## **ACH POSITIVE PAY – REPORTS**

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

| Home Positive Pay ACH         | Positive Pay File Transfers Support Administr                     | ration Help   | STEP 1. SELECTING & REPORT        |
|-------------------------------|---|---|-----------------------------------|
| Welcome                       | oming ACH Summary   |   | Click ACU Desitive Day and extent |
| Inc                           | oming ACH List  |   | Click ACH Positive Pay and select |
| Quick Links                   | er List Pay - Exception Item Summary                              |   | Reports.                          |
| Read Mail      Custor     Cre | ate Filter # Violation  | n Total Amount Count                                    | ,                                 |
| Favorites News Rep            | oorts Paid No Iss   | sue \$1.00 1  |                                   |
| Related Links Mai             | ntenance Request Pay - Issued Item Summary                        |   |                                   |
| Em                            | all Notifications   | been confirmed.   |                                   |
|                               | ACH Positive Pay - Incoming ACH Summa                             | ry  |                                   |
|                               | Account #   | Total Amount Count                                      |                                   |
|                               | Operating - xxx5555   | \$6,011.19 1  |                                   |
|                               | File Summary  |   |                                   |
|                               | Folder File Count   |   |                                   |
|                               | There are currently no files in any of the folde                  | rs.   |                                   |
|                               |   |   |                                   |
|                               |   |   |                                   |
|                               |   |   |                                   |
| Home Positive Pay ACH         | Positive Pay Returns Collections File Transfers                   | Support Administration Help                             |                                   |
| ACH Positive Pay              |   |   |                                   |
|                               | Select Criteria Below   |   | STEP Z: SELECT A REPORT:          |
| Incoming ACH Summary          | Report: Exception Items V   | Format: Web 🗸   | There are two types of Reports:   |
| Incoming ACH List             | Account: ACH Filters  | v   | Exception Itoms: Shows            |
| Create Filter                 | Amount:   | (e.g. 1000.01)  | - Exception items. Shows          |
| Reports                       |   | (c.g. 1000.01)  | ACH transactions that have        |
| Maintenance Request           | Company ID:   |   | cleared and required action       |
| Email Notifications           | Company Name:   |   |                                   |
|                               |   |   | by a user (i.e. Pay or Return     |
|                               | Posting Date: All Dates 🗸   | (e.g. 06/15/2021)                                       | the item)                         |
|                               | Decision Date: All Dates V  | (e.g. 06/15/2021)                                       |                                   |
|                               |   |   | ACH Filters: Shows all            |
|                               | Decision: Any 🗸   |   | active and expired ACH            |
|                               |   |   | filtors                           |
|                               | Sort By: Account  Asc   |   | filters.                          |
|                               | Then By: None V Asc V   |   |                                   |
|                               | 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 ent | ered text. E.g. "Micro" would return both Microsoft and |                                   |
|                               | MicroMachines in your search results.                             |   |                                   |
|                               | Run Report  |   |                                   |
|                               |   |   |                                   |

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| ACH Positive Pay                           | Select Criteria Below  |
|--|--|
| Incoming ACH Summary<br>Incoming ACH List  | Report: Exception Items V Format: Web V<br>Account:All Accounts V Web<br>PDF   |
| Create Filter<br>Reports                   | Amount: (e.g. 1000.01)   |
| Maintenance Request<br>Email Notifications | Company ID: Company Name:  |
|  | Posting Date:         All Dates •         (e.g. 06/15/2021)           Decision Date:         All Dates •         (e.g. 06/15/2021)   |
|  | Decision: 🖂 Any 💌  |
|  | Sort By: Account ♥) Asc ♥<br>Then By: None ♥) Asc ♥  |
|  | You may use one or more asterisks as wildcard characters (*) in your searches for company name. If you omit the<br>wildcard, the system will imply a wildcard at the end of your entered text. E.g. "Micro" would return both Microsoft a<br>MicroMachines in your search results. |

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).

# **ACH POSITIVE PAY**

QUICK REFERENCE GUIDE

| Home                                      | Positive Pay                     | ACH Positive Pay                      | File Transfers   | Support           | Administration        | Help             |                     |  |
|---|----------------------------------|---------------------------------------|--|-------------------|-----------------------|------------------|---------------------|--|
| ACH                                       | Positive Pay                     | Select C                              | riteria Below  |                   |                       |                  |                     |  |
| Incoming ACH Summary<br>Incoming ACH List |                                  |                                       | Report: ACH F<br>Account:All Ac  | ilters 🗸          | ~                     | Format: Web      | $\checkmark$        |  |
| Create<br>Repor                           | e Filter<br>ts<br>enance Request | Com<br>Compan                         | pany ID:<br>y Name:  |                   |                       |                  |                     |  |
| Email                                     | lotifications                    | Max                                   | Amount:  | ~                 |                       | (e               | e.g. 1000.01)       |  |
|   |                                  | Expirati                              | on Date: All D   | ates 👻            |                       | (e.g. 06/15/20   | 21)                 |  |
|   |                                  | In                                    | Pending Dele<br>Actions: Reques<br>Review: Any   | te<br>ted         | No Pending<br>Request | Create Requested | Change<br>Requested |  |
|   |                                  | 1                                     | Sort By: Accour<br>Then By: None   | nt 🗸 Asc<br>🖌 Asc | <b>v</b>              |                  |                     |  |
|   |                                  | You may u<br>wildcard, t<br>MicroMacl | You may use one or more asterists as wildcard characters (*) in your searches for company name. If you omit the<br>wildcard, the system will imply a wildcard at the end of your entered text. E.g. "Micro" would return both Microsoft and<br>MicroMachines in your search results. |                   |                       |                  |                     |  |
|   |                                  | Run Rep                               | ort  |                   |                       |                  |                     |  |

### **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).