



Positive Pay Suspect Item Alert Setup Guide

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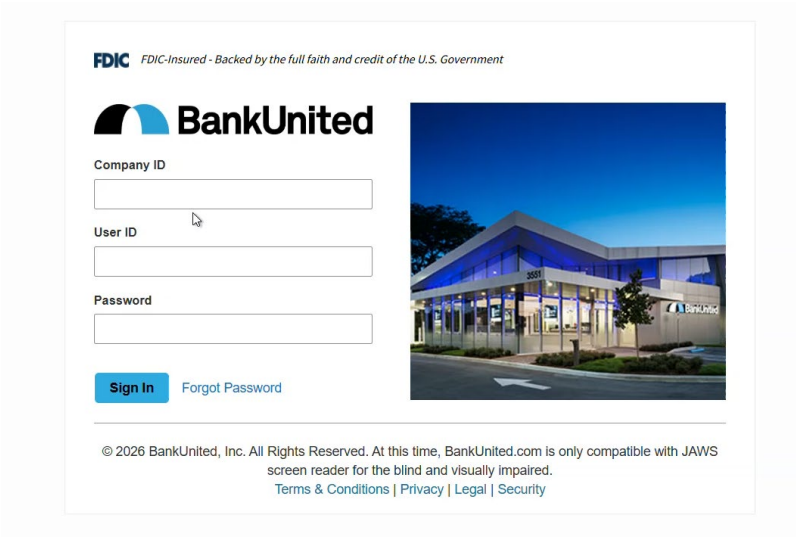
 Need Assistance? 11

Overview

This guide explains how to configure a **Positive Pay Suspect Item Alert** in TreasurySuite. This alert notifies designated users whenever a Positive Pay exception requires a Pay or Return decision.

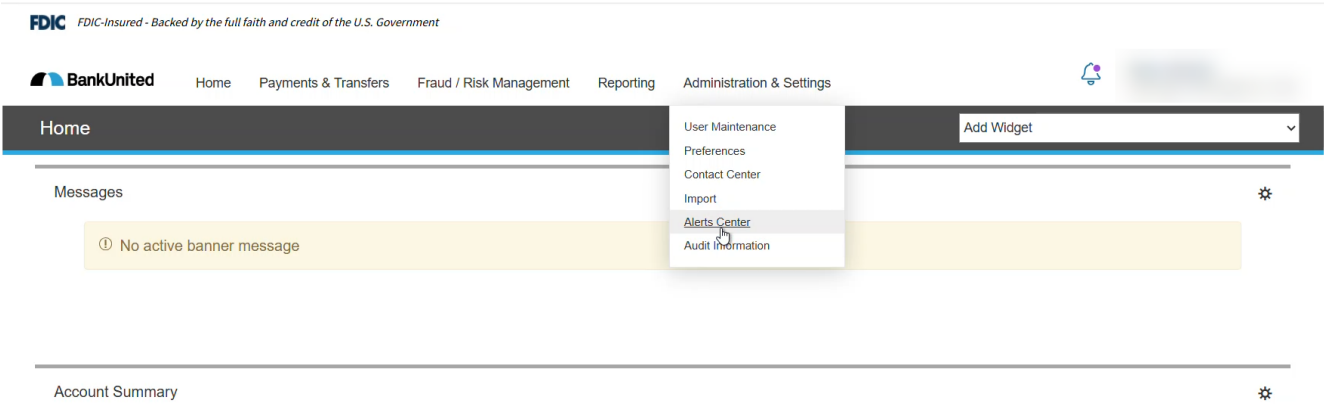
Step 1: Log in to TreasurySuite

Log in using your Company ID, User ID, and Password.



Step 2: Open Alerts Center

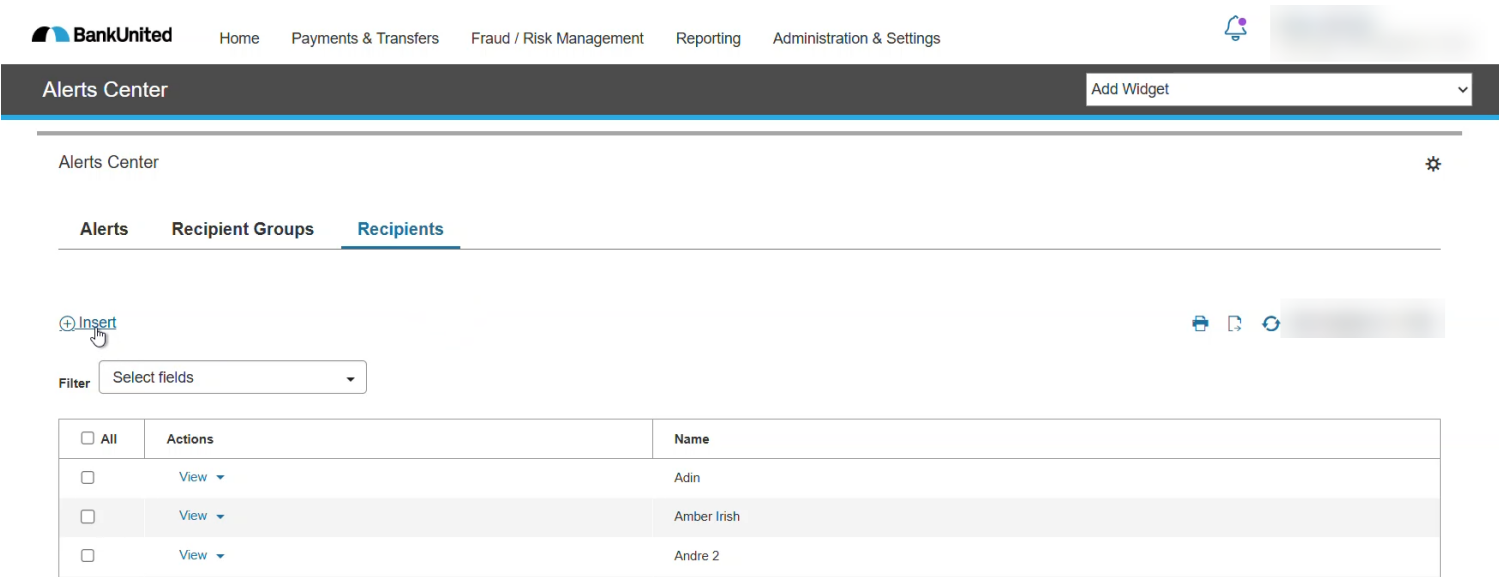
1. From the top navigation menu, select **Administration & Settings** and click **Alerts Center**.



Step 3: Verify or Add Recipients

- 1. Select the **Recipients** tab.
- 2. Review existing recipients.
- 3. If needed, click **Insert** to create a new recipient.

Note: If the intended recipient already exists, proceed to Step 4.



Step 4: Return to the Alerts Tab and Create a New Alert

After verifying or creating the necessary recipients, return to the **Alerts** tab to begin configuring the Positive Pay alert.

- 1. Select the **Alerts** tab.
- 2. Click **Add New Alert**.

Note: Alert recipients must be created before they can be assigned to an alert.

Alerts Center

Add Widget

Alerts Center

Alerts

Recipient Groups

Recipients

+

Add New Alert

Filter

Select fields

☐ All	Actions	Alert Name	Alert Group	Alert Type	Alert Subject Line	Recipient
☐	View	Incoming Wire	Information Reporting	Incoming Wire Transactions	Incoming Wire Transactions Alert	
☐	View	Payment Pending Approval	Payments and Transfers	Payments Awaiting My Approval	You Have Payments and/or Transfers Awaiting Approval	

Viewing 1-2 of 2 records

Display

50

per page

<

Page

1

of 1

>

Step 5: Enter the Alert Name

Enter a descriptive name for the alert.

Example: Positive Pay Exceptions

BankUnited

Home

Payments & Transfers

Fraud / Risk Management

Reporting

Administration & Settings

←

New Alert

* Alert Name

* Alert Group

--Select--

* Alert Type

--Select--

* Alert Subject Line

You may change this subject line that appears on the email alert

Recipient Type

☐ Recipient Group
 ☒ Recipients

Recipients

Step 6: Select the Alert Group

From the **Alert Group** dropdown menu, select:

Check Management

* Alert Name

* Alert Group

--Select--

Check Management

Information Reporting

Payments and Transfers

Administration

* Alert Type

--Select--

* Alert Subject Line

You may change this subject line that appears on the email alert

Step 7: Select Positive Pay Suspect Item Alert

1. Click the **Alert Type** dropdown.
2. Select **Positive Pay Suspect Item Alert**.

BankUnited

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[Payments & Transfers](#)
[Fraud / Risk Management](#)
[Reporting](#)
[Administration & Settings](#)

←
New Alert

* Alert Name

* Alert Group

Check Management

✕

* Alert Type

--Select--

Positive Pay No Suspect Items

Positive Pay Cutoff Time is Approaching

Positive Pay Decision Pending Approval

Positive Pay Suspect Item Alert

* Alert Subject Line

You may change this subject line that appears on the email alert

Recipient Type

☐ Recipient Group
 ☒ Recipients

?

Recipients

Step 8: Configure the Subject Line

Enter a meaningful subject line for the email notification.

Example: Positive Pay Exceptions

HomePayments & TransfersFraud / Risk ManagementReportingAdministration & Settings



New Alert

* Alert Name

Positive Pay Exceptions

* Alert Group

Check Management

✕ ▼

* Alert Type

Positive Pay Suspect Item Alert

✕ ▼

* Alert Subject Line

Check Management Load Notification Alert

You may change this subject line that appears on the email alert

Recipient Type

☐ Recipient Group

☒ Recipients 

Recipients

Account Number

Step 9: Select the Recipient Type

Select **Recipients** to send notifications to individual users.

Alternatively, you may select **Recipient Group** if a recipient group has already been created and you would like notifications sent to all members of that group.

Tip: Using a Recipient Group can simplify alert management by allowing you to update group membership without modifying the alert configuration.

HomePayments & TransfersFraud / Risk ManagementReportingAdministration & Settings



New Alert

* Alert Name

Positive Pay Exceptions

* Alert Group

Check Management

✕ ▼

* Alert Type

Positive Pay Suspect Item Alert

✕ ▼

* Alert Subject Line

Positive Pay Exceptions

You may change this subject line that appears on the email alert

Recipient Type

☐ Recipient Group

☒ Recipients 

Recipients

Account Number

One Recipient Group OR one or more recipients can be added to an alert.

Step 10: Select a Recipient

Choose the user(s) who should receive Positive Pay exception notifications.

BankUnited

Home

Payments & Transfers

Fraud / Risk Management

Reporting

Administration & Settings

Adin - J
Amber
Andre
DD La
Dylan -
J Kyle
Janice
Meredi
Raul -

* Alert Type

Positive Pay Suspect Item Alert

x v

* Alert Subject Line

Positive Pay Exceptions

You may change this subject line that appears on the email alert

Account Number

Step 11: Select Contact Methods

Choose how notifications should be delivered.

Available options may include:

- Email
- SMS/Text Message

Recommendation: Enable email notifications for all Positive Pay recipients.

Recipient Type

☐ Recipient Group

☒ Recipients ?

Recipients

Raul - test@bankunited.com ✕

Contact Methods

☐ All Emails

☐ All SMS

Raul

☒ test@bankunited.com

☐ Test

3055555555

Account Number

Save

Cancel

Step 12: Leave the Account Number Field Blank (Recommended)

The **Account Number** field may be left blank.

Leave this field blank to receive notifications for:

- All accounts currently enrolled in Positive Pay
- Any future accounts added to Positive Pay under your TreasurySuite profile

Entering a specific account number will limit notifications to that account only.

Recommendation: BankUnited recommends leaving this field blank unless you need to monitor a specific account separately from your other Positive Pay accounts.

Account Number

Save

Cancel

Step 14: Save the Alert

Click **Save** to submit the alert configuration.

Save

Cancel

Step 15: Verify Alert Creation

1. Confirm the **Alert Submitted** message appears.
2. Verify the alert is displayed in the Alerts Center.
3. Confirm the following information is correct:
 - Alert Name
 - Alert Group
 - Alert Type
 - Recipient(s)
 - Subject Line

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Alerts Center

Add Widget

Alerts Center

Alerts

Recipient Groups

Recipients

+

Add New Alert

✓

Alert Submitted

✕

Filter

Select fields

☐ All	Actions	Alert Name	Alert Group	Alert Type	Alert Subject Line	Recipient
☐	View	Positive Pay Exceptions	Check Management	Positive Pay Suspect Item Alert	Positive Pay Exceptions	test@bankunited.com
☐	View	Incoming Wire	Information Reporting	Incoming Wire Transactions	Incoming Wire Transactions Alert	
☐	View	Payment Pending Approval	Payments and Transfers	Payments Awaiting My Approval	You Have Payments and/or Transfers Awaiting Approval	

Viewing 1-3 of 3 records

Display
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per page
Page
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of 1

Additional Positive Pay Alerts

Disclaimer: The alert types below use the exact same setup process outlined in this guide. The only difference is the **Alert Type** selected during Step 8.

Positive Pay Decision Pending Approval

Purpose: Notifies authorized approvers when a Positive Pay decision is awaiting approval.

- **Alert Group:** Check Management
- **Alert Type:** Positive Pay Decision Pending Approval

Positive Pay Cutoff Time is Approaching

Purpose: Reminds users that the Positive Pay decision deadline is approaching.

- **Alert Group:** Check Management
- **Alert Type:** Positive Pay Cutoff Time is Approaching

Positive Pay No Suspect Items

Purpose: Notifies users when Positive Pay processing completes without identifying any exception items.

- **Alert Group:** Check Management
- **Alert Type:** Positive Pay No Suspect Items

Recommended Positive Pay Alert Configuration

For the most comprehensive Positive Pay coverage, BankUnited recommends enabling the following alerts:

- ✓ Positive Pay Suspect Item Alert
- ✓ Positive Pay Decision Pending Approval
- ✓ Positive Pay Cutoff Time is Approaching
- ✓ Positive Pay No Suspect Items

These alerts help ensure users are notified when:

- Exception items require review
 - Approvals are needed
 - Decision deadlines are approaching
 - Positive Pay processing completes with no suspect items identified
-

Need Assistance?

If you need assistance configuring Positive Pay alerts, adding recipients, or determining which alerts are best suited for your organization, please contact our **Client Success Team** for assistance.

This guide is provided for informational purposes only and is intended to assist users with configuring Positive Pay alerts within TreasurySuite. Alert settings, recipients, delivery methods, and configurations should be selected based on the customer's individual operational, security, and account monitoring needs. BankUnited's recommended configurations are general recommendations and may not be appropriate for all customers or circumstances. Positive Pay alerts are intended to supplement, and not replace, a customer's obligation to review exception items, monitor account activity, and make timely Pay or Return decisions. Failure to receive an alert, delayed delivery, system outages, email filtering, mobile carrier delays, user configuration errors, or other technical issues may impact notification delivery. Customers remain solely responsible for reviewing Positive Pay exceptions and complying with all applicable cutoff times, deadlines, account agreements, and security procedures. Positive Pay and related alerts are fraud mitigation tools but do not guarantee the prevention or detection of all fraudulent, altered, counterfeit, unauthorized, or erroneous transactions.