



# Positive Pay Quick Reference Guide- Review Exceptions

## Quick Exception Processing

Pay and return decisions made on all items on a single screen.

1. Click on the **Quick Exception Processing Button**.



- Client ID:** Select the account associated with the check exceptions.
- Issued Date:** The issued date for the check.
- Check #:** The check number of the item.
- Amount:** The amount of the item.
- Exception Type:** The reason the item is on the exception list:
  - Duplicated Paid Item:** Item was previously paid.
  - Paid Not Issued:** The item was imported as an issued check.
  - Previously Paid Item Posted:** The item was previously paid.
  - Stop Pay Request Match:** The item matches a stop pay request but has not yet been applied to the account.
  - Voided Item:** The item was previously voided.
  - ACH Transaction:** The item is an ACH transaction that was flagged as an exception by the ACH filter rules defined for the account.

## Review Checks

Displays all issued checks for the Selected Client ID including outstanding issued items, paid items, and exceptions.

1. Click on the **Review Checks Button**.

Client ID	Issued Date	Check #	Amount	Exception Type	Decision
1000	04/15/2009	1435	35	DUPLICATED	PAID
1000	04/15/2009	1436	24	DUPLICATED	PAID
1000	04/15/2009	1437	24	DUPLICATED	PAID
1000	04/15/2009	1438	24	DUPLICATED	PAID
1000	04/15/2009	1439	24	DUPLICATED	PAID
1000	04/15/2009	1440	24	DUPLICATED	PAID
1000	04/15/2009	1441	24	DUPLICATED	PAID
1000	04/15/2009	1442	24	DUPLICATED	PAID
1000	04/15/2009	1443	24	DUPLICATED	PAID
1000	04/15/2009	1444	24	DUPLICATED	PAID
1000	04/15/2009	1445	24	DUPLICATED	PAID
1000	04/15/2009	1446	24	DUPLICATED	PAID
1000	04/15/2009	1447	24	DUPLICATED	PAID
1000	04/15/2009	1448	24	DUPLICATED	PAID
1000	04/15/2009	1449	24	DUPLICATED	PAID
1000	04/15/2009	1450	24	DUPLICATED	PAID
1000	04/15/2009	1451	24	DUPLICATED	PAID
1000	04/15/2009	1452	24	DUPLICATED	PAID
1000	04/15/2009	1453	24	DUPLICATED	PAID
1000	04/15/2009	1454	24	DUPLICATED	PAID
1000	04/15/2009	1455	24	DUPLICATED	PAID
1000	04/15/2009	1456	24	DUPLICATED	PAID
1000	04/15/2009	1457	24	DUPLICATED	PAID
1000	04/15/2009	1458	24	DUPLICATED	PAID
1000	04/15/2009	1459	24	DUPLICATED	PAID
1000	04/15/2009	1460	24	DUPLICATED	PAID
1000	04/15/2009	1461	24	DUPLICATED	PAID
1000	04/15/2009	1462	24	DUPLICATED	PAID
1000	04/15/2009	1463	24	DUPLICATED	PAID
1000	04/15/2009	1464	24	DUPLICATED	PAID
1000	04/15/2009	1465	24	DUPLICATED	PAID
1000	04/15/2009	1466	24	DUPLICATED	PAID
1000	04/15/2009	1467	24	DUPLICATED	PAID
1000	04/15/2009	1468	24	DUPLICATED	PAID
1000	04/15/2009	1469	24	DUPLICATED	PAID
1000	04/15/2009	1470	24	DUPLICATED	PAID
1000	04/15/2009	1471	24	DUPLICATED	PAID
1000	04/15/2009	1472	24	DUPLICATED	PAID
1000	04/15/2009	1473	24	DUPLICATED	PAID
1000	04/15/2009	1474	24	DUPLICATED	PAID
1000	04/15/2009	1475	24	DUPLICATED	PAID
1000	04/15/2009	1476	24	DUPLICATED	PAID
1000	04/15/2009	1477	24	DUPLICATED	PAID
1000	04/15/2009	1478	24	DUPLICATED	PAID
1000	04/15/2009	1479	24	DUPLICATED	PAID
1000	04/15/2009	1480	24	DUPLICATED	PAID
1000	04/15/2009	1481	24	DUPLICATED	PAID
1000	04/15/2009	1482	24	DUPLICATED	PAID
1000	04/15/2009	1483	24	DUPLICATED	PAID
1000	04/15/2009	1484	24	DUPLICATED	PAID
1000	04/15/2009	1485	24	DUPLICATED	PAID
1000	04/15/2009	1486	24	DUPLICATED	PAID
1000	04/15/2009	1487	24	DUPLICATED	PAID
1000	04/15/2009	1488	24	DUPLICATED	PAID
1000	04/15/2009	1489	24	DUPLICATED	PAID
1000	04/15/2009	1490	24	DUPLICATED	PAID
1000	04/15/2009	1491	24	DUPLICATED	PAID
1000	04/15/2009	1492	24	DUPLICATED	PAID
1000	04/15/2009	1493	24	DUPLICATED	PAID
1000	04/15/2009	1494	24	DUPLICATED	PAID
1000	04/15/2009	1495	24	DUPLICATED	PAID
1000	04/15/2009	1496	24	DUPLICATED	PAID
1000	04/15/2009	1497	24	DUPLICATED	PAID
1000	04/15/2009	1498	24	DUPLICATED	PAID
1000	04/15/2009	1499	24	DUPLICATED	PAID
1000	04/15/2009	1500	24	DUPLICATED	PAID

- Status Icon:** Icon represents the status of the transaction.
  - Stop Payment:** Checks that have been stopped via a stop payment.
  - Exception:** Items flagged as exceptions by the system.
  - Paid:** Items that have been paid previously.
  - Reversal:** Items that have been paid and reversed.
  - Void:** Items that have been voided.
- Client ID:** Your ID associated with the account.
- Issued Date:** The issued date of the check.
- Check #:** The check number of the item.
- Amount:** The amount of the check that has been presented for payment.

## Transaction Detail Information

1. Click on the **Display** button under the **Details Column**.



- Client ID:** The account associated with the check.
- Check #:** The check number of the item.
- Amount:** The check amount.
- Issued Date:** The date the check was issued.
- Paid Date:** The date the item was paid.
- Decision:** The decision applied to the exception.
- Reason:** The reason for the pay/return decision.
- Date Stop Requested:** The date the stop pay was requested.
- Void Date:** The date the item was voided.
- Submission Type:** Shows how the item was submitted.
  - E-File:** The check was electronically imported from an issued file.
  - Manual:** The file was manually entered into the system via the **Add New Issued Check** function.

**CUTOFF TIME:** Central Bank & Trust, Co. Positive Pay service has a daily cutoff time of 12:00 p.m. EST. If you do not make a decision it will automatically make the decision based on your Positive Pay contract of **Pay All** or **Return All**.