



SECURE PAY/POSITIVE PAY PROCEDURES

Policy #	Origination Date	Responsible Office	Status	Approval Date
		Business & Finance	2018 Draft	

Purpose

As an added level of security, all checks issued by Dillard University must be upload to JP Morgan Chase bank through a Secure Pay Procedure. A/P checks issued in Jenzabar must be uploaded to JPMorgan Bank, prior to being presented to the bank for payment.

Reports needed to Complete Summary

Cash Requirement Report. Secure Pay software is on the Cash Operations Manager's Computer. (Note: A/P Checks file can be placed on the m-drive to upload to bank)

Who Needs to Know This Procedure

Cash Operation Manager, Accounts Payable Accountant and the Controller

Definitions

Procedures

Secure Pay

Log On to Secure Pay

- At the top right side of the screen – *Secure Check A-Link Printers* (drop down box)
- Select “*Host Based Audit*” from drop down box. “*Go*” – this will list all the checks that have been processed by A/P but have not been uploaded to the bank.
- A/P clerk will provide the range of the check numbers and the number of checks printed.
- Verify that the number of checks is the same and the # sequence is correct.
- Select *Process* from the task bar at the top of the screen.
 - A popup window will appear with “pospay” in the description.
 - Add the current date so file will be easier to find. (Ex pospay 050815).
 - Save
- Go to C: program files(x86)/AcuPrint/Securepay2000/Send –
- Sselect the file created of the current day –
- Copy the file to M: controller/controller (dusan) shortcut/Accounts Payable- paste the file.

JPMorgan Chase Access

- Log On
- From the tabs at the top select “Checks”. This will bring to another screen with tabs at the top.
- Select ***Recon Input*** from the tabs at the top of the screen
 - Select **File Upload** from the drop down listing which will bring you to the upload screen.
- Change the File Format – ***PWS Fixed Width***
- Browse – from the popup choose the file created in secure pay and copied to the shared network drive. (See filename above)
- Select Upload (bottom of screen)
- Confirm (make sure the totals match what you received from A/P)

Website Address(es) for this Policy

Contact(s)

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Who Approved this Policy

History/Revision Dates

Origination Date:

Cabinet Approval Date:

Updated:

Revised:

Agreement - Signature