

Positive Pay - Check Exceptions

Quick Reference Guide

Positive Pay – Check Exceptions

Channel User Access

The screenshot displays the INTRUST Bank user interface. At the top left is the INTRUST Bank logo. The top right contains navigation links: Message Center, Notifications (64), Cut-Off Times, Last Login: 05/27/2021, 08:01 AM, CST, and Hi. Below these are menu tabs: DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The main content area is divided into a left sidebar and a main menu. The sidebar includes 'My Dashboard' with 'Accounts' and 'Manage Groups' options, a 'New Test Group (2)' section with a table of accounts, and a 'Group Two (0)' section. The main menu is organized into columns: Transfer, Wire, ACH, and Positive Pay. The 'Positive Pay' column has a red circle with the number '1' next to the 'Check Exceptions' link. Other links in the Positive Pay column include 'Create Issued Items', 'Issued Items Activity', and 'Check Upload Formats'. Below the main menu is a 'Payments Pending Approval' section with filters for Transfer (0), Loan Payment (0), Wire (0), and ACH (0), and a table with columns for Transaction ID, From Account, To Account, Amount, Transfer Date, Created Date, and Status. At the bottom right is a 'Quick Transfer' form with 'From Account' and 'To Account' fields. The footer contains copyright information for Jack Henry & Associates, Inc. and Member FDIC / Equal Housing Lender.

My Dashboard

Accounts [Manage Groups](#)

New Test Group (2)

Account Number	Account Name	Current Balance	Collected Balance
xxxx5570	Checking	\$0.00	\$512.00
xxxx8477	Savings	\$21,075,921.77	\$21,075,324.77

Group Two (0)

No accounts assigned to this group. Click [Manage Groups](#) to delete, rename, or add accounts to this group.

Transfer

- Create Transfer
- Create Transfer from Template
- Transfer Activity
- Recurring Transfers
- Transfer Templates
- Create Loan Payment
- Loan Payment Activity

Wire

- Create USD Wire
- Create USD Wire from Template
- Upload Wires
- Create FX Wire
- Wire Activity
- Wire File Activity
- Recurring Wires
- Wire Templates
- Wire Beneficiaries
- Wire Upload Formats

ACH

- Create ACH Payment
- Create ACH Tax Payment
- Create Child Support Payment
- ACH File Activity
- ACH Payment Activity
- Recurring ACH Payments
- ACH Templates
- ACH Tax Templates
- ACH Recipients
- ACH Recipient Activity
- ACH Recipient Import Layout

Positive Pay

- Check Exceptions **1**
- Create Issued Items
- Issued Items Activity
- Check Upload Formats

Payments Pending Approval

Transfer (0) | Loan Payment (0) | Wire (0) | ACH (0)

Transaction ID	From Account	To Account	Amount	Transfer Date	Created Date	Status
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[Approve](#) [Reject](#) [Reset](#)

Quick Transfer

From Account: *

To Account: *

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1 Navigating to ACH Exceptions

Payments > Positive Pay > Check Exceptions

Positive Pay – Check Exceptions

Note:

Prior to the Check Exception start time, you will be presented with a message indicating the start time has not been met and there are no items available to decision. In addition, after the cutoff time you will see a message indicating the cutoff time has been reached and items are no longer available to decision.

Pay	Return	Return Reasons	Account	Check Number	Paid Amount	Issued Amount	Issued Date	Issued Payee	Exception Reason	Open All
<input checked="" type="radio"/>	<input type="radio"/>			View Check 794840	\$25.00	\$0.00			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Fraud		View Check 794886	\$25.00	\$0.00			Paid item without issue (post all)	Details
<input type="radio"/>	<input checked="" type="radio"/>	Stop		View Check 794936	\$500.00	\$0.00			Paid item without issue (post all)	Details
<input checked="" type="radio"/>	<input type="radio"/>			View Check 794990	\$5,771.68	\$0.00			Paid item without issue (post all)	Details

1 Toggle feature allowing you to view Check Exceptions, Check Exceptions – Decision Activity (History), and Issued Items Activity (History).

2 A filter is available allowing you to search check exceptions by Exception Reason. You may utilize the Exception Reason filter to locate check exceptions for a specific reason. The filter will default to all selected

3 You may select the Pay All or Return All hyperlink within the result listing which will modify the items based on the selection. You also have the option to individually decision items. Once you have modified any decision, they may select Review to review those decisions and confirm.

4 After selecting Return, a dropdown list of available Return Reasons will appear. Select the appropriate return reason for each item being returned.

5 Selection of Review will decision all check exceptions across all pages (pagination). In addition, once the cutoff time has occurred, items will no longer be listed within the Check Exceptions view, they will be moved to the Check Exception – Decision Activity view.

Positive Pay – Check Exceptions

Decision Activity

Search Check Exceptions - Decision Activity

Decision Status

All Pay Return 2

Account

All ▼

Check Number

Paid Amount

Specific Amount ▼

\$0.00

Issued Amount

Specific Amount ▼

\$0.00

Posted Date

Specific Date 04/06/2022 ▼

Issued Date

Issued Payee

Search Reset

Check Exceptions - Decision Activity | [Check Exceptions](#) | [Issued Items Activity](#) 1

[Download](#) | [Print](#)

Decision	Account	Return Reason	Check Number	Paid Amount	Issued Amount	Issued Date	Issued Payee	Exception Reason	
Return		Return - Stop	View Check 794946	\$724.37	\$0.00			Paid item without issue (post all)	Details
Return		Fraud	View Check 794939	\$119.26	\$0.00			Paid item without issue (post all)	Details
Return		Return - Void	View Check 794933	\$76.34	\$0.00			Paid item without issue (post all)	Details
Return		Return - Stop	View Check 794932	\$125.02	\$0.00			Paid item without issue (post all)	Details
Return		Return - Void	View Check 794922	\$5,195.72	\$0.00			Paid item without issue (post all)	Details
Return		REFER TO MAKER	View Check 794867	\$262.00	\$0.00			Paid item without issue (post all)	Details
Viewing 1 to 6 of 6									

1 A toggle feature allowing you to view Check Exceptions, Check Exceptions – Decision Activity (History), and Issued Items Activity (History).

2 Search Check Exceptions – Decision Activity gives you the ability to search by a specific account, check number, amount, posted date or issued date.