

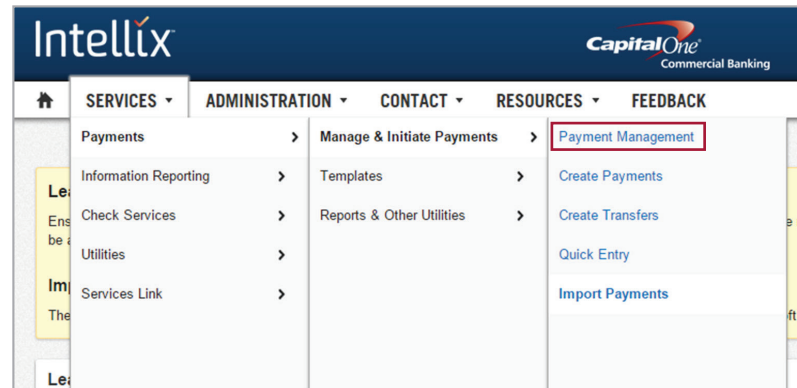
ACH functions can be accessed through the **Services → Payments** menu in Intellix. Your access to different options and information within **Intellix Payments** is based on your organization's entitlements and your permissions. As a result, you may only have access to some of the functions and information outlined in this guide. This quick start guide reviews a few of the functions available within Intellix Payments to help you get started; please refer to the *Intellix Payments Reference Guide* for more detailed instructions.

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

## Viewing the Payment Management list

The *Payment Management* list is the central screen for managing payments. Once payments have been created, they will display in the Payment Management list.

To access this list within the **Services → Payments** menu, select **Payment Management**.



The **View** menu allows you to select which payments are shown in the list, such as *Approved Payments*. You can also create your own views.

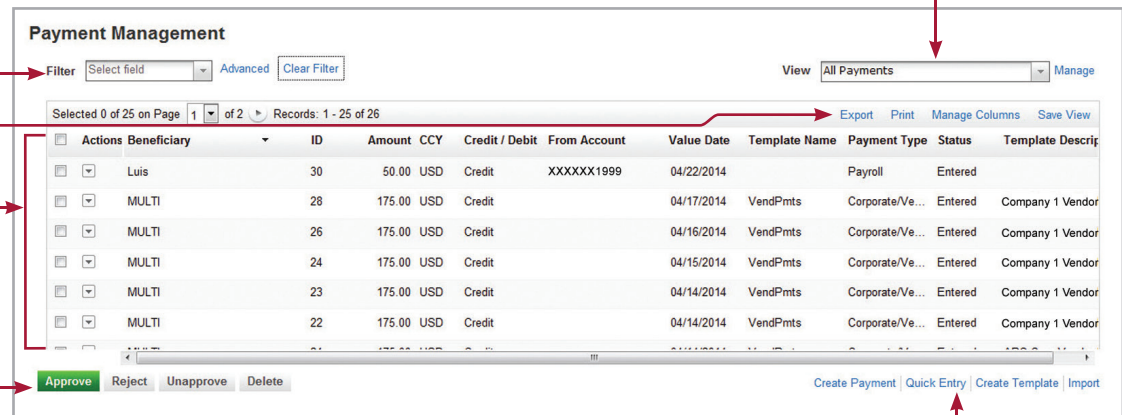
**Filter:** Allows you to specify criteria to refine the payments shown in the list.

**View Commands:** Allow you to export, print and manage the different aspects of the current view.

**Payments List:** Payments shown based on the view and filter selections. Columns can be added, modified, or moved. Payments can be viewed, modified, approved, rejected or deleted.

**Command Buttons:** Allow you to perform actions against selected payments.

**Command Links:** Allow you to create or import new payments and templates.



## Creating a New Freeform Payment

① Click **Create Payment** under the **Services** → **Payments** menu or from the bottom of the *Payment Management* screen.

② Select the **Payment Type** (Payroll, Corporate/Vendor Payments, etc.) and complete the **Originator Information**.

**NOTE:** The **Value Date** is the effective date of the transaction.

③ Enter the **Beneficiary Information** for the payment. The options available in the Beneficiary Information Section vary based on the **Payment Type** selected.

A. Click **Save and Add Another** to add additional beneficiaries. You can add addenda, comments and other optional data below the beneficiary information.

B. You may also add the beneficiary to the **Beneficiary Address Book** for future use by selecting the applicable radio button at the bottom of the screen.

④ Click **Submit**. See page 6 for details on approving this payment.

The top navigation menu includes: SERVICES, ADMINISTRATION, CONTACT, RESOURCES, and FEEDBACK. Under SERVICES, there is a 'Payments' link. Under ADMINISTRATION, there is a 'Manage & Initiate Payments' link. Under RESOURCES, there is a 'Create Payments' link (marked with a red 1), 'Create Transfers', 'Quick Entry', and 'Import Payments'.

The 'Payment Management' screen shows a table with columns: Actions, Beneficiary, ID, Amount, CCY, Credit / Debit, From Account, Value Date, Template Name, Payment Type, Status, and Template Description. The table contains 25 records. At the bottom, there are buttons for 'Approve', 'Reject', 'Unapprove', and 'Delete'. A red 1 is next to the 'Create Payment' link in the bottom right corner.

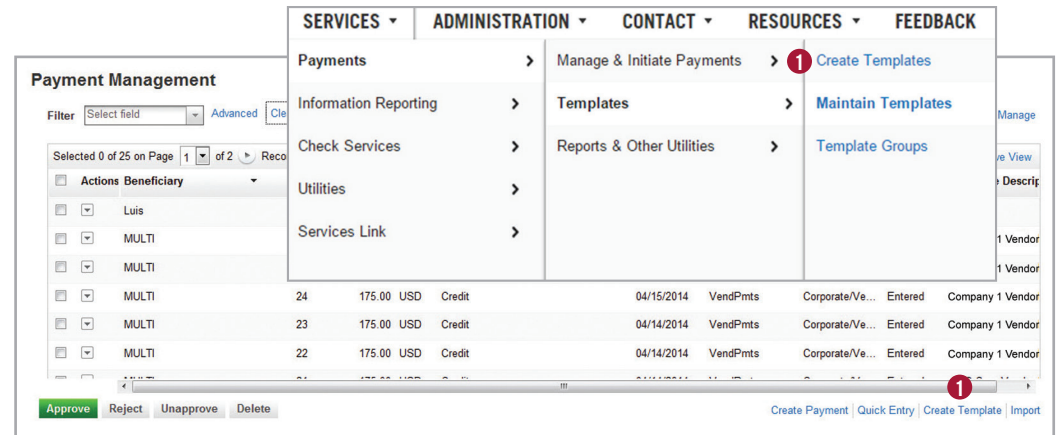
The form is titled 'Create Payment - Corporate/Vendor Payments - NACHA'. It has two main sections: 'Payment Information' and 'Originator Information'. In the 'Payment Information' section, the 'Payment Type' is set to 'Corporate/Vendor Payments' (marked with a red 2). In the 'Originator Information' section, there are fields for 'From Account / ACH Company', 'ACH Company ID / Name', 'Value Date' (6/19/2014), 'Batch Description' (CORP PAY), 'Descriptive Date', and 'Comments'. At the bottom, there are buttons for 'Submit', 'Save Draft', 'Reset', and 'Cancel'.

The form is titled 'Beneficiary'. It has two main sections: 'Transaction Information' and 'Beneficiary Address Book'. In the 'Transaction Information' section, there are fields for 'Employee Name', 'Employee ID', 'Employee ABA', 'Employee Bank Name', 'Employee Account No', 'Account Type', 'Amount' (0.00 USD), 'Create Prenote', and 'Hold'. In the 'Beneficiary Address Book' section, there are radio buttons for 'Do not change Beneficiary Address Book', 'Add Beneficiary Record', and 'Update Beneficiary Record'. At the bottom, there are buttons for 'Submit', 'Save Draft', 'Reset', and 'Cancel'. A red 1 is next to the 'Save and Add Another' link at the top, and a red 2 is next to the 'Beneficiary Address Book' section header.

## Creating a Template

Templates store payment data and allow you to quickly create new payments based on the details specified in the template.

- 1 Click **Create Template** under the **Services → Payments** menu or from the bottom of the *Payment Management* screen.
- 2 Select the **Payment Type** (Payroll, Corporate/Vendor Payments, etc.), enter a name and description for the template, and click **Continue**.
- 3 Complete the details regarding the payment origin (**Originator Information**). The options available in the Originator Information section vary based on the **Payment Type** selected.



### Create Template - Corporate/Vendor Payments - NACHA

Create From Existing ☐ Payment ☒ Template

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**Payment Information**

Payment Type\* Corporate/Vendor Payments 2

Template Name\*

Template Description\*

Continue Reset Cancel

- 4 Enter the **Transaction Information** for the payment.
  - A. Click **Save and Add Another** to add additional beneficiaries. You can also add addenda, comments and other optional data below the beneficiary information.
  - B. Click **Summary View** to see and edit beneficiary information in tabular format.
- 5 Click **Submit**. See page 6 for details on the approval process.

### 3 Originator Information

From Account / ACH Company\* --Select-- Q

ACH Company ID / Name\* --Select-- Q

Batch Description CORP PAY

Descriptive Date

Create with no Beneficiaries ☐

Comments

Information in the Comments Field is stored with the transaction, but not forwarded with the payment

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**Beneficiary**

B Summary View + Save and Add Another A

### 4 Transaction Information

Corporate/ Vendor Name\*  Q

Corporate/ Vendor ID

Corporate/ Vendor ABA\*  Q

Corporate/ Vendor Bank Name

Corp/Vendor Bank Acct No.

Account Type\* --Select--

Amount\* 0.00 USD

Create Prenote ☐

Hold ☐

5 Submit Save Draft Reset Cancel

## Creating a Payment from a Template

Payments can be created based on a predefined template, but you can only change the **Value Date** (effective date) and amounts for each beneficiary.

- 1 Click **Maintain Templates** under the **Services → Payments → Templates** menu.
- 2 Click on the **Action Menu** button next to the template you wish to use, and select **Copy as Payment**.
- 3 Change the payment **Value Date** and **Payment Amounts** as desired. You can also place payments on hold, or send a prenote as part of this process.
- 4 **Submit** the payment. See page 6 for details on the approval process.

**Payment Templates** help

Filter  [Advanced](#) [Clear Filter](#) View  [Manage](#)

Selected 0 of 11 on Page 1 of 1 Records: 1 - 11 of 11

Actions	Template Name	Template Description	Status	Beneficiary	From Account	Payment Type	Amount	CCY	Credit / Debit	Last Mod
<input type="checkbox"/>	CVPTain	Template for vendor p...	Approved	Vendor one	Corporate/Vendor ...	Corporate/Vendor ...	43.00	USD	Credit	
<input type="checkbox"/>	PayTest	Test Payroll template	Entered	MULTI		Payroll	132.00	USD	Credit	
<input type="checkbox"/>	PayTrain	Payroll template for Tr...	Approved	MULTI		Payroll	450.00	USD	Credit	
<input type="checkbox"/>	Temp1	Temp1	Approved	Employee 9		Payroll	1.00	USD	Credit	
<input type="checkbox"/>	TempOne	Template One	Approved	MULTI	Corporate/Vendor ...	Corporate/Vendor ...	100.00	USD	Credit	KSCHRA
<input type="checkbox"/>	TempTwo	This is the longer one	Entered	Vendor X	Corporate/Vendor ...	Corporate/Vendor ...	99.00	USD	Credit	
<input type="checkbox"/>	TestPay	Test payroll template	Entered	MULTI		Payroll	1,620.00	USD	Credit	KSCHRA
<input type="checkbox"/>			Approved	Vendor one	Corporate/Vendor ...	Corporate/Vendor ...	111.00	USD	Credit	
<input type="checkbox"/>			Approved	MULTI	Corporate/Vendor ...	Corporate/Vendor ...	250.00	USD	Credit	
<input type="checkbox"/>			Entered	Employee 9		Payroll	1.00	USD	Credit	
<input type="checkbox"/>			Entered	employee 4		Payroll	999.00	USD	Credit	

**2 COPY AS PAYMENT**

COPY AS TEMPLATE

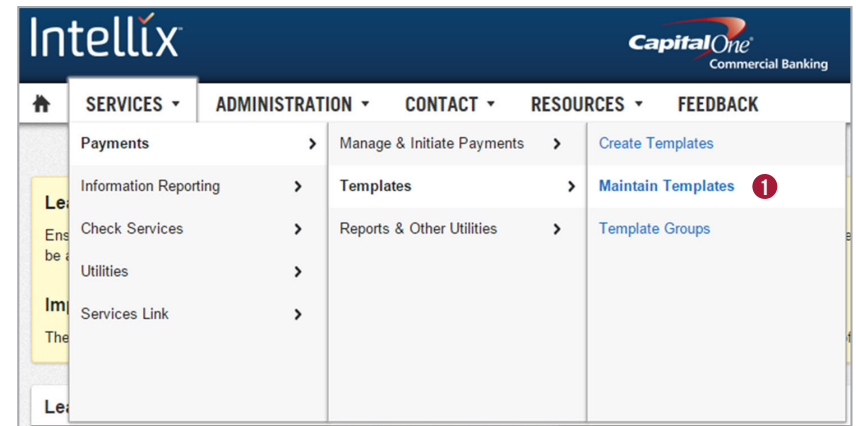
VIEW

MODIFY

SCHEDULE

UNAPPROVE

DELETE



**Create Payment - Payroll - NACHA** help

**3 Payment Information**

Payment Type\*  Template Name

Clearing Method\*  Template Description

**Originator Information**

From Account / ACH Company\*

ACH Company ID / Name\*

Value Date\*

Batch Description

Descriptive Date

Comments

Information in the Comments Field is stored with the transaction, but not forwarded with the payment

**Beneficiary**

Select field  [Go](#) [Add More](#) [Clear Filter](#)

Page 1 of 1

Actions	Name	ID	ABA	Account #	Acct Type	* Amount	Clear	<input type="checkbox"/> Prenote	<input type="checkbox"/> Hold	Status
<input type="checkbox"/>	Employee four	4	02100018	XXXXX6969	Checking	225.00		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Employee one	1	021001033	XXXXX5888	Checking	150.00		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Employee three	3	011002550	XXXXX4655	Checking	125.00		<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	Employee two	2	011000206	XXXXX5222	Checking	175.00		<input type="checkbox"/>	<input type="checkbox"/>	

[Hold All](#)

Total Credits:  4  675 Total Debits:

**4** [Submit](#) [Save Draft](#) [Reset](#) [Cancel](#)

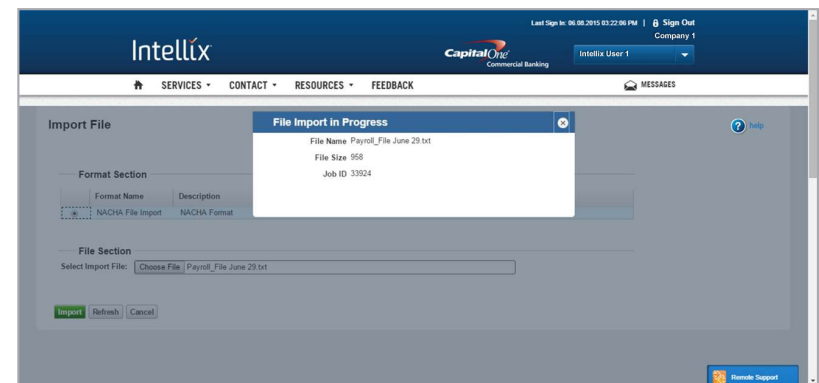
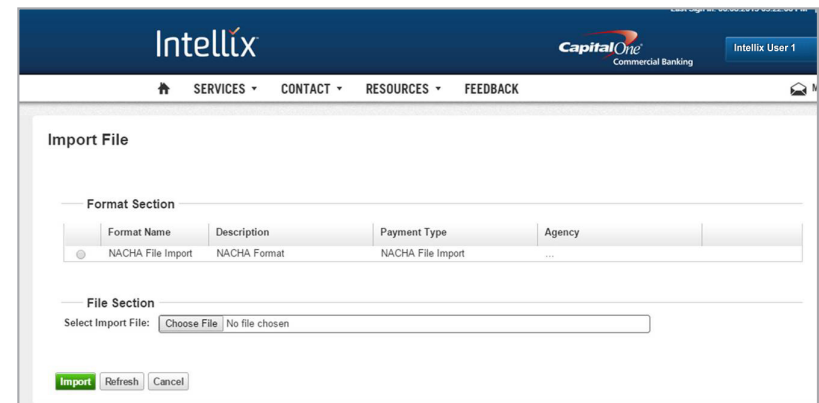
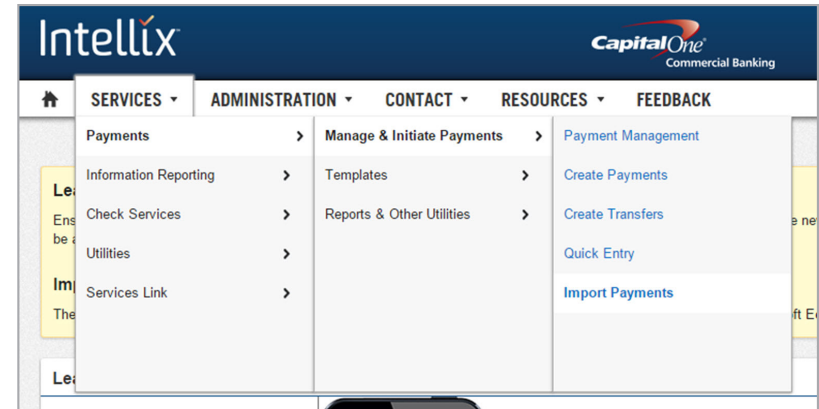
## Importing a NACHA-formatted File as a Payment

- 1 Click **Import Payments** from the **Services** → **Payments** → **Manage & Initiate Payments** menu.
- 2 On the Import File screen click the radio button to select the **NACHA File Import** format.
- 3 Click the **Choose File** button to select the file to be imported.
- 4 Click the **Import** button to begin the import process.
- 5 The *File Import In Progress* window displays. Close this window. The import will continue in the background and you can proceed with other work in Intellix while the import concludes.
- 6 If the import is successful, the payment will appear in *Payment Management* in Entered status. The payment must be approved by an authorized approver. See page 6 for details on approvals. If the import fails, a message will appear in the messages window on the Intellix menu bar.

## Repairing an imported file

If the file imports in a *Needs Repair* status, this means that data such as the ABA or Value Date are missing or invalid. In this case, the file can be repaired directly in Intellix.

- 1 Select **Modify** from the Actions menu.
- 2 Make changes to the data as needed.
- 3 Click **Submit**. The payment will now appear in Entered status and must be approved by an authorized approver. See page 6 for details on approvals.

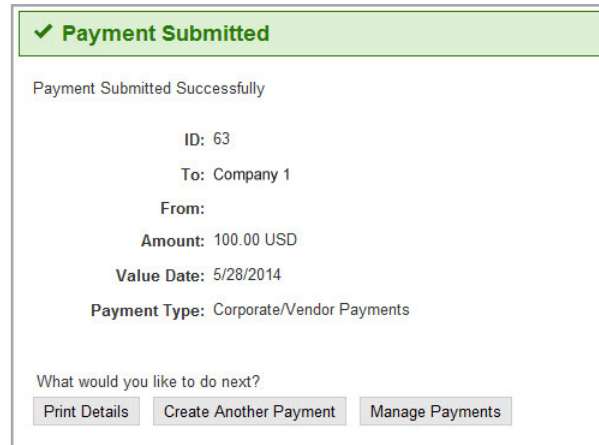




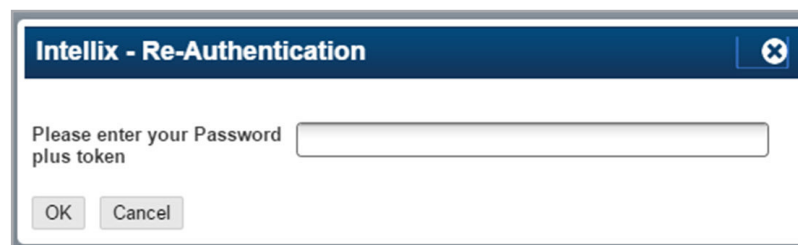
## Approving or Rejecting a Payment or Template

What happens when you click **Submit** depends on your organization's approval policy.

- For organizations with a Dual Approval policy:  
When a payment or template is submitted, the payment or template will be in Entered status and an authorized approver must review and approve it. That approval cannot be done by the person who created it, even if that person has approve permissions. When an approver Approves a template, the status of the item will change to Approved. When the approver Approves a payment, the individual will be prompted to enter his/her Password and Tokencode and the status of the item will change to Approved.
- For organizations with Single Approval policy:
  - For individuals with "Approve Own" and "Auto Approve" permissions: When a template is submitted, it will automatically be approved at the same time. When a payment is submitted, the individual will be prompted to enter his/her Password and Tokencode. The payment will then be in an Approved status.
  - For individuals with only "Approve Own" permission: When a payment or template is submitted, the payment or template will be in an Entered status. The individual that submitted the payment or template can then approve that item as a second step. When approving a template, the status of the item will change to Approved. When approving a payment, the individual will be prompted to enter his/her Password and Tokencode and the status of the item will then change to Approved.



A confirmation screen titled "Payment Submitted Successfully" with a green header bar containing a checkmark and the text "Payment Submitted". The screen displays the following details: ID: 63, To: Company 1, From: (blank), Amount: 100.00 USD, Value Date: 5/28/2014, and Payment Type: Corporate/Vendor Payments. At the bottom, it asks "What would you like to do next?" and provides three buttons: "Print Details", "Create Another Payment", and "Manage Payments".



A dialog box titled "Intellix - Re-Authentication" with a close button in the top right corner. The text inside says "Please enter your Password plus token" followed by a text input field. At the bottom, there are two buttons: "OK" and "Cancel".

## Viewing a Report

A variety of reports may be available to you for ACH, based on your organization's entitlements and your permissions. Filters are available to allow you to customize the data shown. See the *Intellix Payments Reference Guide* for more information on creating a customized report filter. Follow the steps below to view and print a report.

- 1 Click **Payment Reports** under the **Services** → **Payments** → **Reports & Other Utilities** menu.
- 2 Click the **Report Name** to run a report.
- 3 **Optional for some reports:** Enter any required criteria, such as a date range.
- 4 Click **View Results**. The report displays.
- 5 Click the **Print** icon to print the report.

### ACH Reports

**ACH Company Information:** Displays bank-maintained ACH company information and the payment types entitled to each ACH company.

**ACH Company:** The ACH Company report displays a list of all ACH companies in the system.

**ACH Payment Audit Trail:** Lists all ACH payment and batches with transaction details and auditing information.

**ACH Payment Detail:** Lists all payment batches and their transactions in detail.

**ACH Template Detail:** Lists all templates and their detail transactions.

**ACH File Import Status:** Lists all files imported to create payments and notes the import status of each transaction.

**ACH Payment Detail Export:** Lists all payments in a fixed-width padded format. This report can be exported to multiple columns in Excel where each field will be broken into a cell. The header is also exportable to Excel.

**ACH Payment Detail Import:** Lists all detail imports into payments and notes the import status of each transaction.

**ACH Payment Summary Totals:** Lists all payment batches in summary format with a drill down to the payment detail.

**ACH Template Audit Trail:** Displays a list of templates and their detail transactions.

**ACH Template Detail Export:** Lists all templates in a fixed-width padded format. This report can be exported to multiple columns in Excel where each field will be broken into a cell. The header is also exportable to Excel.

**ACH Template Detail Import:** Lists all detail imports and success, failure, and rejects per transaction.

**ACH Template Summary Totals:** Displays all templates in summary format with a drill down to the template detail.

**ACH Beneficiary Report:** This report details the beneficiary information for incoming bulk payments. It is generally used by nursing homes for payments received from government agencies. E.g., for a lump-sum incoming payment, this report will provide detail on the breakdown of payments for each beneficiary so the funds can be applied correctly.

The screenshot shows the Intellix Payments web application. The top navigation bar includes 'SERVICES', 'CONTACT', 'RESOURCES', and 'FEEDBACK'. Under 'SERVICES', the 'Payments' menu is expanded, showing 'Manage & Initiate Payments', 'Templates', 'Reports & Other Utilities', and 'Payment Reports' (highlighted with a red circle 1). Below the navigation bar is the 'Report Management' section. It features a 'Filter' dropdown set to 'Select field' and a 'Clear Filter' link. Below this is a table with columns 'Actions', 'Report Name', and 'Filter Name'. The table contains two rows: 'Intellix Client Detail' (highlighted with a red circle 2) and 'Intellix Approved User Permissions'. Below the table is a 'Payment Detail Report' section. It includes a 'User Group' and 'PRODUCT' header, followed by a table with columns: 'Company Name', 'Company ID', 'Amount', 'Debit / Credit', 'ABA', 'Account Number', 'Account Type', 'Prenote', 'Trace ID', 'Status', and 'Payment Identifier'. The report is dated '30-May-2014 10:39:16 AM' and is 'Page 1 of 51'.

### ACH Reports (continued)

**ACH EDI Addenda Report:** Displays transaction and remittance detail on incoming ACH Credits/Deposits to a client's account. This report helps reconcile deposits to invoices issued as it includes remittance detail sent through the ACH network. Remittance detail can include numerous invoice numbers, pricing discount amounts, product codes, customer codes, and more.

**ACH Return and Notice of Change (NOC) Report:** Displays returned ACH items when the account could not be debited/credited or when incorrect account information identified with the recipient's account. This report includes the originating transaction information, as well as the corrected information (if known) and the return/change reason code. ACH return reasons include insufficient funds, account closed, unable to locate account, account frozen and more. ACH Notice of Change reasons include incorrect account number, routing number, receiving company name and transaction type code.