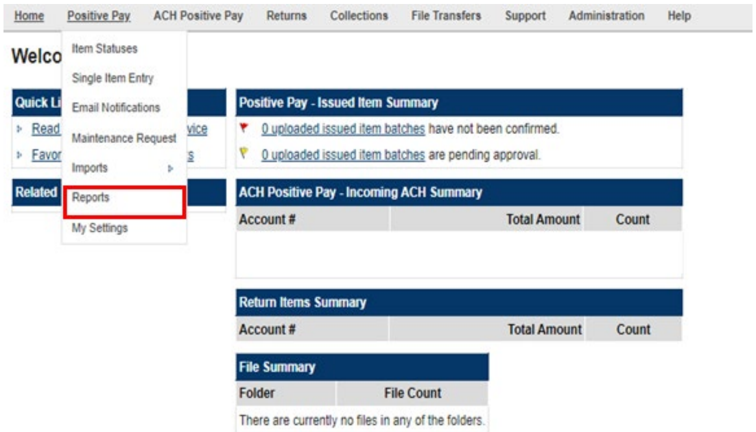
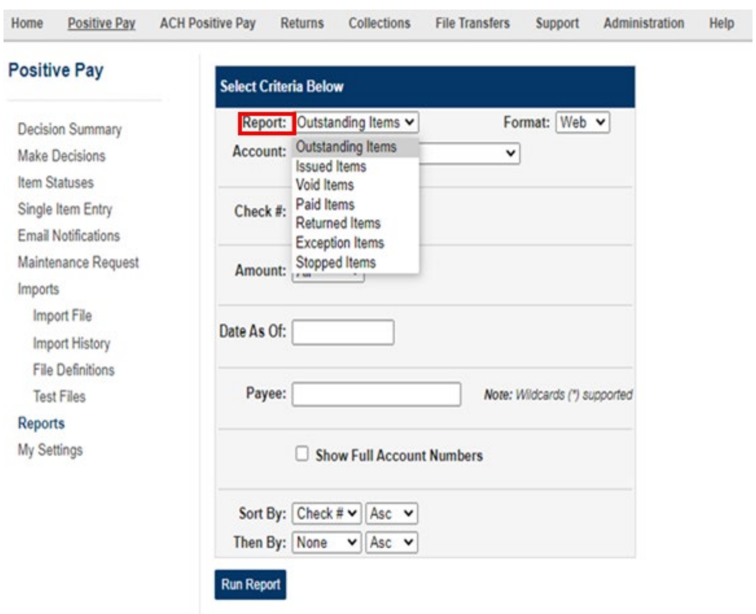
POSITIVE PAY – REPORTS

This guide provides instructions for viewing and customizing reports.



Viewing Standard Reports

STEP 1:
Click Positive Pay and then select *Reports*.



STEP 2: SELECT STANDARD REPORT TYPE:

Standard Report types:

- **Outstanding Items:** Lists any check(s) that have been issued in Positive Pay but have not cleared the system and presented for payment.
- **Issued Items:** Generates a list of checks that have been issued.
- **Void Items:** Displays checks that were issued as void.
- **Paid Items:** Shows checks that have been paid.
- **Returned Items:** Displays returned checks.
- **Exception Items:** Items where the Issued Check information and the check presented for payment are different.
- **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.

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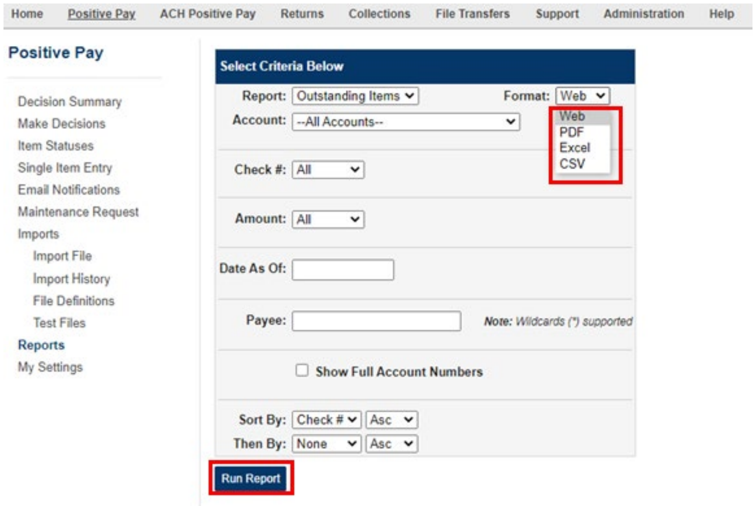


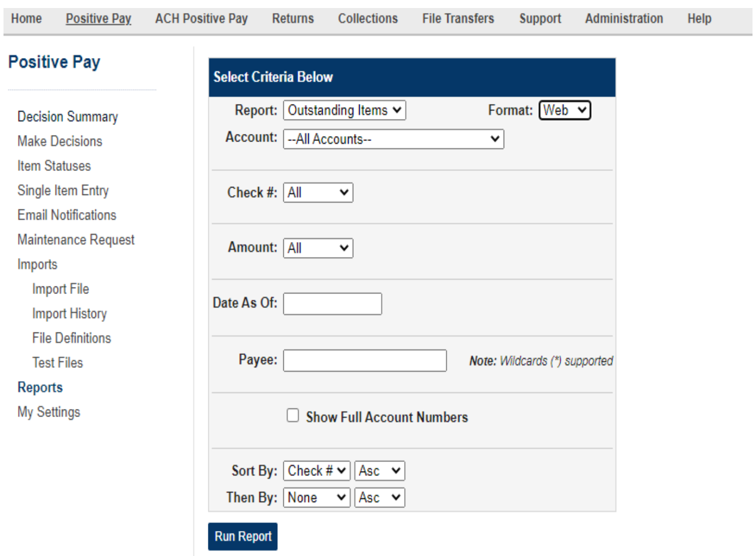
STEP 3:

Select the report format:

- Web
- PDF
- Excel
- CSV

STEP 4:

*Select **Run Report***



View Custom Reports

STEP 1:

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.

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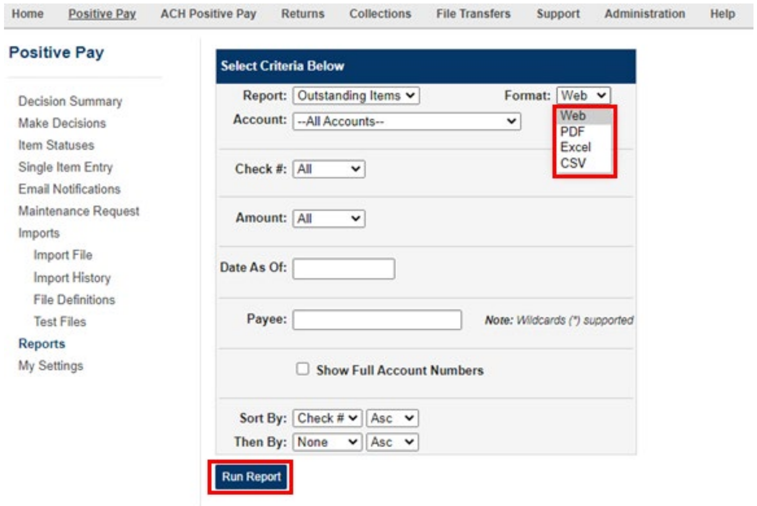

STEP 2:

Click ***Run Report***.

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

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