



Positive Pay

Reports and Reconciliation Guide



Transaction Reports

Contents

- I. Transaction Reports – All Checks 2
- II. Transaction Reports – Outstanding Issued Checks 3
- III. Transaction Reports – Daily Issued Checks Summary..... 4
- IV. Transaction Reports – Paid Checks 4
- V. Transaction Reports – ACH Transactions..... 5
- VI. Transaction Reports – Stops and Voids 6
- VII. Transaction Reports – Exception Items 7
- VIII. Transaction Reports – Stale Dated Checks 8
- IX. Transaction Reports – Check Reconciliation Summary..... 8
- X. Transaction Reports – Deposit Reconciliation Summary..... 10
- XI. Transaction Reports – Account Reconciliation Summary 11

I. Transaction Reports – All Checks

The All Checks Report filter screen generates an on-line report using dynamic selection criteria. Select items by Issued Date, Paid Date, Input Date, Exception Date or Issued Payee. Optionally select items that meet a specific pay/return decision or return reason.

All Checks

Client: LUNA

Account Nickname: 7047003401

	Start	End
Issued Date:	<input type="text"/>	<input type="text"/>
Paid Date:	<input type="text"/>	<input type="text"/>
Input Date:	<input type="text"/>	<input type="text"/>
Exception Date:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

Decision: <All Decisions>

Reason: <All Reasons>

Include Reversals: No

Note: Transaction history is retained within the system for 90 days after an item has paid.

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Go Back" to return to the report selection screen.

All Checks (34)								
	Account Nickname	Check Number	Check Amount	Issued Payee	Issued Date	Paid Date	Input Date	Status
1	7047003401	1001	\$16.32	Hazel Minx	12/01/2016		12/07/2016	Issued
2	7047003401	1002	\$52.32	Joe Smith	12/07/2016		12/07/2016 (M)	Issued
3	7047003401	5001	\$100.56	Matt Short	12/01/2016		12/08/2016	Issued
4	7047003401	5002	\$121.36	A Cut Above-The Headges	12/01/2016		12/08/2016	Issued
5	7047003401	5003	\$1,146.36	Hersch, Hersch & McGumber	12/01/2016		12/08/2016	Issued
6	7047003401	5004	\$785.15	Ann White	12/01/2016		12/08/2016	Issued
7	7047003401	5005	\$44.25	Deli Bakery	12/01/2016		12/08/2016	Issued
8	7047003401	5006	\$6,523.88	Cook County Treasurer	12/01/2016		12/08/2016	Issued
9	7047003401	5007	\$445.25	Kersch Garbage Service	12/01/2016		12/08/2016	Issued
10	7047003401	5008	\$79.25	Dirty Rat Pest Control	12/01/2016		12/08/2016	Issued
11	7047003401	5009	\$457.65	Pave The Way-Paving Service	12/01/2016		12/08/2016	Issued
12	7047003401	5010	\$43.54	Diamond Cutters Shredding	12/01/2016		12/08/2016	Issued
13	7047003401	5011	\$445.32	Hot Hot Heating and HVAC	12/08/2016		12/08/2016 (M)	Issued
14	7047003419	1001	\$1.00	Ed Baige	04/01/2016	12/06/2016	11/22/2016	Paid

II. Transaction Reports – Outstanding Issued Checks

The Outstanding Issued Checks report filter screen allows the user to create an outstanding issued checks report using dynamic selection criteria. Select items by Issued Date, Input Date, Outstanding as of Date or Issued Payee.

Outstanding Issued Checks

Client: LUNA

Account Nickname: 7047003419

Start: End:

Issued Date: Input Date:

As of Date:

Issued Payee:

[Produce Report](#)

[Back to Filter](#)

Outstanding Issued Checks (28)							
	Account Nickname	Check Number	Check Amount	Issued Payee	Issued Date	Input Date	
1	7047003401	1001	\$16.32	Hazel Minx	12/01/2016	12/07/2016	
2	7047003401	1002	\$52.32	Joe Smith	12/07/2016	12/07/2016 (M)	
3	7047003401	5001	\$100.56	Matt Short	12/01/2016	12/08/2016	
4	7047003401	5002	\$121.36	A Cut Above-The Headges	12/01/2016	12/08/2016	
5	7047003401	5003	\$1,146.36	Hersch, Hersch & McGumber	12/01/2016	12/08/2016	
6	7047003401	5004	\$785.15	Ann White	12/01/2016	12/08/2016	
7	7047003401	5005	\$44.25	Deli Bakery	12/01/2016	12/08/2016	
8	7047003401	5006	\$6,523.88	Cook County Treasurer	12/01/2016	12/08/2016	
9	7047003401	5007	\$445.25	Kersch Garbage Service	12/01/2016	12/08/2016	
10	7047003401	5008	\$79.25	Dirty Rat Pest Control	12/01/2016	12/08/2016	
11	7047003401	5009	\$457.65	Pave The Way-Paving Service	12/01/2016	12/08/2016	
12	7047003401	5010	\$43.54	Diamond Cutters Shredding	12/01/2016	12/08/2016	
13	7047003401	5011	\$445.32	Hot Hot Heating and HVAC	12/08/2016	12/08/2016 (M)	
14	7047003419	1002	\$3.00	Mel Trove	04/15/2016	11/07/2016	

The report can be printed or exported to Excel by clicking on the buttons.

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

Click on "Go Back" to return to the report selection screen.

(M) Indicates that the check was manually entered and not part of an Issued Check File upload.

III. Transaction Reports – Daily Issued Checks Summary

The Daily Issued Checks Summary report is an easy way to see how many checks were issued on any given day and their totals. The dynamic selection criterion allows the user to fine tune the report to their specific needs. This includes both manually loaded checks and checks uploaded through an issued check file.

Daily Checks Issued Summary

Client: LUNA
 Account Nickname: 7047003419

Start: 11/22/2016 End: 11/22/2016
 Issued Date:

Buttons: Refresh, Excel, Print, Produce Report, Back to Filter

Callouts:
 - "Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report."
 - "The report can be printed or exported to Excel by clicking on the buttons. Additionally, the issued date criteria can be changed without going back"
 - "Click on 'Go Back' to return to the report selection screen."

Daily Checks Issued Summary (5)				
	Issued Date	Account Nickname	Check Count	Check Amount
1	12/01/2016	7047003401	11	\$9,763.57
2	12/06/2016	7047003419	1	\$126.33
3	12/07/2016	7047003401	1	\$52.32
4	12/07/2016	7047003419	1	\$50.00
5	12/08/2016	7047003401	1	\$445.32
				\$10,437.54

Selection Criteria:
 Client: LUNA

IV. Transaction Reports – Paid Checks

The Paid Checks report filter screen allows the user to create a report of paid checks using dynamic selection criteria. Select items by Issued Date, Paid Date, Input Date or Issued Payee.

Paid Checks

Client: LUNA
 Account Nickname: 7047003419

Start: End:
 Issued Date:
 Paid Date:
 Input Date:
 Issued Payee:
 Include Reversals: No

Buttons: Produce Report

Note: Transaction history is retained within the system for 90 days after an item has paid.

Callout:
 - "Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report."

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Go Back" to return to the report selection screen.

	Account Nickname	Check Number	Check Amount	Issued Payee	Issued Date	Paid Date	Input Date
1	7047003419	32601	\$ 119.71	Gut-ter Guys	09/09/2016	09/19/2016	09/19/2016
2	7047003419	32622	\$ 2.50	Big Fork Sales	09/19/2016	09/19/2016	09/20/2016
3	7047003419	32645	\$ 105.00	USPS	09/09/2016	09/19/2016	09/19/2016
4	7047003419	32648	\$ 4,785.00	401K-R-Us	09/09/2016	09/19/2016	09/19/2016
5	7047003419	32682	\$ 180.55	Rental, Sale & Lease	09/09/2016	09/19/2016	09/19/2016
6	7047003419	32684	\$ 648.85	A Cut Above-The Hedges	09/09/2016	09/19/2016	09/19/2016
7	7047003419	32688	\$ 78.02	Milestone Landscaping	09/09/2016	09/19/2016	09/19/2016
8	7047003419	32697	\$ 726.83	Paving The Way-Parking Repa	09/09/2016	09/19/2016	09/19/2016
9			\$6,751.46				

Selection Criteria:
Client: LUNA

V. Transaction Reports – ACH Transactions

The ACH Transactions report filter screen allows the user to create a report of ACH transactions for a specific date range. If no date range is defined, all ACH transactions currently stored within the system are displayed. Report may be filtered by Paid Date, SEC Code or Company ID.

ACH Transactions

Client: LUNA

Account Nickname: 7047003419

Start: End:

Paid Date:

SEC Code: ALL - All Standard Entry Class Codes

Company ID:

Produce Report

Note: Transaction history is retained within the system for 90 days after an item has paid.

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

The report can be printed or exported to Excel by clicking on the buttons. Additionally, the paid date criteria can be changed without going back

Click on "Go Back" to return to the report selection screen.

11/15/2016 - 11/22/2016 Refresh

ACH Transactions (6)

	Account Nickname	ACH Company ID	ACH SEC	DR/CR	Transaction Amount	Transaction Description	Paid Date
1	7047003419	SD077S4866	CCD	CR	\$54.00	BANKCARD MTOT DEP	11/15/2016
2	7047003419	3387702000	CCD	DR	\$3,604.36	IRS USATAXPYMT	11/15/2016
3	7047003419	5555566257	CCD	DR	\$382.01	IL DEPT OF REVEN EDI PYMNTS	11/15/2016
4	7047003419	SD077S4866	CCD	CR	\$25.00	BANKCARD MTOT DEP	11/17/2016
5	7047003419	SD077S4866	CCD	CR	\$70.00	BANKCARD MTOT DEP	11/21/2016
6	7047003419	SD077S4866	CCD	CR	\$75.00	BANKCARD MTOT DEP	11/21/2016
					\$4,210.37		

Selection Criteria:
Paid Date: 11/15/2016 - 11/22/2016

The Transaction Description that displays on this report is the same information that appears in your Online Banking history.

VI. Transaction Reports – Stops and Voids

The Stops and Voids report filter screen allows the user to create a report of checks that have been stopped or voided. Select items by Issued Date, Void Date, Stop Placed Date, Item Stopped Date or Issued Payee. This report will only show Voided items.

Stops and Voids

Client: LUNA

Account Nickname: 7047003419

	Start	End
Issued Date:	<input type="text"/>	<input type="text"/>
Void Date:	<input type="text"/>	<input type="text"/>
Stop Placed Date:	<input type="text"/>	<input type="text"/>
Item Stopped Date:	<input type="text"/>	<input type="text"/>
Issued Payee:	<input type="text"/>	

Stops and Voids Criteria:

- Requested Stop Pay
- Requested and Placed Stop Pay
- Item Stopped
- Void

Produce Report

standing issued checks that have been voided and/or match to current stop payments.

Back to Filter

Stops and Voids (3)										
	Account Nickname	Check Number	Check Amount	Issued Payee	Issued Date	Input Date	Req. Stop Pay	Req. and Placed	Item Stopped	Void Date
1	7047003419	2004	\$126.32	Syd Lem	10/22/2016	11/22/2016				12/07/2016
2	7047003401	9905	\$665.36	Cranston Accounting LP	12/01/2016	12/08/2016 (M)				12/08/2016
3	7047003401	9906	\$8,872.36	Cook County Treasurer	12/01/2016	12/08/2016 (M)				12/08/2016
			\$9,664.04							

Selection Criteria:

Client: LUNA
 Requested Stop Pay Checked: True
 Requested and Placed Stop Pay Checked: True
 Item Stopped Pay Checked: True
 Void Checked: True

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Go Back" to return to the report selection screen.

VII. Transaction Reports – Exception Items

The Exception Items report filter screen allows the user to generate a report of items that were flagged as exception items. Optionally select items that meet specific criteria. Criteria can include: Exception Date, Exception Type (ACH, Check or Both), pay/return decision or return reason.

Exception Items

Client: LUNA

Account Nickname: 7047003419

Exception Date: Start End

Exception Type: Both Check and ACH Exceptions

Decision: <All Decisions>

Reason: <All Reasons>

Include Reversals: No

[Print](#) [Export to Excel](#) [Produce Report](#)

retained within the system for 90 days after an item has paid.

[Go Back](#)

[Back to Filter](#)

Exception Items (5)										
	Account Nickname	Check Number	Transaction Amount	Issued Payee	Paid Date	Input Date	Exception	Decision	Reason	Decided By
1	7047003401	0	\$25.00		12/02/2016	12/03/2016 (M)	BLOCKED TRANSACTION (CCD/CR/1333333333) - LUNA APARTMENTS Rental PMT	Pay	Past Deadline Item Paid	SYSTEM
2	7047003419	0	\$25.00		12/02/2016	12/03/2016 (M)	BLOCKED TRANSACTION (CCD/DR/1333333333) - LUNA APARTMENTS Rental PMT	Pay	Past Deadline Item Paid	SYSTEM
3	7047003419	1001	\$1.00	Ed Baige	12/06/2016	11/22/2016	STALE DATED ITEM	Pay	Past Deadline Item Paid	SYSTEM
4	7047003419	2004	\$126.33		12/06/2016	12/06/2016 (M)	AMOUNT MISMATCH	Pay	Past Deadline Item Paid	SYSTEM
5	7047003419	3001	\$50.00		12/07/2016	12/08/2016 (M)	PAID NOT ISSUED			
			\$227.33							

Selection Criteria:

Client: LUNA
 Exception Date: 12/01/2016
 Both Check & ACH Exceptions Only

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Go Back" to return to the report selection screen.

VIII. Transaction Reports – Stale Dated Checks

The Stale Dated Checks report filter screen allows the user to create a report of stale dated checks using dynamic selection criteria. A check is considered stale dated based upon the “Stale Dated Check Days” defined in the Institution specifications. Select items by Issued Date, Input Date, As of Date or Issued Payee.

Stale Dated Checks

Client: LUNA

Account Nickname: 7047003419

Start

Issued Date:

Input Date:

As of Date: 11/22/2016

Issued Payee:

[Produce Report](#)

Note: Transaction history is retained within the system for 90 days after an item has paid.

Optionally chose specific accounts to be included in the report. By default, all assigned accounts are included in the report.

The report can be printed or exported to Excel by clicking on the buttons.

Click on "Go Back" to return to the report selection screen.

[Back to Filter](#)

Stale Dated Checks (4)							
	Account Nickname	Check Number	Check Amount	Issued Payee	Issued Date	Input Date	
1	7047003419	1002	\$3.00	Mel Trove	04/15/2016	11/22/2016	
2	7047003419	9801	\$10.02	Matt Short	01/05/2016	12/08/2016	
3	7047003419	9806	\$445.87	A Cut Above-The Headges	01/06/2016	12/08/2016	
4	7047003419	9885	\$785.20	Hersch, Hersch & McGumber	03/05/2016	12/08/2016	
			\$1,244.09				

Selection Criteria:
Client: LUNA
As of Date: 12/08/2016

IX. Transaction Reports – Check Reconciliation Summary

The Check Reconciliation Summary report is used to assist in balancing online account balances with a customer statement. The report displays an activity summary of newly issued checks, paid checks, and stopped/voided checks. The report also provides a total of outstanding checks as of the reconciliation date.

Reconcile Through Date: The ending date of the reconciliation period. The beginning date of the reconciliation period is based upon the last reconciliation performed on the account. The first time an account is reconciled, all activity up until the Reconcile Through Date will be included.

Check Reconciliation Summary

Account Nickname:

Reconcile Through Date:

Note: Transaction history is retained within the system for 90 days after an item has paid.

Check Reconciliation Statement

Last Reconcile Through Date: 11/01/2016
This Reconcile Through Date: 12/07/2016
Account Nickname: 7047003419

Transaction Summary			Reconciliation History	
Outstanding checks as of 11/01/2016	Show (18)	(+)	\$2,299.33	Date: 11/01/2016 Clear
Issued Checks	Show (7)	(+)	\$386.73	
Paid Checks	Show (2)	(-)	\$51.00	
Stop Payments		(-)	\$0.00	
Voids	Show (1)	(-)	\$126.32	
Current Outstanding Checks	Show (18)	(+)	\$2,359.41	

Statement Balance Summary

Statement Balance:	Calculate	\$5,542.36
Outstanding Check Amount:		\$2,359.41
Check Register Balance:		\$3,182.95

Click on *Finish Reconciliation* to reconcile the checks.

The Reconcile History on the right side of the screen provides links to previous reconciliation reports that have been performed on this account.

To display a detailed list of the items for any of the totals listed on the report, click on the *Show* link.

X. Transaction Reports – Deposit Reconciliation Summary

The Deposit Reconciliation Summary report is used by clients to verify deposits made to an account. This report allows the client to reconcile a full list of all deposits on an account or to reconcile deposits for each location separately. This report can be used to verify deposits that have posted to an account against what was manually entered into your accounting system.

The screenshot shows the 'Deposit Reconciliation Summary' interface. At the top, there is a header with the title. Below it, the 'Account Nickname' is set to '7047003401' and the 'Reconcile Through Date' is '12/07/2016'. A 'Select' button is visible. A note states: 'Transaction history is retained within the system for 90 days after an item has posted.' Below this is a 'Reconciliation Statement' section with a date of '09/19/2016' and account number '7047003419'. The main area is divided into two panels: 'Transaction Summary' and 'Reconciliation History'. The 'Transaction Summary' panel has a 'Location' dropdown set to '<All Locations>' and a 'Manage Locations' link. It contains a table of transactions with columns for location, count, and amount. The 'Reconciliation History' panel shows a 'Date' of '11/30/2010' and a 'Clear' link. Callouts provide additional instructions: one points to the 'Manage Locations' link, another points to the 'Finish Reconciliation' button, and a third points to the 'Reconciliation History' section.

Account Nickname: 7047003401

Reconcile Through Date: 12/07/2016

Select

Transaction history is retained within the system for 90 days after an item has posted.

Reconciliation Statement

This Reconciliation Through Date: 09/19/2016
Account: 7047003419

Transaction Summary

Location: <All Locations> [Manage Locations](#)

Location	Count	Amount
East Lincoln (2)	(13)	\$6,231.60
West R (3)	(9)	\$2,734.10
A Street (101)	(57)	\$91,327.79
O Street (104)	(19)	\$7,720.82
G Street (105)	(15)	\$6,228.52
South Street (107)	(25)	\$6,227.52
Apple Way (108)	(6)	\$3,630.42
	(8)	\$44,132.40
	(4)	\$623.84
Show (156)	(+)	\$168,857.01

Reconciliation History

Date: 11/30/2010 [Clear](#)

Finish Reconciliation **Cancel**

Click on *Finish Reconciliation* to reconcile the deposits.

The Reconcile History on the right side of the screen provides links to previous reconciliation reports that have been performed on this account.

Manage Locations: If the corporate client is depositing by location, the "Manage Locations" option will be displayed. When selected, a list of the locations will be displayed with an option to define a description for the location.

XI. Transaction Reports – Account Reconciliation Summary

The Account Reconciliation Summary is used to assist in balancing online account balances with a customer statement. The report displays an activity summary with newly issued checks, paid checks, stopped checks, voided checks, ACH debits and credits, miscellaneous debits and credits, deposits, service charges, paid interest and taxes/withholding. The report also provides a total of outstanding checks and the check register balance as of reconciliation date.

Account Reconciliation Summary

Account Nickname: ▼

Reconcile Through Date:

Note: Transaction history is retained within the system for 90 days after an item has posted.

Account Reconciliation Statement

Last Reconcile Through Date: 11/01/2016
 This Reconcile Through Date: 12/07/2016
 Account Nickname: 7047003401

Transaction Summary

Previous Outstanding Checks		\$0.00
Issued Checks	(+)	\$19,353.61
Paid Checks	(-)	\$0.00
Stop Payments	(-)	\$0.00
Voids	(-)	\$0.00
ACH Debits	(-)	\$0.00
ACH Credits	(+)	\$126.00
Miscellaneous Debits	(-)	\$100.00
Miscellaneous Credits	(+)	\$0.00
Deposits	(+)	\$0.00
Service Charges Paid	(-)	\$0.00
Interest Paid	(+)	\$0.00
Taxes/Withholding	(-)	\$0.00
Current Outstanding Checks		\$19,353.61

Reconciliation History

Date: [11/01/2016](#) Clear

Statement Balance Summary

Statement Balance:	Calculate	\$25,452.36
Outstanding Check Amount:		\$19,353.61
Check Register Balance:		\$6,098.75

The Reconcile History on the right side of the screen provides links to previous reconciliation reports that have been performed on this account.

Enter the balance that you are reconciling to, either from your most recent statement or the current balance in your account and click Calculate.

Click *Finish Reconciliation* to reconcile the account.

Click *Export to Excel* to export a copy of the report to excel!

SYSTEM: 12/08/16 4:52 PM

CLIENT: LUNA ACCOUNT NICKNAME: 7047003401 [Export to Excel](#)

CHECK #	PAID DATE	AMOUNT	PAYEE/TRAN DESCRIPTION	REFERENCE	NOTES
--- ACH Credits ---					
1	0 11/23/2016	1.00	LUNA APARTMENTS Rental PMT	1148	
2	0 11/23/2016	100.00	LUNA APARTMENTS Debits	1148	
3	0 12/02/2016	25.00	LUNA APARTMENTS Rental PMT	1156	
--- Miscellaneous Debits ---					
1	0 11/23/2016	100.00	CM TFR TO ND7047003393 #3280048	1151	
--- Interest ---					
1	0 11/30/2016	0.00		1153	

Note: This report shows all items that were reconciled on 12/07/16.

After clicking on a link in the Reconciliation History, an Account Reconciliation Report will be displayed with all items that were reconciled on the report.