

Positive Pay
ACH Filter Rules – User Guide

ACH Filter Rules - User Guide

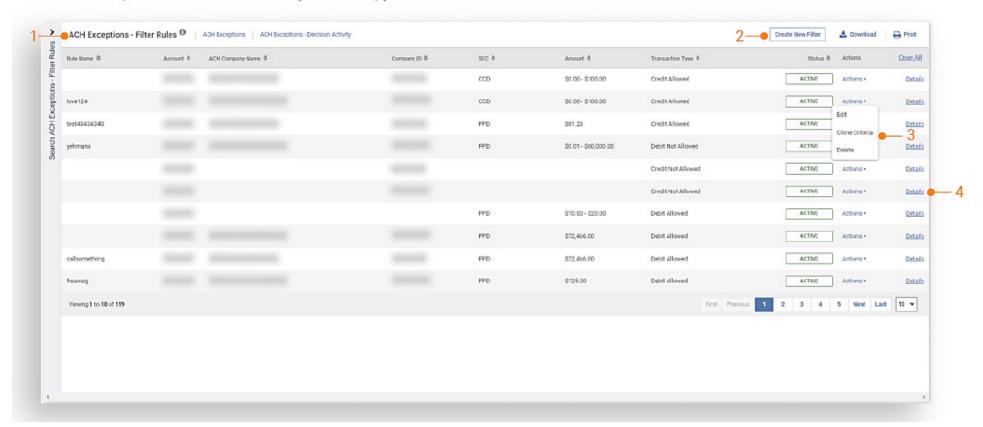
The Positive Pay Module can only be accessed by logging into the Tompkins Business Digital Banking, Treasury Management Service.

ACH Exceptions – Filter Rules Getting started:

Navigate to the Payments Tab > ACH Exceptions - Filter Rules

		Message Center	Notifications ② Cut-Off Times Last Login:
			DASHBOARD ACCOUNTS ▼ PAYMENTS ▼ REPORTING ▼ ADMIN ▼
Transfer	Wire	ACH	Positive Pay Stop Payment
Create Transfer	Create USD Wire	Create ACH Payment	Check Exceptions Create Stop Payments
Create Transfer from Template	Create USD Wire from Template	Create ACH Tax Payment	Check Exceptions - Decision Stop Payment Activity
Transfer Activity	Create FX Wire	ACH File Activity	Activity ACH Exceptions
Recurring Transfers	Wire Activity	ACH Payment Activity	
Transfer Templates	Recurring Wires	Recurring ACH Payments	
Create Loan Payment	Wire Templates	ACH Templates	ACH Exceptions - Filter Rules Create Issued Items
Loan Payment Activity	Wire Beneficiaries	ACH Tax Templates	
		ACH Recipients	Issued Items Activity
		ACH Recipient Activity	Check Upload Formats
		ACH Recipient Import Layo	out

ACH Exceptions - Filter Rules (summary)



1. ACH Exceptions - Filter Rules

The following column headings can be sorted in ascending and descending order:

- Rule Name
- Account
- ACH Company Name
- Company ID
- SEC
- Amount
- · Transaction Type

- Status
 - Active
 - Inactive
 - Failed
- A ations
- Actions
 - Edit
 - Clone Criteria
 - Delete
- Details link

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. Details

Use the Details hyperlink to see additional information for a Filter Rule along with an audit trail. A print feature is available to print the individual transaction.

ACH Exceptions - Filter Rules (details) 2a ACH Exceptions - Filter Rules ** ACH Exceptions ACH Exceptions - Decision Activity Create New Filter Print ± Download Fiter Rules RuleName 0 ACH Company Name \$ Company ID © SEC 0 Amount & Transaction Type © Status \$ Open All \$0.00 - \$100.00 Credit Allowed ACTIVE Details CCD 50.00 - \$100.00 Credit Allowed love124 ACTIVE Details test43434343 \$81.23 Credit Allowed ACTIVE Detais 6 Account 73105 Account Filter Settings Debits Allowed / Credits Not Allowed 9 Expiration Date N/A ACH Company Name 01/26/2022, 19:15 PM: rikney5: Onete Amount \$81.23 Company ID \$0.01 - \$60,000.00 Debit Not Allowed ACTIVE Actions* yehmana Details Credit Not Allowed ACTIVE Actions * Details Credit Not Allowed ACTIVE Dotale 510.00 - 520.00 Debit Allowed ACTIVE Actions Details \$72,466.00 Debit Allowed ACTIVE Details Debit Allowed \$72,466.00 Details 10 🕶 Viewine 1 to 10 of 159 4 5 Next Last

Note: Filter rules created previously by Tompkins will display the username "Financial Institution".

1. Download Feature

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

2. Print Feature

- Print button at the top of the page, prints the browser page.
- 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.

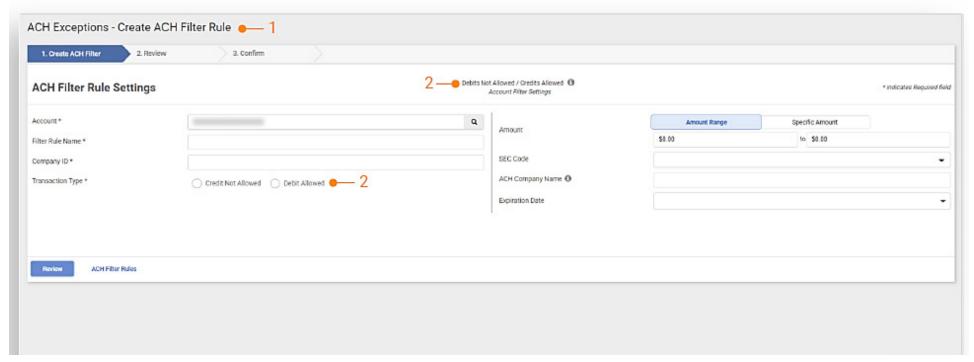
4. Audit Box

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



Create an ACH Filter Rule



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 white-listed and will be captured as exceptions.
- It is recommended to put the Company Name in the Filter Rule Name and leave the Company Name Blank. If you do enter the Company in the Company Name field, it must be an <u>exact match</u> (including case and punctuation). If the name is not an exact match, items will be not whitelisted and will become exceptions.

Navigate to ACH Exceptions - Filter Rules.

1. Create ACH Filter Rule

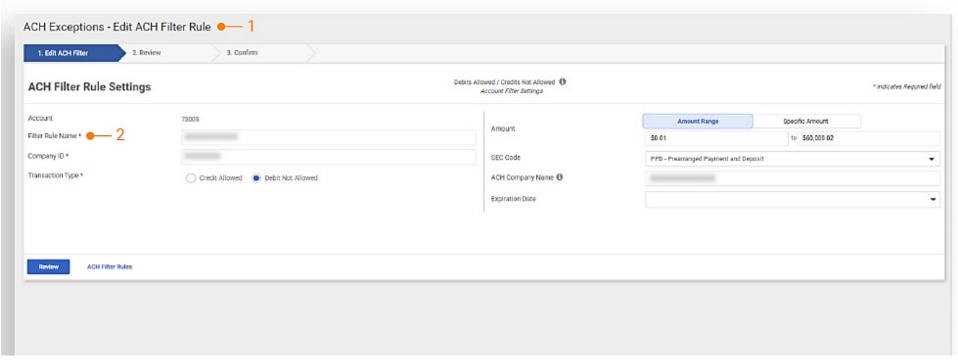
The following screen displays when Create New Filter button is selected.

- 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).

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.

Edit an ACH Filter Rule



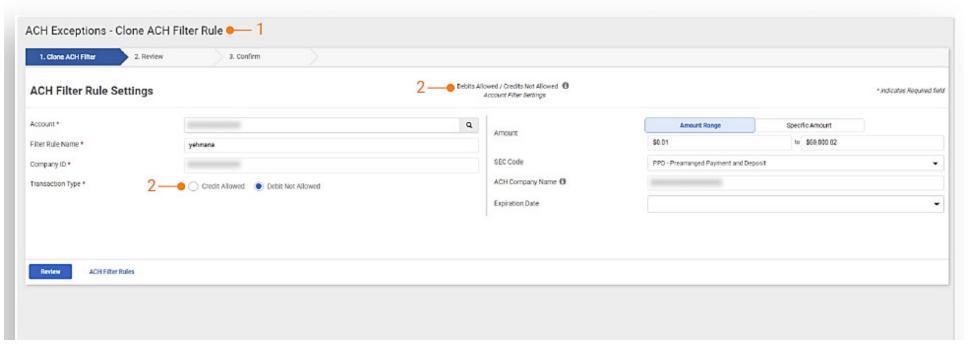
Note: • See Create New Filter slide to create a filter rule.

- 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 white-listed and will be captured as exceptions.
- It is recommended to put the Company Name in the Filter Rule Name and leave the Company Name Blank. If you do enter the Company in the Company Name field, it must be an <u>exact match</u> (including case and punctuation). If the name is not an exact match, items will be not whitelisted and will become exceptions.

Navigate to ACH Exceptions - Filter Rules

- > Edit ACH Filter Rules
- 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).
- Filter Rule Name The rule name is alphanumeric, can contain special characters, and must be unique to the company.

Clone an ACH Filter Rule



Note: • The transaction type selected is always the opposite of the account master settings (status) set by your financial institution.

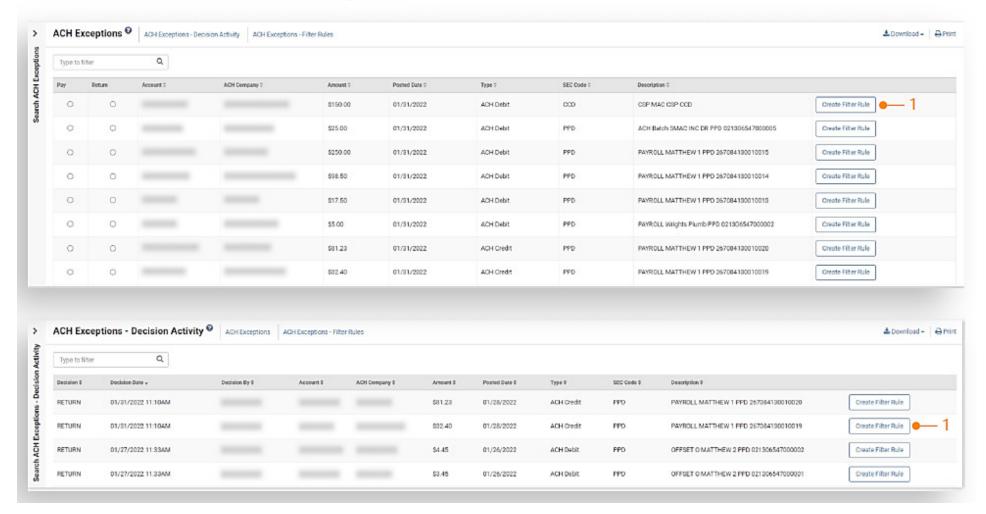
- ACH Company Name and the company name in the originating transaction must match exactly for the filter to capture the transaction for the specific company. If the name is not an exact match, items will not be white-listed and will be captured as exceptions.
- It is recommended to put the Company Name in the Filter Rule Name and leave the Company Name Blank. If you do enter the Company in the Company Name field, it must be an <u>exact match</u> (including case and punctuation). If the name is not an exact match, items will be not whitelisted and will become exceptions.

Navigate to ACH Exceptions - Filter Rules > Clone ACH Filter Rule

- 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).

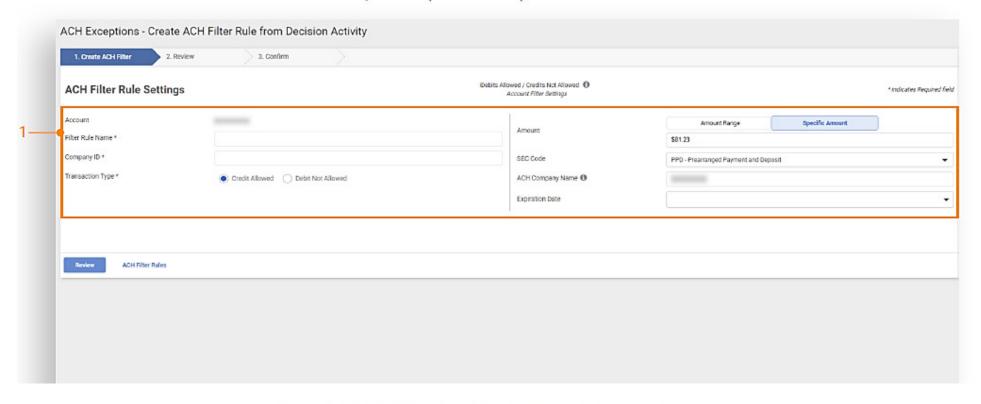
 Transaction Type (Debit or Credit) If the account status set by the bank is Credit Allowed and the Transaction Type selected is Credit, any inputs entered would be automatically "Not Allowed" and vice versa.

Create a Filter Rule from ACH Exceptions



- 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)

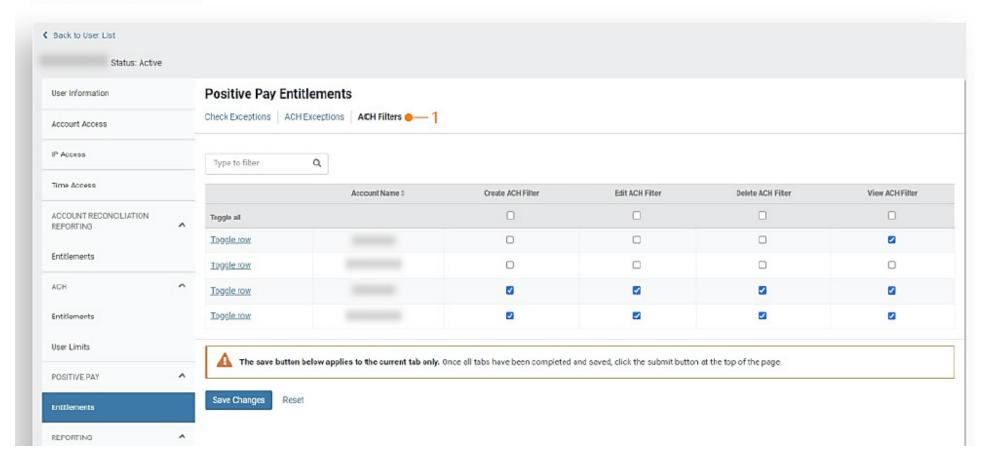


 Exception Data The information from the exception item will populate the Create ACH Filter Rule screen with the following data elements providing the information is available with the exception.

The data elements that may be populated are:

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

User Entitlements



Navigate to Positive Pay > ACH Filters > User Entitlements

1. ACH Filters - User Entitlements

- User access is controlled by the admin user(s).
- 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.

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