Quick Reference Guide – Account Items Reports

Account Items Reports

Depending on your account permissions, you can generate a number of reports from the ACCOUNT ITEMS tab of the Accounts window.

NOTE: If the account does not have the appropriate service, the report does not display for any selections from the Report menu.

- Paid items—Reports items such as checks that have been historically cleared on the account.
- PNI Items—Reports items that were presented for payment without an outstanding issue. This report is available for accounts with Validation Positive Pay (PP) and Payee Positive Pay (PPP) services.
- Returned Items—Reports past items returned for a variety of reasons
- Outstanding Items—Reports items uploaded in issue files for SAND, Positive Pay, and Payee Positive Pay services, which have not yet been posted. The Outstanding Items report also has additional options to include the issued items and the void items.
- Consolidated Items— Reports issues, paid items, and voided or canceled items all on the same report.
- Account Reconciliation—Reports all types of items, including paid items matched against issue files, positive pay and payee positive pay files, and Positive Pay issue files for ARP. This report is available for accounts with account reconciliation (ARP) services.
- ACH Accepted Items—Reports all transactions presented and processed as ACH, which were posted and cleared on the account. This report is available for accounts with ACH Positive Pay (ACHPPS) services.
- ACH Exceptions—Reports all ACH exceptions that could not be reconciled against the ACH policies for the account. This report is available for accounts with ACH Positive Pay (ACHPPS) services.

Processing Dates Search Results

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When searching for account items, the search process returns items based on dates specified in the Start Date and End Date fields. Values entered for the dates are not the actual check dates, but the processing dates. When searching for an item, the search takes into account when a check was paid or stopped relative to the end of day (EOD). A search for paid items is based on processing dates, which are assumed dates without timestamps.

NOTE: The Start Date and End Date usage in this section applies to the outstanding items and account reconciliation (ARP) reports, including the intra-day reconciliation, reconciliation detail, and reconciliation summary reports.

Processing dates are used in the search for the following reasons:

- For issues or cancels, the search uses the date and time the checks were issued. This does not include the check dates, which might be postdated. The date and time that the checks were issued is determined by one of the following scenarios:
  - If the date and time is populated and parsed from the issue file, the issued date and time is explicitly indicated in the issue file.
  - If the date and time is not configured in the issue file, the issued date and time reflects when the company user uploads the issue file to Positive Pay.
- For stop payments, the search uses the placed date and time, which can be determined by one of the following scenarios:
  - The date and time when a user places the stop payment from Positive Pay.
  - The date and time that the issue file, which supports stop payments, is uploaded to Positive Pay.

Searching for Account Items

When searching for items associated with an account, you can generate a report based on the following criteria:

- The date range of the reporting time period
- One check number or a range of checks
- A single dollar amount or a dollar amount range
- The payee name on the check

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NOTE: Based on the type of report, you can also download a zip file containing a comma delimited text file, which lists all items and corresponding columns for the report

To search for account items:

1. From the 🏛 Accounts tab, select the account for which you want to generate a report. Tabs appear above the window name.

2. Click the ▤ ACCOUNT ITEMS tab. The Account Items window opens
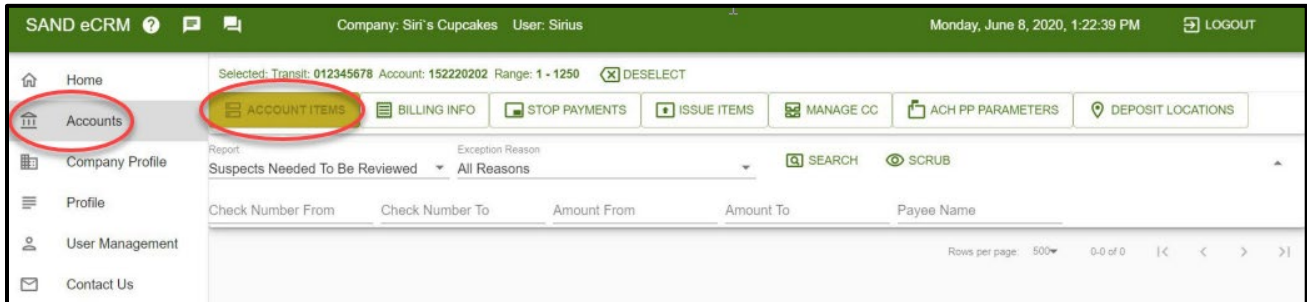
3. Select the type of Report you wish to run, and then click 🔍 SEARCH to list all results for the selected report type.

TIP: To narrow your results, type or select the Start Date, End Date, or both, and then click Search.

NOTE: The Start Date and End Date fields represent posting and transaction dates, not calendar dates.
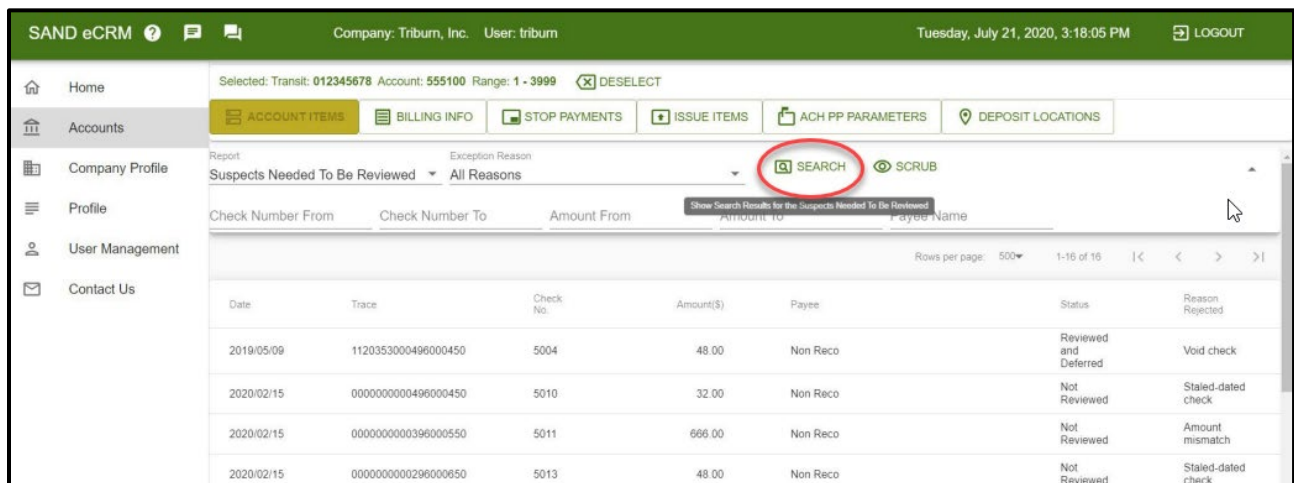
❖ From Rows per page, select the number of results to include on each page.

❖ When available for the report, click 📄 PDF VIEW to open a PDF version of the report, and then click ❌ CLOSE PDF VIEW to return to the report parameters

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❖ When available for the report, click DOWNLOAD to download an itemfile.zip to your default download location.

Downloading Account Items Files

When viewing account items reports, you can download the following reports as a text file:

- Current Day Suspects
- Paid Items
- Previous Day Suspects
- PNI Items
- Returned Items
- Consolidated Items
- Outstanding Items

To download an account items file:

1. From the ACCOUNT ITEMS tab, click DOWNLOAD. A download message appears.
2. Click Save to download the itemfile.zip file to the Downloads folder in File Explorer.
3. Click Open to view the file.