Positive Pay- Transaction Reports

Reports Available:

- Daily Checks Issued Summary
- Issued Check Processing Log
- ACH Authorization Rules
- Exception Items
- Stale Dated Checks
- Account Reconciliation Summary- requires Positive Pay with Full Account Reconciliation
- Check Reconciliation Summary- requires Positive Pay with Full Account Reconciliation

Daily Checks Issued Summary

The Daily Issued Checks Summary report is an easy way to see how many checks were issued on any given day and their totals. The dynamic selection criterion allows you to fine tune the report to your specific needs. This includes both manually loaded checks and checks uploaded through an issued check file.

1. In the navigation menu, click or tap **Advanced Payments** > **Positive Pay Advanced**. The Positive Pay Advanced features page appears.
2. Click or tap **Transaction Reports>Daily Checks Issued Summary**.
3. Select Appropriate Account from Account Nickname drop down
4. Input Issued Date From/To
5. Click Search

Results:

Daily Checks Issued Summary					
‹ Back to Search Parameters					
Issued Date	↑	Client	Account ID	Check Count	Amount Total
07/25/2018		Big City Electric	Sunrise	900	$101,763.75
07/26/2018		Big City Electric	Sunrise	1685	$183,393.63
07/27/2018		Big City Electric	Sunrise	2742	$355,305.83

Issued Check Processing Log

The Issued Check File Processing Log displays a list of all issued check files that have been electronically submitted through Positive Pay. If a submitted file had errors, the user can drill down to view the errors by clicking in the "Results" column.

1. In the navigation menu, click or tap **Advanced Payments** > **Positive Pay Advanced**. The Positive Pay Advanced features page appears.
2. Click or tap **Transaction Reports>Issued Check Processing Log**.
3. Select Input Date From/To
4. Click Search

Results:

Issued Check File Processing Log

< Back to Search Parameters

Account ID	↑	File Mapping Format		Results		Items		Amount		Upload Date		File Name	
BCE Exp Acct		BCE Exp Account		Ⓤ Unprocessed		0		$0.00		01/03/2019		20190103080105269...	⋮
BCE Exp Acct		BCE Exp Account		⊗ Rejected		1		$100.00		01/03/2019		TESTissued.txt	⋮
BCE Exp Acct		BCE Exp Account		⊕ Processed		1		$100.00		01/03/2019		TESTissued.txt	⋮
BCE Exp Acct		BCE Exp Account		⚠ Processed wit...		2		$300.00		01/03/2019		TESTissued.txt	⋮

1

View 10 ▾

Processing Totals (All Pages)

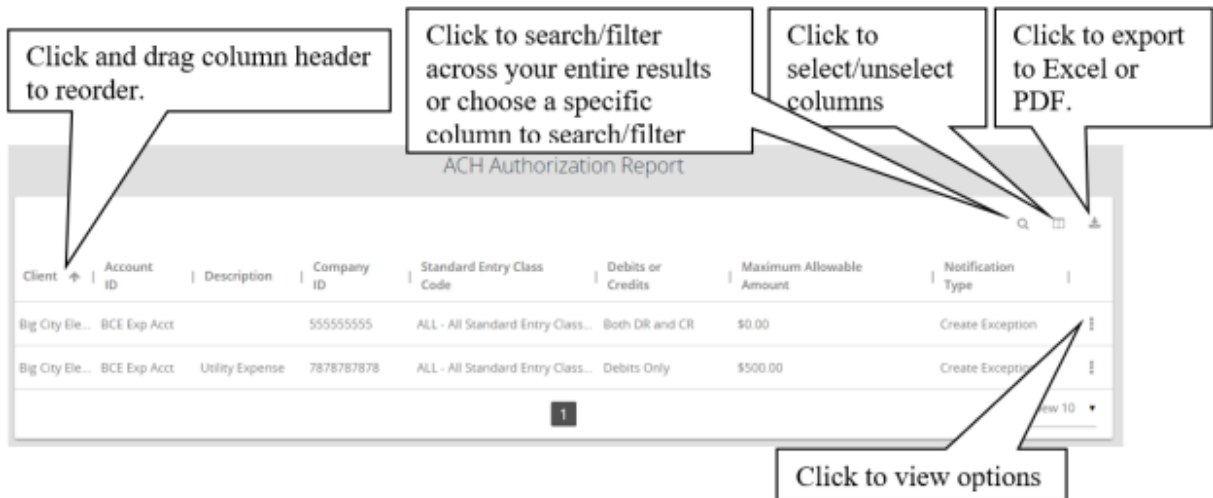| File Status	Total Items	Total Amount
Processed	2	$300.00
Processed with Exceptions	1	$100.00
Rejected	1	$100.00

*Note: Issued check file processing history is retained within the system for 365 days. Transaction history is retained within the system for 90 days after an item has been paid.

ACH Authorization Rules

The ACH Authorization Report displays a listing of all pre-authorized rules. *Note:* This report will only display rules for the accounts that the user has access to.

1. In the navigation menu, click or tap **Advanced Payments** > **Positive Pay Advanced**. The Positive Pay Advanced features page appears.
2. Click or tap **Transaction Reports>ACH Authorization Rules**.

Results:

- **Client:** The name of the client.
- **Client/Account ID**: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note*: The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined on the System Setup screen.
- **Description:** This is the description of ACH rule.
- **Company ID:** The originating company ID of the transaction from the ACH file. If the company ID field is left blank, the rule will apply to all company IDs.
- **Standard Entry Class Code:** A list of ACH standard entry class (SEC) codes. Either a specific SEC code can be selected or "ALL – All Standard Entry Class Codes" can be selected to include all SEC codes.
- **Debits or Credits:** The options are either debits, credits, or both debits and credits to define the types of transactions for this rule.
- **Maximum Allowable Amounts:** The maximum allowed amount for this type of transaction. If the amount is left zero, the maximum amount field is not used during the authorization process.
- **Notification Type:** The value *Create Exception* indicates that any unauthorized ACH transaction will become an exception that requires a pay or return decision by the client. The value *Email Notification Only* indicates that the client will receive an email notification of any unauthorized transaction.
- **Date Created:** The date the rule was created.
- **Date Updated:** The last date the rule was updated.

Exception Items

The Exception Items report filter screen allows the user to generate a report of items that were flagged as exception items. Optionally select items that meet specific criteria. Criteria can include: Exception Date, Exception Type (ACH, Check or Both), pay/return decision or return reason.

1. In the navigation menu, click or tap **Advanced Payments** > **Positive Pay Advanced**. The Positive Pay Advanced features page appears.
2. Click or tap **Transaction Reports>Exception Items**.
3. Complete search parameters as desired:
    1. Account Nickname
    2. Exception Date From/To
    3. Transaction Type
        1. Both check and ACH Exceptions
        2. Check exceptions only
        3. ACH exceptions only
    4. Check Number From/To
    5. Decision- Pay or Return
    6. Reason
        1. All Reasons
        2. Duplicate
        3. Fraudulent
        4. Past Deadline Item Paid
        5. Past Deadline Item Returned
        6. Stale Dated
        7. Unauthorized
4. Click Search
5. Results will include:
    1. **Client/Account ID**: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. *Note*: The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.
    2. **Exception Date From**: The beginning posted date used to search for a range of exceptions.
    3. **Transaction Type**: The type of transaction the exception item is.
    4. **Check Number From**: The ending posted date used to search for a range of exceptions.
    5. **Check Number From**: The beginning check number used to search for a range of checks.
    6. **Check Number To**: The ending check number used to search for a range of checks.
    7. **Issued Payee**: The issued payee name for this check.
    8. **Paid Date**: The paid date for this check.
    9. **Input Date**: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.
    10. **Exception**: The type of exception for this item.
    11. **Decision**: The decision for this exception item.
    12. **Reason**: The reason associated with the exception
    13. **Decisioned By:** The user who performed the decision

*Note: Transaction history is retained within the system for 90 days after an item has been paid.
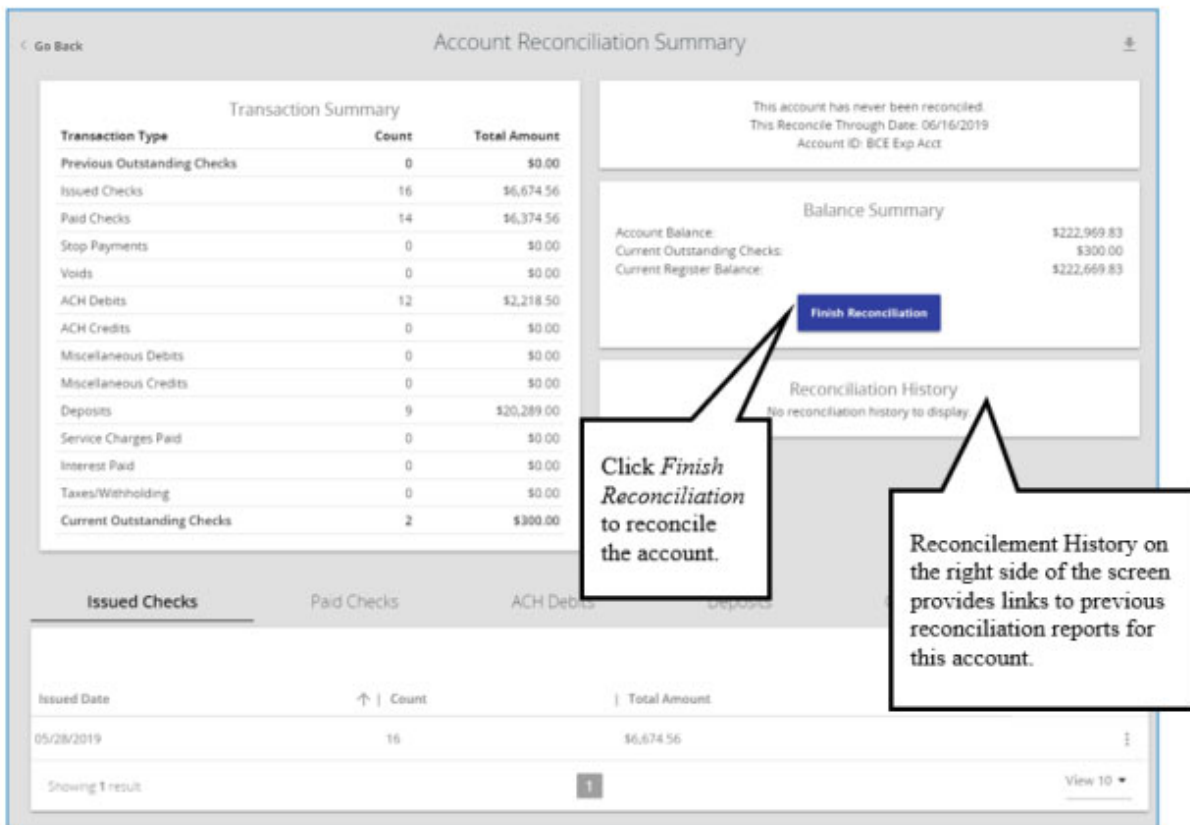
Stale Dated Checks

The Stale Dated Checks report filter screen allows the user to create a report of stale dated checks using dynamic selection criteria. A check is considered stale dated after 180 days. Select items by Issued Date, Input Date, As of Date or Issued Payee.

1. In the navigation menu, click or tap **Advanced Payments** > **Positive Pay Advanced**. The Positive Pay Advanced features page appears.
2. Click or tap **Transaction Reports>Stale Dated Checks**.
3. Complete search parameters as desired:
   1. Account Nickname
   2. Stale Dated As Of
   3. Check Number From/To
   4. Issued Date From/To
   5. Input Date From/To
   6. Click Search
4. Results Include:
   1. **Account ID**: The Client/Account ID is the nickname or description that identifies this account to the customer. This Client/Account ID is displayed in place of the account number on screens within the system and in emails generated by the system. ***Note***: The label used for this field (typically "Client ID" or "Account ID") throughout the system is defined by the financial institution.
   2. **Stale Dated As Of**: To create a report of stale dated checks "as of" a specific date in the past, enter a date in this field.
   3. **Check Number From**: The beginning check number used to search for a range of checks.
   4. **Check Number To**: The ending check number used to search for a range of checks.
   5. **Issued Date From**: The beginning issued date used to search for a range of checks.
   6. **Issued Date To**: The ending issued date used to search for a range of checks.
   7. **Input Date**: The date the issued item was entered into the system. Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Account Reconciliation Summary

The Account Reconciliation Summary is used to assist in balancing online account balances with a statement. The report displays an activity summary with newly issued checks, paid checks, stopped checks, voided checks, ACH debits and credits, miscellaneous debits and credits, deposits, service charges, paid interest and taxes/withholding. The report also provides a total of outstanding checks and the check register balance as of reconciliation date.

1. In the navigation menu, click or tap **Advanced Payments** > **Positive Pay Advanced**. The Positive Pay Advanced features page appears.
2. Click or tap **Transaction Reports>Account Reconciliation Summary**.
3. Select Account from Account Nickname drop down
4. Select Reconcile Through Date
    1. Note: The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity up until the Reconcile through Date will be included.
5. Click Search

6. To display a detailed list of the items for any of the totals listed on the report, click on the appropriate tab.

*Note: Items that have already been reconciled via the Check Reconciliation or Deposit Reconciliation screens will not be included in the Account Reconciliation statement.

Big City Electric
Account ID: BCE Exp Acct

Run Date: 06/17/2019
Reconcilement Period: - to 06/16/2019

Issued Checks (16)

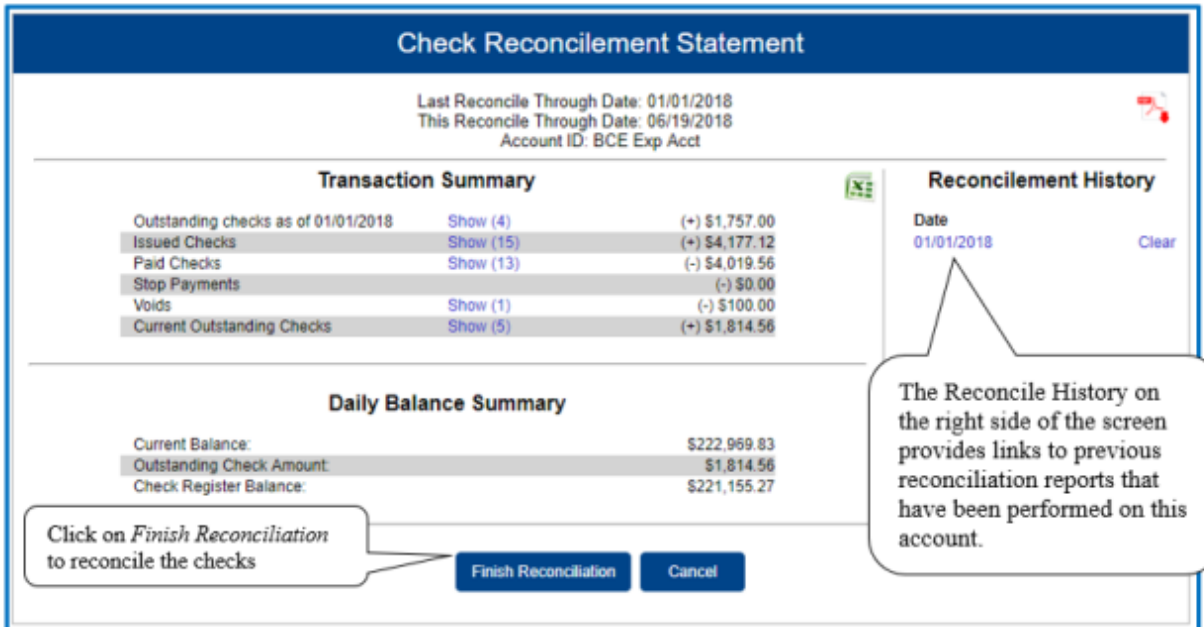|	Issued Date	Paid Date	Check Number	Issued Payee	Amount
1	05/28/2019		7524	John Doe	$100.00
2	05/28/2019		54788	John Smith	$200.00
3	05/28/2019	05/28/2019	0		$35.00
4	05/28/2019	05/28/2019	0		$500.00
5	05/28/2019	05/28/2019	1235		$110.00
6	05/28/2019	05/28/2019	1236		$120.00
7	05/28/2019	05/28/2019	1236		$120.00
8	05/28/2019	05/28/2019	1237		$130.00
9	05/28/2019	05/28/2019	105262		$2,205.00

After clicking on the download icon in the Reconcilement History, an Account Reconciliation Report will be displayed with all items that were reconciled on the report

*Note: Transaction history is retained within the system for 90 days after an item has been paid.

Check Reconciliation Summary

The Check Reconciliation Summary report is used to assist in balancing online account balances with a statement. The report displays an activity summary of newly issued checks, paid checks, and stopped/voided checks. The report also provides a total of outstanding checks as of the reconciliation date.

1. In the navigation menu, click or tap **Advanced Payments** > **Positive Pay Advanced**. The Positive Pay Advanced features page appears.
2. Click or tap **Transaction Reports>Check Reconciliation Summary**.
3. Select Account from Account Nickname drop down
4. Select Reconcile Through Date
    1. Note: The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity up until the Reconcile through Date will be included.
5. Click Search

6. To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link.

*Note: Transaction history is retained within the system for 90 days after an item has been paid.