User guide

ACHAlert Positive Pay
Quick Reference Item Decisioning & Reporting

BOK FINANCIAL

Item Decisioning & Reporting

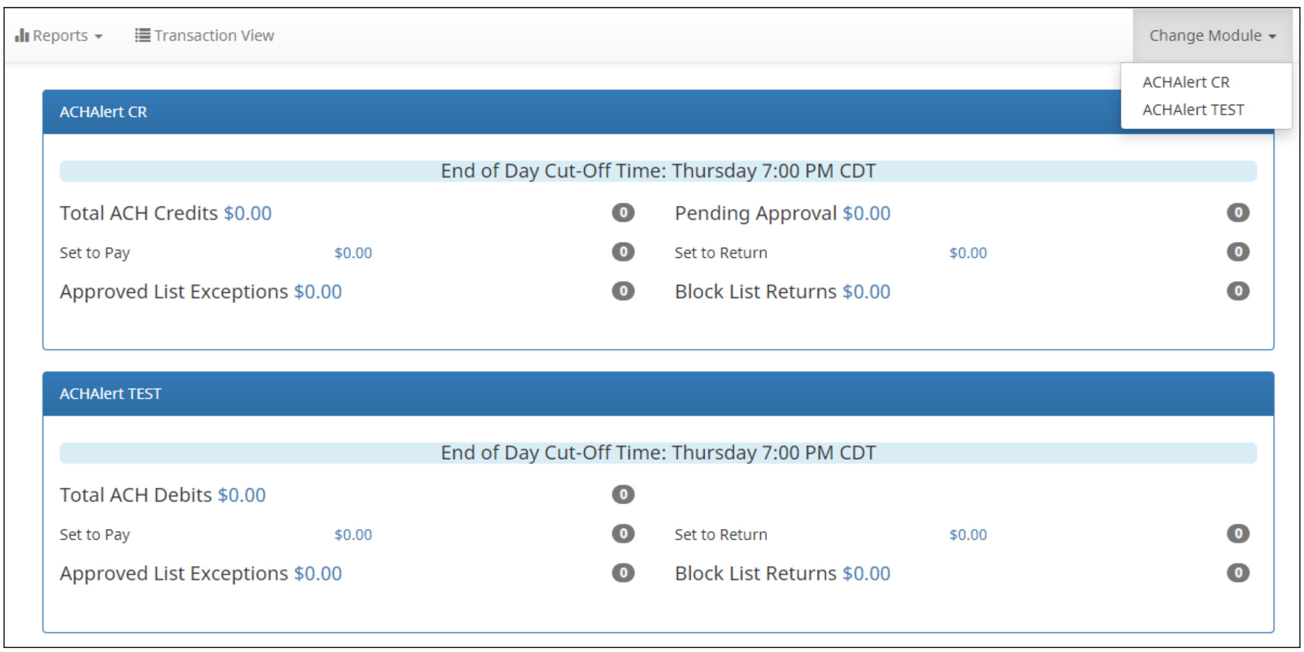
View Transaction History Screen

From the Transaction History screen you can:

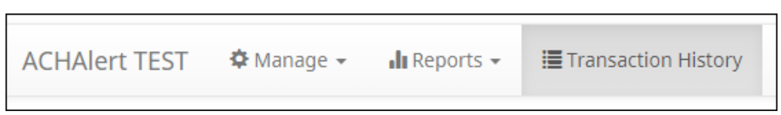
- Make your daily decisions regarding ACH Debits, ACH Credits or both (depending on the service(s) you have selected).
- Change the status of an item from pay to return.
- Make decisions until the cut-off time which is 7:00 p.m. (CT).
- Add items to the approved list.
- Search for a specific item or all items for a particular date or a range of dates.
- Limit your search to a specific account number or a specific decision status.

NOTE: Additionally, for items that require a Written Statement of Unauthorized Debit, this form will be generated from the Transaction History screen and will need to be completed to facilitate certain returns.

- Click on the down arrow next to "Change Module" and select "ACHAlert" or "ACHAlert CR"**.**



- Click on the "Transaction History" option.

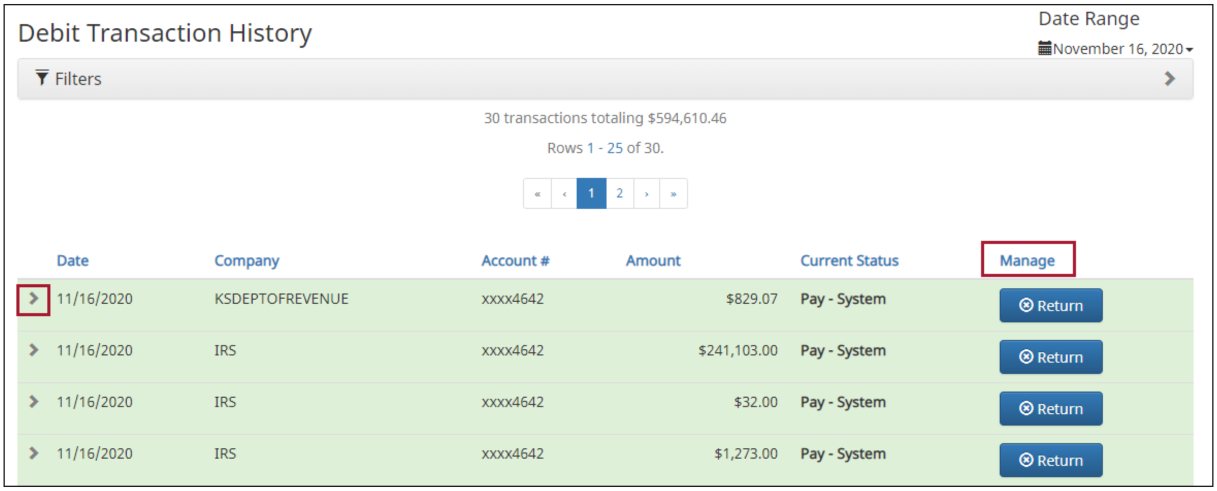


BOK FINANCIAL

Item Decisioning & Reporting

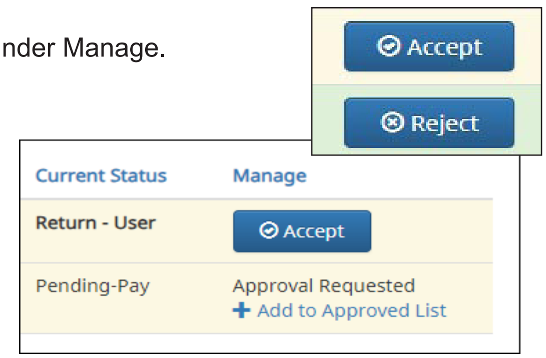
Search Results

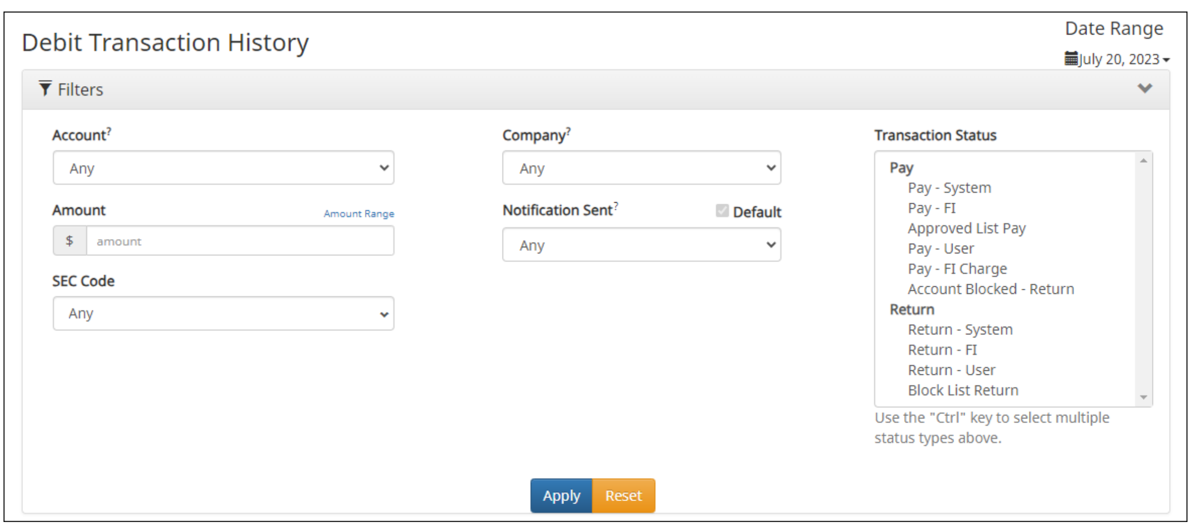
Information returned from the Search feature would appear as the following:



From the Transaction History page, you may:

- Change the current status of an item by clicking on the option available under Manage.
  - Debit transaction options are Pay/Return.
  - Credit transaction options are Accept/Reject.
  - If additional approvals are required after a decision is made, it will show the status is pending and approval is requested.
- Expanding the transaction to display details:
  - Add an Item to your Approved List by clicking the “Add to Approved List” button.
  - Add Company to your Block List by clicking the “Add to Block List” button.
  - **Note:** Adding an item to your Approved or Block List does NOT change the status of the item.
- Click on the “Filters” link to search for specific item using amount, account #, company name/company ID, or transaction status.





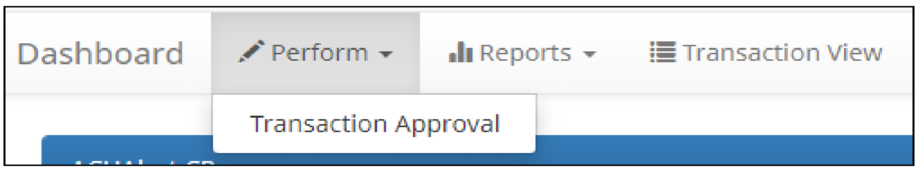
BOK FINANCIAL

Item Decisioning & Reporting

Approving Item Decisions

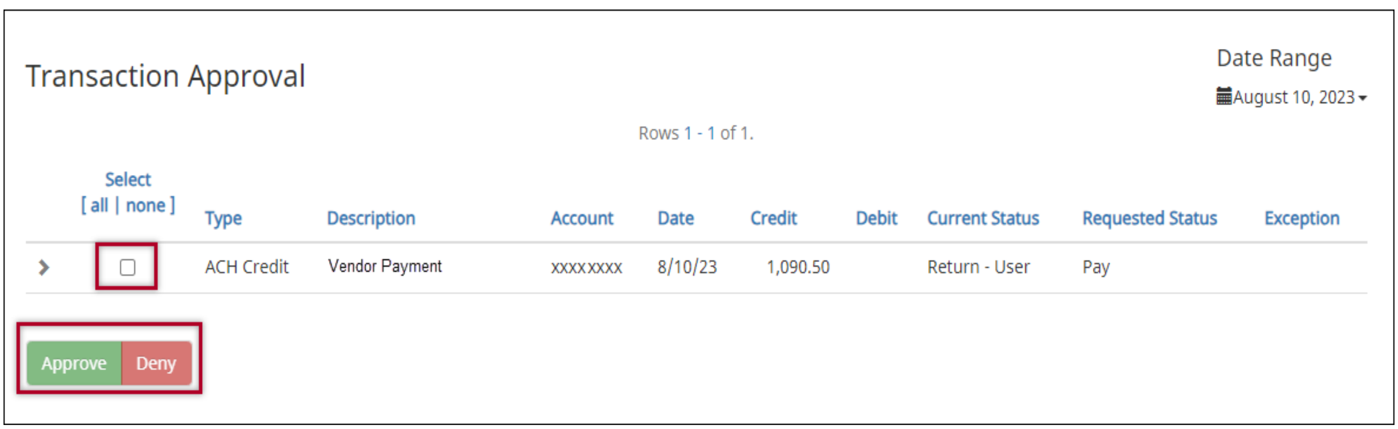
Should your company require dual control, transaction decisions must be approved prior to the cut off time in order to take affect. If decisions are not approved by the daily cut off time, the items will be dispositioned based upon the default or approved payee list.

To approve transaction decisions from the Dashboard menu, click “Perform” and select “Transaction Approval”. Transaction approvals can also be done under the individual debit and credit modules for that transaction type.



All transaction decisions that require secondary approval will appear under “Transaction Approval”.

- Select the check box next to the transaction.
- Doing so enables the buttons below.
- Click “Approve” to proceed with the desicison made.
- Click “Deny” to change the transaction back to the predetermined status.

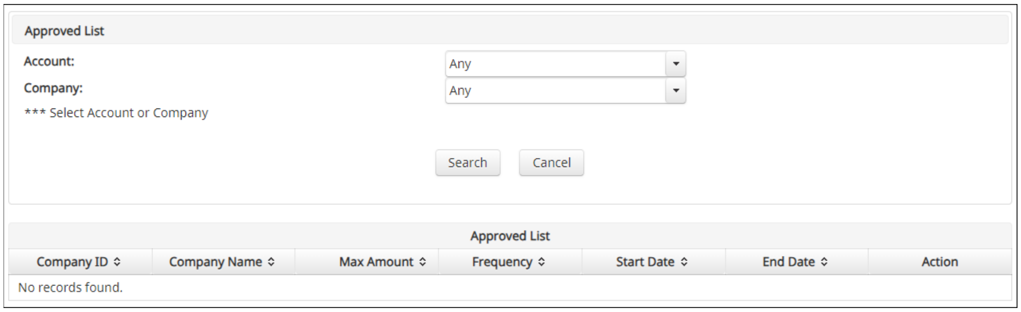


Item Decisioning & Reporting

Approved List Report

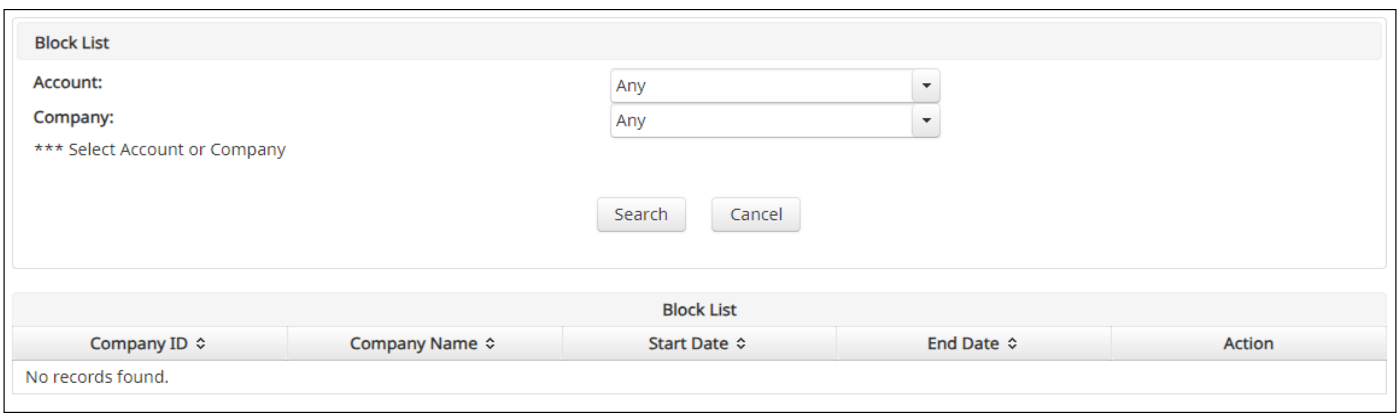
The **Approved List Report** provides a comprehensive list of the following:

- Company ID
- Company Name
- Maximum Anmount
- Frequency
- Start and End Date
- Action



Block List Report

The **Block List Report** allows clients to specify company's they 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.



Item Decisioning & Reporting

View Notification Rules Report

The **Notification Rules Report** provides a comprehensive list of the following:

- Account Number
- Account Setting (Pay All, Return All, etc)
- Notification Conditions (ACHAlert-All Debits, Debits of a certain amount, Check, Internet, Phone initiated entries; ACHAlert CR-All Credits, Credits of a certain amount)
- Email address(es) for Alerts
- Cell phone number(s) for Text Alerts

Notification Conditions								
Account Number	**Account Setting**	**Notification Condition**	**Debit Amount**	**Check**	**Internet**	**Phone**	**Email**	**Cellphone**
xxxx0523	Pay All	All Debits	-	-	-	-	1. jdoe@mail.com 2. 3. 4. 5. 6.	1. 9185555555 2. 3. 4. 5. 6.
xxxx9493	Pay All	All Debits	-	-	-	-	1. jdoe@mail.com 2. 3. 4. 5. 6.	1. 9185555555 2. 3. 4. 5. 6.
xxxx2473	Pay All	All Debits	-	-	-	-	1. jdoe@mail.com 2. 3. 4. 5. 6.	1. 9185555555 2. 3. 4. 5. 6.
xxxx0492	Pay All	All Debits	-	-	-	-	1. jdoe@mail.com 2. 3. 4. 5. 6.	1. 9185555555 2. 3. 4. 5. 6.
Total count: 4								

BOK FINANCIAL