ACH MONITOR USER GUIDE





## Managing Your ACH Exceptions

1. Once you are logged into your Online Banking account, select Cash Management, ACH, and then ACH Monitor on the main navigation menu. Then follow the easy steps below to review exceptions:

Fidel	ity B	ank <sup>By You!</sup>			Help	Print Logout
		We	lcome - John Public	You have mail	Last Login 06,	/19/2013
Home Acc	ounts	Bill Pay	Cash Management	Customer Service	Calculators	Reports
T'd like to View Accounts View Statements Access Billpay Transfer Funds Branch Locator Beorder Checks	Depo	osit Accounts Accour xxxxxxx29 xxxxxxx53 xxxxxxx558	ACH Wire Positive pay Administration Miscellaneous Reports 2 Year CD Now Checking	ACH Batch ACH Participant ACH Process ACH Import ACH Import Process ACH Monitor John Q Public John Q Public John Q Public	Av	ailable Balance 2.821.46 12,130.36 18,131.16 363.79 33,446,77
Balance Checkbook						
	Loan	S				
		Accoun	t Product/Nickname	Owner	<u>c</u>	urrent Balance
	2	<u>xxxxxxxx522</u>	Z Auto Loan	John Q Public		15,571.26
COCPEEN		<u>xxxxxxxxx532</u>	2 Mortgage Loan	John Q Public		77,291.14
GOPAPERLESS		<u>xxxxxxxxx532</u>	8 Home Equity	Mary Q Public		15,000.00
WITH E-STATEMENT	Tota	Deposit				107,862.40

If there are no exceptions, the screen will state that there are no exceptions to view. If there are exceptions to view, an ACH Monitor page will appear with a list of the exceptions that need to be reviewed. **All exceptions will default to No in the approved column.** 

	Access Billpa	¥										_
Transfer Funds 2				Imported on 08/30/2012								
				Account	Company Name	Company ID	Date	SEC	Dr/Cr	Amount	Approved	
Branch Locator Reorder Checks		or		405585	ABC Company	Test Co ID	08/30/201	L2 PPD	Credit	1,040.88	No 💌	3
			405585	ABC Company	Test Co ID	08/30/201	L2 PPD	Debit	45.00	No 💌		
	Balance Chec	<u>ckbook</u>		405585	ABC Company	Test Co ID	08/30/201	L2 PPD	Credit	500.00	No 💌	
				405585	ABC Company	Test Co ID	08/30/201	L2 PPD	Debit	15.50	No 💌	
	405585 405585 405585	405585	ABC C	ompany	Test Co ID	06/18/201	L3 PPD	Debit	45	.00 N	0 💌	
		405585	ABC C	ompany	Test Co ID	06/18/201	L3 PPD	Credit	500	.00 N	•	
		405585	ABC C	ompany	Test Co ID	06/18/201	L3 PPD	Debit	11	.00 N	• •	
		405585	ABC C	ompany	Test Co ID	06/18/201	L3 PPD	Credit	198	.55 N	• •	
		405585	ABC C	ompany	Test Co ID	06/18/201	L3 PPD	Debit	25	.00 N	• •	
											Submit	4

- 2. Review the list of exceptions.
- 3. If you want to approve the transaction for processing, select Yes in the drop down box in the approved column.
- 4. Click Submit to save your changes.

Exceptions not changed to Yes will be returned. All exceptions must be reviewed by 1:00 p.m. EST