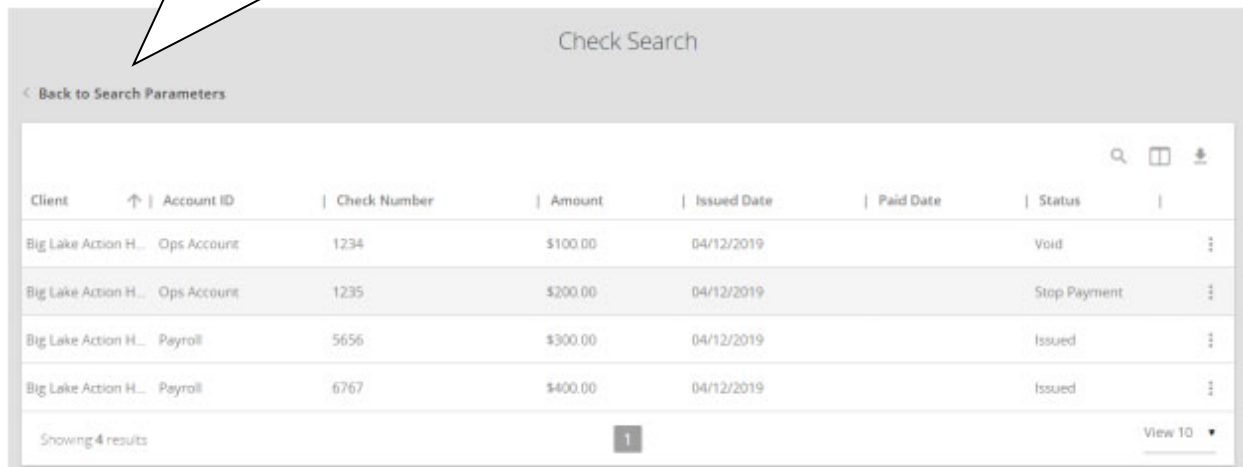# Positive Pay- Paid Check Items Search

The Paid Check Search screen is used to search for specific transactions using dynamic selection criteria.

1. In the navigation menu, click or tap **Advanced Payments** > **Positive Pay Advanced**. The Positive Pay page appears.
2. Click Check Search
3. Complete Check Search query

   a) Account Nickname
   b) Check Status
   c) Check Number From/To
   d) Date: Issued, Paid, Input, Exception, or Void
   e) Date From/To
   f) Additional Options available

      1. Decision
      2. Reason
      3. Include Reversals

4. Click Search

Check Search Results:

Click on "*Back to Search Parameters*" to return to the report selection screen.

Check Search

< Back to Search Parameters

Client	Account ID	Check Number	Amount	Issued Date	Paid Date	Status	
Big Lake Action H...	Ops Account	1234	$100.00	04/12/2019		Void	⋮
Big Lake Action H...	Ops Account	1235	$200.00	04/12/2019		Stop Payment	⋮
Big Lake Action H...	Payroll	5656	$300.00	04/12/2019		Issued	⋮
Big Lake Action H...	Payroll	6767	$400.00	04/12/2019		Issued	⋮

Showing 4 results   1   View 10 ▾

The following columns appear on the Check Search screen:

Status: The status of the transaction.

Issued: Displayed on items that are flagged as issued by the system.
Exception: Displayed on items that are flagged as exceptions by the system.
Returned: Displayed on items that are flagged as returned exceptions by the system.
Paid: Displayed on items that have been previously paid.
Stop Payment: Displayed for checks that have been stopped with a stop payment.
Reversal: Displayed on items that have been paid and reversed.
Void: Displayed on items that have been voided.
Blank: No icon indicates that the item is an outstanding check.

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.

Issued Date: The issued date for this check. On *Paid Not Issued* exceptions, the paid date is defaulted into the issued date field.

Paid Date: The paid date for this check.

Check #: 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. *Note*: Issued Payee is only displayed if Display Issued Payee Name is selected in the client setup screen.