Business online banking.

Guide to Positive Pay - EDI Reporting.

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EDI Reporting overview.

EDI Reporting (EDI) is a Positive Pay module designed to provide you with payment remittance information in a usable format when it is present in ACH transactions received for your account. Users can generate and download reports for free form addenda and different EDI types in a variety of formats.

Notification levels.

When a business's originating Company ID is enrolled for EDI Reporting in Positive Pay, one of two levels of notification can be established for alerts. The notification level options and descriptions are provided below.

Notification Level	Description
Transaction Alerts	One alert for each transaction.
Account Alerts	One alert per account when one or more transactions are received.
Service Alerts	One alert per day if transactions exist on one or more accounts.

EDI Reporting Dashboard Box.

Using the Dashboard.

1. The Dashboard is the default landing page within Positive Pay. If EDI Reporting is enabled, an EDI box will be displayed. Summary information on current EDI transactions and status will be displayed for accounts the user has been granted access. Active links are embedded within the EDI box to permit users to navigate from the Dashboard landing page into the EDI Reporting module or directly to transactions in the status selected. Dashboard totals are updated in real time as transaction status values are changed by a user. The content displayed in the EDI summary box includes the following:

Service Name	This module's service name is EDI Reporting. Clicking EDI Reporting on the left in the title bar will direct the user to the main menu.
Total with Addenda	This total represents the total dollar amount of all transactions with addenda. Clicking on this dollar amount will take the user to a Transaction History screen filtered to contain the transactions contributing to that dollar amount total.
Total Without Addenda	This total represents the total dollar amount of all transactions without addenda. Clicking on the dollar amounts will take the user to a Transaction History screen filtered to contain the transactions contributing to that dollar amount total.
Totals (with and without Addenda) – Credits, Debits, Invalid Addenda	Clicking on the dollar amount hyperlinks on the Credits, Debits and Invalid Addenda lines will expand the view to display a breakdown of the total for each EDI category (835 Healthcare, 820 Remittance and, where applicable, Free Form).
Transaction History	The user can click on the dollar amount link for any category to be directed to a filtered view of the Transaction History.

2. From the Positive Pay Dashboard, a user can also navigate to the EDI Reporting module by clicking Change Module, then EDI Reporting.

Creating users.

If a Business Admin is enabled by STCU for EDI Reporting in Positive Pay, they may provide additional business users access to the EDI Reporting module using the following steps:

1. Login to STCU business online banking, select Positive Pay from the left menu.
2. From the Positive Pay Dashboard, click Manage Users.
3. The Users page will display. Click the Create New User button.
4. The New User page will display. Fill out all fields available, click the Create User button.
5. The User Profile page will display. Scroll down to the “System Roles” section of the page to select which roles should be enabled for the user.
6. Within the EDI Reporting settings box, the alert method can be chosen. Use the drop-down menu to select the alert method desired.
7. Choose from the list of available accounts enrolled in EDI Reporting the user is entitled to work with and move them to the Selected Accounts box. The definitions of the menu items shown are provided below.

Email	User will receive EDI Reporting notifications via email only.
Email, SMS/Text	User will receive EDI Reporting notifications via email and SMS/Text.
SMS/Text	User will receive EDI Reporting notifications via SMS/Text only.

8. For more information regarding User Privileges, please refer to the below User accounts and privileges section.

User accounts and privileges.

Note: Business Admin user’s privilege must be enabled for this information to display to them in Positive Pay.

User privileges.

1. Login to STCU business online banking and select Positive Pay from the left menu.
2. From the Positive Pay Dashboard, click Manage Users.
3. The Users page will display. Scroll to the “EDI Reporting” section.
4. Choose from the list of available accounts enrolled in EDI Reporting the user is entitled to work with and move them to the Selected Accounts box.

(›) and (‹) move individual accounts between Available and Selected Accounts.
(››) and (‹‹) move all accounts between Available and Selected Accounts.

5. Selecting EDI User Privileges.
    a. By selecting “all” link, the user will be assigned all user privileges.
    b. By selecting “none” link, previously assigned user privileges will be removed.
    c. Clicking in the box beside each user privilege will add or remove the checkmark from the box.
    d. Adding a checkmark will give the user that privilege, removing the checkmark will remove the privilege from the user.

820 Remittance Report	Allows the user to view transaction information and/or download reports for transactions with 820 addenda information.
View Export Status	Allows the user to view the status of reports that have been generated and re-download them. **Note:** Users will only have access to the types of reports they have user privileges to view (Ex. 820 Remittance Report, 835 Healthcare Report, Free Form Addenda Report).
835 Healthcare Report	Allows the user to view transaction information and/or download reports for transactions with 835 addenda information.
Transaction History	Allows the user to view transactions in the transaction history. Addenda information may be viewed only for report types the user has permissions to access.
EDI Export	Allows the user to generate and download reports they have been granted access to.
Free Form Addenda Report	Allows the user to view transaction information and/or download reports for transactions with Free Form addenda information.

6. Select Save User. A success message will display.

EDI Export.

Generating reports.

Note: The EDI Export user privilege must be enabled for these items to display in Positive Pay.

The EDI reports are available in a variety of formats for different EDI types, free form addenda and even ACH transactions with no addenda if desired.

1. Within the EDI Reporting module, click on Manage, then select EDI Export.
2. The EDI Export page will display. The definition of the items shown are provided below.

Account	For less than 25 accounts, select account from the drop-down menu. If more than 25 accounts, type in the beginning of an account number or account name for a list of matching accounts. Leave blank to include all accounts. Click the Set as Default checkbox to select the chosen account as default for future exports for this user.
Report Type	Choose the type of report from the drop-down menu: • X12 820 EDI – The ASC X12 transaction set used for payment remittance information when exchanging payment information between companies. • X12 835 EDI – The ASC X12 transaction for the Healthcare Claim Payment/Electronic Remittance Advice, and is the HIPAA required transaction set to use for healthcare claim

Report Type	payments. • Free Form – Format with 80-character addenda record that provides information regarding the ACH transaction but is not in a standardized format. • All EDI – Displays any EDI transactions for any supported report types (820, 835, Free Form). Click the Set as Default checkbox to select the chosen report type as default for future exports.
Template	Choose the type of report template from the drop-down menu. Click the Set as Default checkbox to select the chosen template type as default for future exports. This will save after Generate Report is clicked.
Settlement Start Date	Click in date box to select settlement start date from calendar.
Settlement End Date	Click in date box to select settlement end date from calendar.
Generate Report	Click the button to generate report.

3. Once the EDI Export fields have been completed, click Generate report button to proceed. A success message will display, with the option to download a copy of the report. Click the Download button to view/save the report. To generate another report, click Start Over to repeat the process.

Transaction History.

Note: Transactions are stored for one (1) year. The Transaction History user privilege must be enabled to access this page.

EDI Reporting provides a function for users to search and view the status of EDI transactions presented on enrolled accounts. Users can use Transaction History to search for EDI transactions for a specific account using one of the many filtering options available.

1. Within the EDI Reporting module, click View, then Transaction History in the top menu bar. The Transaction History page will display all current day transactions for all accounts to which the user has access. The definitions of the Transaction History page columns shown are provided below.

ID	Unique ID assigned by the EDI system when transactions are loaded.
Account Number	Account number the transaction was presented against.
Account Name	Name of the account receiving the transaction.
Originating Company	Name of the company that sent the transaction.
Credit	The dollar amount of the credit transaction.

Debit	The dollar amount of the debit transaction.
Settlement Date	The settlement date of the transaction.
View	Click the eye icon to view addenda information for the transaction.

a. To filter the date range of items shown, click on the Date Range drop-down menu.
b. To narrow the search results, click Filters and a window containing additional search criteria will display. The definition of the items shown are provided below.

Account	For less than 25 accounts, select account from the drop-down menu. If more than 25 accounts, type in the beginning of an account number or account name for a list of matching accounts. Leave blank to include all accounts.
Transaction Type	Select Both, Credit or Debit from the drop-down menu.
EDI Type	Search by transaction type by selecting All Types, 820 EDI Information, 835 Healthcare Payments, Free Form Addenda, No Addenda or With Addenda.
Min Amount	Type the minimum dollar amount.
Max Amount	Type the maximum dollar amount.

c. Once search criteria are selected, click Apply to narrow your search results.
d. Search results are displayed in pages of 25 items. If the search contains more than 25 issue items, the results will be displayed on multiple pages. Use the navigation buttons at the top of the search results to review all results.
e. Click the arrow (›) next to the Code to view more useful detail on each issued item. The information shown in this drop-down is an audit history of all the activity that has occurred on the issue item. The definition of the items shown are provided below.

Account	Account name for the user.
ODFI Routing Number	The routing number of the originating depository financial institution.
Transaction ID	Unique system identifier for the transaction.
Individual Name/ID:	Individual Name and ID of the transaction.
EDI Type	EDI Type for the transaction.
SEC Code	SEC Code for the transaction.
Description	Description information for the transaction.
EDI Validation Error	Whether the transaction triggered an EDI validation error (Y or N).
Trace #	Trace number for the transaction.
Company ID	Company ID of the originator of the transaction.

2. A copy of the Transaction History can be downloaded by clicking the Download As CSV button at the bottom of the Warehouse screen.

File Export Status.

EDI Reporting supports the ability for users to search and view the status of EDI exports generated on enrolled accounts. Users can search for EDI export files for a specific account using one of the many filtering options available.

View File Export Status.

1. Within the EDI Reporting module, click View, then Export Status.
2. The Export Status page will display.
3. To filter the date range of items shown, click on the Date Range drop-down menu.
4. To narrow the search results, click Filters and a window containing additional search criteria will display. The definition of the search fields shown are provided below.

Record Type	Search by transaction type by selecting 820 EDI information, 835 Healthcare Payments or Free Form Addenda.
Report Status	Search by Report Status type by selecting All, Downloaded, Failed or Generated.

5. Once search criteria are selected, click Apply to narrow your search results.
6. Search results are displayed in pages of 25 items. If the search contains more than 25 items, the results will be displayed on multiple pages. Use the navigation buttons at the top of the search results to review all results. The definitions of the search results fields shown are provided below.

Generating User	The name of the user or system that generated the record.
Report Name	System generated report name.
Report Status	• Failed: Report did not generate. • Generated: Report was generated but not downloaded. • Downloaded: Report was downloaded.
Requested Date/Time	When the report was generated by the user.

7. Click the arrow (›) next to the user column heading to view more useful detail on each issued item. The information shown in this drop-down menu is an audit history of all the activity that has occurred on the issue item. The definitions of the search results fields shown are provided below.

Generated date	Date the report was generated.
Downloaded date	Date the report was downloaded.
Downloaded Report	Click this button to re-download the report.

Preferences.

1. From the Dashboard or EDI Reporting module, click your name in the top right corner of the screen, then select Preferences.
2. The Preferences page will display.
3. Default module gives the user the ability to choose the default landing pages by service module/product.
4. Default EDI Reporting page allows the user to select the default landing page within the EDI Reporting module.
5. Default Dashboard page allows the user to select the default landing page within the Dashboard.
6. Once any preferences have been selected, click Save to update your settings.

Appendix – Message alerts.

STCU will provide enabled Business Admin access to the following alerts in the EDI Reporting module.

Alert Type	Description
EDI Account Information	EDI Account Level Notification
EDI Transaction Notification	EDI Transaction Level Notification
EDI Service Alert	EDI Service Level Notification

Questions?

If you have questions or experience a problem, email **businesspartners@stcu.org** or send us a secure message in STCU business online banking, describing the actions you were trying to take when something went wrong.

You also are welcome to contact STCU's Contact Center by phone or instant message:

(509) 344-2200 Washington
(208) 619-4001 Idaho
(877) 304-7185 toll free

LiveChat instant messaging.
Available 7:30 a.m. to 5:30 p.m. Monday through Thursday, and 7:30 a.m. to 6 p.m. Fridays.
Start chatting from the "Contact" page of stcu.org.

Secure message.
Available from STCU business online banking or the Business Banking mobile app.

Visit any STCU branch location.
See the "Locations" page on stcu.org.