

Positive Pay ACH Filters Quick Reference Guide

Positive Pay – ACH Filters

The screenshot displays the INTRUST Bank web interface. At the top left is the INTRUST Bank logo. The top right navigation bar includes links for Message Center, Cut-Off Times, Last Login, and a user profile (Hi,). Below this is a main navigation menu with tabs for DASHBOARD, ACCOUNTS, PAYMENTS, REPORTING, and ADMIN. The PAYMENTS tab is selected, and a sub-menu is open, showing options like Check Exceptions, ACH Exceptions, ACH Exceptions - Decision Activity, Create Issued Items, Issued Items Activity, Check Upload Formats, and **ACH Exceptions - Filter Rules**, which is highlighted with an orange circle containing the number 1. The left sidebar contains a 'Search ACH Exceptions - Filter Rules' panel with various filter criteria: Account (All), ACH Company Name, Company ID, SEC Code (All), Amount, Transaction Type (All), and Status (All). The main content area shows a table with columns for Rule Name, Account, and ACH, and a 'Viewing 1 to 7 of 7' indicator. A secondary navigation menu is visible above the table, listing categories like Transfer, Wire, ACH, Positive Pay, and Stop Payment, with their respective sub-items.

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

Positive Pay – ACH Filters

Viewing Filter Rules – Summary

The screenshot shows a web interface for managing ACH filter rules. At the top, there are navigation tabs: 'ACH Exceptions - Filter Rules' (highlighted with callout 1), 'ACH Exceptions', and 'ACH Exceptions - Decision Activity'. To the right of the tabs are three buttons: 'Create New Filter' (callout 2), 'Download' (callout 4), and 'Print' (callout 5). Below the tabs is a table with columns: Rule Name, Account, ACH Company Name (callout 1), Company ID, SEC, Amount, Transaction Type, Status, and Actions. The table contains four rows of filter rules. The first row is 'Vendor Debit' with account 'xx9610' and company 'ABC Company'. The second row is 'Emerald Systems' with account 'xx9610' and company 'Emerald Systems'. The third row is 'Circle Dot' with account 'xx9610' and company '1234567890'. The fourth row is 'INTRUST Bank' with account 'xx9416' and company 'INTRUST Bank'. Each row has an 'ACTIVE' status and an 'Actions' dropdown menu (callout 3) with options: Edit, Clone Criteria, and Delete. A 'Details' link is also present for each row. At the bottom left of the table area, it says 'Viewing 1 to 4 of 4'.

Rule Name	Account	ACH Company Name	Company ID	SEC	Amount	Transaction Type	Status	Actions	Open All
Vendor Debit	xx9610	ABC Company	1234567890	CCD	\$0.00 - \$5,000.00	Debit Allowed	ACTIVE	Actions	Details
Emerald Systems	xx9610	Emerald Systems	1999999999		\$0.00 - \$99,999,999.99	Debit Allowed	ACTIVE	Edit	Details
Circle Dot	xx9610		1234567890		\$0.00 - \$99,999,999.99	Debit Allowed	ACTIVE	Clone Criteria	Details
INTRUST Bank	xx9416	INTRUST Bank	101100029		\$0.00 - \$100,000.00	Debit Allowed	ACTIVE	Delete	Details

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

The screenshot displays the 'ACH Exceptions - Filter Rules' interface. At the top, there are navigation links for 'ACH Exceptions' and 'ACH Exceptions - Decision Activity', along with buttons for 'Create New Filter', 'Download', and 'Print'. A table lists filter rules with columns for Rule Name, Account, ACH Company Name, Company ID, SEC, Amount, Transaction Type, Status, and Actions. The first rule, 'Vendor Debit', is selected, and its details are shown in a modal view. This detail view includes fields for ACH Company Name, Company ID, SEC Code, Amount, Transaction Type, Expiration Date, and Status. An 'Audit' box is also present, showing a log of actions like 'Create' and 'Edit' with timestamps. Three orange callout boxes are overlaid on the screenshot: '1' points to the 'Open All' and 'Details' links; '2' points to the print icon in the details view; and '3' points to the audit log.

Rule Name	Account	ACH Company Name	Company ID	SEC	Amount	Transaction Type	Status	Actions
Vendor Debit	xx9610	ABC Company	1234567890	CCD	\$0.00 - \$5,000.00	Debit Allowed	ACTIVE	Actions
Emerald Systems	xx9610	Emerald Systems	1999999999		\$0.00 - \$99,999,999.99	Debit Allowed	ACTIVE	Actions
Circle Dot	xx9610		1234567890		\$0.00 - \$99,999,999.99	Debit Allowed	ACTIVE	Actions
INTRUST Bank	xx9416	INTRUST Bank	101100029		\$0.00 - \$100,000.00	Debit Allowed	ACTIVE	Actions

Viewing 1 to 4 of 4

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

ACH Exceptions ? | ACH Exceptions - Decision Activity | ACH Exceptions - Filter Rules Download Print

Type to filter

Pay	Return	Account	ACH Company	Amount	Posted Date	Type	SEC Code	Description
<input type="radio"/>	<input type="radio"/>	xx9610	Emerald Systems	\$2.50	01/25/2022	ACH Debit	CCD	

1 ACH Exceptions

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

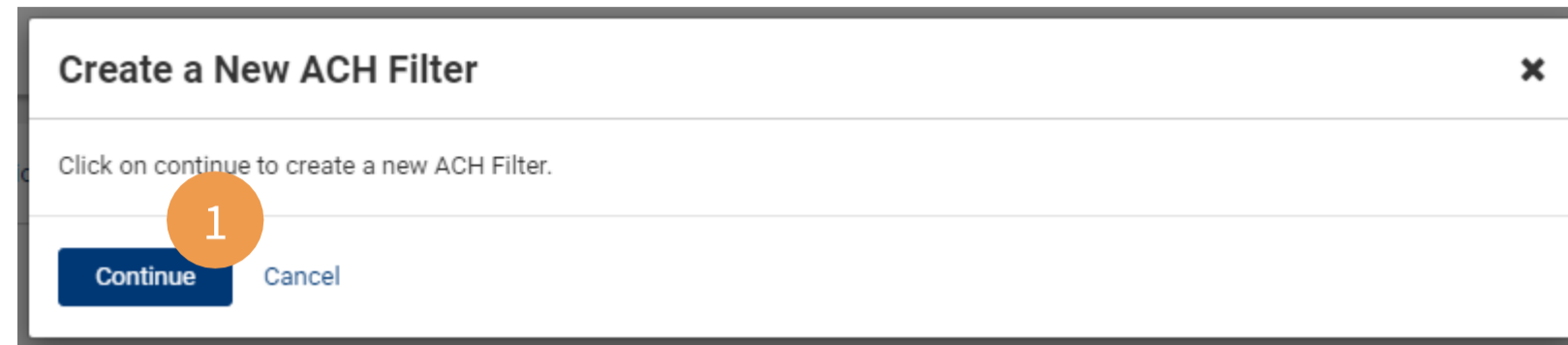
To create a Filter Rule from a previously decisioned exception, navigate to **Payments > Positive Pay – ACH Exceptions-Decision Activity**

2 Exception Details

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

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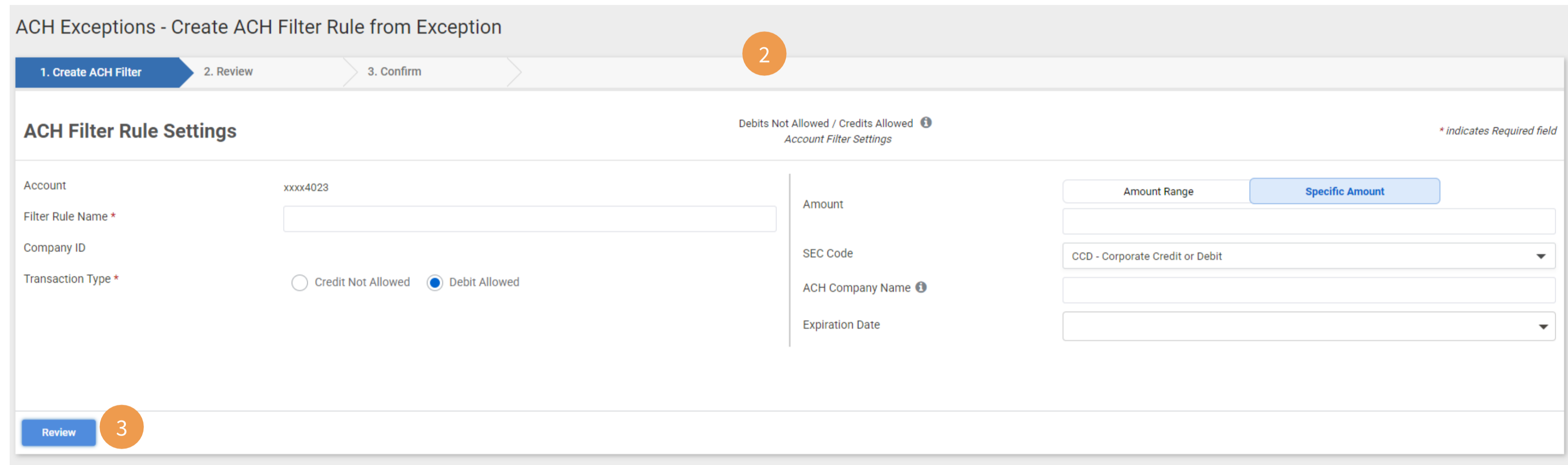
Using ACH Exceptions to Create New Filter Rule



Create a New ACH Filter [x]

Click on continue to create a new ACH Filter.

1 [Continue] [Cancel]



ACH Exceptions - Create ACH Filter Rule from Exception

2

1. Create ACH Filter | 2. Review | 3. Confirm

ACH Filter Rule Settings Debits Not Allowed / Credits Allowed ⓘ Account Filter Settings * indicates Required field

Account xxx4023

Filter Rule Name *

Company ID

Transaction Type * Credit Not Allowed Debit Allowed

Amount Amount Range Specific Amount

SEC Code

ACH Company Name ⓘ

Expiration Date

3 [Review]

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

The screenshot shows the 'ACH Exceptions - Filter Rules' interface. At the top, there is a breadcrumb trail: 'ACH Exceptions - Filter Rules' > 'ACH Exceptions' > 'ACH Exceptions - Decision Activity'. A 'Create New Filter' button is in the top right. Below this is a table of filter rules:

Rule Name	Account	ACH Company Name	Company ID	SEC	Amount	Transaction Type	Status	Actions
Vendor Debit	xx9610	ABC Company	1234567890	CCD	\$0.00 - \$5,000.00	Debit Allowed	ACTIVE	Actions ▾
Emerald Systems	xx9610	Emerald Systems	1999999999		\$0.00 - \$99,999,999.99	Debit Allowed	ACTIVE	Edit
Circle Dot	xx9610		1234567890		\$0.00 - \$99,999,999.99	Debit Allowed	ACTIVE	Clone Criteria Delete

The 'Clone ACH Filter Rule' form is shown below the table. It has a progress bar with three steps: '1. Create ACH Filter' (active), '2. Review', and '3. Confirm'. The form title is 'ACH Filter Rule Settings'. It includes the following fields:

- Account: xx9610 - Checking
- Filter Rule Name: Emerald Systems
- Company ID: 1999999999
- Transaction Type: Debit Allowed
- Amount: \$0.00 to \$99,999,999.99 (Amount Range selected)
- SEC Code: [Empty]
- ACH Company Name: Emerald Systems
- Expiration Date: [Empty]

A 'Review' button is at the bottom left of the form.

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.

Positive Pay – ACH Filters

Administration – User Permissions

INTRUST Bank Message Center Notifications Cut-Off Times Last Login: 12/21/2021, 08:32 AM, CST Hi, 1

DASHBOARD ACCOUNTS PAYMENTS REPORTING ADMIN

Back to User List

Treasury User Status: Active

User Information **Positive Pay Entitlements**

Account Access Check Exceptions ACH Exceptions **ACH Filters**

IP Access Type to filter

Time Access

	Account Name	Create ACH Filter	Edit ACH Filter	Delete ACH Filter	View ACH Filter
Toggle all		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toggle row	xx9416	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toggle row	xx9610	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POSITIVE PAY

Entitlements **Save Changes** [Reset](#)

REPORTING

Entitlements

Treasury User Status: Active **Submit**

Note: Changes have been made to this user that have not been submitted. You may resume editing, submit the current edits, or you may take the option to discard all edits. Discard All Edits

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.