

POSITIVE PAY – REPORTS

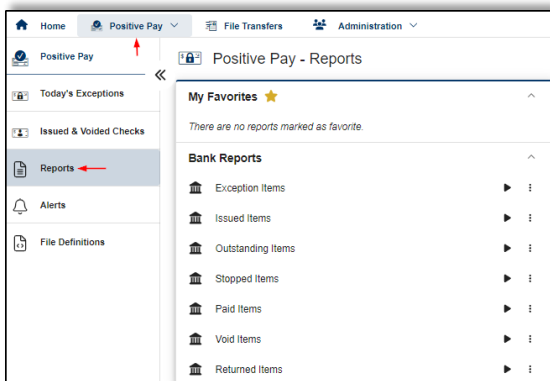
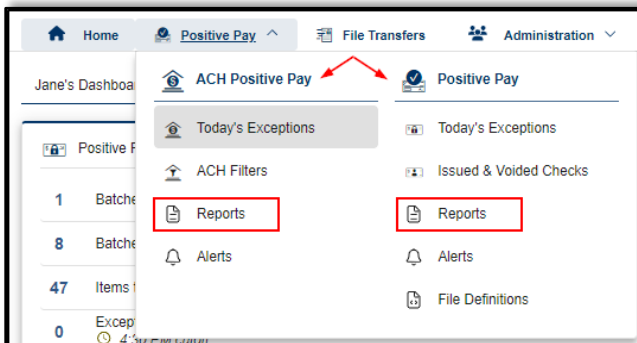
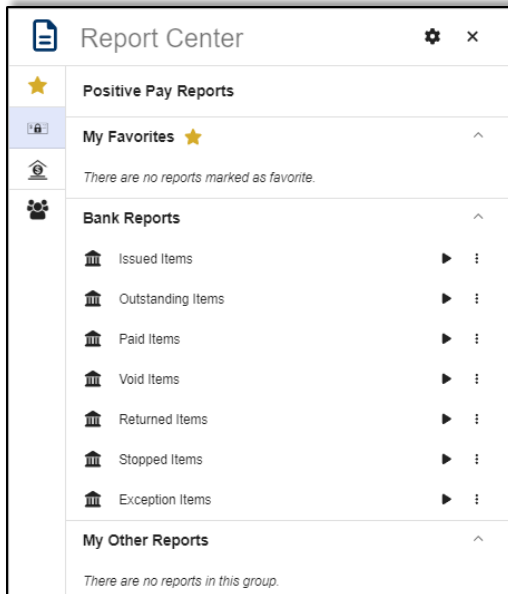
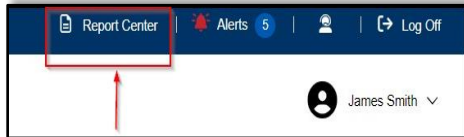
This guide provides instructions for viewing and customizing reports.

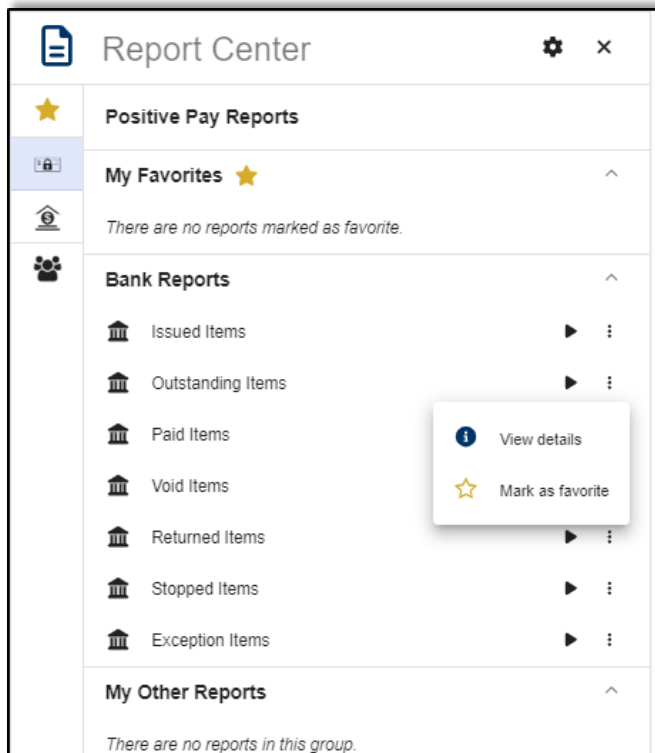
VIEWING STANDARD REPORTS

STEP 1: ACCESSING REPORTS

Reports are accessible from several places:

1. The **Report Center**, located in the header, makes it easy to find reports in one common location. It aggregates all the system reports available for each user based on entitlements. Users are able to mark specific reports as favorites for easy access in the future.
 - From the Report Center, hover over lefthand icons and select Positive Pay or ACH Positive Pay.
2. The top-level menus and the left menus under Positive Pay drop-down.
 - Select the Positive Pay or ACH Positive Pay.
 - Select the specific report



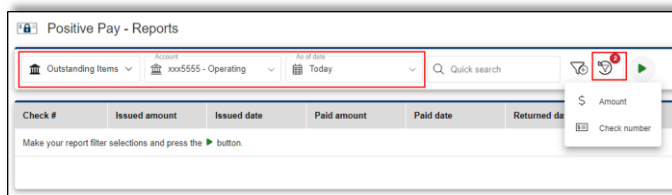


STEP 2: SELECT FROM THE BANK REPORTS:

Standard Report types:

- **Issued Items:** Generates a list of checks that have been issued.
- **Outstanding Items:** Lists any check(s) that have been issued in Positive Pay but have not cleared the system and presented for payment.
- **Paid Items:** Shows checks that have been paid.
- **Void Items:** Displays checks that were issued as void.
- **Paid Items:** Shows checks that have been paid.
- **Returned Items:** Displays returned checks.
- **Stopped Items:** Shows checks that were entered in the system as an issued item, but on a later date a stop payment was placed through an online banking platform or at a branch.
- **Exception Items:** Items where the Issued Check information and the check presented for payment are different.

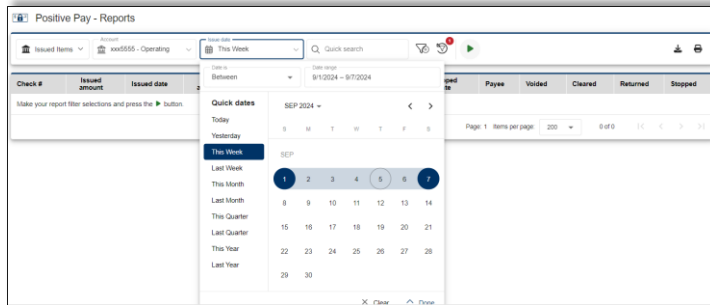
Select a report by clicking on the right arrow button. ►



Report Filters:

After selecting a report, the report screen will load.

- Clicking the filter+ icon will show additional advanced filter options in a dropdown.
- Quick search allows for a specific amount or check number.
- Select desired filters to narrow report results.



STEP 3: VIEW CUSTOM REPORTS

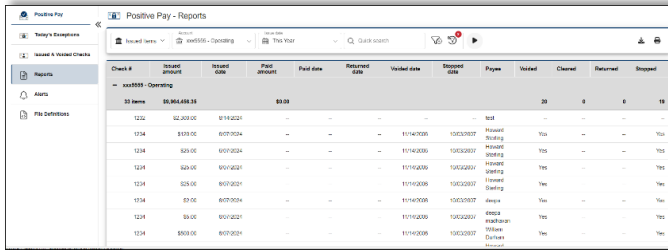
Customizing a report may help narrow down the search for a specific item.

- **Account:** Choose from the list of accounts or keep the default All Accounts.
- **Check #:** Select All to view all checks on the report. You can also search for a specific check number or range of checks.
- **Amount:** Select All to search for any amount. You can also search for a specific amount or amount range.
- **Date As Of:** Select a date from the calendar pop-up by clicking on the date box. If the field is left blank, the system will search from the date the account was established.
- **Payee:** Enter in the full or partial name of the payee.
Note: Enter an asterisk (*) after the payee name to search by partial name.
- **Sort By and Then By:** See the check number, date, or amount in a specific order when the report is displayed.

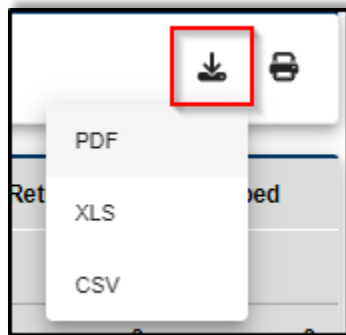
STEP 4: RUN REPORT

Click the  icon to **Run Report**.

The report will display in a Web format as the default or will be downloaded in the format that was selected (PDF, Excel or CSV).

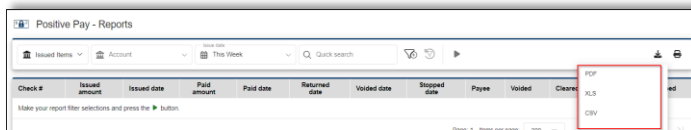


Check #	Issued amount	Issued date	Paid amount	Paid date	Returned date	Voided date	Stopped date	Payee	Voided	Cleared	Returned	Stopped
33 Items	\$0,964,488.33		\$0.00						20	0	0	10
1232	\$2,203.00	11/19/2021						First				
1234	\$109.00	6/07/2024				11/14/2026	12/03/2027	Insurance	Yes			Yes
1236	\$25.00	6/07/2024				11/14/2026	12/03/2027	Insurance	Yes			Yes
1238	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1239	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1240	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1241	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1242	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1243	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1244	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1245	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1246	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1247	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1248	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1249	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes
1250	\$25.00	6/07/2021				11/14/2026	12/03/2027	Insurance	Yes			Yes

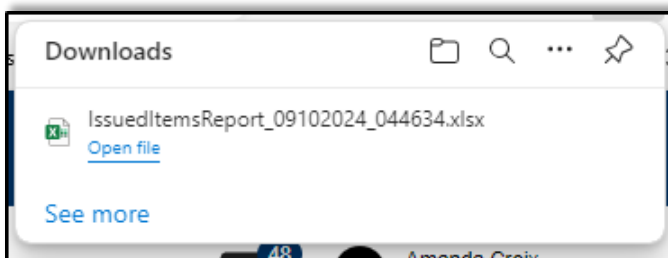


STEP 5: DOWNLOADING REPORTS

1. Select the download icon at top right of report screen, then select the report format:
 - PDF
 - Excel
 - CSV



2. The Downloaded file will appear on the top of the screen to view and/or saved locally.



3. Open and save the downloaded report locally.