



Business Banking

Positive Pay



Transaction Processing Guide



Positive Pay- Transaction Processing

The Positive Pay Transaction Processing section allows companies to process and manage transactions, including check management and reporting, and ACH management and reporting.

This step-by-step guide provides instructions for voiding a check or searching for specific transactions within Positive Pay.

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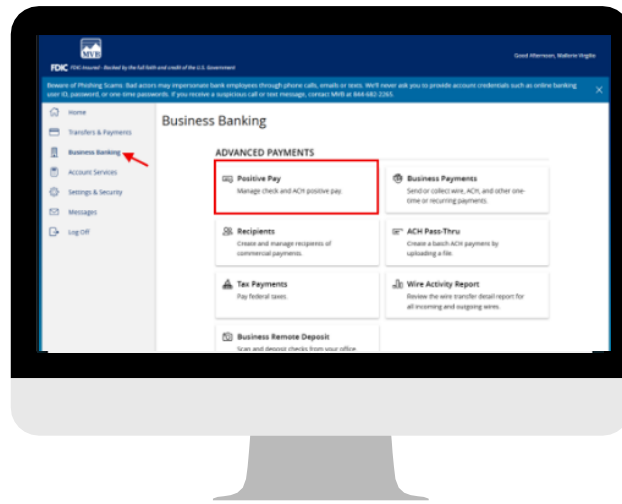


Accessing Positive Pay

Below are steps you will take to access Positive Pay, where you can void checks, as well as complete a check/ACH transaction search.

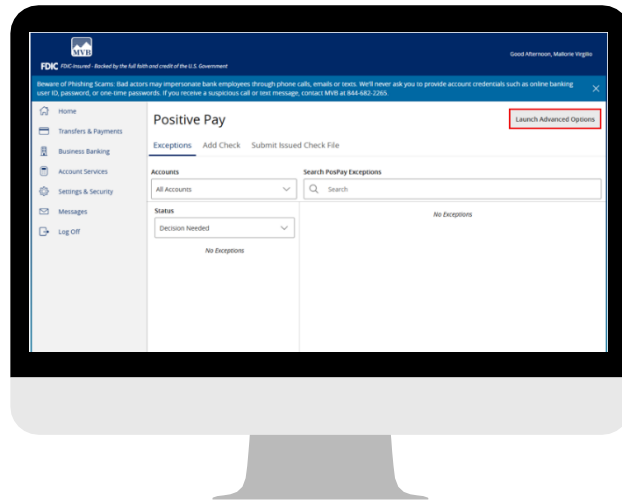
1

From the Home page, click **Business Banking** and then select the Positive Pay tile.



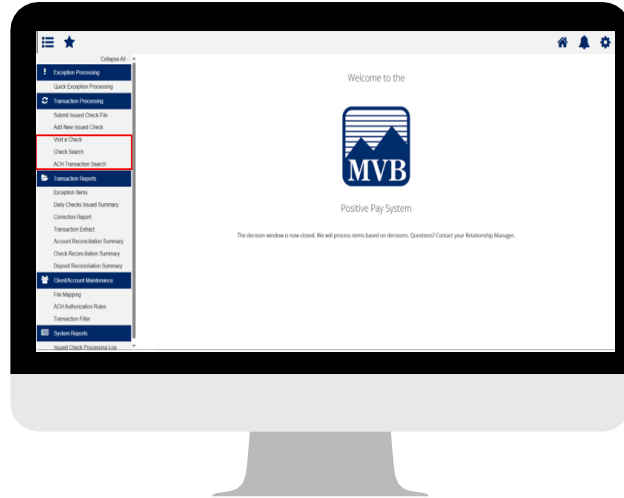
2

Click **Launch Advanced Options** to navigate to the full Positive Pay site.



3

In the Transaction Processing Section, select either **Void a Check, Check Search** or **ACH Transaction Search**.

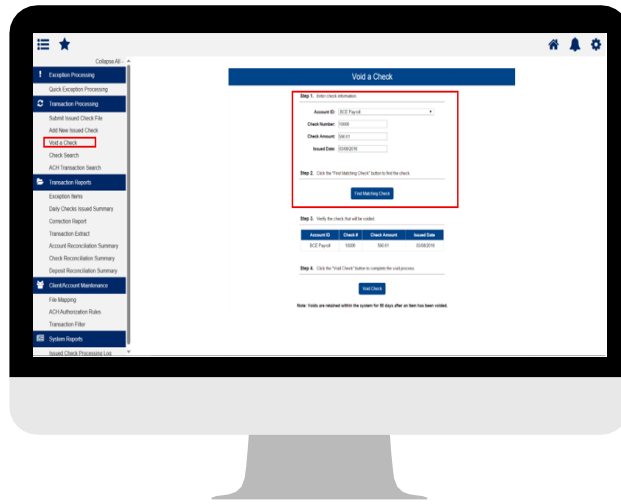


Void a Check

Below are steps you will take to use the Void a Check page to void an issued check on the appropriate account.

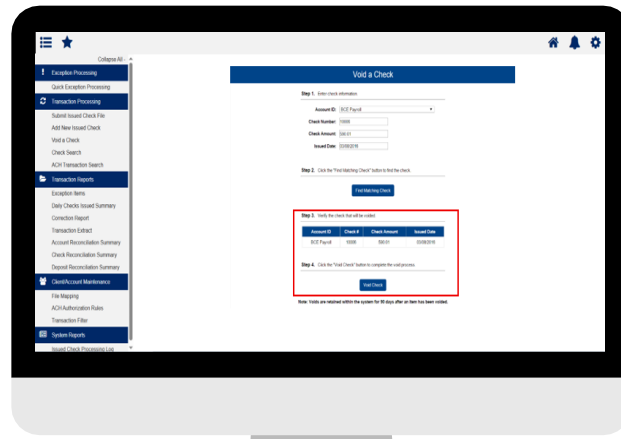
1

After clicking on **Void a Check**, enter the check information and click **Find Matching Check**.



2

Verify the information on the check being voided and click **Void Check**.



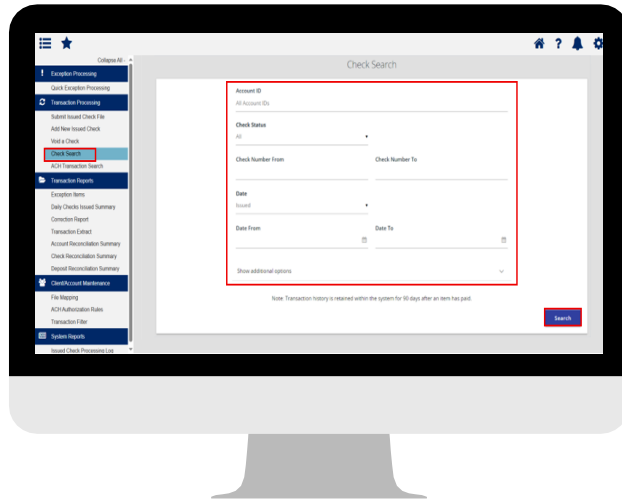
Note: All three fields (Check Number, Check Amount, and Issued Date) are required to void a check.

Check Search

Below are steps you will take to use the Check Search page to search for specific transactions.

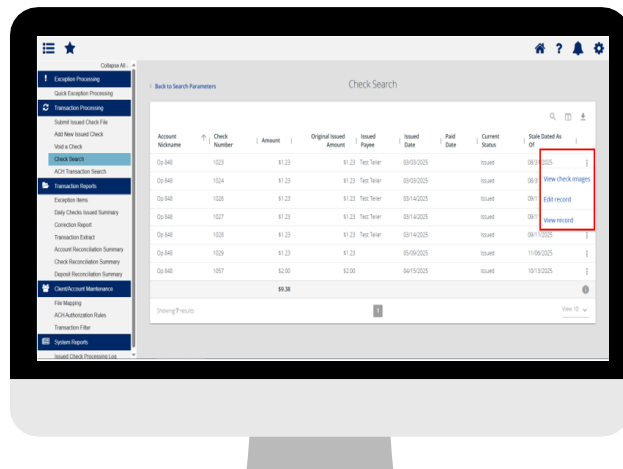
1

After clicking on **Check Search**, enter the check information and click **Search**.



2

Results screen will provide check details. Select the ellipses (:) on the right to view check image or edit/view record.



Note: If a check is converted to ACH, it will appear in ACH Transaction Search instead of this page. Checks are converted to ACH if the transaction has a check number and is one of the following SEC Codes: BOC, ARC, POP, or RCK.

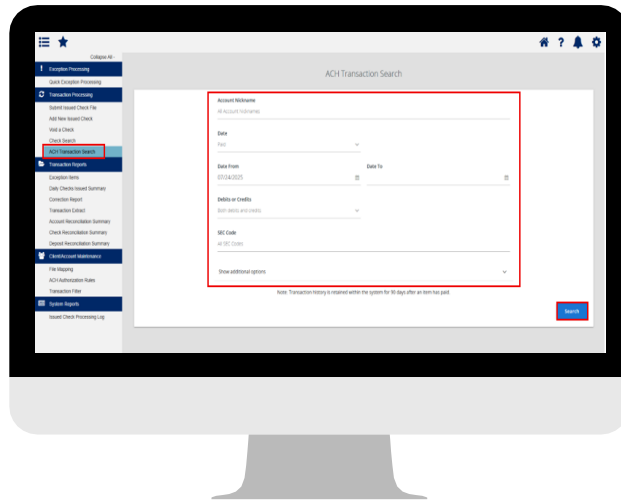


ACH Transaction Search

Below are steps you will take to use the ACH Transaction Search page to review posted ACH transaction activity.

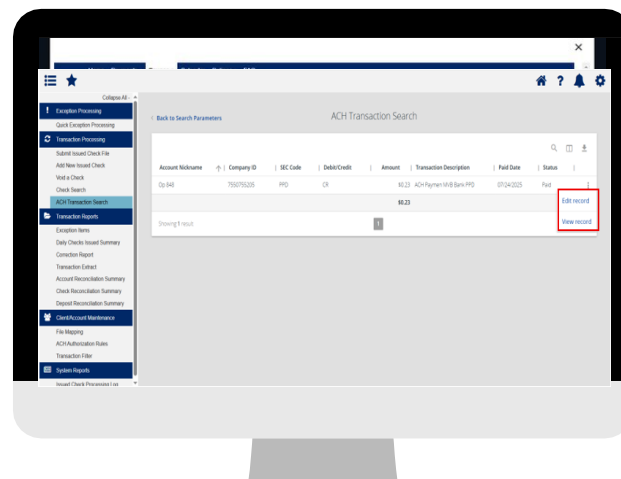
1

After clicking on **ACH Transaction Search**, enter the ACH information and click **Search**.



2

Results screen will provide ACH transaction details. Select the ellipses (:) on the right to edit or view record.



Note: Only transactions with valid ACH Standard Entry Class (SEC) codes or ACH transaction codes appear on this report.



Questions?

Please contact Client Support at 1-844-682-2265 or ibsupport@mvpbanking.com

