User guide

ACHAlert Positive Pay
Quick Reference Alert Notifications

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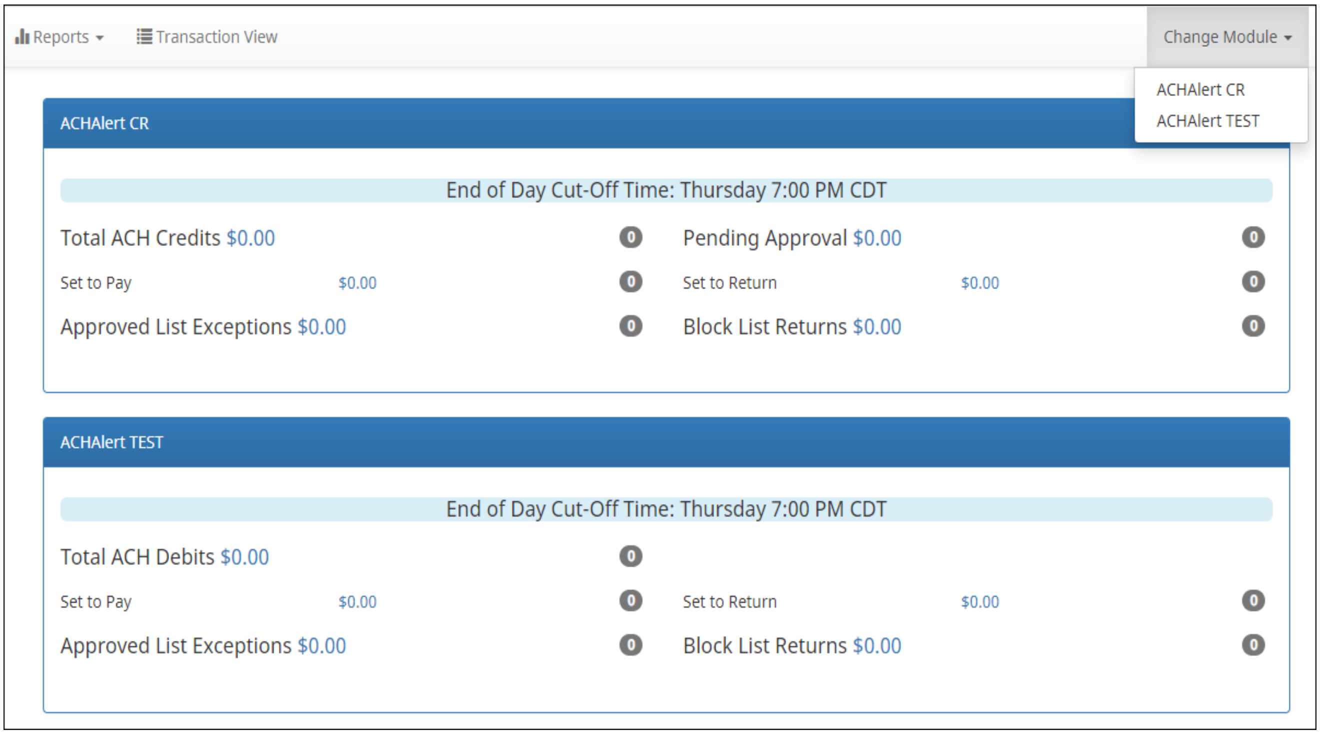
Alert Notifications

Notification Rules

Notification rules are used to set parameters for the type of items that will require an alert be sent to a user or users.

- Click on the down arrow next to “Change Module” and select “ACHAlert” or “ACHAlert CR”.



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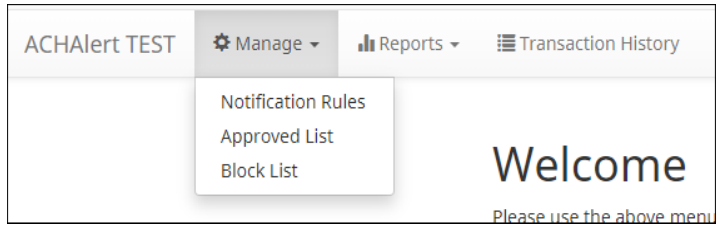
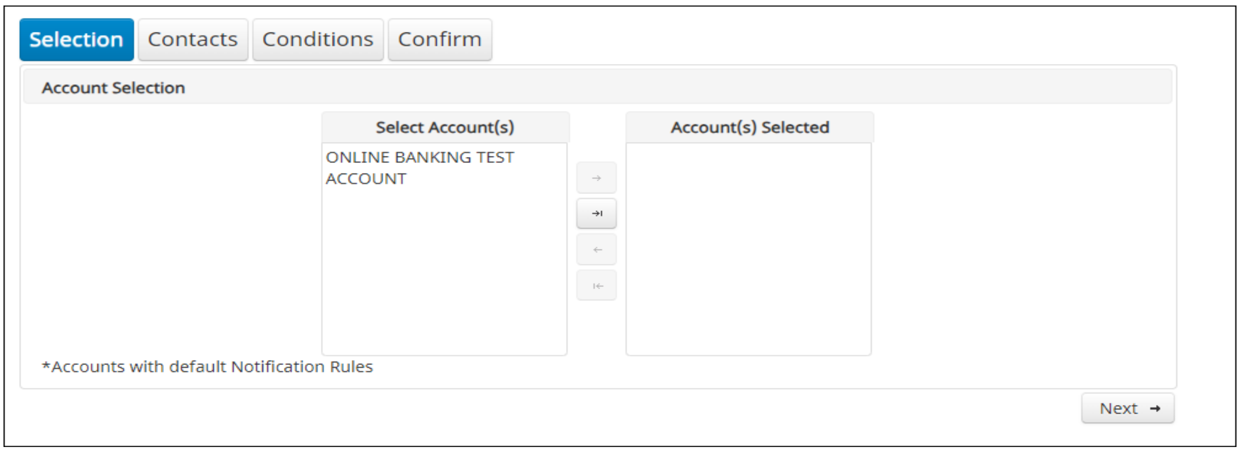
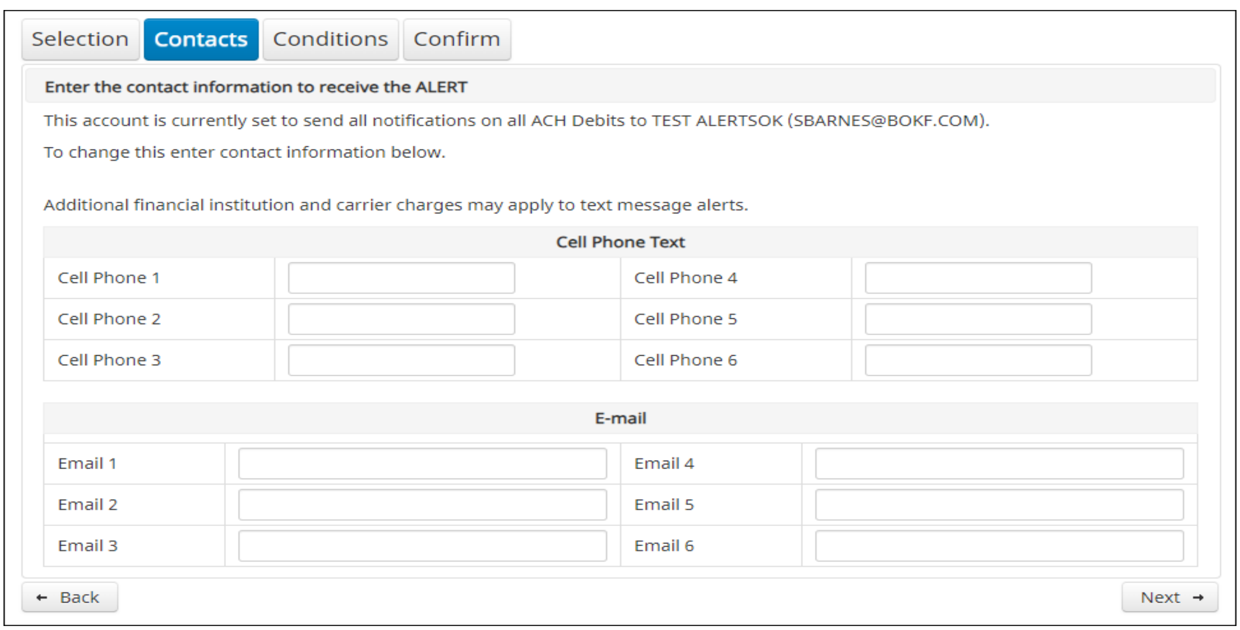
- Click on the down arrow next to “Manage” and select “Notification Rules”.



- Complete the information on the following screen to determine which accounts will receive alerts. Click “Next” to move to the “Contacts” page.



- Enter the contact information in which you’d like to receive notifications. Options include text and/or email. Click “Next” to move to the “Conditions” page.



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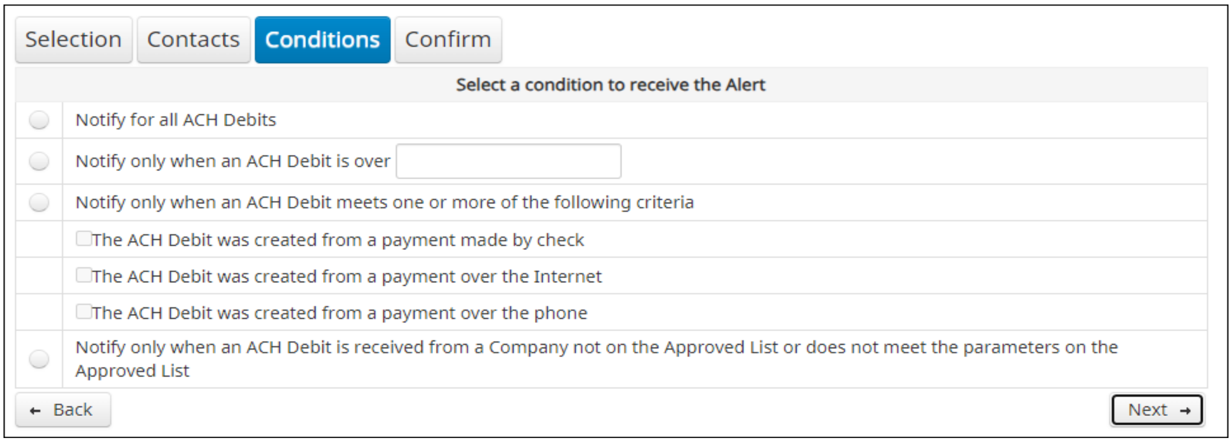
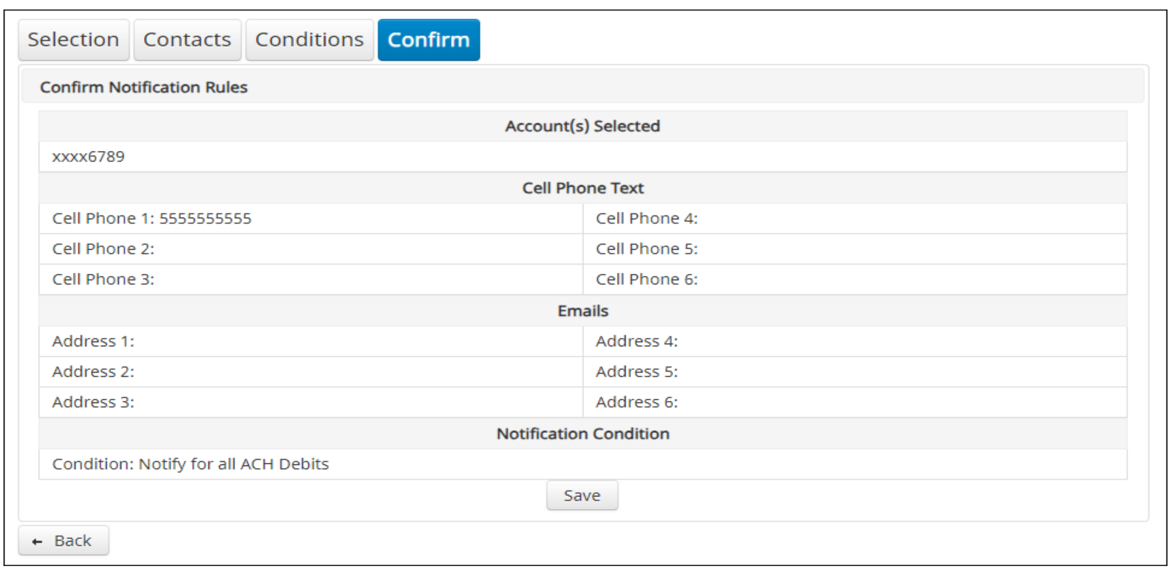
- Select the conditions in which you would like to receive alerts. Options available include:
  - All ACH Debits
  - ACH Debits over $XX amount
  - ACH Debits that meet one or more of these criteria: a payment made by check, a payment created over the internet, a payment made over the phone.
  - Received from a company not found on the Approved List or does not meet the Approved List parameters.
- Click “Next” to move to the “Confirmation” page.



- Next you will be asked to confirm your selections.
  - Review your selections and make any necessary changes.
  - When finished, click “Save”.



- A confirmation message will display that reads: Notification Rules have been configured successfully.

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