# FIRST FINANCIAL BANK

Payment Manager: NOC/Return Notice, & EDI Report

The below instructions will walk you through accessing your Business Online Banking Reports, beginning with the notice you receive notice format.
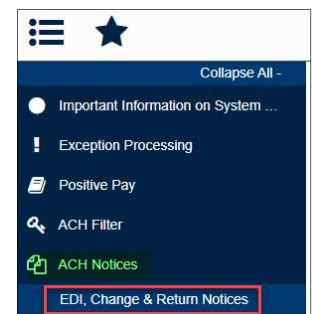
1. If a new Business Online Banking notice is available, you will receive an email notification like the example below. This is your cue to log into Business Online Banking to view the contents.
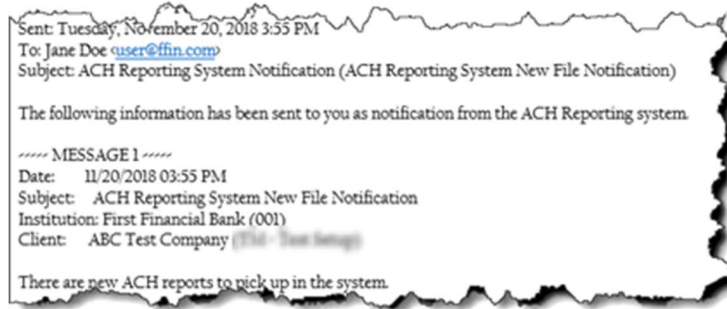
2. Once you log into Business Online Banking, navigate to the Commercial tab, under which you will see Payment Manager listed.
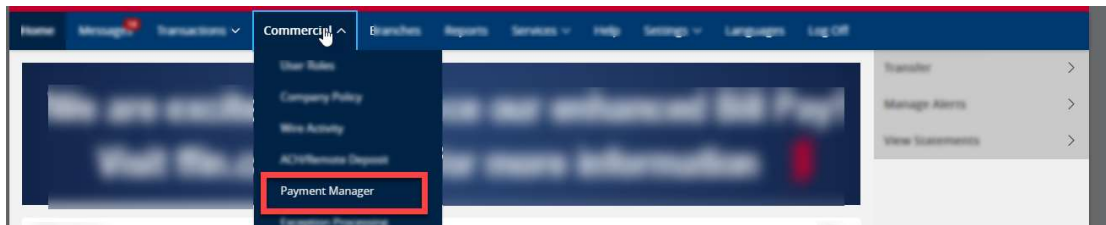
3. Once within the Payment Manager system, scroll down to the ACH Notices section and click EDI, Change & Return Notices.
4. On the EDI, Change & Notices screen. Reports listed have loaded for the current day, but you can change the date range to see notices loaded for previous dates if needed.
5. If Setup for EDI Reporting, that report description will populate under the Report Description Tab.
6. All ACH originators need access to NOC/Return reporting. In the event that an ACH is originated with incorrect information and is returned or changed, that information will be populated in the NOC/Return report.