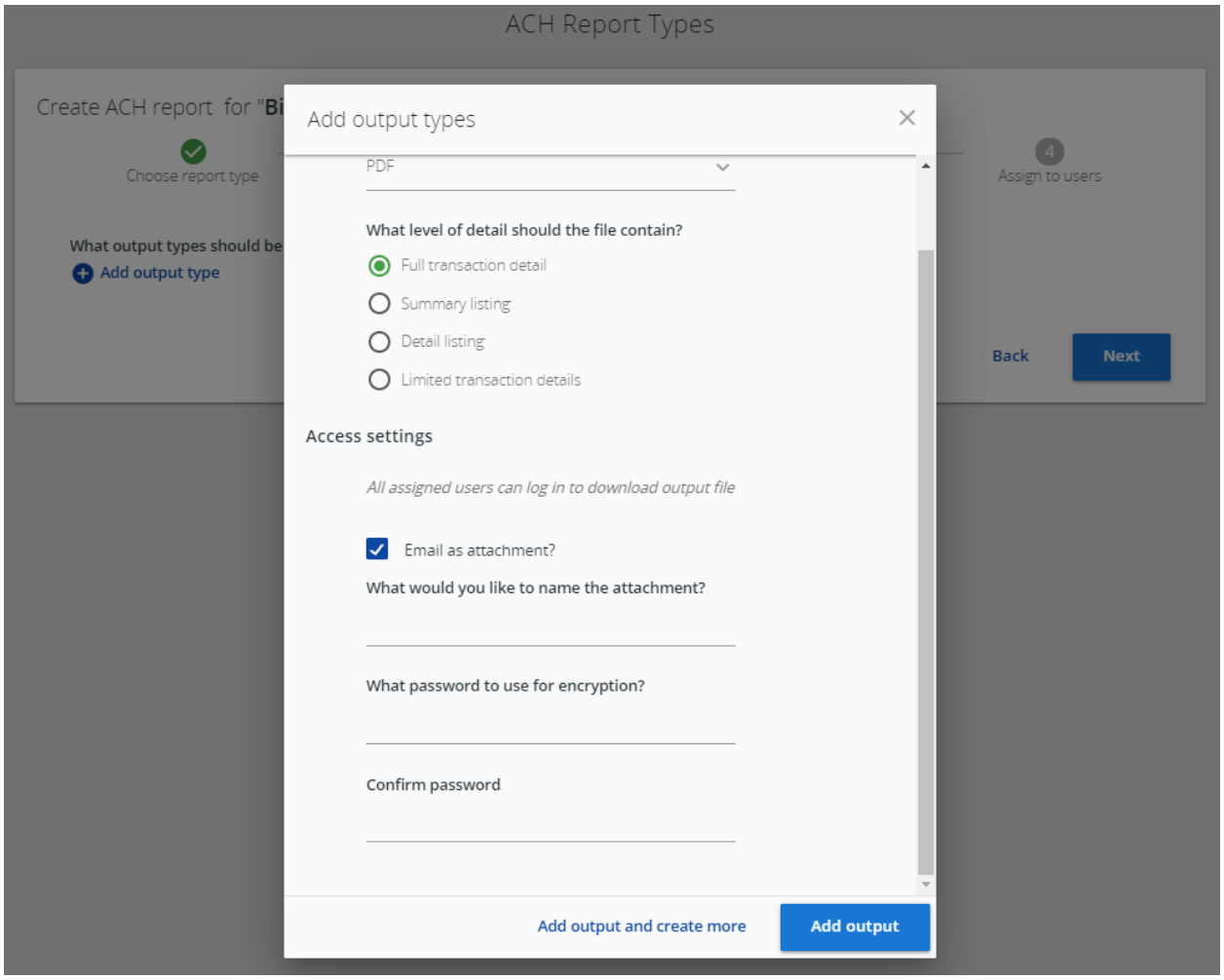
RECEIVER INFORMATION		ORIGINATOR INFORMATION	
Receiver Name:	Durgan - O'Keefe	**Originator Name:**	FRIESEN - ROGAHN
DFI Account Number:	00XXX2145	**Company ID:**	79697451

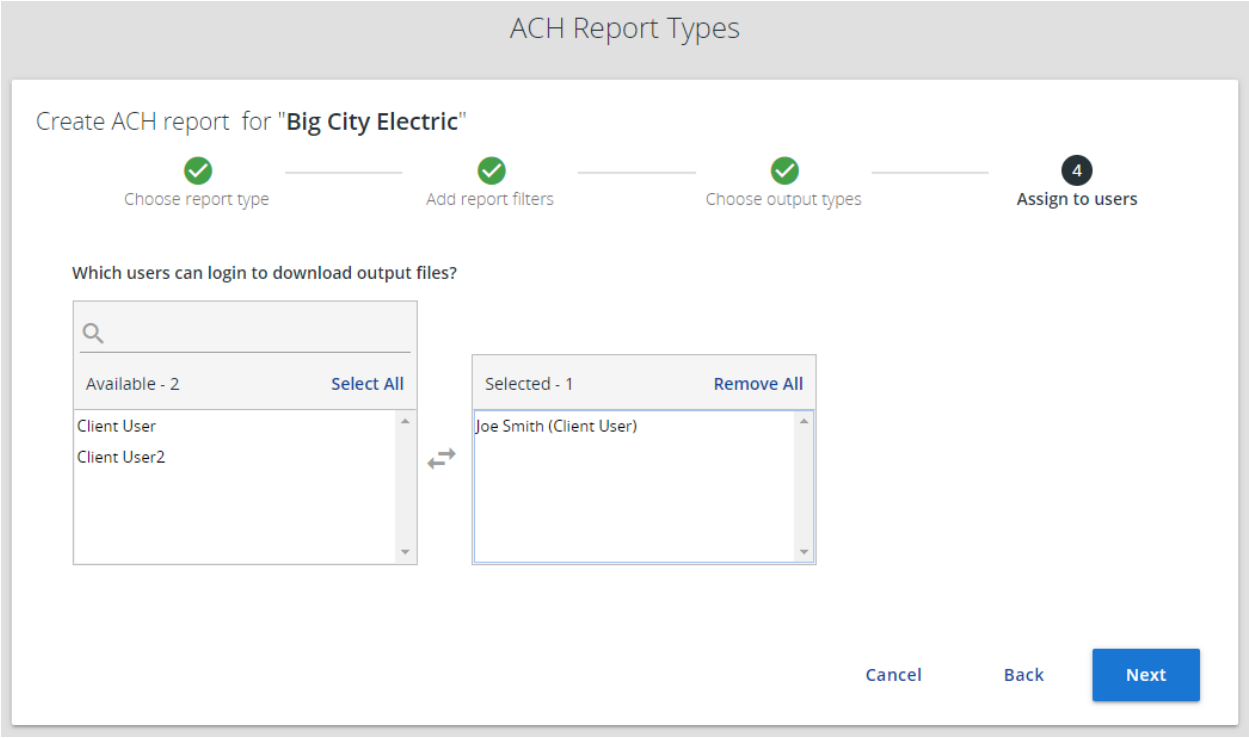
TRANSACTION DETAILS			
SEC Code:	Cash Concentration or Disbursement (CCD)	**Settlement Date (Julian Date):**	3/23/2017 (082)
Transaction Code:	Savings Credit (32)	**Trace Number:**	222222220638768
Amount:	$182.00	**Company Name/ID#:**	Durgan - O'Keefe
Addenda Record Count:	1		

SOURCE	
File Name:	ACHFileTest2.txt
File Created:	03/22/2016 10:11

ADDENDA
Test Addenda

You can configure the output type to be emailed using an encrypted email attachment. If email as attachment is selected users assigned to this client and assigned the **CLIENT – ACH reporting system new file notification** email receive the encrypted email attachment. If email is chosen the output type is still available for download within the Centrix Exact/TMS WebUI.


ACH Report Types
Create ACH report for "Bi
Choose report type
What output types should be
Add output type
Add output types
PDF
What level of detail should the file contain?
Full transaction detail
Summary listing
Detail listing
Limited transaction details
Access settings
All assigned users can log in to download output file
Email as attachment?
What would you like to name the attachment?
What password to use for encryption?
Confirm password
Add output and create more
Add output
4
Assign to users
Back
Next

Assign to users

Select users to receive this report. Users that have **Assign all new ACH reports to this user** selected on the User Setup (Client) page automatically show up within the **Selected** list.