



evisions

IntelleCheck

Payment Processing Solution

IntelleCheck End User Guide

Product version 3.8

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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.

The IntelleCheck main menu contains eight options:

- **Process Pending** - Process pending payments that have not yet been processed.
- **Reprocess** - Process payments that have been processed previously. You will be required to explain the reason for reprocessing.
- **Void** - Void or unvoid previously processed payments.
- **Positive Pay** - Generate an electronic account reconciliation file send to your bank before distributing printed checks. Used to prevent fraud.
- **Reports** - Generate and customize reports to view information about your checking system.
- **BankMobile** - Manage BankMobile Disbursements enrollment options.
- **Reconciliation** - Reconcile payments processed by BankMobile Disbursements with the Banner payroll and finance systems.
- **Administration** - Allows administrators to configure IntelleCheck. This section is described in the [IntelleCheck Administrator Guide](#).

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.

Note: If your institution does not license Positive Pay or BankMobile Disbursements, the respective modules are visible but disabled.

Logging In

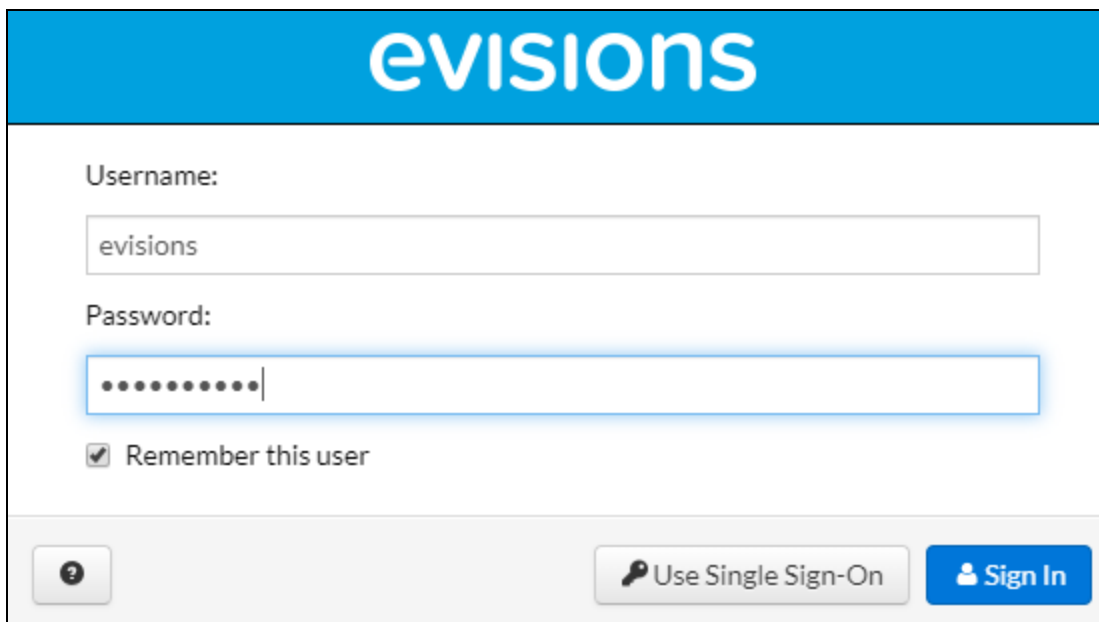
Logging In to the eLauncher

The MAPS eLauncher provides a single location from which you can launch any of the MAPS applications, access online training and support resources, or see the new features in the latest releases.

In your web browser, navigate to the URL provided by your MAPS administrator. If you are prompted to log in at this time, do one of the following:

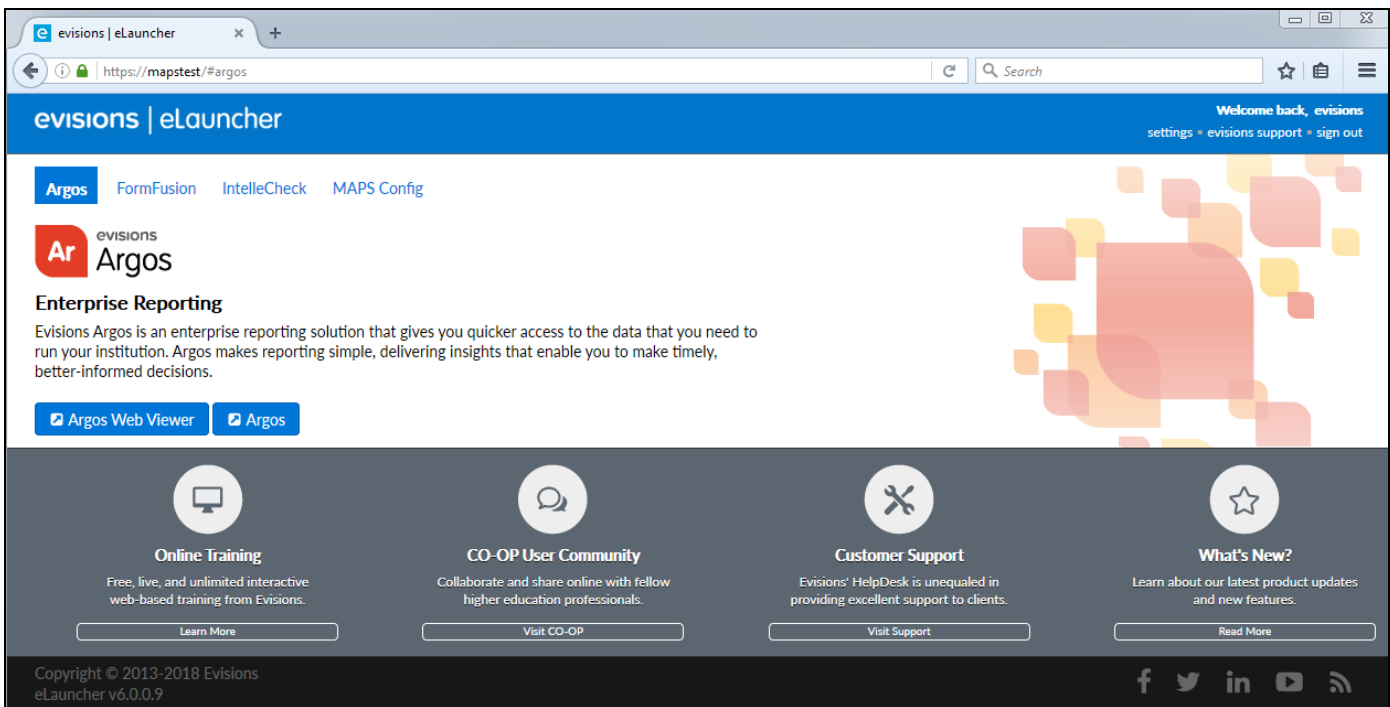
- For HTTPS, enter the username and password provided by your MAPS administrator.
- Enter your LDAP credentials if your institution uses LDAP for single sign-on.

If your institution has single sign-on configured for use with a SAML server, you do not need to enter your credentials here. Select the **Single Sign-On** button and enter your username and password on your institution's SSO page. (The Single Sign-On button is only displayed when SAML SSO is available.)



The screenshot shows the login interface for 'evisions'. It features a blue header with the 'evisions' logo. Below the header, there is a 'Username:' label followed by a text input field containing 'evisions'. Below that is a 'Password:' label followed by a password input field with masked characters. A checkbox labeled 'Remember this user' is checked. At the bottom, there is a help icon, a 'Use Single Sign-On' button with a key icon, and a blue 'Sign In' button with a user icon.

The MAPS eLauncher displays after your credentials are validated.

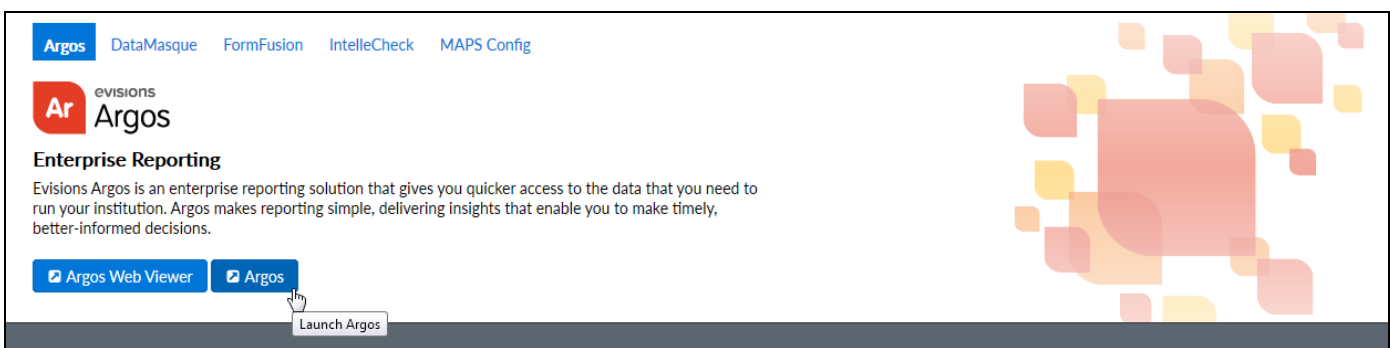


Login Issues

If you cannot log in, it may be due to local or network firewall settings. You may need to configure your firewall to allow access on the selected port.

Launching Application Clients

To launch an application client, navigate to the product you wish to use and then select the launch button for that product.

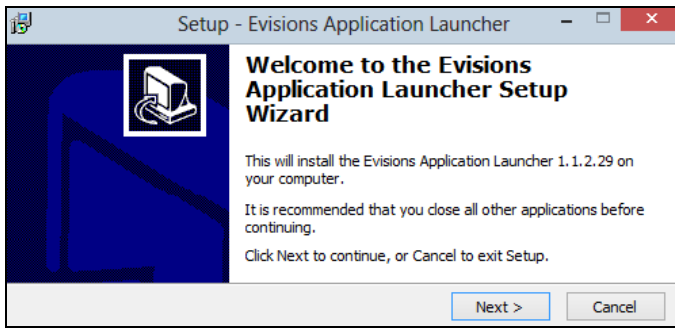


If you are prompted to install the **Evisions Application Launcher (EAL)**, follow the prompts on your screen to continue. Expand the link below, for more information.

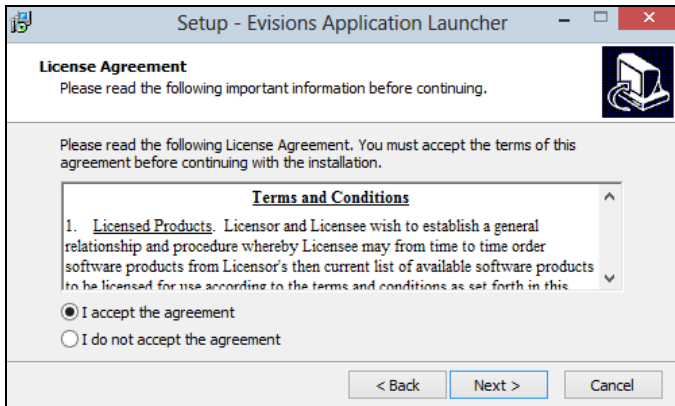
Note: If you do not have permission to install applications on your computer, you may need to consult with your IT department for assistance.

Installing the Evisions Application Launcher

Select the link to download the **setup.exe** file. When it has finished downloading, open the file to run the installer.



Follow the prompts on the screen. Select **Next** to continue.

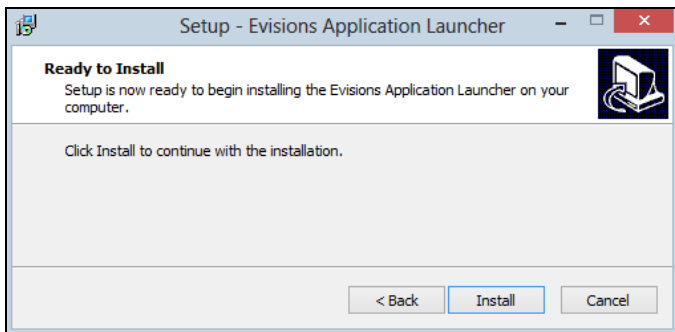


Review and accept the license agreement, then select **Next**.

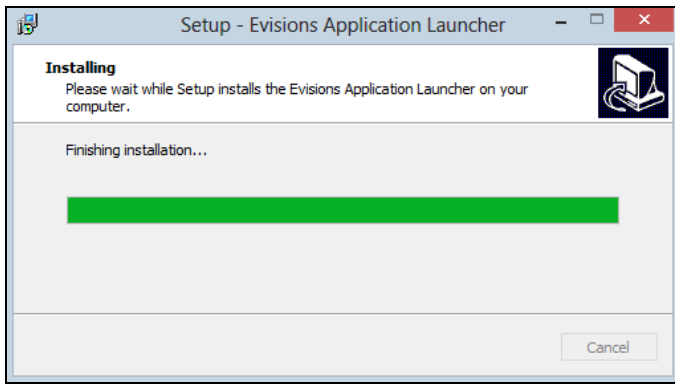
Microsoft .NET Framework is Required

If your computer does not have the Microsoft .NET framework already installed, you will be prompted to install it as part of the EAL setup.

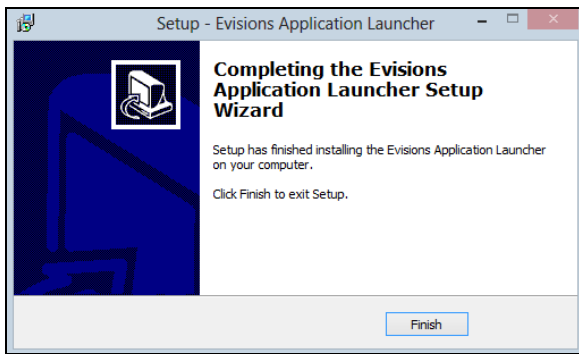
Review and accept its license agreement, then select **Install** to proceed.



Select **Install** to continue. If you are installing the Microsoft .NET Framework at the same time, it will install alongside the Evisions Application Launcher.

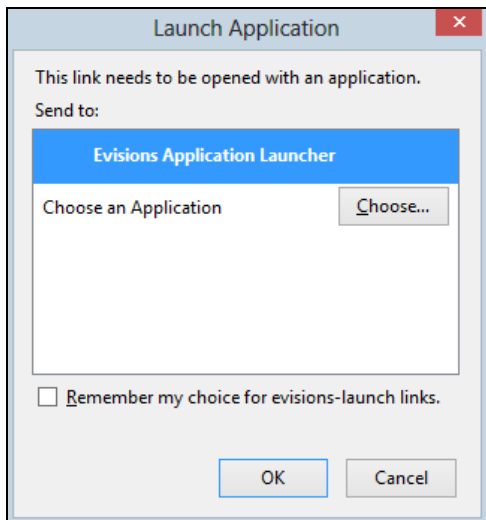


Once the installation is complete, select **Finish** to close the installer.

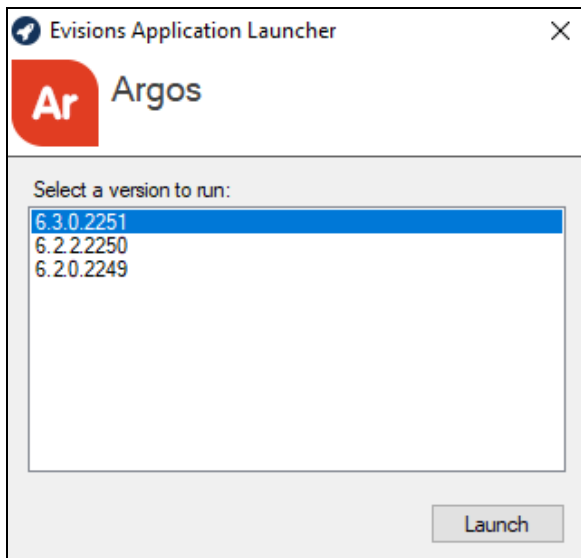


When you launch an application (Argos, for example) you may see a prompt informing you that the browser is trying to run an external program, and asking whether you want to proceed. Select **OK** or **Allow** to allow the launcher to run.

Note that the prompt is different in different browsers.



If there are multiple versions of the application available, choose the version to use, then select **Launch**.



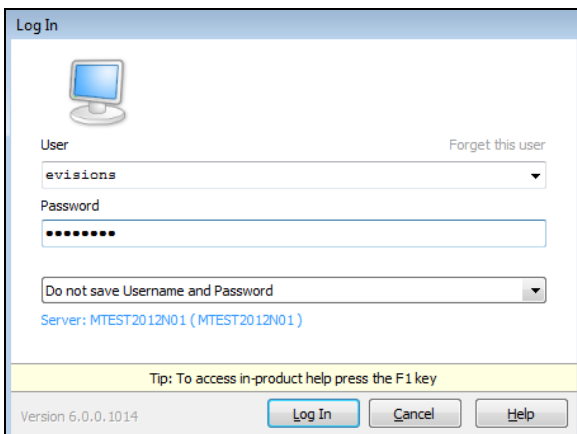
If the application or application version you selected is not already installed on your computer, it will download. This may take some time, especially over slow connections.

Logging In to the Application Clients

If you have not yet logged in to the application, the main login screen displays. The screen for each MAPS application is similar to the one below. You must enter your credentials to access the application under the following circumstances:

- You did not use the HTTPS version of the eLauncher
- You did not log in through a single sign-on server
- You are logging in to MAPS as an administrator
- You are logging in to IntelleCheck (or accessing a secured area)

Otherwise, you do not need to enter your credentials again unless you are accessing a different secured program or feature, or need to reconnect.



There are several options you can configure on this screen:

- **Forget this user** - removes this user from the list of saved usernames in the dropdown list.
- **Do not save username and password** - do not save either the username or the password that you enter.
- **Save username** - adds this user to the list of saved usernames in the dropdown list.
- **Save username and password (if allowed by server)** - saves the password for this username, if password saving is enabled in MAPS.
Note: for security reasons, you cannot save passwords when logging in to the MAPS Config application.
- **Server** - Click on the server name for additional options to change the server you are logging in to or the port number for that server.

IntelleCheck users have an additional option to select the database connection prior to login:



Your data connection permissions (established by the MAPS administrator) determine the connections displayed in the list. If you do not see the connection you want to use, enter your username and password and select **Refresh**. Your MAPS administrator can provide further assistance with data connection permissions.

Once you have entered all information, select **Log In** to launch the application.

Failed Login Attempts

Your MAPS administrator determines how failed login attempts are handled, based on your institution's password policy. If allowed, you may be able to log in after waiting a period of time specified by the administrator (often an hour).

Server Selection

Select the **Server** link on the Login dialog to select a different server, if necessary. Note that the Servers section looks slightly different depending on the product and version you are running:

The screenshot shows the 'Login' dialog for version 4.3.0.588. It features a 'Username' field with a 'Forget this user' link, a 'Password' field, and a 'Save Username' dropdown. Below these are two server selection buttons labeled 'Production' and 'Testing'. The 'Server Address' field contains 'myschool.edu' and the 'Port' field contains '27467'. A checkbox labeled 'Use the default port' is checked. At the bottom, there are 'Login', 'Cancel', and 'Help' buttons. A yellow tip bar at the bottom reads: 'Tip: To access in-product help press the F1 key'. The version number 'Version 4.3.0.588' is displayed in the bottom left corner.

The screenshot shows the 'Log In' dialog for version 6.0.0.1014. It features a 'Pick a server' section with a list of servers: 'Production' and 'Testing'. Above the list are '+ Add' and 'X Delete' buttons. Below the list is a 'Server Address' field containing 'myserver.edu' and a 'Port' field containing '27467'. A checkbox labeled 'Use the default port' is unchecked. At the bottom, there are 'Use Server', 'Cancel', and 'Help' buttons. A yellow tip bar at the bottom reads: 'Tip: To access in-product help press the F1 key'. The version number 'Version 6.0.0.1014' is displayed in the bottom left corner.

The following actions are available from this area:

- **Green "+" sign / Add button** allows you to add a server to the list of available servers.
- **Red "X" / Delete button** deletes the selected server.
- **Server Address** enter the name/address of the server.
- **Use the default port** check this box to use the default port for the application (27467) or uncheck to enter a specific port number.
- **Port** allows you to enter a different port number, if your MAPS administrator has instructed you to do so.

Process Pending

Process Pending allows you to process any pending payments which have not yet been processed. The term Process means printing, emailing or transmitting.

Process Pending

Allows you to process any pending payments that have not yet been processed.

The following pages contain information on how to:

- [Choose the account type](#)
- [Select the payment for processing](#)
- [Display a summary of payments to be processed](#)
- [Configure the processing of payments](#)

Account/Batch Selection

Choose Account Type

Choose the account to process payments from. You will only see the accounts that you have been given permission to see and that have payments that can be processed.

Batch Number







Select All Select None

The **Choose Account Type** drop-down list will contain only the bank accounts with pending payments. Once the account is selected, all of the batches ready to process for that account will appear in the **Batch Number** list. A unique batch number is assigned every time a check or direct deposit process has been run in Banner®.

Note: Account represents the bank code or payroll id as set up in Banner®. Only accounts you have been given permissions to will be visible.

Each line in the list contains the batch number, range of document numbers, date of processing, and the total value. Select one or more batches (use the **Shift** or **Ctrl** button on your keyboard to select multiple), then click **Next >>** to continue.

Payment Selection

Payment.# ▲	Payment Date	Payee	Amount	Status	Type	
 90000002	01/01/94	Officenter	11,874.94		Check	Select All
 90000003	01/01/94	US Postmaster	777,777.00		Check	Select None
 90000005	01/01/94	Officenter	11,874.94		Direct Deposit	Void
 90000006	01/01/94	US Postmaster	777,777.00		Direct Deposit	Reconcile
 90000007	01/01/94	Xerox Corporation	1.00		Direct Deposit	
 90000008	01/01/94	Xerox Corporation	1.00		IntelleCard	

Details about the individual payments included in the batch(es) selected will be displayed, such as Payment Number, Payment Date, Payee, Amount, Status, and Type. The fields in the figure above may differ slightly from account to account as custom fields can be added.

The column headings on this screen can be dragged and dropped with your mouse to change the order in which they are listed. You can click on any column heading to change the sort order of the payments. An arrow next to the column heading denotes whether the payments are listed in ascending or descending order. In the example above, the payments are sorted on the Payment # field in ascending order.

Before the Payment Number, an icon will denote whether the payment will print on a single page or on multiple pages.



Single Page



Multiple Pages

Select one or more payments for processing, then click **Next >>** to continue.

Void

Checks can be marked as voided. Please see the [Void](#) section for more information.

Payment Summary

A Selection Summary will show what will be processed. Review the information and click **Next >>** to continue.

IntelleCheck - Evisions, Inc. (CAP7) Process Pending - Selection Summary

IntelleCheck Please review the summary of items selected for processing before continuing.

Selection Summary

Checks	3 checks selected.	Total:	\$ 550.00
Direct Deposits	1 direct deposit selected.	Total:	\$ 200.00
Total	4 payments selected for processing.		\$ 750.00

IntelleCheck: [Support Website/Change Password/Release Notes](#)
Client 3.6.0.629 / Mapplet <not connected> / MAPS <not connected>

Payment Configurations

Checks

The **Checks** tab will be visible when checks are ready for processing.

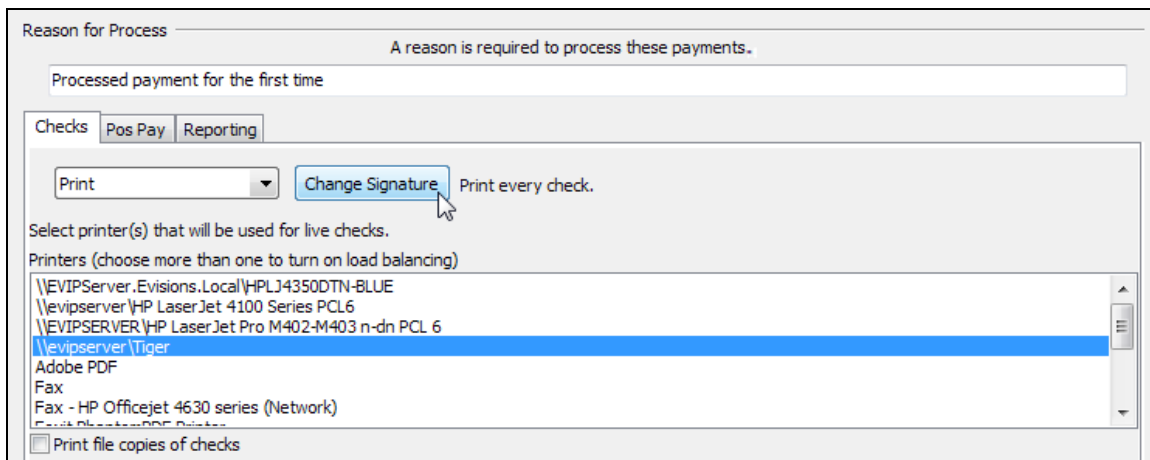
The screenshot shows a dialog box titled "Reason for Process" with a message: "A reason is required to process these payments." Below the message is a text input field containing "Processed payment for the first time". There are three tabs: "Checks", "Higher One", "Pos Pay", and "Reporting", with "Checks" selected. A dropdown menu is set to "Print". Below this, there are two sections for printer selection, each with a checkbox "Print file copies of checks" and a list of printers: "\\EVIPServer\HPLJ4050_IT", "\\EVIPServer\Tiger", "HP LaserJet 4050 Series PCL", "Microsoft XPS Document Writer", "Send To OneNote 2010", and "Snagit 9". At the bottom, there are checkboxes for "Create PDF of file copies", "Individual File(s)" (selected), "Single File", and "Password Protect".

The drop-down contains two options for check processing:

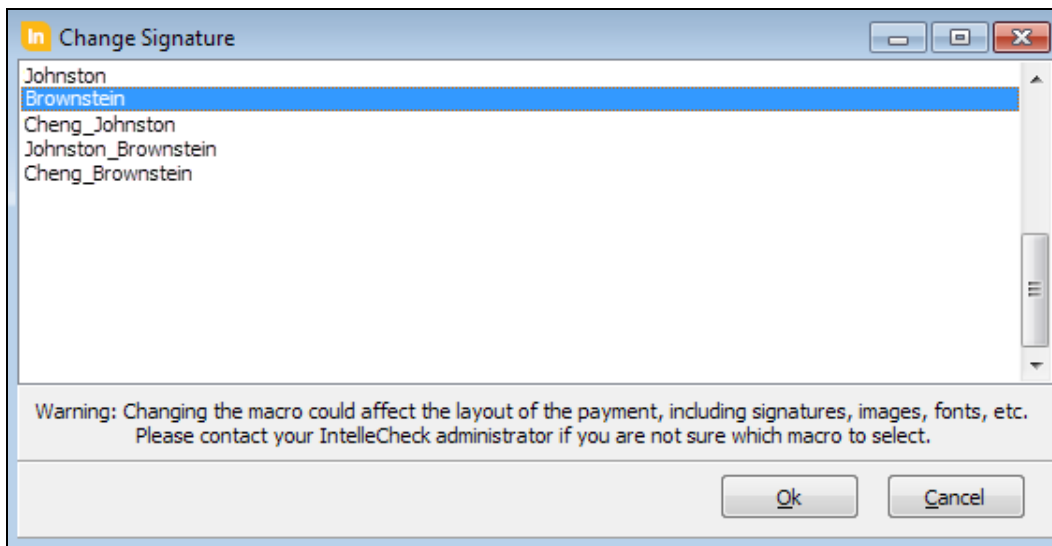
- **No Processing** – Process file copies only.
- **Print** – Print checks.

Change Signatures

If your institution's check files are configured to have more than one signature layout, your administrator may have given you permission to change which signature(s) print on the checks for this batch. If you have access to this button, it will appear to the right of the Print/No Processing dropdown.



Clicking the Change Signature button brings up a dialog where you can choose which macro to use for the check run.



Important Note: Your check macros may be configured with other types of changes in addition to different signatures. You should ensure that you know which macros to select for the desired signatures. The list will show all macros that match the account type of the batch (AP or Payroll). Contact your IntellectCheck administrator if you have any questions regarding the different macros.

When printing, select the printer(s) to be used. Depending on the setup, the list will contain printers connected to the local computer, printers configured in MAPS, or a combination of the two. If more than one printer is selected, IntellectCheck will perform load balancing by sending a portion of the job to each printer.

File copies can be printed and/or made into PDF documents. To make hard copies, select the **Print file copies of checks** check box, and choose the appropriate printer(s).

To save files to a directory, select the **Create PDF of file copies** check box at the bottom of the screen. Choose the **Individual File** option to create one PDF file for each payment or the **Single File** option to create one PDF file for the entire batch.

To add additional security for the PDF files, select the **Password Protect** check box. You will be prompted to enter a password when the payments are processed, and this password will be required to open the PDF files.

Direct Deposits

The **Direct Deposits** tab will be visible if there are direct deposits that have not been processed. Please note that Accounts Payable direct deposit processing is an optional module in IntelleCheck.

The screenshot shows the 'Direct Deposits' tab in the IntelleCheck interface. At the top, there is a 'Reason for Process' section with a dropdown menu set to 'Processed payment for the first time' and a message: 'A reason is required to process these payments.' Below this are navigation tabs for 'Checks', 'Direct Deposits', 'BankMobile', 'Pos Pay', and 'Reporting'. The 'Direct Deposits' tab is active. Underneath, there is a dropdown menu set to 'Email then Print' with a message: 'Attempt to email a Direct Deposit notice first. If the notice cannot be emailed then it will be printed.' An 'Edit Email Properties' button is visible. There are two radio button options: 'Deliver immediately' (selected) and 'Schedule delivery on' (with a date field set to 10/25/2011, a time field set to 12:00 AM). Below this is a section for selecting printer(s) with a message: 'Select printer(s) that will be used for direct deposit notices. Printers (choose more than one to turn on load balancing)'. A list of printers is shown: '\\EVIPServer\HPLJ4050_IT', '\\EVIPServer\Tiger', and 'Microsoft XPS Document Writer'. There is a checkbox for 'Print file copies of direct deposits' which is unchecked. Below this is another printer selection list with the same three printers plus 'Send To OneNote 2010' and 'Snagit 9'. At the bottom, there are checkboxes for 'Create PDF of file copies' (unchecked), 'Individual File(s)' (selected), 'Single File' (unchecked), and 'Password Protect' (unchecked).

The dropdown list contains the following options for direct deposit processing:

- **No processing** – Process file copies only.
- **Print only** – Print each direct deposit advice regardless of any email setup.
- **Email only** – Email each direct deposit advice. If an email address does not exist for a specific payment, it will not be processed.
- **Email, then print** – Email will be attempted for each direct deposit advice. If an email address does not exist, the advice will be printed instead. This option does not check for invalid email addresses.
- **Validate email, then print** - If an email address exists, IntelleCheck will attempt to email the direct deposit advice, and will wait for a response from MAPS. If the email does not transmit successfully or if an email address does not exist, the advice will be printed instead. This option may take significantly longer to process due to waiting on repeated email attempts. **Note:** If you are scheduling delivery for a later time, IntelleCheck is unable to wait for a response from MAPS and will only check for the presence or absence of the email address, rather than performing full email address validation.
- **Email and print** – Each direct deposit advice will be both emailed and printed.

If emailing is selected, and you have the Email Properties permission, the **Edit Email Properties** button becomes available. This allows you to modify the body, subject, and email attachments of the email before sending out the advices. Multiple attachments can be added to the email. Additionally, HTML tags can be entered in the body of the email if you want the email to contain HTML formatted output.

When **Deliver Immediately** is selected, the emails will be sent out as soon as you click the **Process** button. If you have the Email Schedule permission, you can also choose to schedule delivery for another date and time by selecting the **Schedule delivery on** option. For example, the direct deposits can be processed on Wednesday and the emails can be delivered on Friday at 5:00 AM.

Procedures for creating file copies and choosing printers are the same as described in the previous Checks section of this document.

BankMobile

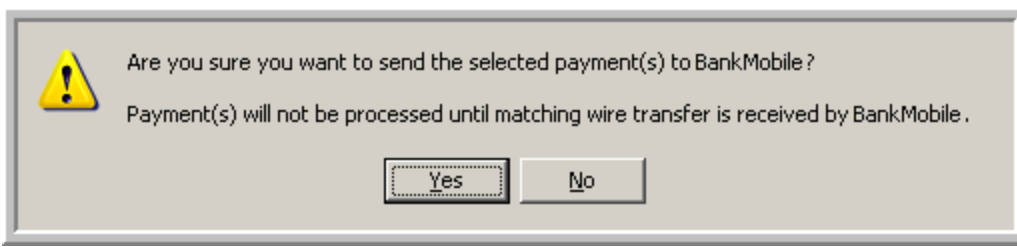
BankMobile Disbursements is an optional module within IntellectCheck. Evisions has integrated IntellectCheck with BankMobile Disbursements (formerly HigherOne OneDisburse) for easy processing of electronic refunds. For more information, please visit www.bankmobiledisbursements.com

Select **BankMobile Transmit Only** in the drop-down list to transmit a refund file to BankMobile (BMTX) for processing.

Procedures for creating file copies and choosing printers are the same as described in the Checks section of this document.

Click on the **Process** button at the bottom of the screen.

You will be prompted to confirm that payments should be sent to BankMobile (BMTX).



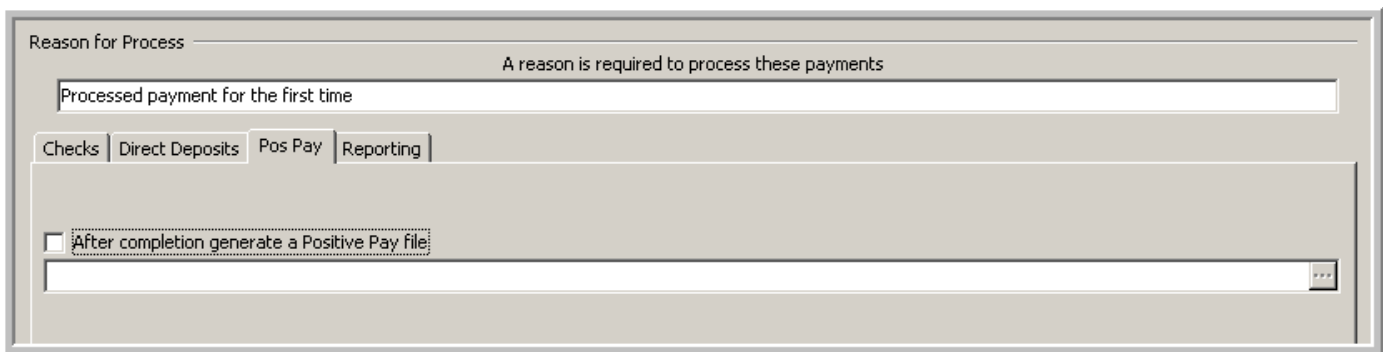
A warning dialog box with a yellow triangle icon containing an exclamation mark. The text inside reads: "Are you sure you want to send the selected payment(s) to BankMobile? Payment(s) will not be processed until matching wire transfer is received by BankMobile." Below the text are two buttons: "Yes" and "No".

If the **No** button is selected here, the payments will remain in Process Pending until they are sent to BMTX.

[Positive Pay](#)

Positive pay is an optional module within IntellectCheck that provides another layer of security for checks.

The **Pos Pay** tab is only available if the account being processed has a positive pay layout associated with it, and you have permissions to create positive pay files.



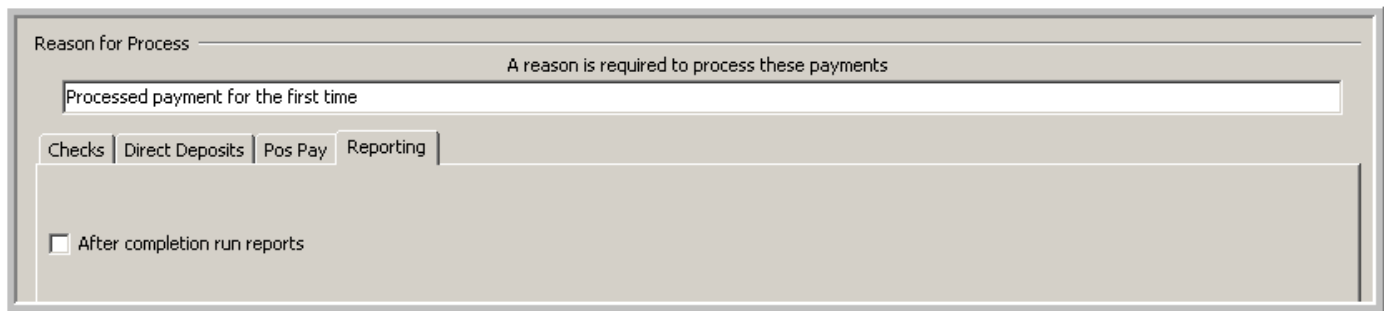
A configuration dialog box titled "Reason for Process" with a subtitle "A reason is required to process these payments". The main text area contains "Processed payment for the first time". Below this is a tabbed interface with four tabs: "Checks", "Direct Deposits", "Pos Pay", and "Reporting". The "Pos Pay" tab is selected. Under the "Pos Pay" tab, there is a checkbox labeled "After completion generate a Positive Pay file:" which is currently unchecked. Below the checkbox is a text input field with a browse button (three dots) on the right.

If the **After completion generate a Positive Pay file** check box is selected, choose a path and file name for the file. When processing completes, the positive pay file will be created and stored at the location indicated.

The administrator can set up positive pay to occur automatically when payments are processed. In this case, the **Pos Pay** tab would not be available. Please refer to the [Positive Pay](#) section for more information.

Reports

The **Reporting** tab is used to run reports after the payments are processed. Selecting the **After completion run reports** check box will launch the [Reports](#) menu and allow you to run the necessary reports.



The screenshot shows a web interface for the Reporting tab. At the top, there is a label "Reason for Process" followed by a text input field containing "Processed payment for the first time". To the right of the input field is the text "A reason is required to process these payments". Below the input field are four tabs: "Checks", "Direct Deposits", "Pos Pay", and "Reporting", with "Reporting" being the active tab. At the bottom of the interface, there is a checkbox labeled "After completion run reports" which is currently unchecked.

Once all of the settings have been chosen, click the **Process** button. This will perform the actions specified on each tab. Once processing has completed, you will return to the Main Menu of IntellectCheck.

Reprocess

Every payment processed through IntelleCheck remains in the database until it is archived or removed. The **Reprocess** screen allows you to reprocess a payment.

The screenshot shows the 'Reprocess' screen with the following sections:

- Choose Account Type:** A dropdown menu with 'WF (AP: Bank Bank)' selected. Below it is a note: 'Choose the account to reprocess payments from. You will only see the accounts that you have been given permission to see and that have payments that can be reprocessed.'
- Date Range:** A section with the instruction 'Specify the date range to limit the payments to reprocess'. It contains two date pickers for 'Starting Date' and 'Ending Date', both showing '//' and '19'.
- Check Number Range:** A section with the instruction 'Specify the check number range to limit the payments to reprocess'. It contains two numeric spinners for 'Starting Number' and 'Ending Number', both showing '0'.
- Payee Name:** A section with the instruction 'Specify the payee name to limit the payments to reprocess. Use the percent symbol (%) as a wildcard to search for partial names.' It contains a text input field.
- Document Type:** A section with a checkbox 'Limit by document type' and three radio buttons: 'Checks', 'Direct Deposits', and 'Higher One Payments'.

Payments can be searched based on date range, payment number range or payee name. You can use the % symbol anywhere within the payee name to search for a partial name match.

Note: You must have appropriate permissions for an account to be able to reprocess a payment for that account.

The subsequent screens are very similar to the screens of the [Process Pending](#) menu and have the same functionality.

Reason for Reprocess

Unlike the **Reason for Process** field in the Process Pending configuration, the **Reason for Reprocess** field in the Reprocess configuration is not filled in automatically.

The screenshot shows the 'Reason for Reprocess' screen with the following elements:

- A text input field with the message 'A reason is required to reprocess these payments'.
- A tabbed interface with 'Checks', 'Direct Deposits', 'Pos Pay', and 'Reporting' tabs. The 'Checks' tab is selected.
- A 'Print' dropdown menu.
- A note: 'Select printer(s) that will be used for live checks.'

There are many reasons a payment needs to be reprocessed. The printer ran out of paper before the job finished, someone spilled a cup of coffee on the checks before they were delivered, a payee accidentally ripped the check, etc.

Reason for Reprocess

A reason for reprocessing must be entered. This will appear in the audit reports available to administrators.

A benefit of using IntelleCheck is that you do not need to go through the void and re-issue process in Banner. You can simply go into IntelleCheck and reprint an exact copy of the original check or a file copy.

Enter a reason for the reprocess, choose the printer and file copy settings and then click the Process button to reprocess the payments.

Void

Situations such as a lost check or incorrect amount may require an original payment to be voided and a new payment be issued. If positive pay is used, it is good practice to include voids in the positive pay file sent to the bank to prevent the original check from being cashed.

Voiding a payment in Banner DOES NOT update the IntelCheck tables, and voiding a payment in IntelCheck DOES NOT update the Banner tables. If a payment needs to be voided, it must be done in Banner and in IntelCheck to maintain consistency.

How to Void a Payment

Appropriate permissions must be granted before a payment can be voided in IntelCheck. Payments can be voided from three different areas: Process Pending, Reprocess, and Void. If the Void configuration is used, first select the Account Type, and then a Date Range. A list of all the checks matching the selection criteria will be displayed. You can also search on Check Number Range, Payee Name, and Document Type.

Note: You will only see accounts that you have permissions to void payments for.

Choose Account Type

Choose the account to void payments from. You will only see the accounts that you have been given permission to see and that have payments that can be voided.

WF (AP: Bank Bank)

Date Range

Specify the date range to limit the payments to void

Starting Date Ending Date

Check Number Range

Specify the check number range to limit the payments to void

Starting Number Ending Number

Payee Name

Specify the payee name to limit the payments to void. Use the percent symbol (%) as a wildcard to search for partial names.

Payee Name

Document Type

Limit by document type

Checks Direct Deposits Higher One Payments

Payments can be sorted in this screen just like in the Process Pending and Reprocess menus to help find the appropriate check to void. After selecting the payment from the list, click the **Void** button to void the payment.

Note: As a security measure, voided payments can no longer be processed or reprocessed.

The Status column will be blank for unprocessed payments, display **Processed** for processed payments and display **Voided** for payments that have been voided.

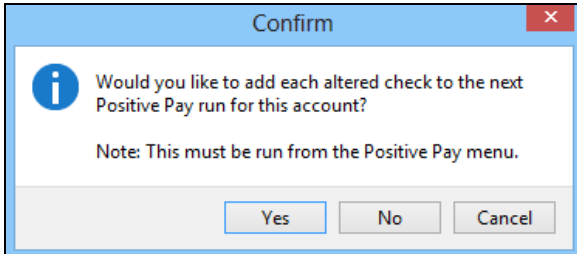
Payment Number	Payment Date	Payee	Amount	Status	Type	
90000007	01/01/94	Xerox Corporation	1.00	Processed	Direct Deposit	Select All
90000003	01/01/94	US Postmaster	777,777.00	Processed	Check	Select None
90000008	01/01/94	Xerox Corporation	1.00		IntelleCard	Void
90000006	01/01/94	US Postmaster	777,777.00		Direct Deposit	Reconcile
90000005	01/01/94	Officenter	11,874.94		Direct Deposit	
90000002	01/01/94	Officenter	11,874.94		Check	

If a payment which has already been voided is selected, the **Void** button will change to **UnVoid**, which would undo an accidental void.

Include Voids in Positive Pay

Many banks require voided checks to be included in positive pay files. This informs the bank that a check was voided so it should not be cashed if someone brings it in.

If a voided check is issued on a bank account that uses positive pay, the following message will appear after a check is voided.



The **No** option should only be selected if voided checks are not sent to that particular bank or if the bank requires a separate positive pay file for voided checks.

After clicking Yes, go to the Positive Pay screen to generate a new positive pay file containing the voided check information.

Positive Pay

Positive Pay is an anti-fraud service offered by most commercial banks. An electronic file of checks issued is sent to the bank to allow banks to verify that each check presented is legitimate.

Positive pay files can be created in two locations in IntelCheck: Process Pending and Positive Pay. When creating the file in Process Pending, the file is generated after the payment processing is complete.

The positive pay file can also be generated through the Positive Pay configuration, accessible from the Main Menu of IntelCheck.

Note: Appropriate permissions must be assigned to users for each Account Code in order to generate Positive Pay files.

	Count (approximate)	Amount
Voids	0	\$ 0.00
Checks	1	\$ 777,777.00
Total	1	\$ 777,777.00

First, select the correct account code from the **Account Code** drop-down at the top of the screen. There are three options for selecting the batches for positive pay:

All processed checks that has not been sent to Positive Pay yet – This will select all of the processed checks for this account that have not yet been included in a positive pay file.

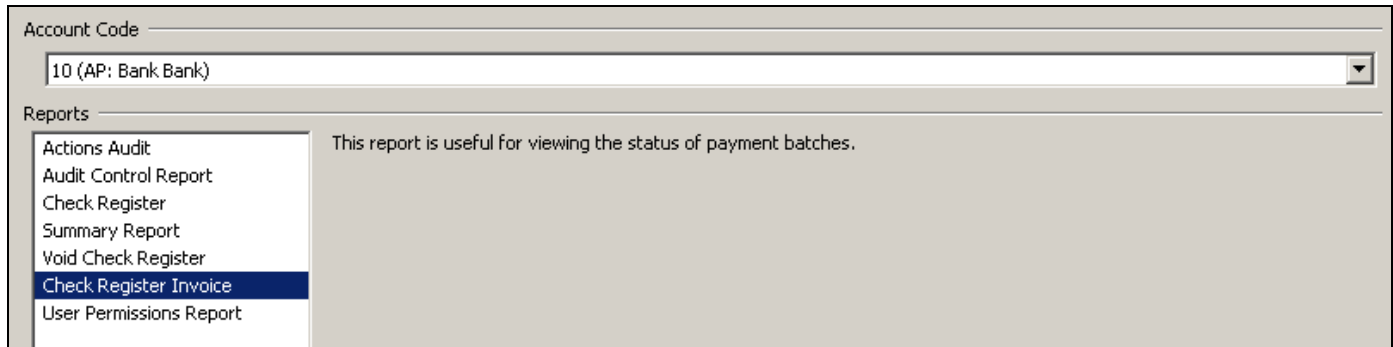
Select from batches that have checks yet to be sent to Positive pay – This will display a list of batches with checks that are available for positive pay. Only checks from the selected batches will be included in the positive pay file.

Select from all existing batches of checks – Unlike the second method, this will display all of the batches for this account whether there are checks available for positive pay or not.

There is a summary section on the bottom of the screen noting the total count and dollar amount of the checks that have been selected. Once satisfied with the selection, click the **Generate** button to create the file. If the MAPS path is being used, the positive pay file will be stored in the proper directory automatically. If the local path is used, give the filename and location of where to save the file.

Reports

IntelleCheck offers a variety of built-in reports ranging from a check register report to an audit report showing what tasks have been performed by what user. From the Main Menu in IntelleCheck, click the **Reports** button.



To activate the **Reports** list, select an account code in the **Account Code** drop-down list. When a report is selected, a brief description of what this report does is displayed on the screen. The available reports and their descriptions are:

Actions Audit – This report allows an administrator to display the actions that various users have initiated using IntelleCheck. These actions are stored in the EVIBCAUD table.

Audit Control Report – The report allows an administrator to view a list of the audit control numbers that have been generated for each check that is printed through IntelleCheck.

Check Register – This report provides a list of payments grouped by the status of the payment and by batch.

Summary Report – This report is one page and prints a summary for selected batches.

Void Check Register – This report provides a list of voided payments selectable by a date range.

Check Register Invoice – This report provides a list of payments and detailed invoice numbers for selected batches.

User Permissions Report - This report provides a list of permissions for each user who has access to the account.

Check Register Reports

After selecting the **Check Register** report from the list, click the **Next >>** button to continue. A list of batches for the selected account code will be displayed.

If desired, **filter** the list of batches using the optional **Start** and **End Date** fields. Then, select the desired batch(es) from the list.

You may change the default sort order for the checks in the report by selecting available fields as shown in the figure below. First click the **Override the default order by for the report** check box. To include a field in the ordering, select the field from the **Available Fields** pane, then click the right arrow. The field will then be moved into the **Ordered Fields** pane and will be included in the ordering. Clicking **Ascending** toggles the Direction to **Descending**. Fields are sorted by the order of fields in the list. You can move fields up or down in the list by clicking the up and down arrows at the right. Fields are removed from the **Ordered Fields** pane by clicking the red **X** at the right of the pane.

Batch Number _____

Start date End date

Batch 1 (Checks S0001234 to S0001236 created on 7/20/2015 Total: \$788,272.54)

Order By Options

Override the default order by for the report

Available Fields

- evibcchk_check_date
- evibcchk_payee_name
- evibcchk_amount

Ordered Fields

Field Name	Direction
evibcchk_status	Ascending
evibcchk_batch_id	Ascending
evibcchk_check_number	Ascending

Select the batch(es), the **Order by Options** (if desired), then click **Preview** to view the report. Order by Options is available for all report types.

Close
Thumbnail
Search Results

Check Register Report

Accounts Payable account code "10". Database instance TEST8_MIKEN
Generated: 10/25/2011 9:44:24 AM

Processed

Batch: 3

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
90000007	01/01/94	Xerox Corporation		\$ 1.00
1 payment Batch Total: \$				1.00
1 payment Sub Total: \$				1.00

Not Processed

Batch: 3

<u>Number</u>	<u>Date</u>	<u>Payee</u>		<u>Amount</u>
90000005	01/01/94	Officenter		\$ 11,874.94
90000006	01/01/94	US Postmaster		\$ 777,777.00
2 payments Batch Total: \$				789,651.94
2 payments Sub Total: \$				789,651.94

SUMMARY

	3 payments TOTAL: \$	789,652.94
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Scroll through the thumbnails on the left or use the Binocular icon to search for a specific piece of information. The report can be printed by clicking the printer icon at the top of the page.

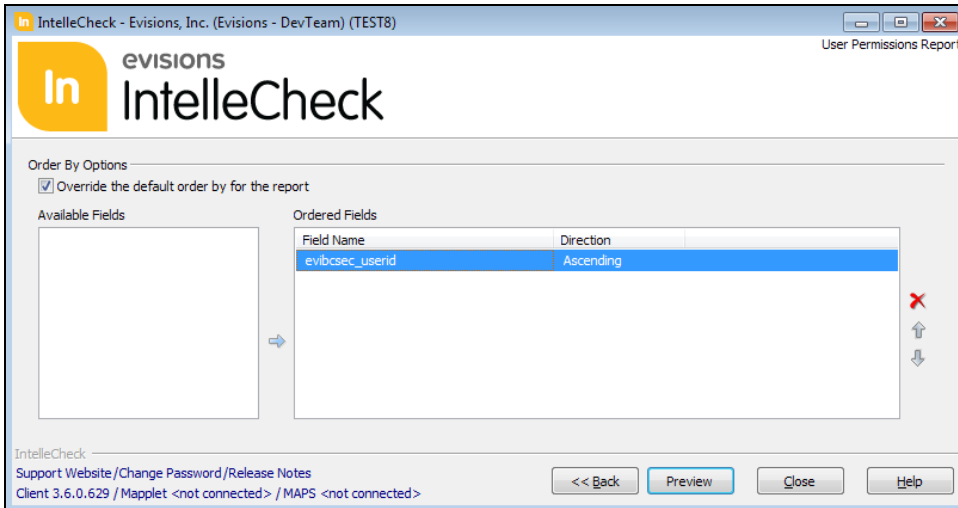
The reports from IntelCheck are built into the software to make information readily accessible. These reports cannot be modified. The payment data is stored in the IntelCheck tables in the database. If customizations are necessary, you can create reports with a reporting tool.

Example reports have been created in Evisions' reporting solution, Argos, and they are available in the Evisions CO-OP and from the IntelCheck support page. Once these reports are added to Argos, the reports can be modified to meet any specific needs.

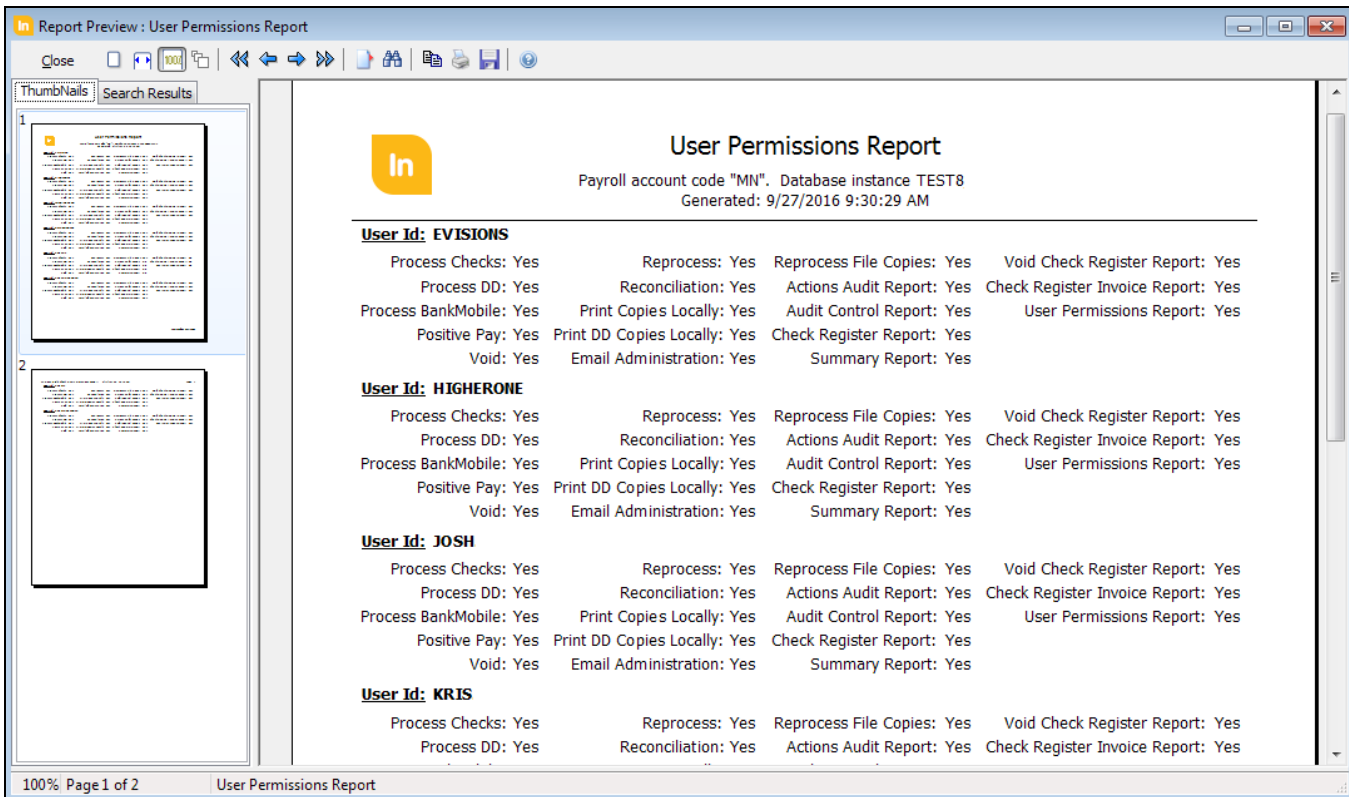
User Permissions Report

This report provides a list of permissions for each user who has access to an account. After choosing an account code and selecting the **User Permissions Report** from the report list, click the **Next >>** button.

If desired, you can choose to **Override the default order for the report**. By default, the report is sorted in ascending order based on the evibcsec_userid (username) field.



Click the **Preview** button to generate the report.



The icons at the top of the screen allow you to scroll through the report, search for specific items, print, or save the report in PDF format.

BankMobile

Click on the **BankMobile** button from the Main Menu to manage cardholders.

BankMobile Cardholders [BankMobile Admin Support](#)

Limit by Date Range: // [15] to // [15]

Limit by Name:

Limit by Id:

Id	Name	Status
210009304	Allan, Alice	Enabled
210009306	Charles, Corey	Resend
210009506	Abbe, Anthony	Resend
210009305	Babbit, Bruce	Enabled
710000003	Burns, Linda	Resend
710000006	Tull, Carol Jane	Enabled

Select the cardholders by clicking on them. You may select multiple cardholders using the Shift or Ctrl key.

A search for cardholders can be performed based on the date range (Activity Date) the card file was sent, cardholder name or id. Only people with an Enabled status will have payments designated as payments through BankMobile Disbursements.

If a person was listed on an error report provided by BMTX, errors will first need to be corrected in Banner. Afterward, select the person in the Cardholders list, and click the **Resend** button to update the status to Resend. The scheduled queries will then retrieve and deliver these updated records to BMTX.

Resending Records



Click on the **Resend** button to change a cardholder's status to Resend. The records will not be re-sent immediately, but will be included in the next scheduled card file.

If a schedule has not been set up, you will need to Preview and Deliver the card file manually.

Reconciliation

The Reconciliation feature allows Banner® by Ellucian™ customers to mark payments as reconciled in Banner if they were sent out from IntelleCheck via BankMobile Disbursements.

Click on the **Reconciliation** button from the main menu, then select the account type and date range which contains the BankMobile payments to mark as reconciled. A list of BankMobile payments will then be displayed.

Payment Number	Payment Date	Payee	Amount	Status	Type ▲	
 H0000003	02/28/94	Charles L. Smith	1.23	Processed	BankMobile	Select All
 H0000004	02/28/94	Allan Thompson	7.89	Processed	BankMobile	Select None
						Void
						Reconcile

Select the payment(s) to be reconciled, then click the **Reconcile** button. This will update the fabchks_recon_ind field to an "F" for AP and the phpdocm_recon_ind field to an "R" for Payroll.

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 IntellectCheck. Evisions has integrated IntellectCheck with BankMobile Disbursements (formerly HigherOne OneDisburse) for easy processing of electronic refunds. For more information, please visit www.bankmobiledisbursements.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 IntellectCheck.

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 IntellectCheck.

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.