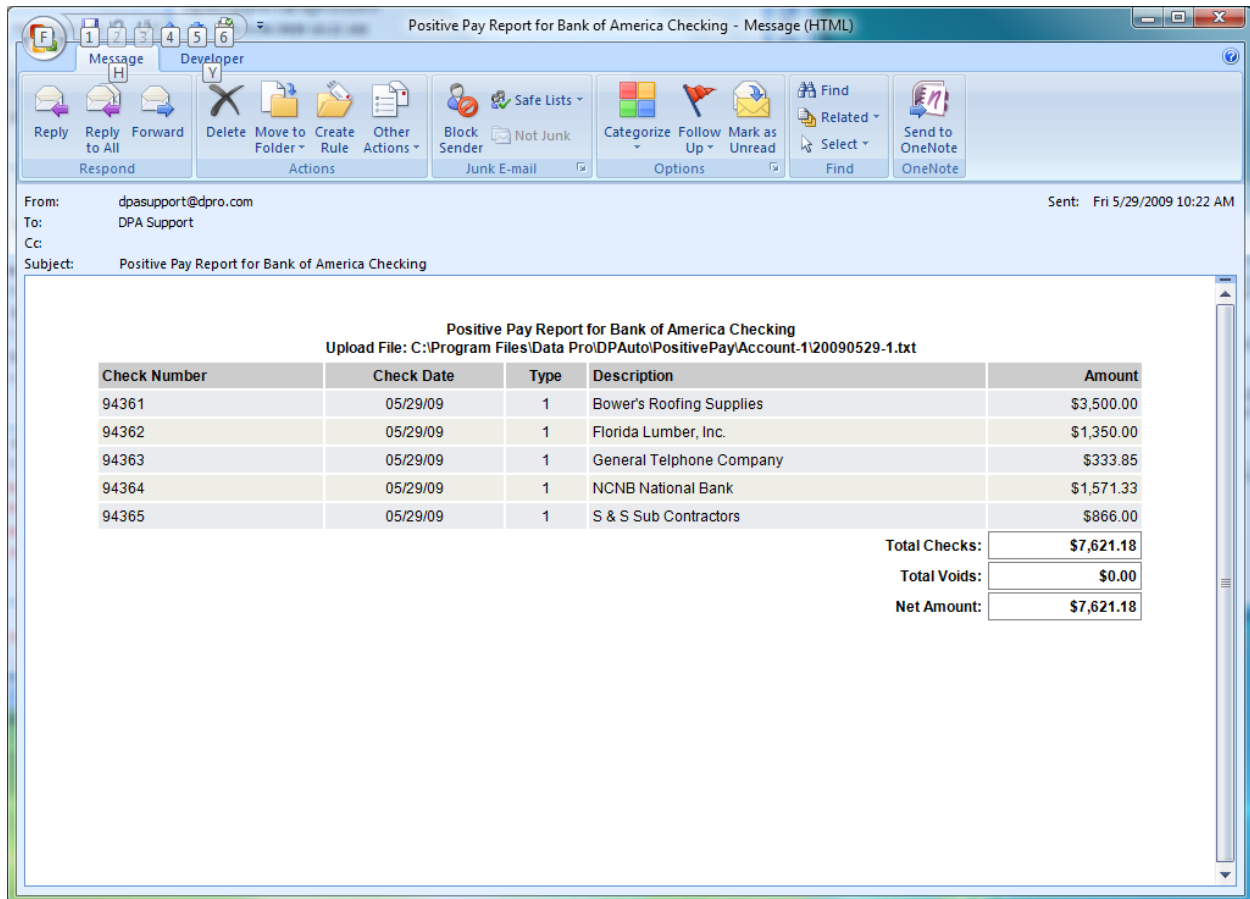


## Positive Pay Script for DP/AUTO

The **Positive Pay** script for **DP/AUTO** is designed to automatically retrieve the checks written through **Accounts Payable** and **Payroll** and format them into a file which can be submitted to your bank. The script is setup and configured within **DP/AUTO** and is normally scheduled to run at the end of your business day after all of your checks have been written. The script will retrieve all of the check transactions from the **Check Reconciliation** module, create a text file formatted for submission of the **Positive Pay** information to your bank, and email you a report of the check transactions included in the file.



The screenshot shows an email client window titled "Positive Pay Report for Bank of America Checking - Message (HTML)". The email is from "dpasupport@dpro.com" to "DPA Support", dated "Fri 5/29/2009 10:22 AM". The subject is "Positive Pay Report for Bank of America Checking".

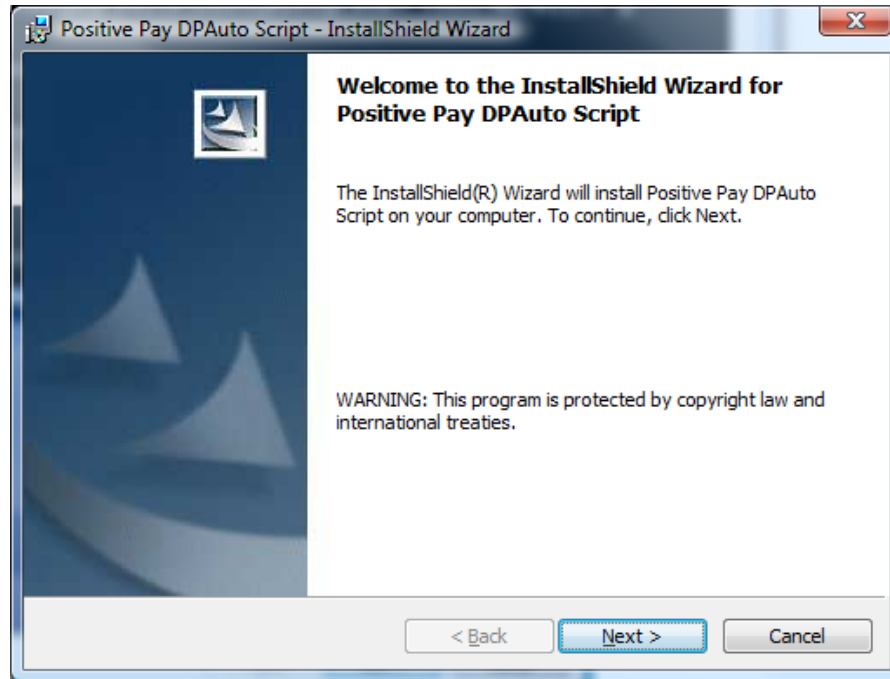
The email content includes a table titled "Positive Pay Report for Bank of America Checking" with the following data:

| Check Number         | Check Date | Type | Description               | Amount            |
|----------------------|------------|------|---------------------------|-------------------|
| 94361                | 05/29/09   | 1    | Bower's Roofing Supplies  | \$3,500.00        |
| 94362                | 05/29/09   | 1    | Florida Lumber, Inc.      | \$1,350.00        |
| 94363                | 05/29/09   | 1    | General Telephone Company | \$333.85          |
| 94364                | 05/29/09   | 1    | NCNB National Bank        | \$1,571.33        |
| 94365                | 05/29/09   | 1    | S & S Sub Contractors     | \$866.00          |
| <b>Total Checks:</b> |            |      |                           | <b>\$7,621.18</b> |
| <b>Total Voids:</b>  |            |      |                           | <b>\$0.00</b>     |
| <b>Net Amount:</b>   |            |      |                           | <b>\$7,621.18</b> |

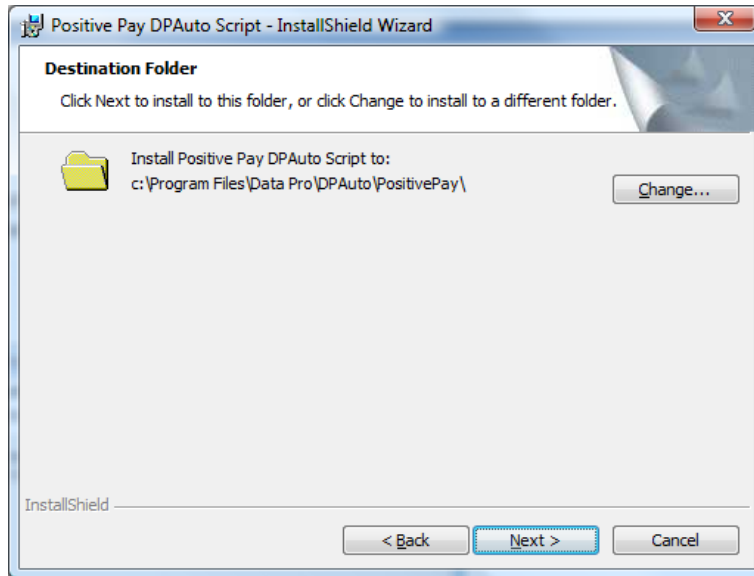
The report also includes the upload file path: "C:\Program Files\Data Pro\DPAuto\PositivePay\Account-1120090529-1.txt".

To install the script run the setup program named **PositivePaySetup.exe** and follow the installation procedures outlined below.

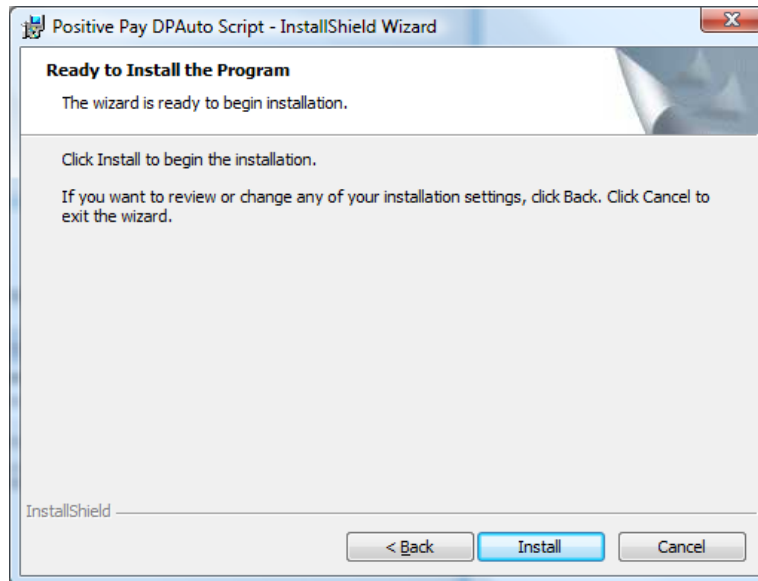
When the installation program starts the following introduction screen is displayed. Click the **Next** button to begin the installation.



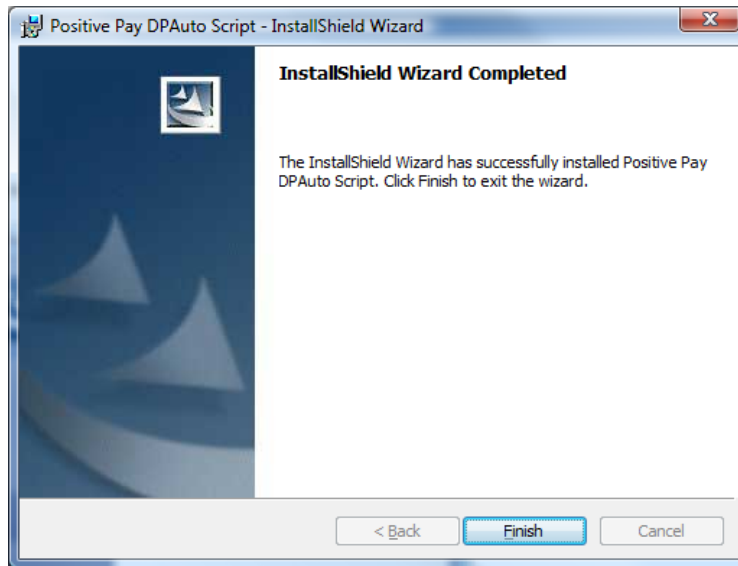
The next screen displays the default installation folder for the script. To accept the default folder click the **Next** button. To change the installation folder click the **Change** button and specify a new installation folder.



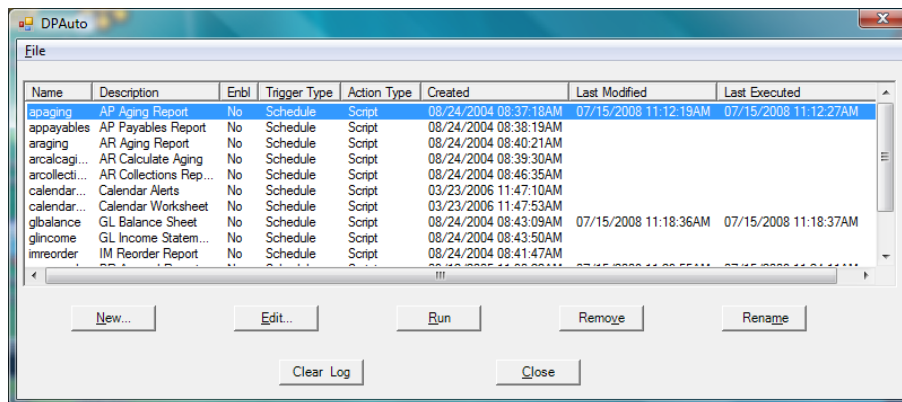
Click the Install button to begin the installation process.



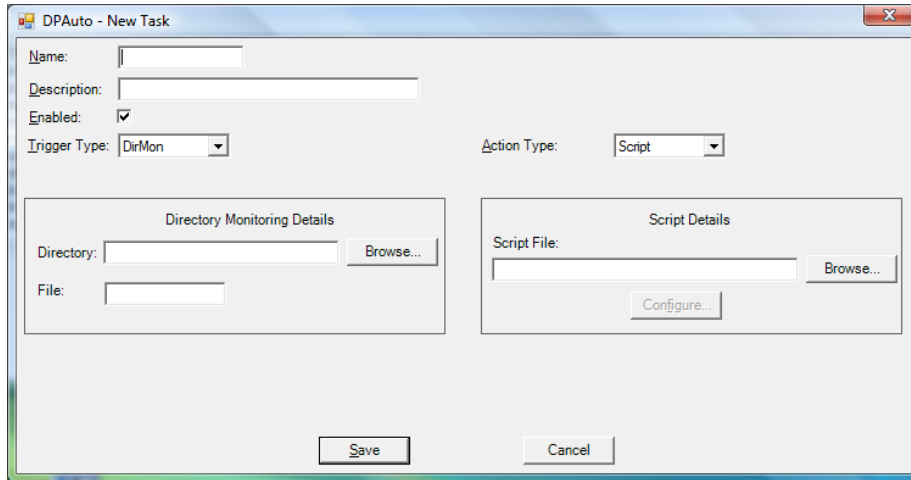
Once the installation has completed click the Finish button to close the setup program.



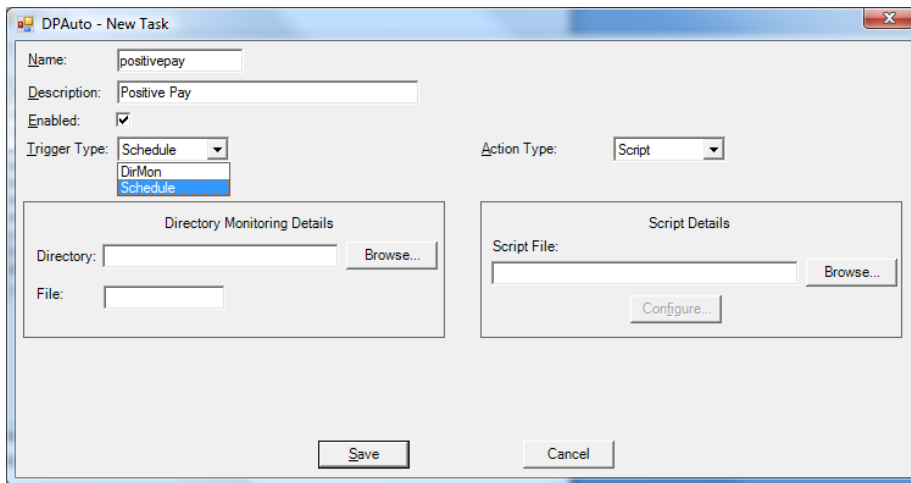
After the **Positive Pay** script has been installed you must setup and configure the script within the **DP/AUTO** utility. Launch the **DP/AUTO** application and double click on the **DP/AUTO** icon in the system tray to open the interface screen.



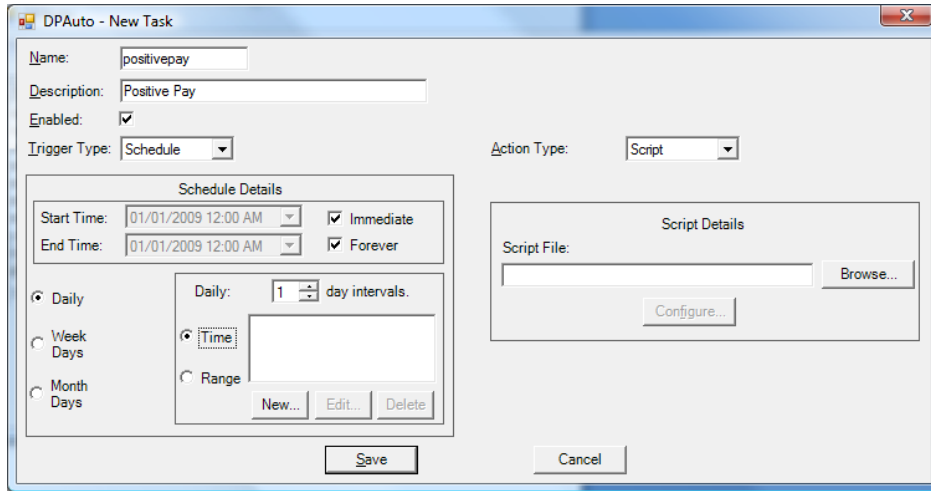
Click on the New button to open the New Task dialog as shown below.



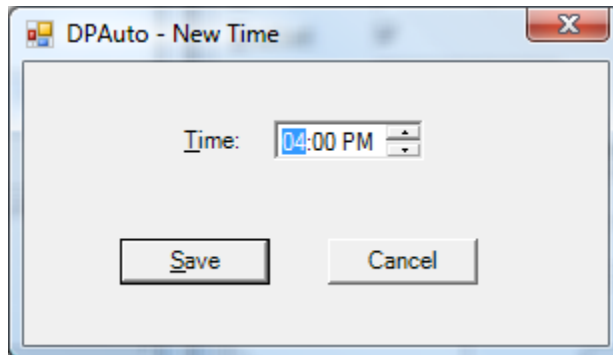
Enter a name for the script (**positivepay**) and then enter a description. Make sure the Enabled checkbox is checked and then select Schedule for the Trigger Type.



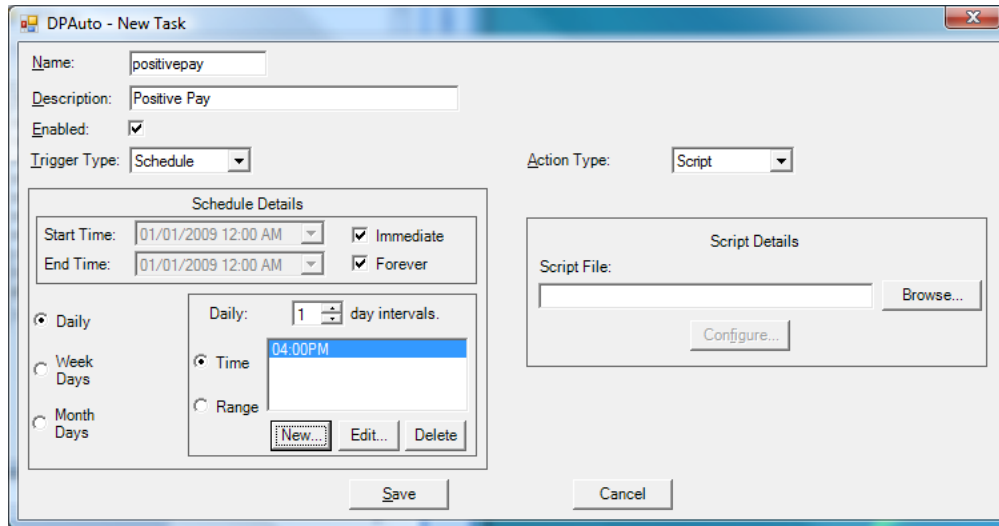
Click on the Time selection and then click New to pop up the New Time dialog box.



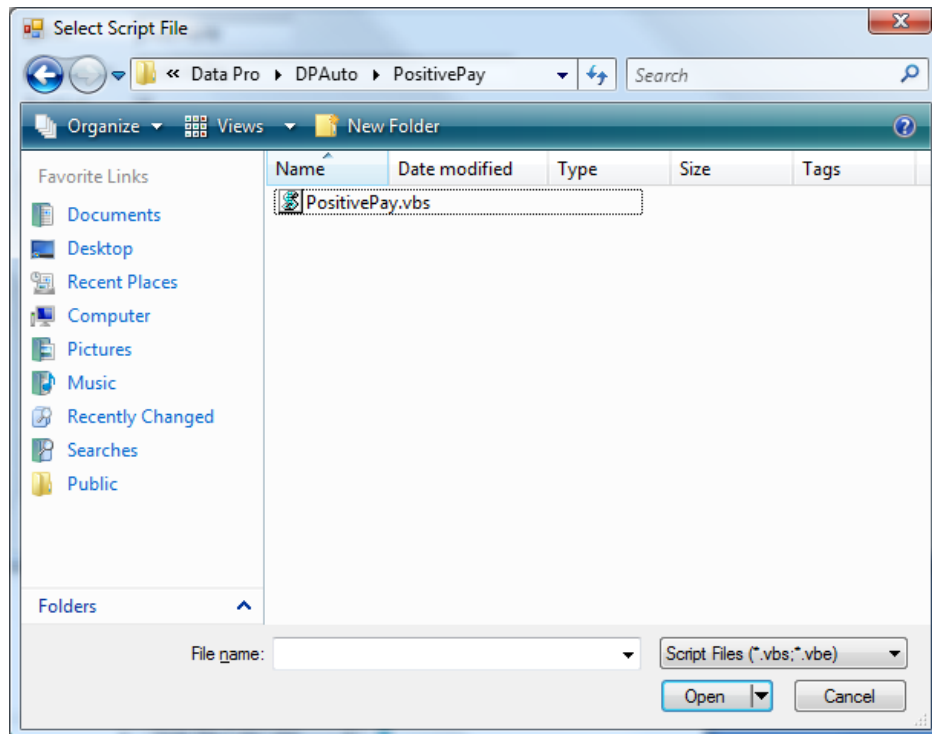
Specify the time of day that you would like for the script to run. The time setting should be after all Accounts Payable and Payroll checks have been written for the day.



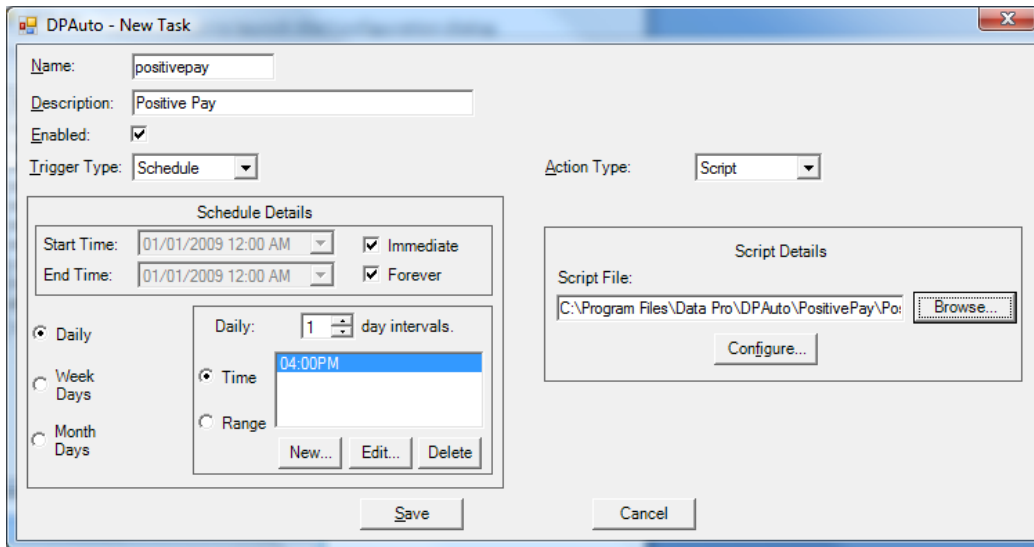
Once the time has been set click on the Browse button to find the path to the script file that was installed.



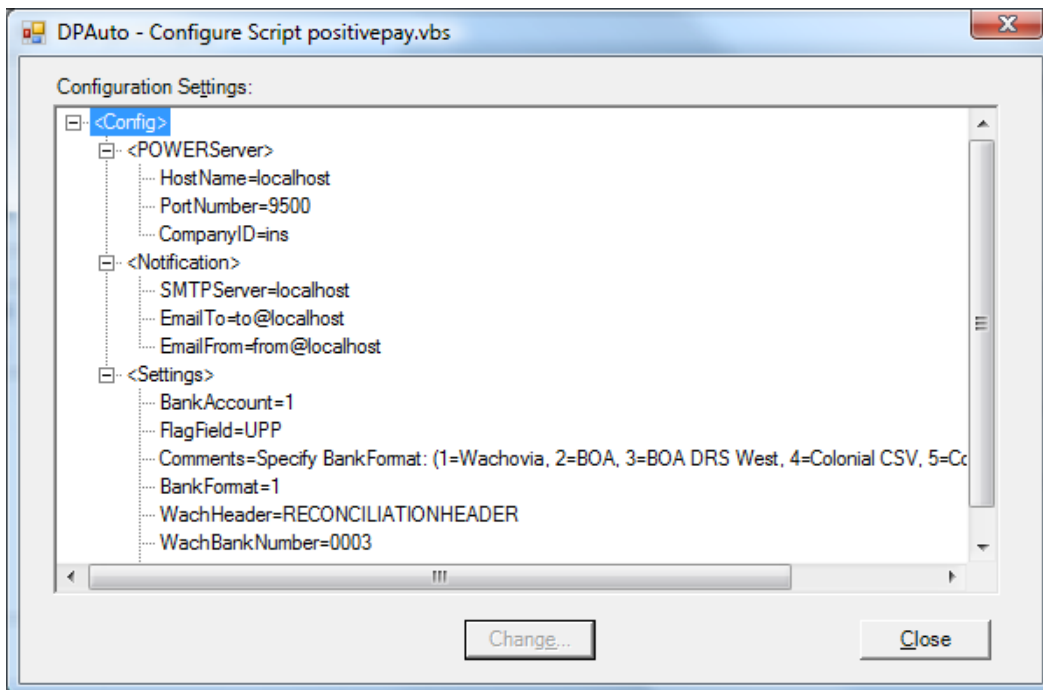
Browse to the installation folder of the Positive Pay script. The default installation folder is **c:\Program Files\Data Pro\DPAuto\PositivePay**. Select the **PositivePay.vbs** filename and then click the Open button.



Once the Script File has been specified click on the **Configure** button to launch the Configuration dialog.



Change all of the configuration settings to the proper values for your network and environment setup. An explanation of each of the settings is listed below.





**HostName** – This is the computer name or IP address of the server where the Data Pro accounting software is installed and where the **POWERServer** process is running.

**PortNumber** – This is the **TCP/IP** port number that the **POWERServer** process is configured with.

**CompanyID** – This is the Company ID associated with the accounting data you wish the script to access.

**SMTPServer** – This is the domain name or IP address of your Email server.

**EmailTo** – This is the Email address that you wish the report to be sent to.

**EmailFrom** – This is the Email address that you wish the report to be sent from.

**BankAccount** – This is the bank account number in the **Check Reconciliation** module that you wish this script to process for the Positive Pay submission.

**FlagField** – This field defines the User-Defined data field in the **Check Reconciliation Detail file (CR02)** which the script should use to flag the check transactions that have been processed. This is necessary when you need to submit more than one Positive Pay file during the day and your bank does not allow duplicate check numbers being submitted. This User-Defined field should be setup in the **CR02** file as a Y/N type field.

**BankFormat** – This field should contain a number (**1 – 6**) which configures the script to format the Positive Pay text file properly for your bank.

The following Bank Format Values are available:

**1** = Wachovia

**2** = Bank of America

**3** = Bank of America DRS West

**4** = Colonial Bank CSV

**5** = Colonial Bank UFT

**6** = Centra Bank

**WachHeader** – This field defines the header record value for the Wachovia Bank format. The default value is **RECONCILIATIONHEADER**.

**WachBankNumber** – This field defines the bank number for your Wachovia Bank location. The default value is **0003** but should be provided to you by your bank representative.

**BOABankNumber** – This field defines the bank number for your Bank of America location. The default value is **355** but should be provided to you by your bank representative.