

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 janschultz@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 Report

School Year: 2022-2023

Range Of Dates

Enter the Range of Dates then Click Continue

Report Start Date: 04/03/2023

Report End Date: 04/03/2023

Select Categories to include:

Select All Categories

- Academic League Club
- Accounts Payable
- Accounts Receivable
- ACE Club
- Acts of Kindness Club
- Adventure Club
- All Female Dance Club

Select Category Numbers to include:

Select All Category Numbers

- 1000
- 1001
- 1002
- 1003
- 1004
- 1005
- 1006

Select Category Umbrella(s) to Include:

Select All Category Umbrellas

- Accounts Payable
- Administration
- Administration
- Administration
- Administration
- ASB General
- ASB P Card Payable

Select Umbrella Types to include:

Select All Umbrella Types

- Accounts Payable
- Accounts Receivable
- Administration
- Cash On Hand
- District-wide
- District-Wide-A
- District-Wide-L

Select Transaction Types to include:

Select All Transaction Types

- BnkTransf
- Cashbox
- Check
- CreditMemo
- DebitMemo
- Deposit

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
- pe short sale 8/23/21 orientation
- SDHS entry fees
- sweatpants sale 8/23/21 orienta

Sort Report By

Date

Category Name

Category Number

Category Umbrella

Transaction Type/#

GL Department

GL Name

Show:

GL Department

GL Name

Select Contact Person:

Enter Description:

Transaction #:

Credit:

<>

Debit:

<>

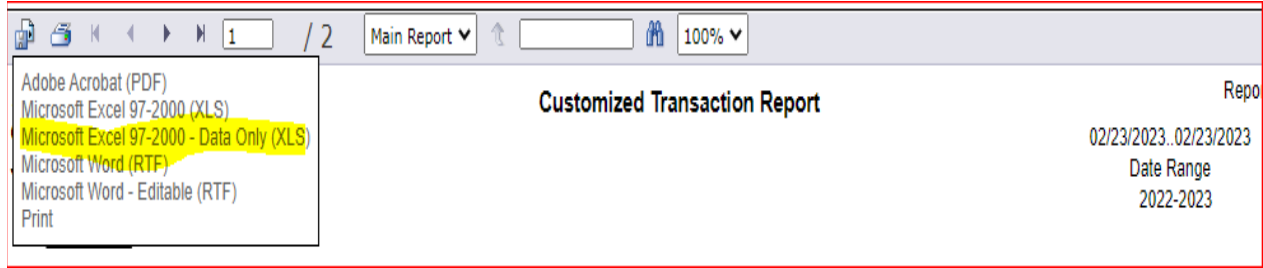
Total:

<>

Include cashbox

Convert to Excel – Data Only

EXAMPLE B

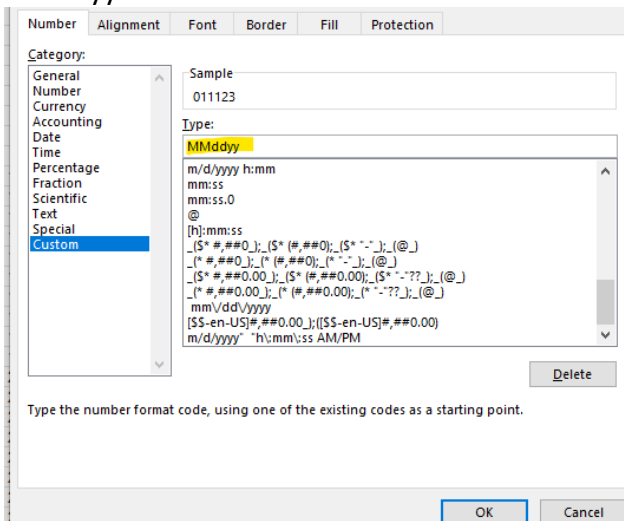


- Save as Excel CSV (comma delimited) Will look like this... (EXAMPLE C)

Our Great High School	Customized Transaction Report	REPORT #11	Checking	08/01/2023. .08/08/2023	JPMorgan Chase Bank	Date Range	2023-2024
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:

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 formatted 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 formatted as General and RIGHT justified.**
6. Select check# Column **This is formatted General and RIGHT Justified**
7. Select DATE Column, **Highlight only** 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**



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: (item#, acct#, ck#, date, Amount, Blank Column, Payee, Blank Column)

When completed your file should look like this. EXAMPLE D

1	7.18E+08	10008	080923	141.02	STAPLES
1	7.18E+08	10009	080923	70	JP Morgan Chase
1	7.18E+08	10010	080923	260	Costco Inc
1	7.18E+08	10011	081023	292.22	John Doe
1	7.18E+08	10012	081023	184.44	Mary Alexander

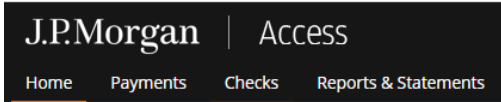
PWS Delimited Text File (PWS Comma Separated Value)

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	

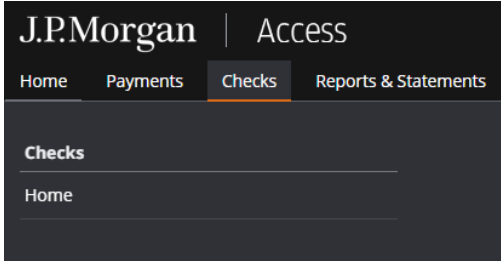
READY TO UPLOAD FILE TO JP Morgan ACCESS:

Log-in to JP Morgan ACCESS

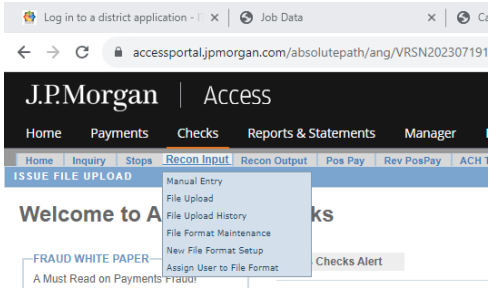
1. Log into JP Morgan Access
2. Click on Checks



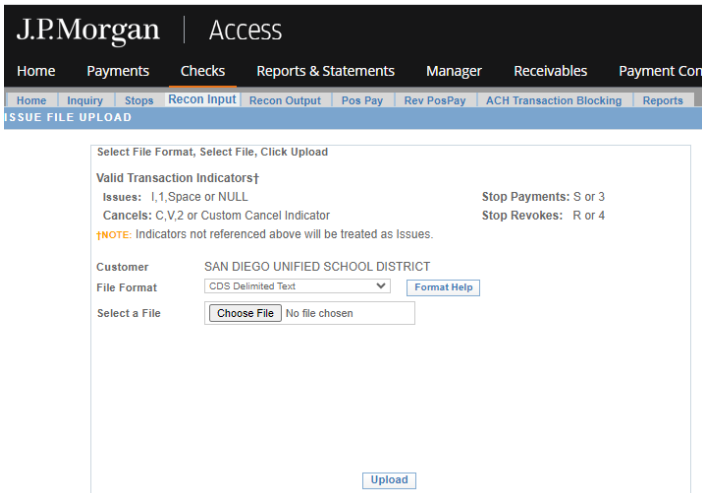
3. Click on Home



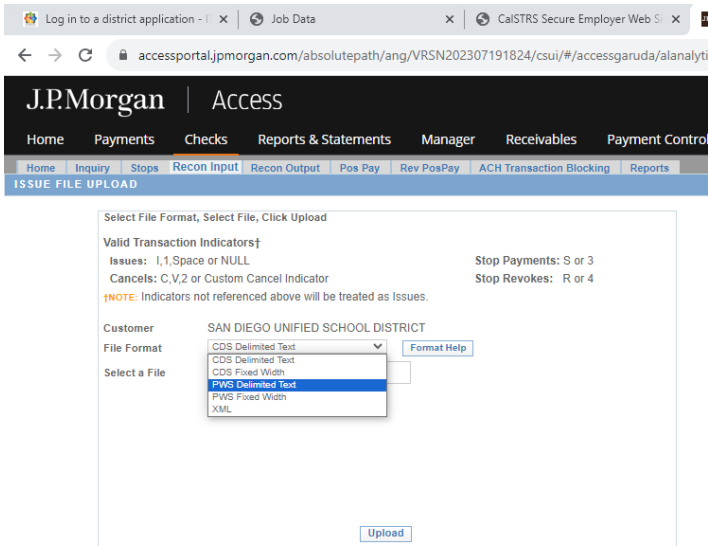
5. Hover over Recon Input
6. Hover over Recon Input



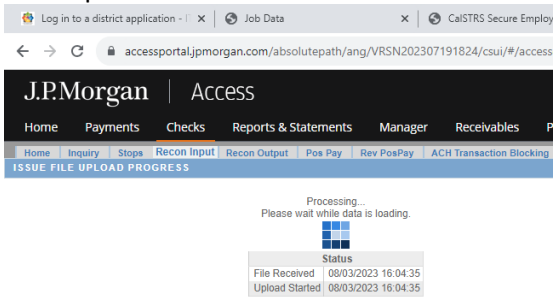
7. Click on File Upload
8. Click on File Upload



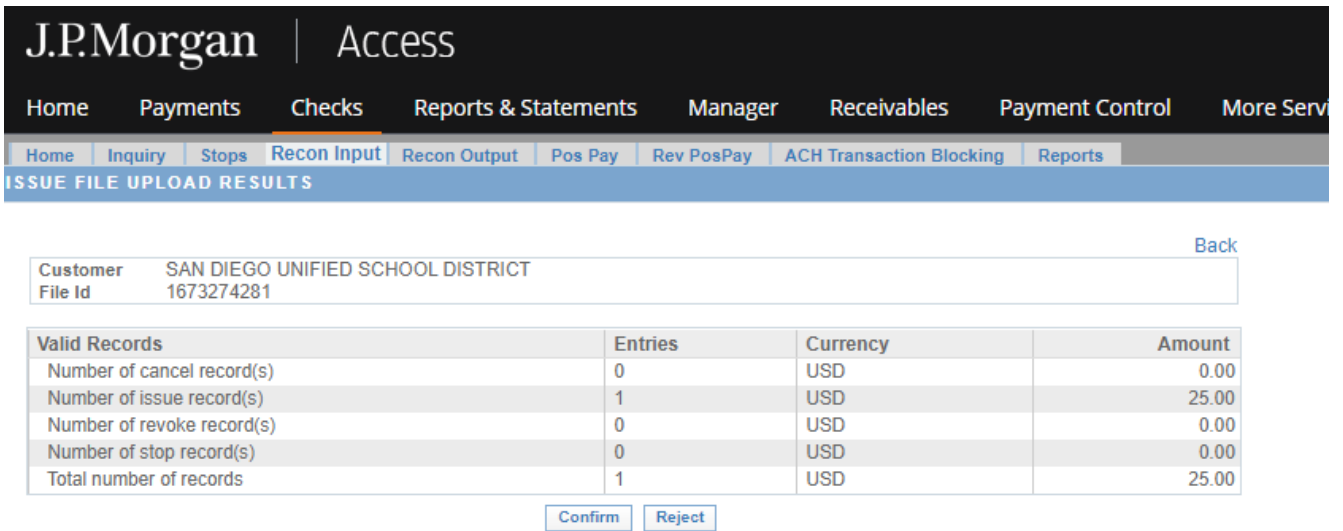
9. Change File Format to PWS Delimited Text
10. Change File Format to PWS Delimited Text



- 11.
12. Click “Choose File” to Upload
13. Choose file and click “Open”
14. Click Upload



- 15.
16. Click Confirm See 17



Click Confirm to submit your file

- 17.
18. After processing you will get a final view See 19

Customer: SAN DIEGO UNIFIED SCHOOL DISTRICT Upload New

File Format: ALL File Status: ALL

Start Date: 07/29/2023 End Date: 08/03/2023

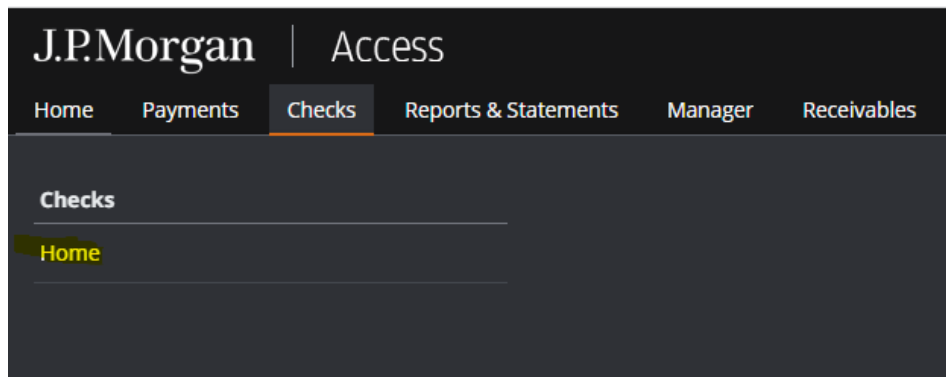
File ID / Details	Date / Time	User ID	File Format	File Status	File Totals
1673274281	08/03/2023 16:14:18	JEFANSCHUTZ	PWS Delimited Text	Ready For Backend Processing	Totals
1673271873	08/03/2023 16:11:39	JEFANSCHUTZ	PWS Delimited Text	Error	Totals
1673270575	08/03/2023 16:09:35	JEFANSCHUTZ	PWS Delimited Text	Error	Totals
1673268709	08/03/2023 16:07:22	JEFANSCHUTZ	PWS Fixed Width	Error	Totals
1673268285	08/03/2023 16:06:34	JEFANSCHUTZ	PWS Delimited Text	Error	Totals
1673266409	08/03/2023 16:04:35	JEFANSCHUTZ	PWS Delimited Text	Error	Totals
1672454005	08/03/2023 06:46:24	CARSLONE	PWS Fixed Width	Sent To Backend	Totals
1670795833	07/31/2023 07:01:38	CARSLONE	PWS Fixed Width	Sent To Backend	Totals

- 19.
20. File upload is complete.

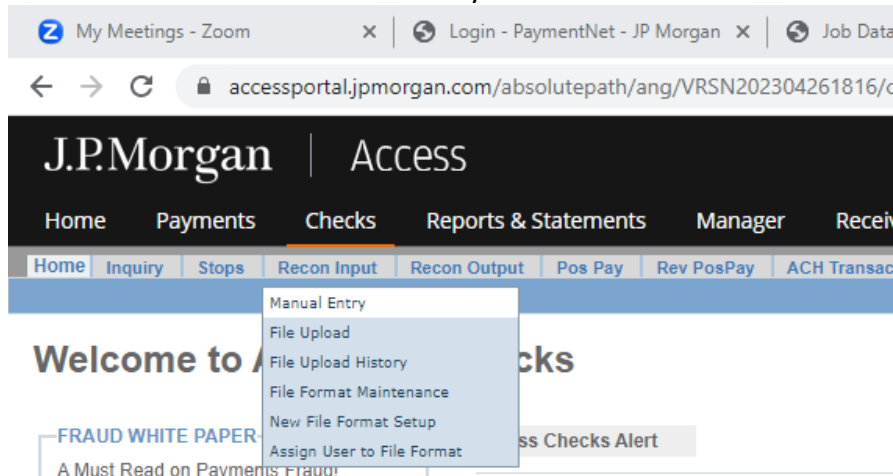
Manual Entry of Positive Pay Items to JP Morgan

The other option is Manual Entry. Log into JP Morgan

1. Click on Checks
 - a. Click on Home



- b. Hover over Recon Input until a menu appears below See pic below
 - c. Click on Manual Entry



1. Enter the date that is on the check
2. Enter the check number
3. Enter the Amount of the check
4. Enter the Payee Name in Payee Name 1
5. Click Add (The checks will appear below)
 - a. Ensure that the checks entered are correct
6. If you have additional checks repeat steps 1 through 5
7. If you are finished Click Submit
8. Click Confirm

J.P.Morgan | Access

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ISSUE MANUAL ENTRY

Account * 718252823-MADISON HIGH SCHOOL

Tran Type * Issue Cancel Date * 05/19/2023

Check Number * Amount(USD) *

Payee Name 1

Payee Name 2

Payee Country
--Select Country--

Payee State Payee Postal Code [Add Street/City](#)

Product Code(for escheatment purposes only)

Additional Data

Type	Entries	Amount
Total Issue(s)		
Total Cancel(s)		
Grand Total		

*Indicates required values

+NOTE Payee Line(s) required for Payee Verification Service. Payee lines must be entered in Payee Line fields as they appear on checks.

#	Account	Check Number	Amount	Date	Type	Payee Name and Address	Additional Data	Alternate Action

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ISSUE MANUAL ENTRY

Account * 718252823-MADISON HIGH SCHOOL

Tran Type * Issue Cancel Date * 05/19/2023

Check Number * Amount(USD) *

Payee Name 1

Payee Name 2

Payee Country
--Select Country--

Payee State Payee Postal Code [Add Street/City](#)

Product Code(for escheatment purposes only)

Additional Data

Type	Entries	Amount
Total Issue(s)		
Total Cancel(s)		
Grand Total		

*Indicates required values

+NOTE Payee Line(s) required for Payee Verification Service. Payee lines must be entered in Payee Line fields as they appear on checks.

#	Account	Check Number	Amount	Date	Type	Payee Name and Address	Additional Data	Alternate Action

The payee will appear below

+NOTE Payee Line(s) required for Payee Verification Service. Payee lines must be entered in Payee Line fields as they appear on checks.

[Submit](#)

#	Account	Check Number	Amount	Date	Type	Payee Name and Address	Additional Data	Alternate Action
---	---------	--------------	--------	------	------	------------------------	-----------------	------------------

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Home Payments **Checks** Reports & Statements Manager Receivables More Services

Home Inquiry Stops **Recon Input** Recon Output Pos Pay Rev PosPay ACH Transaction Blocking Reports

ISSUE MANUAL ENTRY

Account * 718252823-MADISON HIGH SCHOOL

Tran Type * Issue Cancel Date * 05/19/2023

Check Number * Amount(USD) *

Payee Name 1

Payee Name 2

Payee Country
--Select Country--

Payee State Payee Postal Code [Add Street/City](#)

Product Code(for escheatment purposes only)

Additional Data

Transaction Totals		
Type	Entries	Amount
Total Issue(s)		
Total Cancel(s)		
Grand Total		

*Indicates required values

[Add](#) [Clear](#)

+NOTE Payee Line(s) required for Payee Verification Service. Payee lines must be entered in Payee Line fields as they appear on checks.

[Submit](#)

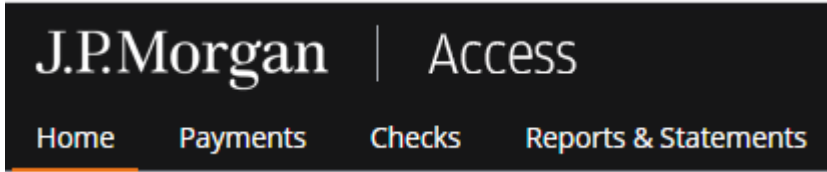
#	Account	Check Number	Amount	Date	Type	Payee Name and Address	Additional Data	Alternate Action
---	---------	--------------	--------	------	------	------------------------	-----------------	------------------

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.

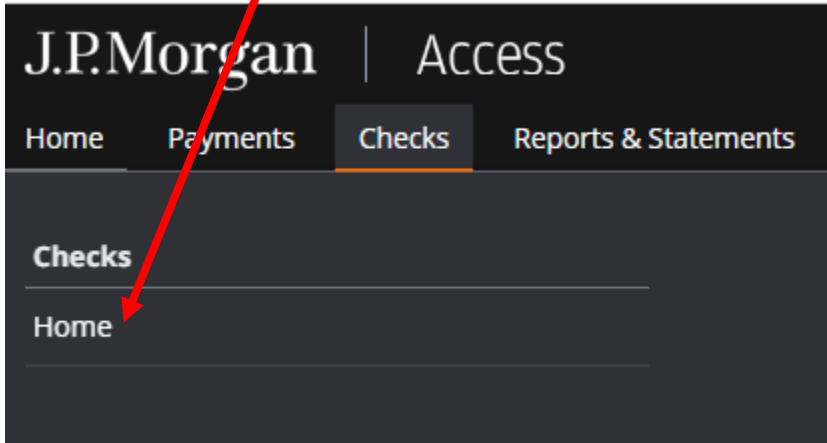
[See next page for Managing Exceptions]

Managing Exceptions

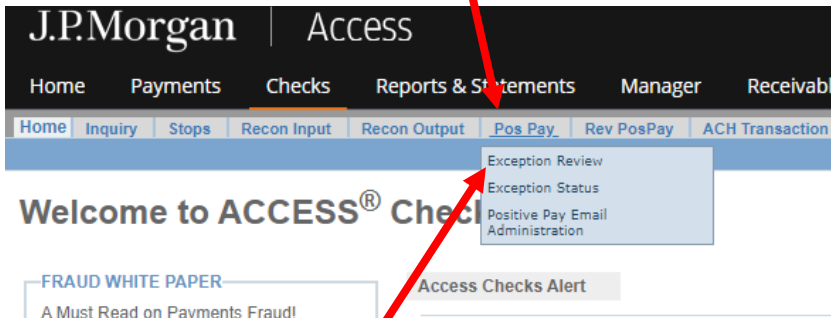
You may receive an email notification from JP Morgan and/or Fiscal Control that you have an exception. Please log on JP Morgan Access, then click on Checks:



Then click on Home



Hover your mouse icon over Pos Pay



Click on Exception Review

Locate the Exception in the Pending Column

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Home Inquiry Stops Recon Input Recon Output Pos Pay Rev PosPay ACH Transaction Blocking Reports

EXCEPTION REVIEW

Click on any hyper-link to decision item(s)

Total Exceptions	Reviewed	In Process	Pending
1	0	0	1

Group ID	Account No.	Cut-Off Time	Total Exceptions	Reviewed	In Process	Pending	Status	Select	Payee Name Verification Setup Status
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	0	0	0	0	No Exceptions Today	<input type="checkbox"/>	Active
SANDIEGOUN	[REDACTED]	16:00	1	0	0	1	Exceptions Available	<input type="checkbox"/>	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.

Returning a Check:

Home Inquiry Stops Recon Input Recon Output Pos Pay Rev PosPay ACH Transaction Blocking Reports

POSPAY EXCEPTION DECISION ENTRY

Scale Move Rotate Output

Back

Total:	1
Submitted:	0
In Process:	1
Pending:	0
Sub. By Me:	0

Chk#: 9650 Acct#: 7 Amt: 100.00 USD

Payee Line 1:
Payee Line 2:
Comments:

Items Per Page: 10 *Denotes default reason where applicable Print Images Submit Decisions

#	Account No.	Check No.	Amount	Posted Date	Ex. Type	Default	Pay / Rtn	Return Reason
1	[REDACTED]	9650	100.00 USD	08/08/2023	PNI	Return	<input type="checkbox"/> / <input type="checkbox"/>	

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

San Diego CA 92182

MEMO c/o Arian Khaefi -2318- Inv #100 Student Registration for Festival
SDSU Choir Festival Inv# REQ #714018 Choir Club

Chk#: 9650 Acct#: Amt: 100.00 USD

Payee Line 1:
Payee Line 2:
Comments:

Items Per Page: 10 *Denotes default reason where applicable Print Images Submit Decisions

#	Account No.	Check No.	Amount	Posted Date	Ex. Type	Default	Pay / Rtn	Return Reason
1		9650	100.00 USD	08/08/2023	PNI	Return	<input type="checkbox"/> / <input checked="" type="checkbox"/>	Refer to Maker *

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

San Diego CA 92182

MEMO c/o Arian Khaefi -2318- Inv #100 Student Registration for Festival
SDSU Choir Festival Inv# REQ #714018 Choir Club

Chk#: 9650 Acct#: Amt: 100.00 USD

Payee Line 1:
Payee Line 2:
Comments:

Items Per Page: 10 *Denotes default reason where applicable Print Images Submit Decisions

#	Account No.	Check No.	Amount	Posted Date	Ex. Type	Default	Pay / Rtn	Return Reason
1		9650	100.00 USD	08/08/2023	PNI	Return	<input type="checkbox"/> / <input checked="" type="checkbox"/>	Stale Date

When all exceptions are completed click Submit Decisions

Then to complete the process click on Submit & Continue

Home Inquiry Stops Recon Input Recon Output Pos Pay Rev Pos Pay ACH Transaction Blocking Reports

POSPAY EXCEPTION DECISION VERIFY Reconciliation Reports

Please review your Exception Pay / Return decisions below. Click "Submit & Continue" to send your decisions to the bank, or click "Modify Decisions" to return to the Exception Review screen to modify your decisions.
If you do not click on Submit & Continue, your decisions will not be processed.

Submit & Continue Modify Decisions

Rec#	Account#	Check#	\$Amount	Paid Date	Ex.Code	Decision	Decision Time
1		9650	100.00	08/08/2023	PNI	RTN-Stale Date	08/09/2023 13:16:05

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