evisions
IntelleCheck

Payment Processing Solution

IntelleCheck Administrator Guide

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IntelleCheck Administrator Guide - Introduction

IntelleCheck is a MAPS application and runs on the same server as the other Evisions Higher Education applications (Argos and FormFusion). IntelleCheck connects to the MAPS service to retrieve data and perform other tasks.

To access the Administration area of IntelleCheck, click the **Administration** button at the bottom of the main screen.

Process Pending	Allows you to process any pending payments that have not yet been processed.
Reprocess	Allows you to reprocess any payments that have already been processed. You will be required to explain the reason for the additional processing to perform this task.
Void	Allows you to void or unvoid any payments in an account where you have permission to do so.
Positive Pay	Generate an electronic account reconciliation file to be sent to your bank before you ever distribute a printed check. Excellent fraud prevention technique.
Reports	Access various reporting functions to investigate the status of your checking system.
BankMobile	Allows you to manage BankMobile Disbursements enrollment options.
Reconciliation	Reconcile processed BankMobile payments with the Banner payroll and finance systems.
Administration	Administer IntelleCheck. This will allow a DBA to configure the local system settings as well as configure a database for use with IntelleCheck.

The Administration area consists of two parts: **Configuration** and **Database**.

Note: Maximize the IntelleCheck window to be sure you see all the options shown. Any unlicensed options will be disabled.

- **Configuration** - Administer all non-database aspects of IntelleCheck.
    - **Import** - Import configuration elements from an IntelleCheck Configuration (ICC) file. You should export your current configuration first, as a backup.
    - **Export** - Export your current configuration to a file. You can choose which elements to export.
    - **Account** - Configure the Banner accounts used with IntelleCheck.
    - **Macro** - Configure the macro files that IntelleCheck uses to graphically enhance your check output.
    - **Users** - Manage users and configure user permissions.
    - **Positive Pay** - Configure the accounts that use the Positive Pay feature, and your Positive Pay layout.
    - **Email** - Configure the accounts that can use the email feature.
    - **Passwords** - Configure the administration passwords for sensitive database actions.
    - **Archive** - Archive the check data from your database into a flat file.
    - **BankMobile**- Configure settings for using BankMobile Disbursements.
    - **Imaging** - Configure settings for imaging payments.
    - **Settings** - Configure miscellaneous system settings.

Import	Import the configuration elements from an IntelleCheck configuration file. To be safe you should export your current configuration first.
Export	Export your current database configuration to file. You will be asked which elements to export.
Account	Configure the various accounts that are part of your Banner(tm) system and IntelleCheck extents.
Macro	Configure the macro files that IntelleCheck uses to graphically enhance your check output.
Users	Manage which users are allowed to use IntelleCheck and other advanced permissions.
Positive Pay	Configure the accounts that make use of "Positive Pay" and the layout the bank expects.
Email	Configure the accounts that make use of "Email".
Passwords	Configure the administration passwords for sensitive database actions
Archive	Archive the check data from your database to a flat file.
BankMobile	Configure settings for BankMobile Disbursements.
Imaging	Configure settings for use with Imaging service provided by MAP server.
Settings	Configure miscellaneous system settings

- **Database** - Manage the database objects that pertain to IntelleCheck. You must log in as the EVISIONS user to perform these functions.
    - **Upgrade** - When upgrading IntelleCheck, it is sometimes necessary to upgrade the database at the same time. Click this button to upgrade the database to the current version.
    - **Create Objects** - Each database must have the IntelleCheck custom tables and sequences. The EVISIONS user must be the owner of these objects. This should be run only once for each database.
    - **Delete** - Remove the IntelleCheck-specific objects from the database (uninstall).

Upgrade	When upgrading IntelleCheck it will sometimes be necessary to upgrade the database as well. Click this button to attempt an upgrade to the current database version.
Create Objects	Each database must have custom tables and sequences created that will be used by this application. The EVISIONS user must be the owner of these objects. This should be run only once for each database.
Delete	Remove the IntelleCheck specific database objects from the database.

Import

Use the import feature to load your IntelleCheck configuration from an ICC file. When you first license IntelleCheck, Evisions works with your institution to create the ICC files. These files contain the visual layout information for your checks, email layouts, and/or positive pay layouts, depending on which options your institution has chosen. You will need to import the files into IntelleCheck. If you request subsequent modifications to your layouts, Evisions will send you a new ICC file to import into IntelleCheck.


ICC File

IntelleCheck Configuration (ICC) files contain the macros that create the visual information on your checks (logos, signatures, boxes, etc.), email layouts, and positive pay layouts.

If you have submitted requests to the Evisions HelpDesk for modifications to your checks, you will have more than one ICC file. Each change to your check, email, or positive pay layout generates a new ICC file that Evisions sends to you. The ICC files are cumulative, with each one building on the next. You should keep all of the ICC files that have been delivered to you, in case you want to reimport them. The files are typically named with the module and date; for instance, `EvisionsUniversity_AP_20150821.icc`.

If you are importing multiple ICC files, you must import ALL files that have been sent to you, in order, starting with the oldest file and finishing with the most recent.

To import an ICC file, click the **Import** button and browse for the file.
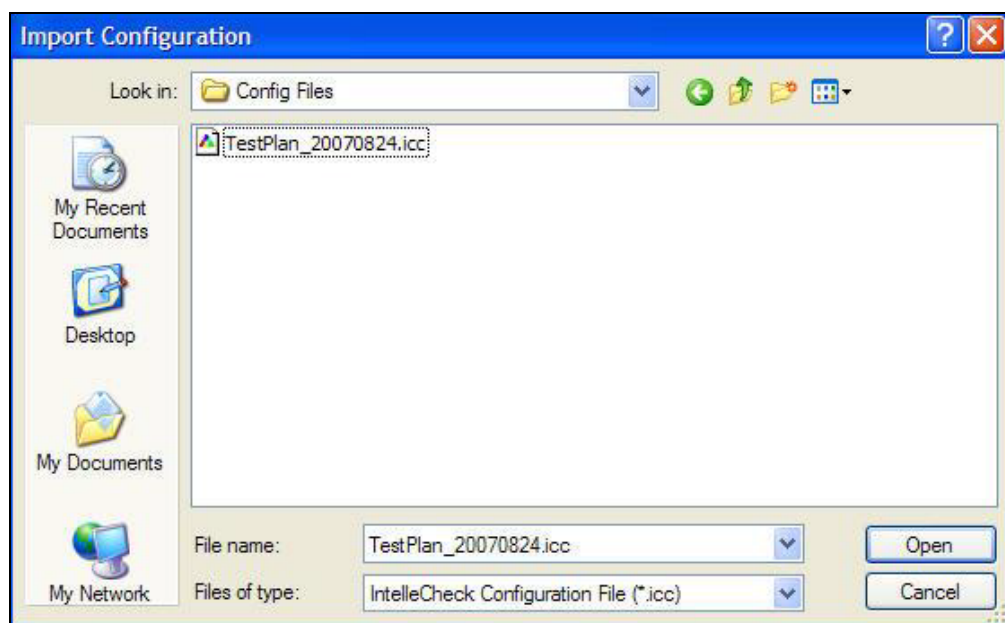
A confirmation window appears, showing the date the file was imported and a summary of what is included. There may be macros, accounts, and, if applicable, positive pay and email layouts. If all of the information looks correct, click **Yes** to proceed with the import.
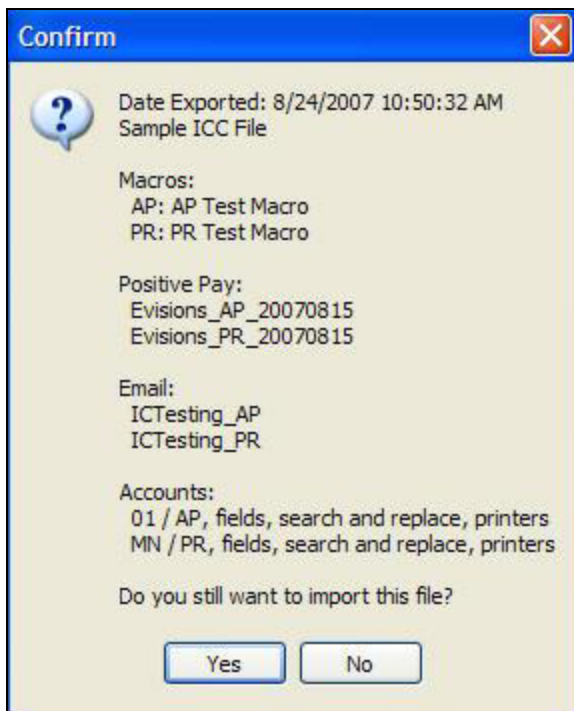
A window will display notifying the user that the import has finished. Click the **OK** button to complete the import process.

All of the data from the ICC file is stored in the database after the import process has completed. Since everything is stored in the database there is no need to import the ICC file on each users' PC. It will only need to be imported once for each database instance.

Export

The export feature allows you to export your current IntelleCheck configuration to an ICC file. You can use this file to send your configuration to an Evisions technician, to re-import it to a new IntelleCheck installation, or simply to create a backup of your configuration data.

> ### ICC File
>
> IntelleCheck Configuration (ICC) files contain the macros that create the visual information on your checks (logos, signatures, boxes, etc.), email layouts, and positive pay layouts.
>
> If you have submitted requests to the Evisions HelpDesk for modifications to your checks, you will have more than one ICC file. The ICC files are cumulative, with each one building on the next. You should keep all of the ICC files that have been delivered to you, in case you want to reimport them. The files are typically named with the module and date; for instance, `EvisionsUniversity_AP_20150821.icc`.

If desired, enter optional instructional information, technician name, HelpDesk case number, and your institution name. This information will appear on the confirmation screen when importing the configuration file.

To include your macros in the ICC file, check the Macros box and select the macro(s) you wish to export.

To include configuration data for specific accounts, check the Accounts box and select the account(s) you wish to export data for.

Click **Finish** to save the configuration data to an ICC file.

Account

The Account Configuration screen is where you configure the various Banner accounts that have been added to IntelleCheck.
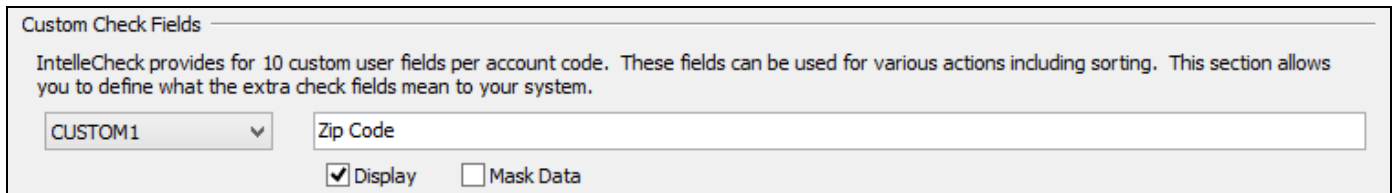

Account Code

Select an account to admister. The list of account codes is pulled from the Banner GXVBANK table for AP and PTRPICT table for Payroll.

Custom Check Fields

When creating your check files, Evisions can add up to 10 custom check fields for each account code. These fields are defined in the fabchkp, phpchkl, or fardird .pc files, and can be used for various actions including sorting(See *Payment Selection* in the Process Pending section of the IntelleCheck End User Guide).

This section allows you to associate a descriptive label with each of these custom fields.

Select a custom field in the dropdown, then enter the label text for that field.

To have the custom field displayed on the Payment Selection screen, check the **Display** box. If the custom field contains sensitive data, such as a password, check the **Mask Data** box to display the field using asterisks rather than the actual data.

If you would like to add a new custom field, please submit a request to the Evisions HelpDesk.

Search and Replace Fields

The search and replace fields are used to replace data on the check in order to create a file copy. Typically, the MICR font and signature(s) are removed and replaced with "VOID", "FILE COPY," or something similar.

> **MICR Font:**
>
> Magnetic ink character recognition used by banking industry to facilitate the processing of checks.

The search and replace fields are typically predefined by Evisions. Please open a case with support if the File Copy needs modifications.

Printer Security

The options in this section pertain to various printer security settings.

Users can print to their local printers - Enable this to allow users to print to their local printers, as opposed to printers that are defined in MAPS. This is not as secure as requiring users to choose specific printers.

Users can print to the MAPS printers selected below - Choose the printer(s) that users may print to from IntelleCheck. You may wish to use this option to require users to print to a specific, secured printer. Use Shift or Ctrl to select multiple printers in this list.

Prepend with PJL command - This field lets you insert a Printer Job Language command at the beginning of the print file.

Suppress PCL clear command - Check this box to leave the print file in the printer's memory after processing is complete. You should use this setting with caution, since the print file may contain sensitive data.

Auditing

The Auditing options control the data that is stored in the auditing table for each account. The checked properties will appear in the Actions Audit report.

Macro

Macro files in IntelleCheck contain text and graphical data that graphically enhances the check, such as signatures, logos, Intelligent Mail barcodes, etc. Marcos are contained in the ICC file(s) that Evisions provides to your institution. The data created by the macro is prepended to the print file before the check data is added.

> **Macro**
>
> IntelleCheck uses macros to insert graphical data into the check. IntelleCheck administrators can enable and disable specific macros as needed.

The **Macros** screen allows you to add or delete macros from the system, and to specify which macros should be active. To disable a macro, uncheck the box next to its name.

Users

Before a user is able to perform any actions in IntelleCheck they must be first given the permission to do so. This menu allows the administrator to grant which users are allowed to perform various tasks with IntelleCheck.

The following pages describe how to:

- Add Global (IntelleCheck and BankMobile administrators) users
- Add users By account code

Global

There are two tabs for granting permissions to users, "Global" and "By Account".

The "Global" tab is for creating IntelleCheck and BankMobile administrators.

The list of "Existing Users" on the left is a list of users and groups from MAPS. Only the users and groups with access to IntelleCheck will appear in this list; the other users in MAPS will not appear. If a user does not appear in this list, have the MAPS administrator verify the user has access to use the IntelleCheck application.
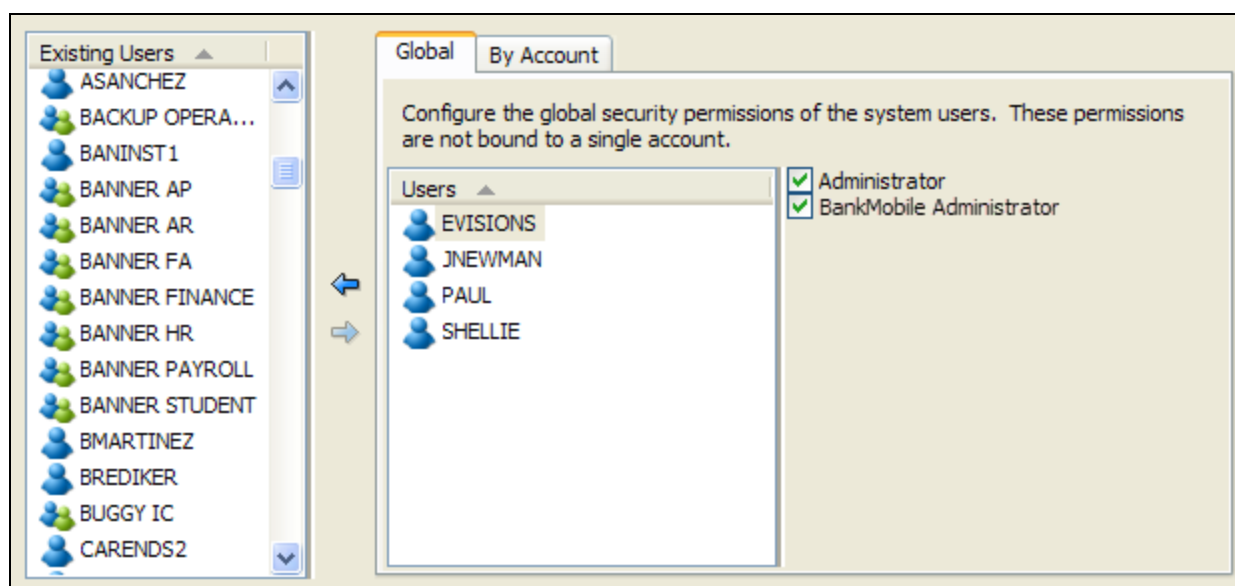
An IntelleCheck administrator has access to the **Administrator** menu and all of the sub menus found there. BankMobile Administrators have the ability to manage the BankMobile setup. This includes creating the query for the card file and changing the associated accounts.

> **BankMobile Disbursements :**
>
> IntelleCheck is integrated with BankMobile Disbursements to enable colleges and universities to quickly and efficiently distribute financial aid refunds to students electronically.

To add a new administrator, find the appropriate user or group from the list of "Existing Users" and click the blue arrow to move the user to the list of administrators. Additionally the user can double-click or click-and-drag to move a name to the administrator list. Each user can be an IntelleCheck administrator by selecting the "Administrator" check box or a BankMobile Administrator by clicking the "BankMobile Administrator" check box.

By Account

First select the appropriate account code from the dropdown. Use the steps explained in the Global section to move users to the "Users" list.

Permissions are set on an account by account basis, and must be set explicitly for each account and for each user. A user may be given any combination of the permissions for each account. To grant them all permissions for the selected account, use the **Check/Uncheck All** box.

- **Process checks –** The ability to process checks.
- **Process direct deposit**-The ability to process direct deposits advices.
- **Process BankMobile payments –** The ability to process/transmit payments to BankMobile (BMTX).
- **Reprocess (live) –** The ability to reprocess payments.
- **Reprocess (file copies) –** The ability to reprocess file copies only, not actual (live) payments.
- **Print Check File Copies Locally –** The ability to print check file copies to local printers. This overrides the Account menu setting which only allows users to print to MAPS printers.
- **Print Direct Deposit File Copies Locally –** The ability to print direct deposit file copies to local printers. This overrides the Account menu setting which only allows users to print to MAPS printers.
- **Void/Unvoid transactions –** The ability to void and unvoid checks.
- **Positive Pay –** The ability to create positive pay files.
- **Email Properties** – Enables the Edit Email Properties button when processing Direct Deposits or BankMobile Disbursements payments. Users can modify the email body and subject line without needing access to the Administration menu.

- **Email Schedule** – Enables the Deliver Immediately and Schedule Delivery radio buttons when processing Direct Deposits or BankMobile Disbursements payments so the user can choose when to send out the emails.

- **Reconciliation –** The ability to access the Reconciliation menu for BankMobile Disbursements payments.

- **Change Signatures** - The ability to choose a different signature macro for a specific batch of checks at runtime. This typically comes up in situations where there is a requirement that the person whose signature is on the check be physically present at the time the check is produced. To use this option, your check file must be configured by Evisions to include multiple selectable signatures. Users who have this permission will see a Change Signatures button on the Checks tab when processing checks. **Note:** Your check macros may be configured with other types of changes in addition to different signatures. You should ensure that your users know which macros to select for the desired signatures. Whenever a user changes the macro, an entry will be created in the IntelleCheck audit table which may be queried at a later date if needed. The macro change also appears in the Actions Audit report for that account code.

If the user has not been given access to a specific action they will not be allowed to perform this action in IntelleCheck. For example, if a user has access to "Process Checks" but not "Process Other", they will not be able to process direct deposits through IntelleCheck.

> **Note:** Users only see payments they have access to. They will never see payments for an account they do not have permissions to process.

Reports

Each user can also be given permission to run individual built-in IntelleCheck reports by checking the desired boxes shown in the figure above. See *Reports* in the IntelleCheck End User Guide for a description of each report type.

One of the available reports is a user permissions report which lists the permissions that have been granted to each user.

Positive Pay

A positive pay file is used by banks to prevent fraud.

The file contains information for each check that has been processed such as the check number, check date, payee and amount. This file can be created by IntelleCheck at the time checks are printed or it can be created separately in the **Positive Pay** menu. After the file is created the institution sends it to the bank where it will be referenced as checks are presented for payment.

> **Delivering Positive Pay Files:**
> Banks have their own software or set of instructions for delivering the Positive Pay files. Please consult your bank for additional information.

Before an institution can begin using positive pay, Evisions will ask for the positive pay specifications from the bank. An Evisions technician will take the specifications and create the positive pay layout accordingly. This will then be added to an .icc file which can be imported into the institution's database.

> **Field Design:**
> Evisions creates the positive pay layout using the Field Design tab.

First select the appropriate positive pay layout from the dropdown. Typically there is one for accounts payable (AP) and one for payroll (PR).

After the layout has been selected, the fields in the Field Design tab will become active. This tab contains the actual layout of the positive pay file. This has been created by Evisions to match the specifications at the bank so this section should not be modified.

The two tabs an administrator typically changes are:

- Associate Accounts
- Output Options

The Associate Accounts tab is where the accounts to use the current layout are selected.

Check the box next to each account code which should use this layout for positive pay. An account code must be associated with a positive pay layout if a positive pay file is required for the account. If necessary an institution may have one positive pay layout for each account code they use with IntelleCheck.

The Output Options tab controls how positive pay files are created.

Support variable length output by trimming whitespace between fields - This option will remove any whitespace (blank spaces) that appears between data fields. Most banks require this whitespace to be present; however, some may require it to be removed. Refer to your bank's positive pay specifications to determine your needs.

Trim whitespace from ends of lines - This option removes trailing whitespace (blank spaces) that appears at the end of each line in the positive pay file. Refer to your bank's positive pay specifications to determine whether you should leave or remove this whitespace.

Output the Positive Pay file to a ...

- The first option is "Local path relative to the IntelleCheck user". This is the default setting for positive pay and it leaves the file creation in the hands of the end user. When the user creates a positive pay file they will be prompted for the directory to store the file and a filename. The file can be stored in any directory accessible from their local PC.
- The second option is to use a "MAPS path". This allows the positive pay file to be created in a directory accessible via the MAPS server. When a MAPS path is used, the user is not prompted for a path and filename. The positive pay file is created automatically when the checks are processed through IntelleCheck.

> ### MAPS Path
> The MAPS path must first be added to the File Operations section in MAPS with write permissions. Please refer to the MAPS documentation for more information.

Execute MAPS script after file creation - When a MAPS path is used, you can specify the name of a script to be executed each time a positive pay file is created. This script must reside in the Script directory in the MAPS service folder. By default, this is `C:\Program Files\Evisions\MAPS\Service\Scripts`.

This script can be anything IT can create, a secure ftp, or a call to a custom program for sending positive pay files to the bank. Each bank has its own requirements for delivering positive pay files, so the IT staff should contact the bank for information on creating the script.

If the MAPS path and script are used, the end user simply processes checks through IntelleCheck like normal. The positive pay file will be created and stored in a secure directory as specified by the administrator. Then the custom script to send the file to the bank will be run and the bank will receive the file. This all happens behind the scenes with no user intervention.

Email

Email is set up and delivered in an ICC file provided by an Evisions technician. In order to use the new Email template, the ICC file must first be imported into IntelleCheck.

Select the appropriate email layout from the Email Layout dropdown. Typically there is one layout for accounts payable (AP) and one for payroll (PR). Once the layout is selected the corresponding fields will be populated.

Header

The "Header" tab contains information on delivering the emails, sender, recipient, etc.

> **Email Address:**
> The variable set for the "To:" address is defined and populated in the check process, fabchkp or phpchkl. The email address must exist prior to running the check process for each payee.
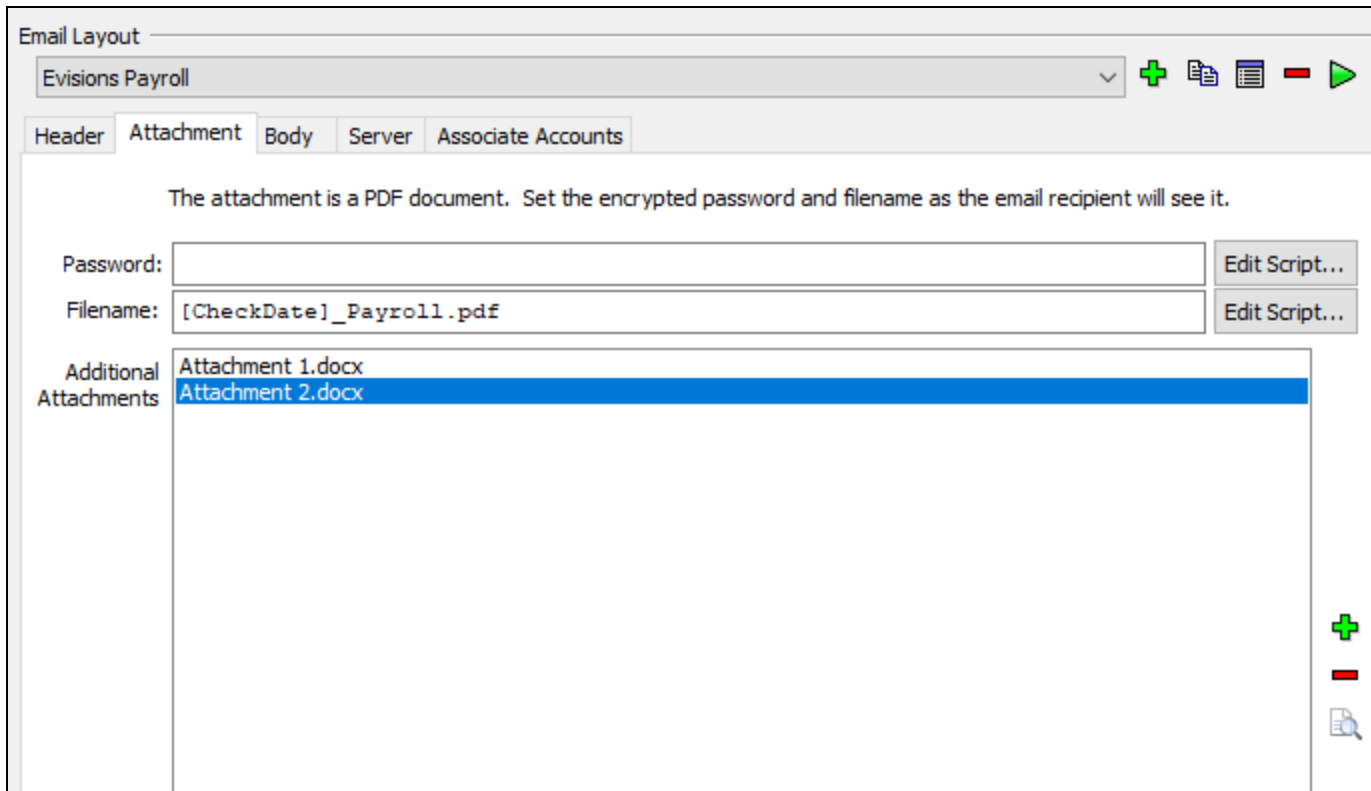

- **To:** The email address of the recipient. Evisions will pre-populate with a variable and should not be changed. **Required**
- **CC:** The recipient of a carbon copy. *Optional*
- **BCC:** The recipient of a blind carbon copy. *Optional*
- **From:** The email address which will be shown as the sender. **Required**
- **Reply To:** The email address replies will be sent to. *Optional*
- **Receipt To:** The email address return receipts will be sent to. *Optional*
- **Character Set:** Select a character set from the drop down list.
- **Content Type:** Select either HTML or Plain Text from the drop down. Selecting HTML allows you to enter HTML tags in the email Body which will result in HTML formatted output in the email.

Attachment

The name and password of the pdf attachment are set on the "Attachment" tab.

> **Attachments:**
> Attachments are sent in PDF format so it is important to leave the .pdf extension in the name of the file.

The name of the attachment is set to receipt.pdf as a default. This can be customized by the institution and variables can be added to the name if needed. To add a variable or function to the name, click on the Ellipses (…) button to the right of the "Filename:" field. This will provide a list of variables that may be added. A common choice is adding the [CheckNumber] variable to the filename, [CheckNumber].pdf. This will name the pdf 100.pdf, 101.pdf, etc.

There is an option to password protect the attachments sent by IntelleCheck. The format of the password is decided on during the design of the check template and added into the code accordingly. The password can be a combination of information from the Banner database. A common choice is the first four letters of the last name and the last four of the SSN. The variable in the "Password:" field is set by an Evisions technician and should not be changed by the institution. If the password ever needs to be changed Evisions should be contacted to update the files accordingly.

Additional attachments can be included by clicking the green plus sign shown in the figure above. A standard Windows File Open dialog will appear where you can select any file type to attach. To remove an attachment select the attachment and click the red minus sign. Click the magnifying glass icon beneath the red minus sign to preview a selected attachment.

Body

The "Body" tab allows the institution to customize the subject and body of the emails.

> **Email Body:** The subject and body of the email can be changed at run time by an end user who was given Email Administration permissions.

Typically there is a message about using Adobe Acrobat Reader to view the attachment and a link to the free download. Many institutions also mention something about the password in he body of the email so the recipient knows what to type in to view the pdf.

If within the Header tab you selected HTML as content type, you may enter HTML tags which will result in HTML formatted output in the email.

The ellipsis button (…) in the Subject line and the buttons underneath the body field allow you to insert variables and use functions in the subject and body. There is also an option to check your syntax.

Server

Email servers are configured in MAPS.

The **Server** tab in IntelleCheck provides a list of the email servers from MAPS. Select the appropriate server for the emails from IntelleCheck to be sent through.
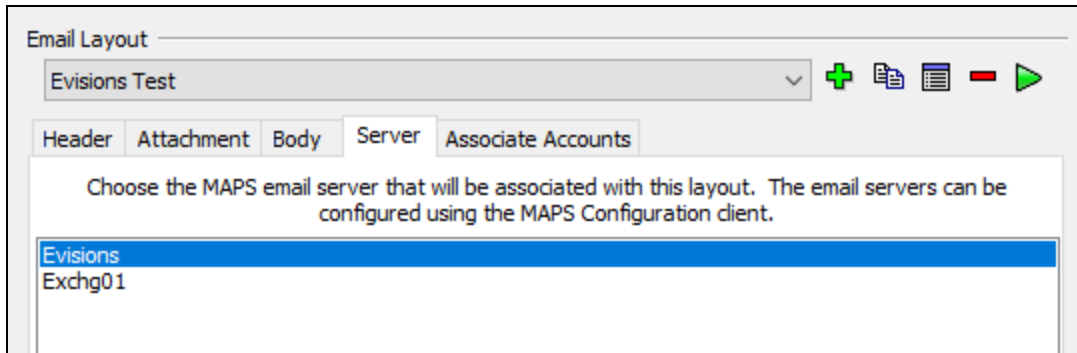
Associate Accounts

The **Associate Accounts** tab indicates which accounts this layout should be used with. The delivered files from Evisions will have one layout for all of the PR accounts and one layout for all of the AP accounts. Changing settings on this tab will allow the user to create a separate email layout for each account if necessary.
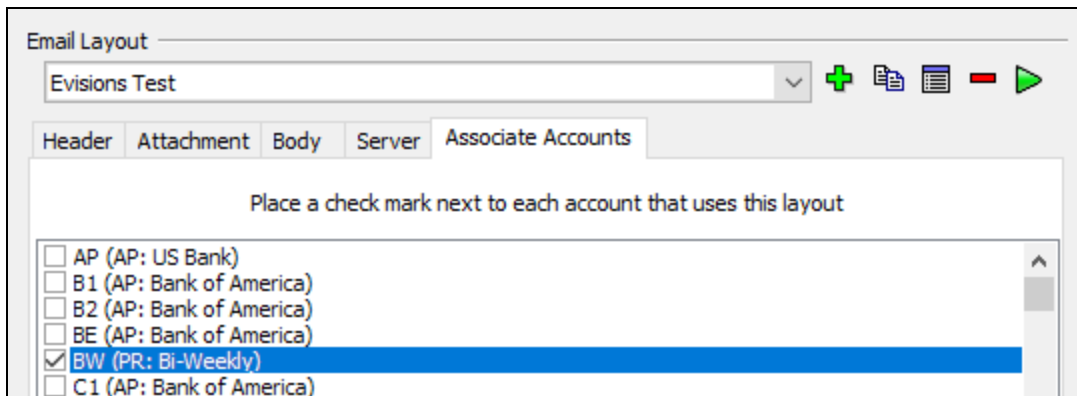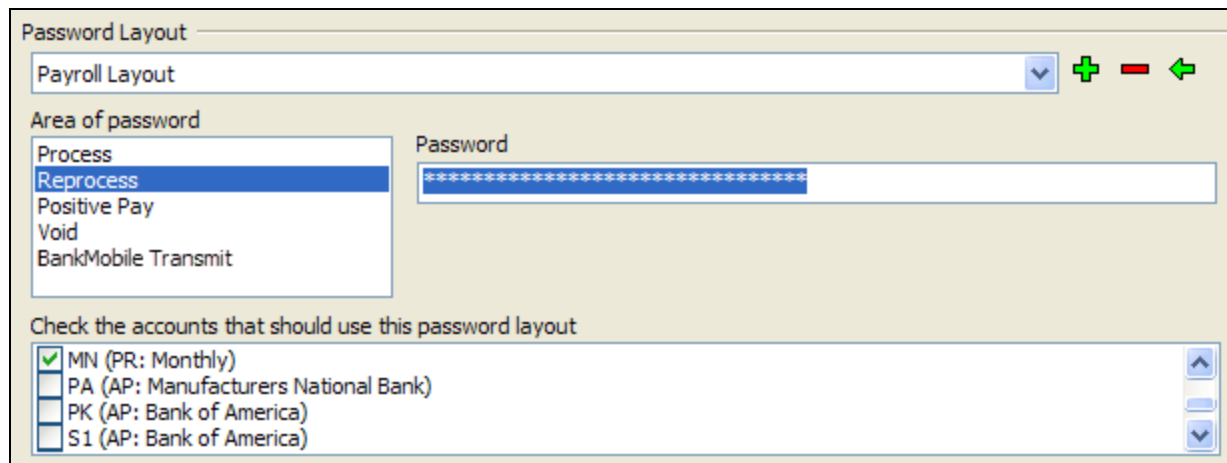

Check the boxes for each account that you would like to associate with this layout.

Passwords

A user must be given permissions before they can perform any actions in IntelleCheck. Additional administrator passwords can be required for specific actions, so that the user will be prompted to have their administrator enter an additional password. This optional feature can be used to add an extra layer of security for sensitive actions in IntelleCheck.

Creating a Password Layout

Create a new layout by clicking the green button next to the Password Layout dropdown, or select an existing layout from the dropdown.

Area of Password

The areas of IntelleCheck where an additional password can be assigned are "Process", "Reprocess", "Positive Pay", "Void", and "BankMobile Transmit". Select the appropriate area and enter a password in the Password edit box.

A different password can be entered for any of the five areas. You will be prompted to confirm the password after entering it.

Associative Accounts

A list of accounts from Banner will display in this list. Select which accounts should use the passwords set above.

Example

The above sample password layout is named "Payroll Layout". A password has been entered for the "Reprocess" area, and it is associated with the 'MN' account in Banner.

With the above settings, a user can process payments like normal for the 'MN' account. If a user attempts to reprocess a payment they will go through all of the normal menus of selecting payments and printers. When the user attempts to print or email the payments they will be prompted for the administrator password. If this password is not entered the payments cannot be processed. Since only the 'MN' account was selected, all other accounts can be reprocessed like normal.

If different passwords are required/should be used for different accounts, a separate password layout can be created.

Archive

Archive the check data from your database to a flat file.

Select the Account Code and activity date or selected batches which contain the data to be archived. Next set the Parameters. Payments can be archived as an XML file or a PDF file. The PDF can be created as one single file or individual files for each payment. Additionally, the Audit Details can be archived in an XML file. Check the "Purge archived records" if the records selected should be deleted from the database. This will purge the Audit Details as well if the "Archive Audit Details" was selected.

To encrypt a PDF using AES (Advanced Encryption Standard), check the box to the right of the **Archive** button. Note that XML encryption is not supported.

To complete the archive, click the **Archive** button. When the "Purge archived records" is selected, a prompt to type the database name before the records are purged will be displayed.

Finally, a dialog box will appear to determine where the archived data will be stored. The automatically generated filename contains the account type, account code, and the date of the last day included in the archive. Once you have selected the desired location, click **Save** to complete the archive process.

BankMobile Disbursements

IntelleCheck integrates with BankMobile Disbursements to enable colleges and universities to quickly and efficiently distribute financial aid refunds and payroll disbursements electronically.

This page discusses the administrative configuration area for BankMobile Disbursements. For a complete guide to BankMobile Disbursements functionality, refer to Getting Started with BankMobile.

To enable BankMobile Disbursements in IntelleCheck, click on the BankMobile button from the list of administrative tasks. Then, click on green plus icon ➕ to add a BankMobile Disbursements configuration.
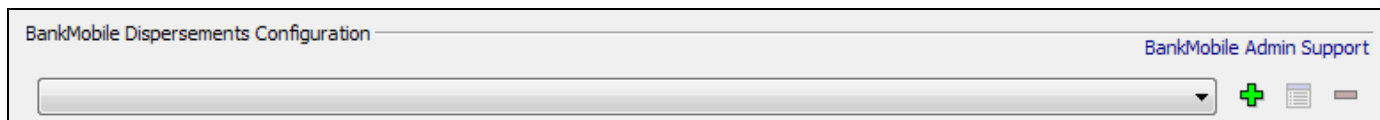
Enter the BankMobile Disbursements configuration key provided by your BMTX Implementation Project Manager.

> **Refund File**
>
> The refund file is required by BankMobile Disbursements and includes all the pertinent information to disburse payments. This file is created by the end user through the Process Pending menu. Please see Customizing the Refund File if modifications are needed to the refund file format.

> **File Delivery**
>
> Files can only be delivered after the required BankMobile Disbursements module has been added to your MAPS license.

Queries – Card File Generation

This is the area to generate the query to create a card file of students and/or employees.
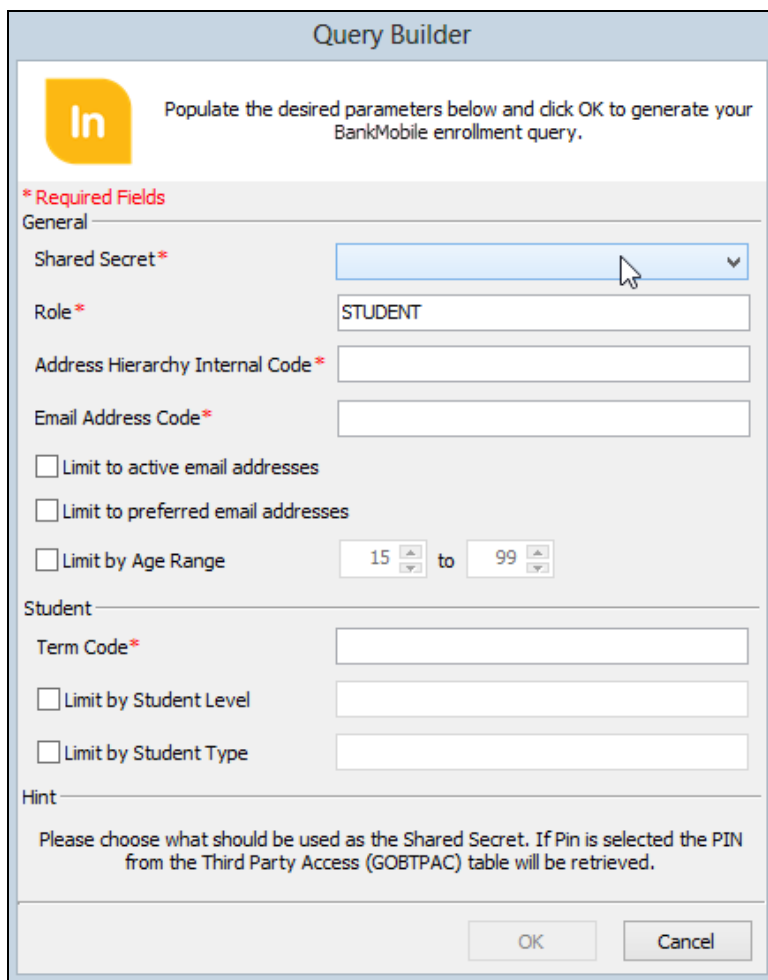

- ▪ **Schedule:** Allows the query to run automatically and deliver the card files. Select the days and time for the query to run and card file to be sent. Be careful to schedule a time which will not interfere with any backups.
  - ▪ In order to be able to turn on scheduling, you must be logged into IntelleCheck as a MAPS user who has the User Type set to Administrator in the MAPS Config.
- ▪ **Execute As:** Used for scheduled queries. The username must be a MAPS user who has sufficient database permissions to execute the query or inherits permissions based on the ADO Connection properties.
- ▪ **SQL:** After a query has been created using the Query Builder, review the generated SQL and modify the WHERE clause if necessary. Click on the Preview button to see a list and count of students/employees to be sent to BMTX.
- ▪ **Preview:** Displays the results of the SQL and provides a record count. Click on Select All, or select individually, then click the Deliver button to manually send a card file to BMTX. The Deliver button is only enabled when Schedule is set to "Do not schedule the query. (Manual)"

Click on the green plus ✚ under the Queries tab to bring up the Add New Query dialog box. Enter a name and select the type of query, Student or Employee. Click OK. Next, click on the **Query Builder** button on the right.

The Query Builder has several input areas and check boxes:

- **Shared Secret** - Select a format for the shared secret from the list of available options. The shared secret can be constructed from several variations on a partial date of birth and Banner ID number, or using the PIN from the Third Party Access (GOBTPAC) table.

- **Role** - The role of the users who are being selected in this query. Typically, this value is either 'STUDENT' or 'EMPLOYEE'.

- **Address Hierarchy Internal Code** - The Banner Crosswalk Validation form (GTVSDAX) allows you to enter hierarchy criteria. This field should be set to the Internal Code that you wish to use. The corresponding Internal Group must be set to 'ADDRESS' on the Crosswalk Validation form.

- **Email Address Code** - This field should be set to the Email Type you want to retrieve (for example, personal or business) from the Banner Email Address Form (GOAEMAL). Valid choices come from the Email Type Validation (GTVEMAL) table.

- **Limit to active email addresses** - Check this box to only retrieve active email addresses.

- **Limit to preferred email addresses** - Check this box to only retrieve email addresses that are indicated as the person's preferred address.

- **Limit by age range** - Check this box to restrict the query to people within the specified age range. Once checked, you can then set the minimum and maximum ages using the boxes to the right.

Student queries have three additional fields:

- **Term Code** - Enter the desired term code. Only registered students for terms greater than or equal to the specified term will be retrieved. Valid choices come from the Term Code Validation (STVTERM) table.

- **Limit by student level** - Check this box to limit the results by student level. Then, enter the student level code(s) for the level(s) of students to retrieve (for example, undergraduate and credit, `'UG C'`). Valid choices come from the Student Level Validation (STVLEVL) table. Multiple values should be separated by a space.
- **Limit by student type** - Check this box to limit the results by student type. Then, enter the student type code(s) for the type(s) of students to retrieve (for example, new and transfers, `'N T'`). Valid choices come from the Student Type alidation (STVSTYP) table. Multiple vales should be separated by a space.

Employee queries have two additional Payroll-related fields:

- **Limit by Pay ID** - Enter the Payroll ID(s) for the employees to retrieve (for example, monthly and biweekly, `'MN BW'`). Valid choices come from the Payroll Identification Code Rule (PTRPICT) table. Multiple values should be separated by a space.
- **Limit by pay date within last [#] month(s)** - Set this field to the desired number of months. Only employees who have been paid within this time period will be retrieved by the query.

Enter values for all of the required fields and any optional criteria, then click **OK** to generate the SQL.

The **SQL** field will now be populated with the complete select statement with the criteria entered. This can be manually modified if needed.

Click on the **Preview** button on the right to view the results of the query. Select individual names or use the Select All button. Click **Deliver** to send the card file to BMTX.

The queries can be run manually or scheduled to run at a specified time on select days.

> **Important:**
>
> Once an account is checked and a card file has been sent to BMTX, payments generated for the account will be delivered to BMTX for applicable payees.
>
> A payment marked as a BankMobile payment CANNOT be changed to a check. The payment must be voided in IntelleCheck and Banner.

Account Configuration

Next, check the box for each account which will be processing payments from BankMobile Disbursements for the selected configuration.

Click the **Save** button to save the settings.

Customizing the Refund File

The standard refund file created by IntelleCheck includes payment number, amount, payee, and Banner Id. In some cases, additional id fields may need to be included in the refund file to provide extended search criteria through BankMobileAdminSupport.com. To include additional fields, an Oracle view, named EVIBCHO_VIEW, needs to be created in the Banner environment. Once this view exists, IntelleCheck will include the additional fields in the refund file.

> **Important Note:** The EVIBCHO_VIEW should be created in the Evisions schema. A public synonym should also be created.

```
CREATE OR REPLACE VIEW EVISIONS.EVIBCHO_VIEW AS
SELECT EVIBCCHK_CHECK_NUMBER AS CHECK_NUMBER, -- required
       EVIBCCHK_ACCOUNT_CODE AS ACCOUNT_CODE, -- required
       EVIBCCHK_ACCOUNT_TYPE AS ACCOUNT_TYPE, -- required
       EVIBCCHK_BATCH_ID AS BATCH_ID,         -- required
       TABLE1_DATA1 AS ID2, -- custom data
       TABLE2_DATA2 AS ID3  -- custom data
FROM EVIBCCHK, TABLE1, TABLE2
WHERE EVIBCCHK_PIDM = TABLE1.PIDM
AND EVIBCCHK_PIDM = TABLE2.PIDM;

CREATE PUBLIC SYNONYM EVIBCHO_VIEW FOR EVISIONS.EVIBCHO_VIEW
```

In the sample script above, you would need to replace TABLE1 and TABLE2 and related data fields with the names of the tables containing the additional information to be included in the refund file. If for any reason the additional information can not be found, the refund file will still be created and sent with the standard fields to prevent a delay in payment.
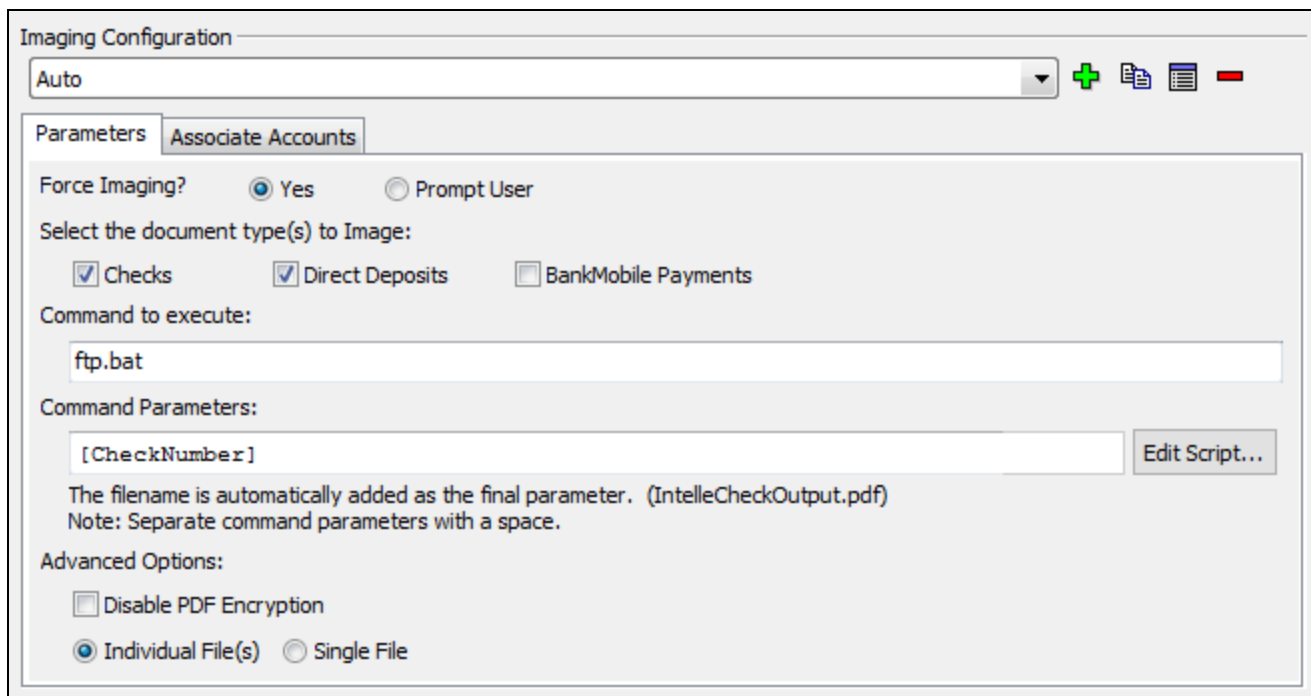
Imaging

IntelleCheck has the ability to send pdf file copies of checks, direct deposits, and BankMobile Disbursements payments to a 3rd party imaging system such as Banner Xtender. A custom script can be executed as payments are processed which can accomplish the necessary tasks for imaging.

Configuration

To access the Imaging area of IntelleCheck, click the **Imaging** button in the Administration menu.

Create a new template by clicking the ➕ button and giving the template a name. This will enable all of the fields and allow configuration.

Selecting "Yes" to **Force Imaging?** will force imaging to happen automatically each time new payments are processed through Process Pending. Selecting "Prompt User" will allow the user to decide if the payments being processed should be imaged. When reprocessing payments, the user will always be prompted, regardless of this setting.

Select the Document Types(s) to Image allows any combination of checks, direct deposit advices, and payments from BankMobile Disbursements to be tied to the imaging layout. For example, a layout with only the "Checks" box selected for imaging would only image checks. If a user processes a batch of checks and direct deposits and selects yes for imaging, only the checks from this batch will be sent to imaging. The direct deposit advices will be ignored.

The **Command to Execute** is the name of a script the IT staff created. This script can ftp the file to a certain location or perform any other functionality the IT staff sees necessary. The filename entered here must reside in the **Scripts** directory on the server where MAPS is installed. By default, this is `C:\Program Files\Evisions\MAPS\Service\Scripts`

The **Command Parameters** field is used for any parameters for the script. Enter static variables here or access the IntelleCheck variables by clicking the ellipsis to the right of this box. A common setting is to create a script which will take a parameter in for the name of the new file, the CheckNumber, and add the [CheckNumber] variable here. If you want to use multiple command parameters, separate them with spaces. *Note: Any command parameters entered when producing a single PDF file (see below) will reference the first payment in the batch.*

By default, IntelleCheck will set security on the pdf files so they cannot be modified. Some imaging systems require this setting to be turned off in order for the pdfs to be added to the system. Check the **Disable PDF Encryption** box to turn off the encryption if problems are encountered.

Finally, choose whether you want to produce **Individual Files** or a **Single File**. If you choose Single File, each payment will appear on its own page inside a single PDF document.

After the parameters have been entered click the **Associate Accounts** tab. Select which account codes this layout should run against. This allows a separate imaging layout to be created for each account if necessary.

Sample Script

The following sample ftp script can be used as a starting point. This file takes in two parameters. The first is the name of the new file and the second is the file to be sent via FTP to a different server. You will need to change the values at the beginning of this script to match your institution's specific settings. If additional functionality is needed, it can be modified as desired.

```
@echo off
rem Evisions - FTP Script to Unix
set filename=%2
set chk_num=%1
set temp_ftp_file=temp.ftp
set log_file_from_session=YOUR_LOG_FILE_PATH
set system_name=SYSTEM_IP_ADDRESS
set login_name=YOUR_USERNAME
set login_password=YOUR_PASS
set remote_directory="YOUR_REMOTE_DIR"

rem now we will create the temp ftp file...

echo user %login_name% %login_password% > %temp_ftp_file%
rem echo %login_password% >> %temp_ftp_file%
echo cd %remote_directory% >> %temp_ftp_file%

rem still creating the temp ftp file...
echo put %filename% %chk_num%.pdf >> %temp_ftp_file%

rem change to binary mode
echo binary >> %temp_ftp_file%
echo quit >> %temp_ftp_file%
rem now we will call the temp ftp file...

ftp -n -s:%temp_ftp_file% %system_name% > %log_file_from_session% 2>&1

rem now we will delete the temp ftp file...
del %temp_ftp_file%
```

Testing

A good way to test imaging is to remove IntelleCheck from the equation. Save the sample script as ftpTest.bat. Then run the following from a Windows command promp, where the first parameter is the name of the destination file and the second parameter is the source file to send via ftp.

```
ftpTest.bat new_file old_file.pdf
```

This will send the "old_file.pdf" to the "system_name" in the "remote_directory" with the name of "new_file.pdf". If the new_file.pdf is not in the directory, modify the script accordingly until it works as expected.

Once the above test is successful, the next step is to use IntelleCheck.

In the **Imaging** menu, enter ftp.bat as the command to execute. Include the check number in the filename by entering [CheckNumber] as the parameter. IntelleCheck will automatically add the pdf as the last parameter. When processing payments, IntelleCheck will call the ftp.bat script, add the appropriate check number as a parameter, and send the pdf to the proper system and directory.

Settings

This setting allows you to control the maximum number of payment data records to read per query. A higher value increases performance and a lower value decreases latency. Be aware that some database driver implementations may not correctly retrieve large numbers of records. Evisions recommends a value of 32.

Miscellaneous System Settings

Maximum Payment Data Read Count

32

This controls the maximum number of payment data records to read per query. A higher value increases performance and a lower value decreases latency. Be aware that some database driver implementations may not correctly retrieve large numbers of records. Evisions recommends a value of 32.

Database

When logging into IntelleCheck a message that a new version of the application is available may appear. The MAPS administrator can install the new version by clicking the **Check for Updates** button in the MAP Server Configuration tool. This will update the application but it will not upgrade the database. The database will only be updated when the administrator is ready via the **Database** menu.

> **Note:** Any changes to the database must be performed using the "evisions" user and password.
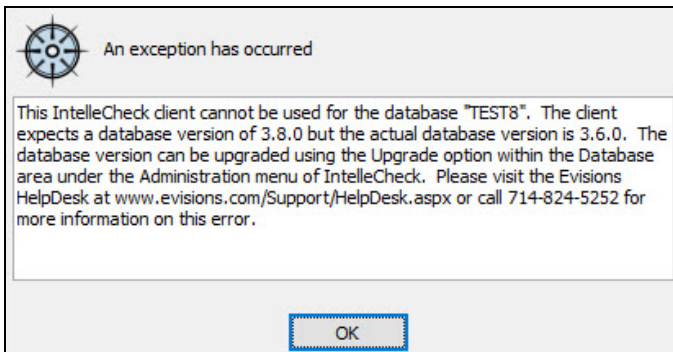

Each version of IntelleCheck can only connect to the corresponding database version. For example, if a user is running IntelleCheck version 2.x.x.x they will not be able to connect to a database of version 3.x.x.x. If a user tries to connect to the database with an incorrect version they will receive a message similar to the above figure.

This is done to ensure all of the features in IntelleCheck work as expected. Once the proper version of IntelleCheck is used they will be able to login and process checks like normal.

Upgrade

Use the **Upgrade** button to upgrade the current database to the latest version. This button should be used if IntelleCheck has already been installed in this database but needs to be updated. The database will be scanned for existing IntelleCheck objects. A summary screen will appear listing the changes to be made during the upgrade.
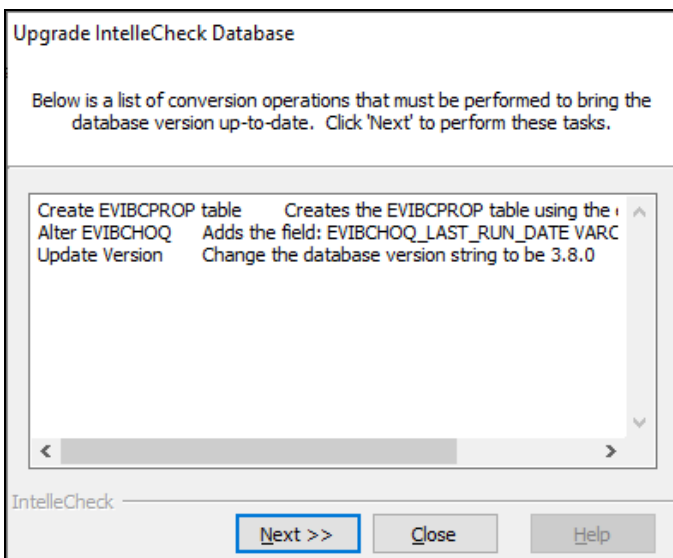
Scripts will perform the changes explained above. The user will be prompted for a directory to store these scripts after the **Next >>** button is selected. The scripts can be saved to any directory on the local PC and the **Extract All** option should be chosen. The scripts can be deleted from the local PC after the upgrade is completed.

Once the scripts have been extracted click the **Finish** button to execute each script and upgrade the database. A prompt to review/modify each script will be presented before it is executed. If the scripts do not need to be modified, select "No to All" to no longer be prompted.

Create Objects

During the initial installation of IntelleCheck the **Create Objects** button will create all of the required IntelleCheck objects in the database. This should be used only in databases where IntelleCheck is being installed for the first time. If this option is selected and IntelleCheck has been previously installed in the database a message will appear.

Delete

If the IntelleCheck objects need be removed from a database instance, click on the **Delete** button. Two confirmations will be presented before any objects are deleted. This should only be used to remove IntelleCheck from a test instance.

Editing Scripts

This page provides an overview of the **Edit Script** window found in the **Email** Management, **Imaging** Management and **Positive Pay** **Management** pages.
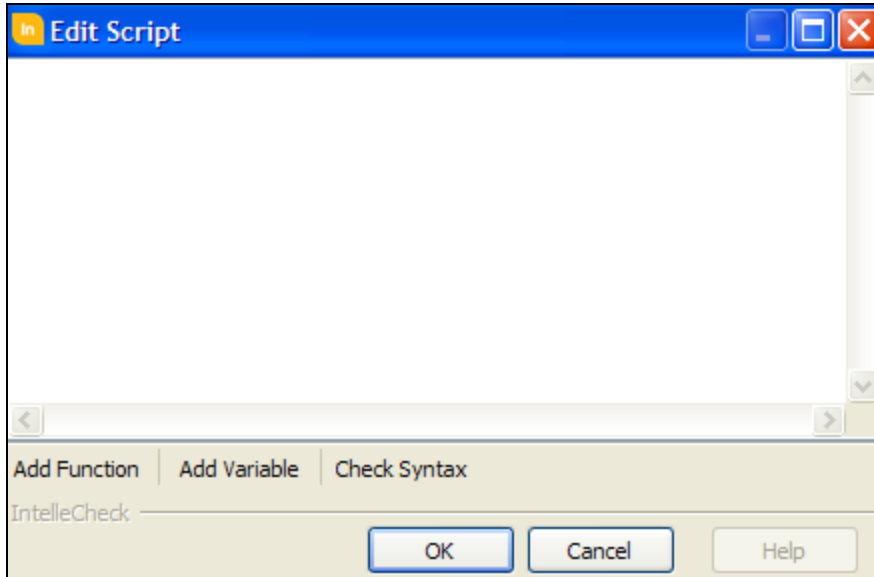
Add Function - Several predefined functions are included to assist you with manipulating and formatting data. Clicking Add Function displays a list of all available functions. A few examples of available functions are Add, Substr, Trim, and Upper. Select a function to see its description and required parameters.

Add Variable - Many variables are available to be included. All Custom Check Fields are available here, as well as other static variables. Some examples include the check date, check number, and check amount. Click on Add Variable for a complete list.

Check Syntax - Evaluates the syntax of the script. If necessary, a prompt for test values will be displayed.

Getting Help

For information on using the software, please refer to the product Help, which contains detailed information on all aspects of the product.

If you are having problems with the installation or configuration, you can search our support site, which includes a knowledge base of common issues. If you are unable to find the solution, submit a HelpDesk request with a detailed explanation of the problem you are experiencing.

Please do not hesitate to contact the Evisions HelpDesk if any questions or problems arise. We are here to help you and want to ensure your success.

Can't find what you're looking for?

We would love to make our documentation better! If you have a moment to let us know what we missed or how we can make the help more useful, please email us at TechDocs@evisions.com.

Glossary

A

Argos

Evisions' web-enabled reporting solution.

B

BankMobile

BankMobile is an optional module within IntelleCheck. Evisions has integrated IntelleCheck with BankMobile Disbursements (formerly HigherOne OneDisburse) for easy processing of electronic refunds. For more information, please visit www.bank-mobiledisbursements.com.

F

FAABATC

Batch Check Print Form.

FAAONLC

Online Check Print Form.

FABCHKA

Batch Check Accounting Process.

FABCHKP

The check print process in the Banner® Finance module. The code for this process is modified by Evisions for use with IntelleCheck.

FABCHKR

Batch Check Register.

FABCHKS

Batch Check Process.

FAPDIRD

Direct Deposit File Creation Process (Canada uses FAPCDIR).

FAPTREG

Direct Deposit File Register.

FARDIRD

The direct deposit process in the Banner® Finance module. The code for this process is modified by Evisions for use with IntelleCheck.

FARINVS

Invoice Selection Report.

FGRACTG

Posting Process.

I

ICC File

IntelleCheck Configuration (ICC) files contain the macros that create the visual information on your checks (logos, signatures, boxes, etc.), email layouts, and positive pay layouts.

IntelleCheck

IntelleCheck is Evisions' solution for Ellucian's™ Banner Digital Campus payment processing. IntelleCheck seamlessly integrates with Banner and enhances Banner output for AP, Payroll, Student Refund checks and Direct Deposit Advices.

M

MICR Font

Magnetic ink character recognition used by banking industry to facilitate the processing of checks.

P

PHPCHKL

The check print and direct deposit process in the Banner® Human Resources module. The code for this process is modified by Evisions for use with IntelleCheck.

PJL command

Printer Job Language command.