

## 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.

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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.