

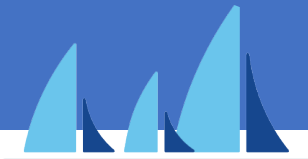


# ACH Filter Rules

## *Quick Reference Guide*

Online Treasury Management  
*Last updated July 2024*





# ACH Filter Rules

## ACH Exceptions – Filter Rules

The screenshot shows the 'ACH Exceptions - Filter Rules' interface. At the top right, there are buttons for 'Create New Filter', 'Download' (callout 1), and 'Print' (callout 2a). Below this is a table of filter rules. The first two rows are 'irs exceptions' and 'Vendor One'. The 'Vendor One' row has a 'Details' link (callout 3). Below the table, the 'Filter Rule Detail' for 'Vendor One' is shown, including fields for 'ACH Company Name', 'SEC Code', 'Expiration Date', 'Company ID', 'Amount', and 'Transaction Type'. An 'Audit' box (callout 4) is visible, showing a log of actions. At the bottom of the table, there are pagination controls: 'First', 'Previous', '1', '2', '3', 'Next', 'Last', and a dropdown for '10' items.

### 1 Download Feature

ACH Filter Rules report can be downloaded in a PDF or CSV format.

### 2 Print Feature

- a. Print button at the top of the page, prints the browser page.
- b. Print button in the details view, prints the individual filter rule.

### 3 Details Link

Details link expands the ACH Filter Rule to view additional information.

### 4 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

**Note:** Filter rules created in Silverlake will display the username "Financial Institution".

**Note:** Filter rules created in Silverlake will display the username "Financial Institution".



# Create and ACH Filter Rule

## ACH Exceptions – Create ACH Filter Rule

ACH Exceptions - Create ACH Filter Rule **1**

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

### ACH Filter Rule Settings

**2** Debits Not Allowed / Credits Allowed **1**  
Account Filter Settings \* indicates Required field

Account \*

Filter Rule Name \*

Company ID \*

Transaction Type \*  Credit Not Allowed  Debit Allowed **2**

Amount  to

SEC Code

ACH Company Name **1**

Expiration Date

© 2022 Jack Henry & Associates, Inc. | Terms and Conditions Member FDIC | Equal Housing Lender

### 1 Create ACH Filter Rule

The following screen displays when **Create New Filter** button is selected.

- Account, Filter Rule Name, Company ID and Transaction Type (Debit/Credit) are required filter rule inputs.
- Optional filter rule criteria can also be selected (Amount, SEC Code, ACH Company Name, and Expiration Date).

### 2 Transaction Type (Debit or Credit)

If the account status set by the bank is Credit Allowed and the Transaction Type selected is Credit, any inputs entered would be automatically "Not Allowed" and vice versa.

If the account status set by the bank is Debits Not Allowed and the Transaction Type selected is Debit, any inputs entered would be automatically "Allowed" and vice versa.

### Note:

- The transaction type selected is always the opposite of the account master settings (status) set by your financial institution.
- ACH Company Name and the company name in the originating transaction must match exactly for the filter to capture the transaction for the specific company. If the name is not an exact match, items will not be captured as exceptions.



# Edit an ACH Filter Rule

## ACH Exceptions – Edit ACH Filter Rule

ACH Exceptions - Edit ACH Filter Rule ← 1

1. Edit ACH Filter → 2. Review → 3. Confirm →

### ACH Filter Rule Settings

Debits Allowed / Credits Not Allowed ⓘ  
Account Filter Settings \* Indicates Required field

Account	73005	Amount	<input type="radio"/> Amount Range <input type="radio"/> Specific Amount
Filter Rule Name * <span>← 2</span>	<input type="text"/>	SEC Code	\$0.01 to \$60,000.02
Company ID *	<input type="text"/>	ACH Company Name ⓘ	PPD - Prearranged Payment and Deposit
Transaction Type *	<input type="radio"/> Credit Allowed <input checked="" type="radio"/> Debit Not Allowed	Expiration Date	<input type="text"/>

[ACH Filter Rules](#)

© 2022 Jack Henry & Associates, Inc. | Terms and Conditions Member FDIC | Equal Housing Lender

### 1 Edit ACH Filter Rule

The following screen displays when **Edit** button is selected from the **Actions** menu.

- Account, Filter Rule Name, Company ID and Transaction Type are required filter rule inputs.
- Optional filter rule criteria can also be selected (Amount, SEC Code, ACH Company Name, and Expiration Date).

### 2 Filter Rule Name

The rule name is alphanumeric, can contain special characters, and must be unique to the TM company.

### Note:

- See Create New Filter slide to create a filter rule.
- ACH Company Name and the company name in the originating transaction must match exactly for the filter to capture the transaction for the specific company. If the name is not an exact match, items will not be captured as exceptions.



# Clone an ACH Filter Rule

## ACH Exceptions – Clone ACH Filter Rule

ACH Exceptions - Clone ACH Filter Rule 1

1. Clone ACH Filter 2 2. Review 3. Confirm

### ACH Filter Rule Settings

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

<p>Account *</p> <p>Filter Rule Name * yehmana</p> <p>Company ID *</p> <p>Transaction Type *  <input type="radio"/> Credit Allowed <span style="color: orange;">1</span>  <input checked="" type="radio"/> Debit Not Allowed <span style="color: orange;">2</span></p>	<p>Amount  <input type="text"/> <input type="text"/></p> <p>SEC Code  <input type="text"/></p> <p>ACH Company Name ⓘ  <input type="text"/></p> <p>Expiration Date  <input type="text"/></p>	<p><input checked="" type="radio"/> Amount Range <input type="radio"/> Specific Amount</p> <p>\$0.01 to \$60,000.02</p> <p>FPD - Prearranged Payment and Deposit</p>
--	---	--

Review ACH Filter Rules

© 2022 Jack Henry & Associates, Inc. | Terms and Conditions Member FDIC | Equal Housing Lender

### 1 Clone ACH Filter Rule

The following screen displays when **Clone Criteria** is selected from the **Actions** menu.

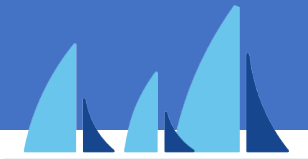
- The information from the filter rule selected will prepopulate the screen.
- Company ID and Transaction Type are required filter rule inputs.
- Optional filter rule criteria can also be selected (Amount, SEC Code, ACH Company Name, and Expiration Date).

### 2 Transaction Type (Debit or Credit)

If the account status set by the bank is Credit Allowed and the Transaction Type selected is Credit, any inputs entered would be automatically “Not Allowed” and vice versa.

### Note:

- The transaction type selected is always the opposite of the account master settings (status) set by your financial institution.
- ACH Company Name and the company name in the originating transaction must match exactly for the filter to capture the transaction for the specific company. If the name is not an exact match, items will not be captured as exceptions.



# Create a Filter Rule from ACH Exceptions


## ACH Exceptions

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="checkbox"/>	<input type="checkbox"/>			\$150.00	01/31/2022	ACH Debit	CCD	CSP MAC CSP CCD	Create Filter Rule 
<input type="checkbox"/>	<input type="checkbox"/>			\$25.00	01/31/2022	ACH Debit	PPD	ACH Batch SMAC INC DR PPD 021306547000005	Create Filter Rule
<input type="checkbox"/>	<input type="checkbox"/>			\$250.00	01/31/2022	ACH Debit	PPD	PAYROLL MATTHEW 1 PPD 267084130010015	Create Filter Rule
<input type="checkbox"/>	<input type="checkbox"/>			\$98.50	01/31/2022	ACH Debit	PPD	PAYROLL MATTHEW 1 PPD 267084130010014	Create Filter Rule
<input type="checkbox"/>	<input type="checkbox"/>			\$17.50	01/31/2022	ACH Debit	PPD	PAYROLL MATTHEW 1 PPD 267084130010013	Create Filter Rule
<input type="checkbox"/>	<input type="checkbox"/>			\$5.00	01/31/2022	ACH Debit	PPD	PAYROLL Wrights Plumb PPD 021306547000002	Create Filter Rule
<input type="checkbox"/>	<input type="checkbox"/>			\$81.23	01/31/2022	ACH Credit	PPD	PAYROLL MATTHEW 1 PPD 267084130010020	Create Filter Rule
<input type="checkbox"/>	<input type="checkbox"/>			\$32.40	01/31/2022	ACH Credit	PPD	PAYROLL MATTHEW 1 PPD 267084130010019	Create Filter Rule


## Channel - ACH Exceptions - Decision Activity

ACH Exceptions - Decision Activity

ACH Exceptions | ACH Exceptions - Filter Rules

Download | Print

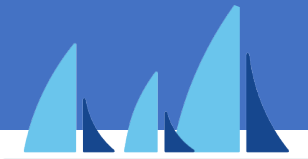
Type to filter

Decision	Decision Date	Decision By	Account	ACH Company	Amount	Posted Date	Type	SEC Code	Description	
RETURN	01/31/2022 11:10AM				\$81.23	01/28/2022	ACH Credit	PPD	PAYROLL MATTHEW 1 PPD 267084130010020	Create Filter Rule
RETURN	01/31/2022 11:10AM				\$32.40	01/28/2022	ACH Credit	PPD	PAYROLL MATTHEW 1 PPD 267084130010019	Create Filter Rule 
RETURN	01/27/2022 11:33AM				\$4.45	01/26/2022	ACH Debit	PPD	OFFSET 0 MATTHEW 2 PPD 021306547000002	Create Filter Rule
RETURN	01/27/2022 11:33AM				\$3.45	01/26/2022	ACH Debit	PPD	OFFSET 0 MATTHEW 2 PPD 021306547000001	Create Filter Rule

### 1 Create Filter Rule

An ACH Filter Rule can be created while working an ACH Exceptions item by selecting the **Create Filter Rule** button on the ACH Exceptions open item or the ACH Exceptions - Decision Activity.

- When selected, you are redirected to the Create ACH Filter Rule workflow.



# Create a Filter Rule from ACH Exceptions (continued)

## ACH Exceptions – Create ACH Rule from Decision Activity

ACH Exceptions - Create ACH Filter Rule from Decision Activity

1. Create ACH Filter   2. Review   3. Confirm

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

Account	<input type="text"/>	Amount	<input type="button" value="Amount Range"/> <input checked="" type="button" value="Specific Amount"/>
Filter Rule Name *	<input type="text"/>	SEC Code	<input type="text" value="\$81.23"/>
Company ID *	<input type="text"/>	ACH Company Name ⓘ	<input type="text" value="PPD - Prearranged Payment and Deposit"/>
Transaction Type *	<input checked="" type="radio"/> Credit Allowed <input type="radio"/> Debit Not Allowed	Expiration Date	<input type="text"/>

  [ACH Filter Rules](#)

© 2022 Jack Henry & Associates, Inc. | Terms and Conditions      Member FDIC | Equal Housing Lender

### 1 Exception Data

The information from the exception item will populate the Create ACH Filter Rule screen with the following data elements providing the information is available with the exception.

The data elements that may be populated are:

- Company ID
- Account
- Transaction Type
- Amount
- SEC Code
- ACH Company Name

# User Entitlements

## Positive Pay – ACH Filters – User Entitlements

← Back to User List

Status: Active

User Information

Account Access

IP Access

Time Access

ACCOUNT RECONCILIATION REPORTING

Entitlements

ACH

Entitlements

User Limits

POSITIVE PAY

Entitlements

REPORTING

Entitlements

TRANSFER/LOAN PAYMENT

### Positive Pay Entitlements

Check Exceptions | ACH Exceptions | **ACH Filters** 1

Type to filter

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	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Toggle row	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Toggle row	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Toggle row	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**⚠ The save button below applies to the current tab only. Once all tabs have been completed and saved, click the submit button at the top of the page.**

Save Changes | Reset

### 1 ACH Filters - User Entitlements

- User access can be controlled by the bank or an admin user.
- Users can be given access to View, Create, Edit, and Delete ACH Filter Rules for specific accounts.
- Admin users can navigate and select **Admin**, select **User List**, then select **View User** from the **Actions** menu, navigate to **Positive Pay** and select **Entitlements** to add or update entitlements.
- User can select **View User** from the **Actions** menu, then select **Edit**, and navigate to **Positive Pay** and select **Entitlements** to add or update these entitlements. Or the user could select **Edit User** from the **Actions** menu.