

# Operations Guide: MICR CHECK PRINTING



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# **MICR Check Generator**

# Setting up your MICR Accounts

Before you can print MICR strips on your checks, you must set up MICR accounts in CertiflexDimension. Only users with supervisory access (Level 10) may edit and enable MICR.

## **Creating a New MICR Account**

To access the MICR program from the System Manager window, click **>File >Company Maintenance >Maintain Bank Accounts**.

<u>Maintain Lists</u> <u>Transactions</u>	Checks/Deposits Reviews Reports Ic	ools <u>H</u> elp		
Open Company File F8 Reopen Company File	Print Reports Preferences Backup	i) Help	Manuals Knowledge	
Close Company File Close and Secure Databases	monsion			
User Preferences F6	пензіон			
Start New Period Files F3	Active Company		Active Sessions	
Company Maintenance	Create New Company			
Data File Maintenance	Create New Accounting Packages	14		
0.00	Maintain Bank Accounts	12		
Supervisor Options				

To assign MICR settings to an existing bank account, select the desired bank account and click the **>Edit** button.

To assign MICR settings while creating a new bank account, click the **New** button.

For information on maintaining bank accounts, please refer to your System Manager Operations Guide.

## Setting up your MICR Accounts

To access Maintain MICR Check Options from the Edit Bank Account screen, click >MICR Checks, under Additional Maintenance.

Maintain MICR Check Options displays the selected Bank Account's name, ID and **account** numbers, **MICR Check** 

Account Status, Next Check Number and Next Deposit Number.



The **following Options & Services** may be accessed from this screen:

# **MICR Options**

MICH LINE	41119000	004 01	23=4567	8-90-		🖉 Set MICR Line
Fractional Routing No.	12	1	345	:	678901	🖉 Set Fractional Routing Numb
Account Status	Active					🚘 Activate Now 🚘 Set Inactiv
Allow Access for this Ac Allow Access for this Ac Allow Access for this Ac	count from Acc count from Clie count from Acc	counts Pay ent Write-U counts Rec	able Direct I p Direct Che ceivable Dep	Check eck posit		allow selecting of this MICR Bank account.
		1				Setting a password on a MICR
Password	XXXXXXXXX					Account will require that it be enter
Password Next Check Number	001000	]				Account will require that it be enter before printing checks

The first two MICR options allow you to set the MICR Line and Fractional Routing Numbers.

**NOTE:** It is recommended that you have a copy of your preprinted business checks on hand when entering this information. If the MICR line is incorrect, the bank will not accept the check.

#### Set MICR Line

If you examine your preprinted business check, you will see MICR information printed below the signature line. The normal order of the MICR information on a business check is as follows:

Check Number Routing Number Bank Account Number

C000100C A111900000A C123D45678D90C

The special MICR characters and spaces between numbers are very important. **The Routing Number** and **Bank Account Numbers** of the MICR line appear at the bottom of this screen, printed in red on white. These routing and bank account numbers must be entered **EXACTLY** as displayed on your preprinted check number in the MICR line, enter your check number and press TAB to begin entering the routing information.

MICR Line				
First we will work on setting the MICR Line for this bank account. If you look a account, you will see MICR information printed below the signature line of the o information on a business check (8 1/2 inches wide) is as follows:	t your pre-p heck. The	rinted busir normal orc	iess check ler of the M	for this IICR
Check No Routing No Bank Account	No			
#000100# #111900000# #123#45678#	90#			
The special MICR characters and the spaces between the numbers are very in Account numbers of the MICR Line printed in Red at the bottom of the screen your pre-printed check. If your business check has a pre-printed check number and then press TAB to begin entering the routing information.	nportant. T must be ent r in the MIC	he Routing ered EXAC CR Line, en	Numbera TLY as dis teryourch	nd Bank played or eck numb
Check Number in MICB Line 🔽 Check Number 000100		MICR N	Key Pad	
	1	2	3	
You may use the MICR Key Pad to enter the MICR information for this bank account.	4	5	<u>6</u>	.:
MICR Symbol "On-US" = "" MICR Symbol "Transit Number" = "	Z	8	3	
MICR Symbol "On-US" = 0 MICR Symbol "Transit Number" = 1 MICR Symbol "Dash" = 0	Z	<u>8</u> <u>S</u> p	<u>9</u> ace	••
MICR Symbol "On-US" = "" MICR Symbol "Transit Number" = " MICR Symbol "Dash" = "" MICR LINE	Z Q	<u>8</u> <u>S</u> p	<u>9</u> ace	••

- **Check Number in MICR line**: Check this box if your check number will be included in your MICR line. By default, this box is selected.
- **Check Number**: Specify the check number to start your MICR line. The check number should be 6 digits in length. By default, the first check number is set to **000100**.
- To input the MICR line, use the keypad provided. If you have the option to put the check number in the MICR line selected, then the **routing symbol 1**, which precedes the routing number, will be provided immediately after the check number. The routing number is 9 characters in length, and always enclosed by the routing symbol.

If the routing number is not 9 characters in length, or if the routing symbols are not present at the beginning and ending of the routing number, CertiflexDimension will not allow you to save the MICR line until the discrepancy is corrected.

After the routing number, you must input the bank account number. The account number must end with the **On-US symbol**, **I**. The account number may vary in length, but without the **On-US symbol**, CertiflexDimension will not allow you to save the MICR line until the symbol is added.

Once the MICR line has been entered, click **>OK** to return to the **MICR Options** screen.

#### Set Fractional Routing Number

Your fractional routing number will appear at the top and to the left of the check number on your preprinted business check.

Set MICR/Fraction Routing Number		X
Now we will work on the fractional routing numbe the top right-hand corner of the check, you will se one of the following formats:	er for this bank account. If you look ee the fractional routing number. Th	at your pre-printed business check, in he fractional routing number should be in
Style One - Single Line Si	tyle Two - Over/Under	Style Three - Over/Under with Side
Determine which format your fractional	routing number is in and then enter	the information as described below:
First Part of Fractional Routing Number	12	For Style One, enter the information on the left hand side of the "/". For Style Two or Style Three, enter the information on top of the division bar.
Second Part of Fractional Routing Number	345	For Style One, enter the information on the right hand side of the "/". For Style Two or Style Three, enter the information on bottom of the division bar.
Third Part of Fractional Routing Number	67890	For Style One or Style Two, leave this information blank. For Style Three, enter the information on the right side of the division bar.
	<u>D</u> k <u>C</u> ancel	

This routing number can appear in one of three formats:

Style One: Single Line XXX-XXXX\XXXXX Style Two: Over-Under <u>XXX-XXXX</u> XXXXX

Style Three: Over-Under with Side

XXX-XXXX XXXX

**NOTE:** If you have a **Style One** fractional routing number, CertiflexDimension will print this as **Style Two**. This will not affect bank acceptance of the check.

Determine which style of fractional routing number you have, and enter the information into CertiflexDimension as follows:

- First Part of Fractional Routing Number: For Style One, enter the information on the left hand side of the /. For Style Two or Style Three, enter the information above the division bar.
- Second Part of Fractional Routing Number: For Style One, enter the information on the right hand side of the *I*. For Style Two or Style Three, enter the information below the division bar.
- Third Part of Fractional Routing Number: For Style One or Style Two, leave this field blank. For Style Three, enter the information on the right side of the division bar.

Once the **Fractional Routing Number** information has been entered, click **>OK** to save and return to the **MICR Options** screen, where you may set the following remaining MICR options:

- Account Status: Click the corresponding button to Activate Now or Set Inactive.
- Allow Access for this Account from Payroll Check Run: Check this box to allow Payroll checks to be printed using this MICR account. This box is selected by default.
- Allow Access for this Account from Payable Check Run: Check this box to allow this MICR account to be selected for printing checks. This box is selected by default.

- Allow Access for this Account from Accounts Payable Direct Check: Check this box to allow this MICR Account to print Direct Checks.
- Allow Access for this Account from Client Write-Up Direct Check: Check this box to allow this MICR account to use the Quick Print option in CertiflexDimension Client Write-up. This box is selected by default.
- **Bank Account Number:** Specify the bank account number associated with this MICR account. This is for your reference only, and will not be printed on your checks.
- **Password**: Specify a password for use with this MICR account. If you set up a password for this bank account, you will be required to enter the password before printing MICR checks with this account. If you do not wish to specify a password for this account, leave this field blank.
- Next Check Number: Specify the Next Check Number to be printed from the MICR account. The check number you specify will override any check numbers defined in the Master Data. It will also change the Next Check Number in the Master Data when the MICR account is used for printing. You will NOT be able to override this check number after the MICR option is used.
- Next Deposit Number: This field is reserved for future use.

Once this information has been defined, click **>Ok** to return to the **Maintain MICR Check Options** screen.

## **Check Options**

CompanyLogo	C\IMAGES\CompanyLogo.bmp	Browse
company cogo	c. (IMAGES (Company Eugli) binp	Diowse
Company Name	Diversified Systems, Inc.	
Address	1000 Main Street	
	Dallas, TX 75555   Phone : (214)-484-4747	
Bank Logo	C:\IMAGES\Bank Logo.bmp	Browse Clea
Bank Name	Colony Bank	
Address	43 Main Street	
	Plano, TX 75074	
-Number of Sign	ature Lines to Print	
	Printed) 🦳 One Signature Line	Two Signature Lines
None - (Pre-		
None - (Pre- Signature File	C:\IMAGES\ScannedSignature.bmp	Browse Clea
None - (Pre- Signature File	C:\IMAGES\ScannedSignature.bmp	Browse) Clea

• **Company Logo:** CertiflexDimension gives you the option to print company and bank logos on your checks. Click **>Browse...** to locate the image file of your company logo. The selected image will print next to the company name on your checks.

**NOTE:** The CertiflexDimension MICR system creates a **DMNMICR** directory under **\Advx\Csys\Tranwin**. This directory will contain the image files used by the MICR program for logos and signatures. Although it is not required that you store these files in the DMNMICR directory, the MICR system will default to this directory when you **>Browse...** for these images.

• **Company Name and Address:** This field will contain the company name and address to be printed on the checks. Three lines of text are available for printing. You may assign a fourth line by using the pipe (|) symbol within the field for the second **Address** line. For example, if you wanted to print the company phone number on the fourth line, your second address line would appear as follows:

Anytown, USA 45949 | Phone: 555-123-4567

• **Bank Logo**: Click >**Browse** to locate the image file of your bank logo. The selected image will print next to the bank name on your checks.

- Bank Name and Address: This field contains the bank name and address to be printed on checks. Three lines of text are available for printing. As with Company Name and Address, you may assign a fourth address line using the pipe (|) symbol.
- Number of Signature Lines to Print: Select the option to print no signature lines, one signature line, or two signature lines. The default setting is None.
- **Signature File:** Click > **Browse** to locate the image file of your signature. The selected image will print as the MICR check's signature.

**NOTE**: CertiflexDimension offers a service to create digital files from signatures, as well as company and bank logos. For more information on this service, click > **How to Order Check Forms and Other Services** from the **Maintain MICR Accounts** screen, and select **Logos & Signatures** tab.

## **Printing MICR Alignment Tests and Sample Check**

Once you have set up your MICR account, it is very important that you test your check alignment. This ensures that your checks will be read properly by the bank's scanning equipment.

> **NOTE:** It is vital that you print a test alignment for **every account** that is set up in CertiflexDimension. If adjustments are necessary for proper placement, they will need to be made on each individual account, as **the settings for left and top margins are not universal**. You will also need to print a test alignment whenever you change printers or printer drivers, as a new printer or driver may offset your existing alignment.

To test an account for alignment, click >Print MICR Alignment Tests.

Print MICR Alignment	t Tests		X			
We will first print a test form to adjust the MICR Line to work, why your current printer and Windows print drivers, and then print a test check. Remember that the alignment of the MICR information is extremely important to financial institutions so that they may use automated equipment to process checks. If you change your printers and/or print drivers in the future, make sure to use this "Print Test" program to correctly calibrate the alignment setting for your new hardware configuration.						
Make sure blank PAPER is loaded in your printer and then click 'Print Sample MICR'. Use the adjustment controls to move the MICR print data to correctly align to your printer. Once the alignment is correct for the MICR Line, click 'Next' to print a sample check.						
Current Printer	Current Printer VHP LaseuJet 4050 Series PCL 5e Printer Setup					
Adjust Top Margin	Adjust Top Margin 0 + Adjust Left Margin 0 +					
		<u>B</u> ack <u>Next</u>	<u>C</u> ancel			

Make sure you have blank paper loaded in your printer before printing the **Sample MICR**. Verify that you have the correct printer selected under **Current Printer**. If you need to make any changes to your default printer settings, click **>Printer Setup**. Changes to printer setup will be saved when you save your settings.

To print the Test MICR page, click **>Print Sample MICR**. This will print a page containing guides for alignment. You may check the alignment either with a ruler, or by holding a preprinted check behind the guide and lining up the first routing symbol of the routing number with the routing symbol on the alignment form.

If you need to make adjustments to line up the routing symbols, you may adjust the top and left margins on the **Print Sample MICR** screen. Both **Adjust Top Margin** and **Adjust Left Margin** will allow adjustments from -50 to 50, in increments of 1/100 of an inch.

After printing out the Test MICR page and making any necessary adjustments, click **>Next** to print a **Sample Check** from this account.

NOTE: We recommend using Blank Laser Check Form 317LB to ensure proper alignment. For information on ordering these forms from CertiflexDimension, as well as ordering magnetic toner, click >How To Order Check Forms And Other Services from the Maintain MICR Accounts screen, and click the Checks & MICR Toner tab.

Make sure that the printer is loaded with **blank check forms** prior to printing the sample checks.

MICR - Print Alignment First print a test form and and verify your MICR se extremely important to fir If you change your print MICR - Print Print Print MICR - Print Alignment	nt Tests I adjust the MICR Line to tup and alignment is corr nancial institutions in orde er or print driver in the fu	work with your printer and print driver. T ect. Remember, proper alignment of the er for them to use automated equipment t ture, make sure to use the "Print Test" fe	Then print a test check MICR information is o process your checks, sature to realign the
Make sure t You may still use the a layout gauge	olank CHECKS are loade djustment controls to mo . Make sure all informati To save the alig	d in your printer and then click 'Print Sam ve the MICR print data if the transit symb on printed on the check matches your ba nment information, click 'Save'.	iple Check'. ol does not match the ank account.
Current Printer	hp LaserJet 1000	Print Sample Check	Printer <u>S</u> etup
Adjust Top Margin		Adjust Left Margin	
		Back Save	Cancel

To print a sample check, click **>Print Sample Check**. Verify the alignment is correct by using an alignment guide, or by holding a preprinted check behind the sample check and lining up the routing symbols. If you need to move the MICR line, you can make adjustments to the top margin and left margin as before.

After properly aligned your checks, click **>Save** to save the settings for the MICR account. You will then be returned to the **Maintain MICR Accounts** screen.

## **Preprinting MICR Checks**

If you wish to print blank checks, access **Maintain MICR Check Options**, highlight the account for which you want to print blank checks, and click **>Pre-Print Checks**.

> **NOTE**: Before printing checks, make sure that you have your printer **loaded with blank check forms**, and that your printer is using a **magnetic MICR toner cartridge**.

Pre-Print Checks 01 : MICR Bank Account 1				
Select the number of chec	ks to pre-print and Click "Ok".			
Current Printer	\HP LaserJet 4050 Series PCL 5e			
Next Check Number	000100	Printer <u>S</u> etup		
Number of Checks (1-999)	45 🔶			
	<u>Ok</u> <u>Cancel</u>			

• **Current Printer:** This shows which printer will print your checks. This printer must be loaded with blank check forms and magnetic MICR toner.

- Next Check Number: This displays the next check number to be printed. This check number was designated when the MICR account was set up, and cannot be changed on this screen. If this is the incorrect check number, you will need to click >Cancel, and then click >Edit to make changes to the MICR account.
- Number of Checks (1-999): Designate the number of checks you would like to print, up to 999.

Once you have specified the printer and the number of checks you wish to print, click **>OK** to print your checks.

#### **Reviewing the MICR Account Audit Trail**

Under Maintain MICR Check Options, you have the option to view all printing activity on any MICR account. Click >Review Audit Trail. This will display a list of checks that were run on this account, the user who ran them, the time and program they were run from, and the check number and MICR counter range of the selected checks. This information is printed to screen. You do not have the option to print to printer.

# Printing MICR Checks from Accounts Payable, Payroll or Client Write-Up

All CertiflexDimension checks can be associated with a corresponding bank account prior to check printing. If your selected bank account is associated with an active MICR check, the system will automatically enable MICR check printing features for you. You may temporarily disable the MICR feature for a check session by deselecting the **Use MICR Checks** checkbox in the **Select Bank Account** window.

**NOTE:** If your MICR account for the selected bank account requires a password, you will be required to enter the password on the **Select Bank Account** window before MICR checks can be printed.

The printing of CertiflexDimension MICR checks follows the same process as non-MICR check printing, except that **Next Check Number** prompts and **Renumber** options are disabled.

# **Converting v9.x MICR Accounts**

This option will allow you to convert the setup of CertiflexDimension v9.x MICR accounts for the current company.

01	9874521578	First Bank of Newbridd	je
Accou To cha a MICI chang addres	Int Status Inge the active status or R Account, dick > MICR e information such as log sses for the check, dick >	security settings for <b>Options</b> . To os, signatures or <b>&gt; Check Options</b> .	Options & Services > MICR Options > Check Options
міс	R Check Account Status	Active	> Print Alignment Tests
Nex	t Check Number	000021	> Pre-print Millin Linecks > Review Audit Trail
Nex	t Deposit Number	DP0100	> Order Forms/Signatures > Convert v9.x MICR

First, you must select the v9.x company list file by selecting **>Browse** and then opening the **Control0.CDN** file, found in **Cfx9\Data\Db**. The MICR conversion program should then locate the required company list.

Convert v9.x MICR				X		
This option will allow you to co	nvert the setup of a CertiflexDim	ension v9.x MICR a	count to the current bank	k account.		
First, you must select the v9.	company list file by selecting >	Browse and then d	ick > <b>Open MICR List</b> .			
Next, select the v9.x MICR account you wish to convert and then click > Convert Now.						
Current Account						
[01] 9874521578 - First Ba	nk of Newbridge					
~v9.x Company List						
C:\Cfx9\Data\Db\Control0	CDN			Browse		
C:\Cfx9\Data\DB\Require	d\Main\D00YYCK1.CDN			Open MICR List		
- v9 v MICB Account List						
Bank ID Account Numbe	r Bank Nam	e		*		
▶ 01 1234548697	MICR Bar	k Account 1				
02 123123123	MICR Bar	k Account 2				
				_		
			Convert Now	Close		
				,		

Click **>Open MICR List** and the company's **MICR Account List** will be displayed. Conversion of multiple bank accounts will need to be performed one bank at a time. Select the v9.x MICR account you wish to convert and then click **>Convert** Now.

Once you have finished converting all of your v9 bank accounts, click **>Close.**