# POSITIVE PAY JOB AID



#### A few important points to keep in mind:

- Please be sure to use the PWS file format.
- Substitutes must be trained and given rights in Access in order to issue checks.
- Exceptions must be corrected **prior to 3:00 p.m Pacific Time, daily**. Please setup an out of office email message when you are out. Fiscal Control will monitor your exceptions when you're away.
- Exceptions not corrected will result in the check being returned to the payee.
- Checks should not be released to payee until 24 hours after the positive pay data has been uploaded.
- Contact janschutz@sandi.net or croberts@sandi.net for assistance.

### **Uploading Positive Pay File to JP Morgan**

Before you Log-in to Chase, you need to have ready an Excel Report File from School Cash with a list of the checks you wish to notify the bank that is OK to PAY.

#### From School Cash:

- Run report #11
- Enter date (checks ready for positive pay)
- Select transaction type: CHECKS
- Sort report by: transaction type /#

#### **EXAMPLE A:**

	Customized Transaction Repor	t
	School Year: 2022-2023 V	
Range Of Dates		Sort Report By
Enter the Ran	ge of Dates then Click Continue	Opate
Report Start Date	Report End Date	Category Name
04/03/2023	04/03/2023	
		Category Umbre
		Iransaction Type
Select Categories to include:	Select Category Numbers to include:	GL Department
Select All Categories	Select All Category Numbers	⊖ GL Name
Academic League Club	1000	Show:
Accounts Payable	1001	GL Department
Accounts Receivable	1002	GL Name
ACE Club	1003	Select Contact Per
Acts of Kindness Club	1004	Select Contact Fel
All Eamala Danca Club	1005	
Air emale Dance Club	1000	Enter Description:
Select Category Umbrella(s) to Include:	Select Umbrella Types to include:	Transaction #:
Select All Category Umbrellas	Select All Umbrella Types	
Assessed Develop	Assessments Develople	Credit:
Accounts Payable	Accounts Payable	<> 🗸
Administration	Accounts Receivable	Debit:
Administration	Cash On Hand	
Administration	District-wide	Total:
ASB General	District-Wide-A	
ASB P Card Payable	District-Wide-L	
Select Transaction Types to include: Select All Transaction Types BnkTransf Cashbox Check	Select Memo Names to include: Select All Memo Names ASB Card sale - orientation hoodie sale 8/23/21 orientation pe shirt sale 8/23/21 orientation	
CreditMemo	pe short sale 8/23/21 orientation	
CreditMemo DebitMemo	pe short sale 8/23/21 orientation SDHS entry fees	

#### Convert to Excel – Data Only EXAMPLE B Adobe Acrobat (PDF) Microsoft Excel 97-2000 (XLS) Microsoft Excel 97-2000 - Data Only (XLS) Microsoft Word (RTF) Customized Transaction Report 02/23/2023..02/23/2023 Date Range

# Save as Excel CSV (comma delimited) Will look like this... (EXAMPLE C)

Our Great High School	Customized	REPORT #11	Checking	08/01/2023.	JPMorga	Date Range	2023-2024
	Transaction			.08/08/2023	n Chase		
	Report				Bank		
Check							
10008	8/9/2023	STAPLES 5527/Office Supplies Inv 2352126		\$141.02	\$0.00	\$140.03	8/2/2023
10009	8/9/2023	JP Morgan Chase 5527/Banking Supplies Inv 2152252		\$70.00	\$0.00	\$35.00	8/3/2023
10010	8/9/2023	Costco Inc 5525/Printing Supplies Inv 3636323		\$260.00	\$0.00	\$253.74	8/4/2023
10011	8/10/2023	John Doe 5526/Computer Repair Inv 123		\$292.22	\$0.00	\$652.04	8/6/2023
10012	8/10/2023	Mary Alexander 5527/Office Supplies Inv 23556		\$184.44	\$0.00	\$185.44	8/9/2023

## Format/Modify Excel File:

Microsoft Word - Editable (RTF)

Print

-

- 1. DELETE all headers and footers.
- 2. Delete any voids as those don't need to be reported.
- 3. INSERT two columns to the Far Left. See example D
- 4. Column 1: Is for Item number. The item number should always be 1 if a person has two lines but it is the same check number then merge the amount delete the second line. Column is formated as General and LEFT justified.
- 5. Column 2: Is for the School Bank Account number. It shows in Example D in truncated form. This is formated as General and RIGHT justified.
- 6. Select check# Column This is formatted General and RIGHT Justified
- Select DATE Column, Highlight <u>only</u> those cells with a date in it. Do not select the entire column. Right click and Format Cell to Custom then highlight the space below type and change to mmddyy. See number 8

2022-2023

8.

- 9. Move the Amount Column between Date and Payee Columns This column is RIGHT justified and formatted as General.
- 10. Insert a Column between the amount of the check and the Payee information.
- 11. Select each payee name and DELETE any information besides the Name as it appears on the PAYEE line of the check. See Examples C and D Formatted as General and LEFT Justified.
- 12. Next Column is Blank.
- 13. Delete any other columns that have information in them.
- 14. Save as CSV file format. THIS IS VERY IMPORTANT!!

# Example of file ready for upload: <mark>(item# , acct#, ck#, date, Amount, Blank Column,</mark> Payee, Blank Column)

JP Morgan Chase

Mary Alexander

Costco Inc John Doe

When completed your file should look like this. EXAMPLE D

1	7.18E+08	10008	080923	141.02
1	7.18E+08	10009	080923	70
1	7.18E+08	10010	080923	260
1	7.18E+08	10011	081023	292.22
1	7.18E+08	10012	081023	184.44

 1
 7.18E+08
 10008
 080923
 141.02
 STAPLES

Column Name	Length	Field Description	Valid Values
Transaction Indicator	1	Indicates the check type	I = Issue, C = Cancel, S = Stop, R = Revoke Stop, or
			1 = Issue, 2 = Cancel, 3 = Stop, 4 = Revoke Stop
Account Number	17	Account number check was	
		issued against	
Check Number	10	Check number issued	
Check Date	6	Date the check was issued	MMDDYY.
Check Amount	11	Amount of check	11 digits (including decimal point and two-cent digits) are the maximum amount. An amount that does not include the decimal point and two-digit cents will be considered a whole number. Maximum dollar limit that will be accepted is \$99,999,999.99.
Narratives	30	Additional information pertaining	
Payee 1	40	First payee name on check	
Payee 2	40	Second payee name on check	

# **READY TO UPLOAD FILE TO JP Morgan ACCESS:** Log-in to JP Morgan ACCESS

- 1. Log into JP Morgan Access
- 2. Click on Checks



10. Change File Format to PWS Delimited Text



nome Pa	yments Checks	Reports & Stat	ements Manager	r Receivables Paymer	nt Control
Home Inquiry	Stops Recon Inpu	t Recon Output F	os Pay Rev PosPay	ACH Transaction Blocking Repo	orts
SUE FILE UPL	OAD HISTORY				
Customer S	AN DIEGO UNIFIED SC	HOOL DISTRICT			Upload
File Format	ALL	~	File Status ALL		
Start Data	07/29/2023		End Data 08/03/202	3	
Start Date	0772572025		Cild Date 00/03/202		Sea
File ID / Details	Date / Time	User ID	File Format	File Status	File Tota
Dotuno		JEFANSCHUTZ	PWS Delimited Text	Ready For Backend Processing	Totals
1673274281	08/03/2023 16:14:18	VENTIONICIE			100010
1673274281 1673271873	08/03/2023 16:14:18	JEFANSCHUTZ	PWS Delimited Text	Error	Totals
1673274281 1673271873 1673270575	08/03/2023 16:14:18 08/03/2023 16:11:39 08/03/2023 16:09:35	JEFANSCHUTZ JEFANSCHUTZ	PWS Delimited Text PWS Delimited Text	Error Error	Totals
1673274281 1673271873 1673270575 1673268709	08/03/2023 16:14:18 08/03/2023 16:11:39 08/03/2023 16:09:35 08/03/2023 16:07:22	JEFANSCHUTZ JEFANSCHUTZ JEFANSCHUTZ	PWS Delimited Text PWS Delimited Text PWS Fixed Width	Error Error Error	Totals Totals Totals
1673274281 1673271873 1673270575 1673268709 1673268285	08/03/2023 16:14:18 08/03/2023 16:11:39 08/03/2023 16:09:35 08/03/2023 16:07:22 08/03/2023 16:06:34	JEFANSCHUTZ JEFANSCHUTZ JEFANSCHUTZ JEFANSCHUTZ	PWS Delimited Text PWS Delimited Text PWS Fixed Width PWS Delimited Text	Error Error Error Error	Totals Totals Totals Totals Totals
1673274281 1673271873 1673270575 1673268709 1673268285 1673266409	08/03/2023 16:14:18 08/03/2023 16:11:39 08/03/2023 16:09:35 08/03/2023 16:07:22 08/03/2023 16:06:34 08/03/2023 16:06:34	JEFANSCHUTZ JEFANSCHUTZ JEFANSCHUTZ JEFANSCHUTZ JEFANSCHUTZ JEFANSCHUTZ	PWS Delimited Text PWS Delimited Text PWS Fixed Width PWS Delimited Text PWS Delimited Text	Error Error Error Error Error	Totals Totals Totals Totals Totals Totals
1673274281 1673271873 1673270575 1673268709 1673268285 1673266409 1672454005	08/03/2023 16:14:18 08/03/2023 16:11:39 08/03/2023 16:09:35 08/03/2023 16:07:22 08/03/2023 16:06:34 08/03/2023 16:06:34 08/03/2023 16:04:35 08/03/2023 06:46:24	JEFANSCHUTZ JEFANSCHUTZ JEFANSCHUTZ JEFANSCHUTZ JEFANSCHUTZ JEFANSCHUTZ CARSLONE	PWS Delimited Text PWS Delimited Text PWS Fixed Width PWS Delimited Text PWS Delimited Text PWS Fixed Width	Error Error Error Error Error Sent To Backend	Totals Totals Totals Totals Totals Totals Totals

# Manual Entry of Positive Pay Items to JP Morgan

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The other option is Manual Entry. Log into JP Morgan

- 1. Click on Checks
  - a. Click on Home

J.P.Morgan Access
Home Payments Checks Reports & Statements Manager Receivables
Checks
Home
<ul> <li>b. Hover over Recon Input until a menu appears below See pic be</li> <li>c. Click on Manual Entry</li> </ul>
2 My Meetings - Zoom X S Login - PaymentNet - JP Morgan X S Job Data
← → C 🔒 accessportal.jpmorgan.com/absolutepath/ang/VRSN202304261816/c
J.P.Morgan Access
Home Payments Checks Reports & Statements Manager Receiv
Home Inquiry Stops Recon Input Recon Output Pos Pay Rev PosPay ACH Transac
Wanual Entry File Upload File Upload History File Format Maintenance
FRAUD WHITE PAPER Assign User to File Format Setup Assign User to File Format
pg. o

	<ol> <li>Enter the date</li> <li>Enter the chec</li> <li>Enter the Amo</li> <li>Enter the Paye</li> <li>Click Add (The         <ul> <li>Ensure</li> <li>If you have ado</li> <li>If you are finid</li> </ul> </li> </ol>	that is on t k number unt of the e Name in checks will that the ch ditional che	the check check Payee Name appear belo necks entere ecks repeat s	e 1 ow) d are cor steps 1 th	rect rough 5	
	8. Click Confirm	ieu click St	John			
J.P.Morgan	Access					
Home Payments Ch	ecks Reports & State	ments Ma	nager Receiv	vables M	ore Services	
Home Inquiry Stops Reco	n Input Recon Output Po	s Pay Rev Pos	Pay ACH Transac	ction Blocking	Reports	
Account * 718252823-MADISON H	IIGH SCHOOL	~		Transac	tion Totals	
Tran Type * Sisue Cancel Check Number *	Date * 05/19/2023 Amount(USD) *		Type Total Is Total Ca Grand T	Er sue(s) ancel(s) Fotal *Indicates r	equired values	t
Payee Name 1				Add	Clear	
Payee Country Select Country	~					
Payee State Select State Product Code/for eschest	Payee Postal Code	Add Stree	et/City			
Additional Data						
►NOTE Payee Line(s) required for Pa	yee Verification Service. Payee	lines must be enter	red in Payee Line field	ds as they appea	ar on checks.	_
Check			Payee Name	Additional	Alternate	
# Account Number	Amount Date	Туре	and Address	Data	Action	
J.P.Morgan Access Home Payments Checks Re Home Inquiry Stops Recon Input Rec SSUE MANUAL ENTRY Account * [718252823-MADISON HIGH SCHOOL Tran Type * D	S ports & Statements Manager on Output Pos Pay Rev PosPay J ~	Receivables ACH Transaction Blocking Trans	More Services			

	-Select State	e ate	~	Payee Pos	stal Code	Add Str	et/City		
F	Product Co	de(for escheatme	nt purp	oses only)					
4	Additional	Data							
FE Pa	ayee Line(s	) required for Paye	e Verifi	ation Servio	ce. Payee lin	es must be ent	red in Payee Line f	ields as they appear	on checks.
									Submit
Acco	ount	Check Number		Amount	Date	Туре	Payee Name and Address	Additional Data	Alternate Action

Check Number ★ Payee Name 1 Payee Name 2 Payee Country --Select Country--

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	yee Line(s) requi	red for Payee \	erification Servi	ce. Payee lines	must be entered	d in Payee Line fi	elds as they	appear or	h checks.	
										Submit
Acco	ount Num	ber	Amount	Date	Туре	and Address	Data	nal	Alterna	ate 1
J.P.N	Morgai	n   A	ccess							
Home	Payments	Checks	Reports	& Statemen	its Mana	ger Recei	vables	More S	Services	
lome	Inquiry Stop	Recon Inp	ut Recon Out	out Pos Pay	Rev PosPay	ACH Transa	ction Blocki	ng Rep	oorts	
UE MA	NUAL ENTRY									
count +	718252823_MA		сноог		~		Trar	saction T	otals	
,count X	710232023-1014	DISON HIGH S	Deter		•	Туре		Entries		Amount
	nan Type \star Issue 🔿 Can	cel	05/19/2	2023	9	Total Is	sue(s)			
6	haak Number a					Total Ci	ancei(s)			
		Δn	ount/USD) 🞍			Grand	Total			
	neck Number 🗙	An	iount(USD) 🗶			Grand	Total *Indica	tes require	d values	
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P. P. P. P.	ayee Name 1 ayee Name 2 ayee Country -Select Country ayee State		Payee Pos	tal Code	] Add Street/C	Grand	Total *Indica	dd Cle	ed values ear	
P P P P	ayee Name 1 ayee Name 2 ayee Country -Select Country ayee State -Select State roduct Code(for	escheatment t	v Payee Pos v □	tal Code	] Add Street/C	Grand '	Total *Indica	dd Cle	ed values ⊧ar	
P. P. P. P.	ayee Name 1 ayee Name 2 ayee Country -Select Country ayee State -Select State roduct Code(for	escheatment	Payee Pos	tal Code	Add Street/C	Grand '	Total *Indica	dd Cle	ar	
P. P. P.	ayee Name 1 ayee Name 2 ayee Country -Select Country ayee State -Select State roduct Code(for dditional Data	escheatment	Payee Pos	tal Code	] Add Street/C	Grand <sup>•</sup>	Total *Indica	dd Cle	d values ar	
P P P P P P P P P P P P	ayee Name 1 ayee Name 2 ayee Country -Select Country ayee State -Select State roduct Code(for dditional Data	escheatment p	Payee Pos	tal Code	Add Street/C	Grand '	Total *Indica	dd Cle	d values ear	
P P P P P P A VOTE Pa	ayee Name 1 ayee Name 2 ayee Country -Select Country ayee State -Select State roduct Code(for dditional Data yee Line(s) requir	escheatment p ed for Payee V	Payee Pos Payee Pos ourposes only)	tal Code	Add Street/C	Grand T	ds as they a	les require dd Cle	d values ar	Submit
P P P P P P P P P P P P P P P P P P P	ayee Name 1 ayee Name 2 ayee Country -Select Country ayee State -Select State roduct Code(for dditional Data yee Line(s) requi	escheatment p	Payee Pos Payee Pos v purposes only) erification Servic	tal Code	Add Street/C	Grand	ds as they a	les require dd Cle	d values ar	Submit

Manual Entry is now done: It can take up to **24 Hours** for these checks to be available at a JP Morgan Chase Branch Bank. Please do not release checks until this time.

[See next page for Managing Exceptions]

## **Managing Exceptions**

You may receive an email notification from JP Morgan and/or Fiscal Control that you have an exception. Please log on JP Morgan Access, then click on Checks:



Hover your mouse icon over Pos Pay

	J.P.I	Moi	rgar	<b>i</b> Ac	cess			
	Home	Pa	yments	Checks	Reports & S	Stutements	s Manage	er Receivab
	Home In	quiry	Stops	Recon Input	Recon Output	Pos Pay	Rev PosPay	ACH Transaction
						Exception Re	eview	
	Welc	om	e to /	ACCES	S <sup>®</sup> Chec	Exception St Positive Pay Administration	atus Email on	
	FRAUD	WHITE Read o	E PAPER-	ite Fraudi	Access	Checks Ale	ert	
	, remuse			is i iuuu:				
	Click on	Exce	ption	Review				

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ate the E	xception	in the Per	nding Colu	ımn					
P.Morg	an	Access							
ne Payme	ents Che	cks Report	s & Statement	s Mar	ager Rec	eivables	Payment Control	More S	Services
e Inquiry	Stops Recor	Input Recon C	Output Pos Pay	Rev PosPa	ACH Trans	saction Block	king Reports		
PTION REVIEW	v vner-link to	decision iter	n(c)						Refresh
.k on any ny	Total Excer	tions	11(3)	Rei	vieved		In Process		Pending
	1			110	0		0		1
Select group to re	view	<b>v</b>		Advanced	Search		Review Selected		Print Images
Group ID	Account No.	Cut-Off Time	Total Exceptions	Reviewed	In Pricess	Pending	Status	Select	Payee Name Verification Setup Status
SANDIEGOUN		16:00	0	0	0	0	No Exceptions Today		Active
SANDIEGOUN		16:00	0	0	0	0	No Exceptions Today		Active
SANDIEGOUN		16:00	0	0	0	0	No Exceptions Today		Active
SANDIEGOUN		16:00	0	0	0	0	No Exceptions Today		Active
SANDIEGOUN		16:00	0	0	0	0	No Exceptions Today		Active
SANDIEGOUN	Trees of the	16:00	0	0	0	0	No Exceptions Today		Active
SANDIEGOUN		16:00	0	0	0	0	No Exceptions Today		Active
SANDIEGOUN		16:00	0	0	0	0	No Exceptions Today		Active
SANDIEGOUN		16:00	0	0	0	0	No Exceptions Today		Active
SANDIEGOUN		16:00	0	0	0	P	No Exceptions Today		Active
SANDIEGOUN		16:00	0	0	0	0	No Exceptions Today		Inactive
SANDIEGOUN		16:00	1	0	0	1	Exceptions Available		Active

Click on the number hyperlink. The number indicates the number of exceptions you have. The first exception will appear. Ensure that through School Cash that this check is a valid check. The sample check was written in November of 2022, which is over 6 months old. We will be returning this check.



To return the check, you will Click on "Rtn." Notice that a drop-down menu has appeared.

O SI	PAY EXCEPTION I	DECISION ENTRY	Recon Output POS Pay H	tev PosPay	ACH Irans	action Blocking	Reports	1000		
anna a .	San Die MEMO c/o Arian Kh SDSU Choi	o CA 92182 aefi -2318- Inv #100 Fostival Inv# REQ.t #0096 50#	Student Registration for (74018, Choir Club	Festival		алнон 	260 BOANTLAE That Lot 5 Lot 2 J 3 J 3 J 3 J 3 J 3 J 3 J 3 J 3 J 3 J			
hk# ayee ayee	9650 Line 1: Line 2: ments:	Acct#:				Amt: 100. U:	00 5D			
ems	Per Page: 10		~		*0	enotes default i	eason where applicable	Print Images	Submit Decis	ions
#	Account No.	Check No.	Amount	Posted Date	Ex. Type	Default	Pay / Rtn	Return Reason		
1		9650	100.00 USD	08/08/2023	PNI	Return	O     S	Refer to Maker *	~	^

Since this check is Stale Dated we will change Refer to Maker due to Stale Date

ome SPAY MEN	Inquiry Stops EXCEPTION DEC San Diego C <sup>MO</sup> c/o Arian Khaef SDSU Choir Fe	Recon Input Recon ISION ENTRY A 92182 -2318- Inv #100 Stur stival-Inv# REQ.#744 #0096 50#	n Output Pos Pay 1 dent Registration for 018. Choir Club	Rev PosPay	ACH Transaction I	AUTHORIZED SIGN	ATURE 2 1:23 7 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3 2 3		
nk#: 965 yee Lin yee Lin omment	50 Ne 1: Ne 2:	Acct#: , .			At	nt: 100.00 USD			
ms Per	Page: 10	v			*Denotes	default reason	where applicab	e Print Images	Submit Decisions
	ccount No	Check No	Amount	Posted Date	Ex. Type Defa	ult C	ay / Rtn	Return Reasor	1
# A	ccount no.	CHOCKING	7 un van v						
/hen	all exceptio	9650 ns are comple	100.00 USD	08/08/2023	PNI Retu isions	rn 🗆		State Date	<ul><li>▲</li></ul>
/hen hen t	all exceptions of complete	9650 Ins are complet the process c tops Recon Inpu DECISION VER	teted click Sub lick on Subm	osrosr2023 omit Dec it & Con ut Pos Pa	PNI Retu isions tinue y Rev Pos ta	m D	ransaction B	Stale Date	rts
# A hen t Home o SPA	all exception to complete Inquiry S Y EXCEPTION eview your Exce ns" to return to o not click on St	9650 9650 the process of the process of tops Recon Input DECISION VER ption Pay / Return the Exception Revi bmit & Continue	100.00 USD eted click Sub lick on Subm t Recon Output Reconciliation I n decisions below. iew screen to mod , your decisions w	08/08/2023 omit Dec it & Con ut Pos Pa Reports . Click "Sut dify your der rill not be pr	PNI Retu isions tinue y Rev Posta	y ACH Tr	ransaction B d your decisi	Stale Date	orts
# A /hen hen t Home o SPA ease re ecision you do Rec#	all exception to complete Inquiry S Y EXCEPTION eview your Exce ns" to return to o not click on St Account#	9650 9650 the process of the process of tops Recon Inpr DECISION VER ption Pay / Return the Exception Revi bmit & Continue	100.00 USD eted click Sub lick on Subm ut Recon Output IFIC Reconciliation in m decisions below. iew screen to mod , your decisions w	osroszoza omit Dec it & Con it & Con it Pos Pa Reports . Click "Sul dify your dec ill not be pr Paid Date	PNI Retu isions tinue y Rev Posta pomit & Contin cisions. rocessed.	y ACH Tr ue" to such	ransaction B d your decisi	Stale Date	orts

### And now you will see that the Exception is now shown in the Reviewed Column

SANDIEGOUN	-	16:00	0	0	0	0	No Exceptions Today	Inactive
SANDIEGOUN		16:00	1	1	0	0	No Pending Decisions	Active
SANDIEGOUN		16:00	0	0	0	0	No Exceptions Today	Active