

# TREASURY MANAGEMENT QUICK REFERENCE GUIDE

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## POSITIVE PAY















**TIP**

Select **Reset** for the fields to return to their default settings.

**Accounts**

Select the appropriate account numbers, or leave all accounts selected by default.

**ACH Company Name**

Select the ACH company or companies to search for from this drop-down list.

**ACH Company ID**

The identification number of the ACH company.


**SEC Code**

Select the code from the drop-down list that corresponds to the previous selection.

**Amount**

Select *Specific Amount* or *Range* from the drop-down list. Then, enter the amounts in the text boxes available.

**Expiration Date**

Select either *Date Range* or *Specific Date* from the drop-down list, and then enter the date using the  calendar feature.

4. Select *Allow* or *Disallow* to determine the availability of the **Expiration Filter**.
5. Select **Search**.

