



Reference Guide: Set Up an ACH Authorization Rule

Purpose

Explain how to create an ACH authorization rule so a company can process recurring transactions within set parameters without approval each time.

Steps

1. Expand Decisioned

On the Exception Items page, expand the Decisioned section.

2. Select the Transaction

Select the transaction you want to create a rule from.

3. Add Rule

Select Add Rule.

4. Enter Rule Details

Enter a Description for the new rule.

SEC Code, Company ID, Debits or Credits, and Max Allowable Amount are filled in from the ACH transaction. Modify them as needed.

Quick Tips

Why Rules Matter

ACH transactions that break an account's authorization rules appear as Unauthorized ACH transaction exceptions.

Add Rule

The Add Rule icon is also available on ACH exceptions in the Decision Needed section.

One-Time Payment

To allow a single transaction, decision it Pay without adding a rule.

Max Allowable Amount

An amount entered works as a maximum threshold for that company.

If you have any questions, contact our Customer Care Center:

Phone: (855) 275-7226 (option 3)

Email: customercare@southernbank.com