OVERVIEW
This EASY Solution modifies MAS 500 to support the requirements for Positive Pay output files. Text files are created to notify the involved bank of each check issued and each check voided to confirm that checks presented to the bank for payment were in fact issued by the company and are not in a void or altered state. The files sent to the bank contain information such as check number, check status, date issued, and amount.

INSTALLATION
When you have the installation folder saved to your server or client computer, open it up and double click the install.exe file.

- NOTE: the install folder does not have to be located on the local machine for successful installation

The initial installation screen (Figure 1) will give you the option of performing a client installation, a server installation, or the combination of the two.

NOTE: After you make your installation choice, and before the installation process begins, the user will first be prompted to read and agree to the Macabe Associates’ license agreement (Figure 2)
Client Installation: The client installation will install the software components to the local computer with which to run the EASY solution.

- If you elect to perform a client installation from the initial menu screen and click "Next", the upgrade will proceed silently until a completion message is displayed.

- In addition to clicking the install.exe program, you may also perform the client installation through a command line interface. To do so, open a command prompt, navigate to the location of the installation files, and enter the “install.exe /c” command.

Server only Installation: The Server installation will install the software components to the central SQL Server database where MAS 500 is installed.

- If a Server only installation is chosen from the first screen and the "Next" button is selected, then a new screen will appear, after the license agreement is accepted, that will deal with the Server details of the installation.

- On the server installation page, the user will need to choose the SQL Server and Database on which MAS 500 resides (Figure 3). Enter in the name of the server where MAS 500 is installed and click the Search button in order to search for databases on that server. Once that is done, select the appropriate database where MAS 500 is located (such as mas500_app) and select the install button on the menu to run the installation.
• The main server installation menu will show you the progress of your installation as it goes through the various steps of the procedure. When the “Installation Complete” message is shown, you may close the install menus and proceed to open MAS 500.

**Server and Client Installation:** The Server and client installation will install the database components to the central SQL Server database where MAS 500 is installed as well as installing the software components to the local computer installation.

• If a Server and client installation is chosen from the first screen and the “Next” button is selected, then the installation will proceed just as if the user had selected a Server only installation with the client installation running silently in tandem with the server installation.

During the installation process, the Menu Selection screen will be displayed and you will be prompted to select the task menu where you would like the EASY solution task items added (Figure 4).
SETUP
Once the disk is installed, you will need to access the System Manager/EASY Solutions/Positive Pay Set Up option screen. Check the 'Enabled' box to activate this EASY Solution (Figure 5). The manual can be viewed by selecting the Manual button.

Figure 5

Common Information/Set Up Bank Accounts
The Set Up Bank Accounts screen allows the user, by bank account, to specify an output directory where the system automatically places the Positive Pay text files (Figure 6). An additional 'Positive Pay' tab has been added, containing data entry fields for the selection of: a format; a transmittal file destination directory; and a BatchID input field. A Browse button allows for selection of each destination directory. Upon implementation of Positive Pay, a file containing the initial list of checks and voids for the previous 90 days can be created using the Extract button. A text message field holds the date of the last extract. In addition, an extract of a previously posted batch can be done by entering the batch number in the Batch ID field and then selecting the Extract button. This would be done in the event of a failure to print files for a batch or if the extract files are lost.

The Positive Pay tab also contains a dynamic element and in addition to the universal fields, it will also make input fields available depending on the Positive Pay format chosen. For instance if the customer selects the “Sovereign Bank” format, a Bank Number can be chosen from a dropdown and an account number of a specific length may be entered (Figure 6). The Transmittal file destination, Contact Name and Contact phone are only available with the ‘Jabil’ Format. If the user selects the ‘Wells Fargo’ format, the Header line for their ARP files must be hand entered in the Transmission Header textbox as well as the BankID which is provided by Wells Fargo.
The standard AP register post process has been modified to write the actual extract files at the point where each AP check batch is posted. When the ‘Proceed’ button is clicked on the toolbar to post system and manual check batches, the system performs the following steps:

- A test is done to see if the batch being posted has a bank account attached to it. Only AP batches created with the ‘Process Invoices for Payment’ and ‘Process Manual Checks’ have bank accounts defined. If no bank account, no positive pay steps are taken.

- The validity and availability of the output directory specified for the bank account attached to the batch being posted will be checked. If not available, the posting process will be stopped until the error is corrected. This step is performed to notify the user early in the posting process if the output directory is not available for output at that moment. This could happen, for example, if a mapped network drive had been disconnected.

- The normal GL post process is then completed. No modifications have been made to this process.

- After the GL post is completed, the system will check the return value from the GL post process and only if the GL post process completed with no errors will the output files be written. If the creation of the output files fails for any reason, the GL post process will not be affected in any way. Output files for any posted batch can be recreated in the ‘Set Up Bank Accounts’ data entry screen as described above.
What’s New

- Added extended Key Bank format which “fills in” the additional data.

DOCUMENTATION
Only changes made by The Macabe Associates, Inc. to the standard operation of Sage Software, Inc., MAS 500 application have been documented in this manual. Operations not documented in this manual are standard procedures of MAS 500 processing. Standard MAS 500 processes, data entry screens, inquiry screens, reports, updates, etc., have not been changed unless addressed in this document.

ACKNOWLEDGMENTS
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DATA AND TRANSMITTAL FILE FORMAT for the 'Jabil' Format

Data File
Data files are in text format.

HEADER RECORD
Each data file must have the following header line as line one:

LOGDX4010270388TB11L00837*RPD1000000000JABL3838C0000000000000000

DETAIL RECORDS

ARP STANDARD INPUT & OUTPUT SPECIFICATIONS

<table>
<thead>
<tr>
<th>Position</th>
<th>Size</th>
<th>Data Element</th>
<th>Field Type</th>
<th>Format/Justification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Record Type</td>
<td>Alpha</td>
<td>One character field which identifies the item type as specified to the right</td>
<td>V = void or cancel item, P = paid items, R = reconciled items, O = outstanding items, S = stopped items, C = miscellaneous credit item, D = miscellaneous debit item</td>
</tr>
<tr>
<td>2</td>
<td>1</td>
<td>Filler</td>
<td>Alpha</td>
<td>Spaces</td>
<td></td>
</tr>
<tr>
<td>3 - 22</td>
<td>20</td>
<td>Account Number</td>
<td>Numeric</td>
<td>Right Justified/Zero Filled</td>
<td>The account number field should contain the Bank One supplied number associated with the account.</td>
</tr>
<tr>
<td>23</td>
<td>1</td>
<td>Filler</td>
<td>Alpha</td>
<td>Spaces</td>
<td></td>
</tr>
<tr>
<td>24 - 41</td>
<td>18</td>
<td>Serial/Check Number</td>
<td>Numeric</td>
<td>Right Justified/Zero Filled</td>
<td>This field has been maximized to 18 digits for future growth. The current ARP system supports serial numbers up to 10 digits in length. The remaining 8 digits should contain zeros.</td>
</tr>
<tr>
<td>42</td>
<td>1</td>
<td>Filler</td>
<td>Alpha</td>
<td>Spaces</td>
<td></td>
</tr>
<tr>
<td>43 - 60</td>
<td>18</td>
<td>Amount</td>
<td>Numeric - 2 Decimal Places</td>
<td>Right Justified/Zero Filled 9(16)V99</td>
<td>The amount field should not contain signed data or decimal points. This field has been maximized to 18 digits for future growth. The current check processing system supports amount up to 10 digits in length. The 8 digits should contain zeros.</td>
</tr>
<tr>
<td>61</td>
<td>1</td>
<td>Filler</td>
<td>Alpha</td>
<td>Spaces</td>
<td></td>
</tr>
<tr>
<td>62 - 69</td>
<td>8</td>
<td>Issue Date</td>
<td>Date</td>
<td>YYYYMMDD</td>
<td>The issue date field is used only on input files or output files that are processed as a full reconcilement.</td>
</tr>
<tr>
<td>70</td>
<td>1</td>
<td>Filler</td>
<td>Alpha</td>
<td>Spaces</td>
<td></td>
</tr>
</tbody>
</table>
71 - 78  8  Paid Date  Date  YYYYMMDD  The paid date field is used only with the output files. *Input files should contain spaces in this field.

79  1  Filler  Alpha  Spaces

80 - 94  15  Additional Data  Alpha-Numeric  Content Specific  The additional data field is an optional field used by both input and output files. It can contain payee information or other important data. *if the field is not used it should contain spaces.

95 - 150  56  Filler  Alpha  Spaces

Example output data file

000000000011111111112222222222223333333334444444444555555555555555555566666666666
1234567890123456789012345678901234567890123456789012345678901234567890
LOGDX4010270388TB1IL00837*RPD1000000000JABL3838C0000000000000000
0 00008112-4653-383-01 0000000000000000285 00000000000000180000 20030413
O 00008112-4653-383-01 0000000000000000279 000000000000001960033 20030413
O 00008112-4653-383-01 0000000000000000280 000000000000000150000 20030413
O 00008112-4653-383-01 0000000000000000284 00000000000000059565 20030413
O 00008112-4653-383-01 0000000000000000281 000000000000001486721 20030413
O 00008112-4653-383-01 0000000000000000282 00000000000000244631 20030413
O 00008112-4653-383-01 0000000000000000283 000000000000002873400 20030413

Transmittal file

The transmittal file summarizes the data in the data file. There is one transmittal file for every data file.

ARP site = IL
Bank One Services Corporation
Account Reconciliation Processing
Issue File Transmittal Recap
Customer Name = Systems of America
Transmittal date/time = 4/13/2003
Bank Number: 0
Account Number: 8112-4653-383-01
Check Number from = 0000000108
Check Number to = 0000000500
Issue count = 1
Issue amount = 240000
Void count = 2
Void amount = 5102948
Issue period = 05
Contact Name = John Peters
Contact Phone = 888-888-8888
DATA AND TRANSMITTAL FILE NAME FORMATS

Output file names (data)

Segment1  PP1
Segment2  Bank account number 8112-4653-383-01
Segment3  MAS500 Batch Number 0000345
Ext       .TXT .TXT

e.g., PP1_8112-4653-383-01_0000456.TXT

For the initial extract for the last 3 months the program will use:

Segment1  PP1
Segment2  Bank account number 8112-4653-383-01
Segment3  End date 03312003
Ext       .TXT .TXT

e.g., PP1_8112-4653-383-01_03312003.TXT

Transmittal file names

Segment1  PP2
Segment2  Bank account number 8112-4653-383-01
Segment3  MAS500 Batch Number 0000345
Ext       .TXT .TXT

e.g., PP2_8112-4653-383-01_0000345.TXT

For the transmittal file for the initial extract of the last 3 months we will use:

Segment1  PP2
Segment2  Bank account number 8112-4653-383-01
Segment3  End date 20030313
Ext       .TXT .TXT

e.g., PP2_8112-4653-383-01_20030313.TXT
**DATA AND TRANSMITTAL FILE FORMAT for the Key Bank Format**

**ARP – Account Reconcilement**

Record Format: **EBCDIC or ASCII**
Block Size: **8000**
Record Length: **80**

<table>
<thead>
<tr>
<th>FIELD</th>
<th>COLUMN</th>
<th>#</th>
<th>BEGIN</th>
<th>END</th>
<th>FIELD DESCRIPTION</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1-2</td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>Region Code (unused)</td>
<td>Blank or &quot;00&quot;</td>
</tr>
<tr>
<td>2</td>
<td>3-17</td>
<td>3</td>
<td>3</td>
<td>17</td>
<td>Account Number</td>
<td>Numeric, Zero-Filled, Right Justified</td>
</tr>
<tr>
<td>3</td>
<td>18-27</td>
<td>18</td>
<td>18</td>
<td>27</td>
<td>Serial Number/Check Number</td>
<td>Numeric, Zero-Filled, Right Justified</td>
</tr>
<tr>
<td>4</td>
<td>28-35</td>
<td>28</td>
<td>28</td>
<td>35</td>
<td>Date</td>
<td>CCYYMMDD</td>
</tr>
<tr>
<td>5</td>
<td>36-45</td>
<td>36</td>
<td>36</td>
<td>45</td>
<td>Amount</td>
<td>Numeric, Zero-Filled, Right Justified, no decimal point</td>
</tr>
<tr>
<td>6</td>
<td>46-46</td>
<td>46</td>
<td>46</td>
<td>46</td>
<td>Void Character</td>
<td>“C” if void item, otherwise blank</td>
</tr>
</tbody>
</table>

THE FOLLOWING FIELD IS OPTIONAL:

<table>
<thead>
<tr>
<th>FIELD</th>
<th>COLUMN</th>
<th>#</th>
<th>BEGIN</th>
<th>END</th>
<th>FIELD DESCRIPTION</th>
<th>FORMAT</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>47-61</td>
<td>47</td>
<td>47</td>
<td>61</td>
<td>Additional Data</td>
<td>Alpha or Numeric</td>
</tr>
</tbody>
</table>

Additional Data for ‘Enhanced Key bank format
107-121 Spaces
122-186 Vendor Name
187-261 Vendor Address Line 1
262-270 Spaces

**FORMAT for the Wells Fargo**

Data files are in text format.

**Transmission Header Record** – This line is specified by the user in the Setup Bank Accounts screen (see the Transmission Header text box in Figure 2)

<table>
<thead>
<tr>
<th>Position</th>
<th>Size</th>
<th>Data Element</th>
<th>Field Type</th>
<th>Format/Justification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-5</td>
<td>5</td>
<td>Constant Identifier</td>
<td>Alpha</td>
<td>‘$ADD ‘</td>
<td>Always the Same</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>Space</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7-9</td>
<td>3</td>
<td>RID Identifier</td>
<td>Alpha</td>
<td>‘ID=’</td>
<td>Always the Same</td>
</tr>
<tr>
<td>10-17</td>
<td>8</td>
<td>Remote ID</td>
<td>Alpha</td>
<td>Provided by Wells Fargo. Uppercase alphanumeric</td>
<td></td>
</tr>
<tr>
<td>Position</td>
<td>Size</td>
<td>Data Element</td>
<td>Field Type</td>
<td>Format/Justification</td>
<td>Comments</td>
</tr>
<tr>
<td>----------</td>
<td>------</td>
<td>------------------</td>
<td>------------</td>
<td>----------------------</td>
<td>-----------------------------------------------</td>
</tr>
<tr>
<td>18</td>
<td>1</td>
<td>Space</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>19-22</td>
<td>4</td>
<td>BID Identifier</td>
<td>Alpha</td>
<td>‘BID=’</td>
<td>Always the Same</td>
</tr>
<tr>
<td>23-48</td>
<td>26</td>
<td>Batch ID</td>
<td>Alpha</td>
<td></td>
<td>Provided by Wells Fargo. Must begin and end with a single quote. Uppercase alpha</td>
</tr>
</tbody>
</table>

**File Header Record** – There should only be one File Header record per file.

<table>
<thead>
<tr>
<th>Position</th>
<th>Size</th>
<th>Data Element</th>
<th>Field Type</th>
<th>Format/Justification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>3</td>
<td>Alpha</td>
<td></td>
<td>‘*03’</td>
<td>Always the Same</td>
</tr>
<tr>
<td>4-8</td>
<td>5</td>
<td>Bank ID</td>
<td>Numeric</td>
<td></td>
<td>Provided by Wells Fargo. Right-justified, zero-filled, numeric</td>
</tr>
<tr>
<td>9-23</td>
<td>15</td>
<td>Account Number</td>
<td>Numeric</td>
<td></td>
<td>Right-justified, zero-filled</td>
</tr>
<tr>
<td>24</td>
<td>1</td>
<td>File Status</td>
<td></td>
<td>‘0’</td>
<td>Always the Same</td>
</tr>
</tbody>
</table>

**Detail Record** – There should only be one detail record for each check issued. Multiple accounts must be grouped by account with a trailer record for each group. Each detail record must be in the same format and contain an account number.

<table>
<thead>
<tr>
<th>Position</th>
<th>Size</th>
<th>Data Element</th>
<th>Field Type</th>
<th>Format/Justification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-10</td>
<td>10</td>
<td>Check Serial No.</td>
<td>Numeric</td>
<td>Right-justified &amp; zero-filled</td>
<td>Each Serial Number must be unique</td>
</tr>
<tr>
<td>11-16</td>
<td>6</td>
<td>Issue Date</td>
<td>Numeric</td>
<td>MMDDYY</td>
<td>Issue date can be all zeros for stop payment transaction codes</td>
</tr>
<tr>
<td>17-26</td>
<td>10</td>
<td>Account Number</td>
<td>Numeric</td>
<td></td>
<td>Wells Fargo Account Number</td>
</tr>
<tr>
<td>27-29</td>
<td>3</td>
<td>Transaction Code</td>
<td>Numeric</td>
<td></td>
<td></td>
</tr>
<tr>
<td>30-39</td>
<td>10</td>
<td>Amount</td>
<td>Numeric</td>
<td>($$$$.cc) Right-justified &amp; zero-filled</td>
<td></td>
</tr>
<tr>
<td>40-79</td>
<td>30</td>
<td>Additional data</td>
<td>Alpha</td>
<td></td>
<td>Left-justified alpha.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Payee Info</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Trailer Record**

<table>
<thead>
<tr>
<th>Position</th>
<th>Size</th>
<th>Data Element</th>
<th>Field Type</th>
<th>Format/Justification</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>‘&amp;’</td>
<td></td>
<td></td>
<td>Always the Same</td>
</tr>
<tr>
<td>2-15</td>
<td>14</td>
<td>Spaces</td>
<td></td>
<td></td>
<td>Always the Same</td>
</tr>
<tr>
<td>16-20</td>
<td>5</td>
<td>Detail Record</td>
<td>Numeric</td>
<td>Right-justified &amp; zero filled</td>
<td>Total count of detail records</td>
</tr>
</tbody>
</table>
Example: Wells Fargo Format output data file

```
$$ADD ID=ABCDEFGH BID='COMPANY ARP INPUT FILE'
*0300259112-4653-383-010
0000002716520048112-4653-37000000000500Alfred Tabasco
&          00001   00000000500
```