

# Treasury Management



## Quick Reference Guide:

### Positive Pay Enhancements—Issued Items Activity

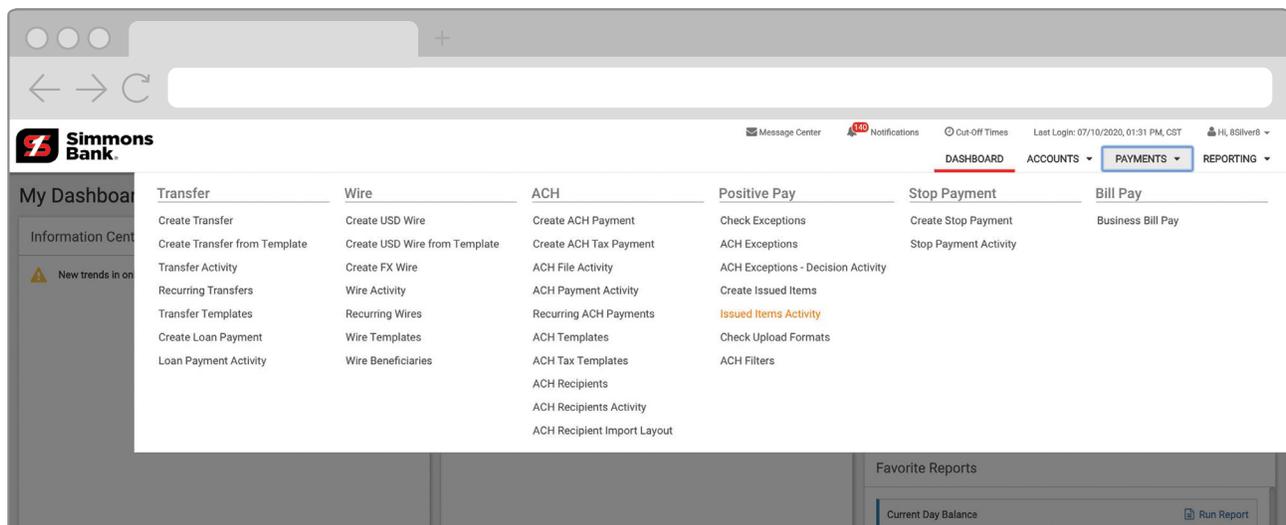
Our latest enhancement to Positive Pay gives you the ability to review issued items through a new Issued Items Activity feature. With this added function, you can:

- 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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#### 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.”

The screenshot displays the 'Issued Items Activity' interface. On the left, a search filter sidebar is visible with the following options:

- Item Entry Type:  Both,  Manual,  Upload
- Item Type:  Both,  Check,  Void
- Issued Date: --Select Issued Date--
- Created Date: Year-To-Date
- Account: --Select Accounts--
- Amount: --Select Check Amount--
- Check Number: [Text Input]
- Payee: [Text Input]

The main table displays the following columns: Item Entry Type, Item Type, Issued Date, Created Date, Account, Amount, Check Number, and Payee. The table contains 12 rows of data, all with an Item Entry Type of 'Manual'. A tooltip is shown over the first row, indicating it was created on 6/17/2020 at 7:16:22 PM by Sierra McCaffrey.

Item Entry Type	Item Type	Issued Date	Created Date	Account	Amount	Check Number	Payee
Manual	Check	06/17/2020	06/17/2020	22	\$50.00	41222	MARK
Manual	Check	06/17/2020	06/17/2020	1984	\$678.01	4123	MAC Services
Manual	Check	06/17/2020	06/17/2020	1984	\$55.25	4122	MAC Construction
Manual	Check	06/17/2020	06/17/2020	1984	\$50.25	4121	AJILON
Manual	Check	06/17/2020	06/17/2020	1984	\$115.28	4120	ADAPTIVE ENGINEERING LAB INC.
Manual	Check	06/17/2020	06/17/2020	1984	\$78.44	4119	ACCOUNTABLE HEALTHCARE STAFFING INC.
Manual	Check	06/17/2020	06/17/2020	1984	\$434.50	4118	ABLENET Inc.
Manual	Check	06/17/2020	06/17/2020	1984	\$1,224.73	4117	ABBOTT LABORATORIES
Manual	Check	06/17/2020	06/17/2020	2018	\$4,208.94	4116	AMT
Manual	Check	06/17/2020	06/17/2020	2018	\$50.25	4114	AJILON

Amount 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.

Item Entry Type	Item Type	Issued Date	Created Date	Account	Amount	Check Number	Payee
Manual	Check	06/17/2020	06/17/2020	22	\$50.00	41222	MARK
Manual	Check	06/17/2020	06/17/2020	1984	\$678.01	4123	MAC Services
Manual	Check	06/17/2020	06/17/2020	1984	\$55.25	4122	MAC Construction
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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.

The screenshot shows the 'Issued Items Activity' page in the Simmons Bank Treasury Management system. The page includes a search filter, a table of transactions, and a summary pop-up box. The table lists the following data:

Item Entry Type	Item Type	Issued Date	Created Date	Account	Amount	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 McCaffrey
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

The pop-up box displays the following summary:

Account Number	Item Count	Amount Total
1020 (Checking)	423	\$348,825.91

The pop-up also includes a link for 'Check: 423' and a 'Print' button. The main table shows a 'Total Amount: \$348,825.91' at the bottom right. The page footer indicates 'Viewing 1 - 10 of 423' and 'Amount Total (this page) \$306.58'.