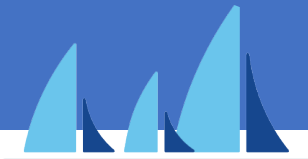# ACH Filter Rules

Quick Reference Guide

Online Treasury Management

Last updated July 2024

WEST SHORE BANK

ACH Filter Rules

ACH Exceptions – Filter Rules

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

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

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.

4

Clone an ACH Filter Rule

ACH Exceptions – Clone ACH Filter Rule

1 Clone ACH Filter Rule

The following screen displays when **Clone Criteria** is selected from the **Actions** menu.
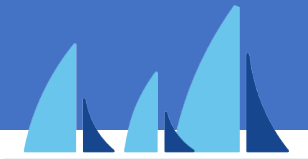
- The information from the filter rule selected will prepopulate the screen.
- Company ID and Transaction Type are required filter rule inputs.
- Optional filter rule criteria can also be selected (Amount, SEC Code, ACH Company Name, and Expiration Date).

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

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.
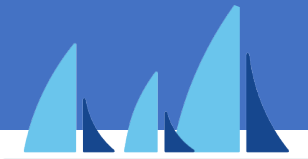
Create a Filter Rule from ACH Exceptions (continued)

ACH Exceptions – Create ACH Rule from Decision Activity

User Entitlements

Positive Pay – ACH Filters – User Entitlements

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.