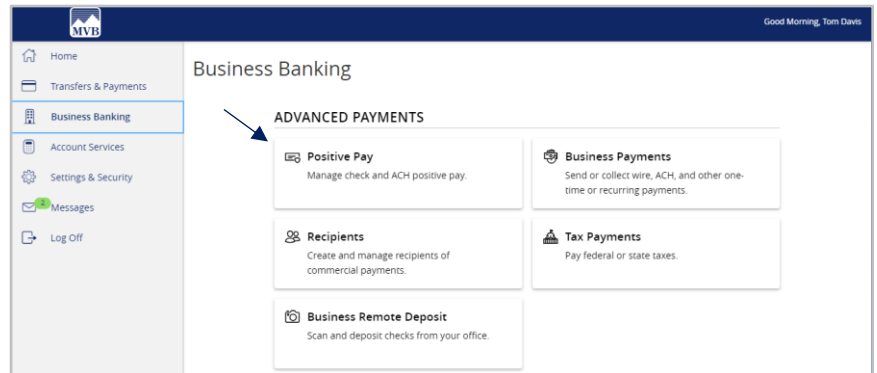




Check Search

Use the Check Search page to search for specific transactions.

1. Select 'Business Banking' menu then 'Positive Pay'.



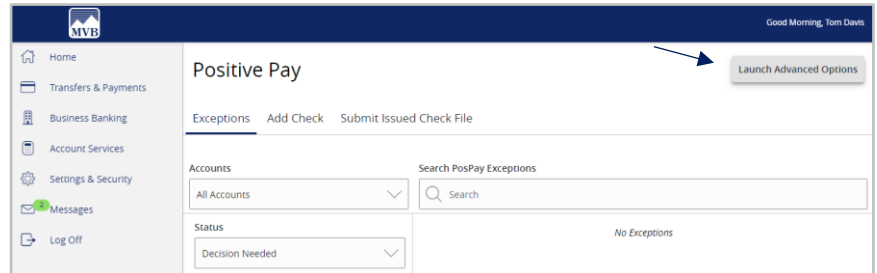
Questions? Please contact Client Support at 1-844-682-2265 or ClientSupport@MVBBanking.com.





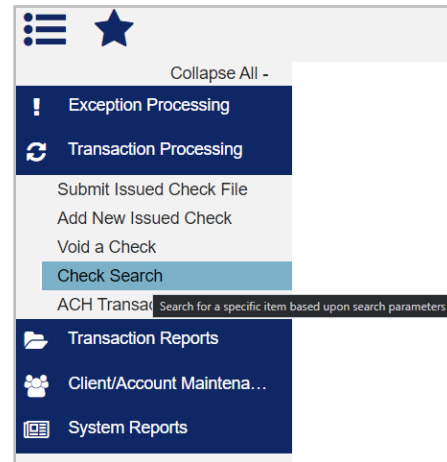
Check Search

- a. Click the 'Launch Advanced Options'

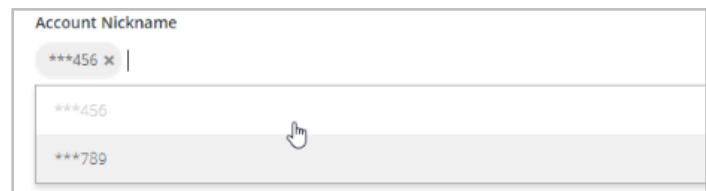


NOTE: Checks can be searched by specifying various criteria listed on the screen according to need.

2. Select the '**Transaction Processing**' menu then '**Check Search**'.



3. Select the desired Account Nickname from the drop-down menu. This specifies which Account or Accounts should be included in the search.



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4. The following fields are optional and may be utilized to narrow down the corresponding search.
 - a. Select Check Status to specify the status of the check or checks being searched. All statuses will be selected by default.
 - b. Indicate a check number range if desired.
 - c. Select an item in the 'Date' drop-down menu to specify a category. This corresponds to the type of date you would like to run the Check Search report for.
 - d. Specify the Date Range of the check if this information is available to further narrow the search.

The screenshot shows a search form with the following fields:

- 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 text input field with a calendar icon.
- Date To:** A text input field with a calendar icon.

5. Click the carrot next to 'Show additional options' to uncover additional search options.

The screenshot shows the 'Show additional options' section of the search form with the following fields:

- Amount From:** A text input field.
- Amount To:** A text input field.
- Decision:** A dropdown menu with 'All Decisions' selected.
- Reason:** A dropdown menu with 'All Reasons' selected.
- Issued Payee:** A text input field.
- Include Reversals**

6. Select a decision from the list based on whether the check was paid or returned.

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Decision

|

- Pay
- Return

7. Select a reason from the list based on the reason that was selected.

Reason

|

- Duplicate
- Fraudulent
- Past Deadline Item Paid
- Stale Dated

8. Indicate whether reversals should be included in the search by clicking the check box.

9. Click 'Search' once all desired criteria have been specified.

Include Reversals

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

Search

10. The resulting checks will appear on the screen.

Account Nickname	↑ Check Number	Amount	Issued Date	Paid Date	Issued Payee
***456	123	\$15.00	04/19/2022		Sample
		\$15.00			
Showing 1 result					

11. Drag a column header to reorder.

Account ID	↑	Check Number	↑	Issued Date	Paid Date	Current Status
DEFAULT-8013	301			04/19/2021	04/19/2021	Paid
DEFAULT-8013	309			04/26/2021	04/26/2021	Exception

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12. Select the search filter (or spyglass icon) to filter and search all results or select a specific column to search within.

Paid Date	Account ID	Current Status
04/15/2021		
04/26/2021		

13. Select the columns icon to select or remove columns from the report.

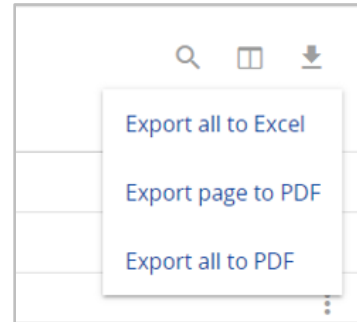
<input checked="" type="checkbox"/>	Account Nickname
<input checked="" type="checkbox"/>	Check Number
<input type="checkbox"/>	Paid Date
<input type="checkbox"/>	Amount
<input checked="" type="checkbox"/>	Issued Date

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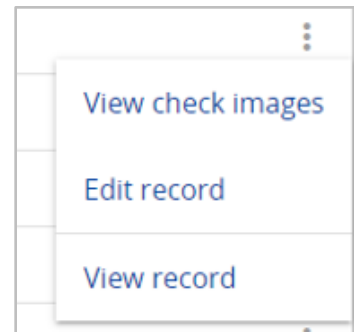




14. Select the export icon to export the search results to a Microsoft Excel or PDF file.



15. Select the Kabob icon on an individual search result to perform various actions.
- a. View check images
 - b. Edit record
 - c. View record



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