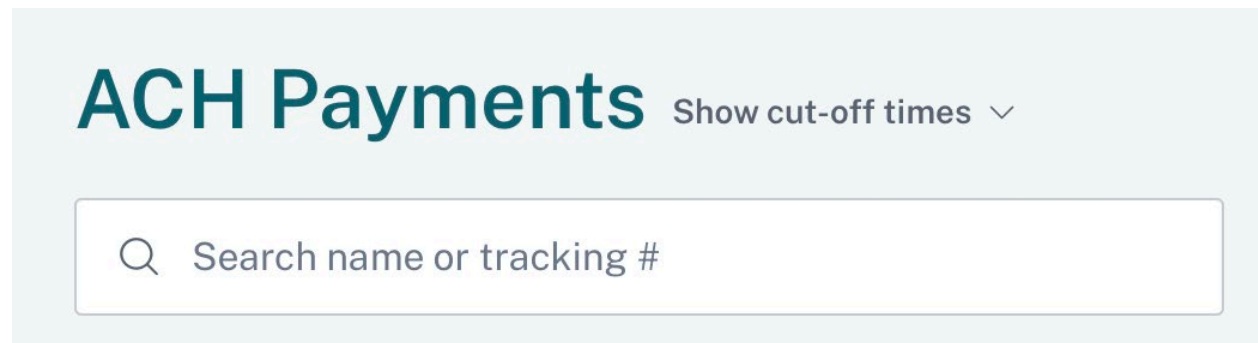


# ACH: Payment Search

## Search Criteria in ACH Payments

The ACH Payments activity page lists all pending and processed ACH transactions regardless of status. Users can select multiple search criteria to filter the list - for example, they can choose a specific date range, accounts, and status. They can also use various filters in conjunction with the Search box.

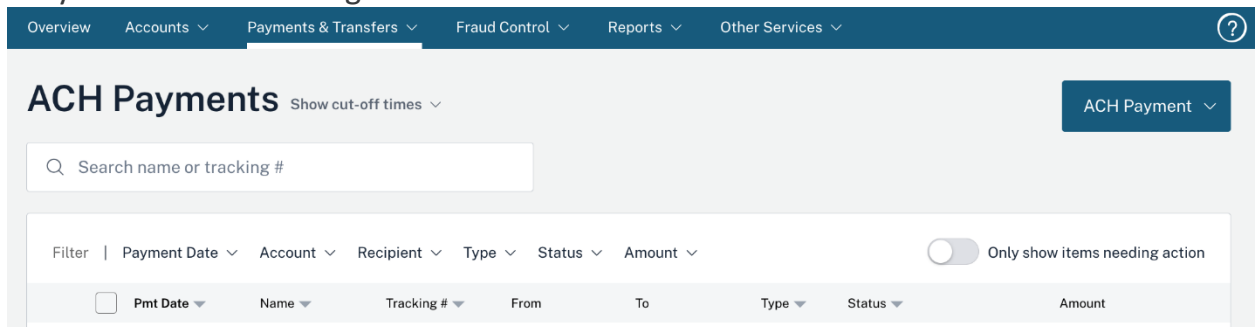
The Search box above the filter section allows a user to search on payment name or tracking number. Once the user starts typing, the list starts filtering automatically. Users can use the Search box in combination with any of the other filters.



## Filters

Users can filter on:

- Payment Date
- Account
- Recipient
- Type
- Status
- Amount
- Only show items needing action



Users need to click on **Apply** in each filter dropdown they use for the filter to update the payment list.

Once a filter is applied, a filter chip appears, displaying the parameter(s) the user selected. Users can click the **X** in any filter chip to dismiss those particular criteria. To clear all filters, users can click on the **Clear Filters** link.

---

Filter | Payment Date ▾ Account ▾ Recipient ▾ Type ▾ Status ▾ Amount ▾

PPD Credit X Confidential X Needs Approval X

If the applied filter criteria does not yield any matching payments, the message “Oops. No results. Try updating your filters.” appears below the Filter section.

### Payment Date

The ACH Payments page lists any payments with a Payment Date within the default date range, which extends from the past 45 days to all dates in the future.

If the user chooses the **Payment Date** dropdown, they can see the default range automatically selected. The other options are:

- Future dates only (includes today) - This includes any date in the future, including today
- Date not set - This includes payments without a specified Payment Date
- Custom Range - The user may enter the date range they wish to search in the format MM/DD/YYYY by using the calendar icons to select dates. When entering the **From** date, while users can input any date, the system can only retrieve transactions from 2 years past.



next 15 days ▾

Account ▾

Recipient ▾

Business Acct \*1001

My Savings \*2001

Operating Account \*1002

Reset

Apply

### Recipient

To filter the list for a specific recipient, the user can select the **Recipient** filter. The recipient search requires a minimum of 2 characters and will search anywhere in the recipient name string. The results will show all payments where the recipient was present, even if the payment contained an extensive number of recipients.

ys ▾ Account ▾ Recipient ▾ Type ▾ Status ▾

### Recipient Name

#### Type

To limit the list to payments of a particular payment type, the user can select the **Type** filter. The filter will only show the payment types that the user has privileges for. In addition to the payment types, users can elect to show only those payments that have been created via NACHA Import and/or were marked as confidential.

Prenote batches, zero dollar batches created to verify recipient accounts, do not display by default in the ACH Payments list. Users can select to display the prenotes by selecting **Include Prenote Batches**.

▼ Recipient ▼ Type ▼ Status ▼ Amount

- Payments
- Collections
- NACHA Import
- ACH Same Day
- Confidential
- Include Prenote Batches  
Hidden by default

Reset Apply

### Status

To limit the list to payments of a particular status, the user can select the **Status** filter.

Status ▾

- Needs Approval
- Approved
- Approval Rejected
- Missed Cut-Off
- Incomplete
- Not Scheduled
- In Process
- Processed
- Reversal Request Submitted
- Partially Reversed
- Reversed
- Canceled
- Locked for SMS approval

Reset Apply

### Amount

To limit the list to payments of a particular amount, the user can select the **Amount** filter. The amount filter will filter on the total payment amount, NOT the individual recipient amounts within the payment. Users can filter by credits only, debits only, both credits and debits, plus an additional filter by an amount or amount range.

Type ▾ Status ▾ Amount ▾

All |  Credits |  Debits

From To

\$ 0.00 \$ 0.00

(i) Filtering payment totals (not specific recipient amounts)

Reset **Apply**

### Only Show Items Needing Action

The **Only show items needing action** toggle will filter the payment list to show only those transactions that are in these statuses:

- Needs Approval
- Approval Rejected
- Incomplete
- Not Scheduled
- Missed Cut-off