

Reverse Positive Pay Step by Step Guide

- 1) Log into online banking
- 2) Select Positive Pay or Exception Waiting Approval
- 3) Click on the Exceptions to Review Pending Checks and select a response (Fix, Approve, or Return)

The screenshot shows the 'OVERVIEW' page in the online banking interface. The left sidebar contains navigation options: Cash Management (Manage Profile), View Accounts, Move Money, ACH, Wires, Positive Pay (highlighted), Company Management, Deposit Checks, Manage Cards, and Find Locations. The main content area is titled 'OVERVIEW' and includes a 'NEXT 7 DAYS' filter. It lists four categories of pending approvals, each with a green checkmark icon and a right-pointing arrow:

- ACH BATCHES:** 0 batches awaiting approval (0 SCHEDULED)
- TAX PAYMENTS:** 0 payments awaiting approval (0 SCHEDULED)
- WIRE TRANSFERS:** 0 wires awaiting approval (0 SCHEDULED / 1 APPROVED)
- POSITIVE PAY:** 1 exception awaiting approval

The screenshot shows the 'POSITIVE PAY EXCEPTIONS' page. The left sidebar is the same as the previous screenshot, with 'Positive Pay' selected. The main content area is titled 'POSITIVE PAY EXCEPTIONS' and includes an 'ALL ACCOUNTS' filter. It shows a list of exceptions with the following details:

- Updated: Apr 10, 2019 9:08:15 AM
- PAID NOT ISSUED
- Amount: \$10.00
- Date: 04/09/2019
- Check Number: 1107
- Account Type: CHECKING *0035

Select the decision:

Positive Pay Exceptions

1107

[Approve](#) [Fix](#) [Return](#)


ACCOUNT
Checking *0885

AMOUNT
\$10.00


DATE
04/09/2019

EXCEPTION REASON
Paid Not Issued

IMAGES



VIEW FRONT



VIEW BACK

Decisions can be found under Positive Pay Decisions

<p>POSITIVE PAY EXCEPTIONS</p> <p>ALL ACCOUNTS →</p> <p>Updated: Apr 10, 2019 9:06:15 AM</p> <p>NO EXCEPTIONS</p>	<p>POSITIVE PAY CHECKS ISSUED</p> <p>CURRENT DATE →</p> <p>Updated: Apr 10, 2019 9:06:15 AM</p> <p>NO CHECKS ISSUED</p>						
<p>POSITIVE PAY DECISIONS</p> <p>LAST 7 DAYS →</p> <p>Updated: Apr 10, 2019 11:52 AM</p> <table border="1"><tr><td>1107</td><td>\$10.00</td></tr><tr><td>CHECKING *0885</td><td>4/10/19</td></tr><tr><td>✓ APPROVED</td><td></td></tr></table>	1107	\$10.00	CHECKING *0885	4/10/19	✓ APPROVED		
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CHECKING *0885	4/10/19						
✓ APPROVED							