

ACH Positive Pay: Quick Start Guide

Welcome to Fulton Bank and your ACH Positive Pay service accessed through BOSS! **This document highlights the most important aspects of your service to hit the ground running on day one.** Also included are references to the [full user guide](#) for step-by-step instructions.

Important Daily Cut-Off Times:

- Daily transactions are typically ready for review by **7:30am ET**
- Transactions must be decided each day by **2:30pm ET**



NOTE: Exceptions not decided by 2:30pm **will be processed according to your Approved List and/or your default decision. This decision cannot be modified if deadline is missed.**

If you are unsure of your default decision, please call us at 866.943.8739

Review & Decision Transactions Daily

(See [Reviewing/Decisioning Exception Items](#) section of our user guide for complete details)

It is imperative that exceptions are reviewed and decided daily by 2:30pm; otherwise, your default decision will be processed. Exceptions will only load on business days.

Transactions are categorized as:	Review each transaction and choose to:
Matching Approved List	Pay - approve the transaction
Not matching Approved List	Return - reject the transaction

Adding Vendors to your Approved List

(See [Approved List](#) section of our user guide for step-by-step instructions)

Managing your Approved List is an effective way to reduce the amount of daily decisioning required.

Vendors can be added:	You will need:
<ul style="list-style-type: none"> • During transaction review • Manually via Approved List 	<ul style="list-style-type: none"> • Vendor Company ID • Vendor Name • Optional Controls (max amount, frequency, etc.)

Setting up Alerts

(See [Alert Notifications](#) section of our user guide for step-by-step instructions)

We highly recommend that users with notification permissions set up alerts via email or text when any exceptions need to be processed. You can choose to set either of the notifications:

- **ALL ACH Debits Alert:** Alert when any ACH debit is processed even if on approved list.
- **ACH Debits outside of Allowed Parameters Alert:** Alert when ACH Debit is received from a company not on approved list or does not meet the parameters of approved list.