

Introduction

Account Reconciliation, Positive Pay and Reverse Positive Pay functions can be accessed through the **Services** → **Check Services** menu in Intellix®. These functions include the ability to:

- Enter check issue and void information and import check issue files
- Review Positive Pay and Reverse Positive Pay exception items
- Make Positive Pay and Reverse Positive Pay decisions
- Setup alerts
- View reports

This Quick Start Guide reviews a few of these functions to help you get started. Please refer to the *Check Services Reference Guide* for more detailed instructions. Your access to the different features and information within Check Services is based on your organization's entitlements and policies as well as your specific permissions.

NOTE: After 15 minutes of inactivity, a Session Expiration Warning will display in a separate window allowing you to extend the Intellix® session. All information not submitted will be lost and you will be logged off Intellix unless the session is extended.

Reviewing the Check Management Screen

This is one of the central screens where various types of check items can be viewed and managed. Information on this screen includes:

- **Actions:** Clicking the drop-down arrow under Actions allows you to view, approve or delete an item.
- **Type:** Describes the item type such as: Check Issue, Place Stop, Cancel Stop or Check Void.
- **Account Number:** The debit account.
- **Serial # From / Serial # To:** The serial number of the check. For a stop or cancel stop order that applies to multiple checks, it is the first and last serial number in the range.
- **Amount:** The amount of the check.
- **Issue/Void Date:** The date of the check issue or check void.
- **Memo:** The memo for the entry.
- **Entered By:** The user who created the item.
- **Payee Name:** The name of the payee.
- **Status:** The current status of the item. Possible statuses include:
 - **Entered:** The item has been entered, but needs to be approved.
 - **Approved:** The item has been approved.

Check Management

Filter

Advanced

Clear Filter

View

All Checks

Manage

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Export

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Manage Columns

Save View

<input type="checkbox"/>	Actions	Type	Account Number	Serial # From	Serial # To	Amount	Issue/Void Date	Memo	Entered By	Payee Name	Status
<input type="checkbox"/>	<div></div>	Check Issue	XXXXXX5296	1234		375.50	03/01/2015		ABCLYNN		Released
<input type="checkbox"/>	<div></div>	Check Void	XXXXXX5296	22334		150.00	03/27/2015		ABCLYNN		Approved
<input type="checkbox"/>	<div></div>	Check Issue	XXXXXX5296	23456		200.00	03/31/2015		ABCLYNN		Approved

Approve

Delete

Check Inquiry

Create Check Entry

Create Check Issue(s)/Void(s)

Import

Import Results

Quick Links to perform check management functions, such as Check Inquiry, Create Check Entry, Create Check Issue(s)/Voids, Import, and Import Results

Submitting Check Issue and Void Information to the Bank

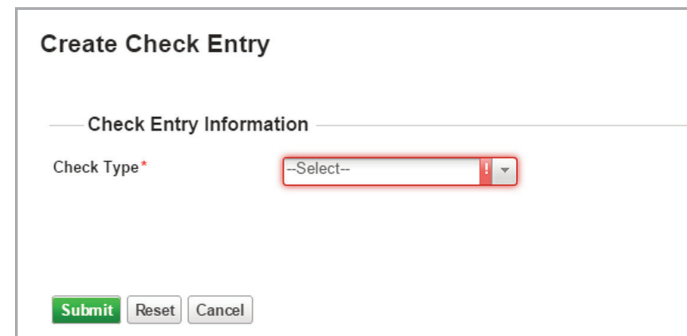
For organizations with Account Reconciliation or Positive Pay, check issue information needs to be submitted to the bank to be compared with checks presented to the bank for payment. You can also void check issues previously submitted to the bank. This information can be submitted to the bank in two ways:

- By manually entering these details and submitting to the bank; these instructions are included below.
- By importing details and submitting to the bank (this includes using a System Import Map or creating a Custom Import Map); for these instructions, refer to the *Check Services Reference Guide*.

If your organization requires approvals of check issues and void information, refer to the *Check Services Reference Guide* for approval instructions.

Manually Entering a Single Check Issue or Void

1 Select **Create Check Entry** from the **Services** → **Check Services** menu.



Create Check Entry

Check Entry Information

Check Type* --Select--

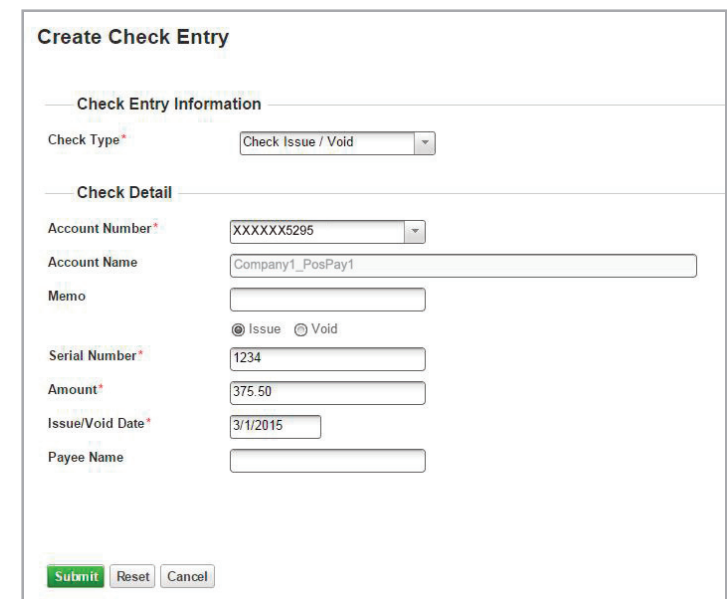
Submit Reset Cancel

2 Select the **Check Issue/Void** from the **Check Type** field. Additional fields display to enter details about the check issue or void.

3 Complete the **Check Detail**.

NOTE: The memo field is for internal use only and will be stored with the transaction.

4 Click **Submit**. A Confirmation displays and you can close it, print details or create another check entry.



Create Check Entry

Check Entry Information

Check Type* Check Issue / Void

Check Detail

Account Number* XXXXXX5295

Account Name Company1_PosPay1

Memo

Serial Number* 1234

Amount* 375.50

Issue/Void Date* 3/1/2015

Payee Name

Submit Reset Cancel

Manually Entering Multiple Check Issues/Voids

① Select **Create Check Issues & Voids** from the **Services** → **Check Services** menu. The *Create Check Issues/Voids* screen displays:

The screenshot shows the 'Create Check Issue(s)/Void(s)' form. It has a header with the title. Below the header is a table with five columns: Account*, Memo, Issue/Void*, Serial Number*, and Amount. The Account* column has a dropdown menu showing 'XXXXXX5296' and 'Company 1_PosPay1'. The Memo column has a text input field labeled 'Required Field'. The Issue/Void* column has a dropdown menu showing '--Select--'. The Serial Number* column has a text input field. The Amount column has a text input field. The date field on the right is set to 3/31/2018. Below the table is an 'Add Entry' link and a 'Submit Entries' button.

② Select the **Account**. The account name appears below the chosen Account Number.

③ Enter a memo (optional).

④ Enter the following required information:

- A. Select **Issue** or **Void** from the **Issue/Void** field.
- B. Enter the **Serial Number** of the check.
- C. Enter the **Amount** of the check.
- D. Enter the **Issue/Void Date**.
- E. Enter the **Payee Name**. (Payee Name is only required for Payee Positive.)

The screenshot shows the 'Create Check Issue(s)/Void(s)' form with two entries. The first entry is an 'Issue' for serial number 23456 with amount 200.00 and date 3/31/2018. The second entry is a 'Void' for serial number 22334 with amount 150.00 and date 3/27/2018. Both entries have the same account 'XXXXXX5296' and memo 'Company 1_PosPay1'. Below the table is an 'Add Entry' link and a 'Submit Entries' button.

⑤ To add information for additional check issues and voids, click the **Add Entry** link.

⑥ Click **Submit Entries** when complete. A Confirmation displays and you can close it, print details or return to the *Check Management* screen.

Making Positive Pay or Reverse Positive Pay Decisions

For organizations with Positive Pay, once check issue and void information has been submitted to the bank, the bank will compare checks presented against check issue and void information. If a serial number (check number) or amount for a check presented for payment does not match a serial number or amount in the submitted data, an exception is created. For organizations with “Payee” Positive Pay, the bank also compares the Payee listed on checks presented against the Payee listed within the check issue information and creates an exception if there isn’t a match. Exceptions can be reviewed and a decision can be made to allow individual checks to be paid or to indicate that a suspect check should be returned without payment. Without an approved decision by the cut-off time, the default decision for the organization will be applied.

For organizations with Reverse Positive Pay, checks presented for payment are shown on the Reverse Positive Pay screen. Those checks can be reviewed and a decision can be made to allow individual checks to be paid or to indicate that a suspect check should be returned without payment. Without an approved decision by the cut-off time, checks presented will automatically be paid.

If your organization requires approvals of decisions, refer to the *Check Services Reference Guide* for approval instructions.

- 1 Select **Positive Pay** (or **Reverse Positive Pay**) from the **Services** → **Check Services** menu.

Positive Pay screen:

Positive Pay help

Filter: [Clear Filter](#)

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Actions	Account Number	Account Name	Exceptions	Pay	Return	Status	Cutoff Time
<input type="checkbox"/>	XXXXXX5720	Company1_CHK_PP4	0	0	0	No Items	
<input type="checkbox"/>	XXXXXX7809	Check Svc_Acct 1	0	0	0	No Items	
<input type="checkbox"/>	XXXXXX5042	Company1_CHK_PP3	2	0	0	Decision Required	06/09/2015 15:30:00
<input type="checkbox"/>	XXXXXX5125	Company1	5	0	0	Decision Required	06/09/2015 15:30:00
<input type="checkbox"/>	XXXXXX6486	Billing Test XXXXXX6486	3	0	0	Decision Required	06/09/2015 15:30:00
<input type="checkbox"/>	XXXXXX6484	Company1_PP_Acct4	0	0	0	No Items	
<input type="checkbox"/>	XXXXXX6886	Billing_PP_Test XXXXXX6886	0	0	0	No Items	
<input type="checkbox"/>	XXXXXX6845	Company1_PP_Acct1	0	0	0	No Items	
<input type="checkbox"/>	XXXXXX6853	Company1_PP_Acct2	0	0	0	No Items	
<input type="checkbox"/>	XXXXXX0861	Company1_PP_Acct3	2	0	0	Decision Required	06/09/2015 15:30:00

[Remote Support](#)

Reverse Positive Pay screen:

Reverse Positive Pay help

Filter: [Clear Filter](#)

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Actions	Account Number	Account Name	Paid Items	Return	Status	Cutoff Time
<input type="checkbox"/>	XXXXX5423	Reverse PosPay Acct1	0	0	No Items	
<input type="checkbox"/>	XXXX7225	Reverse PosPay Acct2	6	0	Decision Required	06/10/2015 15:30:00

- 2 Locate the specific account where you wish to make decisions. Use the filter feature if needed.
- 3 Click on the **account**. The *Processing* screen displays with a list of exception items and any existing decisions, return reasons and statuses.

Positive Pay screen:

Positive Pay Processing - Account: Company 1_CHK_PP3, XXXXXX5042 help

Filter: [Clear Filter](#)

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Actions	Serial #	Paid Date	Paid Amount	Payee Name	Bank Reason	Decision	Return Reason	Status
<input type="checkbox"/>	10385	06/08/2015	125.00		Issue information not on file			
<input type="checkbox"/>	12222	06/08/2015	125.00		Issue information not on file			

[Pay](#) [Pay and Issue](#) [Return](#) [Approve](#) [Unapprove](#) [Cancel](#) [Remote Support](#)

Reverse Positive Pay screen:

Reverse Positive Pay Processing - Account: Reverse PosPay Acct2, XXXX7225 help

Filter: [Clear Filter](#)

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Actions	Serial #	Payee Name	Paid Date	Paid Amount	Decision	Return Reason	Status
<input type="checkbox"/>	553311		06/09/2015	998.12			
<input type="checkbox"/>	553312		06/09/2015	998.13			
<input type="checkbox"/>	553313		06/09/2015	998.14			
<input type="checkbox"/>	553314		06/09/2015	998.15			
<input type="checkbox"/>	553315		06/09/2015	998.16			
<input type="checkbox"/>	553316		06/09/2015	998.17			

[Pay](#) [Return](#) [Cancel](#)

- 4 To review an individual item before decisioning, click the **item**. A check image will also display if it's available.

⑤ Decisions can be made to one item or multiple items by selecting the items and clicking the appropriate button:

- **Pay:** To pay the selected items.
- **Pay and Issue** (only applicable for Positive Pay): To pay the selected item if it is valid but the check issue details were not submitted to the bank. A new check issue is created with the details from the exception item. Only use this action for exception reason “Issue is not on file” to avoid duplications.
- **Return:** To return the selected items. You will be prompted to select a return reason. Use the Return drop-down list to select the appropriate return reason, and then click **Save**. The selected reason will be used for all selected items.
- **Cancel:** To return to the previous screen.

A confirmation displays. If your organization's policy is such that a separate approval needs to be made, then decisions display with an “Entered” status and will need to be approved; otherwise the decisions will be approved.

NOTE:

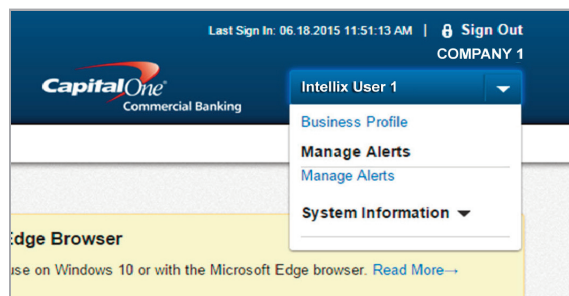
- The cut-off time column indicates the time when all decisions for the account need to be made.
- For Positive Pay decisions that are not made by the cut-off time, the default decision set by your organization will be applied.
- For Reverse Positive Pay decisions that are not made by the cut-off time, a Pay decision will be applied.

Creating an Alert

An alert can be created to generate an automatic email message when certain events or conditions occur. For example, an alert can be generated when Check Positive Pay items require decisions. The Positive Pay alert choices are:

- **Positive Pay / Reverse Positive Pay Cut-off Time is Approaching:** An email is sent to notify users to finish making and approving pay or return decisions as the cut-off time is approaching.
- **Positive Pay / Reverse Positive Pay Decision Pending Approval:** An email is sent when a positive pay/reverse positive pay decision is ready to be approved.
- **Positive Pay No Suspect Items:** An email is sent when the selected account does not have any suspect items requiring decisions.
- **Positive Pay Suspect Item Alert:** An email is sent when a positive pay exception item is available for decisioning.
- **Reverse Positive Pay No Paid Items:** An email is sent when the selected account does not have any items requiring decisions.
- **Reverse Positive Pay Paid Items:** An email is sent when the selected account has items requiring a decision.

- ① Click on the drop-down menu next to your name and select **Manage Alerts**. The *Manage Alerts* list displays.



- 2 Click **Add**. The *Manage Alerts* detail screen displays.
- 3 In the Alert Group field, select **Check Management**.
- 4 In the Alert Type field, you select the appropriate **alert type**.
- 5 Type an **Alert Name**.
- 6 Enter the **Recipient** email address. If Recipients have been set up, Recipients can be selected using the magnifying glass.
- 7 Click **Continue**. A *Filter* section appears.

The *Filter* section is used to specify the criteria which must be met in order for the alert to be sent. For example, an alert can be sent when a suspect check is received for a specific account number.

- 8 Enter **filter criteria**.
- 9 Click **Save**.
- 10 Click **Add New Record** to add another alert, or click **Close** to close the message and return to the *Manage Alerts* list.

Positive Pay and Reverse Positive Pay Reports

The following Positive Pay and Reverse Positive Pay reports can be accessed from the **Services → Check Services → Reports** menu.

- **Check Issue Summary:** Shows check issue maintenance activity at a summary level. The report does not display the status history of the check; it only displays the current status.
- **Check Issue File Import:** Provides information on Check Issue files that were loaded into the system.
- **Check Issue Manual Entry:** Shows check issue maintenance activity for manually entered records only. Only the Client Admin has the rights to filter the report. Only the Bank Admin can view a shadow report.
- **Positive Pay Exceptions:** Displays past and current positive pay exception items. To view the current day's exception items, click the Actions drop-down for the Positive Pay report, and select **View**. To exception items older than the current day's, click the Actions drop-down for the report, and select **Filter**.
- **Reverse Positive Pay Paid Items:** Displays past and current reverse positive pay paid items. To view the current Paid Items day's suspect files, click the Actions drop-down for the Positive Pay report, and select **View**. To exception suspect files older than the current day's, click the Actions drop-down for the report, and select **Filter**.