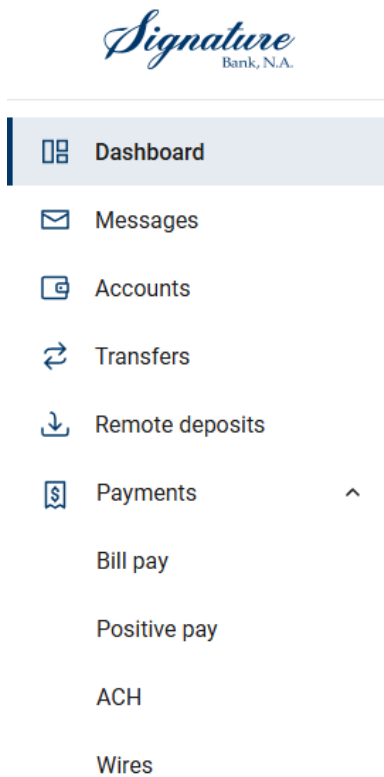


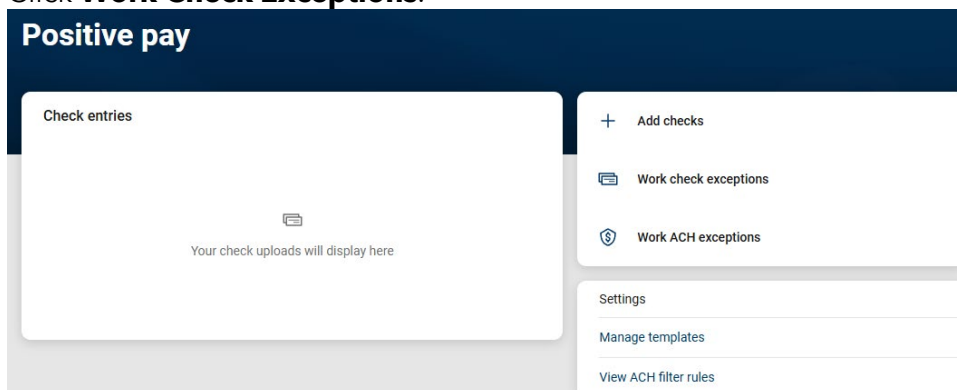


How to Decision Check Exceptions

1. Navigate to **Positive Pay**.
 - a. Click **Payments**, and then select **Positive Pay**.



2. Select **Work Check Exceptions**.
 - a. Click **Work Check Exceptions**.



3. Select an **account to view checks available to work**.
4. Each check exception is displayed with the following information:
 - a. Check amount, check number, and reason for exception.
 - b. To view additional details for a specific check, select the **arrow located to the right of the check number**.
 - c. The check details screen allows you to review:



- i. Front and back images of check.

A screenshot of a mobile application interface titled "Work check exceptions". At the top, it shows "Account: INTERNAL 0003 (x0033)". Below this is a prompt: "Select any check exceptions you would like to pay." The main area contains a table with three columns: "PAY", "PAYEE/AMOUNT", and "CHECK #/REASON". There are four rows of data, each with a checked checkbox in the "PAY" column, a "Pay" button, and a "Not Issued" status. At the bottom, it shows "Returning 0" and "Paying 4", followed by a "Submit" button.

PAY	PAYEE/AMOUNT	CHECK #/REASON
☒	\$1,000.00 Pay	0000031872 Not Issued
☒	\$571.80 Pay	0000031876 Not Issued
☒	\$72.94 Pay	0000031879 Not Issued
☒	\$195.35 Pay	0000031885 Not Issued

Returning 0 Paying 4

Submit

5. After reviewing the check, select the **Pay** box to approve the item.
6. Select **Submit** to complete the approval for each check.
7. **Important:** If the **Pay** box is not selected, the check will automatically be marked for return when submitted.