Positive Pay
ACH Filters
Quick Reference Guide
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

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
Positive Pay – ACH Filters

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
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.
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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.
**Positive Pay – ACH Filters**

**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.
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.