# ULTRA

**Certiflex**Dimension
Business Accounting Software

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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**.
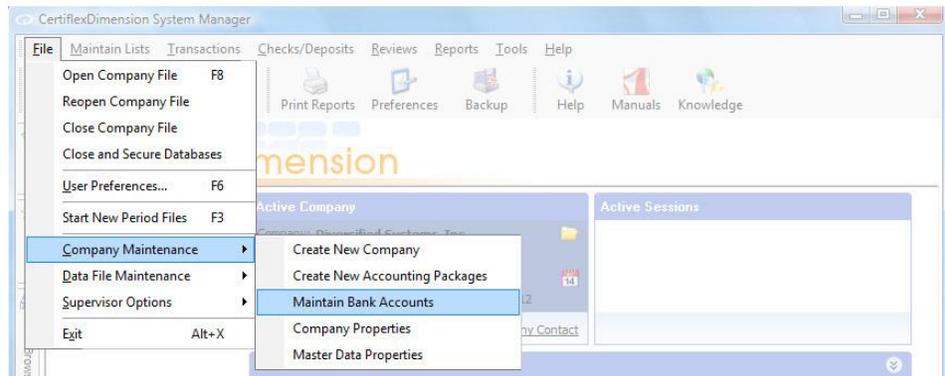


To assign MICR settings to an existing bank account, select the desired bank account and click the >**Edit** button.

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

For information on maintaining bank accounts, please refer to your S*ystem 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



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 <mark>red on white</mark>. 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.



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- **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** ⑈, 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**, ⊪.  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.



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*

    <u>XXX-XXXX</u>  - XXX
     XXXX

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**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.

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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 **/**.  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



- **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.**
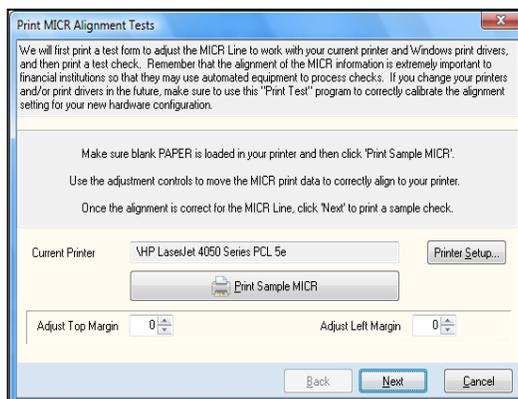
Make sure you have blank paper loaded in your printer before printing the **Sample MICR.** Verify that you have the correct printer selected under **Current Printer**. If you need to make any changes to your default printer settings, click >**Printer Setup**. Changes to printer setup will be saved when 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.
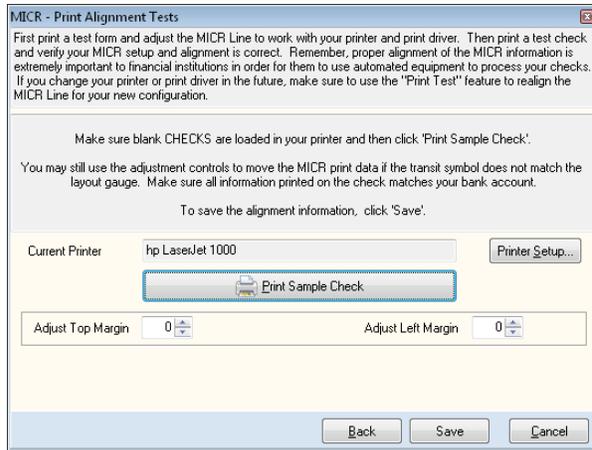
To print a sample check, click >**Print Sample Check**. Verify the alignment is correct by using an alignment guide, or by holding a preprinted check behind the sample check and lining up the routing symbols. If you need to move the MICR line, you can make adjustments to the top margin and left margin 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**.

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**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**.

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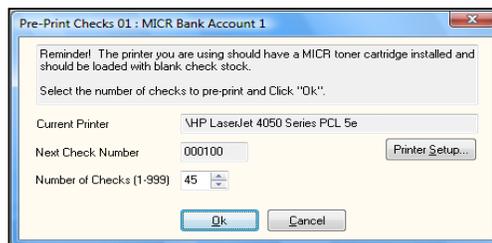


- **Current Printer:** This shows which printer will print your checks. This printer must be loaded with blank check forms and magnetic MICR toner.

- **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.
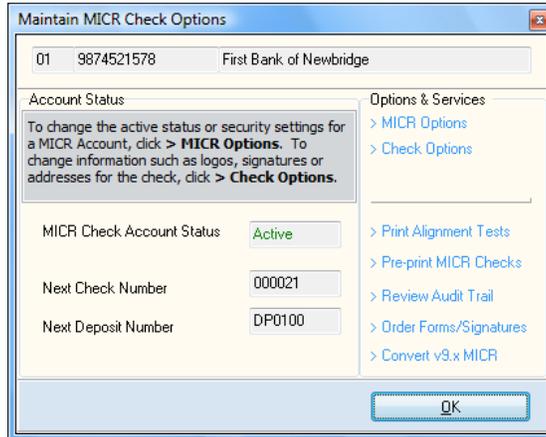


First, you must select the v9.x company list file by selecting **>Browse** and then opening the **Control0.CDN** file, found in **Cfx9\Data\Db**. The MICR conversion program should then locate the required company list.
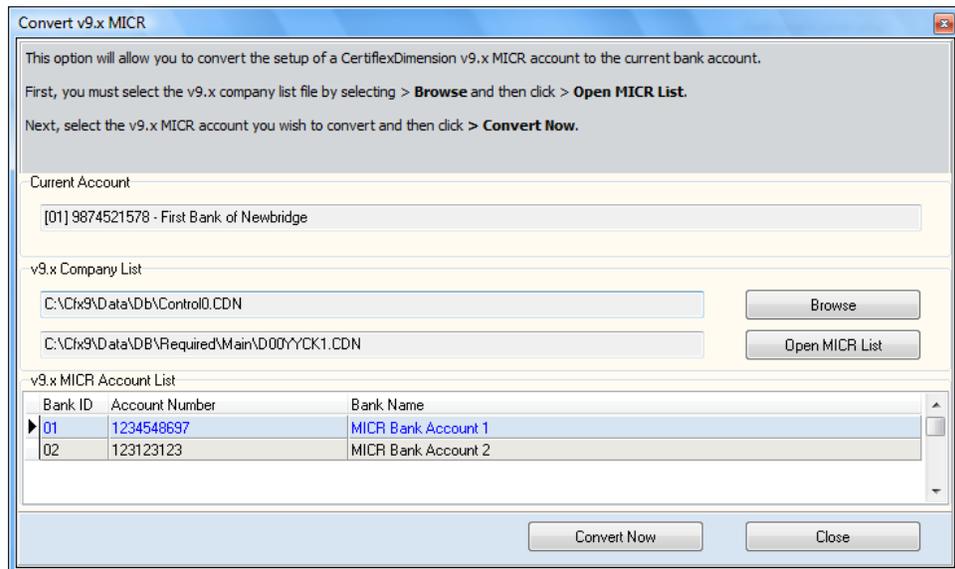


Click **>Open MICR List** and the company's **MICR Account List** will be displayed. Conversion of multiple bank accounts will need to be performed one bank at a time. Select the v9.x MICR account you wish to convert and then click **>Convert Now.**

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