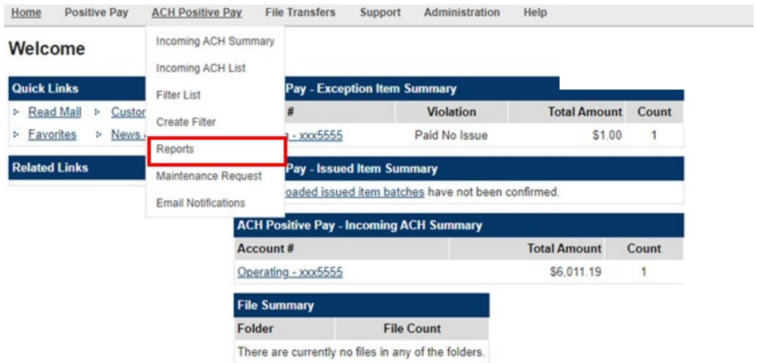
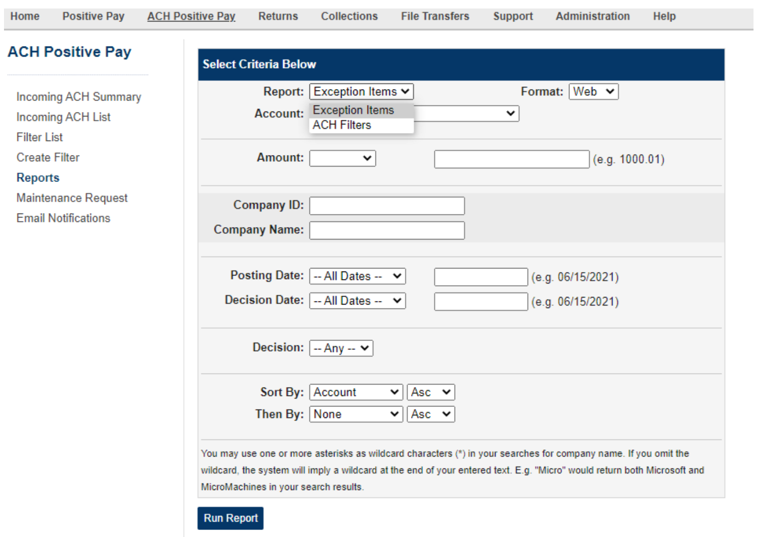
ACH POSITIVE PAY – REPORTS

This guide provides instructions for generating reports on exception items and ACH filters.

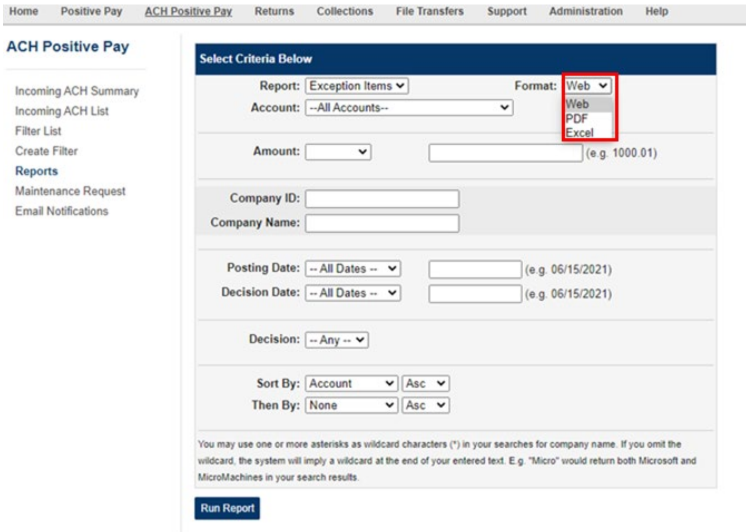


STEP 1: SELECTING A REPORT
Click *ACH Positive Pay and* select *Reports*.



STEP 2: SELECT A REPORT:
There are two types of Reports:

- **Exception Items:** Shows ACH transactions that have cleared and required action by a user (i.e. Pay or Return the item).
- **ACH Filters:** Shows all active and expired ACH filters.



STEP 3: CUSTOMIZING A REPORT

Select the report format:

- Web
- PDF
- Excel

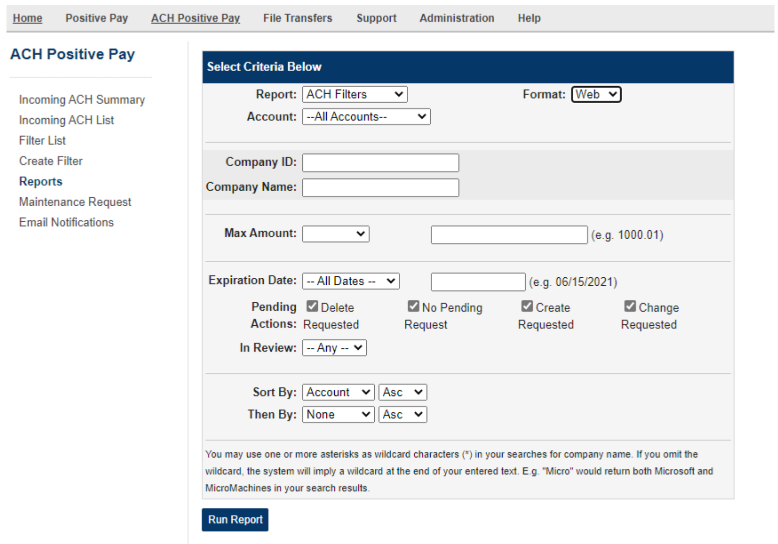
Customizing a Report for Exception Items

The following fields are used to generate the Exception Items Report:

- **Account:** Select an account from the list or keep the drop down for All Accounts.
- **Amount:** Search for a specific amount or an amount range. If the field is left blank, the system will search for any amount.
- **Company ID:** Enter the Company ID associated with the transaction.
- **Company Name:** Enter the full or partial name of the Company debiting your account.
  Note: Ensure the asterisk (*) is added after the name if entering a partial of the payee's name.
- **Posting Date and Decision Date:** Retrieves all ACH Exception items if the field is left blank. Search for a specific date or date range based on when an item posted to the account as an Exception.
  Note: Both fields will show the same search criteria, as ACH items post the same day and are decisioned the same day.
- **Decision:** Choose Any to view both paid or returned items or choose Pay or Return.
- **Sort By and Then By:** Use these options if you would like to see the report sorted by Account, Company, Amount, Decision, or Decision Date.

Step 4: Click *Run Report*.

The report will display in a separate window or in the format selected (i.e. Web, Excel or PDF).



Customizing a Report for ACH Filters

The following fields are used to generate the ACH Filters Report:

- **Account:** Select an account from the list or keep the drop down for All Accounts.
- **Company ID:** Enter the Company ID associated with the item.
- **Company Name:** Enter the full or partial name of the Company that originated the transaction. If left blank, all Companies will be included in your report.
  Note: Ensure the asterisk (*) is added after the name if entering a partial of the payee's name.
- **Max Amount:** Search for a specific amount or an amount range. If the field is left blank, the system will search for any amount.
- **Expiration Date:** Retrieves all expired ACH Filters if the field is left blank. Search for a specific date or date range.
- **Pending Actions:** Breaks down the status of each item showing when a filter was created or modified.
- **Sort By and Then By:** Use these options if you would like to see the account and company and then Ascending or Descending order.

STEP 4: CLICK RUN REPORT.

The report will display in a separate window or in the format selected (i.e. Web,Excel or PDF).