### **ACH POSITIVE PAY – CREATING FILTERS**

This guide provides instructions for creating filters on incoming items and future ACH transactions as well as editing filters.

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#### **CREATE FILTER: INCOMING ITEM**

#### STEP 1:

In the menu bar, click ACH Positive Pay and select *Incoming ACH List*. Once an ACH item is presented as an exception, you will be able to create a filter.

#### STEP 2:

Click the *View* button to see the item detail and create a filter.



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#### ACH Positive Pay ACH Filters Listed below are the ACH Filters you have defined for your accounts. Note that any incoming ACH item that matches any of the filters below will be automatically authorized and paid. Incoming ACH Summary Account: --All Accounts-- v Search 0 Incoming ACH List Filter List Create Filter Reports ACH Filter List - 68 Total Items Maintenance Request Email Notifications Account # Company Company ID Expires Max Amount Pending Action Date Created Created By 105000659 Never \$10,000.00 Not Active - Create Pending 4/1/2011 2:57 PM CT Tech2 Training View Operating - xxx5555 Test View Operating - xxx5555 Tech Test 111111112 Never \$99,999,999 Active 9/15/2014 11:07 PM CT -- SYSTEM --View Operating - xxx5555 Test123 112121555 Never \$99.999.999.99 Active 6/18/2018 11:07 AM CT Tech1 Training View Operating - xxx5555 Dorey Test 113011259 9/16/2030 \$1.00 Not Active - Create Pending 9/16/2010 8:45 AM CT Tech1 Training 1234546789 Never \$99,999,999,99 Active View Operating - xxx5555 Axvz 5/12/2016 8:25 AM CT Admin Training View Operating - xxx5555 Test10000 1234567891 Never \$99,999,999,999 Active 9/22/2016 1:05 PM CT Joseph Donohue

# CREATE FILTER: INCOMING ITEM FUTURE DEBITS

#### Step 1:

Create a filter for an incoming ACH item that will be paid for any future transactions.

- Click the Authorize and Setup Recurring Filter radio button.
- Enter the Max Amount.
- If you do not want a limit on the filter, select the check box to Allow Any Amount.

**Note:** Any item that is under the max dollar threshold will automatically be paid once the filter is active.

- Enter an expiration date for the filter, if desired (Optional).
- Leave the expiration date blank if you do not want the filter to expire.
- Click the Authorize button to pay the item and create the filter.

#### STEP 2:

Once the filter is created, the ACH Filters screen will appear, which displays a list of all filters that have been created (This will show as Active in the pending action column).

If your profile requires additional approval for a new filter established by another user, navigate to the authorization list upon login. The approver will have the option to select *View* to review and approve the filter.

## ACH POSITIVE PAY QUICK REFERENCE GUIDE

Home Positive Pay ACH Positive Pay File Transfers Support Administration Help Incoming ACH Summary Welcome Incoming ACH List Quick Links Pay - Exception Ite ITV Filter List Total Amount Count Read Mail > Custo Violation Create Filte > Favorites > News xxx55555 Paid No Issue \$1.00 1 **Related Links** Pay - Issu nce Request oaded issued item batches have not been confirmed Email Notifications ACH Positive Pay - Inco ng ACH Sum marv Account # Total Amount Count Operating - xxx5555 \$6.011.19 1 File Summary Folder File Count There are currently no files in any of the folders Home Positive Pay ACH Positive Pay File Transfers Support Administration Help



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#### **CREATE FILTER: PRIOR TO INCOMING ITEM** STEP 1:

If you already have a company's information (typically provided by the company originating the ACH transaction), and the ACH item has not been presented, click ACH Positive Pay, and select *Create Filter*.

#### Step 2:

Select the desired account that you would like a filter created for:

- Enter the name of the company that will be debiting your account.
- Enter the Company ID provided by the company (This must be entered correctly).
  - NOTE: Transactions are validated against Company ID. Company Name is used for reference purposes only.
- Enter the Max Amount.
- For no limit on the filter, select the check box to Allow Any Amount.
- Enter an expiration date, if desired (Optional).
- Leave the expiration field blank if you do not want the filter to expire.
- Click *Create* to save the filter for future incoming ACH transactions.

#### STEP 3:

Once the filter is created, the ACH Filters list will appear, which displays a list of all filters that have been created.

## ACH POSITIVE PAY

QUICK REFERENCE GUIDE

Welcome       Incoming ACH Summary         Ouick Links       Filter List       Pay - Exception Item Summary         > Read Mail ≥ Custor       Filter List       Pay - Exception Item Summary         > Read Mail ≥ Custor       Filter List       Pay - Exception Item Summary         > Easofiles ≥ News       Filter List       Pay - Exception Item Summary         > Counts       > -xxx5555       Paid No Issue       \$1.00       1         Positive Pay - Issued Item Summary       Y       0 uploaded issued Item batches have not been confirmed.       ACH Positive Pay - Incoming ACH Summary         ACH Positive Pay - Incoming ACH Summary       Account #       Total Amount       Count         Operating - xxx5555       \$6.011.19       1         File Summary       File Count       Total Amount       Count	Home Positive Pa	ACH Positive	Pay File	a Transfers Sup	oport Help			
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#### EDIT EXISTING FILTER

Step 1:

Click ACH Positive Pay and select *Filter List* to update or delete an existing filter.

#### Step 2:

Select the *View* button to edit or delete the filter.

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View	Operating - xxx5555	Test10000	1234567891	Never	\$99,999,999.99	Active	9/22/2016 1:05 PM CT	Joseph Donohue
View	Operating - xxx5555	123	123456798	7/30/2029	\$9,999.99	Not Active - Create Pending	7/30/2009 4:41 PM CT	Tech1 Training
Ver	Operating - xxx5555	Hp Solutions	1234568	Never	Any	Not Active - Create Pending	8/4/2011 8:45 AM CT	Tech1 Training



#### STEP 3:

To delete a filter, click the *Delete* button and then click the *Save* button at the bottom.

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## ACH POSITIVE PAY

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STEP 4: TO EDIT A FILTER:

The filter list screen will appear. Enter any additional changes here.

#### **BEST PRACTICES:**

It is advised that the ACH "FILTER LIST" is reviewed on an ongoing basis to **expire or delete** companies that are no longer valid for ach debits.