

Adding a New Company to your ACH Positive Pay Authorization Rules

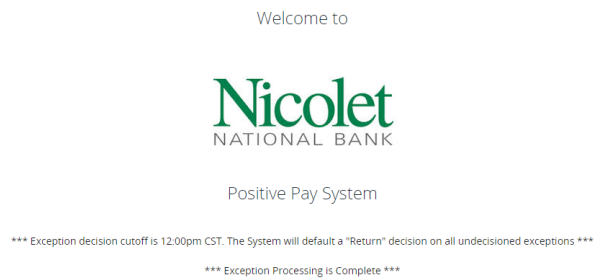
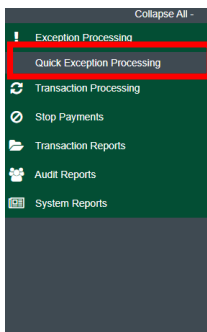
Add an authorized Company to the ACH Positive Pay approved list, allowing the trading partner to withdraw funds. The first transaction from the new Company will create an “Exception” on the following business day. The “Exception” item can be “Paid”, and the new Company added to the list of authorized organizations.

1. After receiving an email indicating there’s an exception needing review, log into Business Online (Treasury Management). Positive Pay Accounts are listed on the Home screen, below the ‘Accounts’ list. Click on a Positive Pay Account Client ID to enter the Positive Pay system.

Positive Pay, ACH Manager Return/Change Notifications, & EDI Remittance Advices

Positive Pay Account Client ID	Current Day Exceptions
Chocolate Factor	Account has no exceptions today
Small Bus Check	Account has no exceptions today

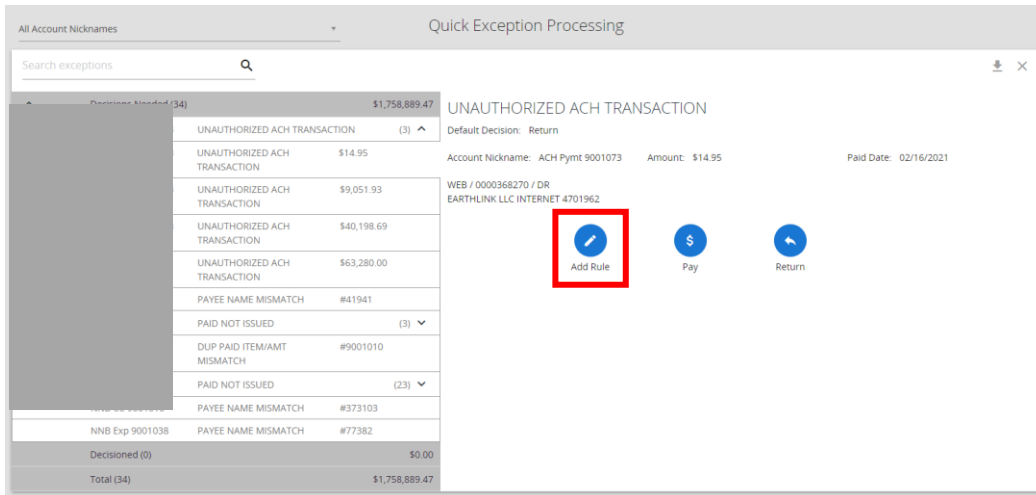
2. Once in Positive Pay, click on the Quick Exception Processing button in the menu on the top left.



Have questions or need further clarification?

Email treasurymanagement@nicoletbank.com or call the Treasury Management team at 855.451.4793

- The “Quick Exception Processing” screen will appear. The exceptions that need action are listed on the left side of the screen. For ACH or electronic transactions click the “Add Rule”. Complete the rule addition.



- In the pop-up box, create a name or description of the company (ex., Wisconsin Public Service). The Standard Entry Class (SEC) code or transaction code and the Company ID is applied from the transaction. Select Debits (Withdrawals) or Credits (Deposits) to define the electronic transactions to review and approve. The “Max Allowable Amount” will pre-fill with the amount from the exception. To include a maximum amount allowable, add that amount, or remove the pre-filled amount which allows any dollar value withdrawal. Once all the fields are completed, click “Save Rule”. Once the system returns to the “Decisions Needed” page, click “Save”. If the ACH or electronic withdrawal should be returned, click “Return” then “Save”.

Add ACH authorization rule

Description

SEC Code

WEB

Company ID

0000368270

Debits or Credits

Debits only

Max Allowable Amount

14.95

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- The system will return to the “Quick Exception Processing” screen. Click “Pay” then “Save” to finalize the approval process.

The screenshot displays the 'Quick Exception Processing' interface. On the left, a table lists various exceptions with their respective amounts and counts. On the right, a detailed view for an 'UNAUTHORIZED ACH TRANSACTION' is shown, including account information and three action buttons: 'Add Rule', 'Pay', and 'Return'. The 'Pay' button is highlighted with a red square.

Decisions Needed (34)		\$1,758,889.47
ACH Pymt 9001073	UNAUTHORIZED ACH TRANSACTION (3)	\$14.95
ACH Pymt 9001073	UNAUTHORIZED ACH TRANSACTION	\$9,051.93
ACH Pymt 9001073	UNAUTHORIZED ACH TRANSACTION	\$40,198.69
Thillens 1307234	UNAUTHORIZED ACH TRANSACTION	\$63,280.00
CD Int 9001262	PAYEE NAME MISMATCH	#41941
Escrow 9001066	PAID NOT ISSUED (3)	
NNB CC 9001010	DUP PAID ITEM/AMT MISMATCH	#9001010
NNB CC 9001010	PAID NOT ISSUED (23)	
NNB CC 9001010	PAYEE NAME MISMATCH	#373103
NNB Exp 9001038	PAYEE NAME MISMATCH	#77382
Decisioned (0)		\$0.00
Total (34)		\$1,758,889.47

UNAUTHORIZED ACH TRANSACTION
Default Decision: Return

Account Nickname: ACH Pymt 9001073 Amount: \$14.95 Paid Date: 02/16/2021

WEB / 0000368270 / DR
EARTHLINK LLC INTERNET 4701962

Buttons: Add Rule, **Pay**, Return

- To remove an approved company, please call 1-855-451-4793 or email your request treasurymanagement@nicoletbank.com.

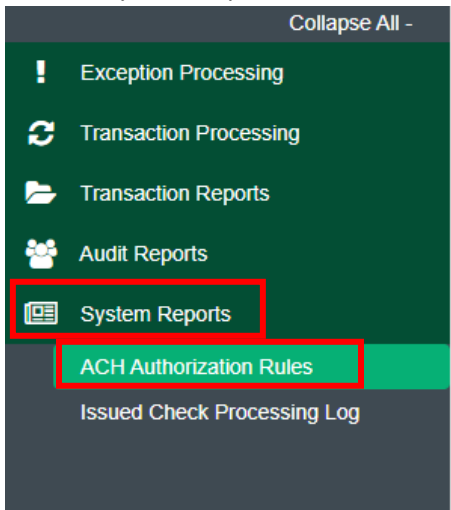
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Modifying/Removing a Company from your ACH Positive Pay Authorization Rules

There may be instances where a change is needed to a rule that has been previously created. i.e. The allowable dollar limit has changed. Incoming ACH debit transactions going forward will follow the new rule.

1. Click on System Reports, then ACH Authorization Rules



2. Your current list of ACH Authorization Rules will populate. Click on the 3 vertical dots on the right and choose Edit record.

ACH Authorization Rules

Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type	
Chocolate Factor	All credits		ALL - All Standard E...	Credits Only		Create Exception	

Showing 1 result

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Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type	
Chocolate Factor	All credits		ALL - All Standard E...	Credits Only		Create Exception	⋮
Showing 1 result							

Edit record
Delete record
View record

- Upon clicking 'Edit record' the rule will open and allow changes to be made. You can change the account the rule is for (if there are multiple accounts enrolled in Positive Pay,) the rule description, and allowable amount. Click 'Save Changes' after completing the updates.

Edit record

Account Nickname Chocolate Factor	Description All credits	
Company ID	SEC Code ALL - All SEC Codes	Notification Type Create Exception
Debits or Credits Credits only	Max Allowable Amount	

Cancel Save Changes

- If you are removing a Company from your ACH Authorization list refer to back to step 2. Rather than choosing Edit record, you will choose Delete record. Once the rule is deleted, and an exception will occur for that Company going forward.

Account Nickname	Description	Company ID	SEC Code	Debits or Credits	Max Allowable Amount	Notification Type	
Chocolate Factor	All credits		ALL - All Standard E...	Credits Only		Create Exception	⋮
Showing 1 result							

Edit record
Delete record
View record

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