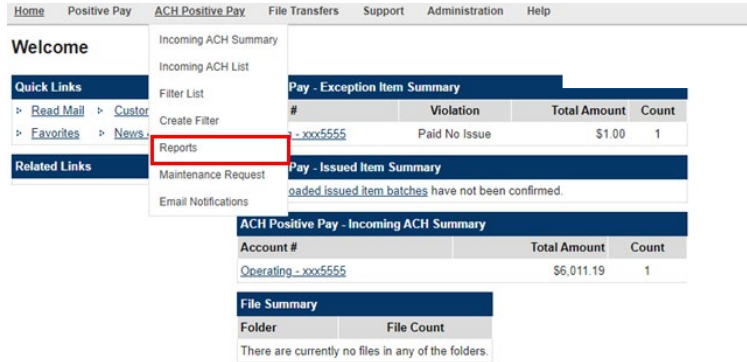
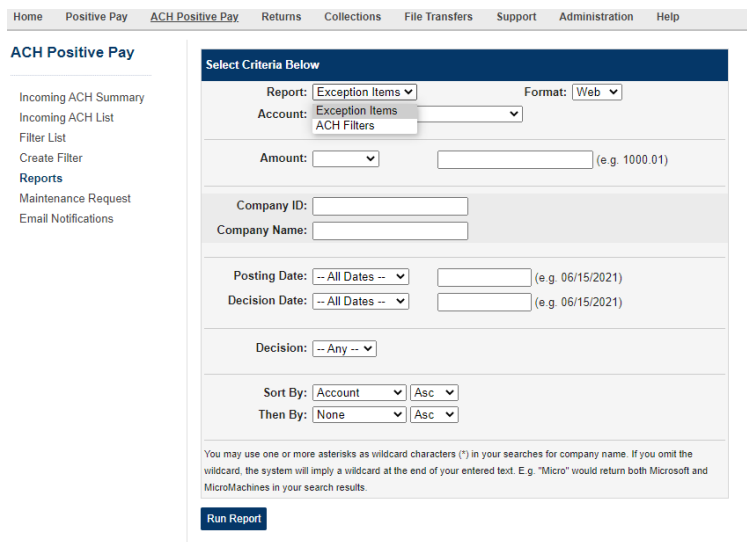


ACH POSITIVE PAY – REPORTS

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.

The screenshot shows the 'ACH Positive Pay' report generation interface. The 'Format' dropdown menu is highlighted with a red box, showing options for Web, PDF, and Excel. The report is set to 'Exception Items'. Other fields include Account, Amount, Company ID, Company Name, Posting Date, Decision Date, Decision, Sort By, and Then By.

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 decided 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).

Home Positive Pay **ACH Positive Pay** File Transfers Support Administration Help

ACH Positive Pay

- Incoming ACH Summary
- Incoming ACH List
- Filter List
- Create Filter
- Reports**
- Maintenance Request
- Email Notifications

Select Criteria Below

Report: Format:

Account:

Company ID:

Company Name:

Max Amount: (e.g. 1000.01)

Expiration Date: (e.g. 06/15/2021)

Pending Delete No Pending Create Change
 Actions: Requested Request Requested Requested Requested

In Review:

Sort By:

Then By:

You may use one or more asterisks as wildcard characters (*) in your searches for company name. If you omit the wildcard, the system will imply a wildcard at the end of your entered text. E.g. "Micro" would return both Microsoft and MicroMachines in your search results.

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).