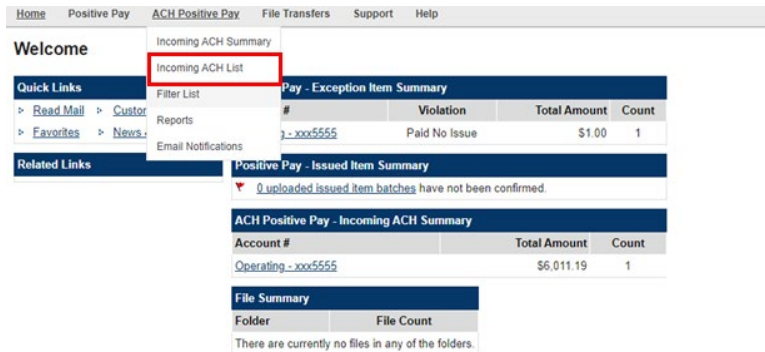


ACH POSITIVE PAY – EXCEPTION ITEMS

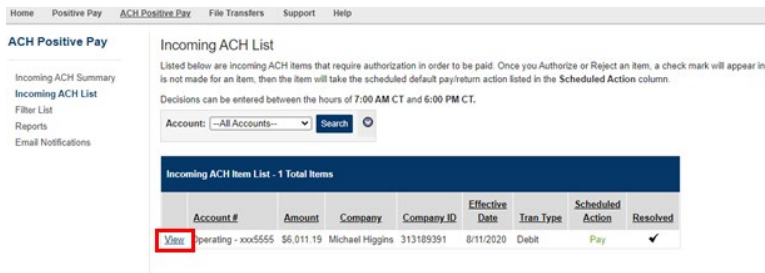
This guide provides instructions for decisioning an exception item and returning an ACH item.



Decisioning an Exception Item

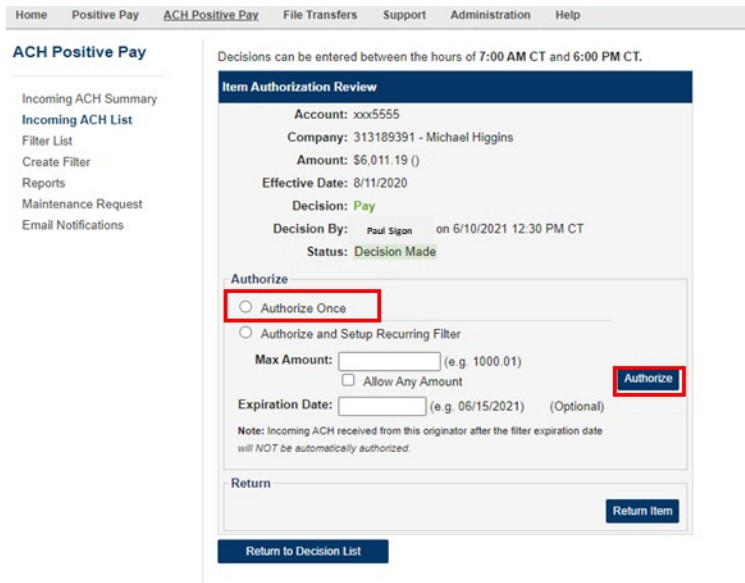
STEP 1:

To decision an Exception item, click ACH Positive Pay and select *Incoming ACH List*.



STEP 2:

To view the details of the ACH item or to pay or return an ACH item, click the *View* button.



STEP 3 AUTHORIZE OR RETURN AN ITEM:

- (a) To authorize an item once without creating a filter, click the *Authorize Once* radial button, then click the *Authorize* button at the bottom which will confirm the pay decision.
- (b) To authorize current and subsequent items, click the *Authorize and Setup Recurring Filter* radial button. Be sure to complete the Max Amount and Expiration Date fields below. Click *Authorize* once complete.

ACH POSITIVE PAY

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Decisions can be entered between the hours of 7:00 AM CT and 6:00 PM CT.

Item Authorization Review

Account: xxx5555
Company: 313189391 - Michael Higgins
Amount: \$6,011.19 ()
Effective Date: 8/11/2020
Decision: **Pay**
Decision By: Paul Sigon on 6/10/2021 12:30 PM CT
Status: **Decision Made**

Authorize: Larry James

Authorize Once
 Authorize and Setup Recurring Filter

Max Amount: (e.g. 1000.01)
 Allow Any Amount **Authorize**

Expiration Date: (e.g. 06/15/2021) (Optional)
Note: Incoming ACH received from this originator after the filter expiration date will NOT be automatically authorized.

Return **Return Item**

Return to Decision List

To return an ACH item, click the *Return Item* button on the right-hand side of the screen, then confirm the return decision.

Note: If an ACH item is returned, it will be removed from the account history. You will not see a credit or debit to the account.

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Incoming ACH List

Listed below are Incoming ACH items that require authorization in order to be paid. Once you Authorize or Reject an item, a check mark will appear in the Resolved column and the item will be is not made for an item, then the item will take the scheduled default pay/return action listed in the Scheduled Action column.

Decisions can be entered between the hours of 7:00 AM CT and 6:00 PM CT.

Account: All Accounts

Account #	Amount	Company	Company ID	Effective Date	Item Type	Scheduled Action	Resolved
Pay <input type="button" value="Pay All"/> Operating - xxx5555	\$6,011.19	Michael Higgins	313189391	8/11/2020	Debit	Pay	<input checked="" type="checkbox"/>

Note: Pressing "Pay All" will pay all unresolved items even if the list is filtered. You will have the opportunity to review a summary of the items that will be paid before confirming the action.

STEP 4: PAY ALL

To pay all ACH items without creating a filter, click the *Pay All* button which confirm the selection.

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Note: Pressing "Pay All" will pay all unresolved items even if the list is filtered. You will have the opportunity to review a summary of the items that will be paid before confirming the action.

Once a decision is made, the Scheduled Action column will display "Pay" or "Return" and a check mark will appear in the "Resolved" column.

All incoming items must be decided on by the cutoff time or the system will default to the pay/return setting established when the service was set up.