

## BBVA Net Cash USA Quick Reference Guide

# Dashboard



## BBVA Real Time ARP and Real Time Positive Pay Dashboard

### Risk & Reconciliation Overview

The Risk and Reconciliation Overview is the homepage for BBVA Real Time Positive Pay and Real Time ARP (Account Reconciliation Product) functions. From the main menu, hover over **Risk and Reconciliation** and then click **Risk Overview**.

If you click **Dashboard Settings**, the Dashboard edit mode will open, allowing you to move widgets around the screen, as well as add or remove widgets. The order listed in this QRG is based on the default dashboard setting. Click **Save** to ensure your changes remain for future sessions.

### Positive Pay Exception Summary

All of your accounts setup for Positive Pay services will be listed at a summary level, showing you the total number of exceptions reported by number of items and dollar amount, and broken down by payment types of check and ACH.

1. If you only have Positive Pay enabled for checks, you will not see a breakdown of Positive Pay exceptions for ACH, and vice versa.
2. If you click **All Accounts** or the Account Number, it will take you to the detailed list of Positive Pay Exceptions.

### Payment Statistics

Payment Statistics gives you a real time, at-a-glance view of the status of items on your account. The pie chart will show statistics for the account number highlighted with a check.

1. There are different pie charts for **Unpaid Items** and **Paid Payments**.
2. The pie chart will redraw to give you the real-time status of items each time you click on the Risk Overview, or on either category.

### Unpaid Items Summary

Hover over one of the pie slices on the pie chart to see the percentage of items represented by the item category. Outstanding items older than one year will be reflected on User Defined Reports or PDF reports, but not on the pie charts.

1. Click **View Issued Check Details** to see the list of outstanding checks on the account.
2. Click **Stale Payment Details** to see the list of items identified as meeting the stale date criteria your company established for the account(s). If your company has not set up stale date criteria for your account(s), you will not see this category on your pie chart.
3. Click **Voided/Canceled Details** to see the list of checks that are in void/cancel status. If you have not sent any void/cancel instructions on your account(s), you will not see this category on your pie chart.

### Paid Payments Summary

Hover over one of the pie slices on the pie chart to see the percentage of items represented by the item category. Paid items shown here reflect any that have posted since your last reconciliation cycle or posted in current month if you do not have reconciliation services.

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1. Click **View ACH Debit Payments Details** to see the list of ACH debits posted to the account.
2. Click **Check Payment Details** to see the list of checks paid on the account.
3. Click **Wire Payment Details** to see the list of outgoing wires on the account.

### Quick Links

Quick Links enables you to quickly jump to specific functions with Real Time ARP or Real Time Positive Pay. Some of the links mentioned below may or may not be visible to you, depending on your entitlements.

1. **Quick Search** gives you the ability to find out the status of a check on your account. If it finds a matching item, it will provide you with the issue information BBVA has on file.
2. **Create Issue** enables you to send check issue information without uploading a check issue file. Check number, amount and issue date are mandatory fields. Payee name is optional; however, it is very strongly recommended if your account is setup for Payee Positive Pay the Payee name may not be validated against presented checks by BBVA if you do not subscribe to Payee Positive Pay to avoid your checks being reported as exceptions. You must submit amounts greater than or equal to USD \$0.01.
3. **Create Voided Issue** is how you can send information on cancelled or destroyed check stock, as well as issued items that you wish to change to a void. If you have previously sent an issue on a particular check, the voided issue information must exactly match the issue data in all fields (check number, amount, issue date and payee name [if applicable]) for the void to cancel the issued item.

TIP: You can send a voided issue instead of a stop payment. There is no cost to send a voided issue and voided items never expire.

4. **User Defined Reports** empower each user to create custom report templates for outstanding, paid, or voided/ cancelled items, with custom date ranges. Run the reports on demand and export results in CSV or Excel file formats.
5. **Positive Pay Exceptions** takes you to the list of Positive Pay exceptions available for review and decisions.
6. **Alerts** shows you which alerts have been delivered to your company's users and, depending on your entitlements, allows you to view alerts history and modify contact information and alerts setup.
7. **Positive Pay Business Rules** directs you to view the list of business rules established for your account(s), on both electronic and paper items, and, depending on your entitlements, lets you modify settings or add and edit business rules.

### Positive Pay Import

Positive Pay Import gives you a quick overview of the status of the files imported within the last 30 days. If you wish to do a search to show the status of issue files imported within a custom date range, click **View Issue Files**. The **Upload File** button will open a pop-up window that allows you to select a pre-defined issue file template and upload a new issue file.

### Account Reconciliation Reports

Account Reconciliation Reports is a shortcut to select available ARP reports for specific accounts and either click **View Reports** to view the reports onscreen so you can determine if it is what you needed, or **Download Reports** to immediately start a download of all of the reports that match the date range you entered. Reports will download in a zipped (.ZIP) file.

### Output Files

Output files is a shortcut to see which ARP output files match the date range that you select. The results will display in a pop-up window where you have the ability to download the files by clicking the file name.

### User Defined Reports

User Defined Reports is a shortcut that lets you quickly run pre-defined ARP report templates and view the results onscreen. If the template and account selected do not have matching results, you will be directed to the User Defined Reports Advanced Search screen to enter additional search criteria.