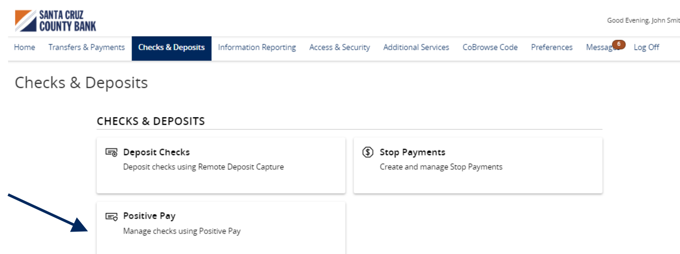
Check Search Guide

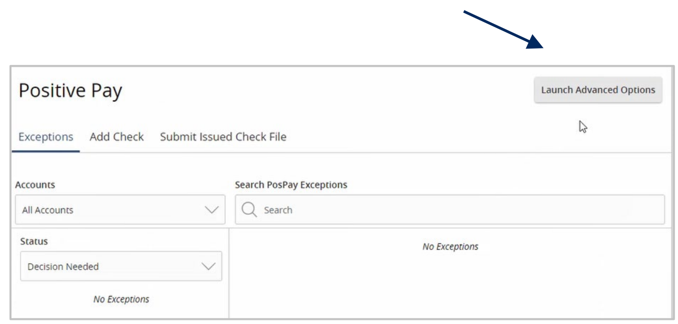
Use the Check Search page to search for specific transactions.

1. Select the ‘Checks & Deposits’ menu then ‘Positive Pay’.

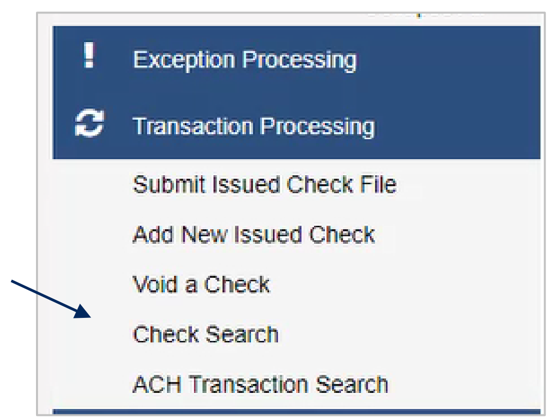


NOTE: Checks can be searched by specifying various criteria listed on the screen according to need.

2. Click ‘Launch Advanced Options’ button to visit the full Positive Pay site.



3. Select the ‘Transactions Processing’ menu, then select ‘Check Search’.



4. Select the desired Account Nickname from the drop-down menu. This specifies which Account or Accounts should be included in the search.

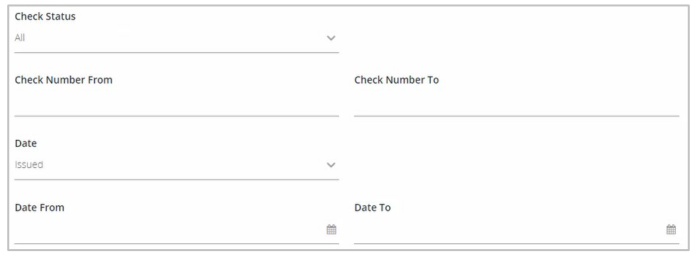
5. The following fields are optional and may be utilized to narrow down the corresponding search.

   a. Select Check Status to specify the status of the check or checks being searched. All statuses will be selected by default.

   b. Indicate a check number range if desired.

   c. Select an item in the 'Date' drop-down menu to specify a category. This corresponds to the type of date you would like to run the Check Search report for.

   d. Specify the Date Range of the check if this information is available to further narrow the search.



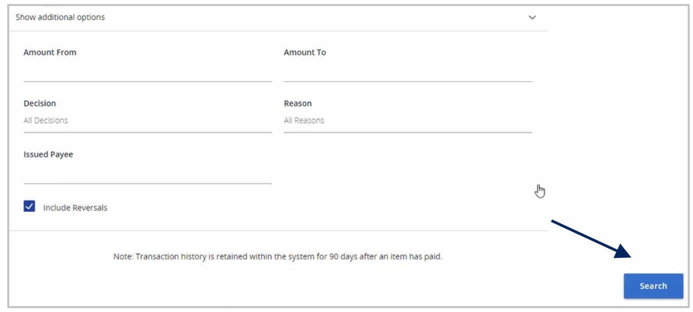
6. Click the carrot next to 'Show additional options' to uncover additional search options.

7. Select a decision from the list based on whether the check was paid or returned.

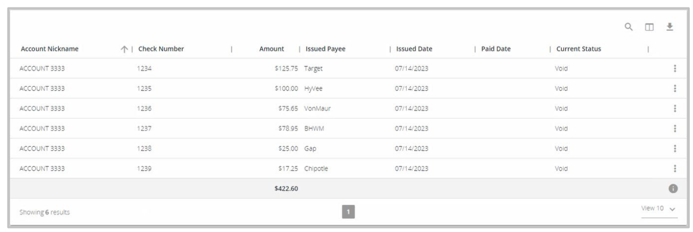
8. Select a reason from the list based on the reason that was selected.

9. Indicate whether reversals should be included in the search by clicking the check box.

10. Click ‘Search’ once all desired criteria have been specified.



11. The resulting checks will appear on the screen.

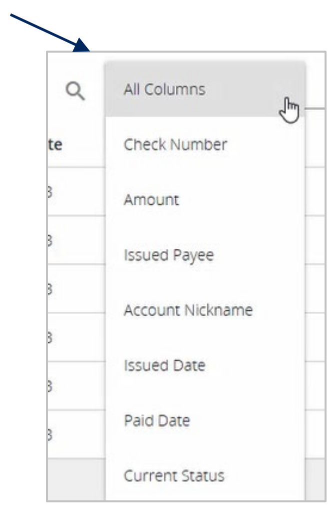


Account Nickname	Check Number	Amount	Issued Payee	Issued Date	Paid Date	Current Status
ACCOUNT 3333	1234	$125.75	Target	07/14/2023		Void
ACCOUNT 3333	1235	$100.00	HyVee	07/14/2023		Void
ACCOUNT 3333	1236	$75.65	VonMaur	07/14/2023		Void
ACCOUNT 3333	1237	$78.95	BHWM	07/14/2023		Void
ACCOUNT 3333	1238	$25.00	Gap	07/14/2023		Void
ACCOUNT 3333	1239	$17.25	Chipotle	07/14/2023		Void
		$422.60				

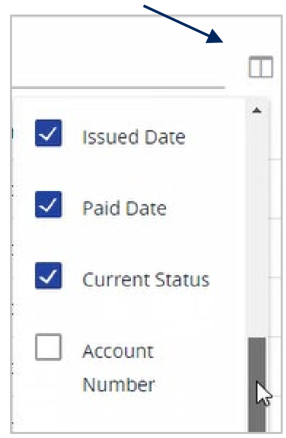
Showing 6 results · 1 · View 10

12. Drag a column header to reorder.

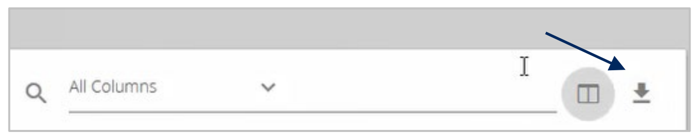
13. Select the search filter (or spyglass icon) to filter and search all results or select a specific column to search within.



14. Select the columns icon to select or remove columns from the report.



15. Select the export icon to export the search results to a Microsoft Excel or PDF file.



16. Select the Kabob icon on an individual search result to perform various actions.
    a. View check images
    b. Edit record
    c. View record