

Commercial Connect and Biz Connect

Positive Pay – User Guide



877-305-7125 ColumbiaBank.com

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Support

Support Contact Information

Columbia Bank Treasury Management Services

- Hours of Support: Monday-Friday, 7:00 AM until 6:00 PM Pacific Time
- 1-877-305-7125
- TreasuryManagementServices@ColumbiaBank.com

Overview

This system contains the following client functionality:

- Issued check management (submit issued check files and manual input of issued checks)
- ACH positive pay rules management
- Check file maintenance (ex: changing check number, voiding a check)
- Access to daily exceptions (Check and ACH)
- Reverse positive pay and partial account reconciliation transaction extracts
- Online reporting
- EDI reports
- ACH return reports for ACH originators

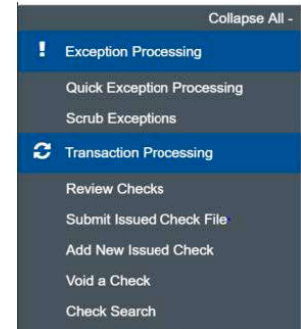
User Login

Accessing Positive Pay

- Log into Commercial Connect or Biz Connect.
- Under the Reporting tab, select Positive Pay and ACH reports.

System Menu

- The system menu is dynamically displayed based upon the unique setting assigned to you.
- Each grouping of menu options (shown in blue below) is referred to as a system classification. When you expand or collapse a system classification, the state is retained for the next time you log in to the system, so you can customize your workspace.
- Each menu item (shown beneath blue below) is referred to as a system action.
- Please contact Treasury Management Services at treasurymanagementservices@columbiabank.com or 877-305-7125 to make changes or additions to the menu .



Header Icons

The header icons at the top of the page give options to enhance or change the system functionality. The following image shows each icon. The numbers following describe the functionality of the icons.

1. TOGGLE MENU: Collapses or expands the System Menu on the left side of the page.

2. FAVORITES: Allows a list of Favorite actions to be created and saved for future use.

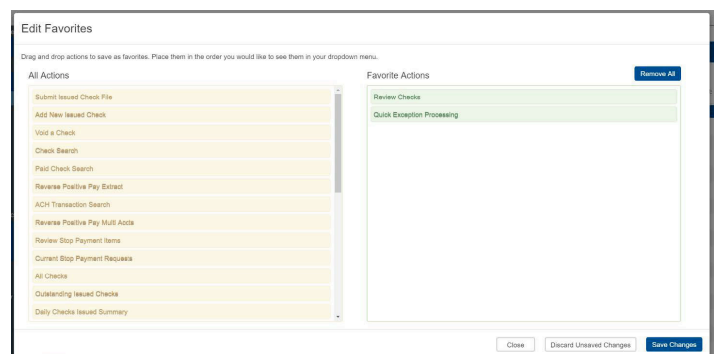
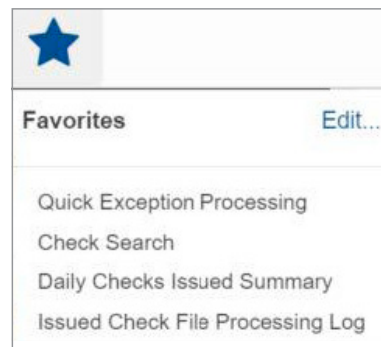
Select Edit to open a dialog box to select the favorite actions for the logged in user.

3. HOME: Returns to the home page.

4. HELP: Opens a help document for the current action page.

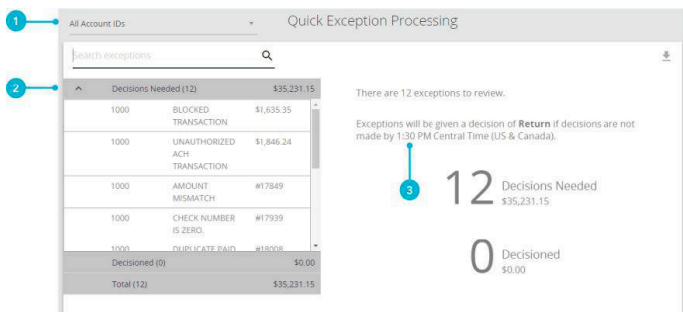
5. NOTIFICATIONS: Displays messages for the current user.

6. ACCOUNT: Allows you to change your password or log out of the system.



Exception Processing – Quick Exception Processing

The **Quick Exception Processing** screen is an efficient method of managing exception item activity. Pay and Return decisions can be made on all items via a single screen by 1:00 p.m. PT



1. (Optional) Select an individual account to process exceptions for.
2. Select the exception reason row in the **Decisions Needed** section to display a list of all exceptions. The most commonly used exception types are as follows:

BLOCKED TRANSACTION: The item meets the filter requirements specified on the Transaction Filters Blocks page.

UNAUTHORIZED ACH TRANSACTION: The item is an ACH transaction that was flagged as an exception by the ACH authorization rules defined for the account on the ACH Authorization Rules page.

DUPLICATE PAID ITEM: The item was previously paid.

PAID NOT ISSUED: The item was never loaded into the system as an issued check.

STALE DATED ITEM PAID: The item is a stale-dated check. A check is considered stale dated if the item was issued prior to the stale-dated cutoff date.

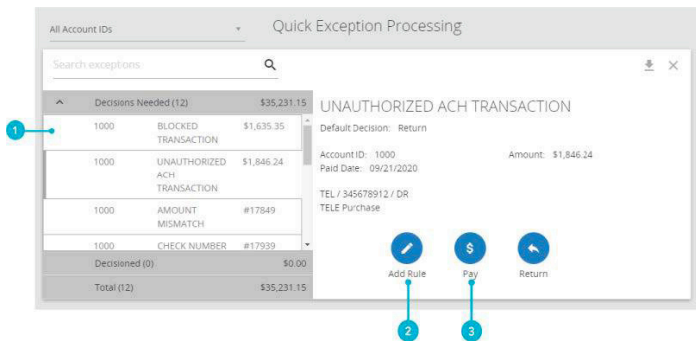
PREVIOUSLY PAID ITEM POSTED: The item was previously paid.

VOIDED ITEM: The item was previously voided.

ACH TRANSACTION: The item is an ACH transaction that was flagged as an exception by the ACH authorization rules defined for the account.

Note: For ACH exceptions, the ACH Standard Entry Class Code, Originating Company ID, and Debit or Credit (DR/CR) are displayed in the exception description.

3. Specifies the **Default Exception Cutoff Time**. At the 1:00 p.m. PT cutoff time, an automated pay or return decision is made on all unresolved items.



1. Select an individual transaction to display the following transaction details.

DEFAULT DECISION: The default decision for the exception type.

CLIENT ID: The nickname or description that identifies this account to the client. This Client ID is displayed in place of the account number on pages within the system and in emails generated by the system.

PAID DATE: The paid date for this check or ACH transaction.

AMOUNT: The amount of the item that has been presented for payment.

2. Add a new ACH authorization rule for the transaction type. For more information, see Adding New ACH Authorization Rules.

3. Select **Pay** or **Return** on the transaction. Specify the reason for the pay or return decision from the **Reason** list.

Note: To modify a pay or return decision on a processed transaction, expand the Decided section and select the transaction from the list.

Exception Processing – Dual Approvals

If exception processing requires dual approval, the initial decisioning process is the same as standard processing. When the user approves the exception, instead of moving to the **Decisoned** section, decisions are moved to a **Decisions - For Review Only** section for the user that made the initial approval.

After the first approver makes a decision, the following steps occur:

1. The system generates and sends an email to all users with approval access.
2. A user with approval access approves or denies the exception.
3. The system generates and sends an email to the user who approved the exception and to all users with approval access notifying them of the action taken.

Exceptions that are approved by the first approver and require secondary approval are in a pending review state and appear in the **Decisions - Pending Approval** section for all secondary approvers to make an approve or deny decision.

The screenshot shows the 'Quick Exception Processing' interface. On the left, there is a table with columns for 'Decisions - Pending Approval (8)' and a total amount of '\$18,962.66'. The table lists several transactions with details like 'DUPLICATE PAID ITEM', 'PAID NOT ISSUED', 'PAYER NAME MISMATCH', 'STALE DATED ITEM', and 'VOIDED ITEM'. On the right, there is a summary section that says 'There are 8 exceptions to review.' and 'Exceptions will be given a decision of Return if decisions are not made by 1:30 PM Central Time (US & Canada)'. Below this, it shows '8 Decisions Needed' for a total of '\$18,962.66' and '4 Decisoned' for a total of '\$16,268.49'.

If the decisioned exception that is pending review is not approved or denied by the cutoff time, the exception will have the default account-level decision and reason applied. In this case, an email is sent to all users with approval access and the user who initially decisioned the item informing them that the cutoff time has been reached and the default account-level decision and reason have been applied.

If an exception is denied by the secondary approver, the exception is returned to the **Decisions Needed** section for additional review and updating.

To deny an exception that is pending approval

1. Select the transaction from the **Decisions - Pending Approval** section.
2. Select **Deny** (⊗).
3. Enter the reason for the denial in the **Deny Notes** section. You cannot save the decision unless you add notes to the transaction.
4. Select **Save**. The exception returns to the **Decisions Needed** section and the system sends an email to the original approver that includes the denial notes and the name of the secondary approver.

Adding New ACH Authorization Rules

Users with Allow user to add **ACH Authorization Rules in Quick Exception Processing** enabled on the User Setup (Client) page can create new ACH Authorization Rules directly from the Quick Exception Processing page.

To create a new ACH Authorization Rule

1. Expand the **Decisoned** section.
2. Select the transaction to create a new rule from.
3. Select **Add Rule** (⊕).
4. Enter the **Description** for the new rule. The **SEC Code**, **Company ID**, **Debits or Credits**, and **Max Allowable Amount** fields are filled out based on the information in the ACH transaction, but you can modify them as needed.

Transaction Processing – Issued Check File Submission

The **Submit Issued Check File** screen is used to upload issued check files to Columbia Bank.

Submit Issued Check File

Step 1. Select a file to process.

No file chosen



Step 2. Input details about the file.

Account ID:

File Processing Type:

Step 3. Click the "Process File" button.

To view additional details regarding the file, click on the **Status** column. For example, to view the exceptions on a file that has a result of Processed with Exceptions, click on the **Processed with Exceptions** link.

Results: Rejected  

| Error Message | |
|---------------|---|
| 1 | Account ID: Tes't Check Number: 54345 Amt: 100.00 Error:1002-CHECK IS ALREADY IN SYSTEM |

Client ID

The Client ID associated with the issued checks contained within the file. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Note: If an issued check file contains items for multiple accounts, select any of the Client ID's represented within the file.

File Processing Type

Indicates the format of the issued check file.

Items in File

The number of checks in the file. Please confirm the number with your record. This number is used for validation during file processing. If the number entered does not match the actual number of items in the file, the file will be rejected.

Note: If the field is disabled, the number of items in the file will not display. If you wish to have this feature enabled, please contact Treasury Management Services at 877-305-7125.

Issued Date

If the issued check file does not have an issued date within the file, then the issued date must be entered when the file is uploaded.

Once a file is uploaded and processed, a window will be displayed indicating the processing status. If the file has not processed within 30 seconds a message is displayed informing the customer that an email will be sent indicating the file processing status. The file processing status can also be checked online using the Issued Check File Processing Log screen. The following is a list of the possible processing statuses:

UNPROCESSED: The file has been uploaded, but has not yet been processed.

PROCESSED: The file was processed successfully.

PROCESSED WITH EXCEPTIONS: The file was processed successfully, but duplicate checks were not loaded.

REJECTED: The file was rejected due to one of the following reasons:

- A mismatch between the number of items/amount entered on the screen and the number of items/amount contained in the file.
- The file format did not match the format selected.

Transaction Processing – Add New Issued Check

The **Add New Issued Check** screen is used if a check was manually written or was otherwise not included in the electronic issued check file that was submitted to Columbia Bank. Any checks entered on this screen in one setting will be displayed below.

Add New Issued Check

Account ID: Expense Account Check Number:

Amount: Issued Date: 08/16/2017

Issued Payee:

Notes:

512 characters left.

Auto-Increment Check Number

| | Account ID | Check Number | Amount | Issued Date | Issued Payee | Notes |
|---|-----------------|--------------|------------------------|-------------|---------------|-------------------------------|
| 1 | Expense Account | 157894 | \$100.00 | 08/16/2017 | Roger Miles | Issued Check |
| 2 | Expense Account | 157895 | \$200.00 | 08/16/2017 | Jane Williams | Issued Check to Jane Williams |
| | | | Total: \$300.00 | | | |

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client is displayed in place of the account number on screens within the system and in emails generated by the system.

Check

The check number of this item.

Amount

The amount of the check.

Issued Date

The issued date for this check.

Issued Payee

The issued payee name for this check.

Notes

Notes for this issued check.

Auto-Increment Check Number

Checking this box will increment the check number by one after each check submission.

Transaction Processing – Void a Check

The **Void Check** screen is used to void an issued check.

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number

The number of the issued check.

Check Amount

The amount the check was written for.

Issued Date

The date the check was issued.

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

Void a Check

Step 1. Enter check information

Account ID: BCE Payroll

Check Number: 10006

Check Amount: 590.01

Issued Date: 03/08/2016

Step 2. Click the "Find Matching Check" button to find the check.

Find Matching Check

Step 3. Verify the check that will be voided.

| Account ID | Check # | Check Amount | Issued Date |
|-------------|---------|--------------|-------------|
| BCE Payroll | 10006 | 590.01 | 03/08/2016 |

Step 4. Click the "Void Check" button to complete the void process.

Void Check

Note: Voids are retained within the system for 90 days after an item has been voided.

Transaction Processing – Check Search

The **Check Search** screen is used to search for specific transactions.

Selection Screen

The screenshot shows the 'Check Search' selection screen. It features a title bar 'Check Search' and a search form with the following fields:

- Account ID:** A text input field with the placeholder text 'All Account IDs'.
- Check Status:** A dropdown menu with 'All' selected.
- Check Number From:** A text input field.
- Check Number To:** A text input field.
- Date:** A dropdown menu with 'Issued' selected.
- Date From:** A date input field with a calendar icon.
- Date To:** A date input field with a calendar icon.
- Show additional options:** A dropdown menu with a downward arrow.

At the bottom of the form, there is a note: 'Note: Transaction history is retained within the system for 90 days after an item has paid.' A blue 'Search' button is located in the bottom right corner.

Client ID

Optionally select a specific account. If no accounts are selected the system will search through all available accounts assigned to the corporate user.

Check Status

The status of the check you would like to run reporting for.

Date

The type of date you would like to run the Check Search report for.

Check Number From

The beginning check number used to search for a range of checks.

Check Number To

The ending check number used to search for a range of checks.

Date From

The beginning date used in the date range.

Date To

The ending date used in the date range.

Decision

To search for exceptions based upon the pay/return decision, select a decision from the list.

Reason

To search for exceptions based upon the reason that was selected, select a reason from the list.

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select the search filter (🔍) to filter and search all results or select a specific column to search within.
- Select the columns icon (📄) to select or remove columns from the report.
- Select the export icon (📄) to export the search results to a Microsoft Excel or PDF file.
- Select the options icon (⋮) on an individual search result to perform one of the following actions:

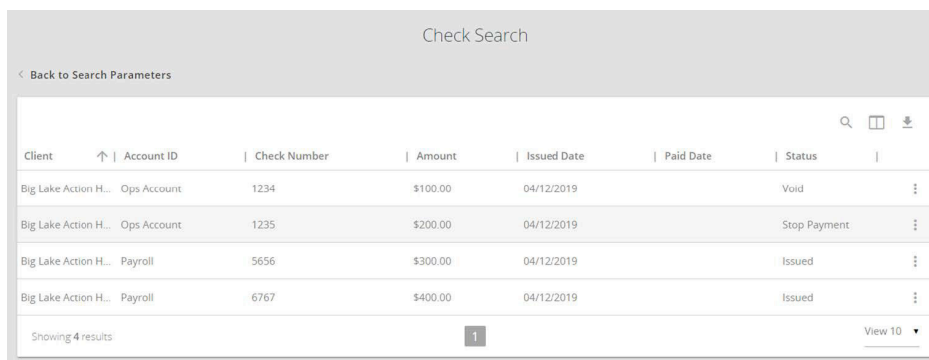
VIEW CHECK IMAGES: Displays an image of the selected check. You can change the view and download a PDF version of the image from this window.

VIEW AUDIT HISTORY: Displays the history of all changes made to the record. Select View record on an individual history item for additional details on the change.

EDIT RECORD

DELETE RECORD

VIEW RECORD



The screenshot shows a 'Check Search' interface with a table of results. The table has columns for Client, Account ID, Check Number, Amount, Issued Date, Paid Date, Status, and an options menu. There are four rows of data, all with an issued date of 04/12/2019. The first row is 'Void', the second is 'Stop Payment', and the last two are 'Issued'. The interface also includes a search bar, a columns icon, an export icon, and a 'View 10' dropdown.

| Client | Account ID | Check Number | Amount | Issued Date | Paid Date | Status | |
|----------------------|-------------|--------------|----------|-------------|-----------|--------------|---|
| Big Lake Action H... | Ops Account | 1234 | \$100.00 | 04/12/2019 | | Void | ⋮ |
| Big Lake Action H... | Ops Account | 1235 | \$200.00 | 04/12/2019 | | Stop Payment | ⋮ |
| Big Lake Action H... | Payroll | 5656 | \$300.00 | 04/12/2019 | | Issued | ⋮ |
| Big Lake Action H... | Payroll | 6767 | \$400.00 | 04/12/2019 | | Issued | ⋮ |

The following columns appear on the Check Search page:

Client ID

The nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on pages within the system and in emails generated by the system.

Check

The check number of this item.

Amount

The amount of the check that has been presented for payment.

Issued Payee

The issued payee name for this check.

Note: Issued Payee is only displayed if Display Issued Payee Name is a feature you subscribe to.

Issued Date

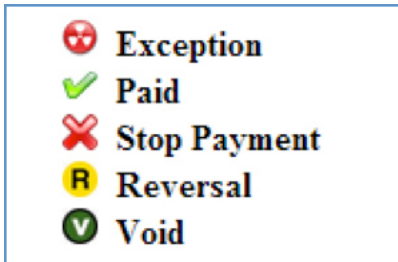
The issued date for this check. On Paid Not Issued exceptions, the paid date is defaulted into the issued date field.

Paid Date

The paid date for this check.

Current Status

The status of the transaction



ISSUED: Displayed on items that are flagged as issued by the system.

EXCEPTION: Displayed on items that are flagged as exceptions by the system.

RETURNED: Displayed on items that are flagged as returned exceptions by the system.

PAID: Displayed on items that have been previously paid.

STOP PAYMENT: Displayed for checks that have been stopped with a stop payment.

REVERSAL: Displayed on items that have been paid and reversed.

VOID: Displayed on items that have been voided.

BLANK: Displayed on an item that is an outstanding check.

Input Date

The date the issued item was entered into the system.

Exception Date

The date of the exception.

Void Date

The date the check was voided.

Decision

The decision for this exception item.

Reason

The reason associated with the exception.

Decisioned By

The user who performed the decision.

Trace Number

A unique transaction ID number that is generated by the core processing system.

Reversal

Indicates if the item was reversed.

Stop Pay Status

Indicates whether a stop payment has been placed on the item.

Notes

Any notes associated with the item.

Transaction Processing – ACH Transaction Search

Use the ACH Transaction Search page to review posted ACH transaction activity. Only transactions with valid ACH Standard Entry Class (SEC) codes or ACH transaction codes appear on this report.

Selection Page

ACH Transaction Search

Client
All Clients

Paid Date From Paid Date To

SEC Code
All SEC Codes

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

Search

Paid Date From/Paid Date To

Search for transactions based upon the date or date range the item was posted. If you are searching for a specific date, enter the date in both fields.

SEC Code

Search for transactions based upon the ACH SEC code.

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select the search filter (🔍) to filter and search all results or select a specific column to search within.
- Select the columns icon (📄) to select or remove columns from the report.
- Select the export icon (📄) to export the search results to a Microsoft Excel or PDF file.
- Select the options icon (⋮) on an individual search result to perform one of the following actions:

VIEW AUDIT HISTORY: Displays the history of all changes made to the record. Select **View record** on an individual history item for additional details on the change.

EDIT RECORD

DELETE RECORD

VIEW RECORD

ACH Transaction Search

| Client | Account ID | Company ID | SEC Code | DR/CR | Amount | Transaction Description | Paid Date | Status |
|---------------|------------|------------|----------|-------|-------------------|-------------------------|------------|-----------|
| Demonstrat... | 1000 | 345678912 | WEB | DR | \$1,635.35 | ebay Bob | 07/15/2020 | Exception |
| Demonstrat... | 1000 | 123456789 | PPD | DR | \$1,741.31 | Electric Company Pay... | 07/11/2020 | Paid |
| Demonstrat... | 1000 | 345678912 | TEL | DR | \$1,846.24 | TELE Purchase | 07/15/2020 | Exception |
| Demonstrat... | 1000 | 234567891 | PPD | DR | \$2,288.08 | Gas Payment | 07/01/2020 | Paid |
| | | | | | \$7,510.98 | | | |

The following columns appear on the ACH Transaction Search page:

Client

The client name.

Client ID

The nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on pages within the system and in emails generated by the system.

Company ID

The originating ACH Company's identification number.

SEC Code

The ACH standard entry class.

DR/CR

Indicates if the transaction is a debit or credit.

Amount

The amount of the ACH transaction that has been presented for payment.

Transaction Description

The description of the ACH transaction.

Paid Date

The paid date for this transaction.

Status

The status of the transaction. The possible statuses are as follows:

EXCEPTION: Displayed on items that are flagged as exceptions by the system.

PAID: Displayed on items that have been previously paid.

Individual ID

The accounting number by which the receiver is known to the originator.

Individual Name

The name from the NACHA file.

Input Date

The date the transaction was uploaded.

Date Reconciled

The date the transaction was reconciled.

Decision

The decision that has been applied to the transaction. If no decision has been applied, this is blank.

Reason

The reason for the pay/return decision. If no reason has been applied, this is blank.

Decisioned By

The user who performed the decision.

Trace Number

A unique transaction ID number that is generated by the core processing system.

Notes

Any notes associated with the item.

Reverse Positive Pay Transaction Extract

The Reverse Positive Pay/Transaction Extract page provides an electronic file of paid checks. Once complete, the file and report are automatically displayed at the bottom of the page. To save an extract file to a local workstation or network drive, select the **File / Save** menu option while viewing the file, or, right click **View File** and select **Save Target As**.

Note: An item may only be extracted once.

Selection Page

Reverse Positive Pay Extract (BAI19)

Step 1. Select "Account ID" and "Extract through date".

Account ID:

Extract from date: (optional)

Extract through date:

Step 2. Click the "Create File and Report" button.

Step 3. View Report or File By Clicking on Links in Grid Below.

| | Account ID | File | Report | Date Created | Extract From Date | Extract Thru Date | Item Count | |
|---|--------------|---------------------------|-----------------------------|-------------------|-------------------|-------------------|------------|------------------------|
| 1 | BCE Exp Acct | View File | View Report | 06/13/18 01:17 PM | 03/19/2018 | 06/13/2018 | 18 | Remove |

Client ID

The nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on pages within the system and in emails generated by the system.

Extract from date (Optional)

The date from which to start the extract. By default, the system extracts all items that have not been previously extracted.

Extract through date

The date through which posted items are included in the extract file.

Report example

```

INST : 531                                CENTRIX BANK                                RUN DATE: 03/09/16
SYSTEM: 03/09/16 9:50 AM                  TRANSACTION EXTRACT REPORT                 PROCESSED THRU: 03/09/16
CLIENT: Big City Electric                  ACCOUNT ID: BCE Ops Acct                   FILE
                                           NAME: BCEOpsAcct_20160309_094946.csv
    
```

| | CHECK # | PAID DATE | AMOUNT | DR/CR | REFERENCE |
|----|---------|------------|--------|-------|-----------|
| 1 | 1451183 | 07/05/2015 | 5.05 | DR | 80312330 |
| 2 | 1457698 | 06/24/2015 | 0.10 | DR | 80031060 |
| 3 | 1557760 | 08/16/2015 | 185.70 | DR | 80310860 |
| 4 | 1579165 | 09/13/2015 | 180.00 | DR | 80400890 |
| 5 | 1599873 | 07/13/2015 | 42.68 | DR | 80008160 |
| 6 | 1609562 | 06/24/2015 | 2.10 | DR | 80246250 |
| 7 | 1613820 | 07/19/2015 | 52.00 | DR | 40201830 |
| 8 | 1619664 | 07/09/2015 | 219.00 | DR | 80067190 |
| 9 | 1620138 | 07/09/2015 | 6.97 | DR | 70401050 |
| 10 | 1620926 | 06/24/2015 | 44.03 | DR | 80246240 |
| 11 | 1629041 | 07/08/2015 | 21.25 | DR | 80246700 |
| 12 | 1629005 | 07/15/2015 | 156.03 | DR | 80221060 |
| 13 | 1630037 | 06/29/2015 | 687.50 | DR | 80078380 |
| 14 | 1630730 | 07/27/2015 | 272.00 | DR | 80054600 |
| 15 | 1633463 | 06/30/2015 | 105.00 | DR | 80016720 |

Transaction Processing – Transaction Extract Multiple Accounts

The **Transaction Extract Multiple Accounts** screen provides an electronic file of paid checks to process (update) within another system. The format of the file is defined at the client level. Once complete, the file and report are automatically displayed at the bottom of the screen. To save an extract file to a local workstation or network drive, click on the **File / Save** menu.

Transaction Extract Multiple Accounts (CSV - Paid Checks Only)

Step 1. Select at least one "Account ID" and "Extract from and through dates".

Account ID: Showing 3 of 3 Assigned

| | |
|-------------|--|
| Expense 2 | |
| Ops Account | |
| Payroll | |

Extract from date:

Extract through date:

Step 2. Click the "Create File" button.

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Extract From Date

The date from which posted items are included in the extract file.

Extract Thru Date

The date through which posted items are included in the extract file.

Transaction Processing – ACH Reporting Files

The **ACH Reporting Files** screen provides downloadable files containing ACH transactions and EDI detail from corporate ACH payments. The files available and the format of each file are defined in the report specifications by Columbia Bank. To save an ACH Reporting file to a local workstation or network drive, click on the **File / Save** menu option while viewing the file, or, right click on the download link and select **Save Target As**.

| Processed Date: 01/23/2020 - 01/23/2020 | | Refresh | | | | |
|---|--------------------|--------------------------------|----------|--------------------|------------------------|-----------|
| ACH Reporting Files (1) | | | | | | |
| | Report Description | File Type | Report | Downloaded by User | Date Created | File Size |
| 1 | File1 | PDF - Full Transaction Details | Download | Yes | 10/28/2019 07:44:35 AM | 133.61 kb |

From / Thru Date

The date range for which ACH reporting files displayed.

Report Description

The description of ACH reporting file as defined by Columbia Bank.

File Type

The format of the file. Types include: PDF or CSV.

Date Created

The date the report was created.

File Size

The size of the file (in kb).

Stop Payments – Review Stop Payment Items

The **Review Stop Payment Items** screen is used to view all checks that are currently marked as stop pay items.

| Review Stop Payment Items | | | | | | | | |
|--|--------|--------------|-------------|-----------|---------|----------|-----------------------|----------|
| Account ID: BCE Exp Acct | | | | | | | | Show Key |
| (Count: 24) (Amount: \$7,721.66) | | | | | | | | |
| Note: This report lists all outstanding issued checks that match to current stop payments. | | | | | | | | |
| | Status | Account ID | Issued Date | Paid Date | Check # | Amount | Issued Payee | Details |
| 1 | ✖ | BCE Exp Acct | 01/28/2016 | | 838220 | 302.40 | Julia Johnson | Display |
| 2 | ✖ | BCE Exp Acct | 01/14/2016 | | 834636 | 1,605.59 | Ella Martin | Display |
| 3 | ✖ | BCE Exp Acct | 01/14/2016 | | 834928 | 498.56 | United Parcel Service | Display |
| 4 | ✖ | BCE Exp Acct | 10/22/2015 | | 813041 | 47.48 | Chloe Davis | Display |
| 5 | ✖ | BCE Exp Acct | 08/13/2015 | | 796757 | 157.08 | FedEx | Display |
| 6 | ✖ | BCE Exp Acct | 07/09/2015 | | 787572 | 137.95 | Johnson & Johnson | Display |
| 7 | ✖ | BCE Exp Acct | 04/23/2015 | | 765394 | 121.60 | Apple Computer | Display |

Click **Display** to review details of the issued check for which the stop payment has been applied.

Review Stop Payment Items (Display Details)

| Review Stop Payment Items | | | | | | | | |
|--|--------|--------------|-------------|-----------|---------|--------|----------------|----------|
| Account ID: BCE Ops Acct | | | | | | | | Show Key |
| (Count: 15) (Amount: \$6,244.58) | | | | | | | | |
| Note: This report lists all outstanding issued checks that match to current stop payments. | | | | | | | | |
| | Status | Account ID | Issued Date | Paid Date | Check # | Amount | Issued Payee | Details |
| 1 | ✖ | BCE Ops Acct | 02/04/2016 | | 1688787 | 560.98 | Kimberly Moore | Hide |

Account ID: BCE Ops Acct Check Number: 1688787 Amount: 560.98

Issued Payee: Kimberly Moore Issued Date: 02/04/2016 Decision: <Not Selected>

Date Reconciled: 04/05/2016 Paid Date: Return Reason: <Not Selected>

Trace Number: 0 Date Stop Req.: 03/17/2016 Void Date:

Additional Notes:

Update

Submission Types: E-File Reversal: NO Stop Pay Status: Requested and Placed

| | | | | | | | | |
|---|---|--------------|------------|--|---------|--------|--------------|---------|
| 2 | ✖ | BCE Ops Acct | 02/04/2016 | | 1688652 | 202.40 | Daniel White | Display |
|---|---|--------------|------------|--|---------|--------|--------------|---------|

The ability to change item details is controlled by security.

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number

The check number of this item.

Amount

The amount of the check that has been presented for payment.

Issued Payee

The issued payee name for this check.

Issued Date

The date this item was issued. On **Paid Not Issued** exceptions, the paid date is defaulted into the issued date field.

Decision

The decision that has been applied to this exception. If no decision has been applied, the field is displayed as **<Not Selected>**.

Date Reconciled

The date the system was reconciled within the system in the **Check Reconciliation Summary** screen. This field is not editable.

Paid Date

The date the item was posted/paid.

Return Reason

The reason for the pay/return decision. If no reason has been applied, the field is displayed as <Not Selected>.

Trace Number

A unique transaction ID number that is generated by the core processing system.

Date Stop Request

If the client requested a stop payment on the item, the date that the stop was requested is displayed.

Void Date

If the item has been voided, the void checkbox is checked; otherwise, the checkbox is blank.

Notes

Freeform text field that allows the client to add notes to this item.

Submission Type

Indicates how the item was originally loaded into the system. The following values may be displayed:

E-FILE: Indicates that the item was electronically loaded from an issued file.

MANUAL: Indicates that the item was not electronically loaded from an issued file. The item was either manually input through the **Add New Issued Check** screen or the item was added by the system during the nightly update.

Stop Pay Status

Indicates whether a stop payment has been placed on the item. The following values may be displayed:

NONE: Indicates the client has not requested that the item be stopped.

REQUESTED: Indicates the client has recorded that the item be stopped. The bank has not applied the stop payment to the system. Please log into online banking to place a stop payment.

APPLIED: Indicate the client has requested that the item be stopped.

ITEM STOPPED: Indicates the client has requested that the item be stopped and the item was already presented for payment and stopped by the bank.

Reversal

Indicates if the item was reversed.

Stop Payments – Request Stop Payment from Issued Item

**Stop Payments must be placed through Biz Connect, Commercial Connect or by calling the Columbia Bank branch where your account is held.*

The **Request Stop Payment** screen is used to modify current issued items to stopped items.

Request Stop Payment

Step 1. Enter stop payment criteria.

Account ID: BCE Dep Recon

Check Number: 10006

Check Amount: 590.01

Issued Date: 08/08/2016

Issued Payee: Jane Smith

Stop Reason: Lost

Step 2. Click the "Find Matching Check" button to find checks that match the stop payment criteria.

Find Matching Check

Step 3. Verify the check that the stop payment will be applied to.

| Account ID | Check # | Check Amount | Issued Date |
|---------------|---------|--------------|-------------|
| BCE Dep Recon | 10006 | 590.01 | 08/08/2016 |

Step 4. Click the "Apply Stop Payment" button to apply the stop payment.

Apply Stop Payment

*** Stop Payment Disclaimer text is defined in the System Setup ***

Please have your exceptions decided by 11:00 AM CST.

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number

The check number to be stopped.

Check Amount

The amount of the check to be stopped.

Issued Date

The issued date of the check to be stopped.

Issued Payee

The issued payee of the check to be stopped.

Stop Reason

The reason the check is to be stopped.

Stop Payments – Current Stop Payment Requests

The **Current Stop Payment Requests** screen displays all of the current stop payment requests on the account. This includes requests entered by the client through Biz Connect, Commercial Connect or by your branch of account.

| Current Stop Payment Requests | | | | | | | | |
|-------------------------------|------------|--------------|-------------|-------------|----------------------|----------------|--------|------------|
| Client | Account ID | Check Number | Amount | Issued Date | Issued Payee | Status | Reason | Date Input |
| Air Compon... | 3676 | 32119 | \$90.00 | 06/26/2019 | Metrocal Inc. | Requested a... | | 08/19/2019 |
| Air Compon... | 3676 | 32336 | \$256.50 | 07/11/2019 | NEMl - Northern E... | Requested a... | | 09/09/2019 |
| Air Compon... | 3676 | 32443 | \$194.64 | 07/18/2019 | Permatron Corpor... | Requested a... | | 08/26/2019 |
| Air Compon... | 3676 | 32444 | \$49.00 | 07/18/2019 | Pro-Tech Mats Ind... | Requested a... | | 08/19/2019 |
| Air Compon... | 3676 | 32445 | \$319.58 | 07/18/2019 | Purity Cylinder | Requested a... | | 08/19/2019 |
| Air Compon... | 3676 | 32446 | \$38,852.80 | 07/18/2019 | Samuel, Son & Co. | Requested a... | | 08/26/2019 |
| Air Compon... | 3676 | 32447 | \$193.84 | 07/18/2019 | S-B Industries Inc | Requested a... | | 08/26/2019 |
| Air Compon... | 3676 | 32448 | \$6,561.13 | 07/18/2019 | Smith Instrument | Requested a... | | 08/26/2019 |
| Air Compon... | 3676 | 32461 | \$99.57 | 07/18/2019 | Sheltz Automation | Requested a... | | 08/27/2019 |
| Garlock Equ... | 5804 | 30135 | \$38.00 | 07/19/2019 | PROBILLING & FU... | Requested a... | | 08/06/2019 |

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number

The check number.

Amount

The amount of the check.

Issued Date

The issued date for this check.

Issued Payee

The issued payee of the check.

Status

The status of the stop request.

User Input

The user that requested the stop payment request.

Reason

The reason the check has been stopped.

Date Input

The date the check was entered:

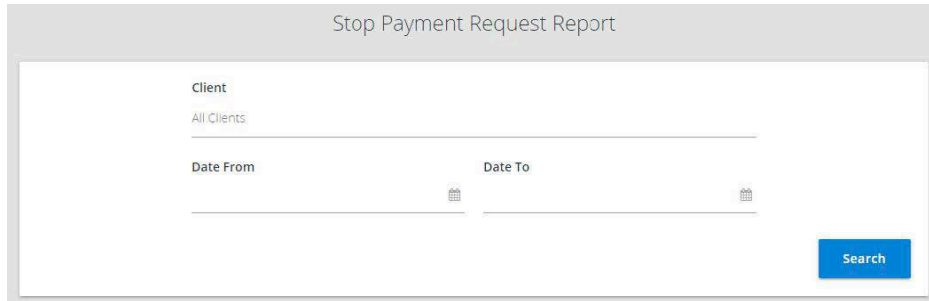
BANK: The check was manually entered by Columbia Bank

SYSTEM: The check was entered from the stop file.

Stop Payments – Request Report

The Stop Payment Request Report displays a list of all client-initiated stop payment requests in the system.

Selection page



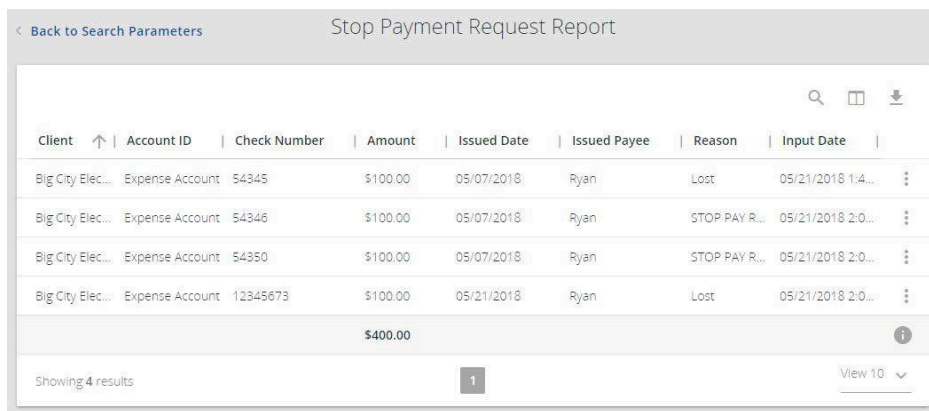
Stop Payment Request Report

Client
All Clients

Date From Date To

Search

Results page



< Back to Search Parameters Stop Payment Request Report

| Client | Account ID | Check Number | Amount | Issued Date | Issued Payee | Reason | Input Date |
|------------------|-----------------|--------------|----------|-------------|--------------|---------------|-------------------|
| Big City Elec... | Expense Account | 54345 | \$100.00 | 05/07/2018 | Ryan | Lost | 05/21/2018 1:4... |
| Big City Elec... | Expense Account | 54346 | \$100.00 | 05/07/2018 | Ryan | STOP PAY R... | 05/21/2018 2:0... |
| Big City Elec... | Expense Account | 54350 | \$100.00 | 05/07/2018 | Ryan | STOP PAY R... | 05/21/2018 2:0... |
| Big City Elec... | Expense Account | 12345673 | \$100.00 | 05/21/2018 | Ryan | Lost | 05/21/2018 2:0... |
| | | | \$400.00 | | | | |

Showing 4 results 1 View 10

Client

The nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on pages within the system and in emails generated by the system.

Check Number

The check number.

Amount

The amount of the check.

Issued Date

The issued date for the check.

Issued Payee

The issued payee of the check.

Reason

The reason for the stop payment request.

User Input

The user that requested the stop payment request.

Reason

The reason the check has been stopped.

Input Date

The date the check was entered into the system.

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.

Selection Screen:

Daily Checks Issued Summary

Account ID
All Account IDs

Issued Date From Issued Date To

04/15/2019 04/15/2019

[Search](#)

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Issued Date From

The beginning check number used to search for a range of checks.

Issued Date To

The ending check number used to search for a range of checks.

Results Screen:

Daily Checks Issued Summary

< [Back to Search Parameters](#)

| Issued Date | ↑ Client | Account ID | Check Count | Amount Total | |
|-------------|-------------------|------------|-------------|--------------|---|
| 07/25/2018 | Big City Electric | Sunrise | 900 | \$101,763.75 | ⋮ |
| 07/26/2018 | Big City Electric | Sunrise | 1685 | \$183,393.63 | ⋮ |
| 07/27/2018 | Big City Electric | Sunrise | 2742 | \$355,305.83 | ⋮ |

Check Count

The number of checks issued.

Amount Total

The total amount of the checks issued on the specified date.

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 Payment Date, Item Stopped Date or Issued Payee.

Selection Screen:

Stops and Voids

Account ID
All Account IDs

Status
All Statuses

Check Number From Check Number To

Date
Issued

Date From Date To

Note: This report lists all outstanding issued checks that have been voided and/or match current stop payments.

Search

Client

The nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on pages within the system and in emails generated by the system.

Status

Filter the results to specific statuses of stops and voids:

VOID: Items that have a status of void

ITEM STOPPED: Stop pay items that have had a stop payment placed on them by their FI, these items are updated based upon the full refresh stop file that we upload to the system daily. These items were provided in the stop file, but do not exist as an issued item within the system

REQUESTED STOP PAY: Stop pay items that have been requested as a stop payment within the system, but the item has not yet been passed to us from the core within the daily stop file.

REQUESTED AND PLACED: Stop pay items that have been requested as a stop payment within the system. These stop payment items also match up to a stop payment passed to the system through the daily stop pay file provided by Columbia Bank.

Check Number From

The beginning check number used to search for a range of checks.

Check Number To

The ending check number used to search for a range of checks.

Date

The type of date you would like to run the Stops and Voids report for.

Date From

The beginning date used in the date range.

Date To

The ending date used in the date range.

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select the search filter (🔍) to filter and search all results or select a specific column to search within.
- Select the columns icon (📄) to select or remove columns from the report.
- Select the export icon (📄) to export the search results to a Microsoft Excel or PDF file.

Results Screen:

| Client | Account ID | Check Number | Amount | Issued Date | Requested Stop Pay Date | Requested and Placed Stop Pay Date | Item Stopped Date | Void Date |
|---------------|-------------|--------------|----------|-------------|-------------------------|------------------------------------|-------------------|------------|
| Big Lake A... | Ops Account | 1234 | \$100.00 | 04/12/2019 | | | | 04/12/2019 |
| Big Lake A... | Ops Account | 1235 | \$200.00 | 04/12/2019 | 04/12/2019 | | | |

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Check Number

The check number of this item.

Check Amount

The amount of the check that has been presented for payment.

Issued Payee

The name of the issued payee for this check.

Issued Date

This is the date the check was issued.

Requested Stop Pay Date

If the request originated from a source other than this system, this column is blank. Otherwise, this represents the date the request was submitted.

Requested and Placed Stop Pay Date

The date the stop payment was applied (setup).

Item Stopped Date

The date the item was stopped.

Void Date

The date the check was voided.

| | | |
|--|------------|----------|
| | 09/28/2012 | Issued |
| | 09/23/2011 | Void (A) |
| | 09/23/2011 | Void (A) |

Note: If an (A) is listed after the void date, the item was automatically voided.

Input Date

The date the check was input into the system.

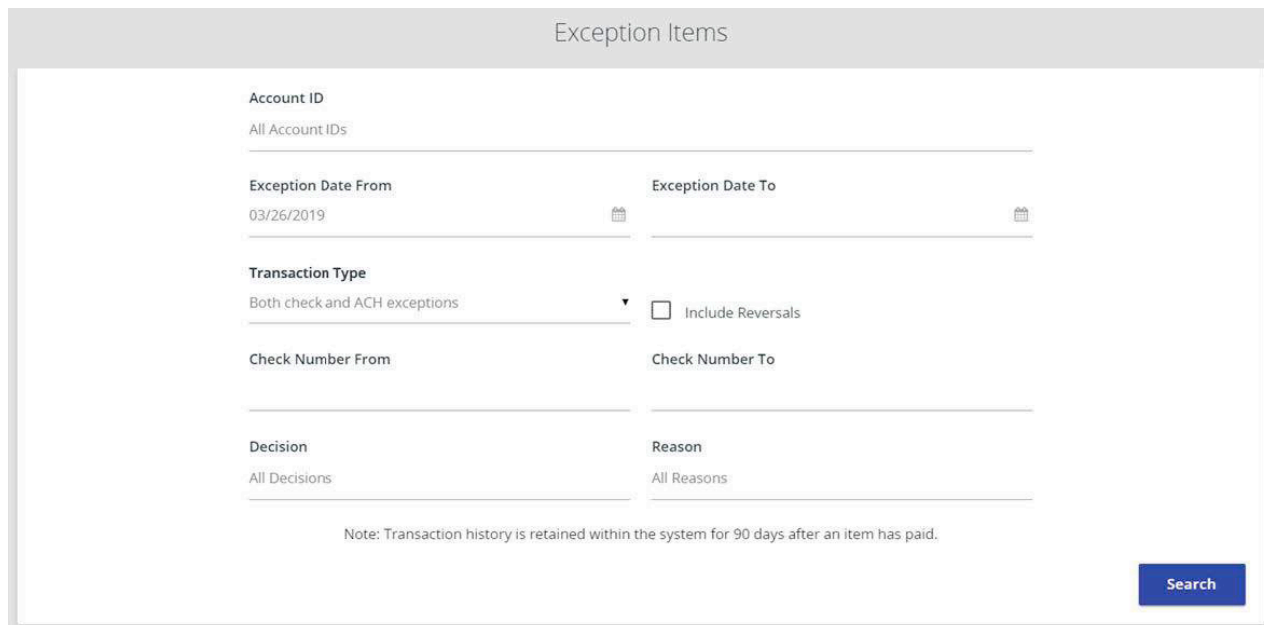
Notes

Any additional notes associated with the item.

Transaction Reports – Exception Items

The **Exception Items** report 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.

Selection Screen:



Exception Items

Account ID
All Account IDs

Exception Date From
03/26/2019

Exception Date To

Transaction Type
Both check and ACH exceptions

Include Reversals

Check Number From

Check Number To

Decision
All Decisions

Reason
All Reasons

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

Search

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Exception Date From

The beginning posted date used to search for a range of exceptions.

Exception Date To

The ending posted date used to search for a range of exceptions.

Transaction Type

The type of transaction the exception item is.

Check Number From

The beginning check number used to search for a range of checks.

Check Number To

The ending check number used to search for a range of checks.

Decision

Specify decisions to search within.

Reason

Specify reasons to search within.

Results page

| Client | Account ID | Account Number | Trace Number | Check Number | Amount | Paid Date | Input Date | Exception | Exception Scrubbed | Service Charge Waived | Reversal |
|---------------|------------|----------------|--------------|--------------|----------------|------------|---------------|-----------------|--------------------|-----------------------|----------|
| *Safeway P... | 0789 | 100140789 | 66222019930 | 219909 | \$727.34 | 11/20/2019 | 11/21/2019... | Paid not issued | Yes | No | No |
| *Safeway P... | 0789 | 100140789 | 66222024464 | 219936 | \$632.41 | 11/20/2019 | 11/21/2019... | Paid not issued | Yes | No | No |
| *Safeway P... | 0789 | 100140789 | 990201001901 | 219937 | \$63.60 | 11/20/2019 | 11/21/2019... | Paid not issued | Yes | No | No |
| *Safeway P... | 0789 | 100140789 | 66222021692 | 219938 | \$776.46 | 11/20/2019 | 11/21/2019... | Paid not issued | Yes | No | No |
| *Safeway P... | 0789 | 100140789 | 66223027566 | 219944 | \$811.84 | 11/20/2019 | 11/21/2019... | Paid not issued | Yes | No | No |
| *Safeway P... | 0789 | 100140789 | 66222012841 | 219946 | \$834.58 | 11/20/2019 | 11/21/2019... | Paid not issued | Yes | No | No |
| *Safeway P... | 0789 | 100140789 | 66222017365 | 219947 | \$8,195.00 | 11/20/2019 | 11/21/2019... | Paid not issued | Yes | No | No |
| *Safeway P... | 0789 | 100140789 | 66222012583 | 219949 | \$50.47 | 11/20/2019 | 11/21/2019... | Paid not issued | Yes | No | No |
| *Safeway P... | 0789 | 100140789 | 66222021439 | 219952 | \$408.97 | 11/20/2019 | 11/21/2019... | Paid not issued | Yes | No | No |
| *Safeway P... | 0789 | 100140789 | 66222027920 | 219953 | \$115.00 | 11/20/2019 | 11/21/2019... | Paid not issued | Yes | No | No |
| | | | | | \$2,270,598... | | | | | | |

Showing 1-10 of 512 results

Account Number

The account number of the originator.

Trace Number

The trace number uniquely identifies each Entry Detail Record within a batch in an ACH input file.

Check Number

The check number of the item.

Amount

The amount of the transaction.

Issued Payee

The issued payee name for this check.

Paid Date

The paid date for this check.

Input Date

The date the issued item was entered into the system.

Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

Exception

The type of exception for this item.

Transaction Description

The transaction description.

Decision

The decision for this exception item.

Reason

The reason associated with the exception.

Decided By

The user who performed the decision.

Exception Scrubbed

Indicates whether the exception was scrubbed.

Service Charge Waived

Indicates whether the service charge was waived.

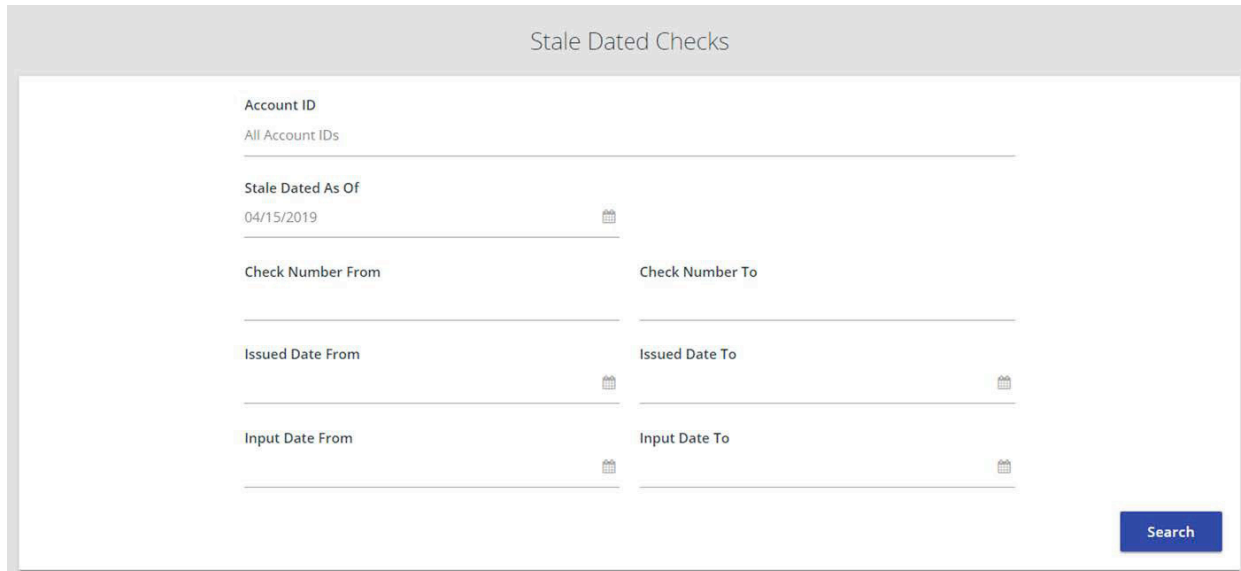
Reversal

Indicates whether the exception was a reversal.

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 after 180 days. Select items by Issued Date, Input Date, As of Date or Issued Payee.

Selection Screen:



Client ID

The Client ID is the nickname or description that identifies this account to the customer. The Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

Stale Dated As Of

To create a report of stale dated checks “as of” a specific date in the past, enter a date in this field.

Check Number From

The beginning check number used to search for a range of checks.

Check Number To

The ending check number used to search for a range of checks.

Issued Date From

The beginning issued date used to search for a range of checks.

Issued Date To

The ending issued date used to search for a range of checks.

Input Date

The date the issued item was entered into the system.

Note: The date is followed by (M) if the check was not loaded via an issued file upload, which means it was entered into the system in some other manner. Examples would be a check being manually input by a user, or a paid not issued exception item that is paid.

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.

Selection Screen:

Check Reconciliation Summary

Start New Reconciliation

Client: Big City Electric

Account ID: Payroll 1234

Reconcile Through Date: 01/28/2020

This account has never been reconciled.

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

Search

Reconciliation History

Account ID: Payroll 1234

No reconciliation history to display.

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system..

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 in the system up through the Reconcile Through Date is included.

Results Screen:

Check Reconciliation Summary

Transaction Summary

| Transaction Type | Count | Total Amount |
|-----------------------------|-------|--------------|
| Previous Outstanding Checks | 0 | \$0.00 |
| Issued Checks | 0 | \$0.00 |
| Paid Checks | 0 | \$0.00 |
| Stop Payments | 0 | \$0.00 |
| Voids | 0 | \$0.00 |
| Current Outstanding Checks | 0 | \$0.00 |

Balance Summary

Statement Balance: _____

Current Outstanding Checks: \$0.00

Current Register Balance: \$0.00

Reconciliation History

No reconciliation history to display.

Finish Reconciliation

This account has never been reconciled.
This Reconcile Through Date: 10/07/2019
Account ID: Expense 88558

Note: Select a link in the Reconciliation History section to view previous reconciliation reports that have been performed on this account.

Show

Displays a detailed list of the items for any of the totals listed on the report.

Finish Reconciliation

Reconciles the checks.

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.

Selection Screen

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

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 in the system up through the Reconcile Through Date is included.

Results Screen

Note: Select a link in the Reconciliation History section to view previous reconciliation reports that have been performed on this account.

Location

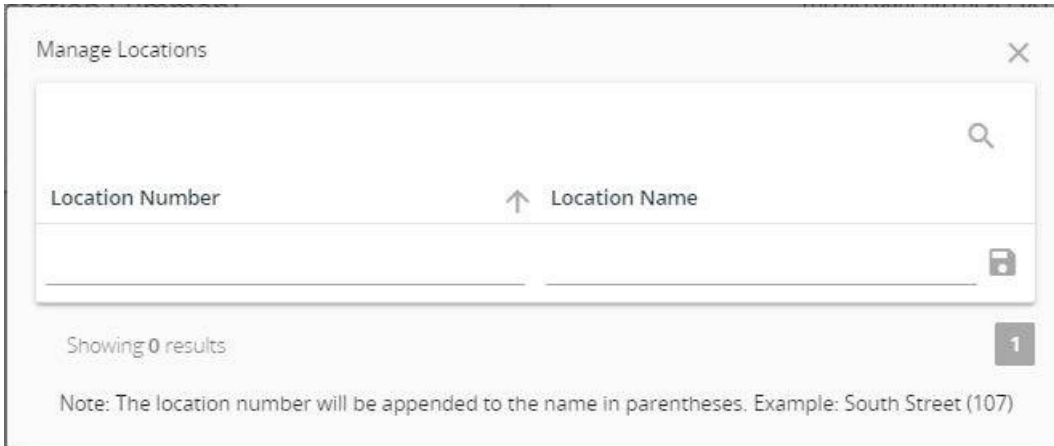
A list of locations will be displayed if location information is available for this client. The location list values are populated based upon the serial number value from the clients deposit slips.

Finish Reconciliation

Reconciles the checks.

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.



The screenshot shows a window titled "Manage Locations" with a close button (X) in the top right corner. Below the title bar is a search bar with a magnifying glass icon. Underneath the search bar is a table with two columns: "Location Number" and "Location Name", separated by an upward-pointing arrow. Below the table is a save button with a floppy disk icon. At the bottom left, it says "Showing 0 results". At the bottom right, there is a small grey box containing the number "1". A note at the bottom of the window reads: "Note: The location number will be appended to the name in parentheses. Example: South Street (107)".

Location Number

The location the deposit is associated with.

Description

The description of the location.

Note: The location number will be appended to the description in parenthesis. Example: South Street (107).

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.

Selection Screen

Account Reconciliation Summary

Start New Reconciliation

Client: Big City Electric

Account ID: BCE Exp Acct

Reconcile Through Date: 06/16/2019

Last Reconcile Through Date: 05/28/2019

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

Search

Reconciliation History

Account ID: BCE Exp Acct

Date: 05/28/2019

Client ID

The Client ID is the nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on screens within the system and in emails generated by the system.

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

Results Screen

Account Reconciliation Summary

Transaction Summary

| Transaction Type | Count | Total Amount |
|-----------------------------|-------|--------------|
| Previous Outstanding Checks | 0 | \$0.00 |
| Issued Checks | 16 | \$6,674.56 |
| Paid Checks | 14 | \$6,274.56 |
| Stop Payments | 0 | \$0.00 |
| Voids | 0 | \$0.00 |
| ACH Debits | 12 | \$2,218.50 |
| ACH Credits | 0 | \$0.00 |
| Miscellaneous Debits | 0 | \$0.00 |
| Miscellaneous Credits | 0 | \$0.00 |
| Deposits | 9 | \$20,289.00 |
| Service Charges Paid | 0 | \$0.00 |
| Interest Paid | 0 | \$0.00 |
| Taxes/Withholding | 0 | \$0.00 |
| Current Outstanding Checks | 2 | \$300.00 |

Balance Summary

Account Balance: \$222,969.83

Current Outstanding Checks: \$300.00

Current Register Balance: \$222,669.83

Finish Reconciliation

Reconciliation History

No reconciliation history to display.

Issued Checks | Paid Checks | ACH Debits | Deposits | Current Outstanding Checks

Issued Date: 05/28/2019 | Count: 16 | Total Amount: \$6,674.56

Showing 1 result | View 10

Note: Select a link in the Reconciliation History section to view previous reconciliation reports that have been performed on this account.

Show

Displays a detailed list of the items for any of the totals listed on the report.

Finish Reconciliation

Reconciles the checks.

****Note – Items that have already been reconciled via the Check Reconciliation or Deposit Reconciliation screens will not be included in the Account Reconciliation statement.**

| Big City Electric Account ID: BCE Exp Acct | | | Run Date: 06/17/2019 Reconciliation Period: - to 06/16/2019 | | |
|---|-------------|------------|--|--------------|------------|
| Issued Checks (16) | | | | | |
| Issued Checks | | | | | |
| | Issued Date | Paid Date | Check Number | Issued Payee | Amount |
| 1 | 05/28/2019 | | 7524 | John Doe | \$100.00 |
| 2 | 05/28/2019 | | 54788 | John Smith | \$200.00 |
| 3 | 05/28/2019 | 05/28/2019 | 0 | | \$35.00 |
| 4 | 05/28/2019 | 05/28/2019 | 0 | | \$500.00 |
| 5 | 05/28/2019 | 05/28/2019 | 1235 | | \$110.00 |
| 6 | 05/28/2019 | 05/28/2019 | 1236 | | \$120.00 |
| 7 | 05/28/2019 | 05/28/2019 | 1236 | | \$120.00 |
| 8 | 05/28/2019 | 05/28/2019 | 1237 | | \$130.00 |
| 9 | 05/28/2019 | 05/28/2019 | 105262 | | \$2,205.00 |



After selecting Download in the Reconciliation History, an Account Reconciliation Report displays with all items that were reconciled on the report.

Transaction Reports – Payee Match Report

The Payee Match Report page generates an online report using dynamic selection criteria. Select items by issued date, paid date, check number or issued payee name.

Selection screen

Payee Match Report

Paid Date From  Paid Date To 

Check Number From Check Number To

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

[Search](#)

Results page

You can perform the following actions on this page:

- Drag a column header to reorder.
- Select the search filter (🔍) to filter and search all results or select a specific column to search within.
- Select the columns icon (📄) to select or remove columns from the report.
- Select the export icon (📥) to export the search results to a Microsoft Excel or PDF file.

Payee Match Report

[Back to Search Parameters](#)

| Account ID | Check Number | Amount | Issued Payee | Paid Date | Payee Match Check Payee | Confidence Level |
|--------------|--------------|----------|----------------|------------|-------------------------|------------------|
| BCE Exp Acct | 1237 | \$130.00 | Tim McWilliams | 01/28/2019 | Tim Williams | 800 |
| BCE Exp Acct | 105450 | \$945.79 | Jan Post | 01/28/2019 | Jim Post | 700 |
| BCE Exp Acct | 105455 | \$355.00 | John Doe | 01/28/2019 | Thomas Jones | 150 |
| BCE Exp Acct | 105452 | \$178.77 | Matt Holt | 01/28/2019 | Matt Holt | 1000 |

Client ID

The nickname or description that identifies this account to the customer. This Client ID is displayed in place of the account number on pages within the system and in emails generated by the system.

Account Number

The account number associated with the transaction.

Check Number

The check number of this item.

Amount

The amount of the check that has been presented for payment.

Issued Payee

The issued payee name for this check.

Paid Date

The posting date of the check.

Payee Match Check Payee

The name that was read from the check image for this check.

Confidence Level

The level of confidence that the payee match process returned for this check. The level will fall between 0 (no confidence) and 1000 (perfect score). The confidence level will show as blank if there was no image found during the payee match process.

Issued Date

The date the check was issued.