

# **Automated Cash Book System**

## **Check Writer System Setup**

**VERSION 7.1.00**



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# SAMPLE CHECK OUTPUT

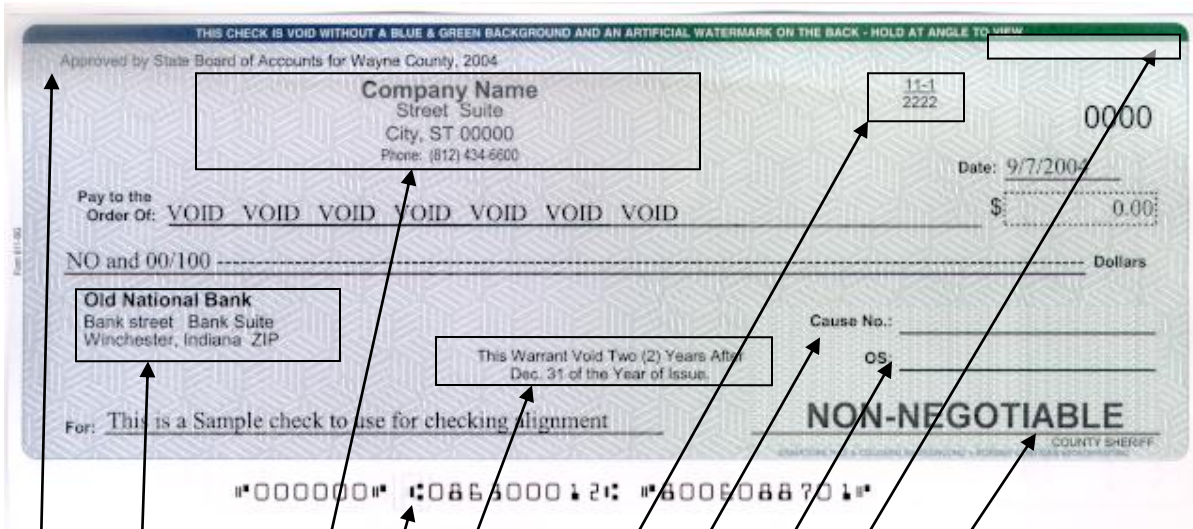


Figure 1: Check Image

- Top left optional wording
- Bank Name & Address
- Company Name & Address
- Void after lines
- Target alignment block for the MARK
- Routing/ABA #s
- Optional memo #1
- Optional memo #2
- Top right optional wording area
- Under signature-line wording

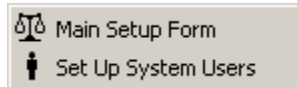
## Accessing Check Writer Setup From Cashbook

Access the check writer setup functions from the Cashbook menu line.




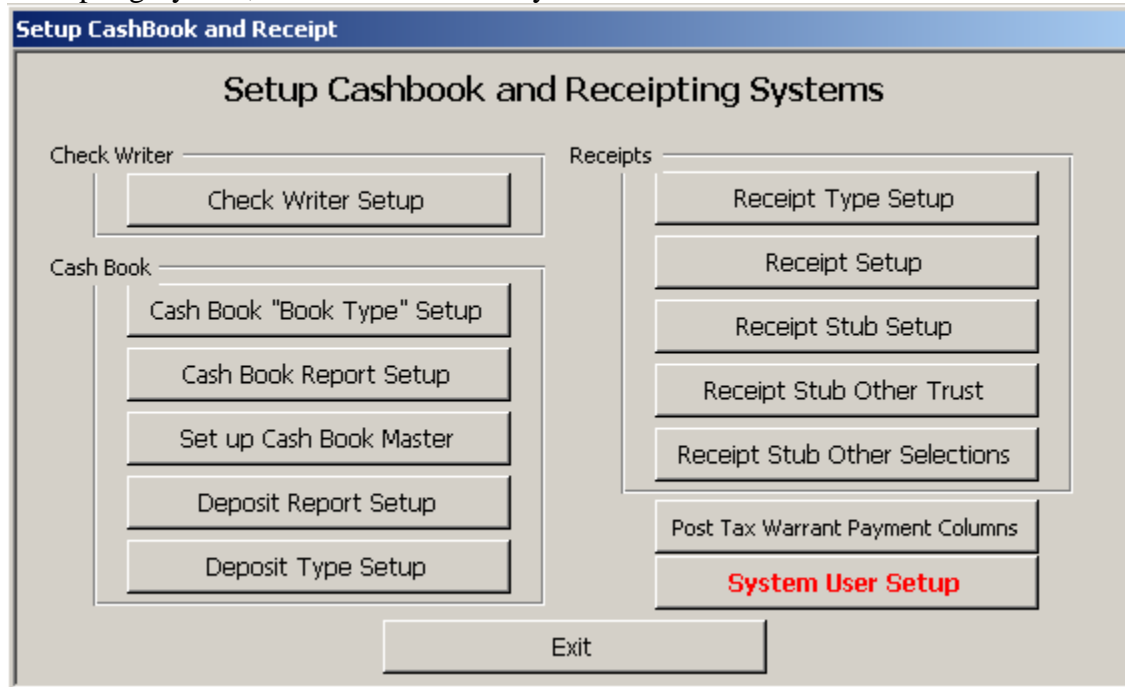
**Figure 2: Cashbook menu line**

Select the Setup option from that menu.



**Figure 2: Menu Checks | Setup Options Displayed**

 Main Setup Form - Opens a form that is used to setup the Check Writer System, the Receipting System, and the Cash Book Systems.

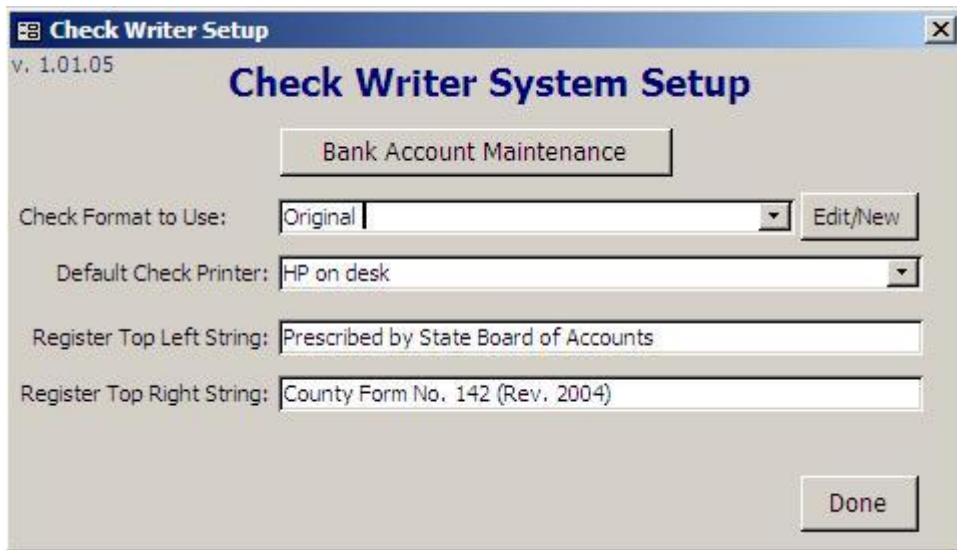


**Figure 3: Setup Cashbook and Receipting Systems**



- Clicking this button opens the form that allows changes to the Check Writer Setup.

### **Check Writer Setup**



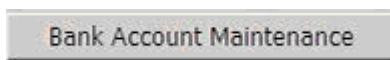
**Figure 4: Check Writer Setup**

**Check Format to Use:** This is the name of the check format that you want to use and is established with the Edit/New button, which will be discussed later in this manual.

**Default Check Printer:** This is designated printer where you want to print the checks. This printer **MUST** be in the “Start|Settings|Printers and Faxes” or the checks will not print.

**Register Top Left String:** This is optional wording you can have appear on the top left side of the Check Register report.

**Register Top Right String:** This is optional wording you can have appear on the top right side of the Check Register report.



- Clicking this button opens the form that allows changes to the Bank Account information.

## Bank Account Maintenance

**Bank Account Maintenance**

Bank Account Number: **8006088701** Active:

Type:

\* Bank Name:

\* Street:

\* Suite:

\* City:

\* State/Province:

\* Zip/Postal Code:

Country:

\* Routing Code:

\* ABA Number:

Contact Name:

Phone Number:

Fax Number:

Next Check #:

Account Description:

Last Reconciliation Date:

Last Bank Statement Balance:

\* MICR Line:

\* If left blank, this info will not print on checks. Use the characters O D T A for: ⑆ ⑆ ⑆ ⑆

Record:   1 of 1

Figure 5: Bank Account Maintenance

### Field Entry

Type: This is a designator as to what type of account this is: checking, etc. You need to select one so you can distinguish between multiple accounts and it is also used in drop-down lists.

Bank Account Number: This is your bank account number.

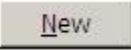

Bank Name: This is the name of the bank. You need to enter this so you can distinguish between multiple accounts and it is also used in drop-down lists.

Street: This is only used here and on the report created by the Print... button.


Suite:	This is only used here and on the report created by the Print... button.
City:	This is only used here and on the report created by the Print... button.
State/Province:	This is only used here and on the report created by the Print... button.
Zip/Postal Code:	This is only used here and on the report created by the Print... button.
Country:	This is only used here and on the report created by the Print... button.
Routing Number:	Unless the checks have the ABA/Routing numbers pre-printed, this information should be entered and will be used in conjunction with the ABA Number. It will be underlined and placed on the top right of the check, just to the right of the check number, and above the ABA Number. You can check with your bank to get the ABA/Routing numbers.
ABA Number:	Unless the checks have the ABA/Routing numbers pre-printed, this information should be entered and will be used in conjunction with the Routing Number. It will be placed on the top right of the check, just to the right of the check number, and below the Routing Number. You can check with your bank to get the ABA/Routing numbers.
Contact Name:	This is only used here and on the report created by the Print... button.
Phone Number:	This is only used here and on the report created by the Print... button.
FAX Number:	This is only used here and on the report created by the Print... button.
Account Description:	This is a name to uniquely describe this account since it is used in drop-down lists.
Next Check #:	You may specify what the starting (or next) check number will be. This is not changeable after a check has been written.

MICR Line: This to be entered exactly as it is to be shown on the check. If you leave it blank, nothing will print on the checks in the MICR area. The supplied MICR font must be installed on the PC in order for this to work properly. Be careful to use the proper letters for the special MICR characters. The screen may differ from what is shown depending on the version of the MICR font used.

### New button

 - This button allows you to set up information about a new bank account. You may also click on the  button.

### Print button

 - This is button can be used to print all the bank account information that you have entered.

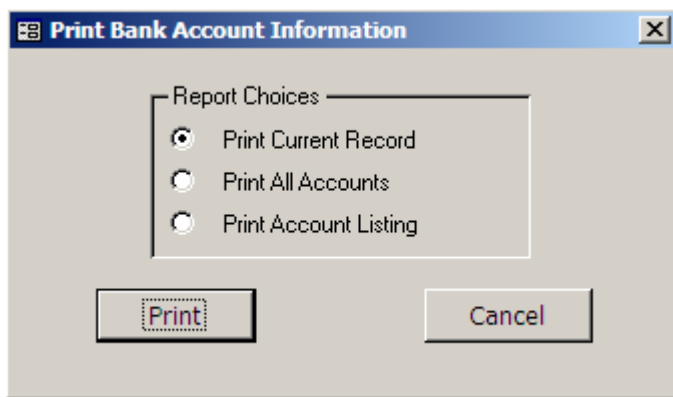
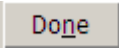


Figure 6: Print Bank Account Information

If you want a report of the bank account information you have set up, select the type of report you want to see and press the print button.

### Done button

 - Click this when you are finished making any changes desired.

## Check Writer Format Info (from the Edit/New Button)

When you click on the Edit/New button a screen comes up which allows you to control the information on the check and, to some degree, the positioning of some of the information.

### Check Writer Format Info - General tab

**Check Writer Setup**

### Check Writer Format Info

Description: Original Wayne County

**General** | MICR Adjustments & Optional Text

Company Name: Company Name  
Street: Street  
Suite: Suite  
City State Zip Code: City, ST 00000  
Phone Number: (812) 434-6600

Print above information on check

Default Bank Account #: 086300012 8006088701  
Check Top Left String: Approved by State Board of Accounts for Wayne Cou  
Check Top Right String:  
Check Signature Line Wording: COUNTY SHERIFF

	Actual Position on Check (enter in 1/1000 inches)	
	Top	Left
Check Void After Line 1: This Warrant Void Two (2) Years After	2.083	2
Check Void After Line 2: Dec. 31 of the Year of Issue.	2.208	2
Optional Check Memo Title 1: Cause No.:	1.833	3.917
Optional Check Memo Title 2: OS:	2.094	3.917

Undo Print Sample Check Done

Record: 1 of 1

**Figure 7: Check Writer Format Info - General tab**

**Description:** This is used to describe the check format in case you would set up more than one.

**Company Name:** This block of information; which includes the Street, Suite, ZIP and Phone number; is used on the reports and check.

**Print above information on check:**

This box controls whether the company information is printed on the check.

**Default Bank Account #:** This is the default bank account used and controls what MICR number is put on the checks. This **MUST** match the bank account you will be using and was set up under the Bank Maintenance screen.

**Check Top Left String:** This is optional wording that will print on the top left side of the check.

**Check Top Right String:** This is optional wording that will print on the top right side of the check.

**Check Signature Line Wording:**  
This is optional wording that will appear under the signature line on the check.

**Check Void After Line 1:** This is optional wording for the “Void After” 2-line block on the check.

**Check Void After Line 2:** This is optional wording for the “Void After” 2-line block on the check.

**Optional Check Memo Title 1:**  
This is the title of the 1<sup>st</sup> of 2 optional fields to appear on the check (i.e. Cause No). If this is left blank, you will not be prompted for this entry.

**Optional Check Memo Title 2:**  
This is the title of the 2<sup>nd</sup> of 2 optional fields to appear on the check (i.e. OS). ). If this is left blank, you will not be prompted for this entry.

## Check Writer Format Info - MICR Adjustment tab

Check Writer Setup

### Check Writer Format Info

Description:

**General** | **MICR Adjustments & Optional Text**

**MICR Font to Use on Checks**

2004 MICR Font     2006 MICR Font    <- Click to download font.

**MICR Printing Adjustment (enter in 1/1000 inches - 0 or a range of .001 thru .999 or a range of -.001 thru -.999)**

Move the MICR Up or Down:  - moves it Up  
 + moves it Down    **Note:** Do not enter the actual position -- just the necessary adjustment.

Move the MICR Left or Right:  - moves it Left  
 + moves it Right

**Optional Text**

	Font	Size	Top	Left	Justify	Bold	Italic	Underline
Posted by: _____	Small Fonts	8	2.8	0.8	L	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	Arial	10	0	0	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	Arial	10	0	0	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	Arial	10	0	0	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	Arial	10	0	0	L	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Undo    Print Sample Check    Done

Record:  of 2

Figure 8: Check Writer Format Info - MICR Adjustment tab



### MICR font to Use on Checks:

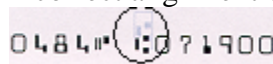
Select the version of MICR font that you want to use on the bottom of the checks. The preferred one is the “2006 MICR Font” version. The “2004 MICR Font” version has been retained for those who are not having problems with their checks clearing through the bank. If you choose the “2006 MICR Font”, your checks will need to be recertified with your bank. This selection applies to all checks that will be printed and takes effect when the font is changed. When switching from the 2004 font to the 2006 font, make sure you write down the settings from both fonts so you can reestablish them when switching back and forth. (See **How To Download MICR Font** later in this Chapter.)

### 2006 MICR Conversion Process:

1. Download the new 2006 MICR font (this needs to be done once and only once on each PC that will be printing checks).
2. The following needs to be done just once – not on every PC printing checks.
  - a. Write down the 2004 MICR Printing Adjustment settings.
  - b. Select the new 2006 font.
  - c. Print sample checks from the new MICR format making sure the ALIGNMENT MARK is correct (if not correct, make necessary adjustments and reprint checks).
  - d. Write down the 2006 MICR Printing Adjustment settings.
  - e. Switch back to the old MICR font using the settings from step 2a.
  - f. Print a sample check to make sure it is the same as it was before starting this process.
  - g. Take the sample checks to the bank for validation.
  - h. When the bank approves the check format:
    - i. Select the new 2006 font.
    - ii. Change to the new MICR font using the settings from step 2d.
    - iii. Print a sample check for a visual check.

### MICR Printing Adjustment block:

Since all printers do not print in exactly the same position and since the MICR number is such a critical piece of information for the banking system, the  mark that leads the account number on the printed MICR line should print very close to ALIGNMENT MARK, a faint  image on the bottom of the recommended check stock. It doesn't have to exactly cover the ALIGNMENT MARK, which would be ideal, but it should be very close and be in the box. The following image shows an incorrect alignment of the printed MICR mark to the ALIGNMENT MARK



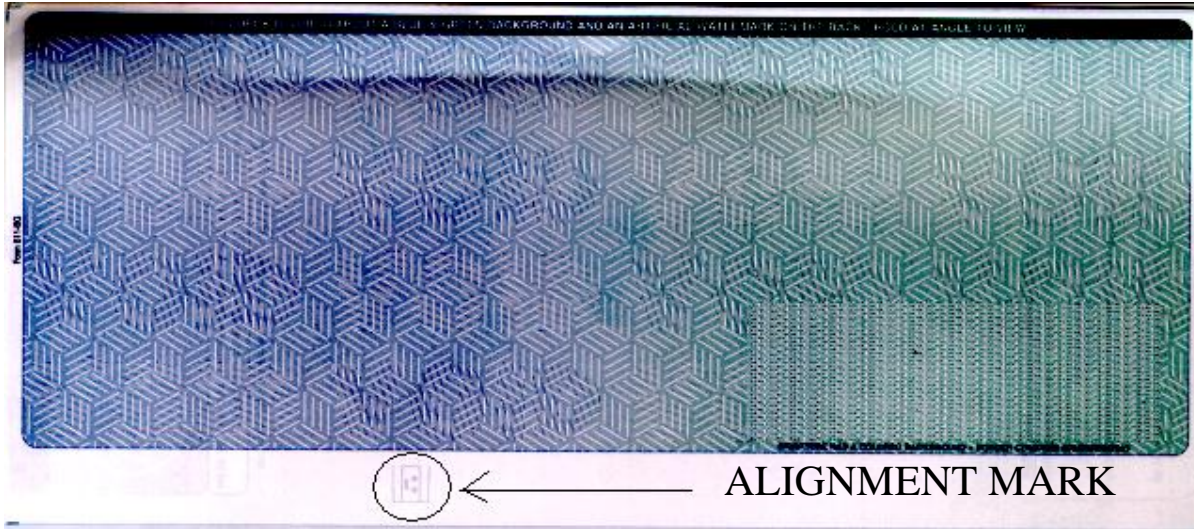
in the printed MICR line. You have the ability to make fine adjustments to the placement of the MICR number at the bottom of the checks. The adjustment number must be entered as zero or as thousandths of an inch (i.e. 1/32 of an inch would be entered as .031 and 1/1000 would be .001).

### Move the MICR Up or Down:

Enter a negative number to move the MICR number up or enter a positive number to move the number down. (i.e. To move 1/32 of an inch down you would enter .031 or to move 1/32 of an inch up you would enter -.031).

### Move the MICR Left or Right:

Enter a negative number to move the MICR number to the left or enter a positive number to move the number to the right. (i.e. To move 1/32 of an inch to the right you would enter .031 or to move 1/32 of an inch to the left you would enter -.031).



When you print the sample check make sure the printed mark aligns with the lightly printed ALIGNMENT MARK on the check. If this is not done, the bank may reject your checks.

#### Optional Text block:

This optional section allows you to place any text on the checks you desire. For example: it could be used to put a second signature line on the check.

The first block is the text you want to put on the check.

Font: Select the font you want to use.

Size: Select the font size you want to use.

Top: Enter the top edge of where you want the text to be printed on the check. Measurement normally starts about 1/4<sup>th</sup> inch from the top edge of the check but this can change from printer to printer. This may be a little tricky since the top edge changes based on the font size you select. Suggestion: make your best guess and then print a sample check to see if it is where you want it to be printed.

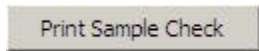
- Left:** Enter the left edge of where you want the text to be printed on the check. Measurement normally starts about 3/8<sup>th</sup> inch from the left edge of the check but this can change from printer to printer. This may be a little tricky since the optional fields cover about ½ the width of the check and is affected by the justification you select. Suggestion: make your best guess and then print a sample check to see if it is where you want it to be printed.
- Justify:** Select whether you want the text to be justified Left, Centered or justified Right.
- Bold:** Check this if you want the text to be bolded.
- Italic:** Check this if you want the text to be italicized.
- Underline:** Check this if you want the text to be underlined.

### Undo button



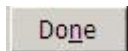
- Click this button to cancel any changes that was made to the form.

### Print Sample Check button



- Click this button can be used to print a sample check for verification.

### Done Button

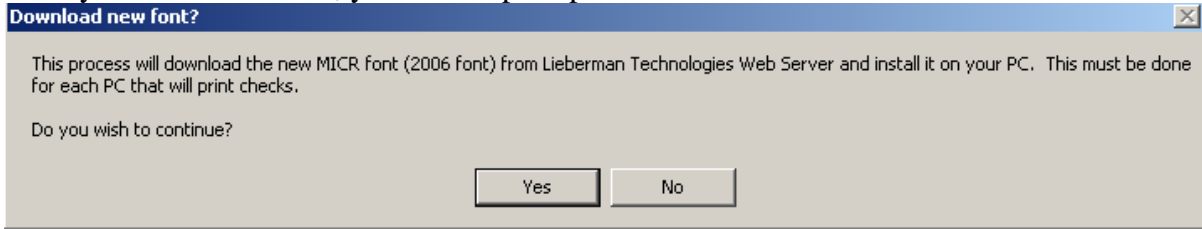


- Click this when you are finished making any changes desired and you have checked your changes by printing a sample check.

### How to Download MICR Font

To download the new MICR font, click  [<- Click to download font.](#) .

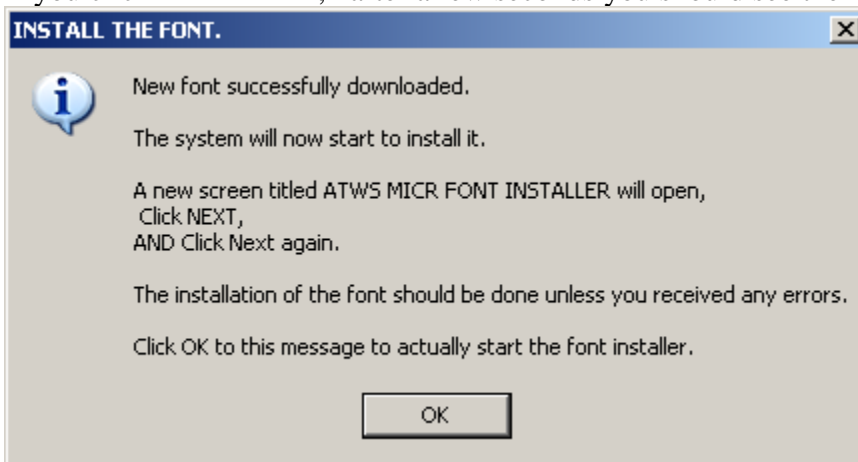
After you click the button, you will be prompted:



Click  to continue downloading.

Click  to quit the process.

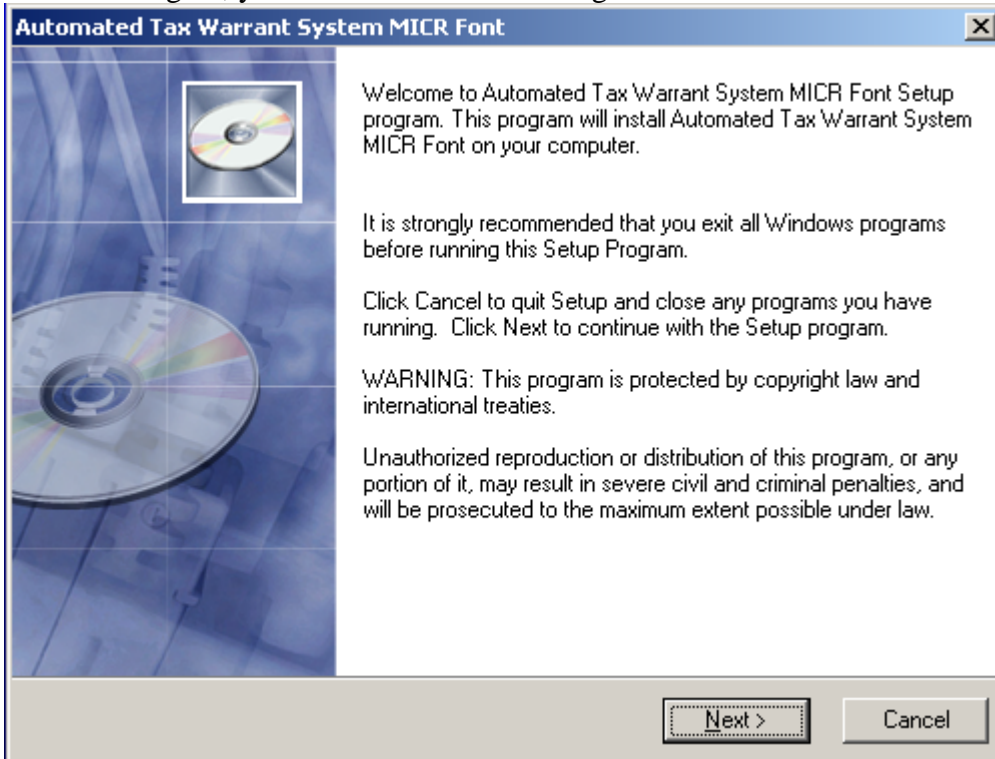
If you click , after a few seconds you should see the following prompt:



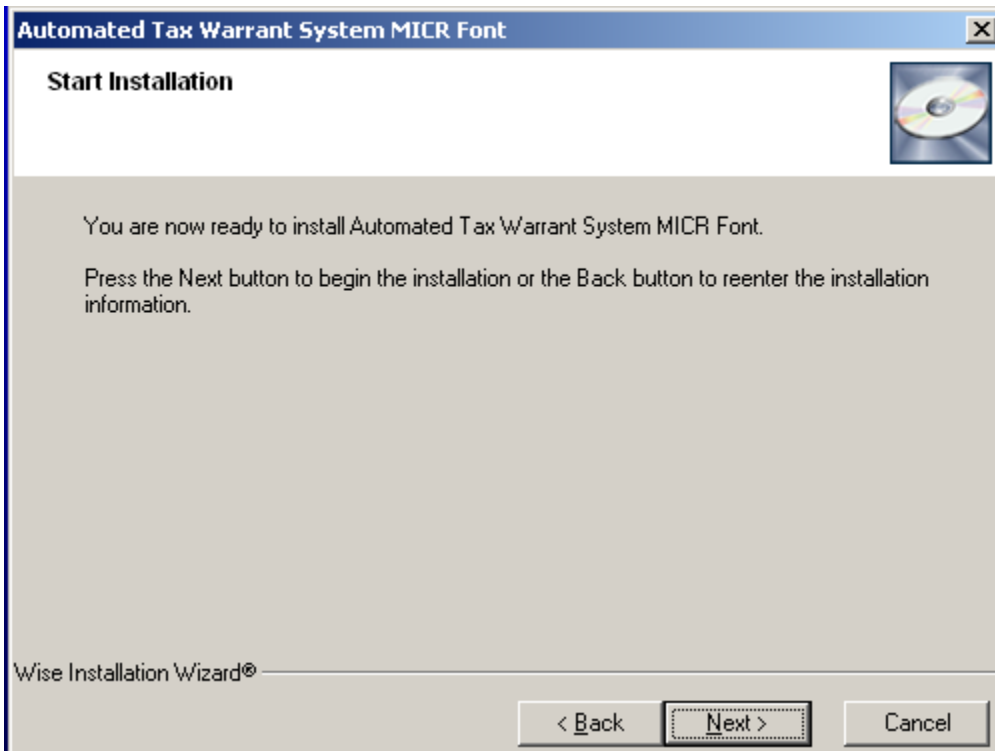
Click  to

dismiss this message and continue with the installation process.

After clicking ok, you should see the following screen:

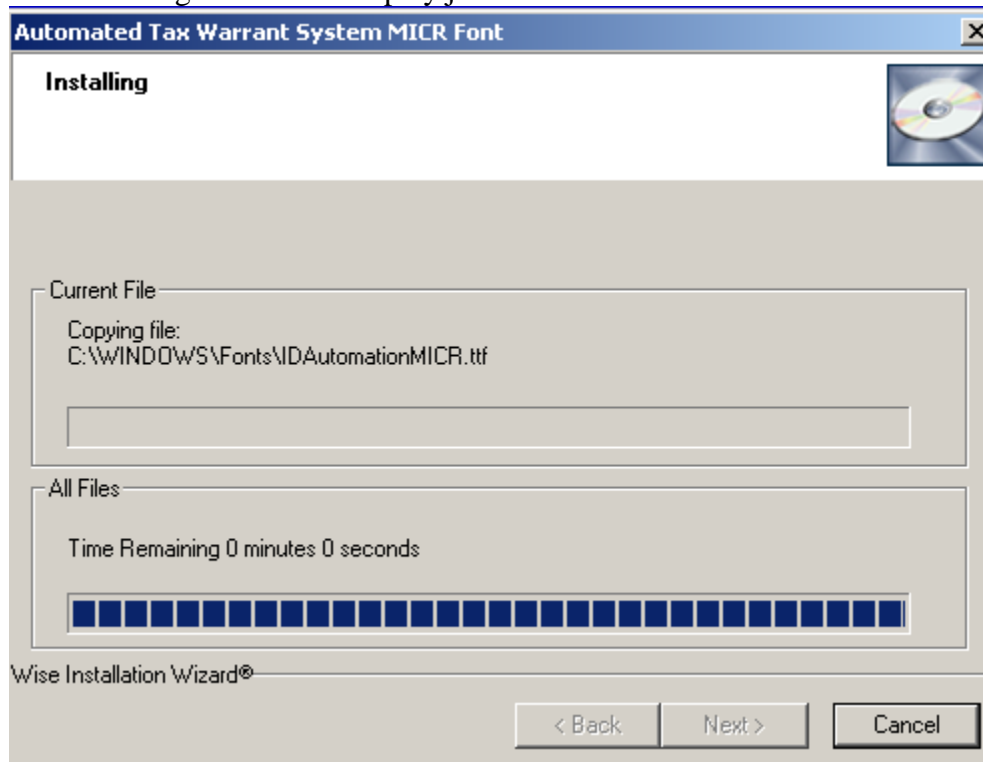


Click  to continue.

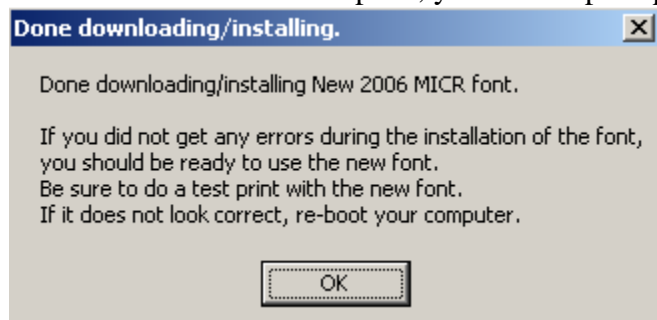


Click  to continue

The following screen will display just for seconds.



After the installation is complete, you will be prompted:



Click OK. It would be best to shut down the ATWS system and reboot your computer just to make sure no errors are generated later.

At this point, the new MICR font is installed on YOUR computer. All computers that will print checks must download the 2006 font.

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