

TREASURY MANAGEMENT

Payments: Positive Pay

In the **Payments** menu for **Positive Pay**, you have the option to perform the following functions:

Check Exceptions

- Use the **Work check exceptions** option to decision Check exception items as pay or return.

Add Checks

- Use the **+Add Checks** option to upload checks manually or via a .csv file

Manage Templates

- Use the **Manage Templates** option to create or change templates for uploading .csv files.

The screenshot displays the Treasury Management interface for The National Bank of Indianapolis. On the left is a navigation menu with the following items: Dashboard, Messages, Accounts, Transfers, Remote deposits, Payments (highlighted with an orange box), Bill pay, Positive pay (highlighted with an orange box), ACH, Wires, Reports, RDC, and Support. The main content area is titled "Positive pay" and features a "Check entries" section with a message: "Your check uploads will display here". To the right of this section are three cards: "Add checks", "Work check exceptions" (with a red notification badge), and "Work ACH exceptions". Below these cards is a "Settings" section containing "Manage templates" and "View ACH filter rules".

The deadline to decision Positive Pay exception items is 1PM ET.



Questions? Please contact our Treasury Management Support Team at 317-261-0333 or treasurymanagement@nbofi.com.

TREASURY MANAGEMENT

Positive Pay: Work Exceptions

Use the **Work Check Exceptions** option to view Positive Pay exceptions.

- To **Pay** a check you will need to check the box next to each item or hit **Pay All** to pay all the checks for that account. If you do not check the box, the item will show as returning at the bottom of the list.
- **Check Details:** Check details, including the check image, can be seen by clicking on the check number/reason column for each item. **It is suggested that you view each check image to confirm that their have been no alterations.**
- **Submitting your decision:** Once all the checks have been decisioned you will need to hit the **Submit** button. If you have exceptions on more than one account you can click the arrow in the upper-right-hand corner to view your account list.

+ Add checks

Work check exceptions 1

Work ACH exceptions

Work check exceptions

Account: 8745 Penn Project (x8745)

Select any check exceptions you would like to pay.

PAY	PAYEE/AMOUNT	CHECK #/REASON
<input type="checkbox"/>	\$1.00 Return	0000001003 Cleared

Returning 1 | Paying 0

Reset Return all **Submit**

Select account

Select the account your checks were issued from

Search accounts

8745 Penn Project (x8745)
\$22.37 available

The deadline to decision Positive Pay exception items is 1PM ET.



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TREASURY MANAGEMENT

Positive Pay: Reporting

Go to **Reports** → **Positive Pay** to look up the status of checks that have been uploaded or decided in **Positive Pay**.

You can use the fields at the top to refine your search to target specific accounts, dates, and statuses.

Note: You will need to click **Update** after each change to refresh the report.

Account #	Check #	Entered Date	Issued Date	Posted Date	Payee	Exception Reason	Status	Issued	Posted
8745 Penn Project	1003	2/17/2026		2/17/2026			Returned	\$0.00	\$1.00
8745 Penn Project	1002	2/12/2026		2/12/2026		Not Issued	Cleared	\$0.00	\$1.00
6823 Penn Const	4271	2/19/2026	2/19/2026		Patty Positive Pay		Issued	\$25.20	\$0.00
6823 Penn Const	4270	2/19/2026	2/19/2026		Fred File		Issued	\$331.21	\$0.00
6823 Penn Const	2468	2/19/2026	2/19/2026		Debbie Demo		Issued	\$125.62	\$0.00
6823 Penn Const	2469	2/19/2026	2/19/2026		Tom Tester		Issued	\$456.01	\$0.00
5987 Penn Projects	500	8/1/2024			Test Payee		Void	\$500.00	\$0.00

Filter report

Report: Items

Status: All

Exception reason: All

Amount: \$ Minimum \$ Maximum

Check number: Starts with Ends with

Cancel Done