Quick Reference Guide

Positive Pay – Issued Items Activity

JHA Treasury Management™

Last Updated: March 28, 2025

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Overview: Customers now have the ability to review the issued items that they have created within the Issued Items Activity view. To allow customers to view their issued items, Allow Issued Items Review must be active for the FI Positive Pay Product Feature Configuration and the Company Positive Pay Product Feature.

Benefits for the Banks?

• Issued Items Activity is available to the customer and allows them to be self-sufficient in researching information

• The self-service functionality should result in reduced call volume for the banks

• Banks now have the ability to generate Issued Items Reports in Back Office that will report on the same information that customers can view in the Issued Items view

Benefits for Customers?

• Issued Items Activity is available to customers and allows them to research information without calling the bank

Robust and flexible search features

• Ability to generate reports without relying on the bank

Useful tool for Issued Items reconciliation



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New Feature: Allow Issued Items Activity Review

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SETTINGS	Positive Pay Check Exception	Positive Pay Check Exceptions								
Check Exceptions ACH Exceptions	Work Check Exceptions	Active								
ACH Exceptions - Filter Rules	Allow Issued Items Activity Review	Active								
	Allow Correction Request	Active								
	Allow Return Reason	Active								
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	Default *									
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1. Allow Issued Items Activity Review is available at the FI Product Feature Configuration level and the Company Product Feature Configuration level. When enabled within the Positive Pay Product Feature Configuration, customers entitled with Upload/Create ARP Files, will be able to view issued items previously created within Treasury Management as well as files/transactions uploaded directly into SilverLake.





Back Office Positive Pay Issued Items Report

JHA Treas	ury Managemer	nt [™] Company	▼ User ▼	Configuration - F	teports CURRENT FI:	tm554 -		м н	i, smac Last Lo	gin: 03/05/2024, 09::	32 AM, CST	Log Out
Positive Pa	y Issued Items I	Report									8	. 🖨
≢ Filter												
Company 🖨	Created By 🗢	Item Type 🌢	Item Status 🖨	Account Number 🖨	Check Number 🗢	Issued Date 🖨	Created Date 🖨	Void Date 🗢 🛛	Check Amount 🔶	Payee 🗢	Audit Inf	io î
TMJS	SMAC	Check	Cleared		1000115	01/08/2024	01/09/2024		\$33.23	MAC Realty	0	G
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TMJS	SMAC	Void	Void		10001 <mark>1</mark> 7	01/08/2024	01/09/2024	03/01/2024	\$23.41	MAC Logistics	0	
TMJS	SMAC	Check	Issued		10001 <mark>1</mark> 8	01/08/2024	01/09/2024		\$55.67	MAC INC	0	
TMJS	SMAC	Check	Issued		1000119	01/08/2024	01/09/2024		\$181.11	MAC Systems	0	8
TMJS	SMAC	Check	Issued		1000120	01/08/2024	01/09/2024		\$95.68	MAC Construction	0	l
TMJS	SMAC	Check	Issued		1000121	01/08/2024	01/09/2024		\$33.23	MAC Realty	0	
TMJS	SMAC	Check	Issued		1000122	01/08/2024	01/09/2024		\$175.08	MAC Advertising	0	
TMJS	SMAC	Check	Issued		1000123	01/08/2024	01/09/2024		\$23.41	MAC Logistics	0	8
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Viewing 1 to 25 o	of 115 items							First Previous	1 2 3	4 5 Next	Last 25	; • •

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Banks will have the option to review issued items as well as review up to date check information





Channel User Access



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Once the appropriate entitlements have been granted	,
the customer will see the following navigation.	

1. Issued Items Activity – Navigate to Payments, then to Positive Pay, and channel customers will see the option for Issued Items Activity.

Favorite Reports	
Current Day Balance	🖹 Run Report
Prior Day Balance	🖹 Run Report
Current Day Transaction	🖹 Run Report
Prior Day Transaction	🖹 Run Report
Date Range Balance	🖹 Run Report
Date Range Transaction	🖹 Run Report
EDI	E Dun Danaet
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Search Options

	< issued items	Activity 0	Check Exception	s Check Except	tions - Decision Act	ivity				Create Issued Items	🛃 Download	🔒 Prin
Item Entry Type	A										Total Iss	sued Items
All	Type to filter	q	• <u> </u>								Total Amo	unt: <u>58,33</u> .
tem Type	Item Entry Type 🔶	Item Type 💠	Item Status 💠	Issued Date 💠	Created Date 🔷	Void Date 🗢	Cleared Date	Account \$	Amount \$	Check Number 🗢	Payee 🗢	
All	Manual	Check	Cleared	03/09/2025	03/10/2025		03/10/2025		\$570.10	570100	MAC Construction	
item Status	Manual	Check	Cleared	03/09/2025	03/10/2025		03/10/2025		\$570.11	570101	MAC Plumbing	
All		Oheely	Olassed	02/00/0005	00/10/2025		00/10/0005		01/2 02	570100	MAG Floorie	
Date Type	Manuai	Спеск	Cleared	-3	03/10/2025		03/10/2025		\$163.83	5/0102	MAC Electric	
Issued Date	Manual	Check	Cleared	03/09/2025	03/10/2025		03/10/2025		\$1,919.45	570103	MAC Designs	
Created Date	Manual	Check	Issued	03/09/2025	03/10/2025				\$1,054.55	570105	MAC Consulting	
Void Date	Manual	Void	Void	03/09/2025	03/10/2025	03/09/2025			\$954.55	570104	MAC Consulting	
Cleared Date	Manual	Check	Issued	03/09/2025	03/10/2025				\$354.55	570106	MAC Marketing	
Specific Amount	Manual	Check	Issued	03/09/2025	03/10/2025				\$786.44	570107	MAC Marketing	
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Check Number	Manual	Check	Issued	03/09/2025	03/10/2025				\$1,856.33	570109	MAC Designs	
Pavee									\$8,333.35			
ajoo	Viewing 10 items									First Previous	a 1 Next Last	10 🗸

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- 1. Search Customers can search by Created Date, Issued Date, Void Date, and Created Date
- 2. Type to Filter Search for a specific transaction by entering payment information or entering a character/numeric string. The Type to Filter will search across all columns looking for a match on the string of data whether at the beginning, middle, or end of the field.
- 3. Issued Item status will be available for each issued item on the Issued Items Activity page. Issued Item statuses include: Issued, Cleared, Returned, Void, Stop Pay, Stale Date, and Deleted. The deleted status will only be for items deleted in SilverLake.
- Customers can now search for a partial payee name match in addition to an exact payee name match.





Search Results

Search Issued Items Activity	<	Issued Items	Activity 0	Check Exceptions	Check Except	ions - Decision Acti	vity		
Item Entry Type	•	Type to filter	Q						
Item Type		Item Entry Type 🔶	ltem Type 🌲	Item Status 💠	Issued Date 🖨	Created Date 💠	Void Date 🌢	Cleared Date	Account (
All	•	Manual	Check	Cleared	03/09/2025	03/10/2025		03/10/2025	
Item Status	*	Manual	Check	Cleared	03/09/2025	03/10/2025		03/10/2025	
Date Type		Manual	Check	Cleared	03/09/2025	03/10/2025		03/10/2025	
Issued Date		Manual	Check	Cleared	03/09/2025	03/10/2025		03/10/2025	
Issued Date		Manual	Check	Issued	03/09/2025	03/10/2025			
Void Date		Manual	Void	Void	03/09/2025	03/10/2025	03/09/2025		
Cleared Date		Manual	Check	Issued	03/09/2025	03/10/2025			
Specific Amount	•	Manual	Check	Issued	03/09/2025	03/10/2025			
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Check Number		Manual	Check	Issued	03/09/2025	03/10/2025			
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ayee		Viewing 10 items							
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Customers will be presented with results based upon search. From the activity page, users can review previously entered items as well as current day entered items.

- 1 Search: Customers can search by Issued Date, Created Date, Void Date, and Cleared Date
- 2 Customers can select Create Issued Items to navigate to the issued item entry workflow
- **3** Download with PDF and CSV formats available
- 4 Print feature available
- 5 Customers will also have the option to review an audit log by selecting the audit icon. This audit trail will provide user information associated with the appropriate action along with the date and timestamp.





Results Total Feature

Search Issued Items Activity	<	Issued Items Ac	tivity 0 Check	Exceptions Check E	Exceptions - Decision Ac	tivity			
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		Upload	Check	Returned	01/08/2024	01/09/2024			
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Search					01/00/2024	01102/2024			
		Upload	Check		01/08/2024	01/09/2024			
© 2025 Jack Henry & Associates, Inc. Terms and Cor									
			Спеск	Returned	01/08/2024	01/09/2024		19XX2025	
		Upload	Check	Cleared	01/08/2024	01/09/2024		19xx2025	
	-								
		Viewing 1 to 10 of 10	19 items						

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1 Customers can click on the dollar amount and a modal opens with an overview of item count and amount total associated with each account.



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