

User guide

ACHAlert Positive Pay
Quick Reference Item Decisioning & Reporting

Item Decisioning & Reporting

View Transaction History Screen

From the Transaction History screen you can:

- Make your daily decisions regarding ACH Debits, ACH Credits or both (depending on the service(s) you have selected).
- Change the status of an item from pay to return.
- Make decisions until the cut-off time which is 7:00 p.m. (CT).
- Add items to the approved list.
- Search for a specific item or all items for a particular date or a range of dates.
- Limit your search to a specific account number or a specific decision status.

NOTE: Additionally, for items that require a Written Statement of Unauthorized Debit, this form will be generated from the Transaction History screen and will need to be completed to facilitate certain returns.

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

The screenshot displays the Transaction History interface. At the top, there are navigation options: 'Reports' (with a dropdown arrow) and 'Transaction View' (with a list icon). On the right, a 'Change Module' dropdown menu is open, showing 'ACHAlert CR' and 'ACHAlert TEST' as options. The main content area is divided into two sections. The first section, titled 'ACHAlert CR', shows an 'End of Day Cut-Off Time: Thursday 7:00 PM CDT' and a summary table with the following data:

Total ACH Credits	\$0.00	0	Pending Approval	\$0.00	0
Set to Pay	\$0.00	0	Set to Return	\$0.00	0
Approved List Exceptions	\$0.00	0	Block List Returns	\$0.00	0

The second section, titled 'ACHAlert TEST', also shows an 'End of Day Cut-Off Time: Thursday 7:00 PM CDT' and a summary table with the following data:

Total ACH Debits	\$0.00	0	Set to Return	\$0.00	0
Set to Pay	\$0.00	0	Block List Returns	\$0.00	0

- Click on the “Transaction History” option.

The screenshot shows a navigation bar with four items: 'ACHAlert TEST', 'Manage' (with a gear icon and a dropdown arrow), 'Reports' (with a bar chart icon and a dropdown arrow), and 'Transaction History' (with a list icon and a grey background, indicating it is the selected option).

Item Decisioning & Reporting

Search Results

Information returned from the Search feature would appear as the following:

Debit Transaction History Date Range
November 16, 2020

Filters >

30 transactions totaling \$594,610.46
Rows 1 - 25 of 30.

< < 1 2 > >

Date	Company	Account #	Amount	Current Status	Manage
11/16/2020	KSDEPTOFREVENUE	xxxx4642	\$829.07	Pay - System	Return
11/16/2020	IRS	xxxx4642	\$241,103.00	Pay - System	Return
11/16/2020	IRS	xxxx4642	\$32.00	Pay - System	Return
11/16/2020	IRS	xxxx4642	\$1,273.00	Pay - System	Return

From the Transaction History page, you may:

- Change the current status of an item by clicking on the option available under Manage.
 - Debit transaction options are Pay/Return.
 - Credit transaction options are Accept/Reject.
 - If additional approvals are required after a decision is made, it will show the status is pending and approval is requested.
- Expanding the transaction to display details:
 - Add an Item to your Approved List by clicking the “Add to Approved List” button.
 - Add Company to your Block List by clicking the “Add to Block List” button.
 - Note:** Adding an item to your Approved or Block List does NOT change the status of the item.
- Click on the “Filters” link to search for specific item using amount, account #, company name/company ID, or transaction status.

Accept

Reject

Current Status	Manage
Return - User	Accept
Pending-Pay	Approval Requested + Add to Approved List

Debit Transaction History Date Range
July 20, 2023

Filters

Account?

Amount Amount Range

SEC Code

Company?

Notification Sent? Default

Transaction Status

Pay

- Pay - System
- Pay - FI
- Approved List Pay
- Pay - User
- Pay - FI Charge
- Account Blocked - Return

Return

- Return - System
- Return - FI
- Return - User
- Block List Return

Use the "Ctrl" key to select multiple status types above.

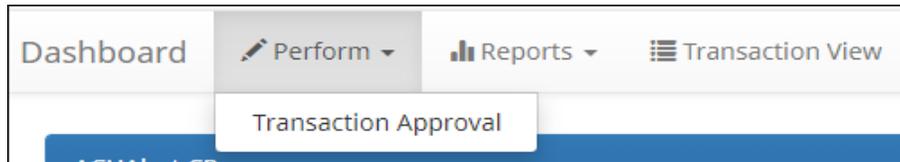


Item Decisioning & Reporting

Approving Item Decisions

Should your company require dual control, transaction decisions must be approved prior to the cut off time in order to take affect. If decisions are not approved by the daily cut off time, the items will be dispositioned based upon the default or approved payee list.

To approve transaction decisions from the Dashboard menu, click "Perform" and select "Transaction Approval". Transaction approvals can also be done under the individual debit and credit modules for that transaction type.



All transaction decisions that require secondary approval will appear under "Transaction Approval".

- Select the check box next to the transaction.
- Doing so enables the buttons below.
- Click "Approve" to proceed with the desicison made.
- Click "Deny" to change the transaction back to the predetermined status.

Transaction Approval

Date Range August 10, 2023

Rows 1 - 1 of 1.

Select [all none]	Type	Description	Account	Date	Credit	Debit	Current Status	Requested Status	Exception
<input type="checkbox"/>	ACH Credit	Vendor Payment	xxxxxxx	8/10/23	1,090.50		Return - User	Pay	

Approve Deny

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Approved List Report

The **Approved List Report** provides a comprehensive list of the following:

- Company ID
- Company Name
- Maximum Amount
- Frequency
- Start and End Date
- Action

Approved List

Account:

Company:

*** Select Account or Company

Approved List						
Company ID	Company Name	Max Amount	Frequency	Start Date	End Date	Action
No records found.						

Block List Report

The **Block List Report** allows clients to specify company's they DO NOT want to debit their account. It works just like the approved list but in reverse. However, at this time there are no notification conditions specific to the block list.

Block List

Account:

Company:

*** Select Account or Company

Block List				
Company ID	Company Name	Start Date	End Date	Action
No records found.				

Item Decisioning & Reporting

View Notification Rules Report

The **Notification Rules Report** provides a comprehensive list of the following:

- Account Number
- Account Setting (Pay All, Return All, etc)
- Notification Conditions (ACHAlert-All Debits, Debits of a certain amount, Check, Internet, Phone initiated entries; ACHAlert CR-All Credits, Credits of a certain amount)
- Email address(es) for Alerts
- Cell phone number(s) for Text Alerts

Notification Conditions								
Account Number	Account Setting	Notification Condition	Debit Amount	Check	Internet	Phone	Email	Cellphone
xxxx0523	Pay All	All Debits	-	-	-	-	1. jdoe@mail.com 2. 3. 4. 5. 6.	1. 9185555555 2. 3. 4. 5. 6.
xxxx9493	Pay All	All Debits	-	-	-	-	1. jdoe@mail.com 2. 3. 4. 5. 6.	1. 9185555555 2. 3. 4. 5. 6.
xxxx2473	Pay All	All Debits	-	-	-	-	1. jdoe@mail.com 2. 3. 4. 5. 6.	1. 9185555555 2. 3. 4. 5. 6.
xxxx0492	Pay All	All Debits	-	-	-	-	1. jdoe@mail.com 2. 3. 4. 5. 6.	1. 9185555555 2. 3. 4. 5. 6.
Total count: 4								