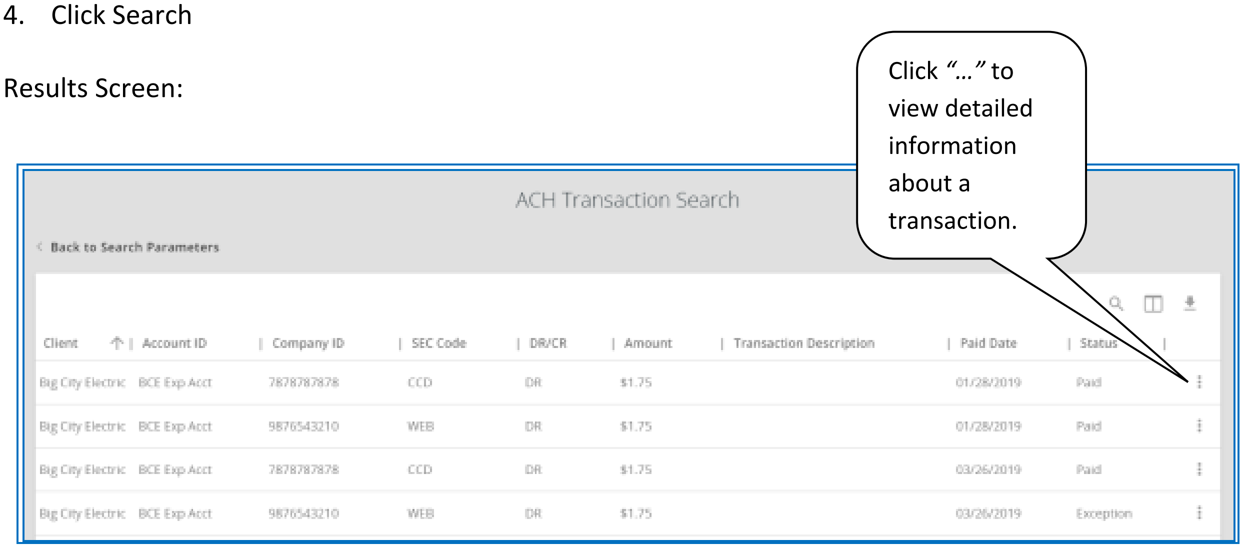
Positive Pay- Paid ACH Items Search

The ACH Transaction Search is used to search for specific ACH transactions using dynamic selection criteria.

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

1. In the navigation menu, click or tap **Advanced Payments** > **Positive Pay Advanced**. The Positive Pay page appears.
2. Click ACH Transaction Search
3. Complete ACH Transaction Search query
    1. Account Nickname
    2. Paid Date From/To
    3. SEC Code
4. Click Search

Results Screen:



Client	Account ID	Company ID	SEC Code	DR/CR	Amount	Transaction Description	Paid Date	Status
Big City Electric	BCE Exp Acct	7878787878	CCD	DR	$1.75		01/28/2019	Paid
Big City Electric	BCE Exp Acct	9876543210	WEB	DR	$1.75		01/28/2019	Paid
Big City Electric	BCE Exp Acct	7878787878	CCD	DR	$1.75		03/26/2019	Paid
Big City Electric	BCE Exp Acct	9876543210	WEB	DR	$1.75		03/26/2019	Exception

- **Status**: Icons representing the status of the transaction. By clicking on the *Show Key* link in the top-right portion of the screen, a legend displaying the description of each status icon is displayed. The possible statuses represented by an icon are as follows:
- **Exception**: Displayed on items that are flagged as exceptions by the system.
- **Paid**: Displayed on items that have been previously paid.
- **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.
- **Paid Date**: The paid date for this transaction.
- **ACH Company ID**: The originating ACH Company's identification number.
- **ACH SEC**: The ACH standard entry class.
- **DR/CR**: Indicates if the transaction is a debit or credit.
- **Transaction Amount**: The amount of the ACH transaction that has been presented for payment.
- **Transaction Description**: The description of the ACH transaction.