ACH POSITIVE PAY – REPORTS

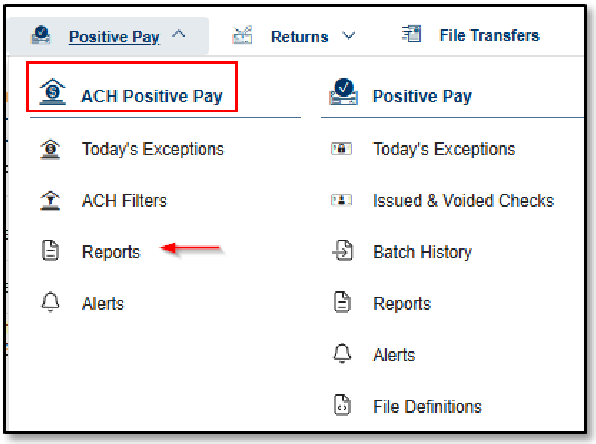
This guide provides instructions for generating reports on exception items and ACH filters.

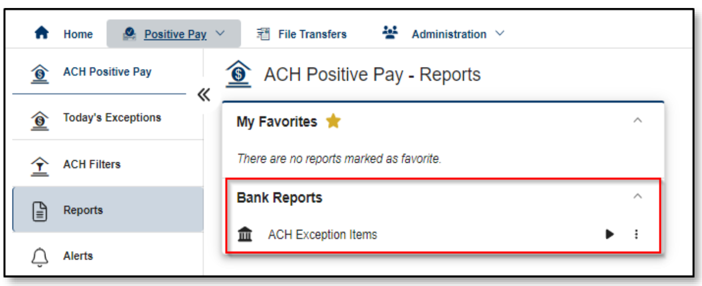
STEP 1: SELECTING A REPORT

There are two ways to pull ACH Positive Pay reports.

1. The top-level and left menus within the ACH Positive Pay area.

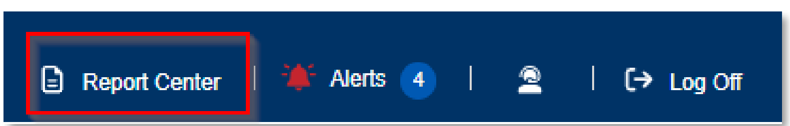
   - Click *ACH Positive Pay and* select *Reports*.

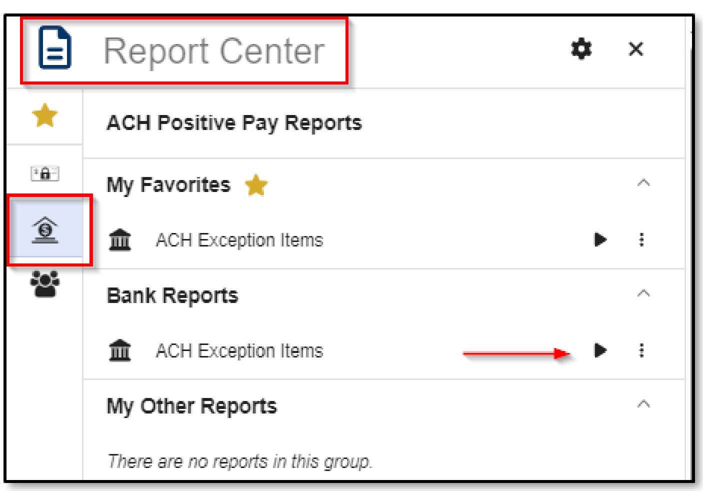


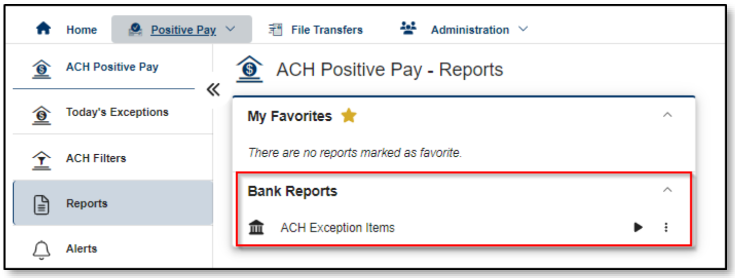


2. The **Report Center** under the ACH Positive Pay module.

   - Select *Report Center* from the top right banner bar,
   - Select *ACH Exception Items* icon under the Reports menu.

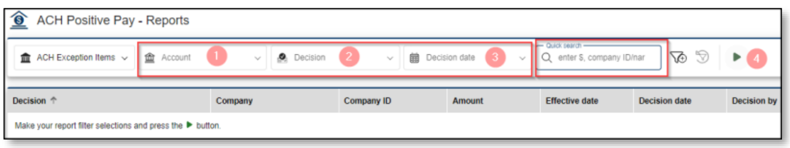






STEP 2: SELECT A REPORT:

The **ACH Exception Items report** provides ACH exceptions that have been paid or returned by date and the user(s) who decisioned the items.

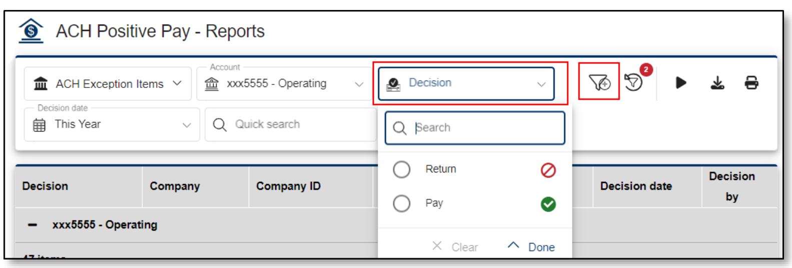


STEP 3: CUSTOMIZE REPORT USING FILTERS

Filters can be selected by Account, Decision (Paid or Returned), and the Posting Date which defaults to Last Month. Additional filters are available such as the ACH Company ID and Amount, which can be entered in the Quick Search field.

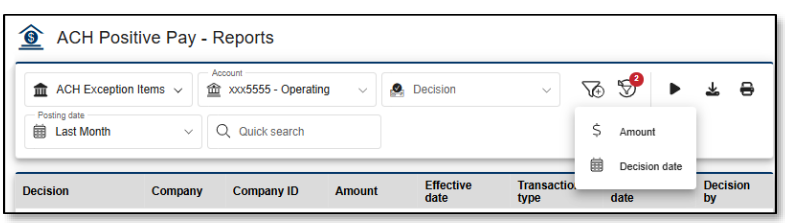
Using the drop-down selections at the top, select from the following fields to generate the Exception Items report.

- **Account:** Select an account from the list.
- **Decision:** Select Pay or Return, or leave blank to choose all.
- **Decision Date:** Search for a specific date or date range based on when an item posted to the account.



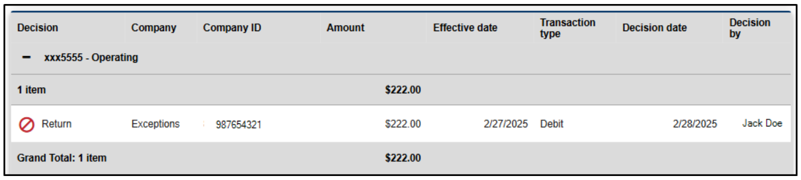
Additional fields within the **Quick Search:**

- **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 or Company Name:** Enter the Company ID associated with the transaction.
- The funnel icon also provides search on Amount or Decision Date.



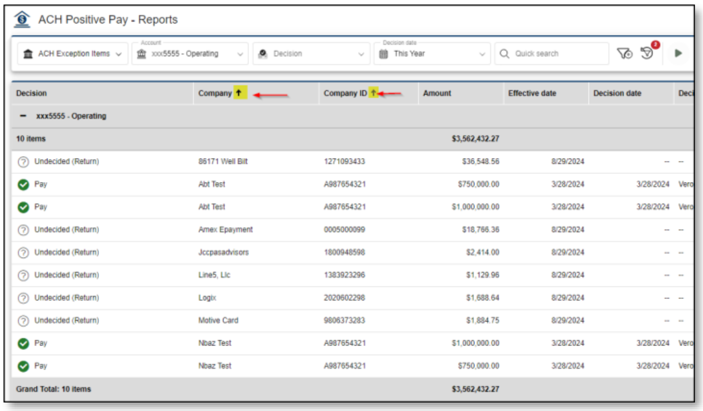
Click on the arrow icon to ▶ ***Run Report***.

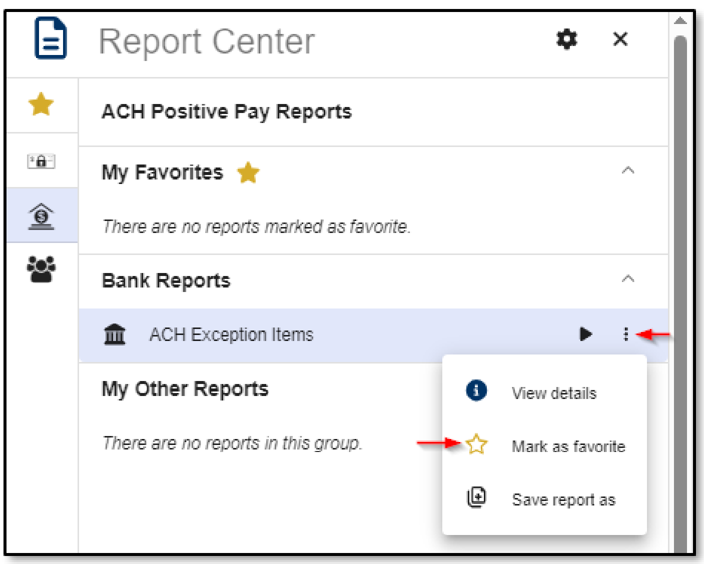
Note: Report screens will not run until the desired filters are applied.



Decision	Company	Company ID	Amount	Effective date	Transaction type	Decision date	Decision by
− xxx5555 - Operating							
1 item			$222.00				
Return	Exceptions	987654321	$222.00	2/27/2025	Debit	2/28/2025	Jack Doe
Grand Total: 1 item			$222.00				

Click in the column header to sort columns of data alphabetically or chronologically based on the data type.



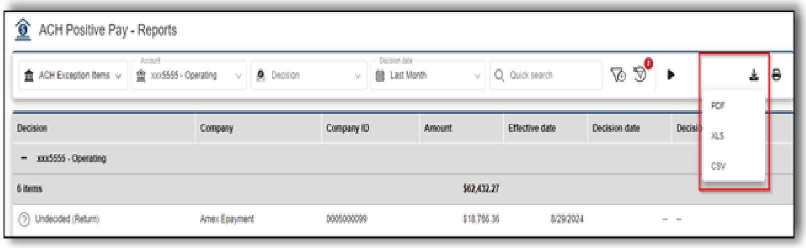


STEP 4: MARK AS FAVORITE REPORT *(OPTIONAL)*

Whether accessing reports from the ACH Positive Pay Reports menu or under the Report Center, it's easy to mark frequently used reports as a *Favorite*.

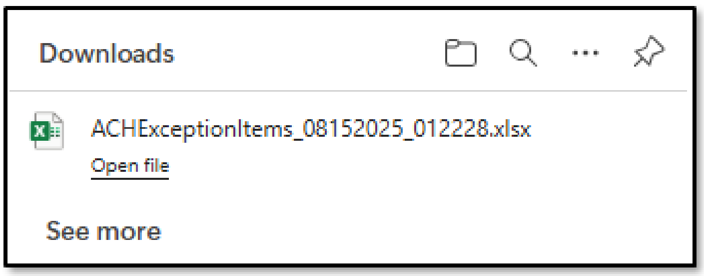
- Select the *ellipsis* to the right of the arrow. A pop-up will appear with more options.
- Click the star to "Mark as favorite". The ACH Exceptions Report will be added under My Favorites at the top of the Report Center menu.
- To remove a report from My Favorites, select the *star* once again.

STEP 5: DOWNLOAD A REPORT



Select the download icon at the top right of the menu bar, then select the report format from the drop-down window:

- PDF
- XLS (Excel)
- CSV



Open the downloaded file from the pop-up window and save to your computer.

Example Report (XLS)

ACH Exception Items

Run at 9/13/2024 12:07 PM

Account #	Company	Company ID	Amount	Effective Date	Transaction Type	Decision	Decision Date	Decisi
Operating - xxx5555			**$3,562,432.27**					
Operating - xxx5555	86171 WELL BILT	1271093433	$36,548.56	8/29/2024	Debit	Return	8/30/2024	
Operating - xxx5555	ABT Test	A987654321	$750,000.00	3/28/2024	Debit	Pay	3/28/2024	Veronica
Operating - xxx5555	ABT Test	A987654321	$1,000,000.00	3/28/2024	Debit	Pay	3/28/2024	Veronica
Operating - xxx5555	AMEX EPAYMENT	0005000099	$18,766.36	8/29/2024	Debit	Return	8/30/2024	
Operating - xxx5555	JCCPASADVISORS	1800948598	$2,414.00	8/29/2024	Debit	Return	8/30/2024	
Operating - xxx5555	Line5, LLC	1383923296	$1,129.96	8/29/2024	Debit	Return	8/30/2024	
Operating - xxx5555	Logix	2020602298	$1,688.64	8/29/2024	Debit	Return	8/30/2024	
Operating - xxx5555	Motive Card	9806373283	$1,884.75	8/29/2024	Debit	Return	8/30/2024	
Operating - xxx5555	NBAZ Test	A987654321	$1,000,000.00	3/28/2024	Debit	Pay	3/28/2024	Veronica
Operating - xxx5555	NBAZ Test	A987654321	$750,000.00	3/28/2024	Debit	Pay	3/28/2024	Veronica
Operating - xxx5555			**$3,562,432.27**					
Grand Totals:			**$3,562,432.27**					