

Quick Reference Guide:

Positive Pay Enhancements—Issued Items Activity

Our latest enhancement to Positive Pay gives you the ability to review issued items through a new Issued Items Activity feature. With this added function, you can:

- Research Issued Items at your convenience without the need for assistance from the bank
- Search for specific items and refine your search criteria
- Generate reports
- Simplify Issued Items reconciliation

User Access

Users with the Upload/Create ARP Files entitlement can access Issued Items Activity by:

- 1. Opening the **Payments** drop-down menu.
- 2. Selecting Issued Items Activity under Positive Pay.

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	Create Transfer	Create USD Wire	Create ACH Payment	Check Exceptions	Create Stop Payment	Business Bill Pay
Information Cent	Create Transfer from Template	Create USD Wire from Template	Create ACH Tax Payment	ACH Exceptions	Stop Payment Activity	
A New trends in on	Transfer Activity	Create FX Wire	ACH File Activity	ACH Exceptions - Decision Activity		
	Recurring Transfers	Wire Activity	ACH Payment Activity	Create Issued Items		
	Transfer Templates	Recurring Wires	Recurring ACH Payments	Issued Items Activity		
	Create Loan Payment	Wire Templates	ACH Templates	Check Upload Formats		
	Loan Payment Activity	Wire Beneficiaries	ACH Tax Templates	ACH Filters		
			ACH Recipients			
			ACH Recipients Activity			
			ACH Recipient Import Layout			
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Search Options

- Use **Type to Filter** to narrow search results based on desired criteria.
- The Search Issued Items Activity pane provides a number of ways to filter your search results.



IMPORTANT: Going forward, each transaction will be labeled "Manual" or "Upload" for the Item Entry Type; however for all transactions entered prior to this enhancement, the Item Entry Type will be labeled "Manual."

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		Manual	Check	06/17/2020	06/17/2020	1984	\$1,224.73	4117	ABBOTT LABORATOR	IES	
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						An	ount Total (this page) \$6,945.65			
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Search Results

Based on your search criteria, the activity page can display previously entered issued items as well as today's entered items. From the search results page, you can:

- View Check Exceptions by selecting this option at the top of the activity page.
- Download search results in either PDF or CSV format.
- Print an activity report.
- Select Create Issued Items to go to the issued item entry workflow.



TIP: You can review an audit log by selecting the audit icon on the right. This audit trail will provide user information associated with the appropriate action along with the date and timestamp.

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	Manual	Check	06/17/2020	06/17/2020	2018	\$4,208.94	4116	AMT		
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Search	-									



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Results Total Feature

After running a search, you can see an overview of your search results by clicking the dollar amount next to **Total Amount**. A pop-up box will display an item count and the total amount associated with each account.

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Type to filter	Q.						Account Number Item Count Amount Tr 1020 (Checking) 423 \$348,825	al Check 91
							Total Amount: \$348,82	:5.91
Item Entry Type #	Item Type #	Issued Date C	Created Date =	Account ¢	Amount 0	Check Number ‡	Payee ‡	
Manual	Check	01/01/2020	01/04/2020	1020	\$1.33	34	Joe	
Manual	Check	01/02/2020	01/04/2020	1020	\$1.77	35	Jack	
Manual	Check	12/29/2019	01/04/2020	1020	\$6.22	36	John	
Manual	Check	12/16/2019	01/04/2020	1020	\$9.11	37	Jeff	
Manual	Check	01/06/2020	01/06/2020	2018	\$6.00	151	MAC McCattrey	
Manual	Check	01/10/2020	01/10/2020	2018	\$56.16	160	MAC McCaffrey	
Manual	Check	01/10/2020	01/10/2020	2018	\$46.23	161	Luna McCaffrey	
Manual	Check	01/10/2020	01/10/2020	2018	\$18.14	162		
Manual	Check	01/10/2020	01/10/2020	2018	\$73.43	163	Rhea McCaffrey	
Manual	Check	01/10/2020	01/10/2020	2018	\$88.19	164	Jude McCaffrey	-
				Amount Total (this page) \$306.5	58			
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