

First Merchants

ACH NOC and Return Reporting Quick Start Guide

Customer guide for accessing ACH Notices of Change (NOCs), ACH Returns, and EDI reporting in Online Banking.

Audience	Goal	Reporting Formats
ACH originators	Access and download NOC/ Return reports	XLSX, CSV, PDF, XML, NACHA
Before You Begin Your Online Banking user must have access to Information Reporting and ACH Reporting. Menu options may vary based on user entitlements and configuration.		

1. Open Information Reporting

Log in to Online Banking. From the main navigation, select 'Information Reporting.'

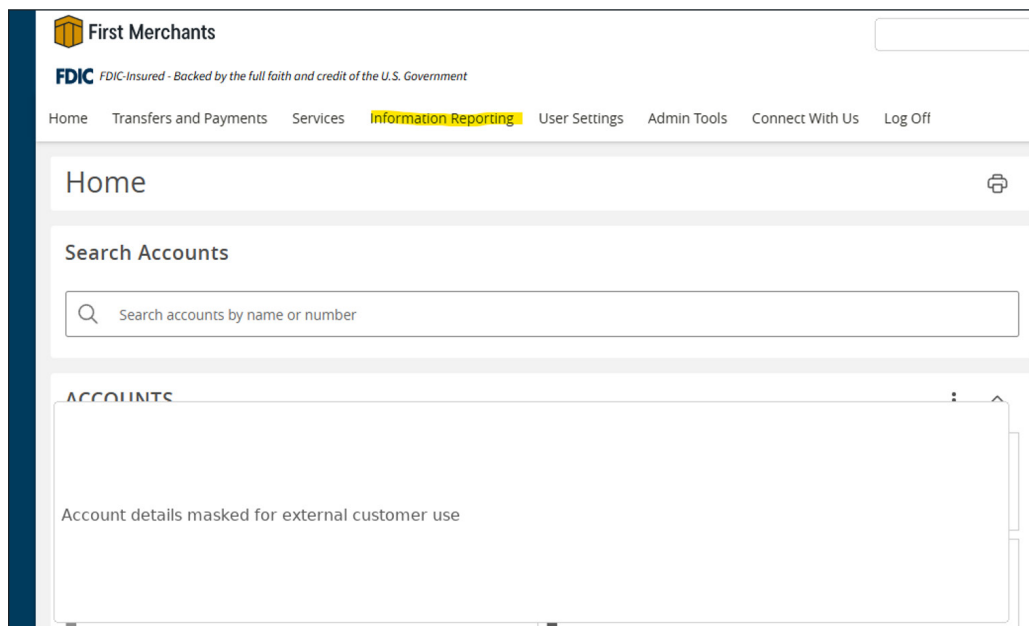


Figure 1: Information Reporting navigation in Online Banking

2. Select ACH Reporting

On the Information Reporting page, select the 'ACH Reporting' tile. This opens the ACH reporting workspace.

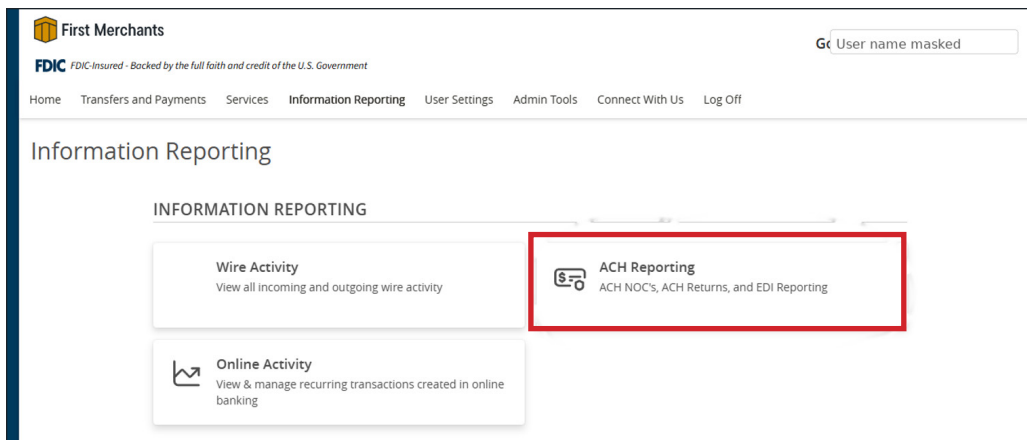


Figure 2: ACH Reporting tile

3. Open ACH Reporting Files

In the ETMS/ARS application, locate the ARS section and select 'ACH Reporting Files.'

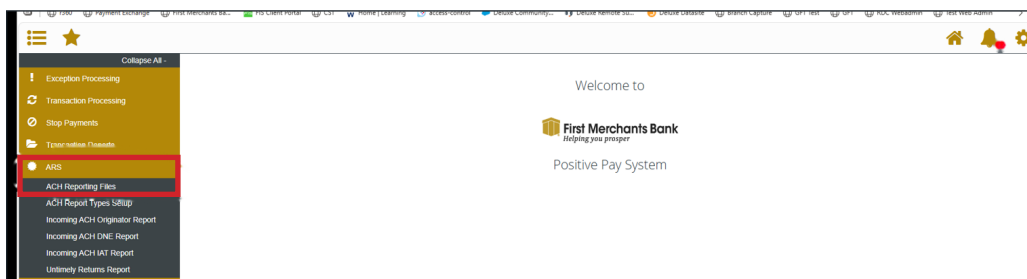


Figure 3: ACH Reporting Files function in the ARS menu

4. Review Current-Day Reporting

The ACH Reporting Files page displays available current-day reports. Each row represents a report file option for the same reporting data, presented in the selected format.

Item	Details
Available formats	XLSX, CSV, PDF, XML, NACHA
PDF options	Summary and full-detail PDF options are available
Current-day view	Search results default to current-day reporting

Client	Downloaded by user	Date created	Report type	Report name
Client details masked		07/17/2026 5:10:16 AM	Originator - Notices of Change, Retu...	Returns and NOCs
		07/17/2026 5:10:15 AM	Originator - Notices of Change, Retu...	Returns and NOCs
		07/17/2026 5:10:15 AM	Originator - Notices of Change, Retu...	Returns and NOCs
		07/17/2026 5:10:15 AM	Originator - Notices of Change, Retu...	Returns and NOCs

Figure 4: ACH Reporting Files results



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5. Search for a Different Date Range

To search beyond current-day reporting, select 'Back to Search Parameters.' Enter the desired 'Date From' and 'Date To' values, then select 'Search.'

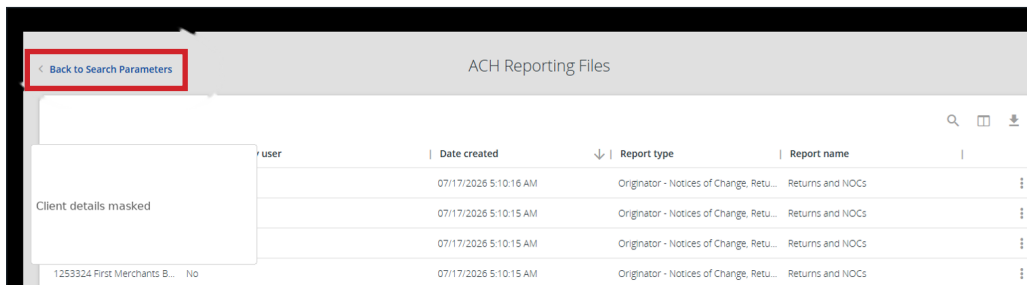


Figure 5: Back to Search Parameters link

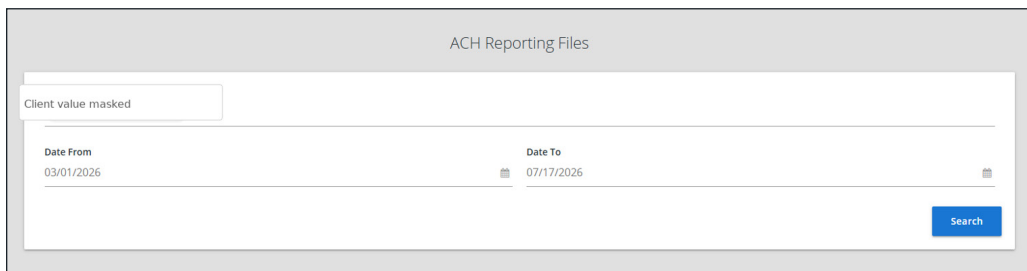


Figure 6: Search Parameters screen

6. Download and Review the Report

Select the applicable row from the search results. The report file begins downloading automatically, and you can then open the file to review the reporting information.

Customer-facing note

Screenshots in this guide are for navigation reference only. Account, client, and user-specific details have been masked for external distribution.

For any additional questions, contact Treasury Solutions at **1.866.833.0050, Option 2** for assistance.



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