

First

National Bank of Pasco

ESTD 1986

ARP User Guide

June 5, 2024

© 1999–2024 Jack Henry & Associates, Inc.

All rights reserved. Information in this document is subject to change without notice. Dates contained in this document are provided as estimates only and can be changed at any time at the sole discretion of Jack Henry & Associates, Inc.

Printed in the United States of America.

No part of this document may be copied, reproduced, stored in a retrieval system, displayed, distributed or transmitted in any form or any means whatsoever (electronic, mechanical or otherwise), including by photocopying or recording for any purpose, without the prior written permission of Jack Henry & Associates, Inc. Making unauthorized copies of this document for any purpose other than your own personal use is a violation of United States copyright laws.

Any unauthorized use of Jack Henry & Associates, Inc.'s, trademarks and service marks is strictly prohibited. A list of registered and unregistered marks owned or licensed by Jack Henry & Associates, Inc. is located at: <https://www.jackhenry.com/intellectual-property>

Various other trademarks and service marks used or referenced in this document are the property of their respective owners.

Online Functionality.....	4
Selecting Cash User Access.....	4
Exception Items.....	5
Working Exception Items.....	5
Download.....	8
Edit Upload Format.....	9
Editing Upload Format.....	11
Uploading an ARP File.....	13
Void Issued Items.....	18

Online Functionality

Use the online functionality to select cash user access, view and work exception items, download and upload files, and more.

Selecting Cash User Access

The appropriate entitlements must be activated for a user to access ARP. These entitlements allow you to determine what the users can do.

Consider the following questions:

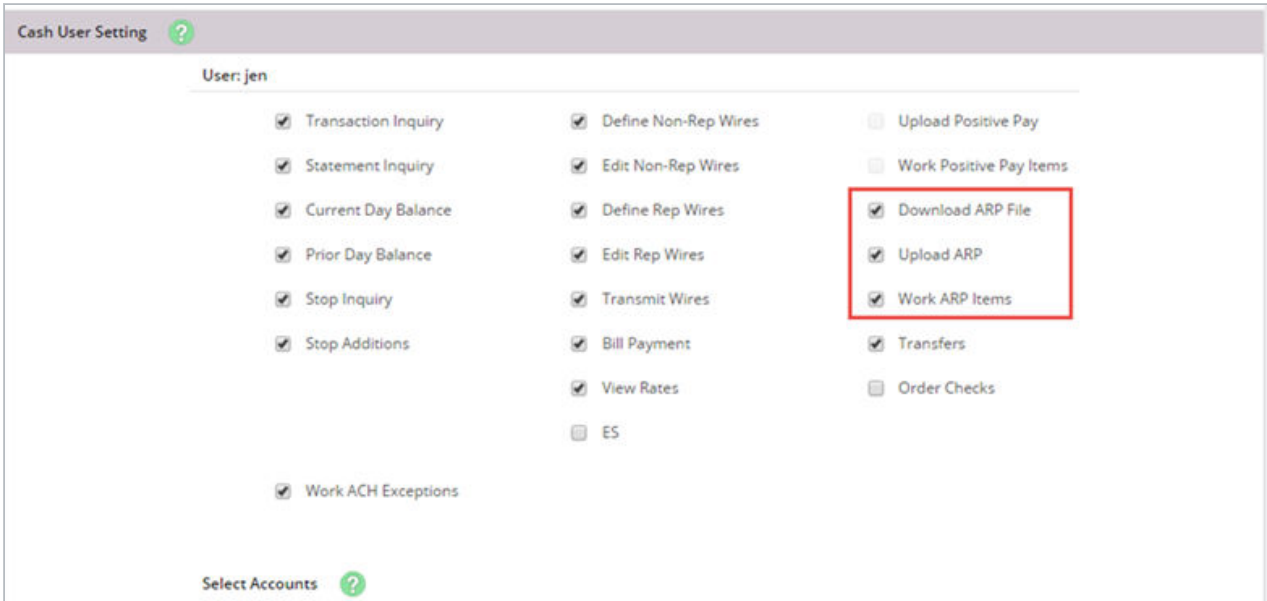
- Can this user only upload an items file?
- Must this user work exceptions?

1. To activate these options, go to the *Users* screen within the *Cash Manager* tab.

2. Select **Default Settings** for the cash user.

3. Select the check boxes for the following ARP entitlements.

- **Download ARP File** – View the text file created by the financial institution. These files include outstanding checks, checks cleared last month, or checks cleared yesterday.
- **Upload ARP** – Upload file containing a list of check items that have been dispersed. The file must include the check number and amount. You are also able to enter check information manually.
- **Work ARP Items** – View exception items and decide to pay or return them. Exception items are checks presented for payment that do not match previously uploaded items.



Exception Items

If an item is presented for payment but does not match what was previously uploaded, the item becomes an exception.

Review each exception and determine if item must be paid or returned.

Examples of exception reasons include:

- Invalid Amount
- Item Not Issued
- Voided Item
- Stale Date
- Zero Serial Number
- Duplicate

Working Exception Items

Use the *View/Work Positive Pay Items* screen to work exception items.

1. Choose one of the following options.
 - To pay items, select the check box under the *Pay* column.
 - To return items, clear the check box under the *Pay* column.

View/Work Positive Pay Items ?				
View Items for: ADVAN CK 0003 ▼				
Check Number:	Amount:	Payee:	Pay:	Protected:
4005	\$23.98		<input type="checkbox"/>	Details
4000	\$25.00		<input type="checkbox"/>	Details
8000	\$2,500.00		<input type="checkbox"/>	Details

Submit

TIP

If a padlock appears under the *Protected* column, the item cannot be worked. An item may be protected if it is outside of the allowed time frame for working exception items, or the account is set up for full reconciliation only. To help determine if the item must be paid or returned, select **Details** to get additional information including the **Exception Reason**.

Details of 4005 ✕

Account Name: ADVAN CK 0003

Check Number: 4005

Amount: \$23.98

Payee:

Source Of Entry: Manual

Exception Reason: Item previously paid

Updated By:

When Updated: 12:00:00 AM

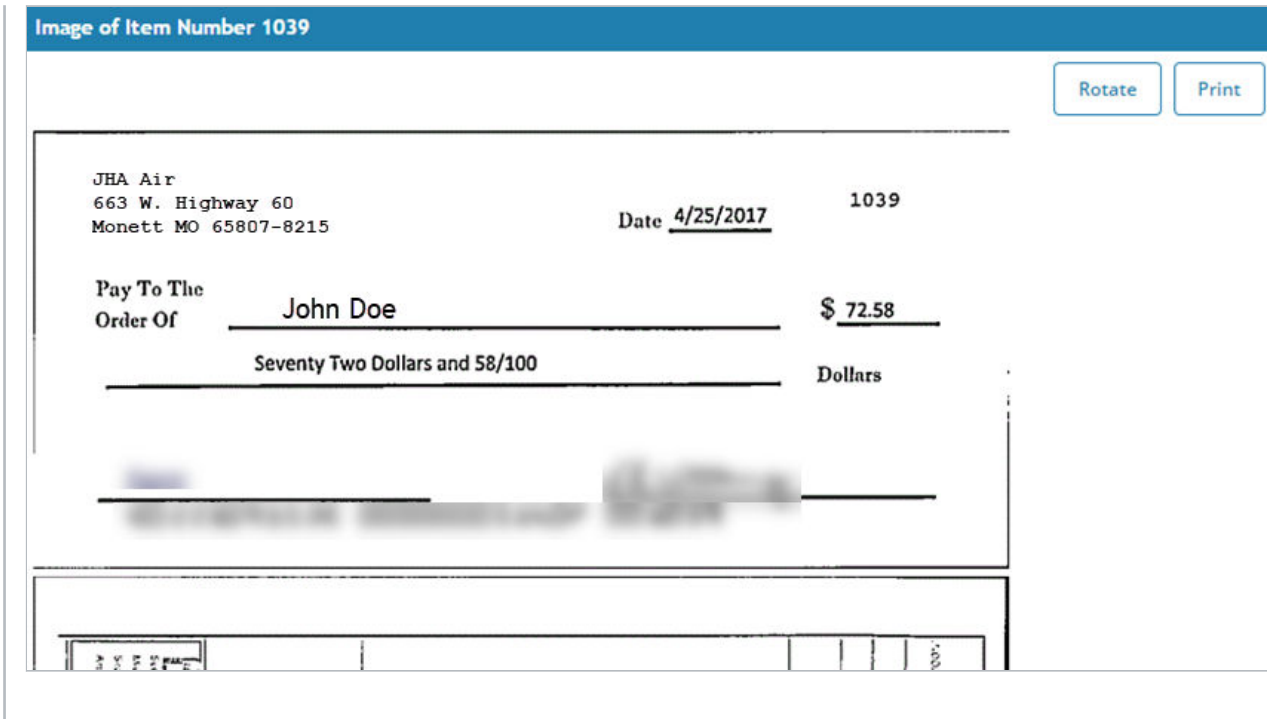
Updated From Workstation:

Protected(Y/N):

DDA Batch Number:

DDA Sequence Number:

If an image is available, the check number is a link to view the front and back of the item.



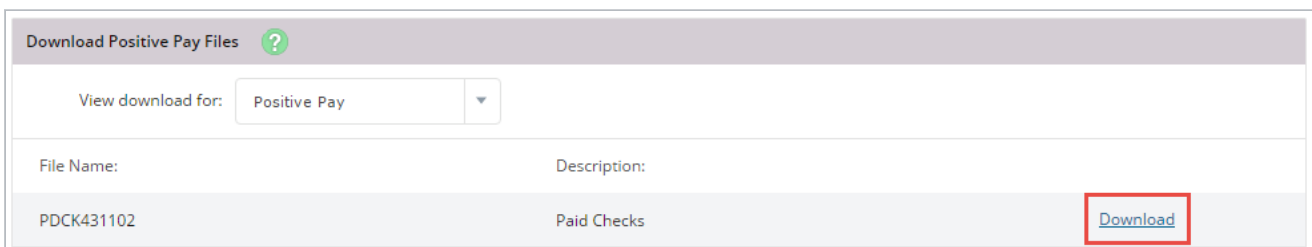
2. Select **Submit**.

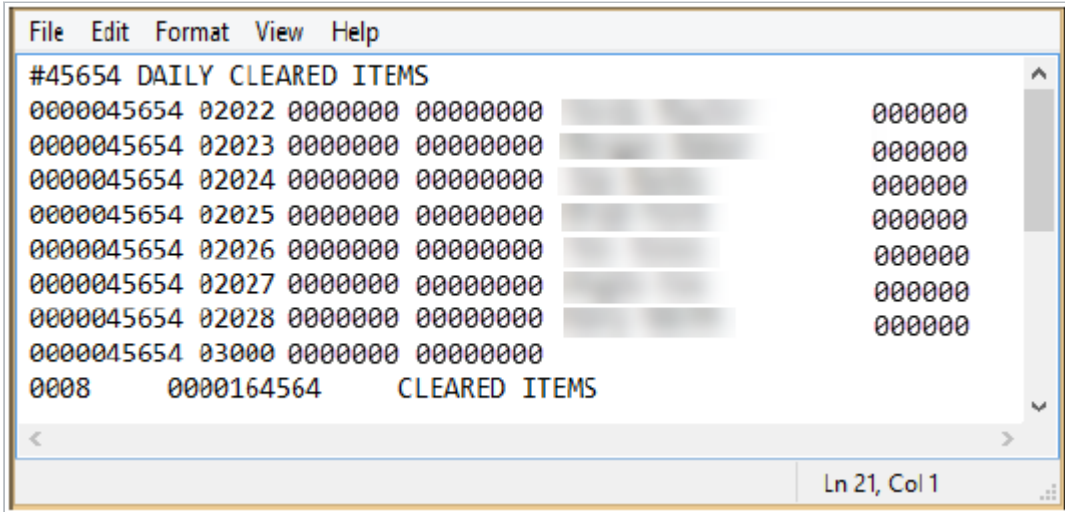
Download

Use the **Download** menu to download informational positive pay files.

The financial institution is able to create informational files that you can view in NetTeller. This is the account reconciliation part of ARP. A file may contain information such as cleared items or outstanding items.

Once the financial institution generates a file, you can view the report and save it to your computer. To view the report, select the account, select **Download**, and then follow the instructions to view or save information.





Edit Upload Format

For ARP to be effective, any items issued must be uploaded and sent to the bank.

There are two types of files that can be uploaded into NetTeller: CSV and fixed position. If uploading either of these types, an upload format must be established indicating where information is contained within the file.

TIP

If **Edit Upload Format** is not available, contact the financial institution. The financial institution may need to open a Support case with First National Bank of Pasco (FNBP). Only FNBP can enable this option.

CSV Files

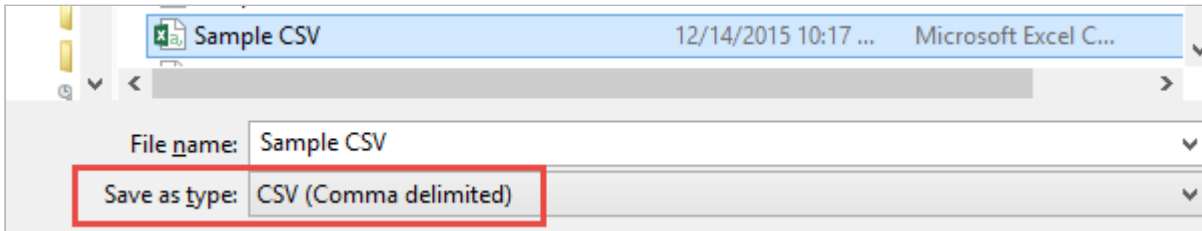
A CSV file is created within Excel®. The information is located within specific columns. In this example, the item number is found in the first column, while the item amount is found in the second column.

	A	B	C	D	E	F	G
1			John A.	8/9/2015			
2			John B.	8/9/2015			
3			John C.	8/9/2015			
4			John D.	8/9/2015			
5			Jane A.	8/9/2015			
6			Jane B.	8/9/2015			
7			Jane C.	8/9/2015			
8							
9							
10							
11							
12							
13							

Sample CSV

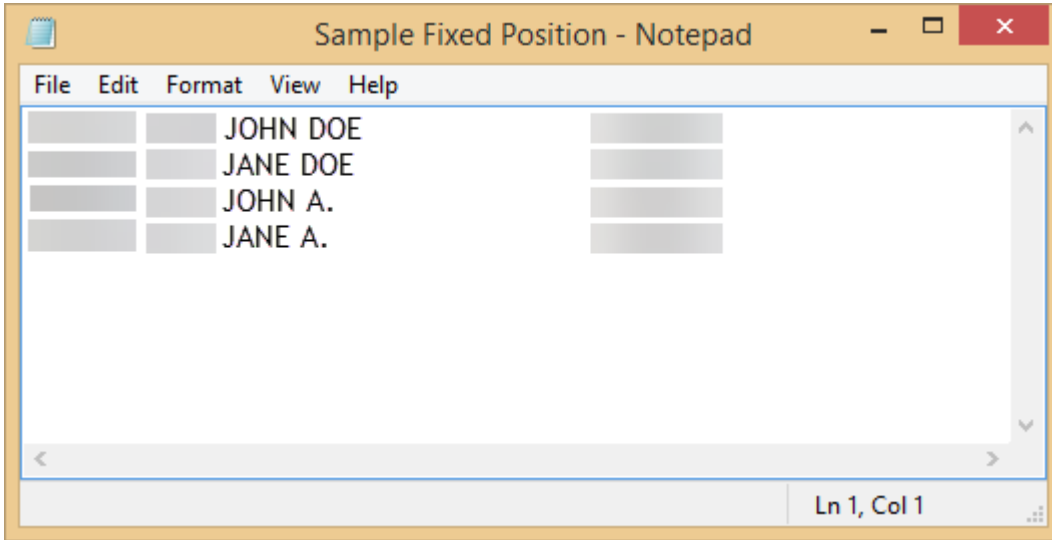
CAUTION

When saving a CSV file, change the file extension (type) to .csv, not .xls. A .xls file does not upload successfully.



Fixed Position Files

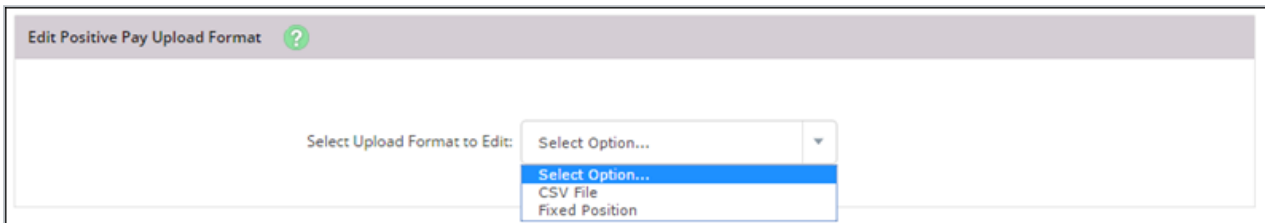
A fixed position file is created within Notepad. The information is located within a specific position of the line. In this example, the issue date begins in position 1 and ends in position 6, while the item number begins in position 8 and ends in 11.



Editing Upload Format

Use the **Select Upload Format to Edit** option to edit positive pay upload formats.

1. From the **Select Upload Format to Edit** option, select one of the following file types:
 - CSV File
 - Fixed Position



2. Edit the fields, as necessary.
For date fields, select the format your date is in. If using the void option, you must also indicate the variable for a void.
CSV File

Edit CSV File Upload Format:

Account Number: ▼

Account Type: ▼ Chk: Sav: Christmas Club: GL:

Debit / Credit: ▼ Debit Indicator: Credit Indicator:

Item Number: ▼

Item Amount: ▼

Issue Date: ▼ Date Format: ▼

Void Date: ▼ Date Format: ▼

Payee: ▼

Payee Address 1: ▼

Payee Address 2: ▼

Payee Address 3: ▼

Payee Address 4: ▼

Void Indicator: ▼ Yes Indicator:

Stop Indicator: ▼ Yes Indicator:

For a fixed position file, enter the beginning and ending position of the information.
Fixed Position File

Edit Fixed Position File Upload Format:

	Begin	End				
Account Number:	<input type="text" value="0"/>	<input type="text" value="0"/>				
Account Type:	<input type="text" value="0"/>	<input type="text" value="0"/>	Chk: <input type="text"/>	Sav: <input type="text"/>	Christmas Club: <input type="text"/>	GL: <input type="text"/>
Debit / Credit:	<input type="text" value="0"/>	<input type="text" value="0"/>	Debit Indicator: <input type="text"/>	Credit Indicator: <input type="text"/>		
Item Number:	<input type="text" value="0"/>	<input type="text" value="0"/>				
Item Amount:	<input type="text" value="0"/>	<input type="text" value="0"/>				
Issue Date:	<input type="text" value="0"/>	<input type="text" value="0"/>	Date Format:	<input type="text" value="yyymmdd"/>	<input type="text"/>	
Void Date:	<input type="text" value="0"/>	<input type="text" value="0"/>	Date Format:	<input type="text"/>	<input type="text"/>	
Payee:	<input type="text" value="0"/>	<input type="text" value="0"/>				
Payee Address 1:	<input type="text" value="0"/>	<input type="text" value="0"/>				
Payee Address 2:	<input type="text" value="0"/>	<input type="text" value="0"/>				
Payee Address 3:	<input type="text" value="0"/>	<input type="text" value="0"/>				
Payee Address 4:	<input type="text" value="0"/>	<input type="text" value="0"/>				
Void Indicator:	<input type="text" value="0"/>	<input type="text" value="0"/>	Yes Indicator	<input type="text"/>		
Stop Indicator:	<input type="text" value="0"/>	<input type="text" value="0"/>	Yes Indicator	<input type="text"/>		

3. Select **Save**.

The upload format is not worked again unless the file layout changes.

Uploading an ARP File

To determine exception items, you need a list of checks that you have issued. This list can either be uploaded into NetTeller or entered manually. While your file can contain as much information as you want, item number and item amount are required.

If you have manually created a CSV or Fixed Position file, or you have software that creates the file, use the standard upload option.

1. In **Upload File For**, select the account.

2. In **Upload File Type**, choose one of the following file types:

- CSV File.

The screenshot shows the 'Upload Positive Pay Files' interface. At the top, there is a header with the text 'Upload Positive Pay Files' and a question mark icon. Below the header, there is instructional text: 'Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.' and 'Enter the name of the file you wish to upload (some browsers will provide a Browse button to help you find the file). Click the Upload button. If you are consistently having trouble uploading your file, try the **'Open Input'** method.' Below the text, there are two dropdown menus: 'Upload File For:' set to 'Operations 2' and 'Upload File Type:' set to 'CSV File'. Below these is a 'Choose File' button and the text 'Sample4 CSV.csv'. At the bottom, there is a 'NOTE: Maximum upload file size is 4052 MB.' and an 'Upload' button.

- Fixed Position File.
- Manual Entry - Use this method if you already uploaded your file for the day but have extra issued items, or if you cannot create a CSV file or a Fixed Position file. With the manual entry option, you can enter the item's information directly into NetTeller.

The screenshot shows the 'Upload Positive Pay Files' interface. At the top, there is a header with the text 'Upload Positive Pay Files' and a question mark icon. Below the header, there is instructional text: 'Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.' and 'Enter the name of the file you wish to upload (some browsers will provide a Browse button to help you find the file). Click the Upload button. If you are consistently having trouble uploading your file, try the **'Open Input'** method.' Below the text, there are two dropdown menus: 'Upload File For:' set to 'Operations 2' and 'Upload File Type:' set to 'CSV File'. The 'Upload File Type:' dropdown menu is open, showing a list of options: 'CSV File', 'Fixed Position File', 'Manual Entry' (which is highlighted in blue), and 'Open Input'. Below the dropdown menu, there is a 'NOTE: Maximum upload file size is 4052 MB.' and an 'Upload' button.

- Open Input - Use this method if you have trouble with uploading a CSV file or a Fixed Position file.

Upload Positive Pay Files ?

Select the type of file you want to upload to identify the field and position placement for your file. Once this layout is established, this format will be the default layout for uploaded files of this type.

Enter the name of the file you wish to upload (some browsers will provide a **Browse** button to help you find the file). Click the **Upload** button. If you are consistently having trouble uploading your file, try the **'Open Input'** method.

Upload File For:

Upload File Type:

- CSV File
- Fixed Position File
- Manual Entry
- Open Input

3. Choose a situation and follow the corresponding steps.

Situation	Steps
Uploading Files Using CSV or Fixed Position	a. Browse for the file.
Uploading Files Using Manual Entry	a. Enter the item information. Multiple pages of up to 11 items can be entered.
Uploading Files Using Open Input	a. Open the CSV or fixed position file you are trying to upload in a text editor, such as Notepad. b. Copy the contents of the file and paste it into the NetTeller text box.

Enter Item Information When Uploading Files Using Manual Entry

Upload Positive Pay Files ?

Upload File For: Operations 2

	Check Number:	Date Issued:	Check Amount:	Type:	Payee:
1	6258	03/01/2016	100.00	Debit	John Doe
2	6259	03/01/2016	100.00	Debit	Jane Doe
3				Debit	
4				Debit	
5				Debit	
6				Debit	
7				Debit	
8				Debit	
9				Debit	
10				Debit	
11				Debit	

1 2 3 4 5 6 7 8

Upload Reset Cancel

Copying Contents of the File When Uploading Files Using Open Input

Upload Positive Pay Files ?

Open the file you wish to upload in a text editor (such as Notepad in Windows). Select the entire contents of the file. Copy the file using the appropriate method for your computer (Ctrl-C in Windows). Paste the contents of the file in the entry field below (Ctrl-V in Windows). Click the **Upload** button.

Upload File For: operations 2

Upload File Type: CSV File

```

190140,25000, , ,5/9/2014
190141,30100, , ,5/9/2014
190142,87400, , ,5/9/2014
190143,69000, , ,5/9/2014
190144,10000, , ,5/9/2014
190145,2398, , ,5/9/2014
190146,87690, , ,5/9/2014
190147,25000, , ,5/9/2014
190148,14300, , ,5/9/2014
190149,9000, , ,5/9/2014

```

Upload **Cancel**

4. Select **Upload**.

Once the file uploads, the *File Upload Status* screen appears.

TIP

Select **View Details** to review the items.

File Upload Status ? View 5 | [10](#) | [20](#) | [50](#) | [100](#) | [All](#)

File Name	Format	Type	Related Account	Upload Date ▾	Status
Sample4 CSV.csv	Comma	ARP	Operations 2	3/1/2016 12:41:38 PM	View Details

Refresh List

5. Verify that the item information is correct, and then select **Approve**.

NOTE

A file must be approved prior to uploading another file.

Upload Results View: 10 20 50 100 All				
Status:	Check Number: ▾	Date Issued:	Payee:	Amount:
Successful	0000005000	03/19/2016	Ryan M.	\$250.00
Successful	0000005001	03/19/2016	Jacob W.	\$301.00
Successful	0000005002	03/19/2016	Emma T.	\$875.00
Successful	0000005003	03/19/2016	Hannah P.	\$678.00
Successful	0000005004	03/19/2016	Jessica Y.	\$100.00
Successful	0000005005	03/19/2016	Roberto M.	\$23.98
Successful	0000005006	03/19/2016	Kevin D.	\$876.90
Successful	0000005007	03/19/2016	Nicholas F.	\$250.00
Successful	0000005008	03/19/2016	Nia B.	\$153.00
Successful	0000005009	03/19/2016	Bianca S.	\$90.00
				Total: 10 check(s) \$3,597.88
				<input type="button" value="Approve"/> <input type="button" value="Cancel"/>

Void Issued Items

There may be times when an item must be voided. Items can be voided through NetTeller even if they have already been uploaded.

If voiding an item with a file, a **Void Date** and **Void Indicator** must be included in both the file and file format.

Issue Date: 4 Date Format: mmdyyyyy

Void Date: 6 Date Format: mmdyyyyy

Payee: 3

Payee Address 1: Select

Payee Address 2: Select

Payee Address 3: Select

Payee Address 4: Select

Void Indicator: 5 Yes Indicator: V

Stop Indicator: Select Yes Indicator:

Save Reset Cancel

If voiding an item manually, select Void from the **Type** column.

Upload Positive Pay Files ?

Upload File For: Operations 2

	Check Number:	Date Issued:	Check Amount:	Type:	Payee:
1	5287	03/01/2016	100.00	Void	John Doe
2				Debit	
3				Debit	