ACH Positive Pay Guide

About ACH Positive Pay

ACH Positive Pay helps mitigate the risk of fraud by allowing company users to review ACH exceptions and make decisions to pay or return them.

An exception is any ACH transaction that is blocked because it did not match the criteria defined in the Approval List.

The Approved list are conditions that determine whether transactions are posted to accounts or blocked. If a transaction matches the Approved List it is processed normally and sent to post. If a transaction does not match the Approved List it is blocked. Company users can review ACH exceptions and decide to pay or return them.

 REMEMBER: Default decision is to RETURN ACH debit exception items and ACCEPT ACH credit items, therefore if you do not decision them the debits will be RETURNED and the credits will be ACCEPTED.

Company users can add companies to the Approved List to prevent future exceptions from being generated for the originating companies.

ACH Payment Rules

About the ACH Approved List:

The Approved List are conditions for specific companies that determine whether transactions are posted to accounts or blocked. The Approved List prevents future exceptions from being generated for an originating company. The Approved List can be added to, edited, and deleted at any time.

Add to Approved List:

Payment rules can be created on-demand without an exception being present.

Prerequisites: The "ACH Positive Pay" and "ACH Positive Pay CR" access level and account entitlements are required to complete this task.

- Go into "Fraud Control" > "Positive Pay/ACH Reports"
- Click "ACH Positive Pay" or "ACH Positive Pay CR"
- Go to "Manage > Approved List"
- Select "Create" on the top left.

Originator Company ID: The ID for the originating company (up to 10 alphanumeric characters).

Originator Company Name: The originating company (up to 16 alphanumeric characters).
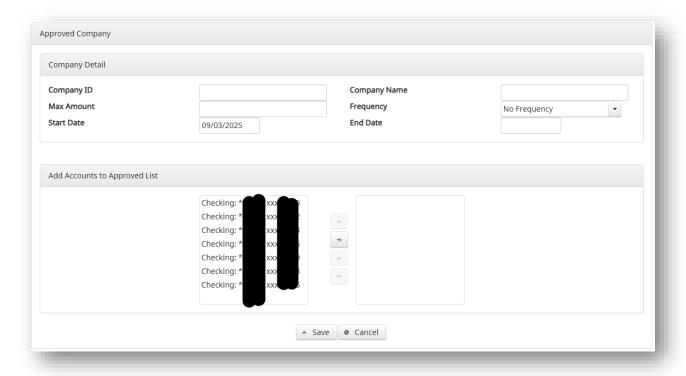
Max Amount - No Maximum Amount or Maximum Amount: For the Maximum Amount option, type a dollar amount that can debit/credit the account before an exception is generated. Any amount greater than this amount generates an exception.

Frequency: No Frequency, Daily, Weekly, Biweekly, Monthly, Quarterly, and Yearly.

Start Date: Date transaction will begin to post.

End Date: No End Date or End Date. For the End Date option, select or type a date on which the rule expires.

Add Accounts to Approved List: Accounts enabled for ACH Positive Pay.

Make A Change to the Approval List:

The Approved List can be changed at any time.

Prerequisites: The "ACH Positive Pay" and "ACH Positive Pay CR" access level and account entitlements are required to complete this task

- Go into "Fraud Control" > "Positive Pay/ACH Reports"
- Click "ACH Positive Pay" or "ACH Positive Pay CR"
- Go to "Manage > Approved List"
- 2. Click Edit on the far right.
- Change the authorization options as needed and then click Save.

Delete an Approved Company:

Companies on the Approval List can be deleted at any time.

Prerequisites: The "ACH Positive Pay" and "ACH Positive Pay CR" access level and account entitlements are required to complete this task

- Go into "Fraud Control" > "Positive Pay/ACH Reports"
- Click "ACH Positive Pay" or "ACH Positive Pay CR"
- Go to "Manage > Approved List"
- Select the box under "Delete" of the company you wish to delete.
- After selecting the companies to be deleted, click "Delete Selected"

ACH Decisions

About ACH Decisions:

Decisions determine whether ACH transaction exceptions are posted or returned.

Company users can make decisions on ACH exceptions up until the cut off time of 3pm

Decisions are processed in real-time after the final approval is placed. Decisions that have not received user approval at the end of the current day's decision window automatically have a default decision applied. The default decision is determined by the company's financial institution.

Decision – Description:

Pay – User: A Pay decision has been made on the exception.

Return – User: A Return decision has been made on the exception.

Pay – System: The financial institution-defined default decision was applied because a decision was not made on the exception, or the decision was not fully approved during the decision window.

Return – System: The financial institution-defined default decision was applied because a decision was not made on the exception, or the decision was not fully approved during the decision window

Block List Return: An item on the Block List that is set to be returned.

Approved List Pay: An item on the Approved List that is set to be paid.

Make Decisions on ACH Exceptions

Decisions can be made on ACH exceptions during the time frame listed on the *Positive Pay Dashboard* page. If a decision is not made on an exception during this time frame, then the default decision set up by your financial institution is applied.

Prerequisites: The "ACH Positive Pay" and "ACH Positive Pay CR" access level and account entitlements are required to complete this task

- Go into "Fraud Control" > "Positive Pay"
- Click "ACH Positive Pay" or "ACH Positive Pay CR" > Transaction History
- The decision that was automatically applied will show under "Current Status"
- To change this decision, select the Pay/Accept or Return/Reject box under "Manage"
  - You will then be given the option to add to your Block or Approved List.

Change an ACH Decision

Exception decisions can be changed until the cutoff time of 3pm

- Follow the process above to decision items.

View the Status of ACH Exceptions

Company users can review a summary of all exceptions and view details about them such as originator company name, amount, and decision. Company users can determine whether the correct decisions were applied to the exceptions or if the bank default decision was applied.

- Click "ACH Positive Pay" or "ACH Positive Pay CR" > Transaction History
- Complete the applicable fields:

  Date: Specific Date or Date Range.

  Account: Select one or more of the accounts that are entitled to ACH Positive Pay.

  Company: Originating company

  Amount or Amount Range: Amount of the transaction

  Notification Sent: If a notification was sent

  SEC Code: The ACH code tied to the transaction

  Transaction ID: A unique number assigned to the transaction when loaded

  Transaction Status: Status of the transaction
- Click Apply.

Debit Transaction History

▼ Filters ⌄

Account?
[Any ▾]

Amount Range *Amount*
[$][1][400]

SEC Code
[Any ▾]

Transaction ID
[ ]

Company?
[Type company name or id]

Notification Sent? ☑ Default
[Yes ▾]

Transaction Status

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

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

[Apply][Reset]

Credit Transaction History

▼ Filters ⌄

Account?
[Any ▾]

Amount *Amount Range*
[$][amount]

SEC Code
[Any ▾]

Transaction ID
[ ]

Company?
[Type company name or id]

Notification Sent? ☑ Default
[Any ▾]

Transaction Status

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

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

[Apply][Reset]