



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	Status	Decision
1000	04/15/2009	1000	1,435.35	VOIDED	VOIDED
1000	04/15/2009	1006	1,447.24	PAID	PAID
1000	04/15/2009	1007	1,795.34	PAID	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**.