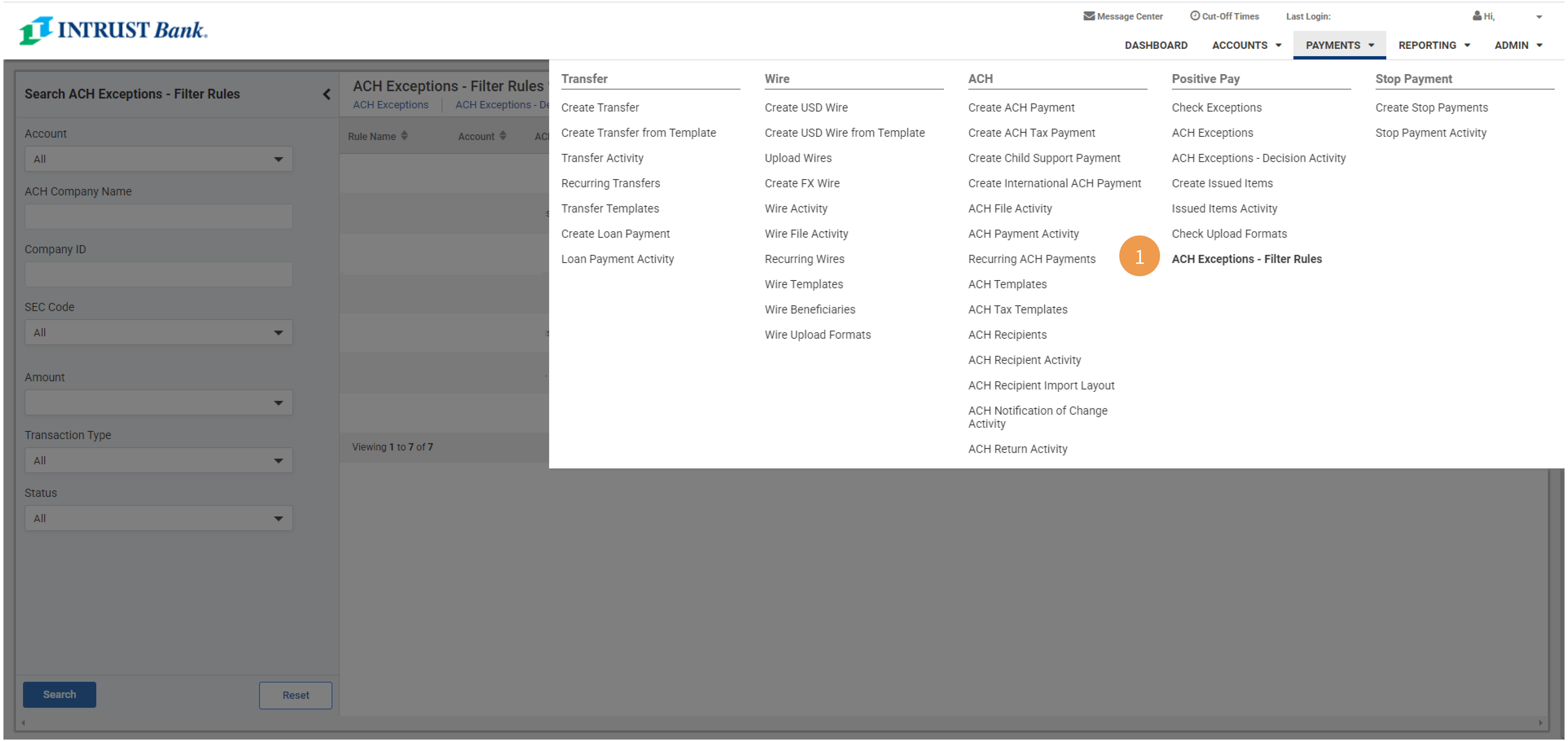
Positive Pay ACH Filters

Quick Reference Guide

Positive Pay – ACH Filters



1 Navigating to ACH Filter Rules

Select **ACH Exceptions – Filter Rules** from Positive Pay menu to view or modify ACH Filters

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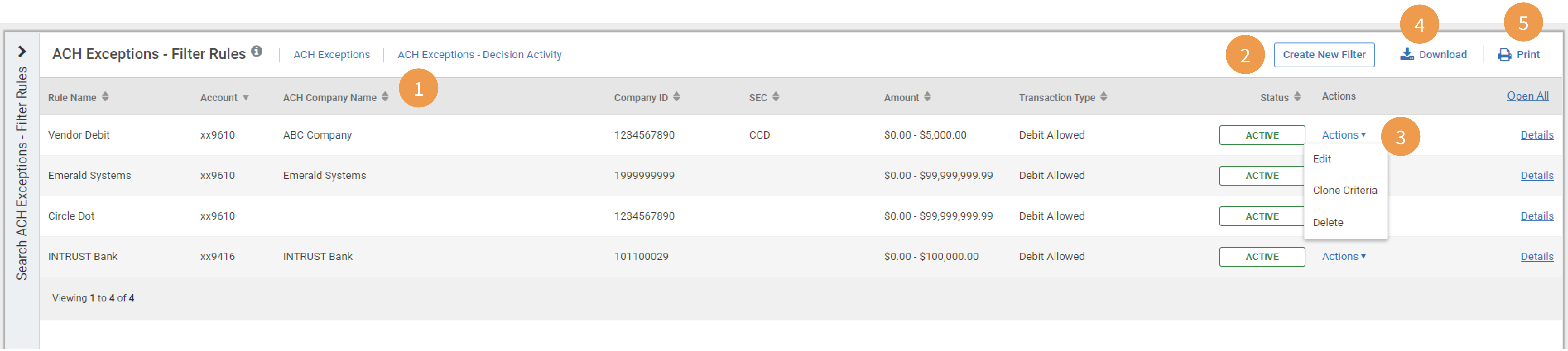
Viewing Filter Rules – Summary



1 ACH Exceptions – Filter Rules
Column headings can be sorted in ascending or descending order.

2 Create New Filter Rule
Use the Create New Filter Rule button to easily create a new ACH Filter Rule

3 Actions
(Described in further detail in upcoming slides)

- Edit
- Clone Criteria
- Delete

4 Download
All Filter Rules can be downloaded as CSV report

5 Print
Print button will print Filter Rules shown on browser page

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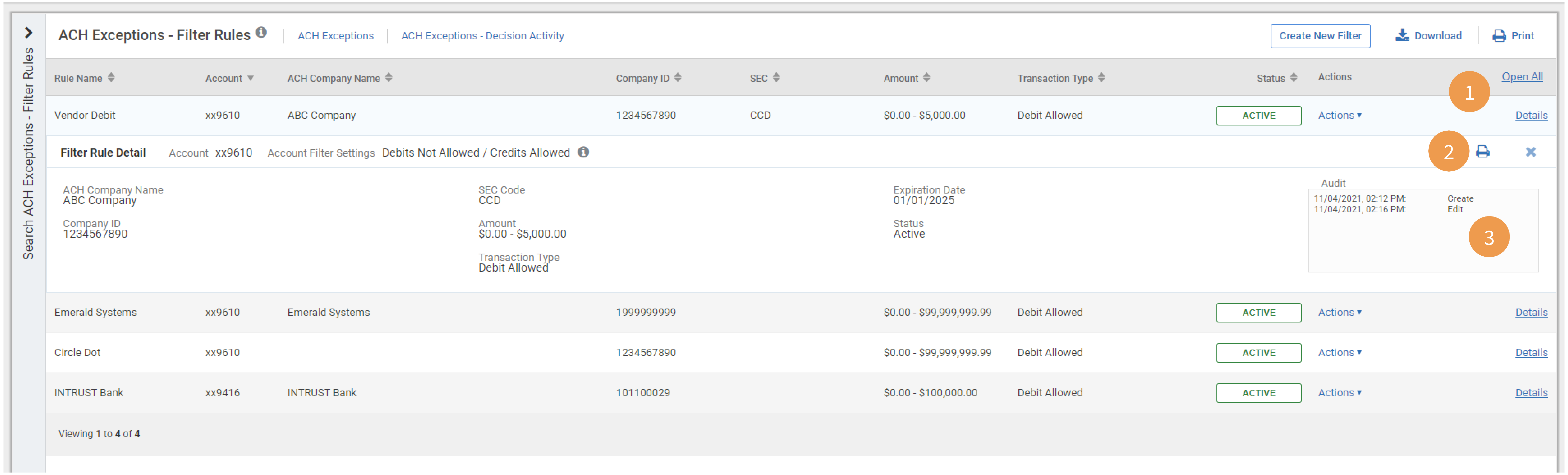
Viewing Filter Rules – Detail



1 Open All / Details

Use the Open All hyperlink to see details for all ACH Filters on browser screen or use Details hyperlink to see additional information for a specific Filter Rule.

2 Print Feature

- Print button in the Details view prints the individual filter rule

3 Audit Box

An audit box is available to view an audit trail of who created, updated, or deleted the filter rule and includes:

- Username
- Action taken
- Date and time stamp

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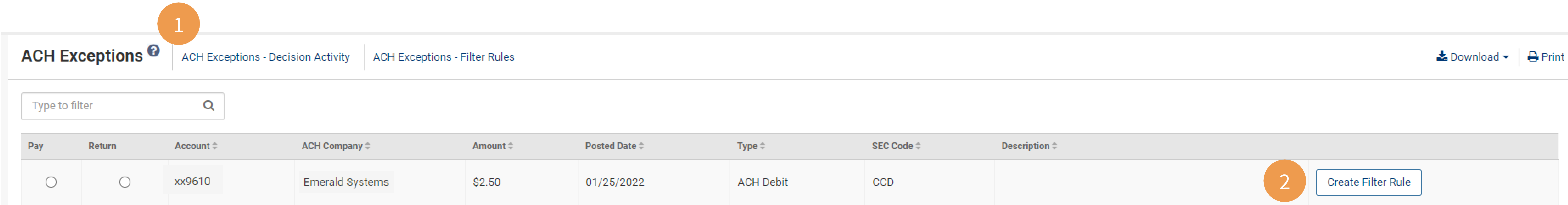
Using ACH Exceptions to Create New Filter Rule



1 ACH Exceptions

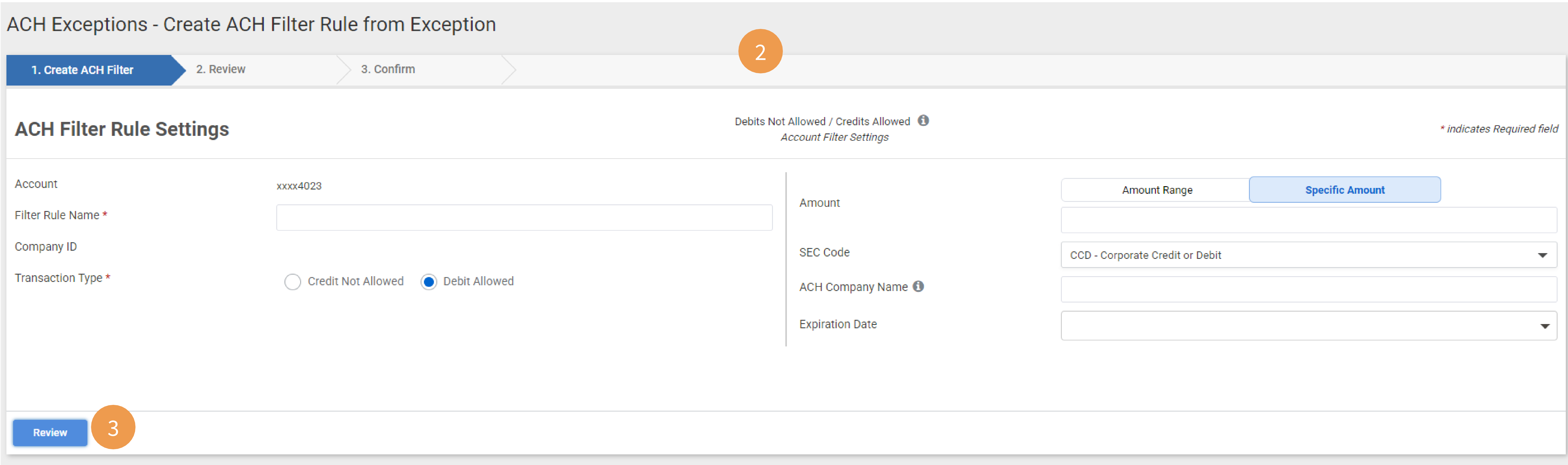
To create a Filter Rule from a current day exception, navigate to **Payments** > **Positive Pay – ACH Exceptions**

To create a Filter Rule from a previously decisioned exception, navigate to **Payments** > **Positive Pay – ACH Exceptions-Decision Activity**

2 Exception Details

Select **Create Filter Rule** to begin creating a new Filter Rule using that transaction's information.

Using ACH Exceptions to Create New Filter Rule



1 Create a New ACH Filter
Select Continue to create a new Filter Rule

2 Create Filter Rule From Exception
The Filter Rule will be pre-filled with information from the exception.

Complete the required fields:
- Filter Rule Name: Enter a name of your choosing to help identify the Filter Rule moving forward

Optional fields are also available:
- Amount Range or Specific Amount
- SEC Code
- Expiration Date
- ACH Company Name
  - Note: ACH Company Name is pre-filled as an exact match to the transaction. If this field is modified, future debits will not match to this filter rule.

3 Review
Select Review when finished. On the next screen, select Save Filter Rule.

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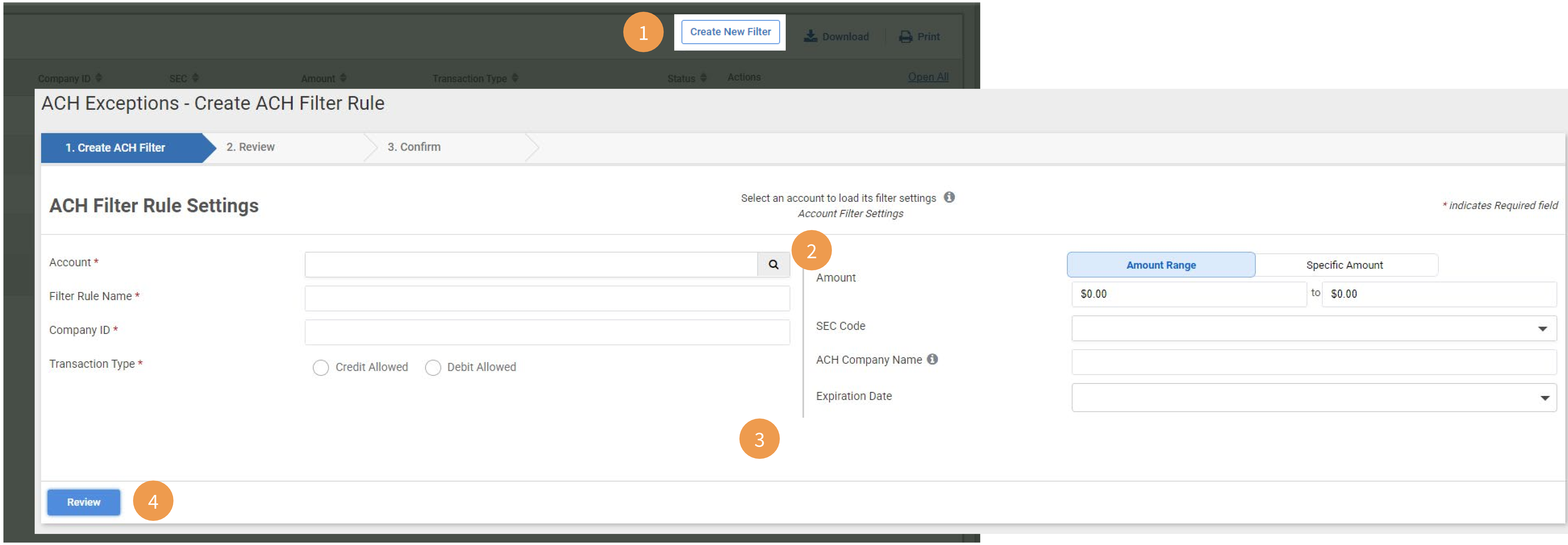
Creating New Filter Rule



1 Create New Filter

Select Create New Filter button

2 Select Account

Select the applicable account. Filter and sort options are available.

3 Create ACH Filter Rule

Complete the required fields:

- Filter Rule Name: Enter a name of your choosing to help identify the Filter Rule moving forward
- Company ID: Enter the ACH Company ID
- Transaction Type: Select Debit Allowed

Option fields are also available:

- Amount Range or Specific Amount
- SEC Code
- Expiration Date
- ACH Company Name
    - Note: ACH Company Name and the company name in the originating transaction must match exactly for the transaction to match the filter.

4 Review

Select Review when finished. On the next screen, select Save Filter Rule.

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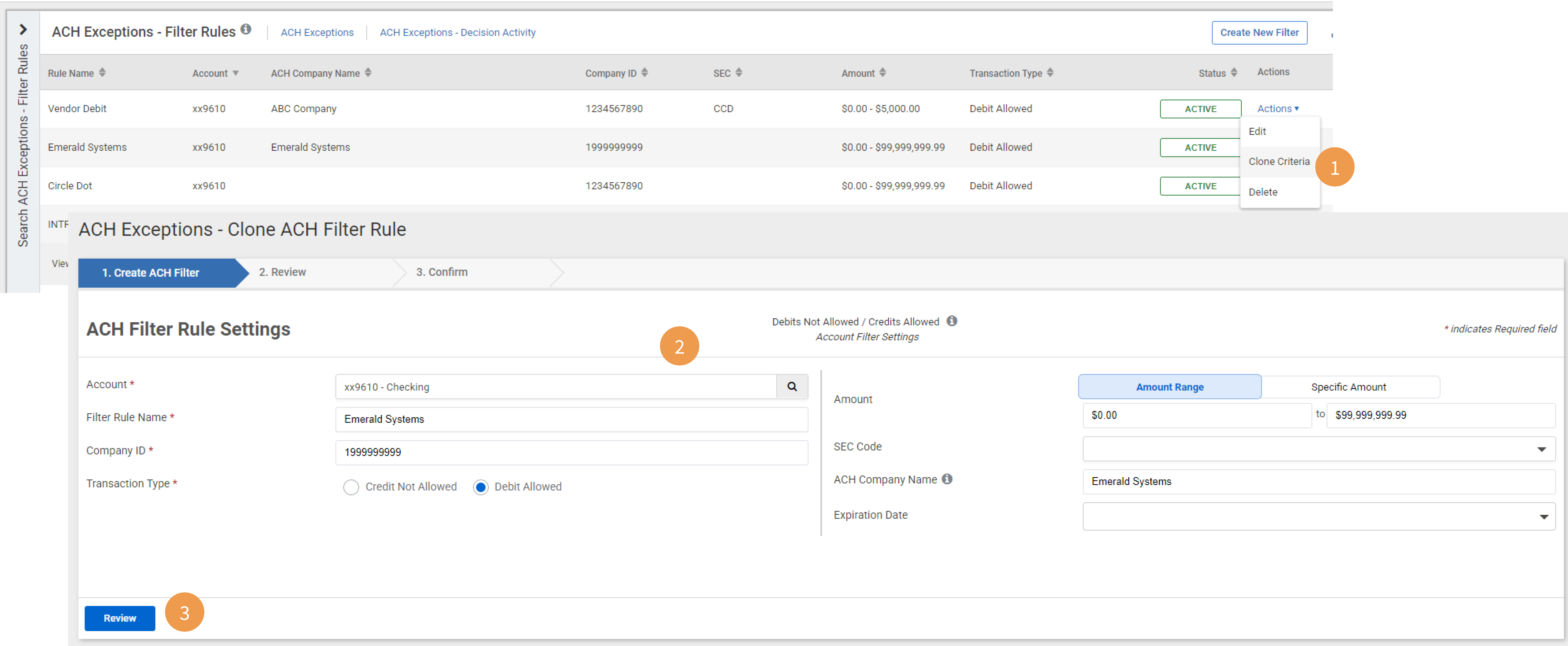
Cloning Filter Rule



1 Clone Criteria

Select Actions > Clone Criteria to create a copy of an existing Filter Rule

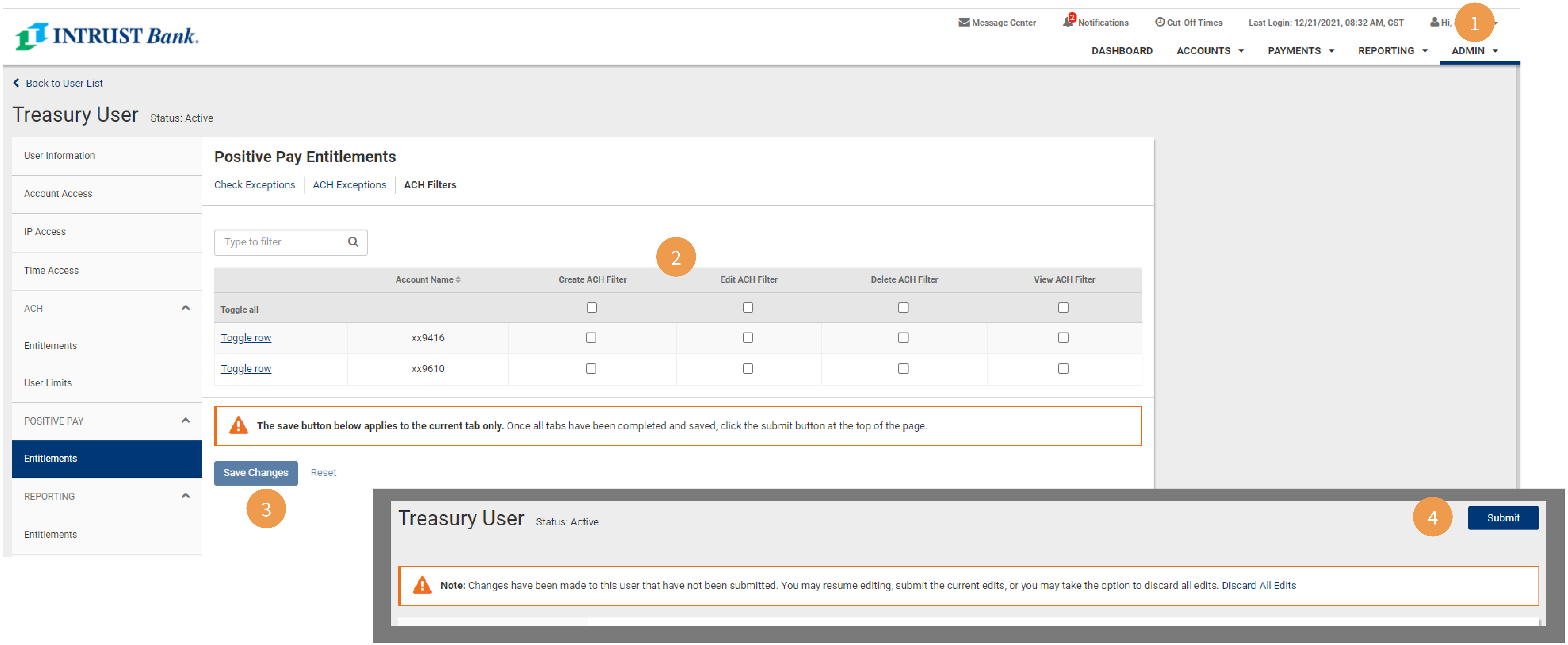
2 Clone ACH Filter Rule

Verify information on screen and make any necessary updates.

3 Review

Select Review when finished. On the next screen, select Save Filter Rule.

Administration – User Permissions



1 ACH Filter User Entitlements

To establish or edit a user's access to ACH Filter Rules, select **Admin > User List**. Under the individual user's Actions dropdown, select Edit User.

2 ACH Filter Permissions

Users can be given access to Create, Edit, Delete and View ACH Filters. Select the appropriate permissions for a user. The Toggle Row hyperlink will select all permissions for that specific account.

3 Save Changes

Select Save Changes when finished.

4 Submit

Select Submit (visible after selecting Save Changes) to finalize all changes.