

User guide

ACHAlert Positive Pay
Quick Reference Creating Your Approved Item
List & Block List

Approved Item List

To setup your approved item list, follow these steps:

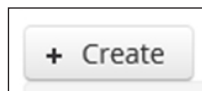
- Click on the down arrow next to “Change Module” and select either “ACHAlert” or “ACHAlert CR”.

The screenshot displays two panels for ACHAlert modules. The top panel is for 'ACHAlert CR' and the bottom panel is for 'ACHAlert TEST'. Both panels show a header with 'Manage Users', 'Reports', and 'Transaction View' on the left, and 'Change Module' on the right. The 'ACHAlert CR' panel shows 'End of Day Cut-Off Time: Monday 7:00 PM CST', 'Total ACH Credits \$0.00', 'Set to Pay \$0.00', 'Approved List Exceptions \$0.00', 'Set to Return \$0.00', and 'Block List Returns \$0.00'. The 'ACHAlert TEST' panel shows 'End of Day Cut-Off Time: Monday 7:00 PM CST', 'Total ACH Debits \$594,610.46', 'Set to Pay \$594,610.46', 'Approved List Exceptions \$594,610.46', 'Set to Return \$0.00', and 'Block List Returns \$0.00'. Transaction counts are shown in circles next to the values.

- Click on the down arrow next to “Manage” and select “Approved List”.

The screenshot shows the 'ACHAlert TEST' interface. The top navigation bar includes 'ACHAlert TEST', 'Manage', 'Reports', and 'Transaction History'. The 'Manage' dropdown menu is open, showing 'Notification Rules', 'Approved List', and 'Block List'. The main content area displays a 'Welcome' message and the instruction 'Please use the above menu'.

- Click “Create” to create an approved item.



Approved Item List

- Complete the fields and click “Save”.

Approved Company

Company Detail

Company ID: TEST01
Company Name: TEST INC
Max Amount: \$100,000.00
Frequency: No Frequency
Start Date: 04/27/2017
End Date:

Add Accounts to Approved List

OTA - xxxx2473
Test 2 - xxxx9493
Test IV - xxxx0523

Test 1 - xxxx0492

Save Cancel

- A confirmation message will display that reads “Approved Company Saved Successfully”.

Approved Company Saved Successfully

+ Create

Approved List

Delete	Company ID	Company Name	Maximum Amount	Frequency	Start Date	End Date	Edit
<input type="checkbox"/>	TEST01	TEST INC	\$100,000.00		04/27/2017		Edit

Delete Selected Cancel

Should secondary approval be required, a message is displayed that the approved company request has been submitted for approval.

A request has been submitted for approval

Approved Company

Once a company has been added to the approved list, you can Edit or Delete the company from the approved list screen.

Block List Report

The Block List Report allows clients to specify company's the DO NOT want to debit their account. It works just like the approved list but in reverse. However, at this time there are no notification conditions specific to the block list.

+ Create

Block List

Delete	Company ID ↕	Company Name ↕	Start Date	End Date	Edit
<input type="checkbox"/>	123456789	Company	07/20/2023		Edit

Delete Selected Cancel

Similar to the approved list, should secondary approval be required, a message is displayed that the blocked company request has been submitted for approval.

i A request has been submitted for approval

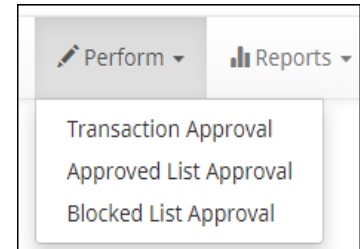
Blocked Company

Approvals

Should new items to the Approved List or Block List require secondary approval, they must be approved before they can be recognized in these lists.

To approve these items, follow these steps:

- Click on the down arrow next to “Change Module” and select either “ACHAlert” or “ACHAlert CR”.
- Click “Perform” and select either “Approved List Approval” or “Blocked List Approval”.



The remaining steps are the same for both list approvals.

- Select the check box next to the Company ID.
- Doing so enables the buttons below.
- Click “Approve” to proceed adding the company to the list.
- Click “Deny” to **not** add the company to the list.

Blocked List Approval

Rows 1 - 1 of 1.

<input checked="" type="checkbox"/>	Company ID: 546879213	Created	Requested	TMM TESTER
	Requested TMM New Company 08/10/2023	Company Details Company Name Start Date End Date	Existing	Accounts Added xxxx4835

Approved List Approval

Rows 1 - 2 of 2.

<input checked="" type="checkbox"/>	Company ID: 258147369	Created	Requested	TMM TESTER
	Requested TMM Same Company 08/10/2023	Company Details Company Name Maximum Amount Frequency Start Date End Date	Existing	Accounts Added xxxx4857

<input checked="" type="checkbox"/>	Company ID: 321654987	Created	Requested by:	TMM TESTER
	Requested TMM Company 08/10/2023	Company Details Company Name Maximum Amount Frequency Start Date End Date	Existing	Accounts Added xxxx7181

