

Guide to Reject an ACH Submission

The authorizations feature allows users to review, authorize or reject ACH template requests.

Required Permissions

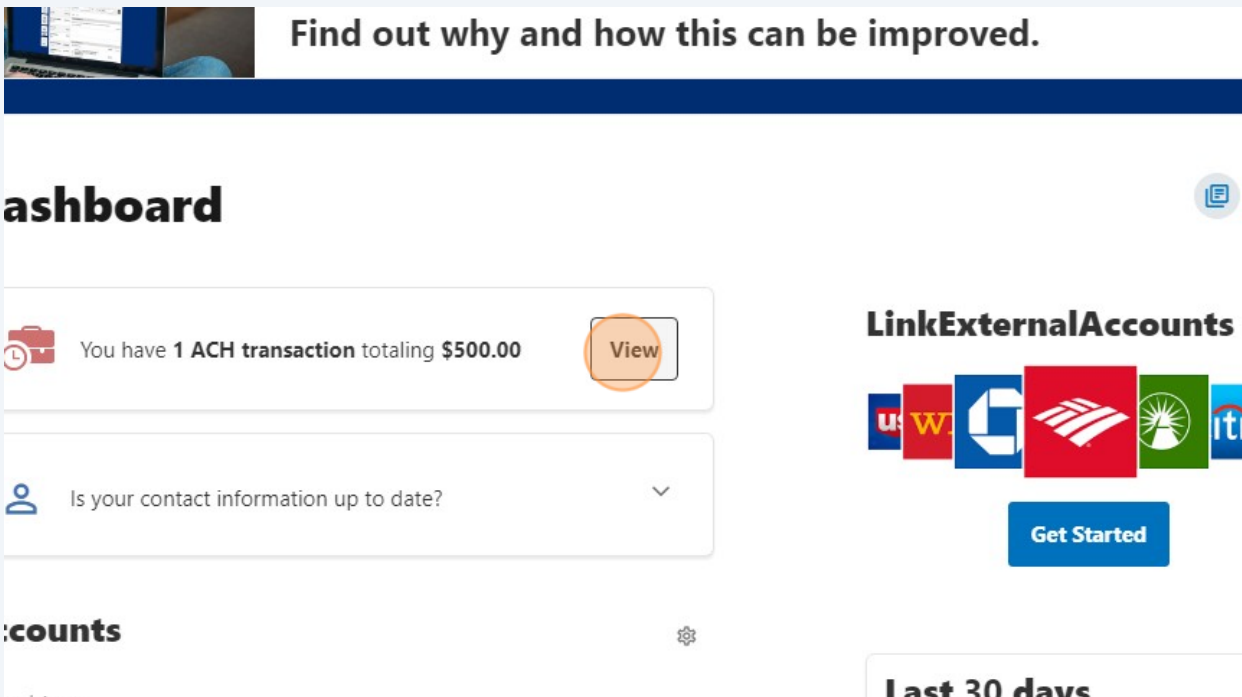
To authorize an ACH template, a user is required to have the following permissions:

- Allowed to authorize ACH role permission.
- Permission to the account used to fund the ACH template.
- Permission to the transaction type assigned to the template.
- Permission to access restricted templates, if applicable.

1

ACH transactions requiring authorization will appear on the Dashboard. Click **"View."**

OR proceed to step 2.



2 To reject a template, click **"Authorizations"** within the **"Business Admin"** widget.

The authorization tab will display the number of transactions that require authorization in red.

NW NORTHWEST
FEDERAL CREDIT UNION

Dashboard Accounts Business Transfer & Pay Business Administration Tools

Business Admin

Authorizations **1** Payees Users

Authorization Requests

ACH	1
External Transfers	

Sort By: Date [v] [↑] [↓]

DATE ACCOUNTS AMOUNT

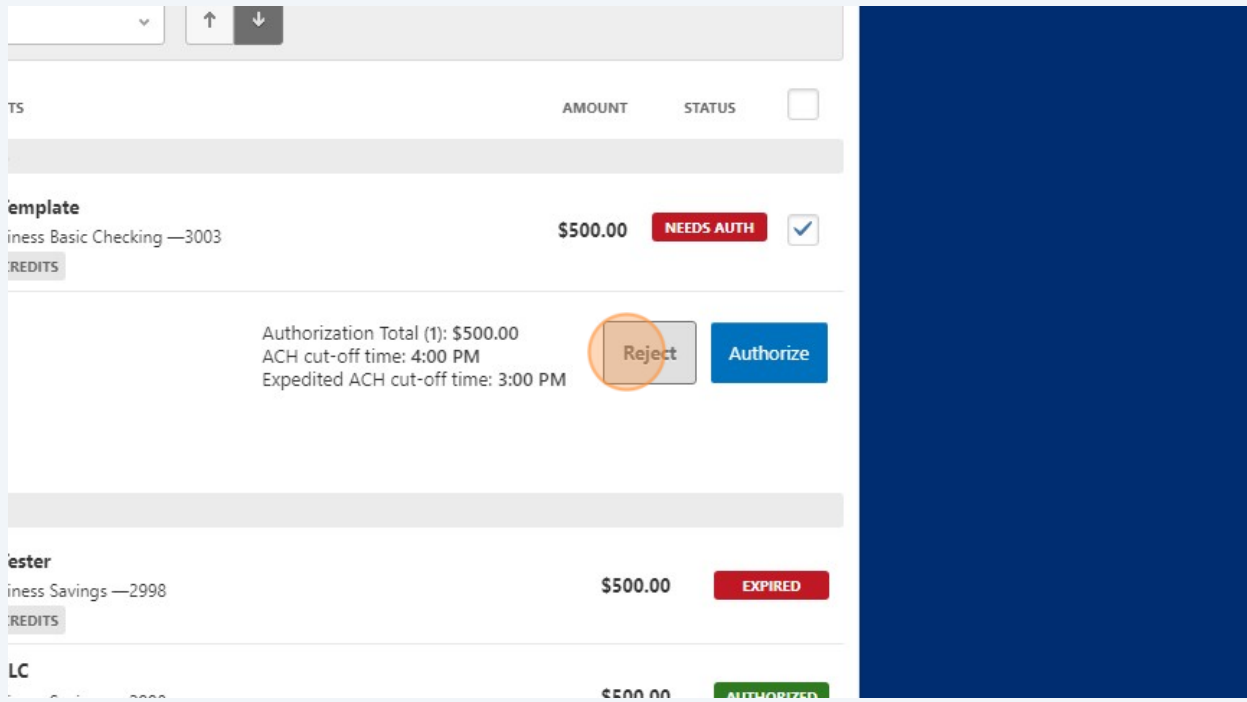
3 Select the template(s) you wish to reject.

	AMOUNT	STATUS	<input type="checkbox"/>
-3003	\$500.00	NEEDS AUTH	<input type="checkbox"/>

Authorization Total (0): \$0.00
ACH cut-off time: 4:00 PM
Expedited ACH cut-off time: 3:00 PM

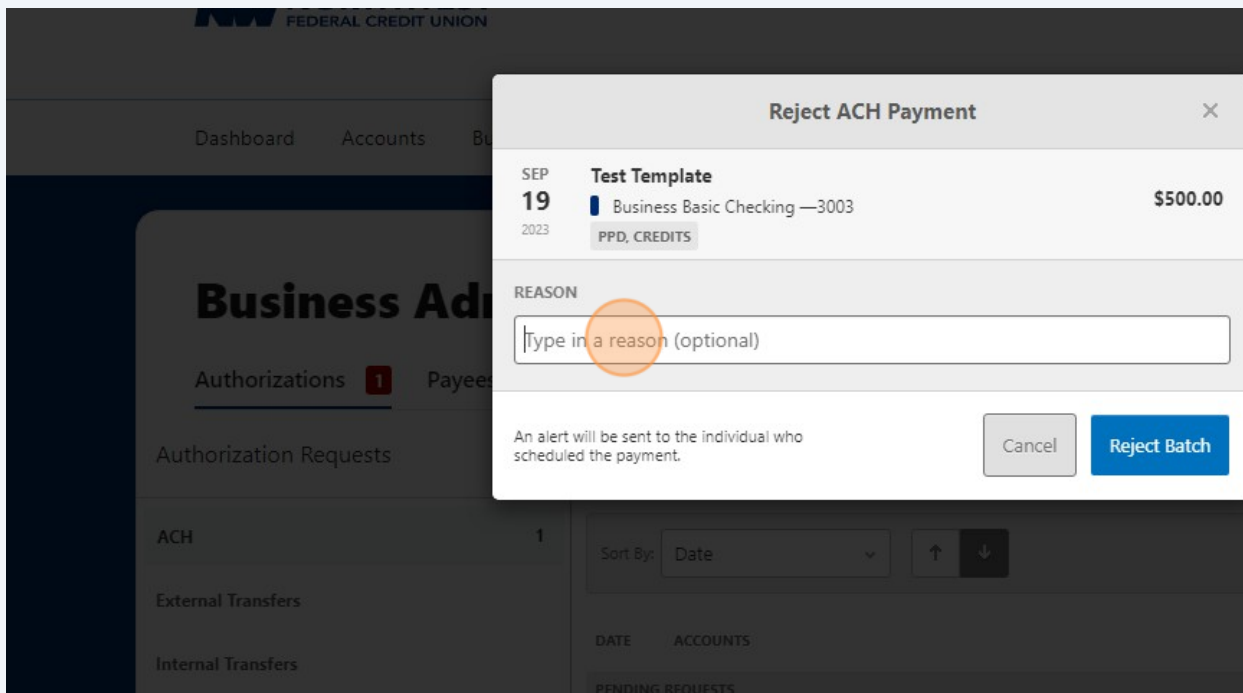
Reject Authorize

4 Click the **“Reject”** button to reject the template.



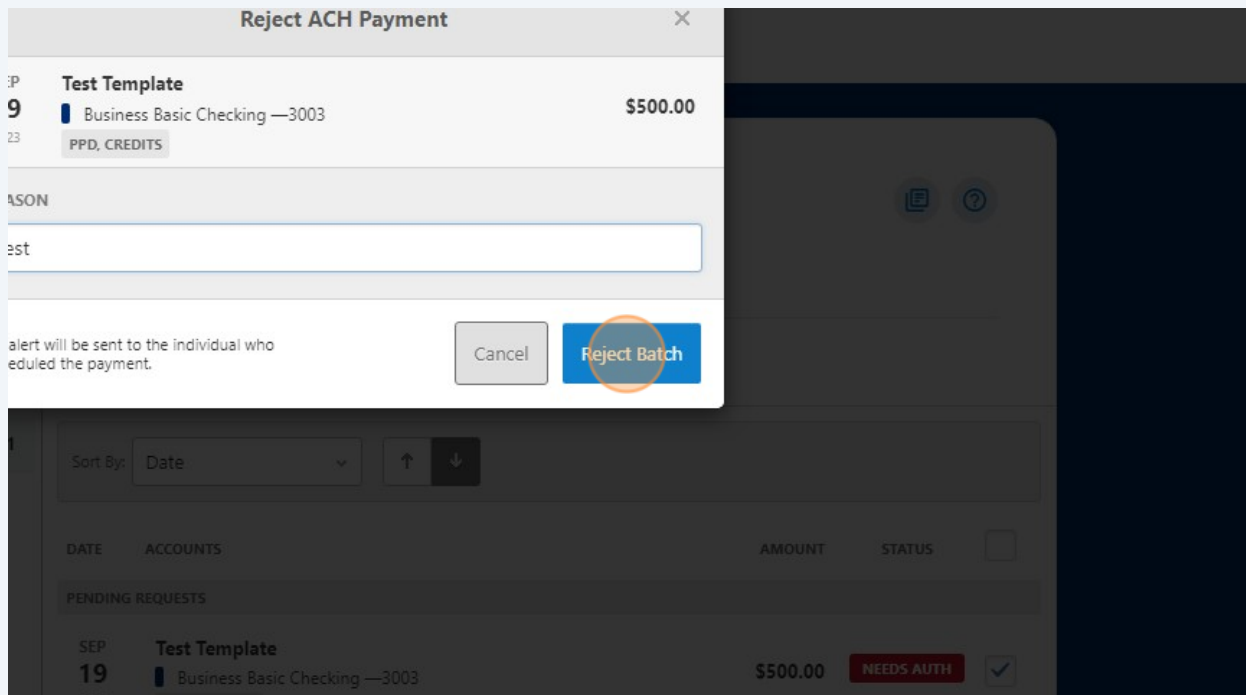
5 The reject ACH Payment screen is displayed.

(Optional) Enter a **Reason** why the batch was rejected e.g., wrong amount, account, etc.



6

Click "**Cancel**" to return to the authorization page or click "**Reject Payment**" to complete the process of rejecting the request(s).



7

The system displays a confirmation message indicating the request was rejected.

Note: An email alert is sent to the user who submitted the template indicating their request has been rejected.

