Quick Reference Guide – Home Preferences

After logging in, Positive Pay directs you to the Home window. The following tabs appear by default:

- CHECK SUSPECTS

- ACH SUSPECTS

- PREFERENCES

From the Home window, you can:

- Define preferences, which determine the tabs and functions that appear in the Home window.

- Search for items.

- Run account reports.

- Run company reports.

- Disposition and scrub check and ACH exceptions.

Preferences

Use the Preferences tab to define which tabs appear on the Home window. The following tabs enable you to perform the following actions from the Home window:

- Check Suspects—Disposition check exceptions

- ACH Suspects—Disposition ACH exceptions

- Search—Search for items from specific reports from selected accounts

- Reports—Run configured account reports for selected accounts

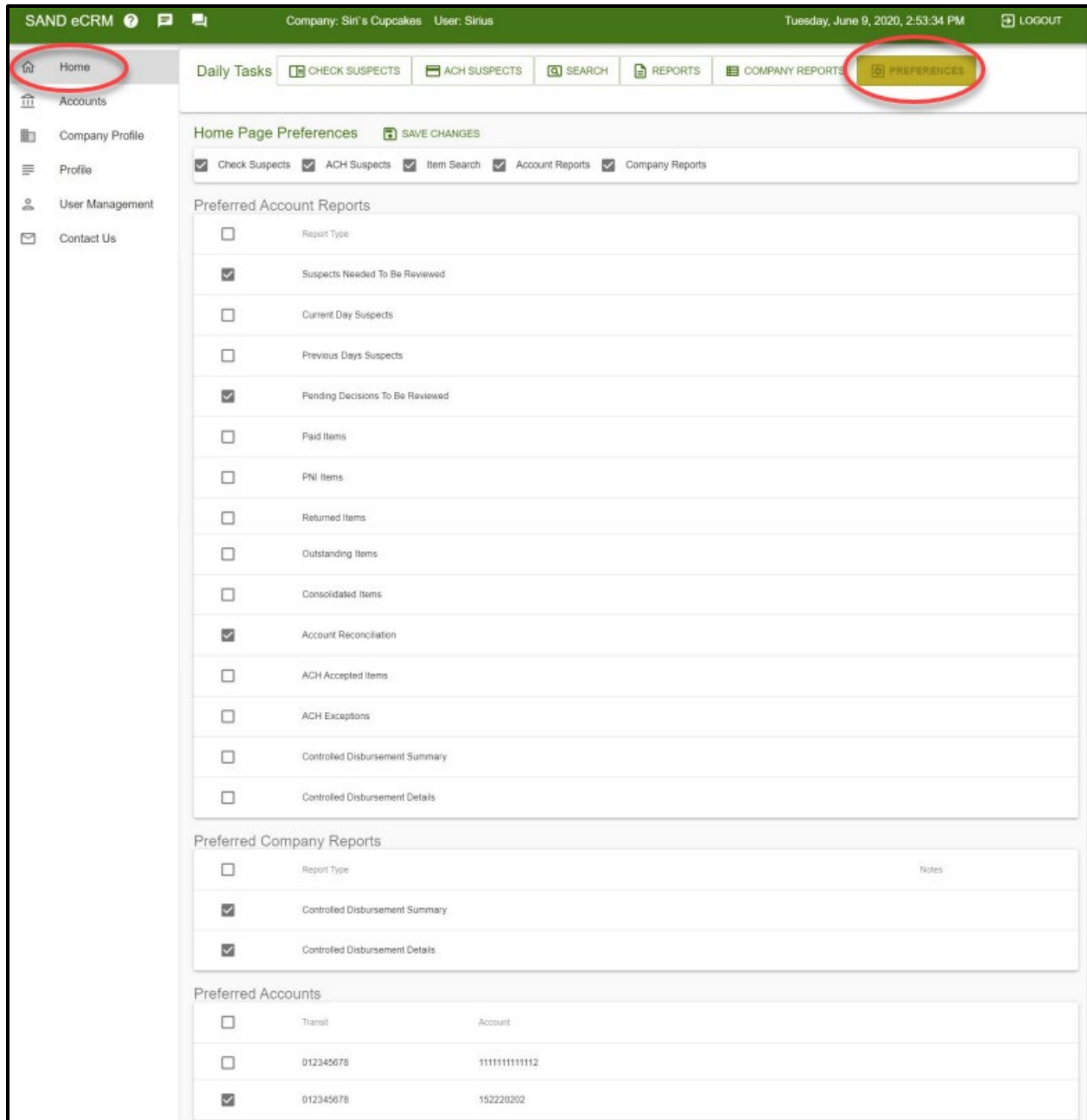- Company Reports—Run configured company reports for selected accounts

Defining Home Preferences

Use the Preferences tab to select which information to display in the Home window.

To define which tabs appear in your Home window:

1. From the 🏠 HOME tab, click the ⚙ PREFERENCES tab. The Home Page Preferences window opens.

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2. Select the check boxes of the tabs you want to view from the Home window.

NOTE: Check Suspects and ACH Suspects are selected by default. If your daily tasks do not include dispositioning exceptions, you can clear one or both check boxes.

3. When you select Item Search, Positive Pay lists all accounts your company has with the bank grouped by transit number.
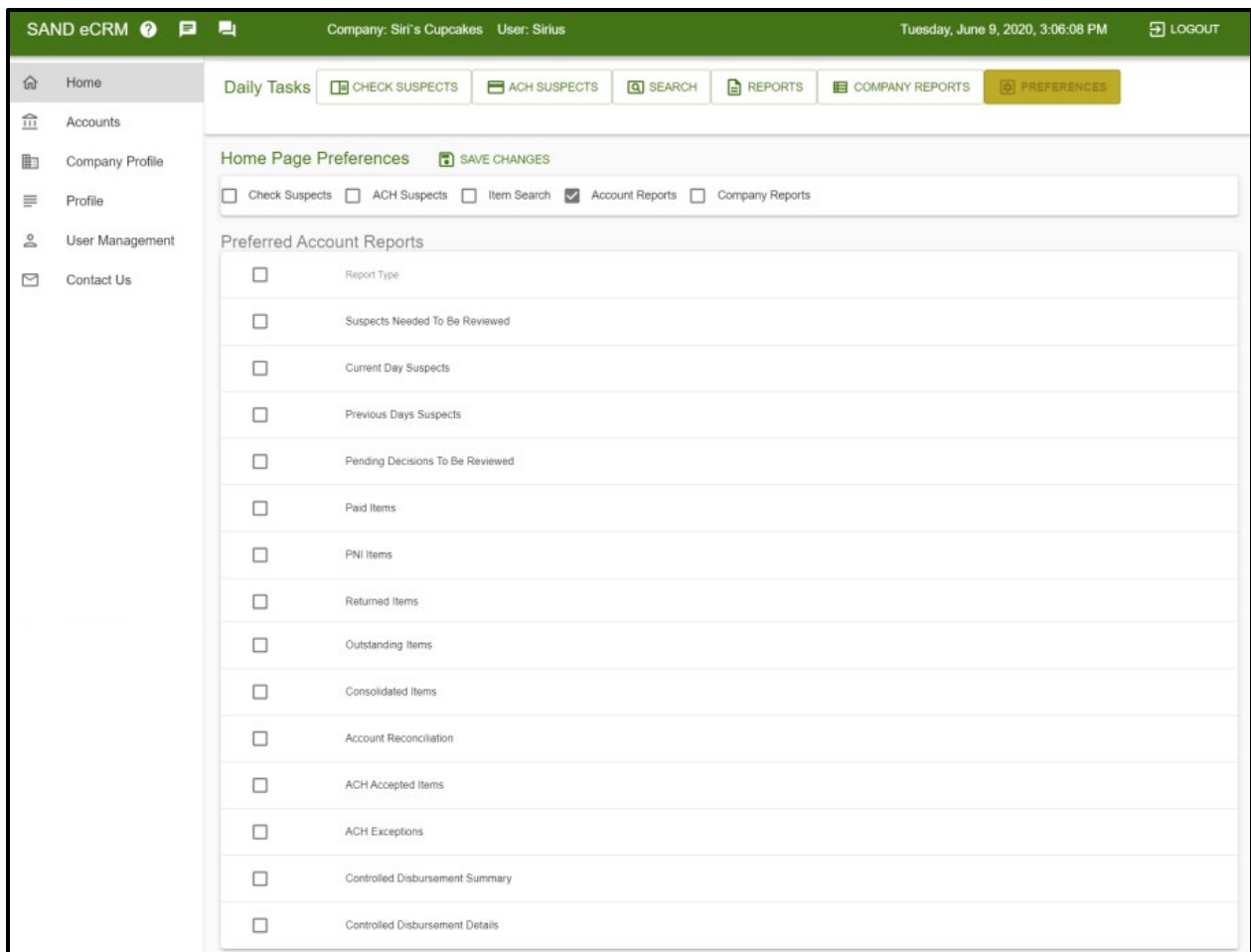
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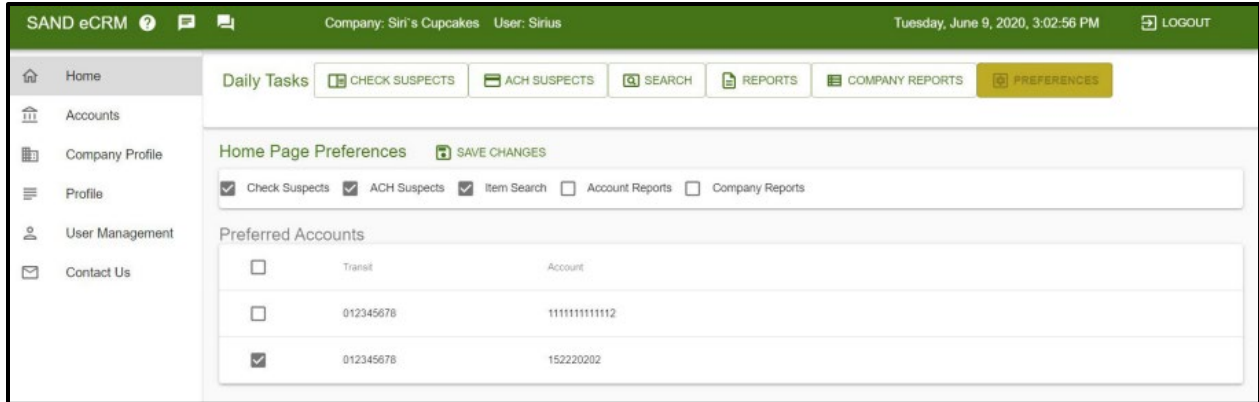
- Select one or more check boxes of accounts to include in the SEARCH tab.

TIP: To select or clear all accounts, select or clear the check box at the top of the column.

4. When you select Account Reports, Positive Pay lists all available account reports.

a. Select one or more check boxes of account reports to include in the REPORTS tab.

    b.   Select at least one Preferred Account.

NOTE: If you selected any accounts from the Preferred Account list in step 3 for Item Search, they are still selected for Account Reports and some account reports are selected in the list of Preferred Account Reports by default.

TIP: To select or clear all account reports, select or clear the check box to the left of Report Type.

5.   When you select Company Reports, lists of company reports and preferred accounts appear.

    a.   Select one or more check boxes of reports to include in the COMPANY REPORTS tab.

    b.   Select at least one Preferred Account.

NOTE: If you selected any accounts from the Preferred Account list in step 3 for Item Search, they are still selected for Company Reports.

TIP: To select or clear all company reports, select or clear the check box to the left of Report Type.

6.   Click ⬛ SAVE CHANGES. An information message opens.

7.   Click ✅ OK. The Daily Task ribbon of the Home window displays the selected tabs.