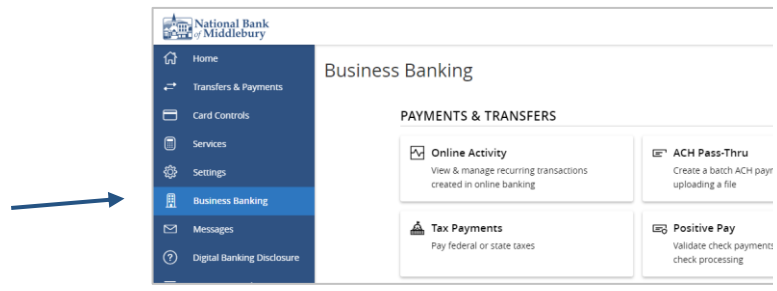




All ACH transactions will create an exception for the first time. Once you have the exception within Positive Pay you can create an exception rule.

1. Select the **'Business Banking'** menu and then **'Positive Pay'**.



2. You will be presented with all Positive Pay exception once you have launched Positive Pay.

^ Decisions Needed (7)		\$15,498.59	:
PAYROLL	BLOCKED TRANSACTION	\$1,635.35	
EXPENSE *1234	UNAUTHORIZED ACH TRANSACTION	\$1,846.24	
EXPENSE *1234	CHECK NUMBER IS ZERO.	#17939	\$1,635.35
EXPENSE *1234	DUPLICATE PAID ITEM	#18008	\$1,635.35
EXP	PAID NOT ISSUED		\$1,635.35 (2)
EXPENSE *1234	PAYEE NAME MISMATCH - NO IMAGE FOUND	#17929	\$1,635.35
Decided (0)		\$0.00	
Total (7)		\$15,498.59	

Questions? We're here to help.
Customer Service: 877.508.8455





3. Select each transaction that is an exception and select 'Pay' or 'Return'.
4. Within the same screen you can add an ACH authorization rule

5. Select 'All SEC Codes'
6. Select 'Debit Only'
7. Enter maximum ACH amount at 'Max Amount'

Ex. You never want your electricity company to take more than \$200 you would enter \$200 here. Anything over \$200 would be an exception.

8. Select 

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