

The Positive Pay feature within the Treasury mobile app allows users to pay or return ACH and check exceptions and to view essential details for these items while on the go.

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## DASHBOARD & FLY OUT MENU

	My Dashboard				
1 Welcome! La	st Login: 01/24/2019,	10:03 AM, EST		ce ce	Dashboard
Accounts Avai		Available Balance Current Balance \$600.00 \$900.00		15	Dashboard
MyAccounts (6)				30	Accounts
WatchList (5)		\$500.00 \$750.00	•		Pending Approvals
Savings (4)		\$400.00 \$600.00			Positive Pay
Pending Approvals				s	ACH Exceptions
4 ACH	4 14 ACH WIRES				Check Exceptions
3 TRANSFERS		2 LOAN PAYMENTS		NS	About
Po	sitive Pay Decisi	ons			My Profile
4 ACH EXCEPTIONS CF		5 ECK EXCEPTIONS		T) ►	Sign Out

- View counters for ACH and check exceptions under the Positive Pay Decisions section of the dashboard.
- To view ACH and check exceptions cut-off times, select the arrow within the Cut-Off Times section of the dashboard.
- Select ACH Exceptions or Check Exceptions from either the dashboard or the fly out menu to view a list of exceptions for that payment type.

## DECISIONING ACH EXCEPTIONS

Il Sprint LTE	10:01 AM	51%	•••	<	ACH Exception Deta	il _=	
	ACH Exceptions		≡ 1	437			
6659 Issuer One		\$7.00	2	Issuer On	CHECKING		
5573 Issuer Two		\$18.80	>	PPD			
982 Issuer Three		\$15.00	>	payroll Employee One PPD 026708413000001			
3661 Issuer Four		\$2.00	>				
					× Return	✔ Pay	

- Navigate to the ACH Exceptions screen from the dashboard or fly out menu.
- The account number, issuer, and dollar amount will be displayed for each item.
- Select an individual item to view the details for that item.
- On the ACH Exception Detail screen, select the Return or Pay option.
- The item will be removed from the ACH Exceptions screen once it is paid or returned.

## DECISIONING CHECK EXCEPTIONS

Check Exe	ceptions =	Check Exce	ption Detail 🛛 🗏		
\$123.56 ISSUED	\$123.56 PAID	6057			
2788 No Payee 6/7/2019	Check #55	No P	ayee 2019		
O PAY O RETURN	(12 <sup>-</sup> )	\$109.36 ISSUED	\$189.36 PAID		
\$458.35 \$45.835.00		AMOUNT MISMATCH			
1322 No Payee 6/7/2019	PAID Check #302 AMOUNT MISMATCH	Check Number Updated By Workstation	967 No Valu No Valu Workstatio		
O PAY O RETURN	>	DDA Batch DDA Sequence	0000		
\$109.36 ISSUED	\$189.36 PAID	Check	Images		
8283 No Payee 6/7/2019	Check #6797	Sal marcha	3/27/2017		
Pay All	Return All	Five a 0/100	\$5.40		
5 TOTAL 3 UNDECISIONED	1 TO PAY 1 TO RETURN	-			
× Reset	✓ Review				

- Navigate to the Check Exceptions screen from the dashboard or fly out menu. •
- Exceptions will be displayed in the following order: undecided items, items . already selected as paid, items already selected as return. Items in each section are listed in ascending check number order.
- A bar counter at the bottom of the screen keeps a running tally of items to • decision, items to pay, items to return, and the total number of items.
- Option of Pay All and Return All displays, along with a counter of Total, . Undecisioned, To Pay and To Return items.
- To view details for a particular item, including the check image, select the > option.

\$123.56	\$123.56	🕗 Deci	sions Saved	
ISSUED	PAID	\$123.56	\$123.56	
2788 No Payee	Check #55	ISSUED	PAID	
5/7/2019	DUPLICATE	2788	Check #55	
PAY O RETURN	877 <b>&gt;</b>	No Payee 6/7/2019	DUPLICATE	
		RETURN	(82 <sup>m</sup> ) >	
\$458.35 ISSUED	\$45,835.00 PAID			
322	Check #302	\$458.35 ISSUED	\$45,835.00 PAID	
/7/2019	AMOUNT MISMATCH	1322	Check #302	
PAY O RETURN	>	No Payee 6/7/2019	AMOUNT MISMATCH	
		RETURN	2	
\$109.36 ISSUED	\$189.36 PAID			
3283	Check #6797	\$109.36 ISSUED	\$189.36 PAID	
/7/2019	AMOUNT MISMATCH	8283	Check #6797	
Pay All	Return All	No Payee 6/7/2019	AMOUNT MISMATCH	
TOTAL 0 UNDECISIONED	5 TO PAY 0 TO RETURN	RETURN	(1) (1)	
🗙 Reset	✓ Review			

- To work an item(s) the following options are available Pay All, Return All or ٠ select Pay/Return on the desired individual item(s), then select Review.
- Review your decisions on the next screen, then select Confirm to confirm them. ٠

## Tips for Decisioning Items

> If the cut off time has passed, the Pay/Return options will be grayed out on the corresponding screen(s).