



IPS of Boston Positive Pay (CIPS)



Quick Reference Card

Function CIPS

The IPS of Boston Positive Pay (CIPS) custom application provides an interface between the Accounts Payable database on your ADP system and the DoubleCheck software from IPS of Boston. The Positive Pay program manages and downloads A/P check data from specified ADP general ledger accounts to reconcile the data with an IPS bank account.

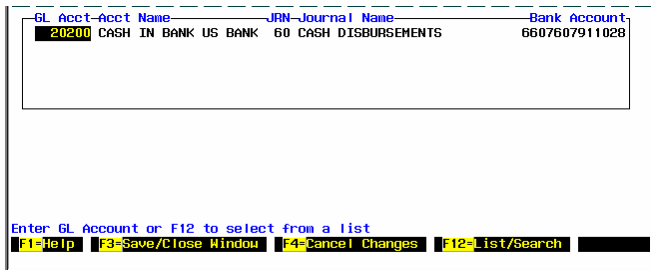
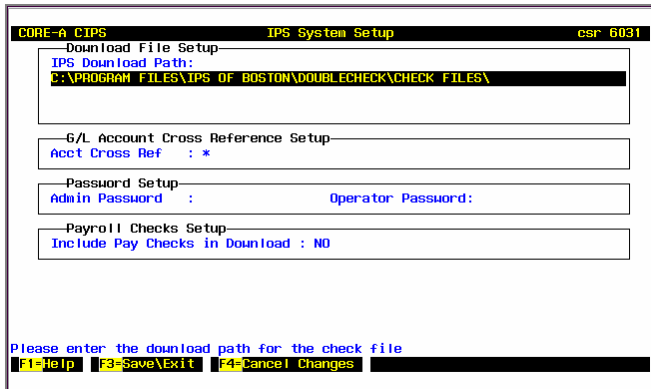
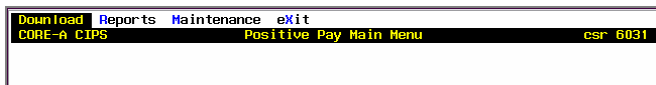
- Positive Pay tracks new checks issued by your financial institution and cross-checks the correct issue data (advice number, amount, payee and so on) with the check information presented by the bearer.
- The CIPS application requires Reflection** for running the download component **and DoubleCheck** for managing check data input. *For information on these software applications, see the manufacturer documentation.*

Accessing CIPS

CIPS runs from your Accounting (*name-A*) application account. To run this function, enter **CIPS** at the Function Code prompt, or select the **A/P Check Intfc to IPS of Boston** entry on the CarInk menu (CI).

The CIPS function code replaces the previous IPS code for this application.

Setting Up to Use IPS of Boston Positive Pay



To set up the download rules and GL account cross-reference for your DoubleCheck data:

- Log on to your Accounting (*name-A*) application account.
- At the Function Code prompt, enter **CIPS**.
- Select **Maintenance** from the menu.
- Select the **IPS Setup** option.
- Select the GL company where you want to enter the check download settings.
- Enter the Admin password.
- Enter the path name where the DoubleCheck application should find your downloaded check data. This path must be a valid MS-DOS path.
- At the Acct. Cross Ref field, press **F2=Detail**.
- Enter the GL account number and journal number where DoubleCheck bank account entries are tracked. You can also use F12 to select account and journal numbers.
- Enter the bank account number.
- Press **F3** to return to the main setup screen.

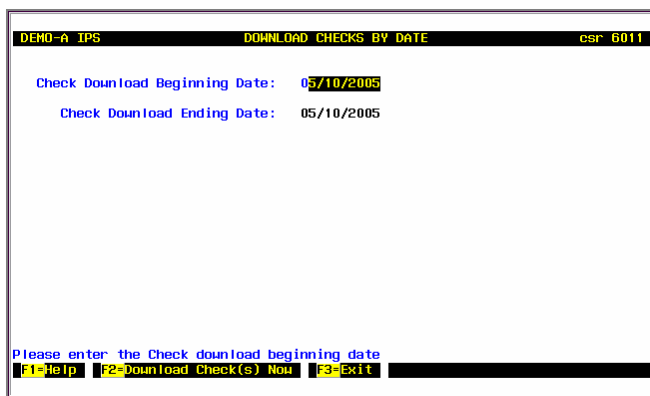
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- (Optional) In the Password Setup panel, enter an administrative password (which allows a user access to the Download, Resend, Reports, and Setup options) and an operator password (which allows the user access to every function except the Setup option).
- At the Payroll Checks Setup field, press the spacebar to switch between options for Yes or No. Select Yes if you want the CIPS Download feature to include payroll checks.

Note. If you include payroll check data, be sure you also add a payroll bank account number in the G/L Account Cross Reference window in steps 9-10.

- Press **F3**, and then select **Save changes**.

Downloading Check Data



To download the check data from the ADP Accounts Payable database:

- Log on to your *name-A* account, and enter **CIPS** at the Function Code prompt.
- Select **Download** from the menu.
- Select **Download Checks by Date Range**.
- Enter the Operator password.
- Enter a beginning and ending date for the range of checks (dated as written on the check) that you want to download to DoubleCheck.
- Press **F2**. The program processes the download.

After downloading a range of checks, use DoubleCheck to process the data.

Re-downloading Check Data

If you encounter errors in the data file transfer, repeat the check download process:

- Log on to your *name-A* account, and enter **CIPS** at the Function Code prompt.
- Select **Download** from the menu.
- Select the **Re-Download Last Check Batch** option.
- Enter the Operator password.
- The program automatically processes the download using the previously-entered date range.

Generating Reports

```
DEMO-A IPS          RUN CHECK ERROR REPORT          csr 6011

Error Report Beginning Date: 01/01/2005
Error Report Ending Date: 05/10/2005
```

```
DEMO-A          CHECK DOWNLOAD ERROR REPORT          csr 6011

Check No. Check Date Process Date Error Message.....
6509 01/11/2004 01/22/2004 Bank acct cross ref isn't setup for GL# 10100 and Jrmia 60
for Dow 20

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Home = Top of Report End = Bottom of Report PageUp to go up one page PageDn to go down one page
F1=Help F2=Print F3=Exit
```

Error Report example

To create IPS reports:

1. Log on to your Accounting (*name-A*) application account.
2. At the Function Code prompt, enter **CIPS**.
3. Select **Reports** from the menu.
4. Select one of the report options:
 - Check Download History Report
 - Check Download Error Report
5. Enter a beginning and ending date for the range of checks that you want to include on the report.
6. Press **F2=Run Report**.
7. To print a copy of a report, use the **F7** key.

The History report shows the data for checks that have already been downloaded.

The Error report shows any critical conditions that prevented individual checks from being included in the download.

Resetting Checks Data

```
CORE-A CIPS          IPS RESET CHECKS          csr 6031

Reset Options
Single Check Number
Range of Check Numbers
```

```
CORE-A CIPS          IPS RESET CHECKS          csr 6031

Check Type
CHECK-AP
BU-CHECK-AP
ODC-REGISTER
BU-ODC-REGISTER
PAY
```

The Check Type selections include the names of standard ADP database filenames

If you make corrections to check data on your ADP system and need to download the related account data for processing a second time, you must first 'reset' the check number(s):

1. Log on to your *name-A* account, and enter **CIPS** at the Function Code prompt.
2. Select **Maintenance** from the menu.
3. Select the **IPS Reset Checks** option.
4. Choose the single-check or check-range option.
 - For single checks, enter a check number, and then select the **Reset this check** option.
 - For a range of checks, choose the Check Type, and then enter a range of check numbers. Press **F3** to continue.
5. Press **F3=Exit** to return to the main application menu.