

X9Assist Quick Start Guide

X9Assist: Your x9.37 support tool

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Quick Start Guide

X9Vision ?	X9Validator ?	X9Assist?		X9.37 ?	ACH ?	CPA005 ?
YES	YES	YES		YES	YES	YES

This document is intended as a “quick start” guide for new users of our desktop products (X9Validator, X9Assist, AchValidator, and AchAssist). It most certainly does not cover all things that can be done by these desktop applications. It is instead meant to provide a list of steps needed to perform some of the most commonly used functions. This guide does provide some good ideas regarding some of the more complex functions that can be performed by our more advanced desktop applications. X9Validator / AchValidator users should consider an upgrade to X9Assist/AchAssist should you need thee more advanced tools that are available in those products.

In addition to this quick start guide, most functions include a help button in the upper right corner of their panels, which can be used to launch our user documentation on the currently active task. This documentation can be referenced for more detailed information. We do hope that this document proves to be helpful, and please contact us for suggested improvements.

To launch detailed help information:

- 1) Within any active tool, use the help button (question mark icon) in the upper right hand corner of the associated panel.
- 2) For overall help, select / help / help / from the toolbar, or press F1. This will present a list of all available help topics.
- 3) Browse the list of available help topics and double click to launch.

To launch details about a specific item in an existing file:

- 1) Open the file.
- 2) You will see the file opened in the tree viewer in the left-side dashboard panel.
- 3) +/- boxes can be used to expand individual items within the viewer tree.
- 4) Clicking an item once will launch it in the field viewer.
- 5) Clicking an item twice will launch it in the item viewer.
- 6) Alternatively, the item viewer button can be used to immediately open the item viewer for the currently displayed entry.
- 7) Alternatively, the thumbnail images (in the lower right) can be used to open the item viewer for the currently displayed entry.
- 8) The item viewer provides easy access to all information for the current item. It also includes next/previous buttons to let you easily move throughout the file.

- 9) You can exit from the item viewer at any time using the cancel button, which appears at the bottom of that panel. When you exit the item viewer, you are automatically positioned on the current item within the left-side viewer tree.
- 10) More information is provided via the “navigation” tab which is available on the viewer tree which appears on the left side of the main panel.

To position on a specific item using the record number:

- 1) Open the file.
- 2) On the toolbar, enter the desired record number, where records are numbered sequentially beginning at the file header and ending at the file trailer.
- 3) Alternatively, on the toolbar, enter the item number, where items (debits and credits) are numbered sequentially within this file.
- 4) After entering the record or item number, hit the enter key to reposition the viewer.

To find a specific item:

- 1) Open the file.
- 2) Issue a find using either / find / find / from the toolbar, or using the binoculars.
- 3) Enter the information that you have available that describes the item.
- 4) Hit the find button at the bottom of the panel.
- 5) The item will now be located based on these attributes.
- 6) You will get a popup error message if no such item is found.
- 7) When items are found, the horizontal binoculars image on the tool bar will be formatted as “x/y”, where “x” will initially be one and “y” will tell you how many such items meet your criteria.
- 8) For example, this might say “1/5”, which means that the viewer is now positioned on the first item and there are a total of 5 that meet your criteria.
- 9) You can now click the horizontal binocular icon (as a button) to move through the items.

To remove a record from an existing file:

- 1) Open the file.
- 2) Turn on “modify” using the check box in the upper right hand corner of the main panel.
- 3) Locate the item you want to delete in the tree on the left. You can either scroll to it or use find (binoculars) on the tool bar.
- 4) With the item highlighted, you then do / tools / delete /.
- 5) You get a popup panel for the delete. It is populated for delete by range and for the item that was selected in the viewer.
- 6) Review the deletion.
- 7) Press the delete button.

- 8) You can a confirmation popup.
- 9) Select delete and update trailers.
- 10) Review your resulting file.
- 11) Save using / file / saveas /.
- 12) Assign a new name (do not overwrite the original file).
- 13) You get the option to save an audit trail file – you can either save the log or cancel.
- 14) The file will be saved and the then reloaded in the viewer.
- 15) You can now review the totals of the new file and browse all content.

To change a field within an existing file:

- 1) Open the file.
- 2) Turn on “modify” using the check box in the upper right hand corner of the main panel.
- 3) Issue a search either / find / search / from the toolbar, or using the magnifying glass.
- 4) Enter the search string with the specific value you are looking for along with the “Match exactly” option. If you instead want to selected all values for this field, select the “Replace All” option will will select all values for the selected field type for replacement.
- 5) On the right-side panel, click the “Select specific” box which will unselect all fields.
- 6) Scroll through the list of fields and select the desired record and field.
- 7) On the left-side panel, now choose the replacement strategy. Typically, this will be “Explicit value” to allow a user entered value to be inserted into the chosen field, or will be “blanks” to assign a blank value (which will essentially clear any value that might be currently present).
- 8) If “Explicit value” has been chosen, then enter the replacement string to be assigned.
- 9) Hit the search button at the bottom of this panel.
- 10) Now review the result panel which is shown on the right, which will indicate how many matches have been found based on the entered criteria.
- 11) If this is correct, you will now typically use the “Replace All” button at the bottom to initiate the replacement of these values across all targeted records.
- 12) You can alternatively do a selective “replace” action (on a field by field basis), when you do not want to apply a blanket replacement across all targeted records.
- 13) Exit using the button at the bottom of this panel.
- 14) A new file validation will be run with the field changes that have been made.
- 15) The / tools / modification log / function can be used to now review all changes that have been applied, and to actually individually revert any of the changes which have been made.
- 16) Review your resulting file.
- 17) Save using / file / saveas /.
- 18) Assign a new name (do not overwrite the original file).
- 19) You get the option to save an audit trail file – you can either save the log or cancel.
- 20) The file will be saved and the then reloaded in the viewer.
- 21) You can now review the totals of the new file and browse all content.

To export all items from an existing file to Excel:

- 1) Open the file.
- 2) Issue / print / excel exporter / from the toolbar to initiate the excel exporter.
- 3) Click the “All tables” box as needed to get all tables into an unselected mode.
- 4) Click the “Item table” box to select items.
- 5) Make sure that “all items” is then selected which will select all items in the file.
- 6) Hit the create button at the bottom of the panel.
- 7) Our excel exporter will now run and create an intermediate file with your results.
- 8) The intermediate file will be launched.
- 9) Review these results as needed.
- 10) Optionally save to your permanent output file.

To print MICR checks for an entire file (x9 only):

- 1) Open the file.
- 2) Use the / print / print images / function to initiate the print.
- 3) Select print from file (which is the default).
- 4) Using the right-side panel, the “load a saved print format” button should be used to load the “Letter 3 x 1 MICR Print.xml” definition which contains parameters to MICR checks using a layout that has three checks per page (which is the most common printer layout).
- 5) The selected layout will be loaded and will automatically assign print options (on the left) and layout (on the right).
- 6) Use the preview button (at the bottom) to take a quick look at how items will be printed.
- 7) If you want, you can optionally now use the view button (at the bottom) to reformat these items into XPS printer format and load the Microsoft viewer. This process is a bit time consuming. It is available in Windows only. This viewer has advanced functionality and also allows pages to be directly printed.
- 8) Complete your verification of the items to be printed.
- 9) Use the “print” button at the bottom of this panel to initiate printing.
- 10) Select your printer.
- 11) Output will be formatted and routed to your printer.
- 12) Click OK when completed.

To print IRDs for an entire ICLR (Returns) File (x9 only):

- 1) Open the ICLR file.
- 2) Double check your item count.
- 3) Review the content of the opened file to ensure that the items are as expected.
- 4) From the tool bar, select / Print / Print IRDs/ .
- 5) The Print ICL dialog will be opened.
- 6) Enter your Creator routing number.

- 7) Enter your Creator business date (it will be defaulted to the current date).
- 8) Use the “Format” button at the bottom of the panel to initiate formatting.
- 9) Confirm the popup question to proceed.
- 10) A Print Image panel will be displayed.
- 11) Make sure the source is “From Filter” and the filter name is “PrintList”.
- 12) Using the right side panel, load print format “Letter 3 x 1 IRD Print”.
- 13) When the print format is loaded, the print options (attributes) and layout will be automatically updated based on this format definition. You can review this information but it does not need to be entered.
- 14) Optionally use the Preview button (at the bottom) to take a look at the print format of the items that will be printed.
- 15) Once the preview is completed, use cancel to return to print.
- 16) When ready, use the Print button (at the bottom) to initiate the print process.
- 17) Select your printer.
- 18) Print.

To print specific Return IRDs within an ICL (Forward) File (x9 only):

- 1) Open the ICL file.
- 2) Double check your item count.
- 3) Review the content of the opened file to ensure that the items are as expected.
- 4) The following sequence of steps will apply to each IRD to be printed:
 - Locate the next item to be returned within the file tree; if necessary, use the FIND command on the toolbar, which can be accessed using the binoculars icon.
 - Double check you have the right item. If you are adding a single item, then make sure you have selected that one specific item in the file tree. If you want to return an entire bundle, then make sure you have selected that batch header.
 - With the item to be returned selected within the file tree on the left, from the toolbar use / Filters / Add to Item ReturnsList / to bring up the Returns dialog box.
 - Enter the creator routing number, business date, and item sequence number.
 - Use the drop-down box to select the appropriate return reason.
 - Hit the apply button to add this item to the ReturnsList.
- 5) Once finished, click the “ReturnsList” button with the far right functional list on the dashboard. This will display all items that have been selected to be printed. Items can be removed from this list as necessary, and additional items can be added.
- 6) Once the review of the returns list is complete, you are ready to print the IRDs.
- 7) From the tool bar, select / Print / Print Images / .
- 8) The Print ICL dialog will be opened.
- 9) Make sure the source is “From Filter” and the filter name is “ReturnsList”.
- 10) Using the right side panel, load print format “Letter 3 x 1 IRD Print”.
- 11) When the print format is loaded, the print options (attributes) and layout will be automatically updated based on this format definition. You can review this information but it does not need to be entered.

- 12) Optionally use the Preview button (at the bottom) to take a look at the print format of the items that will be printed.
- 13) Once the preview is completed, use cancel to return to print.
- 14) When ready, use the Print button (at the bottom) to initiate the print process.
- 15) Select your printer.
- 16) Print.

To create a new file using Make:

- 1) Launch make from the toolbar (/ tools / make).
- 2) Select the type of file to be created (x9.37 or ach).
- 3) Press the “load reformatter” button on the left to load our default reformatter. The reformatter is ultimately something that you create, but we provide a sample that you can use as the basis that you can build on. A reformatter definition will transform a use case file (which is either in Excel or CSV format) into logical items. An example (for x9.37) is to load reformatter “depositReformatter.xml” which is a good basis for a reformatter and can be further modified based on your requirements.
- 4) Press the “load generator” button on the left to load our default generator. The generator is ultimately something that you create, but we provide a sample that you can use as the basis that you can build on. A generator definition will transform the items that are created by a reformatter into an actual output file. An example (for x9.37) is to load “default937.generator.xml” which provides insight into the definitions that are available to you. As you hover over the Make tabs on the right, you will see a popup tool tip which informs you as to whether the information in this tab is saved either as part of the reformatter or as part of the generator. Other than the reformatter tab itself (which maps the columns needed for use case transformation), virtually everything else will be saved within the generator.
- 5) Press the “load use case” button on the left to load our default use case file. The use case file is ultimately something that you create, but we provide samples that you can use as the basis that you can build on. As an example (for x9.37) you can load “depositFile.xlsx” which contains data that maps into the same columns that are defined by our “depositReformatter.xml” example which is noted above. Remember that you can customize the reformatter definition with any rows that are needed per your requirements. Finally, note that each row within the use case file represents a single item. You can turn any given row into a comment (and not a data row) by setting the COMMENT value for that row to an asterisk. This is an easy way to enable to disable any given row. Even though our use case example file is XLSX, these files can also be XLS and even CSV. The use case file simply represents a series of items, where each item is a single row and each column is defined as a specific data content per the REFORMATTER tab assignments.
- 6) The title line (at the top) will show how many items have been loaded.
- 7) Pay special attention to the Errors tab on the right. It will contain information regarding any rows (items) that contain data which has been rejected during our initial inspection and validation process. These items will be excluded from the Make process. If you want to include these items anyway, perhaps as negative use cases which will purposefully force invalid data

scenarios for testing, then you must check the “Accept invalid use case data” at the top of the panel; this must be done BEFORE the use case file is loaded.

- 8) Finally, press the “make” button at the bottom to create your new file.
- 9) Reformatter and generator definitions can be saved to your own user defined names for subsequent reuse in future X9Assist sessions.
- 10) Reformatter and generator settings are sticky within the same X9Assist session, even when they are not saved. However, they will be lost for your next X9Assist session if not saved.

To search/replace a specific field value within an existing file:

- 1) Open the file.
- 2) Turn on “modify” using the check box in the upper right hand corner of the main panel.
- 3) Locate the item you want to delete in the tree on the left. You can either scroll to it or use find (binoculars) on the tool bar.
- 4) With modify enabled, you will see a column within the viewer that is called “modify” and it has a button. This button is used to modify that particular record.
- 5) Press the modify button for the specific record you want to change.
- 6) You will get a modify popup that contains the record to be modified.
- 7) There are current value and new value columns.
- 8) Change values as needed in the “new value” column.
- 9) Hit the modify button at the bottom of that panel to modify the current record.
- 10) You will get a popup asking if you want to update trailer records – respond yes.
- 11) The field that you modified will now be highlighted in the viewer.
- 12) Review your resulting file.
- 13) Save using / file / saveas /.
- 14) Assign a new name (do not overwrite the original file).
- 15) You get the option to save an audit trail file – you can either save the log or cancel.
- 16) The file will be saved and the then reloaded in the viewer.
- 17) You can now review the totals of the new file and browse all content.

To create an item filter based on criteria:

- 1) Open the file.
- 2) Issue a find using either / find / find / from the toolbar, or using the binoculars.
- 3) Enter the information that you have available that describes the item.
- 4) Assign an optional filter name (you can skip this and just accept the assigned default).
- 5) Hit the filter button at the bottom of the panel.
- 6) Review the resulting filter results, which are shown in a viewer panel.
- 7) Individual items can be viewed or removed from the filter using item level buttons.
- 8) The filter can then be used for other purposes such as print image, create new file, or delete items.
- 9) Close (delete) the filter when no longer needed.

To create a new file with certain records from an existing file:

- 1) Open the file.
- 2) Locate each item that is to be included and then use the / filter / add to item PickList / function from the toolbar to add this item to the PickList; you can also do this using the start button on the toolbar.
- 3) Continue to add items as needed to the PickList.
- 4) Use the filter viewer to ensure that all selected items are correct; the view and remove buttons can be used to update the filter as needed.
- 5) Review the selected items in the filter viewer.
- 6) Use the / filter / create file from items / function to initiate the creation of a new file.
- 7) Select the “create a new file directly from the selected items” option with the input being the current PickList.
- 8) Use the create button at the bottom to initiate the file creation process.
- 9) Review your resulting file.
- 10) Save using / file / saveas /.
- 11) Assign a new name (do not overwrite the original file).
- 12) You get the option to save an audit trail file – you can either save the log or cancel.
- 13) The file will be saved and then reloaded in the viewer.
- 14) You can now review the totals of the new file and browse all content.

To create reversals for an entire file:

- 1) Open the original file.
- 2) Review this file and totals to ensure that this is the file to be reversed.
- 3) Use the / filter / create reversal file from items / function to initiate the creation of the new file.
- 4) The reversals panel will be displayed and you will see that the input source is automatically assigned as “current file”, since no picklist currently exists.
- 5) Use the create button at the bottom to initiate the reversal file creation process.
- 6) Review your resulting file.
- 7) Save using / file / saveas /.
- 8) Assign a new name (do not overwrite the original file).
- 9) You get the option to save an audit trail file – you can either save the log or cancel.
- 10) The file will be saved and then reloaded in the viewer.
- 11) You can now review the totals of the reversal file and browse all content.
- 12) Repeat this confirmation with a second associate.

To create reversals for individual items:

- 1) Open the original file.

- 2) Review this file and totals to ensure that this is the file to be reversed.
- 3) Find and position on the first item to be reversed. Positioning means that the item is selected within the tree on the left side of the X9Assist panel.
- 4) Hit the “Star Symbol” on the toolbar, which is used to add the currently selected item to the picklist. You will notice that the picklist is initially created and this item has been added.
- 5) Repeat these steps to add all of the items to be reversed.
- 6) Review the items within the picklist to ensure that these are the ones to be reversed.
- 7) Use the / filter / create reversal file from items / function to initiate the creation of the new file.
- 8) The reversals panel will be displayed and you will see that the input source is automatically assigned as the picklist, since its presence was identified.
- 9) Use the create button at the bottom to initiate the reversal file creation process.
- 10) Review your resulting file.
- 11) Save using / file / saveas /.
- 12) Assign a new name (do not overwrite the original file).
- 13) You get the option to save an audit trail file – you can either save the log or cancel.
- 14) The file will be saved and then reloaded in the viewer.
- 15) You can now review the totals of the reversal file and browse all content.
- 16) Repeat this confirmation with a second associate.