

# Creating an ACH Payment Reference Guide



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## Overview

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An ACH Payment contains debit or credit transaction information that is sent to the bank for processing. The type of ACH Payments you can see or create (e.g., Payroll, Tax Payments, Collections, etc.) depend on your organization's setup and your permissions.

**Templates** can be created and used to speed the entry of transactions with the same or similar details. Templates can contain information regarding the payment type, the account being debited, and the beneficiary or beneficiaries. Most of the steps for creating and using templates are identical to those for payments; differences will be noted throughout this user guide.

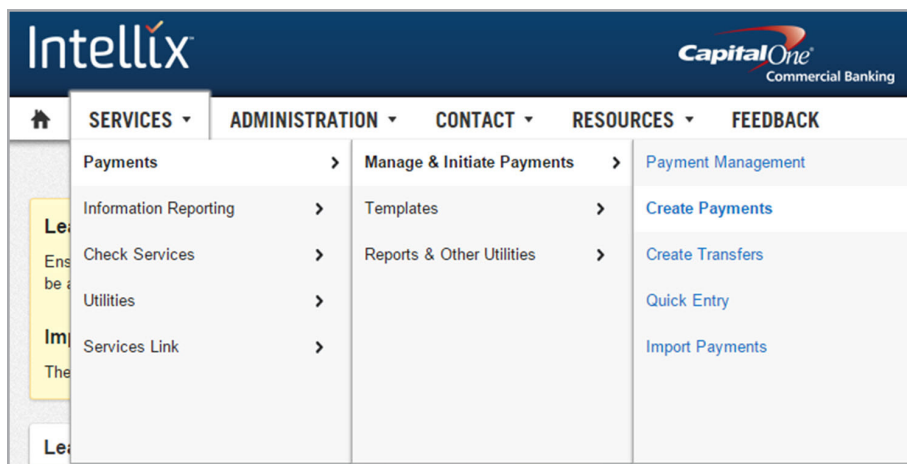
An ACH payment or template may be created in one of five ways:

- **Freeform:** All information on the payment or template is entered manually. This method allows for the entry of payments and templates using new criteria.
- **Using an existing Payment or Template:** This option allows you to copy an approved payment or template to create a new payment or template. However, using this method, you will not be able to modify all of the fields.
- **Importing a file:** If you have a formatted file (spreadsheet or similar) that contains payment data, you can import this information as a payment or a template.
- **Using Quick Entry (Payments only):** Allows you to create a payment from a template, but does not allow for changes to the payment detail.
- **Recurring Payments:** If an approved template exists, this option allows you to copy that template and enter recurrence information. The system will automatically create payments based on the recurrence details.

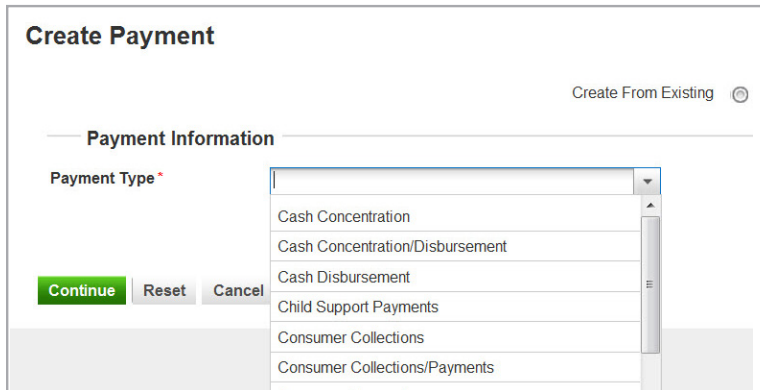
### CREATING A FREEFORM PAYMENT OR TEMPLATE

To create a freeform payment or template, use the **Create Payments** or **Create Templates** link (for this example we will use **Create Payments**, but the steps to create a template are identical unless noted):

- 1 Click **Create Payments** from the **Services** → **Payments** → **Manage & Initiate Payments** menu.



2 The *Create Payment* window is displayed. Select the **Payment Type** from the drop-down menu.



The screenshot shows a window titled "Create Payment". In the top right corner, there is a link "Create From Existing" with a circular icon. Below this is a section header "Payment Information". Underneath, there is a label "Payment Type\*" followed by a dropdown menu. The dropdown menu is open, showing a list of payment types: "Cash Concentration", "Cash Concentration/Disbursement", "Cash Disbursement", "Child Support Payments", "Consumer Collections", and "Consumer Collections/Payments". To the left of the dropdown menu, there are three buttons: "Continue" (highlighted in green), "Reset", and "Cancel".

3 When creating a template you will also see the following fields:

- A. **Restrict (checkbox):** If checked, the template will need to be explicitly assigned to users not entitled to "all" templates.
- B. **Template Name:** This name may not exceed 8 characters.
- C. **Template Description:** Describe the template using up to 35 characters.

4 Click **Continue**. **Originator Information** fields will display based on the **Payment Type** selected.

5 Complete the **Originator Information** section.

- **From Account/ACH Company:** Select the account from which funds will be debited. If only one account or company is available, this field will pre-fill.
- **Company ID/Name:** Will autofill once the **From Account/ACH Company** is selected.
- **Value Date:** The effective date of the payment. The next valid date is displayed by default.  
**NOTE:** If this date is manually entered and is not a valid business day, an error is displayed at the time of submission.
- **Batch Description:** Defaults to **Payment Type**. Enter a description here if desired.
- **Descriptive Date:** Optional alternate date field. Can be changed to invoice date, for example.
- **Comments:** Enter general text comments in this field. These comments will be stored with the transaction but not forwarded with the payment.

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

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**Payment Information**

Payment Type\*

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**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

- 6 Scroll down and enter the **Transaction Information** for the Beneficiary. Transaction Information fields will display based on the Payment Type selected.

The screenshot shows a web form titled "Beneficiary". At the top, there are navigation links: "Summary View" (with a list icon), "Save and Add Another" (with a plus icon), "View Previous Beneficiary" (with a left arrow), and "View Next Beneficiary" (with a right arrow). Below this is a section titled "Transaction Information" containing several input fields: "Corporate/ Vendor Name\*" (with a search icon), "Corporate/ Vendor ID", "Corporate/ Vendor ABA\*" (with a search icon), "Corporate/ Vendor Bank Name", "Corp/Vendor Bank Acct No.", "Account Type\*" (a dropdown menu showing "--Select--"), "Amount\*" (with a value of "0.00" and a "USD" currency selector), "Create Prenote" (with a checked checkbox), and "Hold" (with an unchecked checkbox). Below the "Transaction Information" section is a section titled "Beneficiary Address Book" with three radio buttons: "Do not change Beneficiary Address Book" (selected), "Add Beneficiary Record", and "Update Beneficiary Record". A "Commit Changes" link is also present.

**NOTE:** Different payment types will display different options in the **Transaction Information** section – e.g., Child Support Payments and Tax Payments will initially present only one field (Agency and Tax Authority, respectively). Further fields will build dynamically based upon the initial selection.

- 7 As you enter each beneficiary of this payment, you may choose to add them to your **Beneficiary Address Book** by selecting the **Add Beneficiary Record** radio button. The Beneficiary Address Book is designed to store beneficiary information and enable efficient payment creation for commonly used beneficiaries. See the section on *Using the Beneficiary Address Book* for more information.

- 8 If you have more than one beneficiary, click **Save and Add Another**. Repeat the data entry for all beneficiaries. If you would prefer to enter the beneficiaries in a tabular format, click **Summary View** as shown.

**Beneficiary**

Summary View + Save and Add Another < View Previous Beneficiary > View Next Beneficiary

**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

**Beneficiary Address Book**

Do not change Beneficiary Address Book  Add Beneficiary Record  Update Beneficiary Record [Commit Changes](#)

**NOTE:** As you enter a new record in **Summary View**, a new blank row is displayed at the bottom. You may use the **Actions** drop-down to insert a new row, delete, or modify the record.

**Beneficiary**

\* Go | Add More | Clear Filter

Page 1 of 1

	Actions	Beneficiary Look Up	* Employee...	Employee ID	* Employee ABA	* Employee Account...
<input type="checkbox"/>	▼	<a href="#">Look Up Beneficiary Info</a>	Test Beneficia...	<input type="text"/>	021000021	XXXXX9999
<input type="checkbox"/>	▼	<a href="#">Look Up Beneficiary Info</a>	Test Beneficia...	<input type="text"/>	021000021	XXXXXX8888
<input type="checkbox"/>	▼	<a href="#">Look Up Beneficiary Info</a>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

9 Once Beneficiary information is complete, add **Addenda** if needed.

- **Freeform Addenda** allows 80 characters of information.
- **Formatted Addenda** will display specific fields based on Payment Type, as shown.

The screenshot shows a web form with two main sections. The top section is titled "Addenda" and contains several input fields: "Addenda Format" (a dropdown menu set to "Formatted"), "Total Invoice Amount", "Terms Discount", "Payment Adjustment", "Adjustment Reason Code" (a dropdown menu set to "--Select--"), "Reference No", "Reference No Type" (a dropdown menu set to "--Select--"), and "Payment Description". The bottom section is titled "Optional Information" and contains a "Transactional Comment" field with a note below it stating "Information in the Comments Field is stored with the transaction, but not forwarded with the payment". Below the comment field are "Start Date" and "Expiration Date" fields, each with a calendar icon. At the bottom of the form are navigation links: "Summary View", "Save and Add Another", "View Previous Beneficiary", and "View Next Beneficiary". At the very bottom are four buttons: "Submit" (highlighted in green), "Save Draft", "Reset", and "Cancel".

10 Add **Optional Information** as needed. Note that this information is for internal use only, and will be stored with the transaction but not forwarded with the payment.

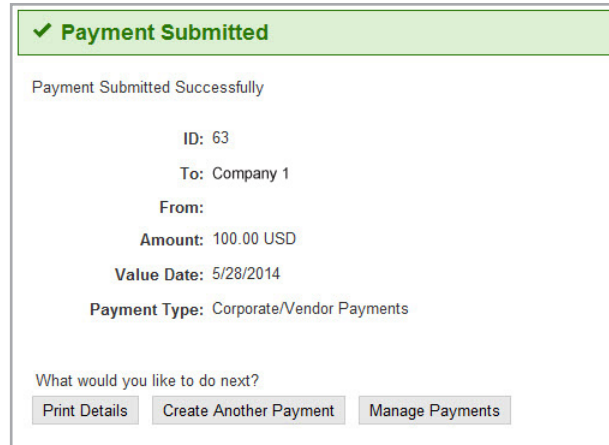
**NOTE:** The **Start** and **Expiration Date** fields in the Optional Information section, if used, must surround the **Value Date** of the payment (i.e., the **Start Date** must be prior to the **Value Date**, and the **Expiration Date** must be after the **Value Date**). Otherwise the payment will fail and an error will be shown on the screen.



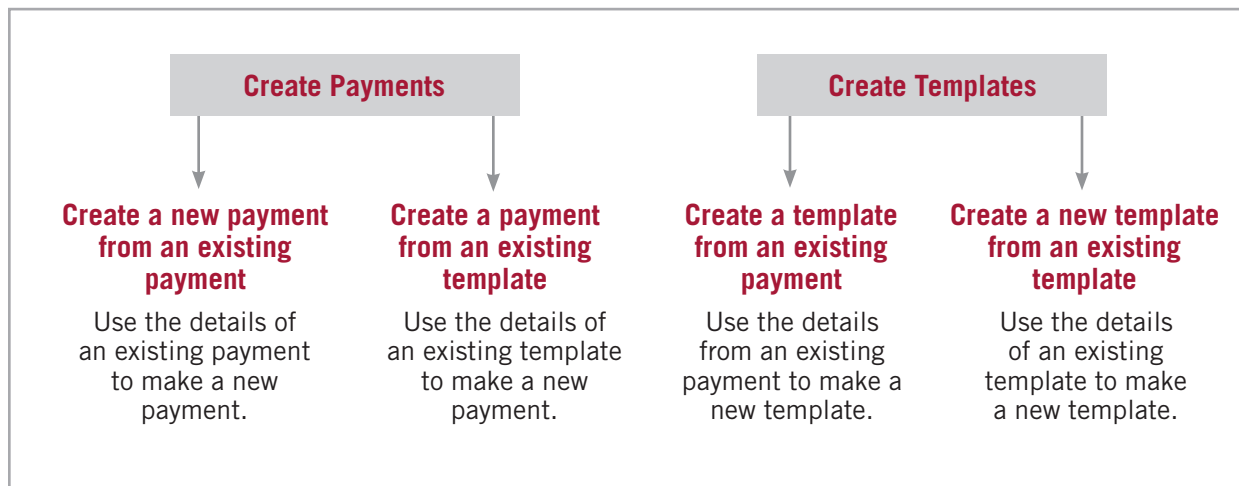
① Click **Submit**. Upon submission, the payment or template will be validated and you will see a confirmation or error pop-up on your screen.

What happens when you click **Submit** depends on your organization's setup and the permissions of the individual submitting the item.

- For organizations set up with Dual Approval:  
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 set up with Single Approval:
  - 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.



## USE EXISTING PAYMENTS OR TEMPLATES TO CREATE ADDITIONAL PAYMENTS AND TEMPLATES

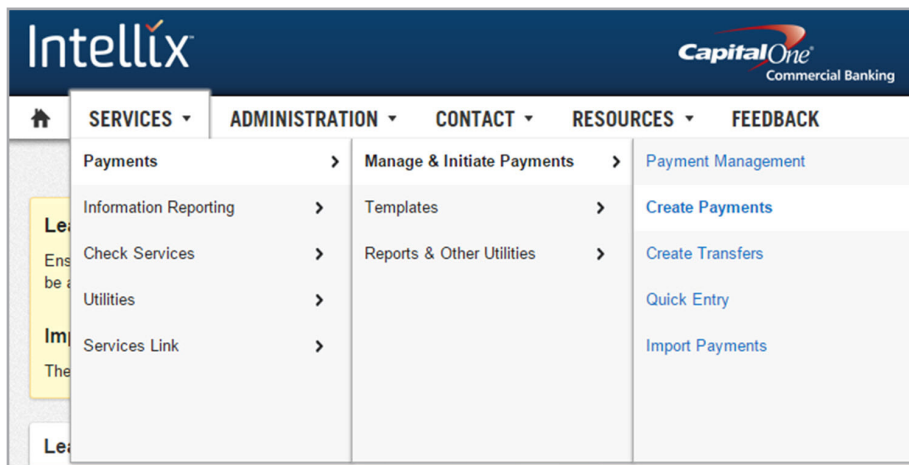


## CREATING A PAYMENT OR TEMPLATE FROM AN EXISTING PAYMENT

You can use an existing payment as the basis for a new payment or template and adjust certain information to make the new item unique. However, note that you will not be able to change the **Payment Type, Clearing Method, From Account/ACH Company** or **Company Name**. If you need to change these items you must create a new freeform payment or template.

To create a payment or template based on an existing payment (for this example we will use **Create Payments**, but the steps to create a template are identical unless noted):

- 1 Click **Payment Management** from the **Services** → **Payments** → **Manage & Initiate Payments** menu.



- 2 Click the **Actions** menu button next to the correct payment and select **Copy as Payment** (or **Copy as Template**).

- 3 Change the details as necessary.
- 4 Click **Submit** (or, if the item is not complete, you can click **Save Draft** to save your existing work). Upon submission, the payment or template will be validated and you will see a confirmation or error pop-up on your screen.

What happens when you click **Submit** depends on your organization's setup and the permissions of the individual submitting the item.

See page 9 for a detailed explanation of the approval process.

**Payment Lookup** ✕

× [Go](#) | [Add More](#) | [Clear Filter](#)

Payment ID	Beneficiary	Payment Type	Debit Account Number	Status
1	Drum Shop	Tax Payments	...	Released
5	Company 1	Corporate/Ven...	...	Released
17	MULTI	Corporate/Ven...	...	Released

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

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**Payment Information**

Payment Type\*

Clearing Method\*

---

**Originator Information**

From Account / ACH Company\*  🔍

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

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**Beneficiary**

[📄 Summary View](#)   [+ Save and Add Another](#)

**Transaction Information**

Corporate/ Vendor Name\*  🔍

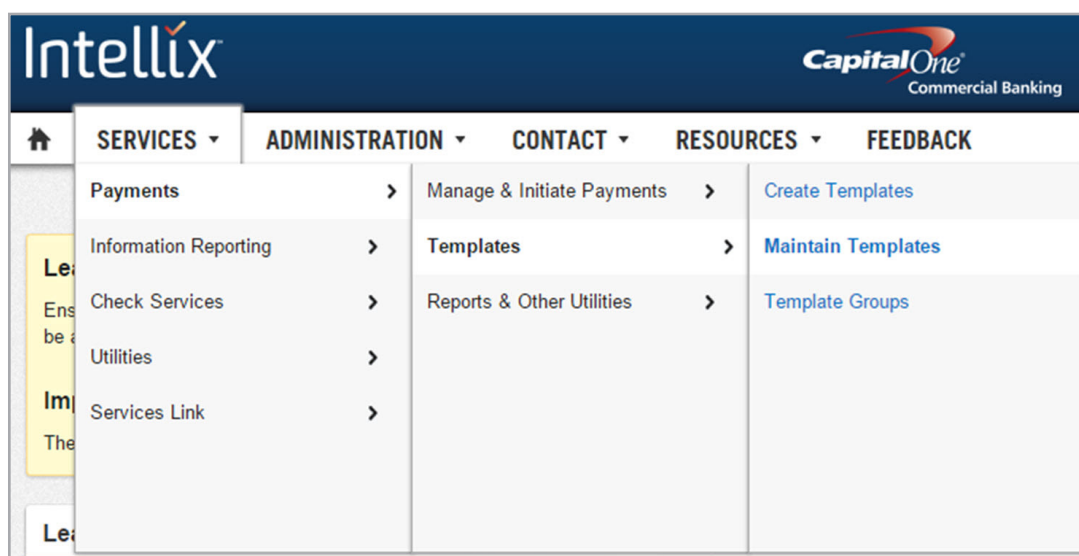
Corporate/ Vendor ID

## CREATING A PAYMENT OR TEMPLATE FROM AN EXISTING TEMPLATE

When creating a payment from a template you can only change the **Value Date** and **Payment Amounts**. If you need to change any other details you should create a new freeform payment.

To create a payment or template based on a template (for this example we will create a payment, but the steps to create a template are identical unless noted):

- 1 Click **Maintain Templates** from the **Services** → **Payments** → **Templates** menu.



- 2 Click the **Actions** menu button next to the correct template and select **Copy as Payment** (or **Copy as Template**).

3 Change the **Value Date** or payment amounts as necessary.

If you are creating a new template, you will also have to enter the following information:

- The new **Template Name**
- The new **Template Description**

**NOTE:** For templates with multiple beneficiaries, information is presented in tabular format called Summary View, similar to a spreadsheet. You may need to scroll left or right to locate and change the **Value Date** and/or payment amounts. From this Summary View, click **View/Edit** to see this information in the detailed Single Beneficiary view.

**Create Payment - Cash Concentration/Disbursement - NACHA**

**Payment Information**

Payment Type\*

Template Name

Clearing Method\*

Template Description

**Originator Information**

From Account / ACH Company\*  🔍

Company ID / Name\*  🔍

Value Date\*  📅

4 Click **Submit** (or, if the item is not complete, you can click **Save Draft** to save your existing work). Upon submission, the payment or template will be validated and you will see a confirmation or error pop-up on your screen.

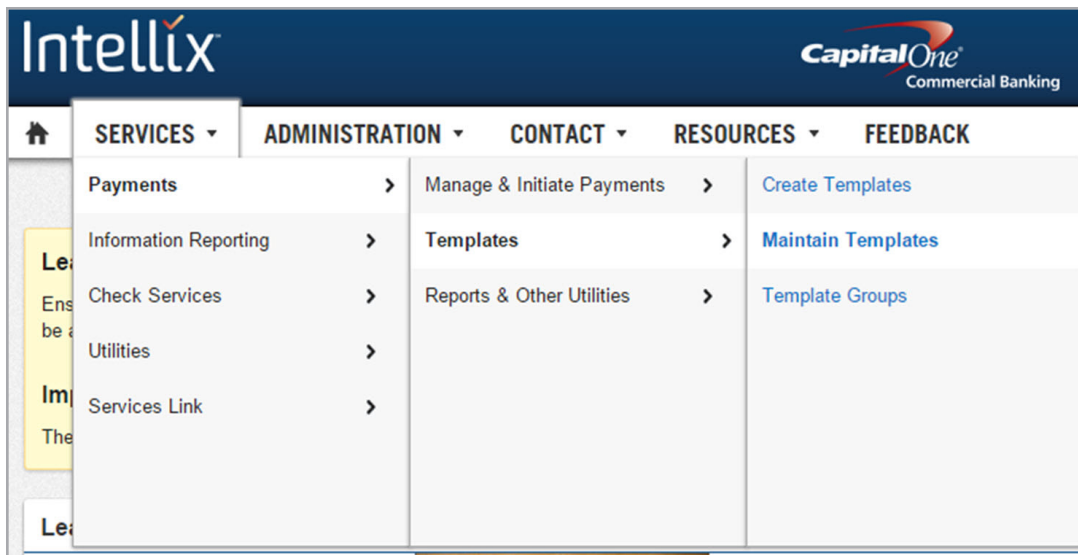
What happens when you click **Submit** depends on your organization's setup and the permissions of the individual submitting the item.

See page 9 for a detailed explanation of the approval process.

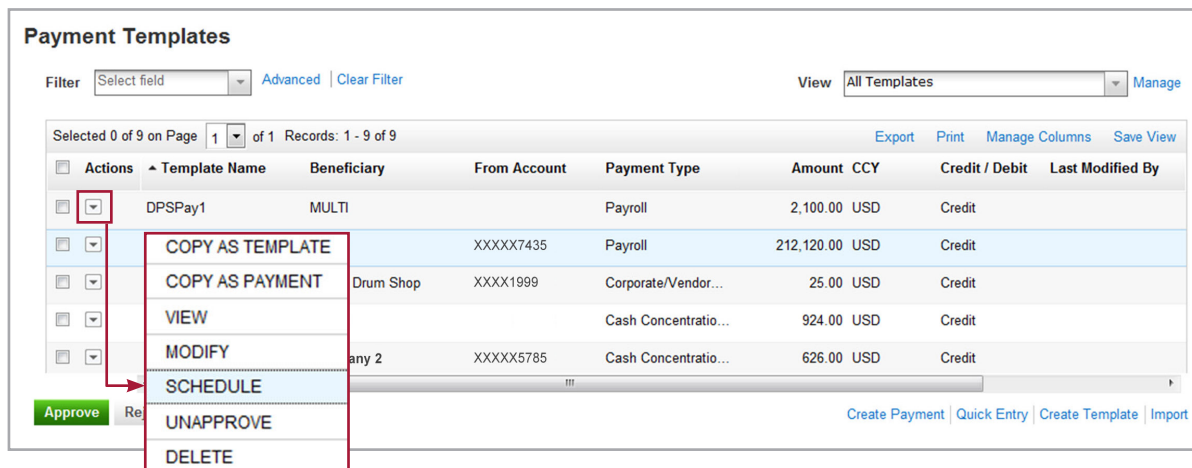
## SCHEDULING RECURRING PAYMENTS

Recurring payments must be based on an approved template. Make sure to set up the template first. If the first payment is scheduled to occur within 8 calendar days of today, it must be entered as a single payment from this template. Recurring payments must be scheduled to begin no earlier than 8 days in the future.

- 1 From the **Services** → **Payments** → **Templates** menu, select **Maintain Templates**.



- 2 Click the **Actions** drop-down next to the template you would like to use.



- 3 Click **Schedule**. The **Schedule Payment** window displays.

**Schedule Payment**

Payment Type:       Template Description:       Template Code:

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**Recurrence Pattern**

Off  
 Daily  
 Weekly  
 Monthly  
 Yearly

Recur every  week(s) on:

Monday  
 Tuesday  
 Wednesday  
 Thursday  
 Friday

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**Range of Recurrence**

Starting Effective Date \*

No end date  
 End after:  occurrences  
 Ending Effective Date:

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**Payment Settings**

Creation Time \*

For Effective Dates Falling on Non-Business Days:

Select the previous business day.  
 Select the next business day.  
 Do not create the payment.

**4** Set the recurrence schedule:

- A. Set the **Recurrence Pattern**: Daily, weekly, etc.
- B. Set the **Range of Recurrence**: Select the **Effective Date** for the first payment and when the recurrence should end. If the first payment in the sequence is less than 8 days from today, you must enter that separately as an individual payment, and then enter the remaining payments as recurring payments.
- C. Specify the **Payment Settings**: The **Creation Time** field will be prefilled with the default time. Select what the system should do when the **Effective Date** falls on a non-business day.

**5** Click **Save**.

**NOTE:** To change the details of a recurring payment:

- Seven days prior to the value date of the next payment in the sequence, the payment will appear in the *Payment Management* list in “Entered” status and can be approved or modified like any payment.
- To change the schedule of payments set to process more than 8 days from today, go to the *Payment Templates* list, select the template and repeat the steps above, making any necessary changes. To discontinue the recurring payment, select “Off” under the Recurrence Pattern.

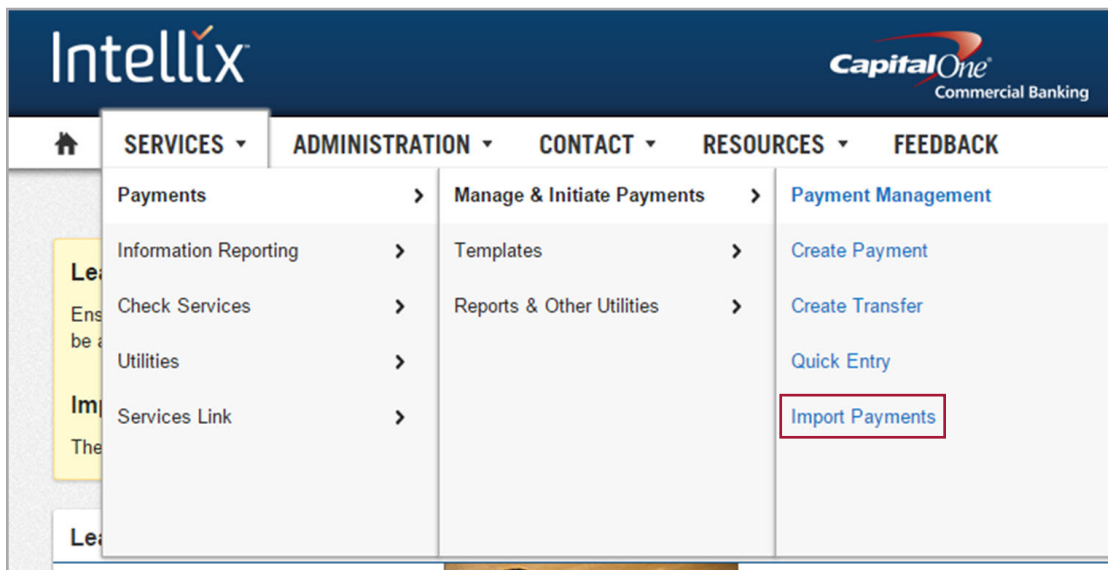
The 8-day range is the default setting for the system and is subject to change.

## IMPORTING A PAYMENT OR TEMPLATE

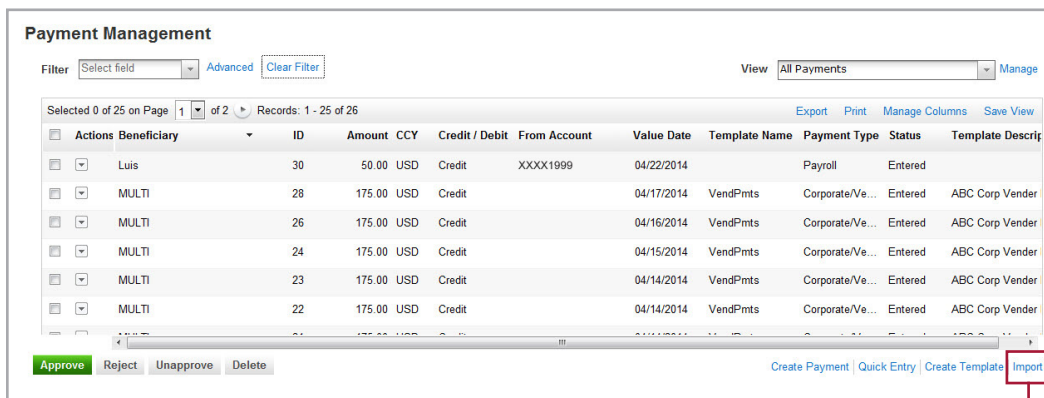
An existing ACH file can be imported, eliminating the need for data entry. The service supports NACHA formatted files and also allows you to create custom 'Import Maps' if necessary for fixed-width and delimited files.

To import an ACH file:

- 1 Select **Import Payments** from the **Services** → **Payments** → **Manage & Initiate Payments** menu.



- 2 Alternatively, from the **Payment Management (Templates)** window, select **Import**. The **Import File** window displays.





- 3 Select the appropriate format for the file you are importing.

**NOTE:** This list will include NACHA format as well as any custom maps you have created. Standard NACHA formats will import the file directly as a payment in “Entered” status. If you select a custom map format, use the **Import As** field to specify whether to import the file as a payment or a template.

Format Name	Description	Payment Type	Agency	Owner
<input checked="" type="radio"/> GWTest	GW Dom Wire	Wire - Domestic	...	Client
<input type="radio"/> NACHA File Import	NACHA Format	NACHA File Import	...	System
<input type="radio"/> Wire - Domestic	Wire - Domestic CSV	Wire - Domestic	...	System
<input type="radio"/> Wire - Domestic	Wire - Domestic XML	Wire - Domestic	...	System
<input type="radio"/> Wire - International	Wire - International CSV	Wire - International	...	System
<input type="radio"/> Wire - International	Wire - International XML	Wire - International	...	System
<input type="radio"/> Transfer	Transfer CSV	Transfer	...	System
<input type="radio"/> Transfer	Transfer XML	Transfer	...	System

Import As\*

Import Method  Individual Payments  File

File Section

Select Import File:

- 4 Click **Browse** under **Select Import File** and select the file to be imported.

- 5 Click **Import**. A message will display letting you know the import is processing: Click the “X” to close this window. Importing large files may take a few minutes, but you can continue other work in the system; you do not need to wait for the import to finish.

What happens when you click **Import** depends on your organization’s setup and the permissions of the individual submitting the item.

See page 9 for a detailed explanation of the approval process.

## REPAIRING AN IMPORTED FILE

When you import a file where a required field is missing or invalid, the file will import in “Needs Repair” status. The system will not allow you to approve this payment until this situation is corrected.

To repair an imported file:

① Locate the payment on *Payment Management*.

② Click **Repair** from the Actions drop-down menu.

The payment will open and will allow editing of only the fields in question. All other data will be locked for editing.

③ Repair the fields as needed.

④ Click **Submit**.

The payment will now appear in “Entered” status.

See page 9 for a detailed explanation of the approval process.

## CREATING AND USING A CUSTOM IMPORT MAP

Custom files can be imported for use as payments or payment templates by users with the appropriate permissions to do so. Because these files usually do not conform to a standard format, an import map must be created to import the data correctly.

To create the **File Import Map**:

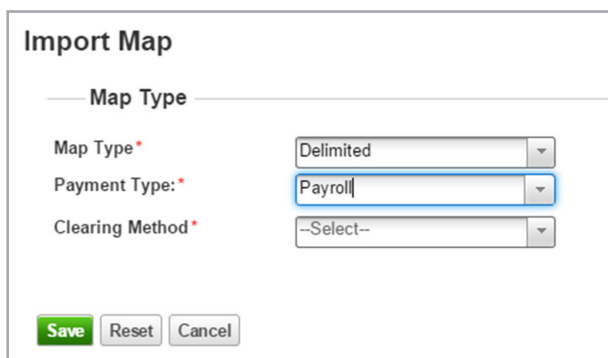
- 1 Choose **File Import Maps** from the **Services** → **Utilities** menu.



- 2 Click **Add**.

- 3 Select the **Map Type**:

- A. **Delimited**: If the file uses a delimiter, such as a comma, to separate the records.
- B. **Fixed**: If the file is a fixed-width text file.
- C. **NACHA**: If the records are in NACHA format.

A screenshot of the 'Import Map' form. The form has a title 'Import Map' and a section 'Map Type'. Below this section are three dropdown menus: 'Map Type' (set to 'Delimited'), 'Payment Type' (set to 'Payroll'), and 'Clearing Method' (set to '--Select--'). At the bottom of the form are three buttons: 'Save' (green), 'Reset', and 'Cancel'.

- 4 Select the **Payment Type** from the drop-down menu. Payment types will display based on your organization's entitlements and your permissions. For this example, we have selected Payroll.

### Detail Import Map

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**Map Type**

Map Type\*

Payment Type\*

---

**Delimited File Properties**

Format Name\*

Description:

File Process\*

Match Failure\*

Start Import At Row\*

String Delimiter\*

Field Delimiter\*

Record Delimiter\*

---

**Data Format Details**

Date Format\*

Date Separator

Implied Number of Positions:

Decimal Separator:

Credit:

Checking:

Debit:

Savings:

Yes/True:

No/False:

---

<input type="checkbox"/> Active	Field Name	Field Number	<input type="checkbox"/> Match	Default Value
<input type="checkbox"/>	Account Type	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Amount	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Comment	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Create Prenote	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Employee ABA	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Employee Account No.	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Employee ID	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Employee Name	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Expiration Date	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Hold Transfer	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
<input type="checkbox"/>	Start Date	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>

- 5 Complete the remaining fields as appropriate. **NOTE:** These fields will vary based on the type of map selected.

<b>Format Name:</b>	Enter the name of this map.
<b>Description:</b>	Enter a description of this map or its use.
<b>File Process:</b>	Select how new records should be processed: <ul style="list-style-type: none"> <li>• <b>Append All:</b> Appends all records to the existing file</li> <li>• <b>Append New:</b> Appends new records only</li> <li>• <b>Match and Update:</b> Updates existing records with new information where they match the new file</li> <li>• <b>Replace All:</b> Replaces all existing records with the new records</li> </ul>
<b>Match Failure:</b>	For Match And Update, instruct the system how to handle records that do not match: <ul style="list-style-type: none"> <li>• <b>Append To Batch:</b> Adds the unmatched record to the file</li> <li>• <b>Fail Record:</b> Creates an error solely for that record</li> <li>• <b>Fail File:</b> Fails the entire import if there is no match</li> </ul>
<b>Start Import at Row:</b>	If the imported file has column headers, you can instruct the system to import beginning with the first row of actual data.
<b>String Delimiter:</b>	Delimited maps only. Defines the character that delimits a string, such as a double-quote.
<b>Field Delimiter:</b>	Delimited maps only. Defines the character that delimits a field, such as comma-separated values.
<b>Record Delimiter:</b>	Defines the keystroke value that delimits a record, such as [CR][LF] (carriage return and line feed).
<b>Date Format:</b>	Defines the format in which the date appears in the file.
<b>Date Separator:</b>	The character that separates the date components in the file.
<b>Implied Number of Positions:</b>	Designates the implied number of decimals in a numeric value in the file. For example, you would choose 3 if the number 1000000 should be interpreted as 1000.000.
<b>Decimal Separator:</b>	The character used to indicate a decimal in the file.
<b>Credit:</b>	The abbreviation used to represent this item in the file (case-sensitive).
<b>Checking:</b>	The abbreviation used to represent this item in the file (case-sensitive).
<b>Debit:</b>	The abbreviation used to represent this item in the file (case-sensitive).
<b>Savings:</b>	The abbreviation used to represent this item in the file (case-sensitive).
<b>Yes/True:</b>	The abbreviation used to represent this item in the file (case-sensitive).
<b>No/False:</b>	The abbreviation used to represent this item in the file (case-sensitive).

6 Complete the table at the bottom of the map:

<b>Active:</b>	A check mark in the <b>Active</b> field indicates that a field in the file should either be imported or matched against existing data in the payment.
<b>Field Name:</b>	The name of the field within Intellix Payments. The values in this column vary by payment type.
<b>Start Position:</b>	Refers to the position of the first character of the field by number.
<b>End Position:</b>	Refers to the position of the last character of the field by number.
<b>Field Position:</b>	Refers to the position of the field within the data.
<b>Match:</b>	Select the <b>Match</b> checkbox if the value in the file should be matched against the value in Intellix Payments. This column is only used when the file process is “Match and Update” or “Append New”.
<b>Default Value:</b>	Indicates what the default value should be set to if a value is not supplied in the file.

**NOTE:** The table at the bottom of this screen is used to indicate how the fields in the file map to the fields in the *Payment* screen. NACHA formatted payments will have predefined fields and positions and cannot be altered.

7 Click **Save**.

## BATCH AUDIT INFORMATION

After a payment is successfully entered, a **Batch Audit Trail** is created at the bottom of the detail page.

### Detail - Corporate/Vendor Payments - NACHA

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**Payment Information**

Payment Type*	Corporate/Vendor Payments	Payment ID	67
Clearing Method*	NACHA	Status	Entered

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**Originator Information**

From Account / ACH Company	XXXXXXXX5345/Company 4-Corporate/Vendor Payments
ACH Company ID / Name	1TMOBSTEST/Company 4
Value Date*	6/24/2014
Batch Description	Company 5
Descriptive Date	
Comments	

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

---

**Beneficiary**

[Summary View](#)

#### Transaction Information

Corporate/ Vendor Name*	Drum Shop
Corporate/ Vendor ID	XXX23
Corporate/ Vendor ABA*	021000018
Corporate/ Vendor Bank Name	BANK OF NEW YORK MELLON
Corp/Vendor Bank Acct No.*	XXXXXXXX3456
Account Type*	Checking
Amount*	50.00 USD
Create Prenote	<input checked="" type="checkbox"/>
Hold	<input type="checkbox"/>

#### Addenda

Addenda Format	Freeform
Addenda Code	

Addenda

1	2	3	4	5	6	7	8
123456789	123456789	123456789	123456789	123456789	123456789	123456789	123456789

Characters Remaining: 80

#### Optional Information

**Batch Audit**

[Summary View](#)

[Approve](#) [Delete](#) [Modify](#) [Reject](#) [Close](#)

#### Optional Information

**Batch Audit**

[Summary View](#)

[Approve](#) [Delete](#) [Modify](#) [Reject](#) [Close](#)

- 1 Expand the Batch Audit section by clicking on the “+” sign to the left of the title.

Capital One Intellix® Creating an ACH Payment

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② Detailed **Batch Information** displays.

The information displayed represents the most recent activity on this transaction. In the example, **Client** and **User** information is shown, as well as the **Timestamp** for the initial entry of this payment or template. If the item were modified, repaired, approved or unapproved, or if bank processing occurred, the appropriate fields would contain data. At the bottom of the form, the **Status** is shown, as well as any error codes associated with this transaction. If a payment or template requires multiple cycles of entry, modification, and approval, the **View Full Payment History** link at the top of the screen can be used to display more detailed history in a report format.

Batch Audit

[View Full Payment History](#)

Client ID	User ID	User Name	Timestamp
Entered			
<input type="text" value="PRODUCT"/>	<input type="text" value="PROD1"/>	<input type="text" value="PROD1"/>	<input type="text" value="06/24/2014 15:36:12"/>
Batch Modified			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Repaired			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Unapproved			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Bank Received			
<input type="text"/>			<input type="text"/>
Bank Confirmed			
<input type="text"/>			<input type="text"/>
Bank Rejected			
<input type="text"/>			<input type="text"/>
Prenote Date			
			<input type="text"/>
Status			
Entered			
Error			
Extracted			
			<input type="text"/>



An example of the **Payment Audit History Report** is shown below.

**Payment Audit History Report** Page 1 of 1

Payment Type: Payroll  
 User Group: PRODUCT  
 Payment ID: 12

Payment History

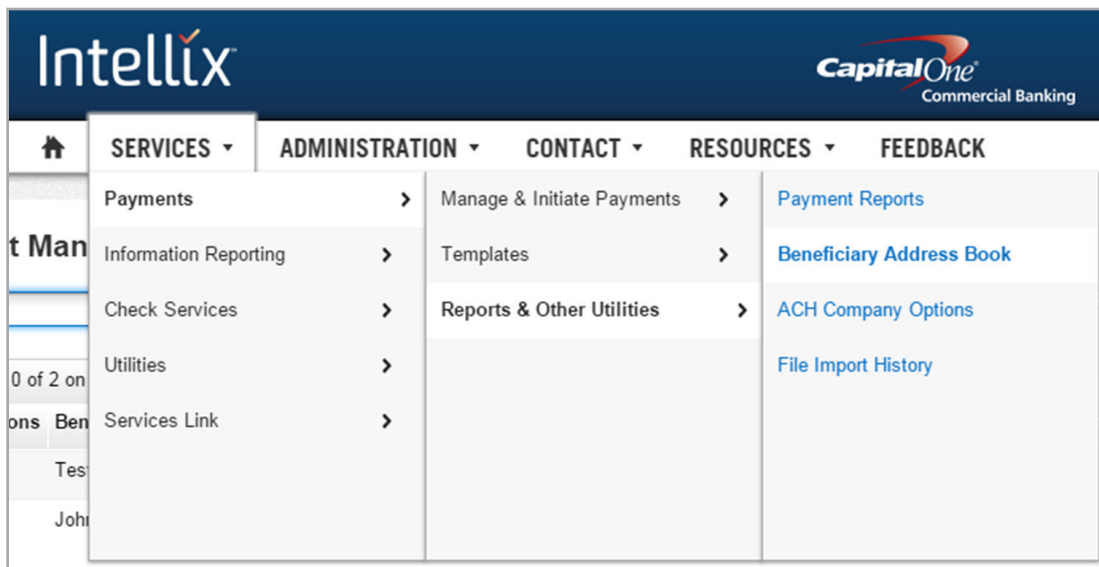
Time Stamp	Action	ID	Name	User Group
01-Jul-2014 09:57:45 AM	Payment Approved	123456	Intellix User 1	PRODUCT
<u>Field Name: Old Value -&gt; New Value</u> Number of Signatures:0->1 Status:Entered->Approved				
01-Jul-2014 09:57:06 AM	Payment Modified	123456	Intellix User 1	PRODUCT
<u>Field Name: Old Value -&gt; New Value</u> Status:Approver Rejected->Entered				
Detail History	10049			
<u>Field Name: Old Value -&gt; New Value</u> Amount:624.00->614.00				
01-Jul-2014 09:56:09 AM	Payment Rejected	123456	Intellix User 1	PRODUCT
<u>Field Name: Old Value -&gt; New Value</u> Reject reason:[blank]->Employee 2 amount is incorrect Status:Entered->Approver Rejected				
01-Jul-2014 09:54:07 AM	Payment Submitted	123456	Intellix User 1	PRODUCT

## USING THE BENEFICIARY ADDRESS BOOK

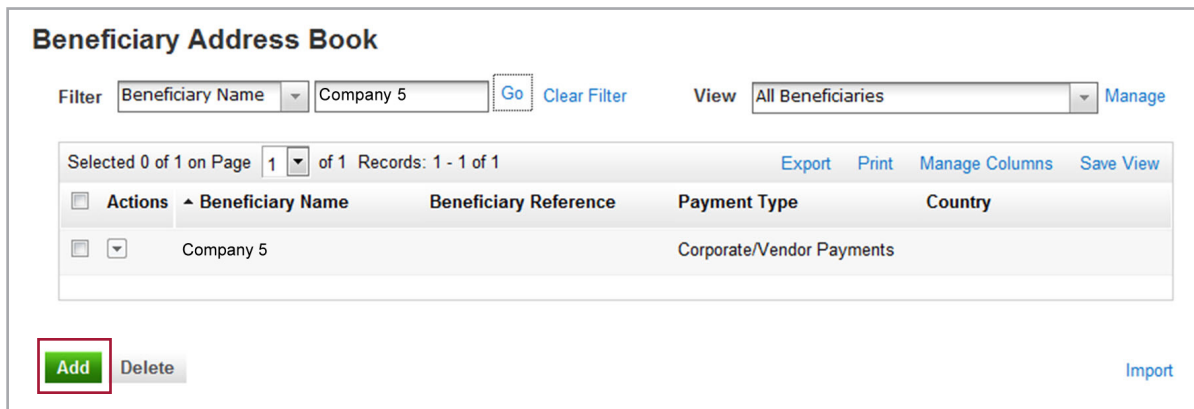
The **Beneficiary Address Book** allows you to store commonly used beneficiaries. Beneficiaries can be added to the **Beneficiary Address Book** directly, or at the time of payment or template creation. This section defines how to add beneficiaries directly.

To add a beneficiary to the **Beneficiary Address Book**:

- 1 Select **Beneficiary Address Book** from the **Services** → **Payments** → **Reports & Other Utilities** menu.



- 2 Click **Add**.



3 Enter the beneficiary information:

- A. **Name:** The name of the beneficiary.
- B. **Beneficiary Reference:** This field may contain an employee number, vendor account number or ID, etc.
- C. **Address Information:** The address of the beneficiary.

**Beneficiary Address Book**

**Beneficiary**

Name\*  ⓘ

Beneficiary Reference

Child Record

Address Line 1

Line 2

Line 3

State  ⓘ

Province

Country  ⓘ

Postal Code

Phone

Fax

Email

Email 2

Email 3

**Available Payment Types**

Payment Type\*

[Add Payment Type](#) [Reset](#)

[Save](#) [Reset](#) [Cancel](#)

**Available Payment Types**

Payment Type\*

Clearing Method\*

Name\*  ⓘ

Beneficiary Reference  ⓘ

Beneficiary Account Currency\*

Account Type\*

Account Number\*

Beneficiary Bank Bank Code\*  ⓘ

Bank Name

[Add Payment Type](#) [Reset](#)

[Save](#) [Reset](#) [Cancel](#)

4 Select **Payment Type** from the drop-down menu. Additional fields will display based on the payment type selection. Complete the remaining fields as necessary. This data includes:

- A. **Beneficiary Account Currency:** Defaults to USD.
  - B. **Account Type:** Select Checking, Savings or Loans.
  - C. **Account Number:** Enter the bank account number.
  - D. **Beneficiary Bank Bank Code:** Select the ABA number for the bank.
  - E. **Bank Name:** Automatically fills once Beneficiary Bank Bank Code is selected.
- NOTE:** If this beneficiary will be used for any other payment types, click the **Add Payment Type** link and repeat the process for additional payment type(s).

5 Click **Save**.

