POSITIVE PAY JOB AID

San Diego Unified SCHOOL DISTRICT

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:

Convert to Excel – **Data Only**

EXAMPLE B

|				Repo
Adobe Acrobat (PDF)		**Customized Transaction Report**		
Microsoft Excel 97-2000 (XLS)				02/23/2023..02/23/2023
Microsoft Excel 97-2000 - Data Only (XLS)				Date Range
Microsoft Word (RTF)				2022-2023
Microsoft Word - Editable (RTF)				
Print				
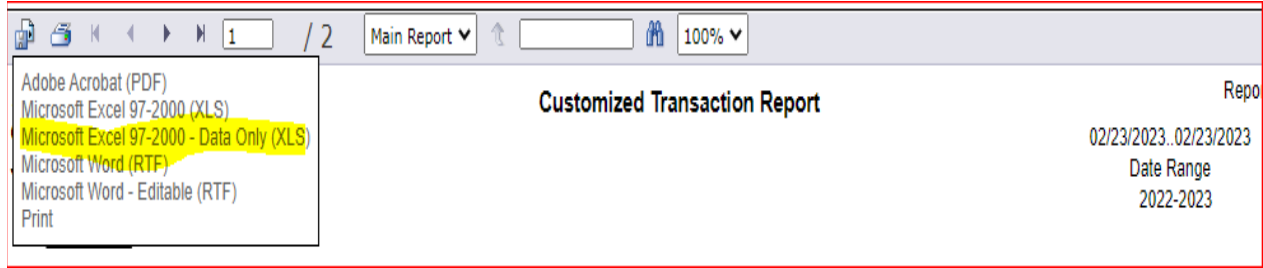
- Save as Excel CSV (comma delimited) Will look like this… (EXAMPLE C)

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 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
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
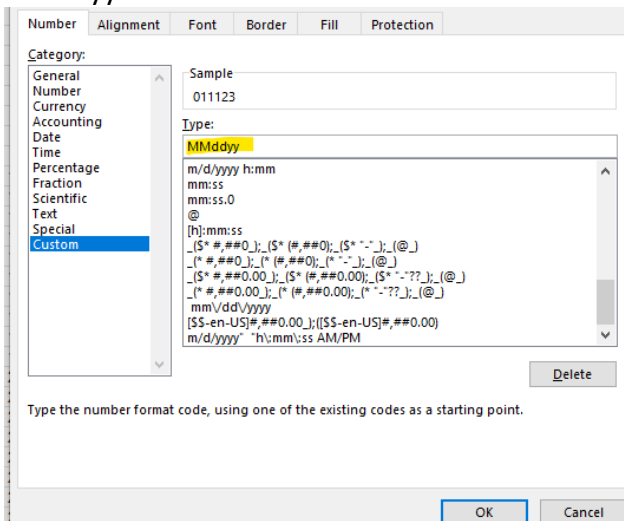
8.

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

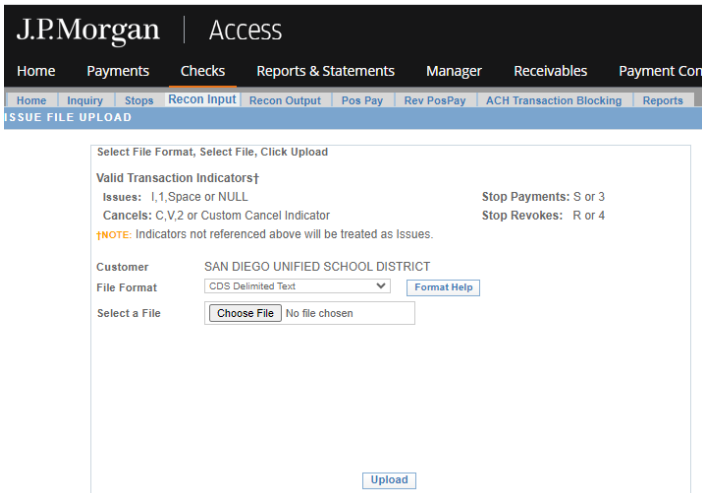1. Log into JP Morgan Access
2. Click on Checks

3.
4. Click on Home
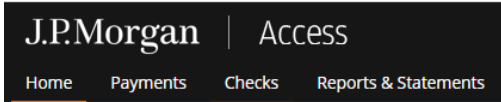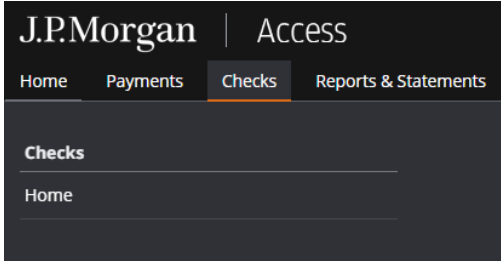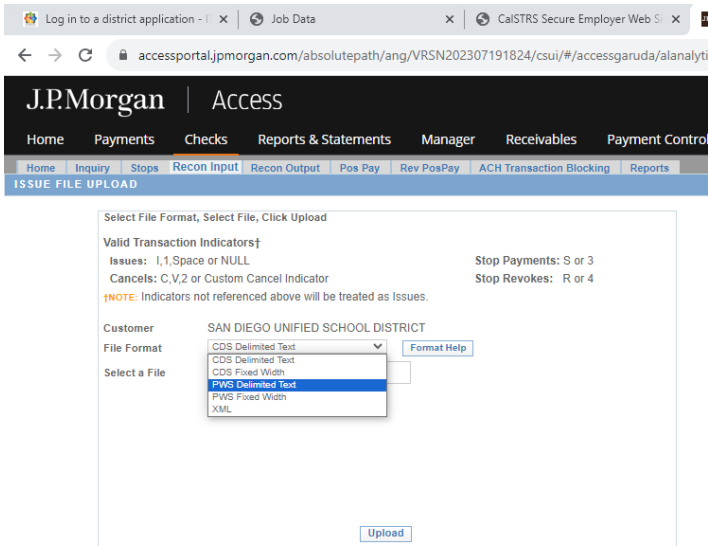

5.
6. Hover over Recon Input
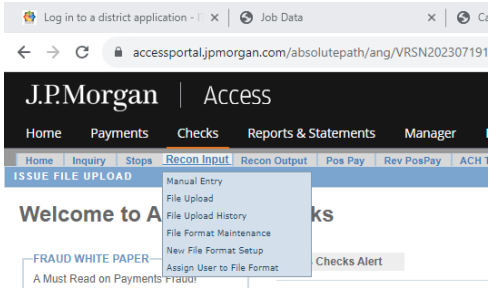
7.
8. Click on File Upload

9.
10. Change File Format to PWS Delimited Text

11.

12. Click "Choose File" to Upload

13. Choose file and click "Open"

14. Click Upload
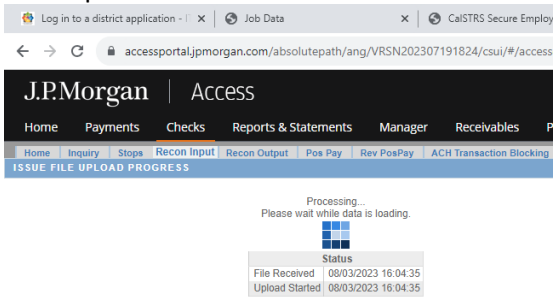
15.

16. Click Confirm See 17
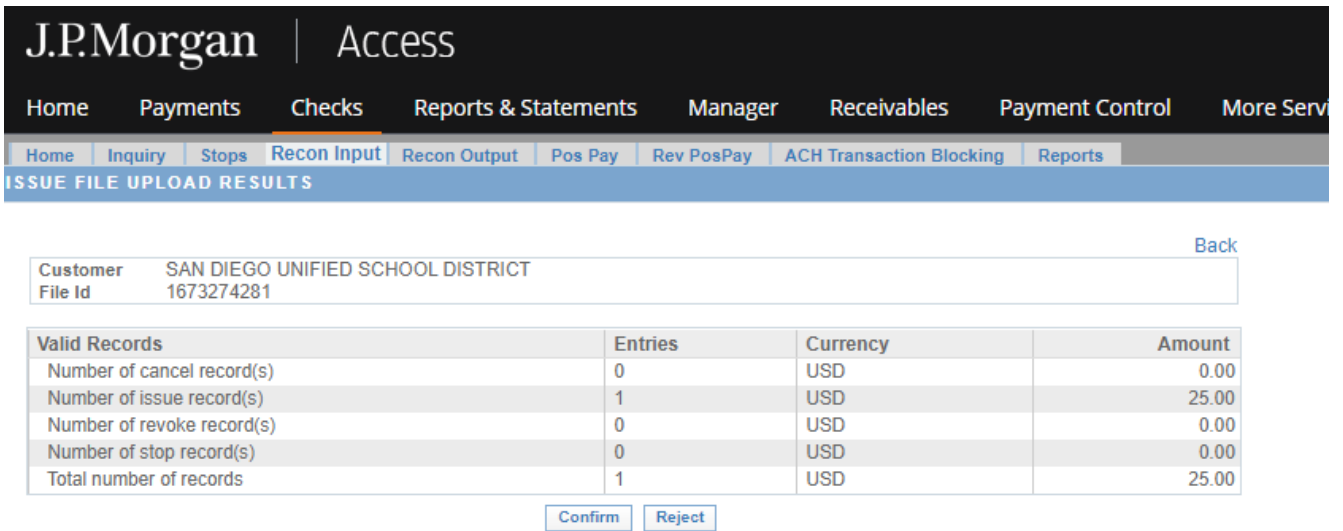
17.

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

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
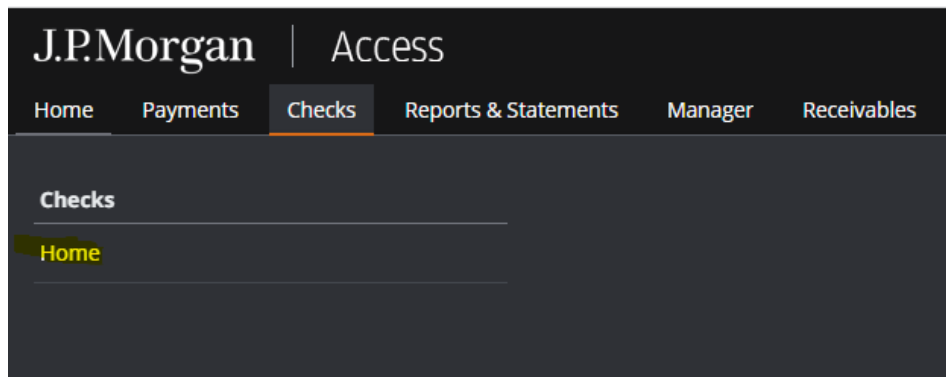
   b. Hover over Recon Input until a menu appears below See pic below
   c. Click on Manual Entry
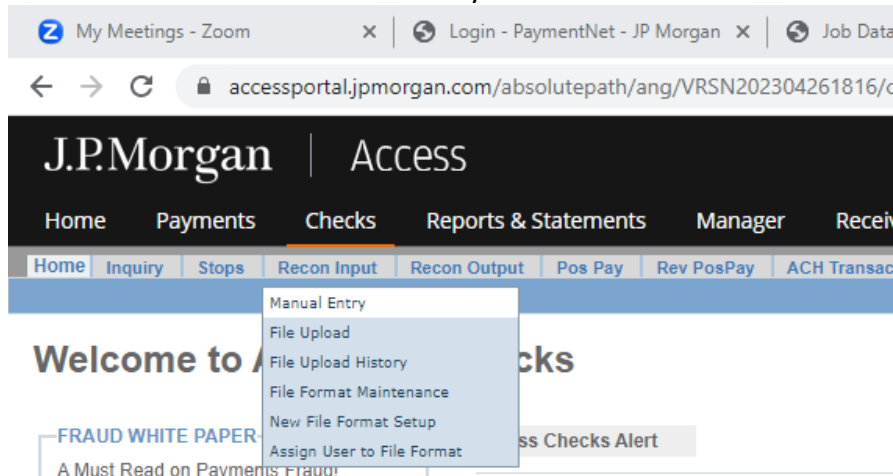
1. Enter the date that is on the check
2. Enter the check number
3. Enter the Amount of the check
4. Enter the Payee Name in Payee Name 1
5. Click Add (The checks will appear below)
   a. Ensure that the checks entered are correct
6. If you have additional checks repeat steps 1 through 5
7. If you are finished Click Submit
8. Click Confirm

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

J.P.Morgan | Access

| 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

Transaction Totals

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

Tran Type *
○ Issue ○ Cancel

Date *
05/19/2023

*Indicates required values

Add   Clear

Check Number *

Amount(USD) *

Payee Name 1

Payee Name 2

Payee Country
--Select Country--

Payee State
--Select State--

Payee Postal Code

Add Street/City

Product Code(for escheatment purposes only)

Additional Data

+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.
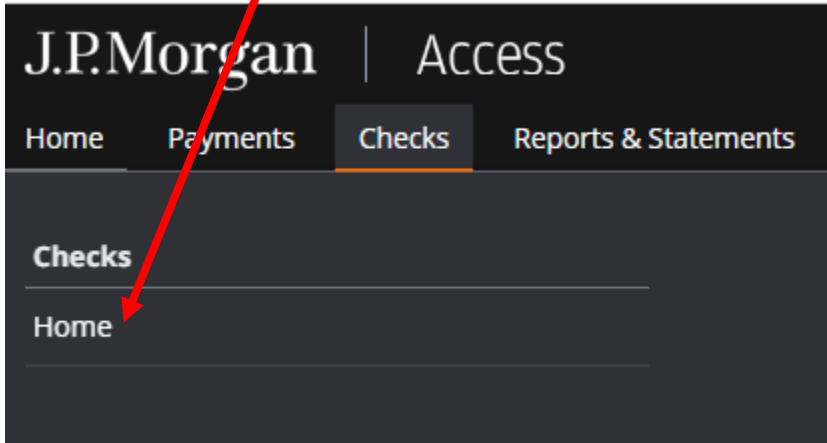
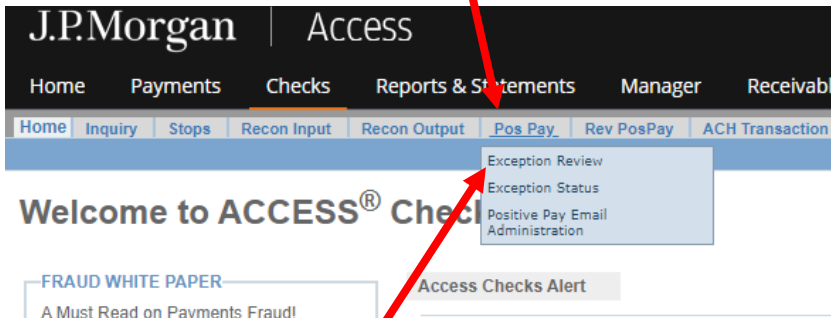[See next page for Managing Exceptions]

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:
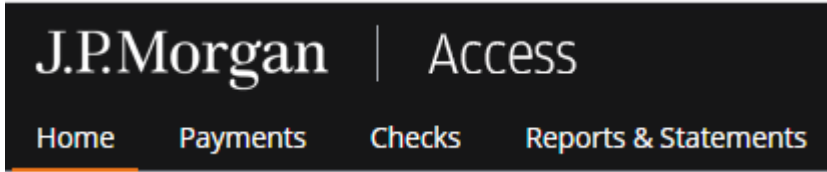
Then click on Home

Hover your mouse icon over Pos Pay

Click on Exception Review

Locate the Exception in the Pending Column

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:

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

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

When all exceptions are completed click Submit Decisions

Then to complete the process click on Submit & Continue

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