ENHANCED POSITIVE PAY

Report Guide

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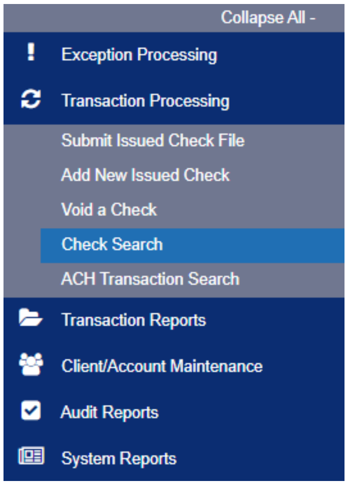
Reporting Options

Check Search

Use the **Check Search** page view, edit, and delete issued checks and view/download paid and returned check information.

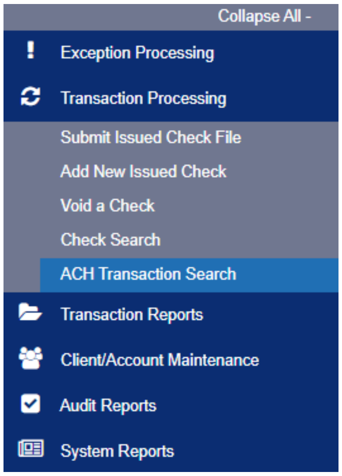
Access this report clicking **Transaction Processing** and then selecting **Check Seach**.



Search based on any combination of the following criteria:

- **Account Nickname**—optionally select a specific account. If no accounts are selected the system will search through all accounts with Positive Pay.
- **Check Status**—the status of the check you would like to run reporting for.
- **Check Number From/Check Number To**—To search for transactions based upon the check number. If you are searching for a specific check number, enter the number in both fields.
- **Date**—the type of date you would like to run the Check Search report for.
    - Issued
    - Paid
    - Input
    - Exception
    - Void
    - Reconcile
    - Stop Payment
- **Date From/Date To**—To search for transactions based upon the date or date range the item was excepted. If you are searching for a specific date, enter the date in both fields.
- **Amount From/Amount To**—To search for transactions based upon the check amount. IF you are searching for a specific amount, enter the amount in both fields.
- **Decision**—limits the search to a specific pay/return decision.
- **Reason**—limits the search based upon the reason that was selected.
- **Trace Number**- the trace number for the item (if applicable).
- **Issued Payee**—limits the search to specific payee names. You can enter all or part of the payee name.

ACH Transaction Search



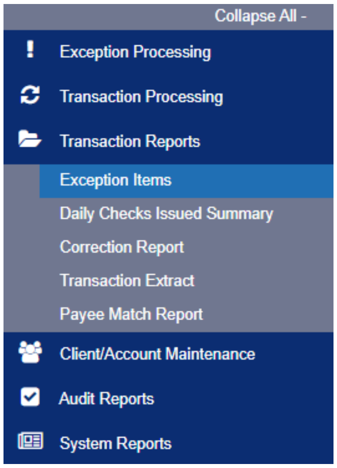
Use the ACH Transaction Search page to review posted ACH transaction activity. Only transactions with valid ACH Standard Entry Class (SEC) codes or ACH transaction codes appear on this report.

Access this report by clicking **Transaction Processing** and then selecting **ACH Transaction Search**.

Search based on any combination of the following criteria:

- **Account Nickname**—optionally select a specific account. If no accounts are selected the system will search through all accounts with Positive Pay.
- **Paid Date From/Paid Date To**—search for transactions based upon the date or date range the item was posted. If you are searching for a specific date, enter the date in both fields.
- **SEC Code**—search for transactions based upon the ACH SEC code.
- **Amount From/Amount To**—search for transactions based upon the amount of the item posted. If you are searching for a specific amount, enter the amount in both fields.

Exception Items



The **Exception Items** report allows the user to generate a report of items that were flagged as exception items

Access this report by clicking **Transaction Reports** and then selecting **Exception Items.**

Search based on any combination of the following criteria:

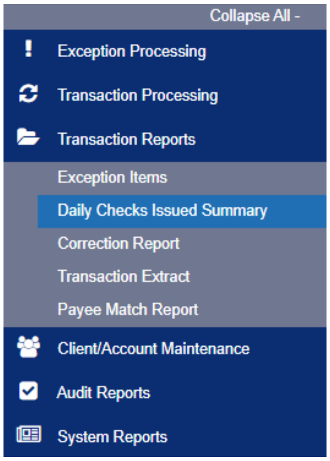
- **Account Nickname**—optionally select a specific account. If no accounts are selected the system will search through all accounts with Positive Pay.
- **Date From/Date To**—To search for transactions based upon the date or date range the item was excepted. If you are searching for a specific date, enter the date in both fields.
- **Transaction Type**—the type of transaction the exception item is.

- **Check Number From/Check Number To**—To search for transactions based upon the check number. If you are searching for a specific check number, enter the number in both fields.
- **Decision**—specify decisions to search within.
- **Reason**—specify reasons to search within.

Daily Checks Issued Summary

The **Daily Checks Issued Summary** report is an easy way to see how many checks were issued on any given day and their totals. This includes both manually loaded checks and checks uploaded through an issued check file.

Access this report by clicking **Transaction Reports** and then selecting **Daily Checks Issued Summary.**



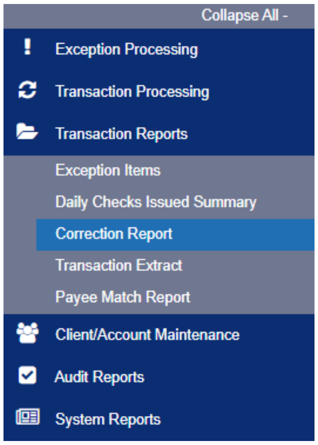
Search based on any combination of the following criteria:

- **Account Nickname**—optionally select a specific account. If no accounts are selected the system will search through all accounts with Positive Pay.
- **Issued Date From**—the beginning check number used to search for a range of checks.
- **Issued Date To**—the ending check number used to search for a range of checks.

Correction Report

The Correction Report lists the items that have been corrected by United Bank. These are items that have posted incorrectly, usually due to encoding errors such as check number blank, zero or incorrect, and amount mismatches.

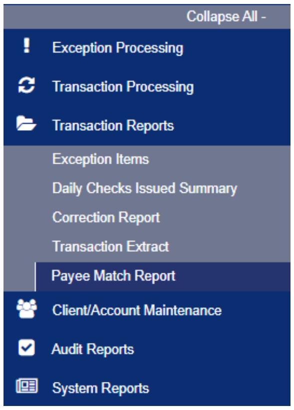
Access this report by clicking **Transaction Reports** and then selecting **Correction Report.**



Search based on any combination of the following criteria:

- **Account Nickname**—optionally select a specific account. If no accounts are selected the system will search through all accounts with Positive Pay.
- **Exception Date From**—the beginning posted date used to search for a range of exceptions.
- **Exception Date To**—the ending posted date used to search for a range of exceptions.
- **Check Number From**—the beginning check number used to search for a range of checks.
- **Check Number To**—the ending check number used to search for a range of checks.

Payee Match Report



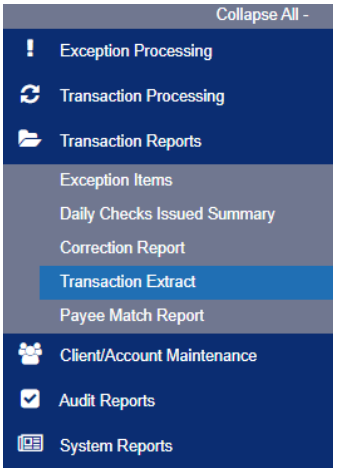
The **Payee Match Report** page generates an online report using dynamic selection criteria. Select items by issued date, paid date, check number or issued payee name.

Access the report by expanding the Transaction Reports menu on the left side of the screen and clicking on Payee Match Report.

Search based on any combination of the following criteria:

- **Account Nickname**—optionally select a specific account. If no accounts are selected the system will search through all accounts with Positive Pay.
- **Account Number**—the account number associated with the transaction.
- **Check Number**—the check number of this item.
- **Amount**—the amount of the check that has been presented for payment.
- **Issued Payee**—the issued payee name for this check.
- **Paid Date**—the posting date of the check.
- **Payee Match Check Payee**—the name that was read from the check image for this check.
- **Issued Date**—the date the check was issued.

Transaction Extract



The Transaction Extracts page provides an electronic file of paid checks to process or update within another system. Once complete, the file and report are automatically displayed at the bottom of the page. To save an extract file to a local workstation or network drive, select Export results to file (⬇).

Access this report by clicking **Transaction Reports** and then selecting **Transaction Extract.**

Search based on any combination of the following criteria:

- **Account Nickname**—optionally select a specific account. If no accounts are selected the system will search through all accounts with Positive Pay.
- **Date from**—the date from which to start the extract. By default, the system extracts all items that have not been previously extracted.
- **Date to**—the date through which posted items are included in the extract file.
- **Extract format**—the format to extract transactions into.
- **include previously extracted transactions**—includes previously extracted transactions.

Report Result Pages

You can perform the following actions on the results pages of most reports:

- Drag a column header to reorder the report.
- Select the Search icon (🔍) to filter and search all results or select a specific column to search within.
- Select the Columns icon (◫) to select or remove columns form the report.
- Select the Export icon (⭳) to export the search results to Microsoft Excel, PDF, or CSV file.
- Select the Options icon (⋮) on an individual search result to perform one of the following actions: