

## **ACH Filter Exception Items**

ACH Filter exception items are electronic transactions that attempt to clear but do not meet the ACH Filter criteria established on your account.

Each day that you have an ACH Filter exception item, you will receive an email in the morning. **All items must be reviewed and marked to pay or return by the cutoff time of 11 am Central Time.** At that time, an automated *Return Decision* is made on all unresolved items and your business is automatically put in "READ ONLY" mode to prevent any changes to the automated decision.

**Please note:** If you need to add additional approved issuing companies to your ACH Filter list, please e-mail <u>cmgmt@midwestbankcentre.com</u> with the issuing company name. A call back verification will then be made by the Bank prior to adding the new issuing company name.

## Working ACH Filter Exceptions

## To Pay or Return any exception, please follow these steps:

- Login to Business Online Banking at www.midwestbankcentre.com
- Click on Cash Manager
- Click on Fraud Protection
- Click on ACH Exception Items

ACH Exception I	tems 🕐							
View item	ns for: View All	•				Pay All	Ret	urn All
Account:	Issuing Company:	Type: SI	EC: Amount:	Description:	Exception Reason:	Pay:	Return:	Protected:
CK 1102	Chihuahua Rescue	Debit P	PD \$500.00	SAMPLE Chihuahua Rescue	Debits not allowed	$\odot$	$\odot$	
СК 1102	Chihuahua Rescue	Debit P	PD \$1.00	SAMPLE Chihuahua Rescue	Debits not allowed	0	$\odot$	
								Submit

To view all items for all accounts at once or select a specific account, select your choice from the "View items for:" dropdown menu.

ACH Exception Items 🕜								
View it	ems for:	View All	-					
Account:	Issu	View All CK 073 CK 1102		SEC:				
CK 1102	Chihu	Jahua Rescue	Debit	PPD				
CK 1102	Chihu	Jahua Rescue	Debit	PPD				





Work your items by selecting the **Pay** or **Return** button for each item. **Pay All** and **Return All** options are also available. Selecting **Pay All** or **Return All** only affects the items showing on the current page.

ACH Exceptio	n Items 🕜				
View it	ems for: View All	•		$\longrightarrow$	Pay All Return All
Account:	Issuing Company:	Type: SEC:	Amount: Description:	Exception Reason:	Pay: Return: Protected
CK 1102	Chihuahua Rescue	Debit PPD	\$500.00 SAMPLE Chihuahua Rescue	Debits not allowed	0 0
CK 1102	Chihuahua Rescue	Debit PPD	\$1.00 SAMPLE Chihuahua Rescue	Debits not allowed	• •
					Submit

**Please note:** If you need help determining whether an exception should be paid or returned, additional information is available. For example, the exception reason displays, letting you know why an item was rejected. You can also view the current ACH filters that are applied to your account by selecting the **ACH Filters** tab.

## **ACH Filters**

ACH filters established can be viewed here. This information is beneficial in figuring out why an ACH item was rejected.

This is a view only screen. If you would like to modify your established filters, please send updates to cmgmt@midwestbankcentre.com.

ACH Filters 🕜											
View filters for: View All											
Account	Allow All		Exception Criteria								
Account	Debits		Company Name	Company ID	SEC:	Amount From	Amount To	ABA Number	DR CR	Allow/Disallow	Expires
CK 1102	No	Yes	ABC Company	198765432	PPD				Credit	Disallow	
CK 258	No	No									

