ACH Positive Pay

User Guide

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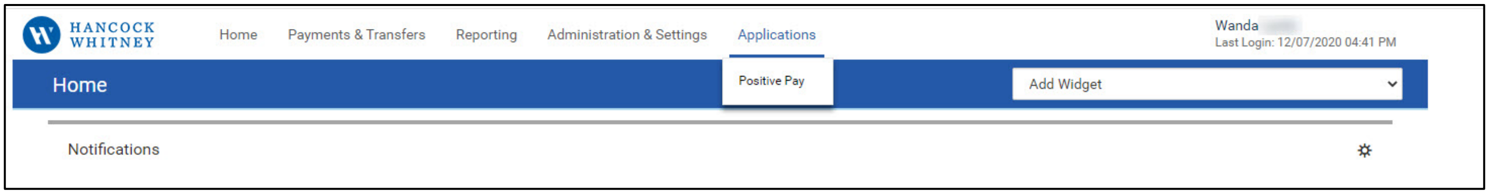
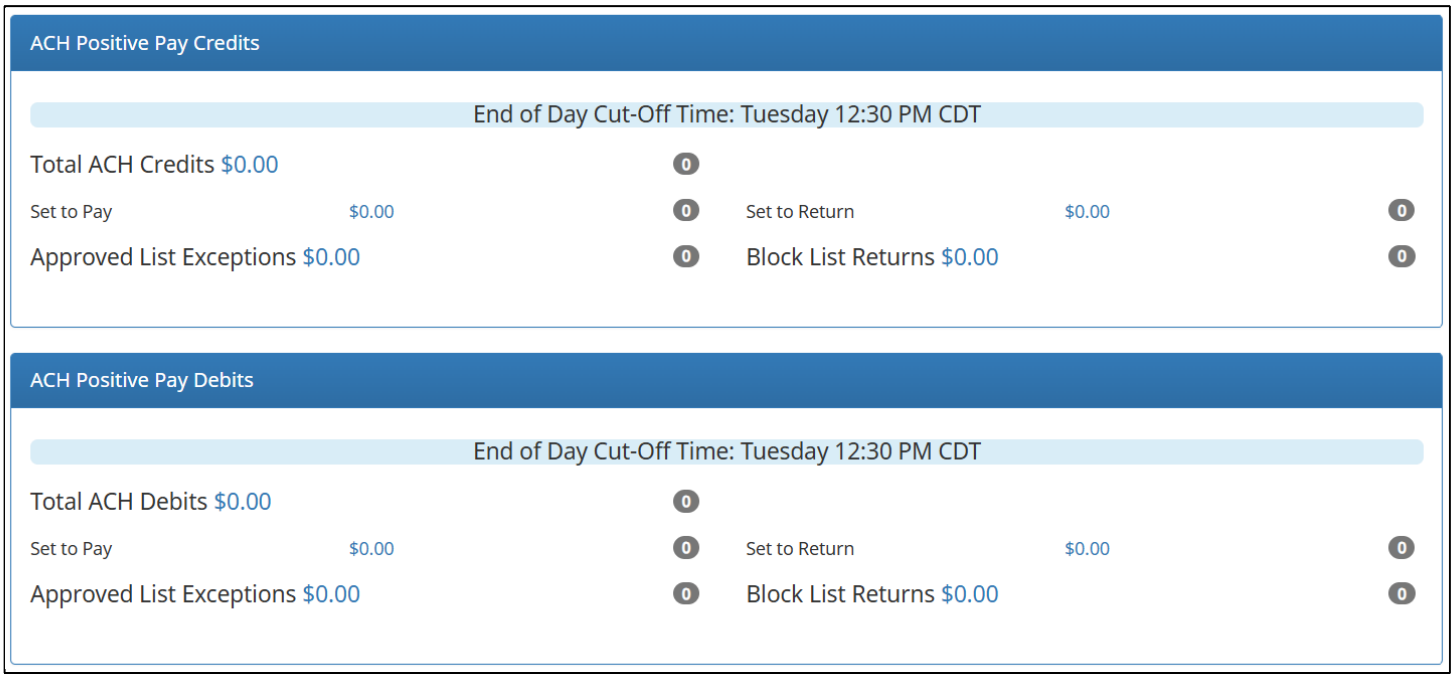
Login via Treasury Manager

Select Positive Pay from the Applications menu



Dashboard

Upon login to ACH Positive Pay the Dashboard will display. This is a quick reference summary of today's transaction information, totals and counts. The end of day cut-off time is displayed, indicating the deadline for decision on today's exception transactions. End of Day Cutoff time is 12:30 pm (CT). Users can also navigate to transactions with a specific status by clicking on the dollar amount link located to the right of the status.



The contents displayed in the ACH Positive Pay summary box include the follow:

ACH Positive Pay Credits

1: Total ACH Credits – All ACH credit transactions for today regardless of transaction status.

2: Set to Pay – ACH credits set to pay by system default if the user does not decision the item before cutoff time, credits User has selected to pay, credits that meet the parameters of the Approved List and will be paid and credits the FI has paid on behalf of the customer.

3: Set to Return – ACH credits set to return by system default if the user does not decision the item before cutoff time, credits the User has selected to return and credits returned by the FI on behalf of the customer.

4: Approved List Exceptions – Items not currently marked as paid as a result of the company not being setup on the Approved List.

5: Block List Returns – N/A

ACH Positive Pay Debits

1: Total ACH Debits – All ACH debit transactions for today regardless of transaction status.

2: Set to Pay – ACH debits set to pay by system default if the user does not decision the item before cutoff time, debits User has selected to pay, debits that meet the parameters of the Approved List and will be paid and debits the FI has paid on behalf of the customer.

3: Set to Return – ACH debits set to return by system default if the user does not decision the item before cutoff time, debits the User has selected to return and debits returned by the FI on behalf of the customer.

4: Approved List Exceptions – Items not currently marked as paid as a result of the company not being setup on the Approved List.

5: Block List Returns – N/A

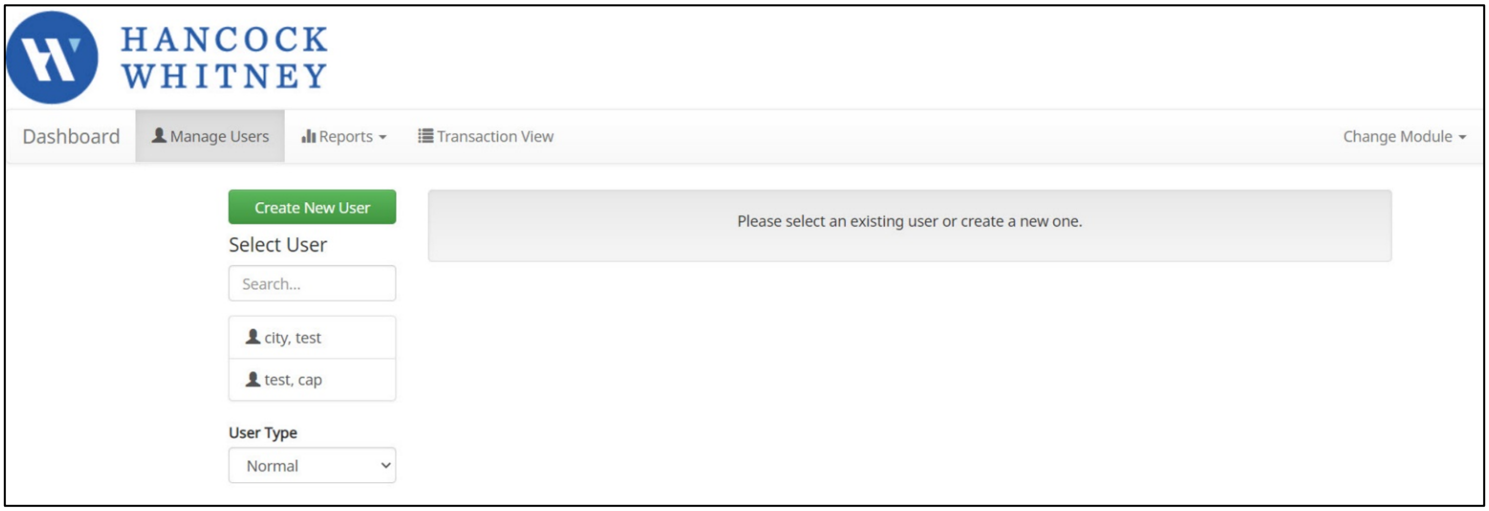
Selecting any of these options will bring you to the Transaction History screen in ACH Positive Pay and only the transactions for the selected option will display.

To navigate back to the Dashboard select Change Module in the menu bar next to the users name.

Managing Client Users

A Client User with Admin user privileges can add additional Client users who will then be authorized to use ACH POSITIVE PAY.

1: From the Dashboard>Click on manage Users



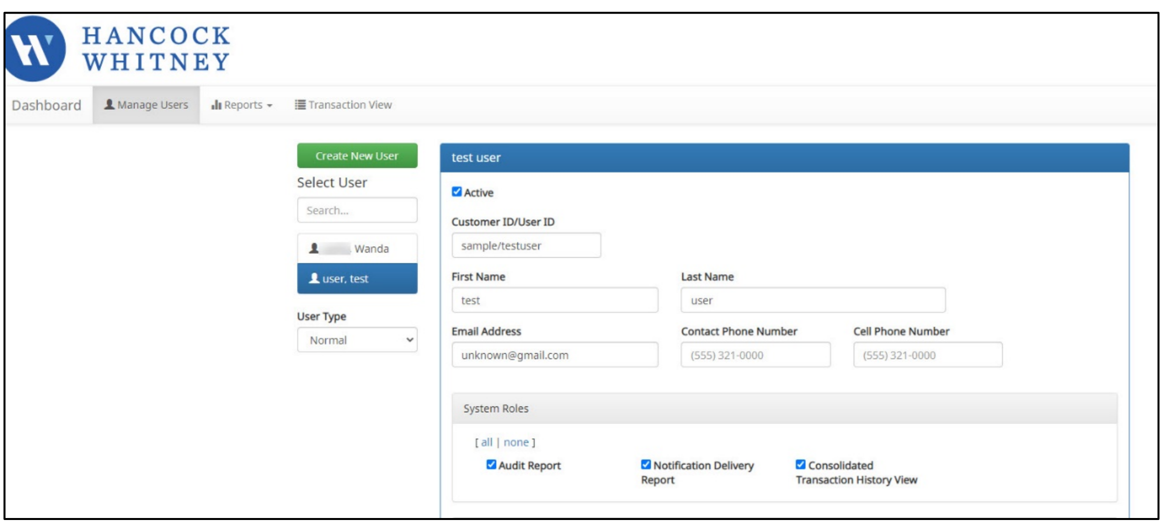
2: The Client User page appears. Click the “Create New User” button.

3: The New User page appears. Complete all fields with the required user information, then click “Create User” . The data entered for the user will display in the corresponding field.

4: Click Save user, user will be saved.

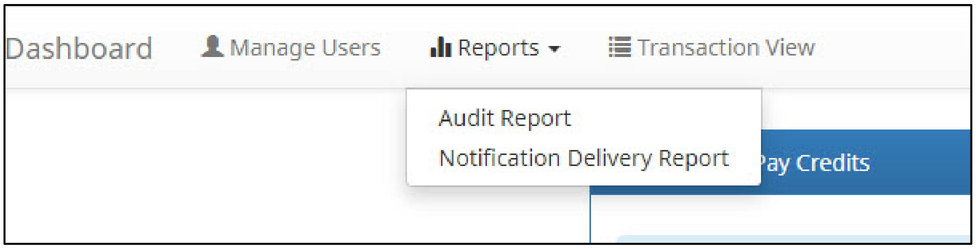
ROLES

1. To add roles, alerts, accounts and privileges to a user, click on user’s name from select user list.
2. The User profile page appears. Scroll down to the “System Roles” section of the page to select what roles should be enabled for the user.
    - Audit Report - Access to audit events for Client users.
    - Notification Delivery Report - Access to view the status of all notifications sent by the system for this client.
    - Consolidated Transaction History View - Provides the user a consolidate view on the dashboard page if the user has CHECK POSITIVE PAY, ACH Positive Pay Debits and ACH Positive Pay Credits. Photo6



Reports

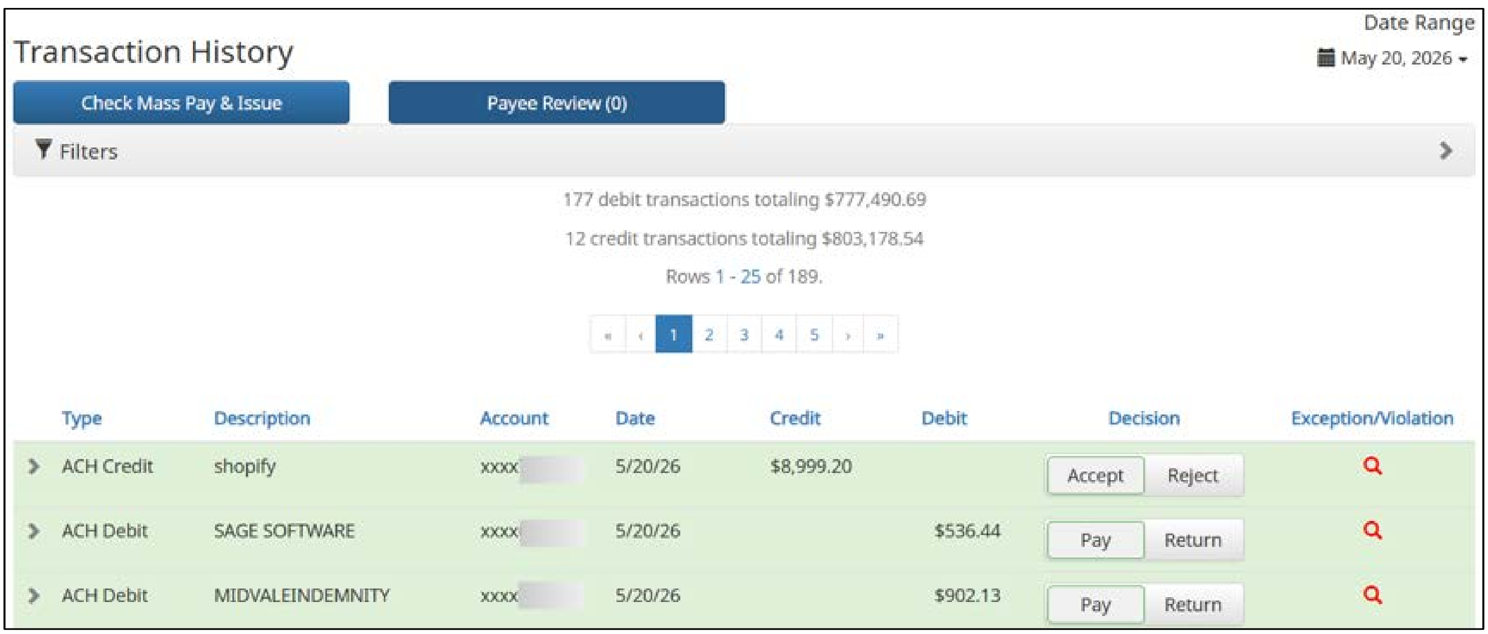
To view Reports on the Dashboard, click on the drop down menu.



- **Audit Report** – View users that have logged into the system and what action was taken on a specific day or days.
- **Notification Delivery** – View Recipients, Message types and Status of all Notification of Delivery.

Transaction View

To view Transactions, click on the Transaction View menu.



- View type of transaction, description, account number, Date, Credit or Debit, Current Status, Manage status and whether the item is an exception..
- Filter by Date Range, Accounts, Status, Min Amount, Max Amount and Check Positive Pay Exceptions (if applicable)

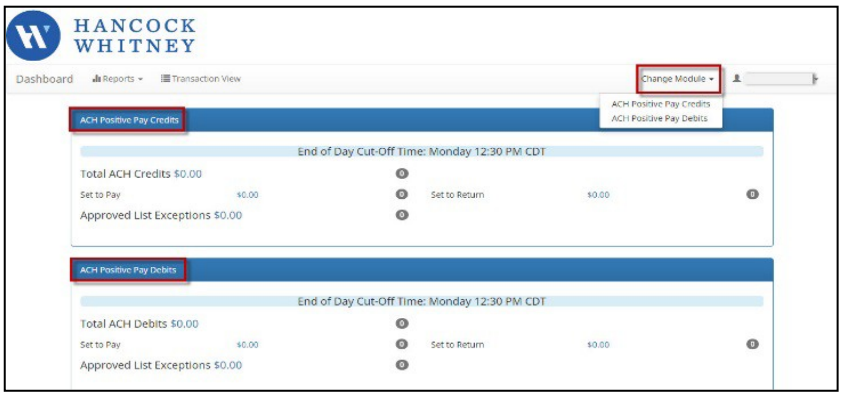
Change Module

There are multiple options to navigate to the ACH Positive Pay modules from the Dashboard.

1: Click on ACH Positive Pay Credits or ACH Positive Pay Debits in the dark blue box within the Dashboard window.

Or

2: Click on Change Module and select ACH Positive Pay Credits or ACH Positive Pay Debits from the drop down window in the top tool bar next to User name



Either selection will bring you to the Welcome page where you can navigate to multiple functions within ACH Positive Pay Credits or ACH Positive Pay Debits. Available options are based on User privileges.

To navigate back to the Dashboard click the Change Module in the top tool bar.

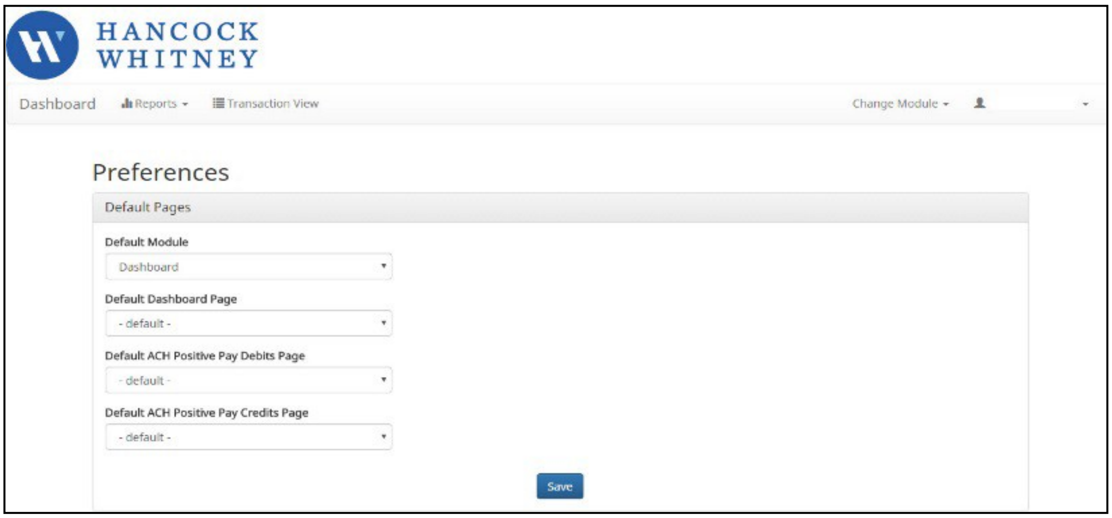
You can navigate between the Dashboard and the ACH Positive Pay Credit or Debit module by selecting the Module you want to enter.

Under the user that is logged in, there is the Preferences tab and the Logout button.
To change your default preferences, click on the Preferences tab.

Preferences

The Preferences option allows the user to customize their Default Module, Default Dashboard Page, Default ACH Positive Pay Debits Page or Default ACH Positive Pay Credits Page. Click the drop down under the users name on the right. Click on Preferences.

The Preferences screen displays Default Module, Default Dashboard Page, Default ACH Positive Pay Debits Page or Default ACH Positive Pay Credits Page. You can make any of the options available in the drop down for the Default Module, Default Dashboard Page, Default ACH Positive Pay Debits Page or Default ACH Positive Pay Credits Page. Click the Save button in the middle bottom of the page to save your selection.



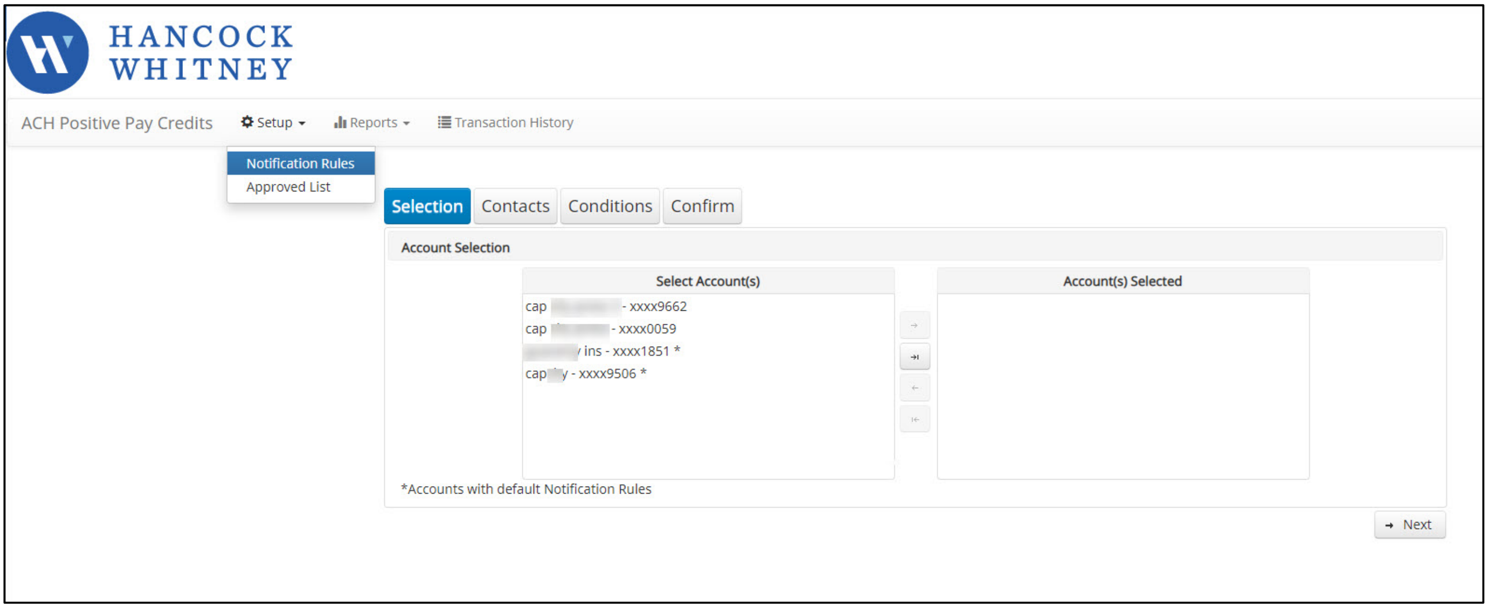
Credit Module

SETUP: NOTIFICATION RULES NOTIFICATION METHOD AND CONDITION

- The Notification Methods are Emails or Text messages with the Email Address or cell phone number defaulted to the Clients Primary Contact.
- The Client Primary Contact may be replaced and/or additional contacts may be added and the Notification Condition may be changed.
- The Notification Condition is to Notify for all Credits.

FOR ACH POSITIVE PAY CREDIT NOTIFICATIONS

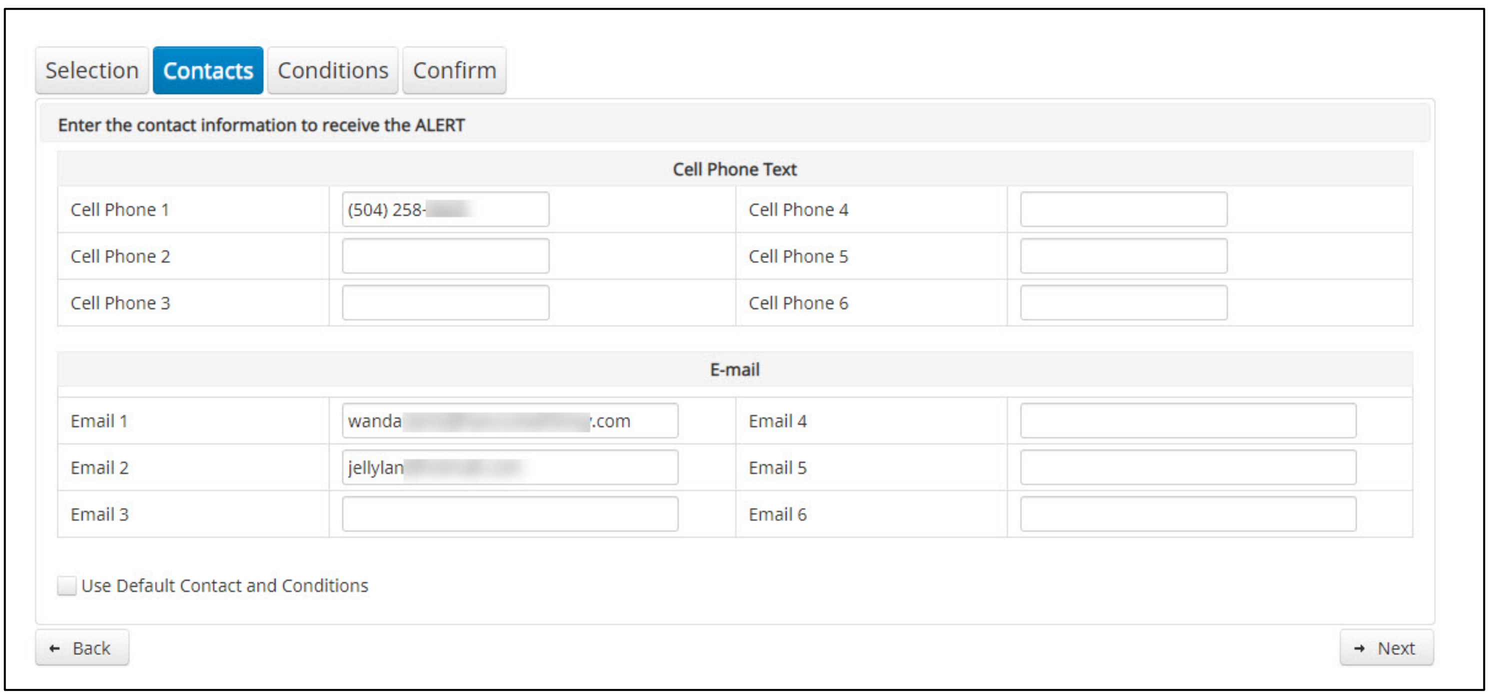
1: Click on Setup then select, Notification Rules to open the Account Selection page. The Select Account(s) is a listing of all Account Numbers the User has access to.



Note: Account Numbers with an * have the default Notification Rule Email

2: Select Accounts and use the arrows in the middle to move the Account Number(s) to the Account(s) Selected section.

3: Click Next to go to the Contacts page

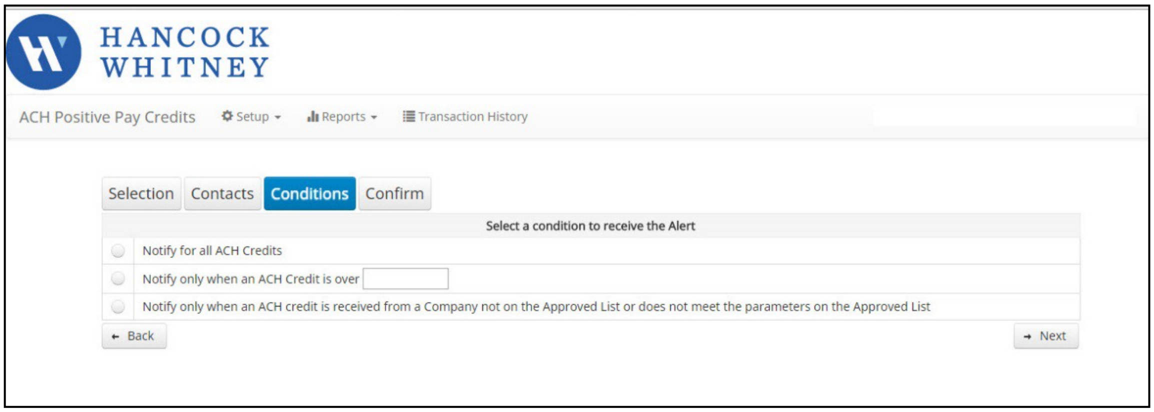


4: Information at the top of the contacts tab notifies the user who currently receives the notifications.

5: Contact Phone Text – To add a Cell Phone number, click in the Cell Phone 1 box. Type the 10-digit cell phone number. You may add up to 6 cell phone numbers to receive a Text ALERT.

6: E-mail – To replace the Primary Contact email, type the new email address in Email1. You may enter up to six email addresses to receive an email ALERT.

7: Click Next to go to the Conditions page.

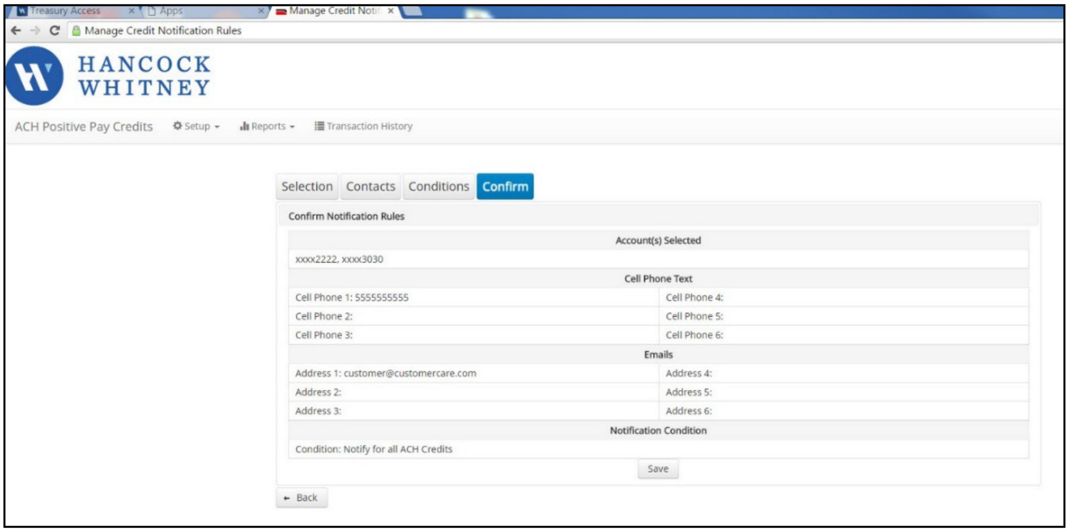


8: Review the Notification Conditions for when you will receive an ALERT.

CONDITION	EXPLANATION
Notify for all ACH Credits	You will receive an ALERT for every ACH Credit to your account.
Notify only when an ACH Credit is Over	Enter the dollar amount You will receive an ALERT for all ACH Credit greater than the dollar amount. You will not receive an ALERT for an ACH Credit equal to or less than the dollar amount.
Notify only when an ACH Credit is created by a Company not found in the Approved List	You will receive an ALERT for ACH Credits that do not meet the parameters of a Company on the Approved List. You will not receive an ALERT for ACH Credits that meet the parameters of a Company on the Approved List.

9: Either leave the default configuration as Notify for all ACH Credits or select another Notification Condition.

10: Click Next to go to the Confirm page



11: Review the Account(s), Contact(s) and Condition. To make a change, click Back.

12: Click Save.

- Success Message: Notification Rules have been configuration successfully.
- Click Start Over to go to the Selection page or navigate to another page.
- If the default Notification Rules have been change, the Account will no longer have *

13: In the Notification Rules, an Account added after Initial Setup will be included in the Account List and display for the Client Users that have access to that Account.

Setup: Approved List

APPROVED LIST DEFINITIONS

Trusted Trading Partners that you have authorized for ACH Credit payment may be added to the Approved List.

ALERT

If the Account Notification Condition is “Notify only when an ACH Credit is created by a Company not found in the Approved List”:

- You will receive an ALERT for transactions that do not meet the parameters of a Company on the Approved List.
- You will not receive an ALERT for transactions that meet the parameters of a Company on the Approved List.

Review the Notification Conditions if the Account Notification Condition is not “Notify only when an ACH Credit is created by a Company not found in the Approved List”.

TRANSACTION STATUS

Account set to Pay All:

- The file load status is Pay System for transactions that do not meet the parameters of a Company on the Approved List.
- The file load status is Approved List Pay for transactions that do meet the parameters of a Company on the Approved List.

Account set to Return All:

- The file load status is Return – System for transactions that do not meet the parameters of a Company on the Approved List.
- The file load status is Approved List Pay for transactions that do meet the parameters of a Company on the Approved List.

APPROVED LIST FIELD DEFINITIONS

Company ID

- Required Field
- Field validated as exact match
- Maximum of 10 characters including spaces
- Valid characters are:
- A-Z a-z 0-9
    - dash –
    - period .
    - number sign #
    - comma ,
    - space
    - underscore _

Company Name:

- Optional Field
- Field is not validated
- Maximum of 16 characters including spaces

Max Amount:

- Optional Field; however, it is recommended to enter an amount
- Values:
- Blank: any amounts meet the parameters
- Zero: no amount meets the parameters
- Highest amount: $99,999,999.99
- The transaction meets the parameters when the amount is less than or equal to the Max Amount.
- The transaction does not meet the parameters when the amount is greater than the Max Amount.

Frequency:

- Values for a given period:
  - Select: Frequency not applied
  - DAILY: 1 business day
  - WEEKLY: 7 calendar days
  - BIWEEKLY: 14 calendar days
  - MONTHLY: Monthly date to date
  - QUARTERLY: Quarterly date to date
  - YEARLY: Yearly date to date
- Date to Date exceptions:
  - January 29, 30, 31 in a non-leap year: February 28
  - January 30, 31 in a leap year: February 29
  - March 31: April 30
  - May 31: June 30
  - August 31: September 30
  - October 31: November 30
- If multiple transactions are on a file the sort order is highest to lowest dollar value.
  - If the transaction with the highest dollar value exceeds the Maximum Amount, all transactions on the file are not approved.
  - If the transaction with the highest dollar value is equal to or less than the Maximum Amount, that transaction is approved and all other transactions on the file are not approved.
- Counter
  - The counter begins with the file transaction received after the Company and Account is added to the Approved List regardless if the transaction meets or does not meet the parameters of the Approved List.
  - The counter resets with every transaction received after the Company and Account is added to the Approved List regardless if the transaction meets or does not meet the parameters of the Approved List.

Start Date:

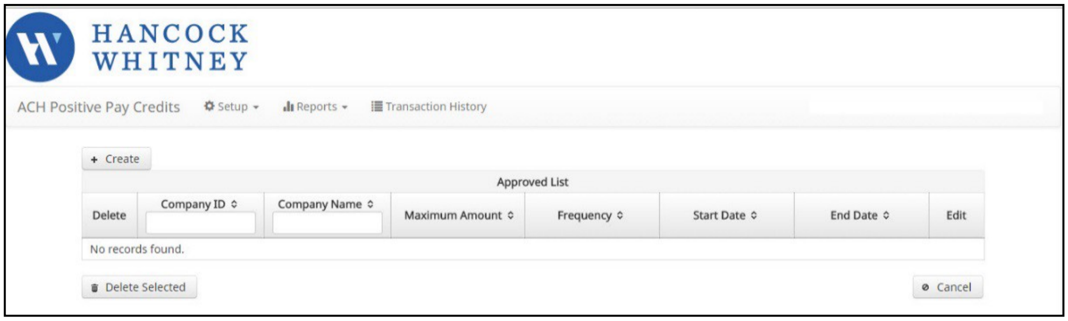
- Required Field
- Field is validated
- Format mm/dd/yyyy
- Start Date: business date of the file load
  - The transaction meets the parameters when the date is equal to or after the Start Date.
  - The transaction does not meet the parameters when the date is before the Start Date.

End Date

- Format mm/dd/yyyy
- End Date: business date of the file load
  - The transaction meets the parameters when the date is equal to or before the End Date.
  - The transaction does not meet the parameters when the date is after the End Date.
  - The transaction meets the parameters when the file is blank.

Add a Company to the Approved List

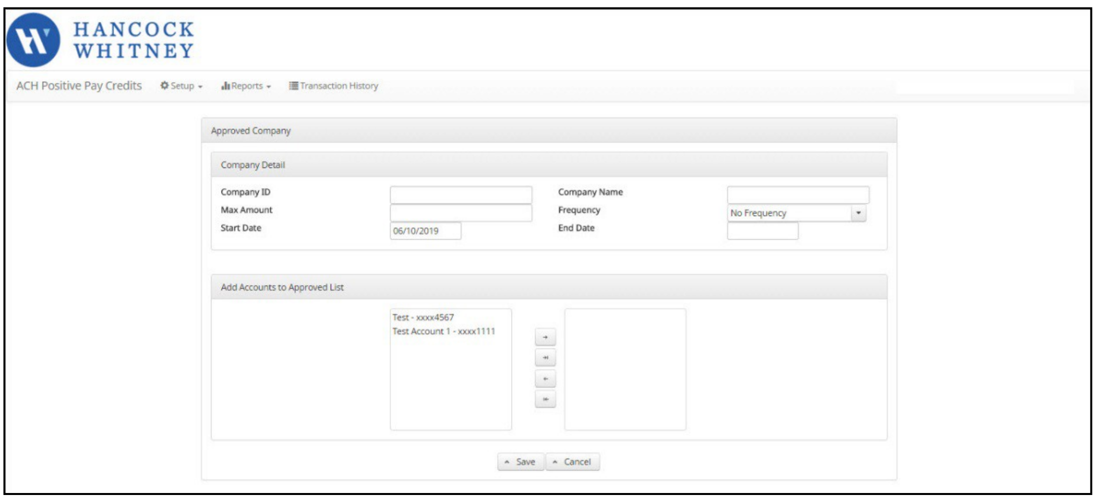
1: Click Setup then Approved List to open the Approved List page.



2: Click Create to open the Approved Company page.

3: Click in the Company ID box. Type the Company ID.

4: The Company Name is an optional field. Click in the Company Name box. Type the Company Name.



5: Click in the Max Amount box. Type the Maximum Dollar Amount. If left blank any amount is acceptable.

6: Frequency is an optional field. Leave the default select to not apply the Frequency.

7: Use the frequency dropdown arrow to select DAILY, WEEKLY, BIWEEKLY, MONTHLY, QUARTERLY, or YEARLY.

8: Click in the Start Date box to open the calendar. Select the date.

9: End Date is an optional field. Click in the End Date box to open the calendar. Select the date.

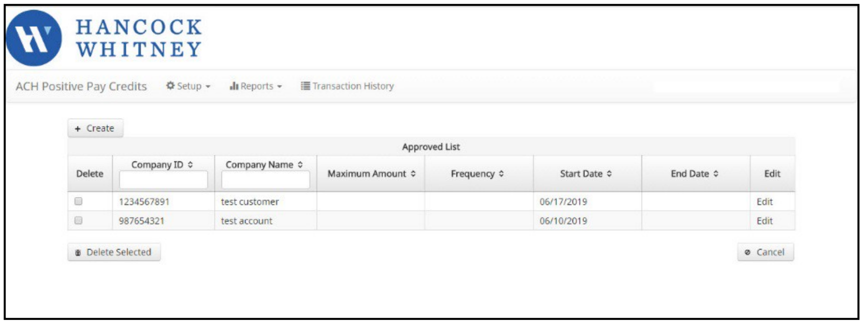
10: Select the Account(s) and use the arrows in the middle to move the Account(s) to the right.

11: Click Save.

- Success Message: Approved Company Saved Successfully.

Edit a Company on the Approved List

1: Click Setup then Approved List to open the Approved List page.



2: Locate the Company. Click Edit in the Edit Column to open the Approved Company page.

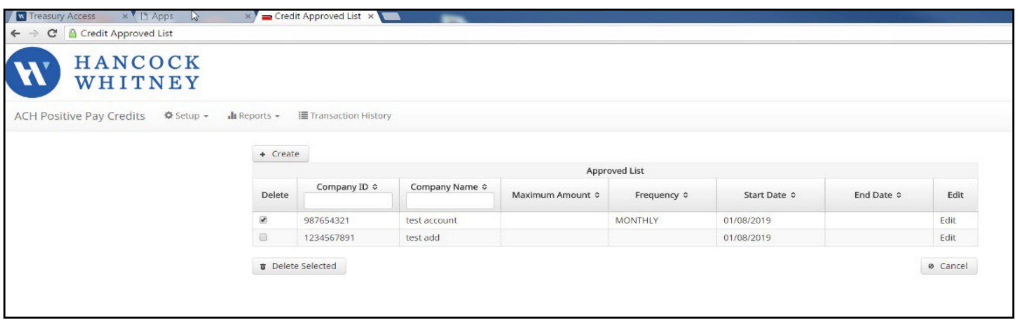
3: Edit the fields and Accounts as needed.

4: Click Save.

- Success Message: Approved Company Saved Successfully.

Delete a Company from the Approved List for All Accounts

1: Click Setup then Approved List to open the Approved List page.



2: Locate the Company. Check the box in the Delete Column. You may select more than one Company to delete.

3: Click Delete.

- Success Message: Approved Companies Deleted Successfully

Reports

Click the drop down arrow next to Reports in the menu bar to make report selection.

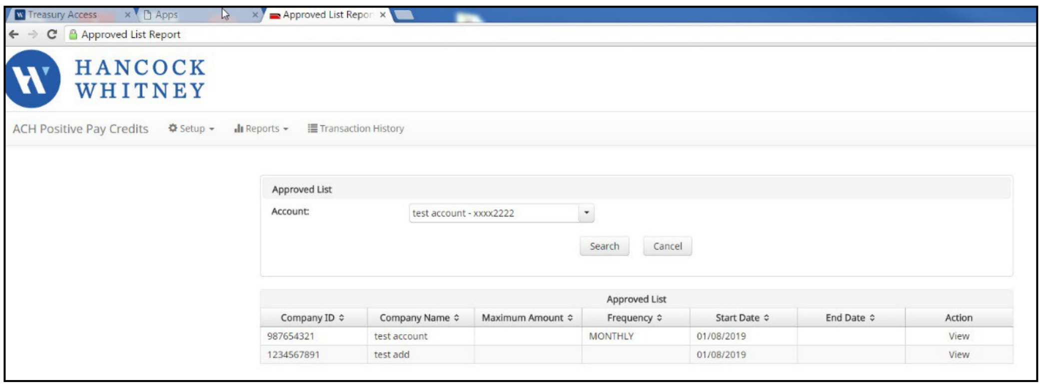
Approved List Reports

1: Click Reports then Approved List to open the Approved List Report; drop down menu allows user to search approved list entries by account number.

2: Select the account number from the drop down menu.

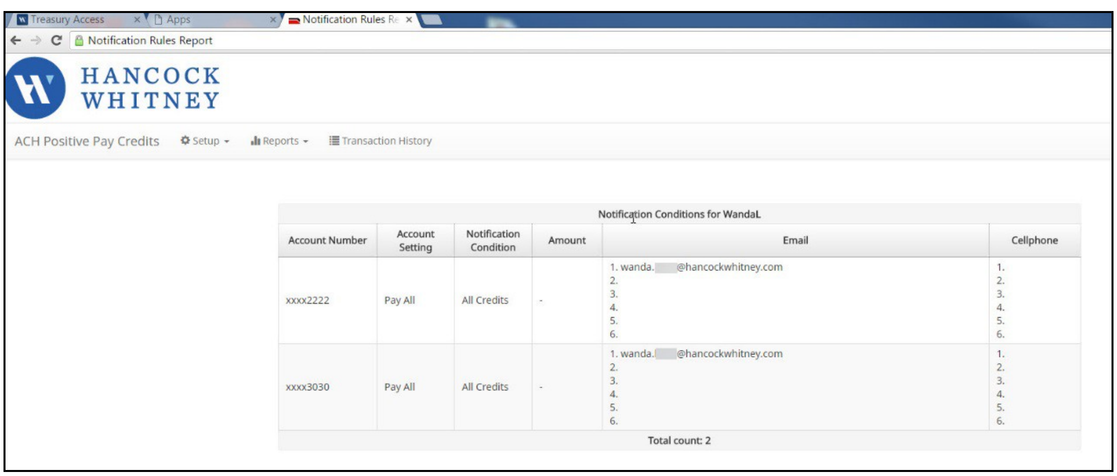
3: Click Search.

All approved list entries will appear for the account number selected. Click View under the Action column to view details of the company setup.



Notification Rules Report

1: Click Reports then Notification Rules Report to open the Notification Rules Report page.



2: The Notification Rules Report displays by the Account Number. The following chart provides description of each field in the report.

Condition	Explanation
Notify for all ACH Credits	You will receive an alert for every ACH Credit to your account.
Notify only when an ACH Credit is over	• Enter the dollar amount • You will receive an alert for all ACH Credits greater than the dollar amount • You will NOT receive an alert for an ACH Credit equal to or less than the dollar amount
	•
Notify only when an ACH Credit is received from a Company not on the Approved List or does not meet the parameters on the Approved List	You will receive an alert for ACH Credits • From a company not on the Approved List • That do not meet the parameters of a company on the Approved List You will not receive an alert for ACH Credits that meet the parameters of a company on the Approved List.

Transaction History

TRANSACTION STATUS FOR ACCOUNTS SET TO PAY ALL

- Transaction loads with status Pay – System if Company ID does not meet Approved List parameters.
- Transaction loads with status Approved List Pay if Company ID does meet Approved List parameters.
- Client User may change transaction status Pay - System to reject the transaction which will change the status to Return - User. This action must be performed within the Return Deadline Rules.
- Client User may change transaction status Approved List Pay to Reject the transactions which will change the status to Return - User. This action must be performed within the Return Deadline Rules.
- Client User may change transaction status Return – User to Accept the transaction which will change the status to Pay – User. This action must be performed before the end of day. Transactions with status Return – User after end of day cannot be changed to pay.
- Client User may change transaction status Pay – User to Reject the transaction which will change the status to Return – User. This action must be performed within the Return Deadline Rules.

TRANSACTION STATUS FOR ACCOUNTS SET TO RETURN ALL

- Transaction loads with status Return – System if Company ID does not meet Approved List parameters.
- Transaction loads with status Approved List Pay if Company ID does meet Approved List parameters.

- Client User may change transaction status Return – System to Accept the transaction which will change the status to Pay – User. This action must be performed before the end of day. Transactions with status Return – System after end of day cannot be changed to pay.

- Client User may change transaction status Approved List Pay to Reject the transaction which will change the status to Return – User. This action must be performed within the Return Deadline Rules.

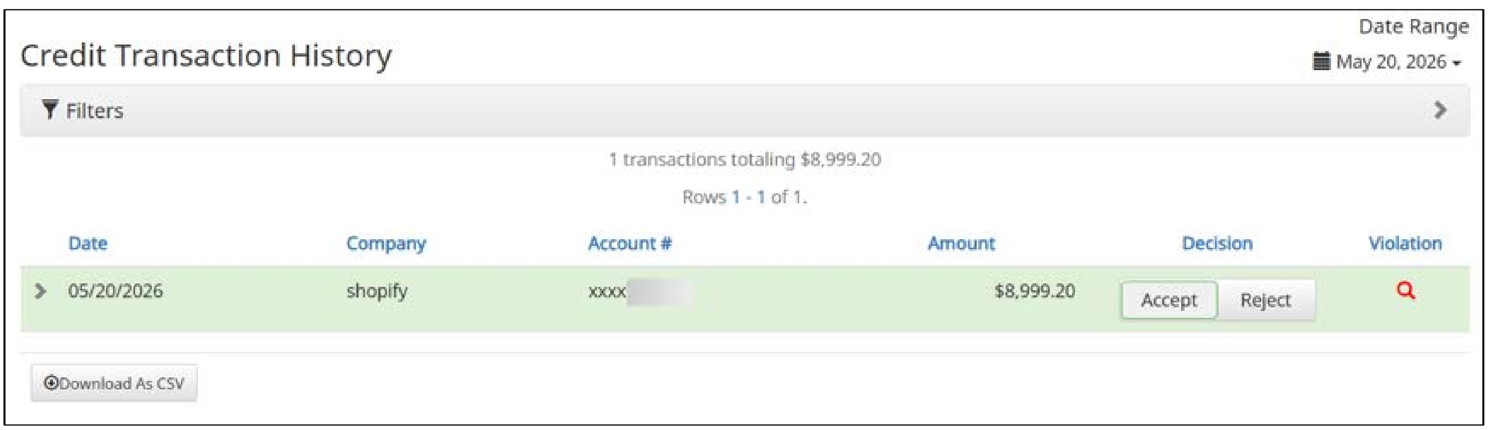
- Client User may change transaction status Return – User to Accept the transaction which will change the status to Pay – User. This action must be performed before the end of day. Transactions with status Return – User after end of day cannot be changed to pay.

- Client User may change transaction status Pay – User to Reject the transaction which will change the status to Return – User. This action must be performed within the Return Deadline Rules.

Credit Transaction History

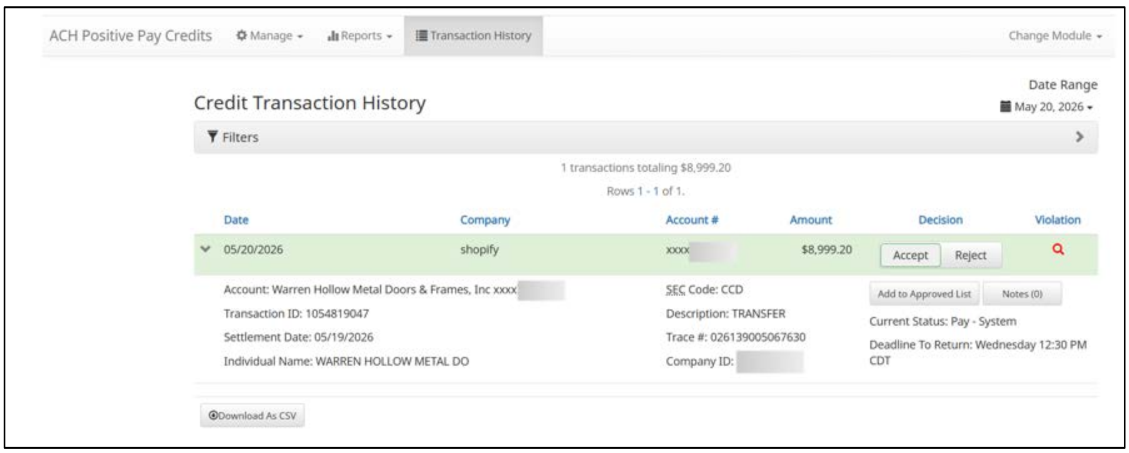
1: Click Transaction History to open the Credit Transaction History page. Transactions display based on the date shown below the Date Range.

2: Click Accept or Reject under the Decision Column to change status of the transaction.

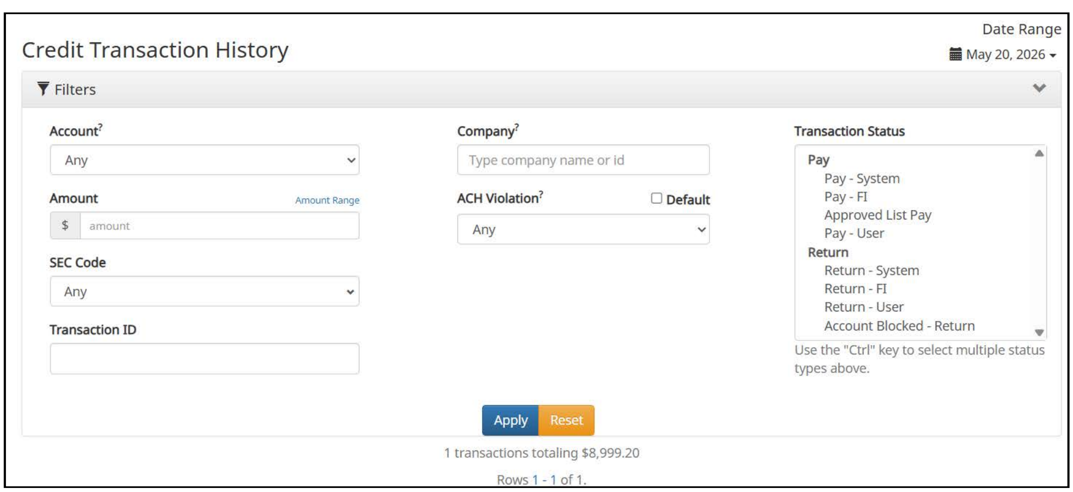


STATUS	CHANGE STATUS
Pay – System	Reject – User
Pay – User	Reject – User
Approved List Pay	Reject – User
Return – System	Accept – User
Return – User	Accept – User
Pay– FI	Accept – User
Return – FI	Accept – User

3: Click on the “>” sign next to the transaction to see detailed information about the selected transaction. You can also add the company to the Approved List.



4: Click on Filters to customize your search options on the Transaction history screen.



Multiple fields are available to customize your search. Enter data in desired field click Apply. Click Reset to clear filter.

- Minimum Amount: Type the Minimum Dollar Amount.
- Maximum Amount: Type the Maximum Dollar Amount.
- Companies: Type the Company Name.
- Transaction Status:
  - Pay – System: File Load Status of Transaction from Account set to Pay All.
  - Pay – User: Client User Change Status from Return – System or Return User.
  - Approved List Pay: File Load Status of Transaction from Account set to Return All or from Account set to Pay All and the Transaction met the parameters of the Company on Approved List.
  - Pay-FI: FI User changes status from Return-System or Return User
  - Return – System: File Load Status of Transaction from Account set to Return All
  - Return – User: Client User change Status from Pay – System or Pay – User or Approved List Pay
  - Return-FI: FI User change status from Pay-System or Pay-User or Approved List Pay
- Account Number: Type an account name or last 4 digits of the number.
- Date Range: Select Date Range to search for transactions on a specific Date or Date Range.

Transaction History: Add to Approved List

Trusted Trading Partners that you have authorized for ACH Credit payment may be added to the Approved List.

ALERT

If the Account Notification Condition is “Notify only when an ACH Credit is created by a Company not found in the Approved Company List.”:

- You will receive an ALERT for transactions that do not meet the parameters of a Company on the Approved List.
- You will not receive an ALERT for transactions that meet the parameters of a Company on the Approved List.

Review the Notification Conditions in Section 3.1 if the Account Notification Condition is not "Notify only when an ACH Credit is created by a Company not found in the Approved Company List."

TRANSACTION STATUS

Account set to Pay All:

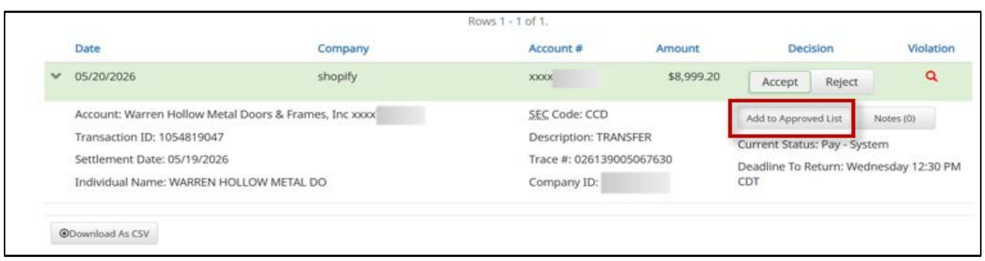
- The file load status is Pay – System for transactions that do not meet the parameters of a Company on the Approved List.
- The file load status is Approved List Pay for transactions that do meet the parameters of a Company on the Approved List.

Account set to Return All:

- The file load status is Return – System for transactions that do not meet the parameters of a Company on the Approved List.
- The file load status is Approved List Pay for transactions that do meet the parameters of a Company on the Approved List.

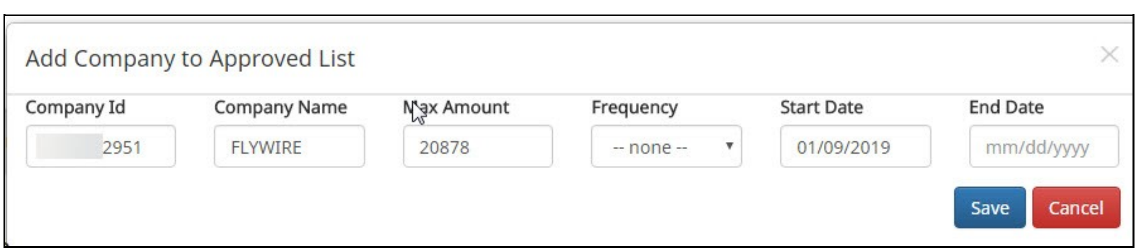
1: The user can add a company to the Approved List when choosing to Pay a transaction when selecting the Accept button under the decision column.

Or



2: Click Add to Approved List to open the Add Company to Approved List Window.

3: Click Save



Field	Description	Can be Modified
Company ID	Populated with data in the transaction	
Company Name	Populated with data in the transaction	
Max Amount	Populated with amount of transactions	√
Frequency	Left blank	√
Start Date	Populated with date of transaction	√
End Date	Left blank	√

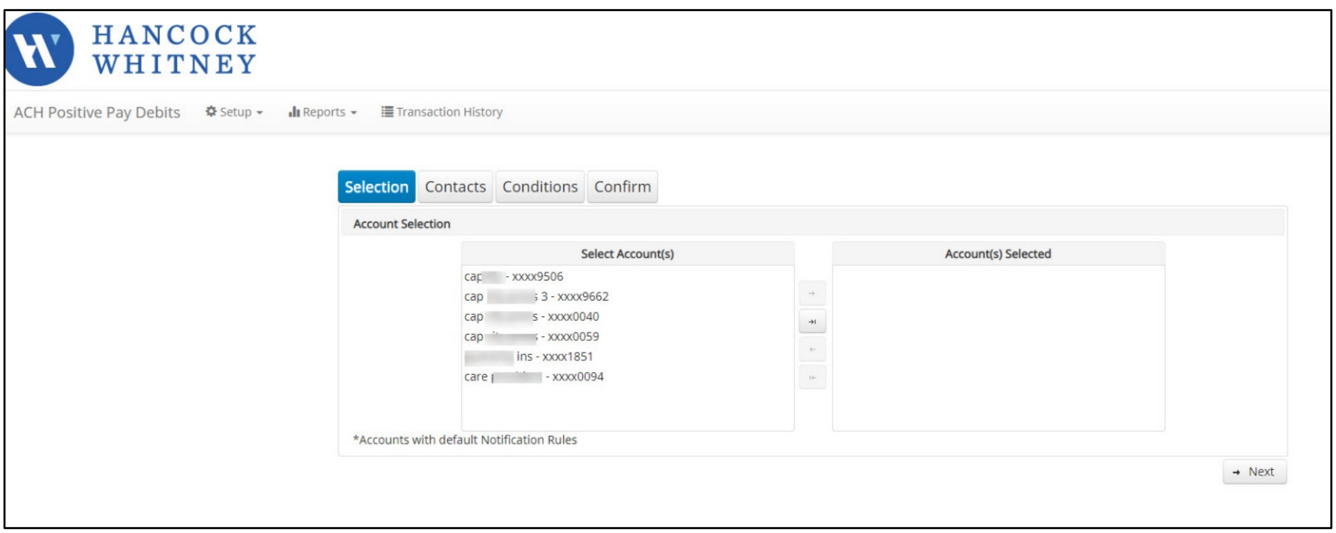
Debit Module

SETUP: NOTIFICATION RULES NOTIFICATION METHOD AND CONDITION

- The Notification Methods are Emails or Text messages with the Email Address or cell phone number defaulted to the Clients Primary Contact.
- The Notification Condition is Notify for all Debits.
- The Client Primary Contact may be replaced and/or additional contacts may be added and the Notification Condition may be changed.
- Cell Phones may be used for notifications.

For ACH Positive Pay Debit Notifications

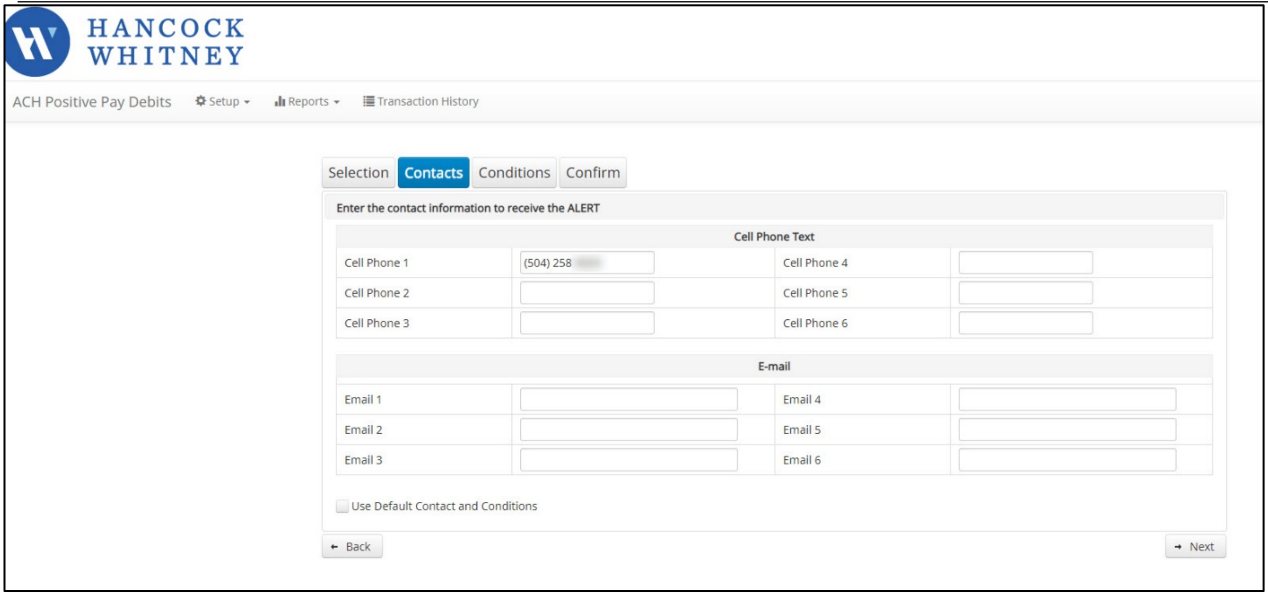
1: Click on Setup then select, Notification Rules to open the Account Selection page. The Select Account(s) is a listing of all Account Numbers the User has access to.



Note: Account Numbers with an * have the default Notification Rule Email

2: Select Accounts and use the arrows in the middle to move the Account Number(s) to the Account(s) Selected section.

3: Click Next to go to the Contacts page



4: Contact Phone Text – To add a Cell Phone number, click in the Cell Phone 1 box. Type the 10-digit cell phone number. You may add up to 6 cell phone numbers to receive a Text ALERT.

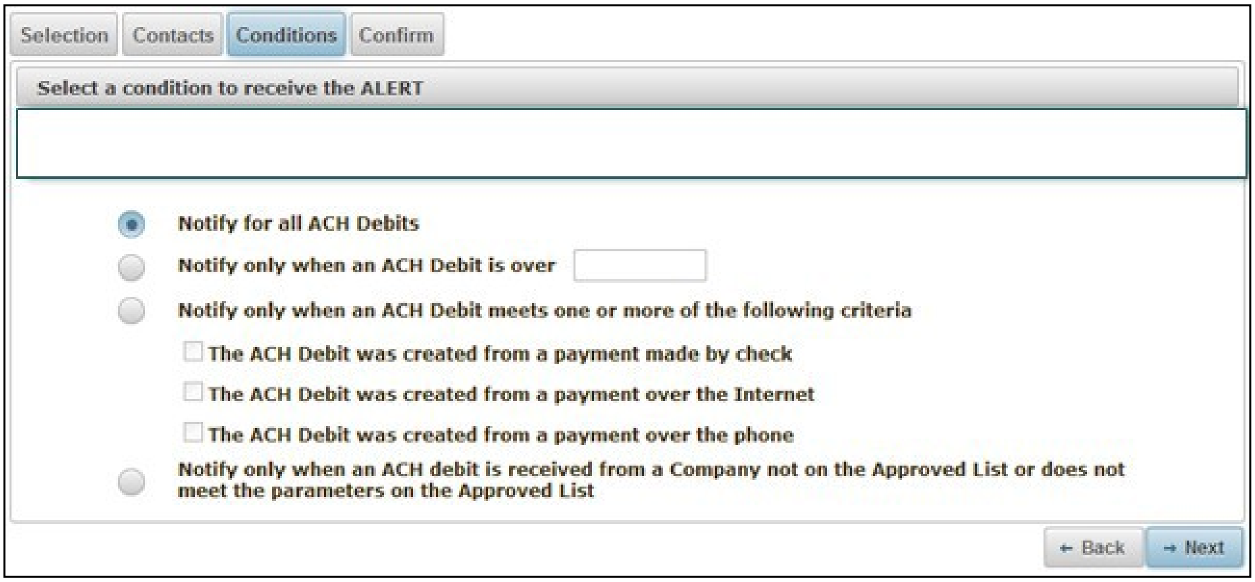
5: E-mail – To replace the Primary Contact email, type the new email address in Email1.

You may enter up to 6 email addresses to receive an email ALERT.

6: Click Next to go to the Conditions page.

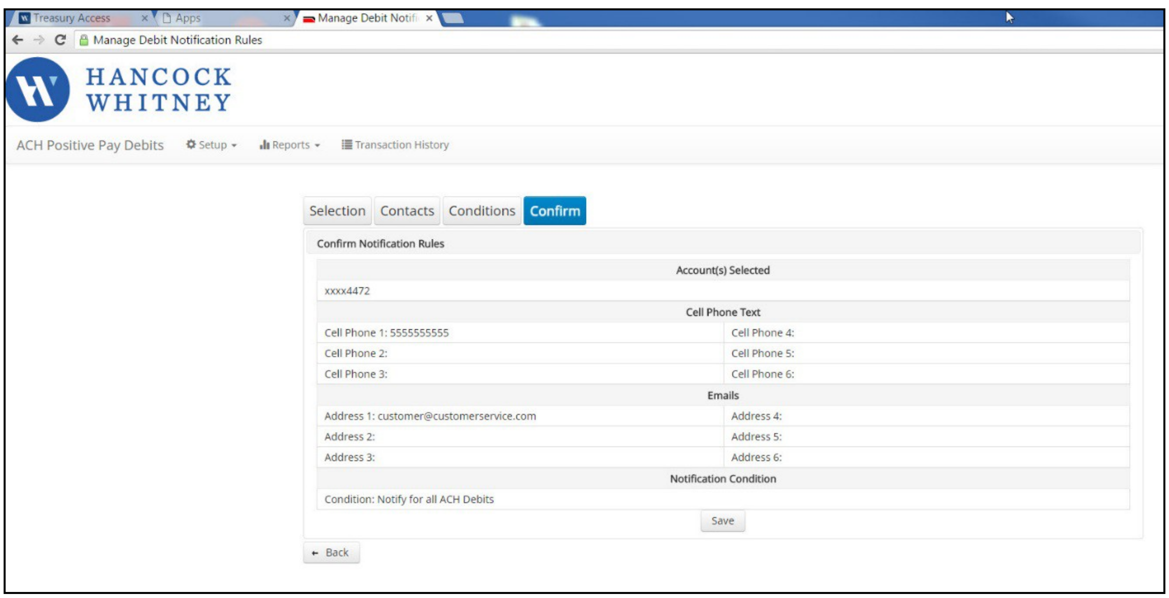
CONDITION	EXPLANATION
Notify for all ACH Debits.	You will receive an ALERT for every ACH Debit to your account.
Notify only when an ACH Debit is Over	Enter the dollar amount You will receive an ALERT for all ACH Debit greater than the dollar amount. You will not receive an ALERT for an ACH Debit equal to or less than the dollar amount.
Notify only when an ACH Debit meets one or more of the following criteria	You will receive an ALERT for the criteria you select. Select one, two or all three criteria: – Payment made by check – Payment made over the Internet – Payment made over the phone
Notify only when an ACH Debit is created by a Company not found in the Approved List	You will receive an ALERT for ACH Debits that do not meet the parameters of a Company on the Approved List. You will not receive an ALERT for ACH Debits that meet the parameters of a Company on the Approved List.

7: Select Notification Condition.



8: Click Next to go to the Confirm page.

9: Review the Account(s), Contact(s) and Condition. To make a change, click Back.



10: Click Save.

- Success Message: Notification Rules have been configuration successfully.
- Click Start Over to go to the Selection page or navigate to another page.
- If the default Notification Rules have been change, the Account will no longer have *

In the Notification Rules, an Account added after Initial Setup will be included in the Account List and display for the Client Users that have access to that Account.

Setup: Approved List

APPROVED LIST DEFINITIONS

Trusted Trading Partners that you have authorized for ACH Debit payment may be added to the Approved List.

ALERT

If the Account Notification Condition is “Notify only when an ACH Debit is created by a Company not found in the Approved List”:

- You will receive an ALERT for transactions that do not meet the parameters of a Company on the Approved List.
- You will not receive an ALERT for transactions that meet the parameters of a Company on the Approved List.

Review the Notification Conditions if the Account Notification Condition is not “Notify only when an ACH Debit is created by a Company not found in the Approved List”.

TRANSACTION STATUS

Account set to Pay All:

- The file load status is Pay System for transactions that do not meet the parameters of a Company on the Approved List.
- The file load status is Approved List Pay for transactions that do meet the parameters of a Company on the Approved List.

Account set to Return All:

- The file load status is Return – System for transactions that do not meet the parameters of a Company on the Approved List.
- The file load status is Approved List Pay for transactions that do meet the parameters of a Company on the Approved List.

APPROVED LIST FIELD DEFINITIONS

Company ID
- Required Field
- Field validated as exact match
- Maximum of 10 characters including spaces
- Valid characters are:
- A-Z a-z 0-9
  - dash –
  - period .
  - number sign #
  - comma ,
  - space
  - underscore _

Company Name:
- Optional Field
- Field is not validated
- Maximum of 16 characters including spaces

Max Amount:
- Optional Field; however, it is recommended to enter an amount
- Values:
- Blank: any amounts meet the parameters
- Zero: no amount meets the parameters
- Highest amount: $99,999,999.99
- The transaction meets the parameters when the amount is less than or equal to the Max Amount.
- The transaction does not meet the parameters when the amount is greater than the Max Amount.

Frequency:

- Values for a given period:
  - Select: Frequency not applied
  - DAILY: 1 business day
  - WEEKLY: 7 calendar days
  - BIWEEKLY: 14 calendar days
  - MONTHLY: Monthly date to date
  - QUARTERLY: Quarterly date to date
  - YEARLY: Yearly date to date
- Date to Date exceptions:
  - January 29, 30, 31 in a non-leap year: February 28
  - January 30, 31 in a leap year: February 29
  - March 31: April 30
  - May 31: June 30
  - August 31: September 30
  - October 31: November 30
- If multiple transactions are on a file the sort order is highest to lowest dollar value.
  - If the transaction with the highest dollar value exceeds the Maximum Amount, all transactions on the file are not approved.
- Counter
- If the transaction with the highest dollar value is equal to or less than the Maximum Amount, that transaction is approved and all other transactions on the file are not approved.

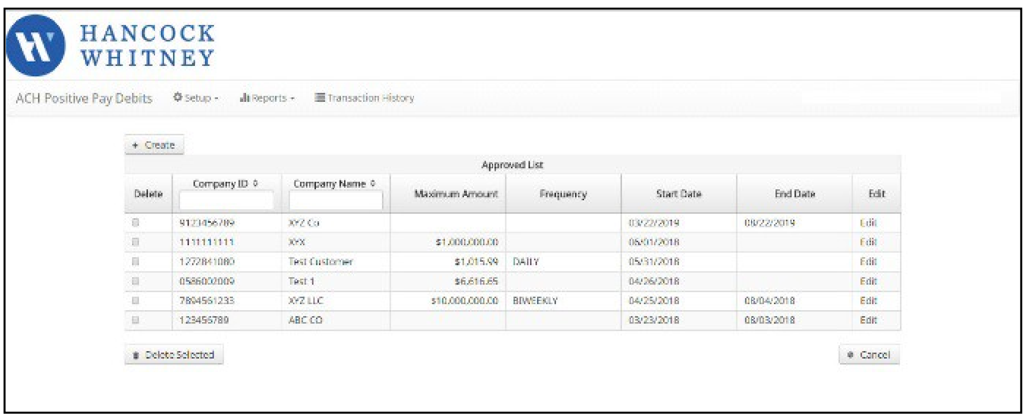
- The counter begins with the file transaction received after the Company and Account is added to the Approved List regardless if the transaction meets or does not meet the parameters of the Approved

List.

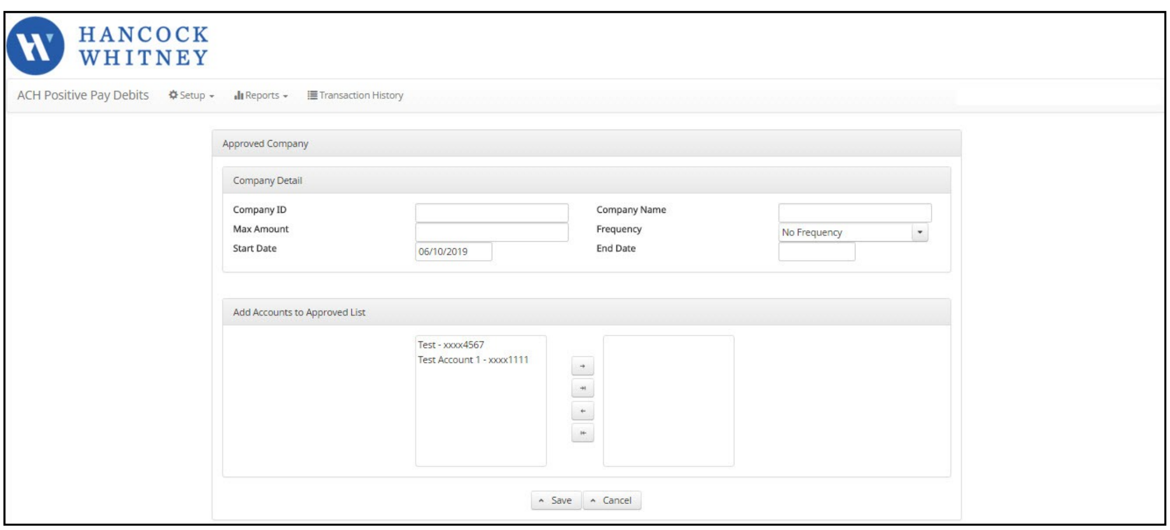
- The counter resets with every transaction received after the Company and Account is added to the Approved List regardless if the transaction meets or does not meet the parameters of the Approved List.
- Start Date:
  - o Required Field
  - o Field is validated
  - o Format mm/dd/yyyy
  - o Start Date: business date of the file load
    - ▪ The transaction meets the parameters when the date is equal to or after the Start Date.
    - ▪ The transaction does not meet the parameters when the date is before the Start Date.
- End Date
  - o Format mm/dd/yyyy
  - o End Date: business date of the file load
    - ▪ The transaction meets the parameters when the date is equal to or before the End Date.
    - ▪ The transaction does not meet the parameters when the date is after the End Date.
    - ▪ The transaction meets the parameters when the file is blank.

Add a Company to the Approved List

1: Click Setup then Approved List to open the Approved List page.



2: Click Create to open the Approved Company page.



3: Click in the Company ID box. Type the Company ID.

4: The Company Name is an optional field. Click in the Company Name box. Type the Company Name.

5: Click in the Max Amount box. Type the Maximum Dollar Amount. If left blank any amount is acceptable.

6: Frequency is an optional field. Leave the default select to not apply the Frequency.

7: Use the frequency dropdown arrow to select DAILY, WEEKLY, BIWEEKLY, MONTHLY, QUARTERLY, or YEARLY.

8: Click in the Start Date box to open the calendar. Select the date.

9: End Date is an optional field. Click in the End Date box to open the calendar. Select the date.

10: Select the Account(s) and use the arrows in the middle to move the Account(s) to the right.

11: Click Save.

- Success Message: Approved Company Saved Successfully.

Edit a Company on the Approved List

1: Click Setup then Approved List to open the Approved List page.

+ Create

Approved List

Delete	Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Edit
☐	987654321	test company	$200,000.00		01/08/2019		Edit
☐	1234567891	test add			01/08/2019		Edit

Delete Selected

Cancel

2: Locate the Company. Click Edit in the Edit Column to open the Approved Company page.

3: Edit the fields and Accounts as needed.

4: Click Save.

– Success Message: Approved Company Saved Successfully.

Delete a Company from the Approved List for All Accounts

1: Click Setup then Approved List to open the Approved List page.

+ Create

Approved List

Delete	Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Edit
☑	987654321	test company	$200,000.00		01/08/2019		Edit
☐	1234567891	test add			01/08/2019		Edit

Delete Selected

Cancel

2: Locate the Company. Check the box in the Delete Column. You may select more than one Company to delete.

3: Click Delete.

4: Success Message: Approved Companies Deleted Successfully

Reports

Click the drop down arrow next to Reports in the menu bar to make report selection.

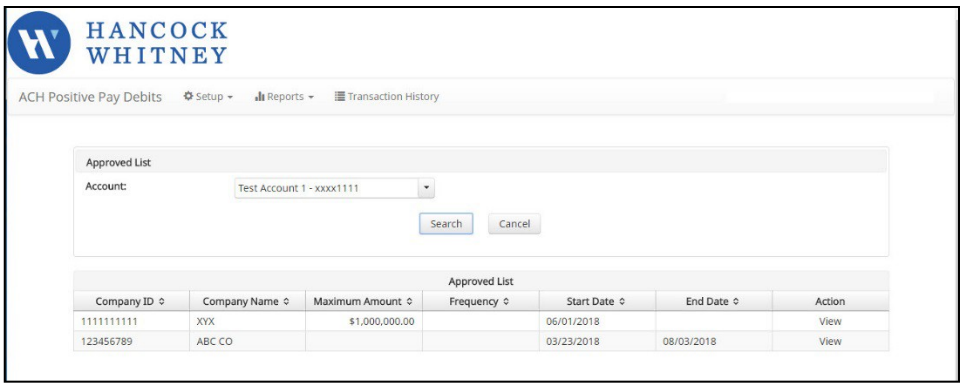
APPROVED LIST REPORTS

1: Click Reports then Approved List to open the Approved List Report; drop down menu allows user to search approved list entries by account number.

2: Select the account number from the drop down menu.

3: Click Search.

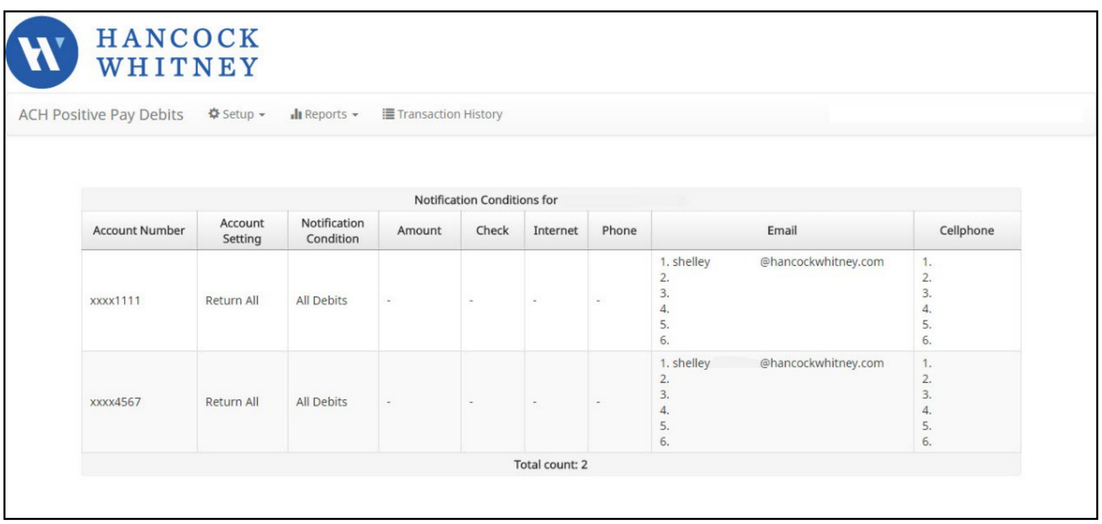
All approved list entries will appear for the account number selected. Click View under the Action column to view details of the company setup.



Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Action
1111111111	XYX	$1,000,000.00		06/01/2018		View
123456789	ABC CO			03/23/2018	08/03/2018	View

Notification Rules Report

1: Click Reports then Notification Rules Report to open the Notification Rules Report page.



Account Number	Account Setting	Notification Condition	Amount	Check	Internet	Phone	Email	Cellphone
xxxx1111	Return All	All Debits	-	-	-	-	1. shelley @hancockwhitney.com 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.
xxxx4567	Return All	All Debits	-	-	-	-	1. shelley @hancockwhitney.com 2. 3. 4. 5. 6.	1. 2. 3. 4. 5. 6.

Total count: 2

2: The Notification Rules Report displays by the full Account Number. The following chart provides description of each field in the report.

Field	Description
Account Number	The full Account Number
Account Setting	• Pay All • Return All
Notification Condition	• All Debits • Debit Only with the Debit Amount • Company Not in Approved List
Debit Amount	If Notification Condition is Debit Only with the Debit Amount, the amount entered will be displayed.
Check	• If Notification Condition is ACH Debits with Check/Internet/Phone is selected • If Check is selected, Y will be present
Internet	• If Notification Condition is ACH Debits with Check/Internet/Phone is selected • If Internet is selected, Y will be present
Phone	• If Notification Condition is ACH Debits with Check/Internet/Phone is selected • If Phone is selected, Y will be present
Email	Email address(es) that will receive email ALERTs
Cellphone	Cellphone numbers(s) that will receive email ALERTs

Transaction History

TRANSACTION STATUS

TRANSACTION STATUS FOR ACCOUNTS SET TO PAY ALL

- Transaction loads with status Pay – System if Company ID does not meet Approved List parameters.

- Transaction loads with status Approved List Pay if Company ID does meet Approved List parameters.

- Client User may change transaction status Pay - System to return the transaction which will change the status to Return - User. This action must be performed within the Return Deadline Rules.

- Client User may change transaction status Approved List Pay to return the transactions which will change the status to Return - User. This action must be performed within the Return Deadline Rules.

- Client User may change transaction status Return – User to pay the transaction which will change the status to Pay – User. This action must be performed before the end of day.

  Transactions with status Return – User after end of day cannot be changed to pay.

- Client User may change transaction status Pay – User to return the transaction which will change the status to Return – User. This action must be performed within the Return Deadline Rules.

TRANSACTION STATUS FOR ACCOUNTS SET TO RETURN ALL

- Transaction loads with status Return – System if Company ID does not meet Approved List parameters.

- Transaction loads with status Approved List Pay if Company ID does meet Approved List parameters.

- Client User may change transaction status Return – System to pay the transaction which will change the status to Pay – User. This action must be performed before the end of day. Transactions with status Return – System after end of day cannot be changed to pay.

- Client User may change transaction status Approved List Pay to return the transaction which will change the status to Return – User. This action must be performed within the Return Deadline Rules.

- Client User may change transaction status Return – User to pay the transaction which will change the status to Pay – User. This action must be performed before the end of day.

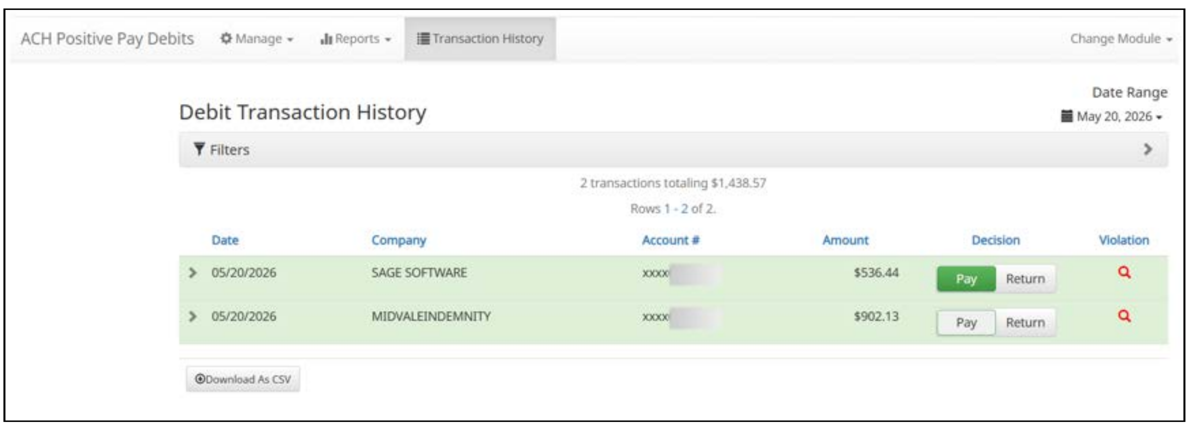
  Transactions with status Return – User after end of day cannot be changed to pay.

- Client User may change transaction status Pay – User to return the transaction which will change the status to Return – User. This action must be performed within the Return Deadline Rules.

Debit Transaction History

1: Click Transaction History to open the Debit Transaction History page. Transactions display based on the date shown below the Date Range.

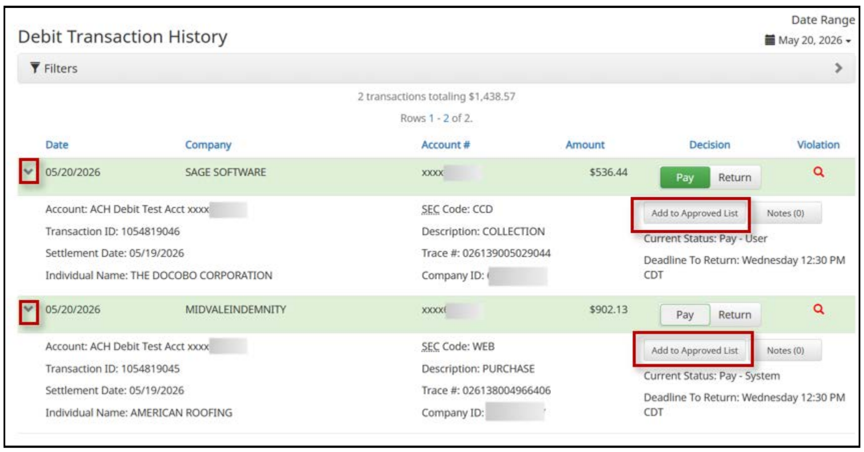
2: Click Pay or Return under the Decision Column to change status of the transaction.



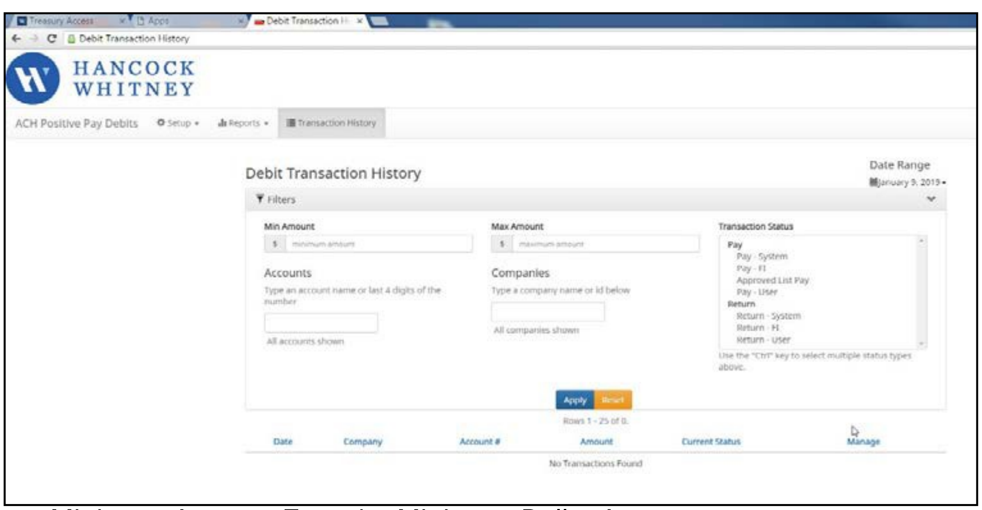
STATUS	CHANGE STATUS

Pay – System	Return – User
Pay – User	Return – User
Approved List Pay	Return – User
Return – System	Pay – User
Return – User	Pay – User
Pay– FI	Return – User
Return – FI	Pay – User

3: Click on the ">" sign next to the transaction to see detailed information about the selected transaction. You can also add the company to the Approved List



4: Click on Filters to customize your search options on the Transaction history screen. Multiple fields are available to customize your search. Enter data in desired field click Apply. Click Reset to clear filter.



- Minimum Amount: Type the Minimum Dollar Amount.
- Maximum Amount: Type the Maximum Dollar Amount.

- Companies: Type the Company Name.
- Transaction Status:
    - Pay – System: File Load Status of Transaction from Account set to Pay All.
    - Pay – User: Client User Change Status from Return – System or Return User.
    - Approved List Pay: File Load Status of Transaction from Account set to Return All or from Account set to Pay All and the Transaction met the parameters of the Company on Approved List.
    - Pay-FI: FI User changes status from Return-System or Return User
    - Return – System: File Load Status of Transaction from Account set to Return All
    - Return – User: Client User change Status from Pay – System or Pay – User or Approved List Pay
    - Return-FI: FI User change status from Pay-System or Pay-User or Approved List Pay

1. Account Number: Type an account name or last 4 digits of the number.
2. Date Range: Select Date Range to search for transactions on a specific Date or Date Range.

Transaction History: Add to Approved List

Trusted Trading Partners that you have authorized for ACH Debit payment may be added to the Approved List.

ALERT

If the Account Notification Condition is “Notify only when an ACH Debit is created by a Company not found in the Approved Company List.”:

- You will receive an ALERT for transactions that do not meet the parameters of a Company on the Approved List.
- You will not receive an ALERT for transactions that meet the parameters of a Company on the Approved List.

Review the Notification Conditions in Section 3.1 if the Account Notification Condition is not “Notify only when an ACH Debit is created by a Company not found in the Approved Company List.”

TRANSACTION STATUS

Account set to Pay All:

- The file load status is Pay – System for transactions that do not meet the parameters of a Company on the Approved List.
- The file load status is Approved List Pay for transactions that do meet the parameters of a Company on the Approved List.

Account set to Return All:

- The file load status is Return – System for transactions that do not meet the parameters of a Company on the Approved List.

- The file load status is Approved List Pay for transactions that do meet the parameters of a Company on the Approved List.

1: The user can add a company to the Approved List when choosing to Pay a transaction when selecting the Pay button under the manage column

2: Click Add to Approved List to open the Add Company to Approved List Window.

3: Click Save.

Field	Description	Can be Modified
Company ID	Populated with data in the transaction	
Company Name	Populated with data in the transaction	
Max Amount	Populated with amount of transactions	√
Frequency	Left blank	√
Start Date	Populated with date of transaction	√
End Date	Left blank	√