

QUICK TIP GUIDE

Check and ACH Positive Pay Exception Processing

To view notifications, make decisions and manage exception items within InBusiness OnlineBanking, please follow the steps outlined below.

Step 1: Log in to InBusiness Online Banking.

Step 2: From the navigation menu on the left, select **PosPay/ACH Reporting.** Step 3: Click Launch Advance Options in the upper right corner to access the Positive Pay portal.

	Home Business Bill Pay Transactions	Positiv © note: e	Positive Pay Lawnch Advanced Options ③ NOTE: Exceptions will be given a decision of Return if no decision has been made by cutoff time.							
	POSPay/ACH Reporting	1	xceptions	Add Chec	k	All Accounts	٠	n, Search		
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3.	Click and expand the	$\bigcirc \bigcirc \bigcirc$	
	Decisions Needed bar.	Pay Petian	

- 4. Select an exception to see more details including the Default Decision, Last 6 Digits of the Account, Check Number, Amount, Paid Date, and Issued Date.
- 5. For check exceptions, review the exception and decision the item as Pay or Return.

Exception Types:

- Duplicate Paid Item: The item was previously paid.
- Paid Not Issued: The item was never loaded into the system as an issued check.
- Stale Dated Item Paid: The item is a stale dated check. A Check is considered stale dated if it is older than 180 days.
- Previously Paid Item Posted: The item was previously paid.
- 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.

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- 6. For ACH exceptions:
 - a. (Optional) To create an ACH Authorization Rule, click the Add Rule button.Enter details about the rule and click the Save rule button.
 - b. Review the exception and decision the item as Pay or Return.
 - c. If the exception is returned, select a reason from the drop-down, and click the Save button when you are finished.