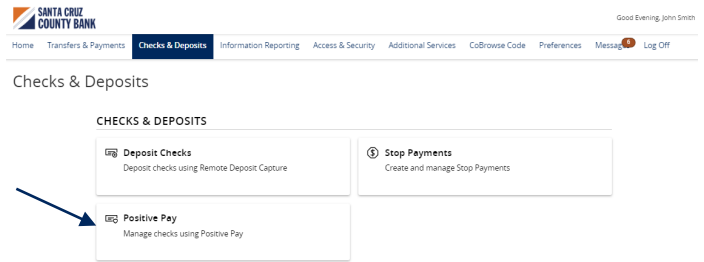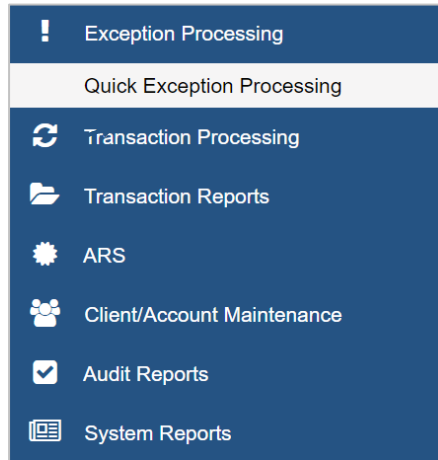# Positive Pay: Quick Exception Processing Guide
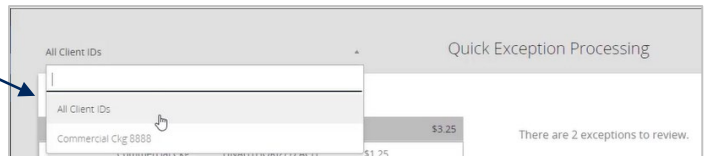
1. Select the 'Check & Deposits' menu and then 'Positive Pay'.

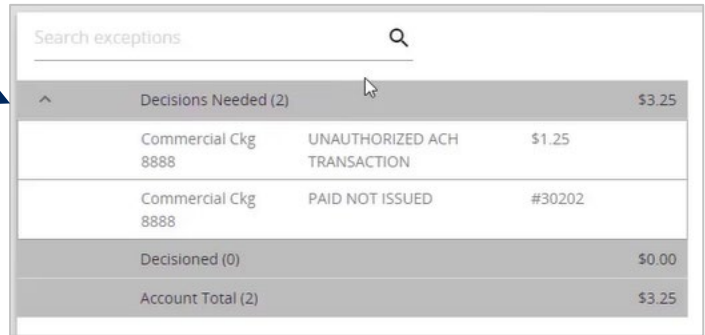2. Select the 'Exception Processing' menu, then select "Quick Exception Processing".

3. Select the client from the 'All Client ID's' dropdown menu. Only client IDs with exceptions to process are available in the dropdown menu.
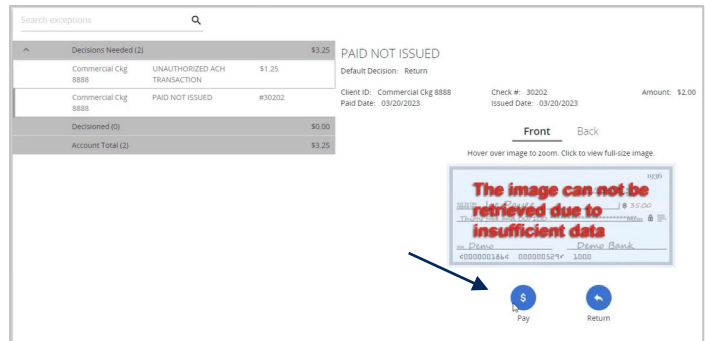
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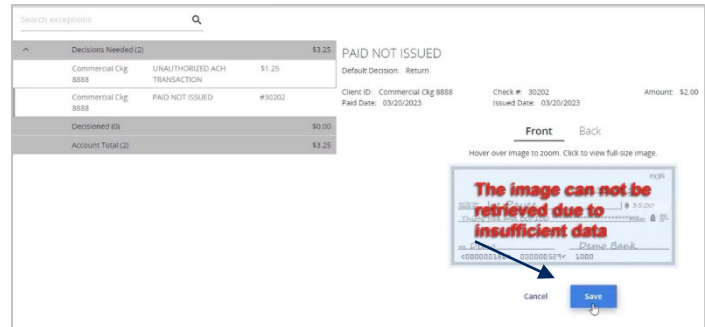
1

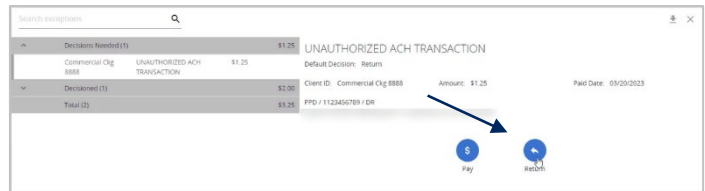4. Select a transaction listed in the 'Decisions Needed' category.

5. If a transaction should be paid, select the 'Pay' option and review the details on the screen.
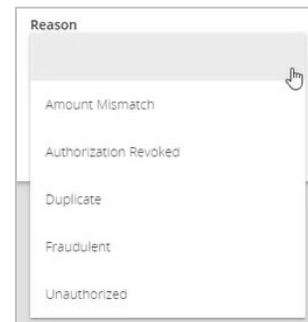

6. Select 'Save' when done.

7. If a transaction should be returned, select the 'Return' option, and select the corresponding reason from the drop-down menu.

8. Select 'Save' when done.

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9. To view a listing of transactions already decisioned, click the carrot icon next to the Decisioned section. Click on any transaction listed to view additional details.

10. To add an ACH authorization rule, select an ACH transaction.

11. Click the 'Add Rule' option. This option will only appear if the user is entitled based on security rights.

12. When the 'ACH Add Rule' button is selected, the 'SEC code', 'Company ID', 'Debits or Credits' and 'Max Allowable Amount' fields will be prepopulated based on the presenting ACH item.

13. If desired, enter a Description and change any listed values according to need.

14. Click 'Save rule' when done.

15. A total dollar amount of transactions waiting for a decision, and those already decisioned, is listed on the screen.

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