Advanced Options: Searching Checks and ACH Transactions

Purpose

Look up a specific check or ACH item, see its status, and export the results.

Business Banking → Positive Pay → Launch Advanced Options

Check Search

1. Select **Transaction Processing → Check Search.** Leave Client/Account ID blank to search all accounts.
2. Narrow by **Account**, **Check Status, Check Number, Action Date, Date Range. Show Additional Options → Amount, Decision, Reason,** or **Issued Payee** (part of a name works).
3. For one check number or amount, enter it in both the From and To fields.
4. Select **search** to view the results.

ACH Search

1. Select **Transaction Processing → ACH Transaction Search.**
2. Narrow by **Account, Paid Date, Debits or Credits, SEC Code. Show Additional Options → Amount, Decision, Reason, Trace number, Description, Company ID, Individual ID, Individual Name.**
3. Select **search** to view the results.

Working with results

On either results page you can **drag columns** to reorder, use **search** to filter, use **columns** to show or hide fields, and **export** to Excel, PDF, or CSV.

Check status in results

Status	Meaning
(blank)	Outstanding check, not yet paid
Paid	Check has been paid
Exception / Returned	Flagged, or the exception was returned
Stop Payment / Void	Stopped or voided
Reversal	Paid, then reversed

Quick Tips

Checks converted to ACH
Items with SEC codes BOC, ARC, POP, or RCK appear in ACH Transaction Search.

Search by payee
Use Issued Payee to find a check when you do not have the number.

Identify the Decision Maker
Results show the Decisioned By user and the stale date.

Keep a record
Choose your columns, then export for your files.

If you have any questions, contact our Customer Care Center:
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