

Check Positive Pay: Quick Start Guide

Welcome to Fulton Bank and your Check Positive Pay service accessed through BOSS! **This document highlights the most important aspects of your service to hit the ground running on day one.** Also included are references to the [full user guide](#) for step-by-step instructions.

Important Daily Cut-Off Times:

- Daily Exceptions are typically ready for review by 9:30am
- Exceptions must be decided each business day by 1:30pm
- Check issue details may be submitted throughout the day, with last collection at 5:00pm



NOTE: Exceptions not decided by 1:30pm **will be processed based on your default decision. This decision cannot be modified if deadline is missed.**

If you are unsure of your default decision, please call us at 866.943.8739

Importing your Check Issue Information

(See [page 3](#) of the user guide for complete details)

To ensure you are getting the most protection from your Positive Pay service, it is imperative that you import your check issue details into BOSS every day checks are issued.

There are two ways check issue details can be imported into BOSS:

- Uploading a check issue file
 - a. File **MUST** be in a **.csv format**
 - b. Make sure you **APPROVE** your file after uploading
- Manually inputting check details

Processing Exceptions

(See [page 10](#) of our user guide for step-by-step instructions)



It is imperative that exceptions are reviewed and decided daily by 1:30pm; otherwise, your default decision will be processed. The **Notification Bell** on your BOSS home screen will quickly show if you have any exceptions to review.

Setting up Alerts

(See [page 13](#) of our user guide for complete details)

We highly recommend that each user sets up alerts to be notified via email or text when any exceptions need to be processed. The most useful alerts are:

1. **Positive Pay Suspect Items Alert:** Sent in the AM if you have any exception needing review.
2. **Positive Pay Cutoff Time Approaching Alert:** Will be sent if there is an exception item for today and it has not been decided within specified time of the daily cutoff.