## **InBusiness** Online Banking

QUICK TIP GUIDE

## ACH NOC/Return Reporting

To obtain return and Notification of Change (NOC) information on your originated ACH transactions within InBusiness Online Banking, please follow the steps outlined below.



Step 1: Log in to InBusiness Online Banking.

Step 2: From the navigation menu on the left, select PosPay/ACH Reporting.

Step 3: Click Launch Advance Options in the upper right corner to access the Positive Pay portal.

俞	Home	Positive Pav		Launch Advanced Options
$\equiv$	Business Bill Pay			
	Transactions 🗸 🗸 🗸	① NOTE: Exceptions will be given a decision of Return if no decision has been made by cutoff time.		
$\equiv$	POSPay/ACH Reporting	Exceptions Add Check All Accounts		ch
▦	Administration 🗸 🗸	All • \$6,554.34 Unauthorized ACH Transaction		
$\equiv$	eStatements		Account Name: COMPANY NAME Paid Date:	5/11/2020
	Services ~	<b>\$6,554.34</b> Unauthorized ACH T ⊘ Pay	ACH Class Code: PPD Description ACH0508M	n: COMPANYB0000 IAR CR
- 10	Company ID:		Company ID: 00000000A	
	Messages	\$11,541.93 Unauthorized ACH T	Pay Return	
	Reports	⊘ Pay	<u> </u>	

## Step 4: Click the Transaction tab, then ACH Reporting Files.





## Click the Transaction Processing tab, then ACH Reporting Files.

- A. **From/Thru Date**: The date range for which ACH reporting files are displayed.
- B. **Report Description:** The description of the ACH reporting file.
- C. **File Type:** The format of the file. Types include: XML, PDF, MACHA, CSV, EDI, XLS and XLSX. By default, most clients will receive PDF file. Please contact us if you are interested in any of these additional download options.
- D. **Date Created:** The date the report was created.
- E. **File Size:** The size of the file (in kb).