

Positive Pay Approval Rules Guide

Business Client Users can set up approval workflows specifically for ACH and Checks.

Why should I create approval rules?

The purpose is to implement a review process for exceptions after the pay or return decision is applied, essentially adding a "tier 2" to the workflow. *Approval rules are optional.*

When does an exception need approval?

After a check exception is marked pay or return, the system checks if approval is needed. Approval rules can apply to manual decisions, automated decisions, or both.

How are Approval Rules different from Automatic Decision Rules?

Automated Decision Rules remove the task to manually "Pay" or "Return" exception. Approval Rules add a task for someone to review an exception after it's been decided.

What are some examples of when to use approval rules?

- Approve all exceptions that are **returned**.
- Approve all exceptions to a **certain vendor**.
- Approve all returned exceptions for **payroll checks**.
- Approve all paid exceptions **over \$1000** (example below).

Rule Name *	Effective Date *	Expiration Date (if any)
Approve paid checks over \$1000	02/24/2026	mm/dd/yyyy
Rule Conditions *		
Amount	Greater Than Or Equal To	\$ 1000
Decision	Equal To	Pay
When all conditions above are met, automatically send exception decisions for approval.		

Where do I approve exceptions?

Go to the Exceptions screen and select the Approvals link at the top.

Who can be an approver?

Anyone business user with "Approve Decisions" permission can approve exceptions.

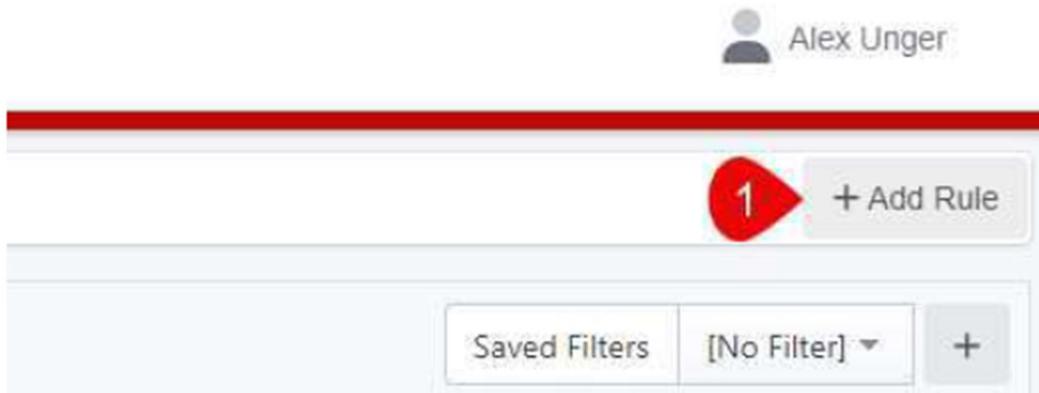
Why can't I see exceptions needing approval for my Payroll account?

Account entitlements determine access. If the user doesn't have the Payroll account linked to a role with approval permission, they cannot approve those decisions.

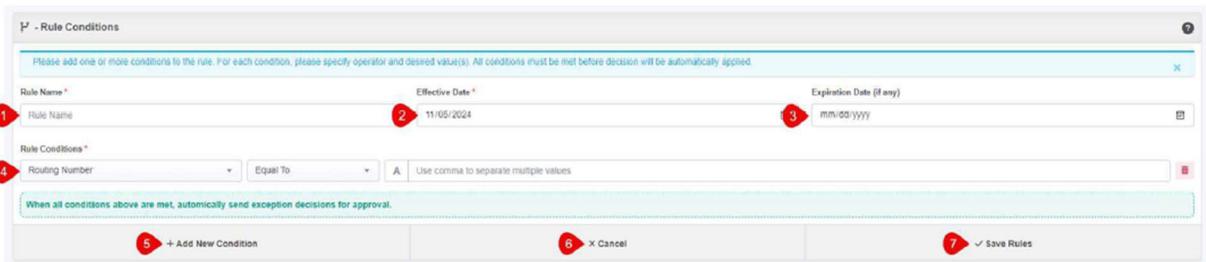
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Creating an ACH Approval Rule

Settings > ACH Approval Rules > Add Rule



Then Define the required *Rule Conditions*.

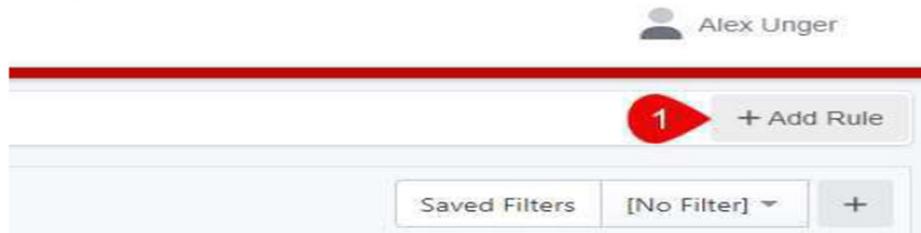


1. Rule Name (Required) = Name of Rule
2. Effective Date (Required) = The date the rule takes effect. By default, the current date is used.
3. Expiration Date (Optional) = Date the Rule will no longer be in effect.
4. Rule Conditions (Required) = Select One or More Conditions the Create the Rule.
 - a. Options Include:
 - i. Amount, Company ID, SEC Code, and Transaction Code
5. Add New Condition = Adds additional rule conditions
6. Cancel = Discard Rule
7. Save Rules = Saves the New Rule, which can be deleted or edited at any time.

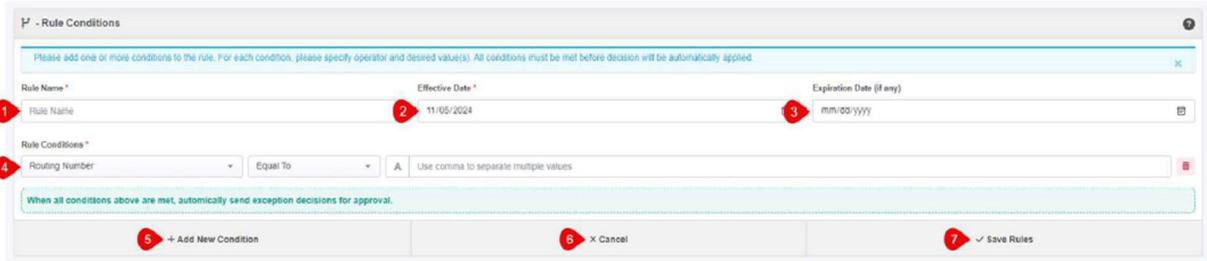
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Creating a Check Approval Rule

Settings > Check Approval Rules > Add Rule



Then Define the required *Rule Conditions*.



8. Rule Name (Required) = Name of Rule
9. Effective Date (Required) = The date the rule takes effect. By default, the current date is used.
10. Expiration Date (Optional) = Date the Rule will no longer be in effect.
11. Rule Conditions (Required) = Select One or More Conditions the Create the Rule.
 - a. Options Include:
 - i. Routing Number, Account Number, Amount, Check Number, Check Voided/Stopped, Decision (Pay or Return), Payee Name
12. Add New Condition = Adds additional rule conditions
13. Cancel = Discard Rule
14. Save Rules = Saves the New Rule, which can be deleted or edited at any time.