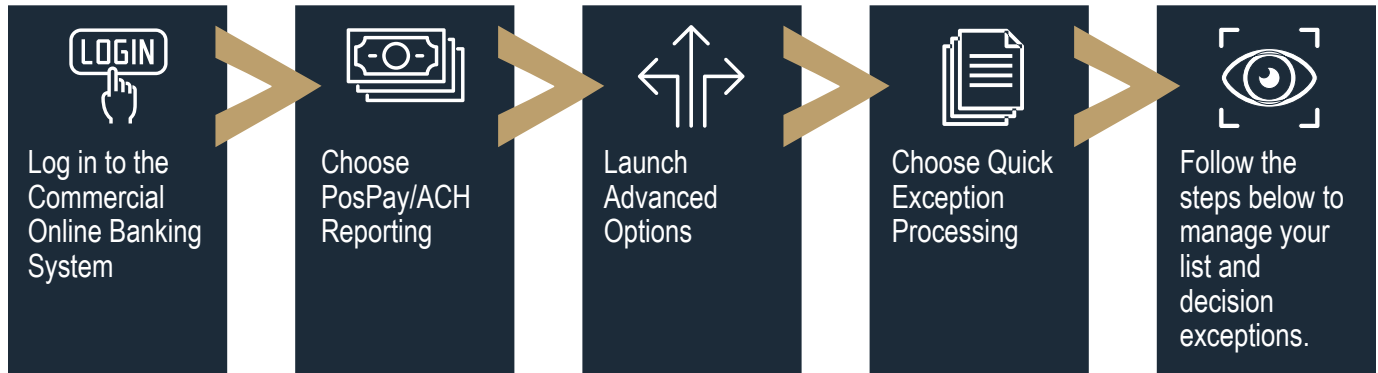


# InBusiness Online Banking

## QUICK REFERENCE GUIDE: CHECK AND ACH POSITIVE PAY EXCEPTION PROCESSING

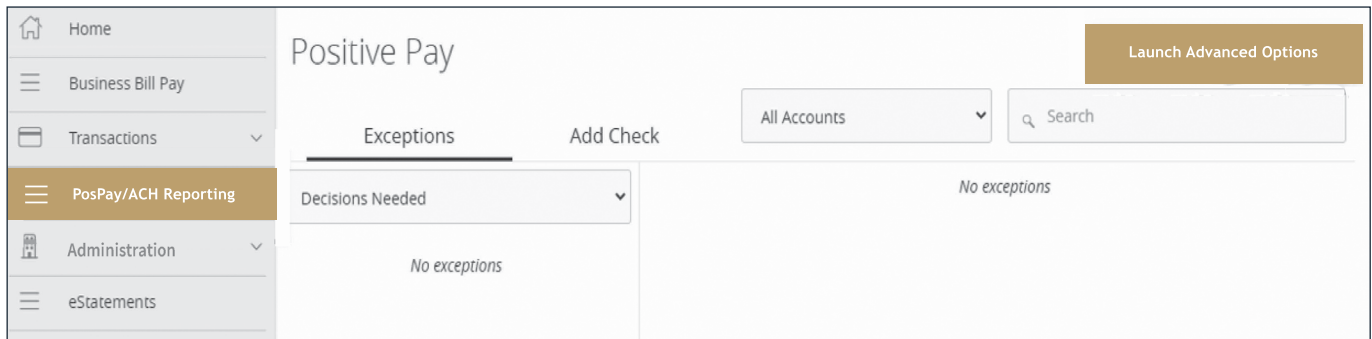
To view notifications, make decisions and manage exception items within InBusiness Online Banking, please follow the steps outlined below.



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 Advanced Options** in the upper right corner to access the Positive Pay portal.



Step 4: Select **Exception Processing** tab, then **Quick Exception Processing**.



Quick Exception Processing is an efficient method of managing exception item activity. Pay/Return decisions can be made on all items using a single screen.

**Quick Exception Processing as of 01/16/2019**

Account: <ALL>

Processed Exceptions: (Count: 0) (Amount: \$0.00)  
 Unprocessed Exceptions: (Count: 1) (Amount: \$2.00)  
 Total Exceptions: (Count: 1) (Amount: \$2.00)

Hide exceptions already decided

Save Decisions

NOTE: Exceptions will be given a decision of "Pay" if no decision has been made by 01:00 PM Central Time (US & Canada).

Account	Paid Date	Check #	Amount	Issued Payee	Exception Type	Pay	Return	Reason
1 9968086291	01/15/2019	<a href="#">View Image</a> 1537	2.00		PAID NOT ISSUED CHECK	<input type="checkbox"/>	<input type="checkbox"/>	<Not Selected>

1. By default, all assigned accounts are included in the report, or you can choose specific accounts to include.
2. Check the box next to "Hide exceptions already decided" to only view Pay/Return decisions that have not been made.
3. Click the **Update** button to process the report.
4. The Bottom Detail shows the Client/Account ID, paid date, check number, amount, issued payee, and exception type. In the Check Number column, click the "View Image" link to display the check image for the selected item.
5. Check "Pay" or "Return."
6. Select a decision reason from the drop-down list.

**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.

For more information, please view the Positive Pay section of the [InBusiness Online Banking User Guide](#), or watch these short [Positive Pay Video Tutorials](#).