

Welcome to the MICR Encoded Laser Checks Version 4.20 Manual

How To Use This Guide

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Note: This manual is best viewed using the latest version of Adobe Reader, which is available free of charge at <http://www.adobe.com/products/acrobat/readstep2.html>. For best printing results, print to a PostScript printer.

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This manual was written for MICR Encoded Laser Checks version 4.20. It was last updated on 12/5/07.

MICR Encoded Laser Checks Version 4.20

NOTICE! Starting with version 4.20, Accounts Payable is NO LONGER INTEGRATED with MICR Encoded Laser Checks Version 4.20.

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Introduction

The HighTower Ideal

At HighTower, we are committed to delivering superior accounting, time management, manufacturing and distribution solutions to small and mid-sized businesses.

HighTower is a Sage Software® Master Developer for Sage MAS 90 ERP and Sage MAS 200 ERP software with titles such as Direct Deposit, Gift Card Expansion Pack, MAstransit, MICR Encoded Laser Checks, Multi-Bin® Advanced Distribution, Point of Sale® Professional, Professional Retainer Control, Remote Salesperson PDA, ScanBlaster, Time and Billing®, Time and Billing® Professional, and Timekeeper® to our credit.

HighTower uses a unique **Patch Installation** system, which installs the HighTower enhancements without overwriting your original Sage Software program. Our patch installation method makes our products attractive to users installing enhancements from multiple Sage Software Master Developers.

Our promise of exceptional technical products is only exceeded by our commitment to customer service. Our success is measured in customer satisfaction.

Welcome to the MICR Encoded Laser Checks Module

MICR Encoded Laser Checks is an enhancement for the Sage MAS 90 and 200 applications developed by Sage Software. The MICR Encoded Laser Checks module expands the printing capabilities of your Payroll module to include Magnetic Ink Character Recognition (MICR) codes on checks. MICR codes enable checks to be read by electronic sorters in various banks during check clearing process. You can also set security for the signatures within MICR Encoded Laser Checks. Unlike the MICR printing currently available in Sage MAS 90 or 200, individual user workstations do not need to download specific fonts, and MICR Encoded Laser Checks does work in a Citrix or Terminal Access Server environment.

MICR Encoded Laser Checks can also save your company time and money. All check form information is user-configurable eliminating the risk of obsolete check forms. Also, MICR eliminates the need to purchase and load different paper stock for each account. You can print all checks for multiple accounts on one common blank stock.

Integration with Other Sage MAS 90 and 200 Modules

The MICR Encoded Laser Checks module is integrated with other Sage MAS 90 or 200 modules. When integrated, each module "shares" common information with any related modules. The following Sage MAS 90 or 200 modules integrate with the MICR Encoded Laser Checks module:

- [Payroll](#)



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To integrate the MICR Encoded Laser Checks module with the Payroll module, you must set up these module before installing MICR Encoded Laser Checks.

Payroll

From the Payroll module, you can print paychecks and stubs for your employees, including employee earnings and deductions, employee and employer taxes, year-to-date earnings and tax information. When integrating Payroll with MICR Encoded Laser Checks, the checks will print with the MICR codes, the selected logo, and correct signature file. You can also customize the paycheck form to use.

Using the MICR Encoded Laser Checks Manual

This manual provides the information necessary for setting up and operating your MICR Encoded Laser Checks module. Use the MICR Encoded Laser Checks manual as a guide when initially setting up the module, and then as a resource for understanding features of the module. The manual contains overviews and samples of windows and menus.

Sections in this Manual

This manual is divided by the different menus available in MICR Encoded Laser Checks. The following table describes the chapters available in this manual.

Chapter	Description
Chapter 2: MICR Encoded Laser Checks Concepts	This chapter explains different concepts you need to know about using your MICR Encoded Laser Checks system.
Chapter 3: Installing MICR Encoded Laser Checks	This chapter details the installation procedures for MICR Encoded Laser Checks.
Chapter 4: Navigating in MICR Encoded Laser Checks	This chapter describes the basic features available in the MICR Encoded Laser Checks module.
Chapter 5: Using the Setup Menu	This chapter describes how to enter the basic information required to use the MICR Encoded Laser Checks module. This chapter includes setting general options for the module.
Chapter 6: Using the Main Menu	This chapter describes how to use the features in the Main menu, including maintaining bank information for checks and printing blank checks.
Chapter 7: Using the Reports Menu	This chapter details how to print reports based on information available in the MICR Encoded Laser Checks module.
Chapter 8: Integration with Sage MAS 90 or 200	This chapter details how the MICR Encoded Laser Checks module integrates with Sage MAS 90 or 200.



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Graphic Conventions

The following icons are used throughout this manual to indicate different types of information.

Graphic	Description
	The Note symbol is followed by additional information about a topic.
	The Helpful Hint symbol is located in the left margin and contains additional information about an option.
	The Warning symbol is followed by information to help you avoid costly mistakes.

Text Conventions

The following table describes the text conventions used in this manual.

Text Convention	Explanation
Field font	Indicates a field name, list box name, options in a list, column name, or check box.
<i>Italic font</i>	Indicates directory names or references to other manuals.

Getting Additional Help

There are online manuals, online help, and technical support for the MICR Encoded Laser Checks enhancement.

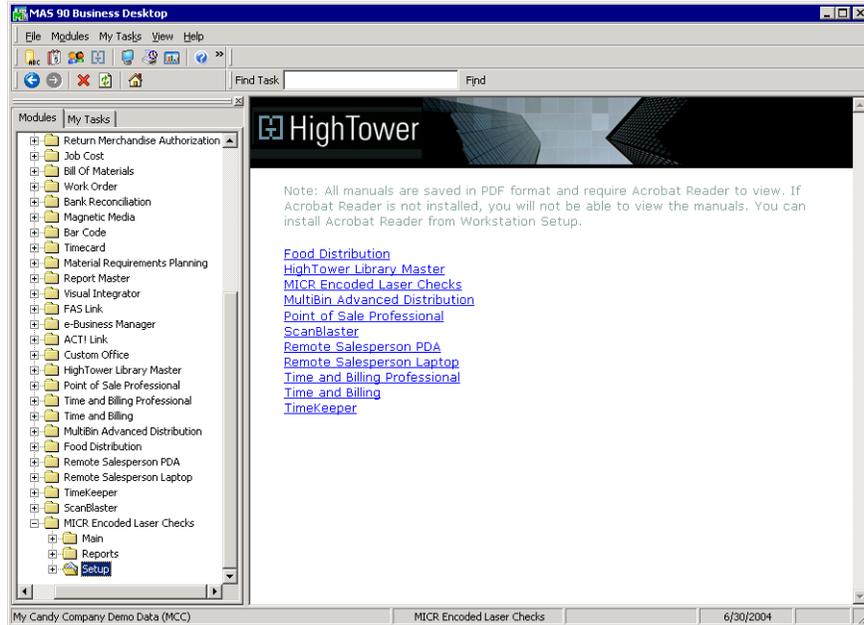
Getting Additional Copies of the Manual

The MICR Encoded Laser Checks manual is available when you install the module.



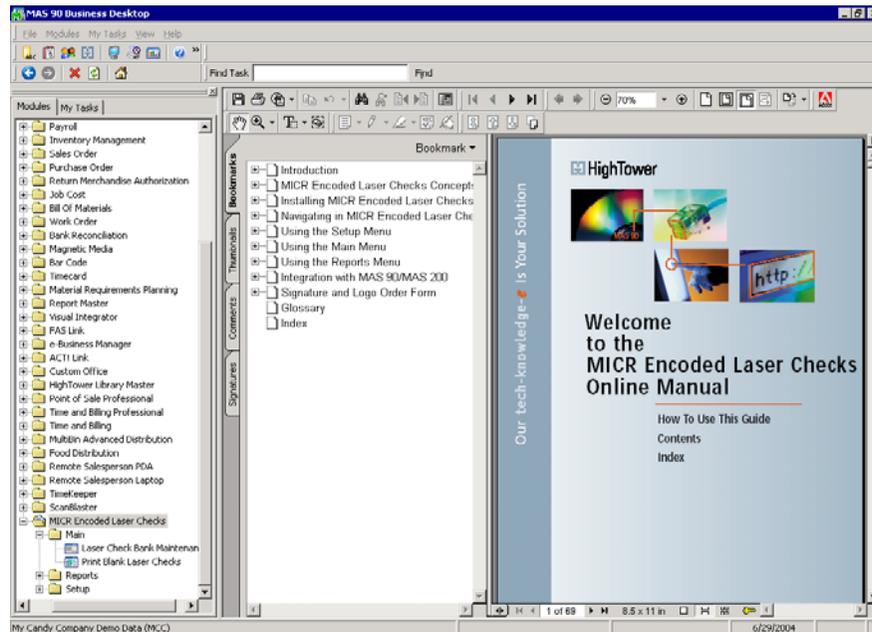
Open the MICR Encoded Laser Checks Online Manual

- 1 From the **Help** menu on the Sage MAS 90 or 200 menu bar, select **Enhancements Manuals**. The Manuals list appears on the right side of the screen.



Manuals List

- 2 Click on the **MICR Encode Laser Checks** link. This manual will appear in PDF format.

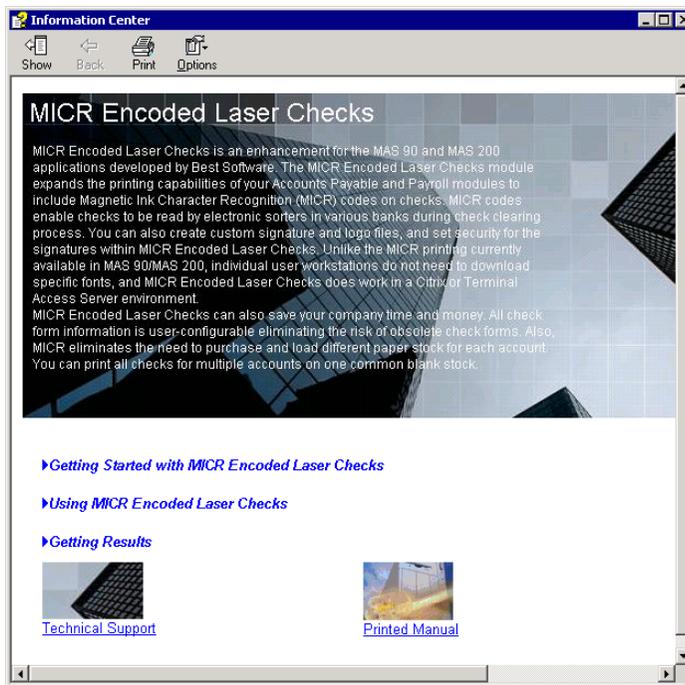


Online Manual



Using the MICR Encoded Laser Checks Online Help

The MICR Encoded Laser Checks module includes an extensive online help with the standard topic online help and context-sensitive online help for fields and windows.



Online Help

Open the Online Help

- For field level context-sensitive help, move your cursor to the field and press F1. A pop-up window appears with help for the field.
- For window level context-sensitive help, click the  button on the window. The help screen for the window appears.

Support Services

There are several methods of support for your MICR Encoded Laser Checks module:

- Contact your Authorized Reseller or Consultant. If you do not have an Authorized Reseller or Consultant, contact HighTower (1.888.583.3000).
- Refer to the Enhancement Data Definitions available in the Library Master Extensions module in the Utilities menu. This feature lists all the data fields available on each window of each HighTower module.
- Access technical bulletins and download program corrections through the HighTower website (www.hightowerinc.com). Note that program corrections are available exclusively through the Internet.



Chapter 1

For more information about fee-based customer support services, contact our Help Desk Department. Regular Help Desk hours are 9:00 A.M. to 5:00 P.M. Central Standard Time Monday through Friday. You can reach our Help Desk Department in the following ways:

- Phone: 1.888.583.3000
- Fax: 847.674.0544
- E-mail: helpdesk@hightowerinc.com

This concludes *Chapter 1: Introduction* of the MICR Encoded Laser Checks manual.



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MICR Encoded Laser Checks Concepts

Chapter 2: MICR Encoded Laser Checks Concepts explains different concepts you need to know to use your MICR Encoded Laser Checks module to the fullest extent.

Using MICR Encoded Laser Checks with Sage MAS 90 or 200

The MICR Encoded Laser Checks module integrates with the printing function available in Payroll. You set up bank information to print with MICR codes, signatures for checks, and logos to include on checks through the MICR Encoded Laser Checks module. When Payroll prints checks, this information will be included.

To print MICR codes correctly requires a printer that has MICR capabilities. The MICR Encoded Laser Checks module supports both the HP LaserJet II and HP LaserJet III printer types, or any other printer with MICR capabilities.

MICR Codes

MICR codes include a valid check routing number, transit number, and account number. This information is coded to be read through an electronic check processor. The MICR typeface has 14 characters including the numbers 0 - 9, and four special symbols - Transit, Amount, On-Us, and Dash. The following table displays the standard character type and the MICR output for the characters.

	0	1	2	3	4	5	6	7	8	9	Transit	Amount	On-Us	Dash
Letter to Type	0	1	2	3	4	5	6	7	8	9		^	@	-
MICR Output	0	1	2	3	4	5	6	7	8	9	⋮	⋮	⋮	⋮

The MICR codes are printed on the bottom of the check.

This concludes *Chapter 2: MICR Encoded Laser Checks Concepts* of the MICR Encoded Laser Checks manual.



Installing MICR Encoded Laser Checks

Chapter 3: Installing MICR Encoded Laser Checks provides detailed installation instructions, and contains the steps to register the MICR Encoded Laser Checks module.

System Requirements

Sage Software does set standard system requirements for workstations using Sage MAS 90 or 200. See the system requirements determined by Sage Software (www.sagesoftware.com).

Printer Requirements

MICR Encoded Laser Checks does require a compatible printer with MICR fonts. This module does support HP LaserJet II and HP LaserJet III, or any other printer with MICR printing capabilities. You will receive an error and will not be able to print if using a printer that is not compatible.

Pre-installation Instructions

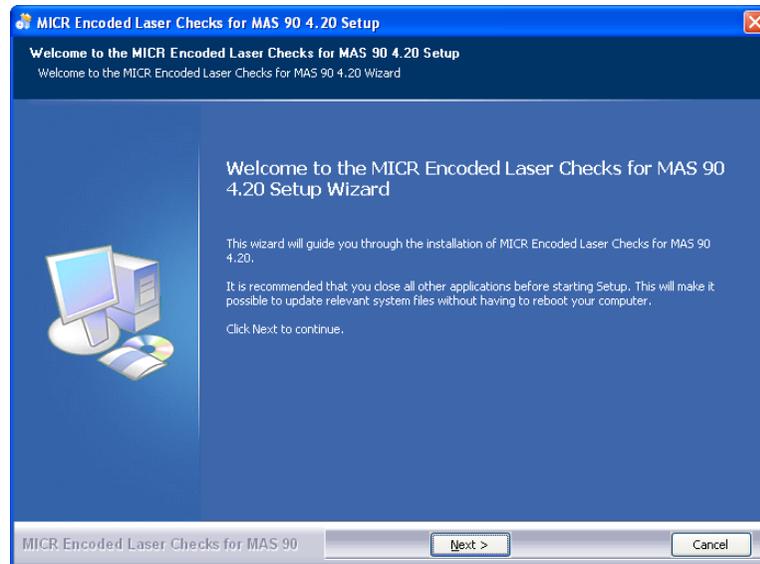
- Before installing the MICR Encoded Laser Checks module, you must have Sage MAS 90 or 200 installed on your system. Install the correct version of Sage MAS 90 or 200 that works with the appropriate version of MICR Encoded Laser Checks. You may be required to upgrade your Sage MAS 90 or 200 system before installing MICR Encoded Laser Checks. See the installation documentation provided by Sage Software for installation instructions.
- If the Sage MAS 90 or 200 program or any upgrades have just been installed, enter the Sage MAS 90 or 200 system to finish the installation procedures.
- Be sure the Sage MAS 90 or 200 Payroll module is completely installed and configured. See the online documentation provided by Sage Software for full instructions.
- Ensure that all of the following entry files have been updated or cleared BEFORE installing MICR Encoded Laser Checks to avoid any data corruption.
 - Payroll Data Entry
 - Payroll Check Register
- If you are upgrading from a previous version of the MICR Encoded Laser Checks module, make sure all MICR Encoded Laser Checks entry files have been updated or cleared BEFORE installing the latest version.
- All users should exit from Sage MAS 90 or 200 before beginning the MICR Encoded Laser Checks installation.

Install MICR Encoded Laser Checks

Complete the following steps to install the MICR Encoded Laser Checks module.

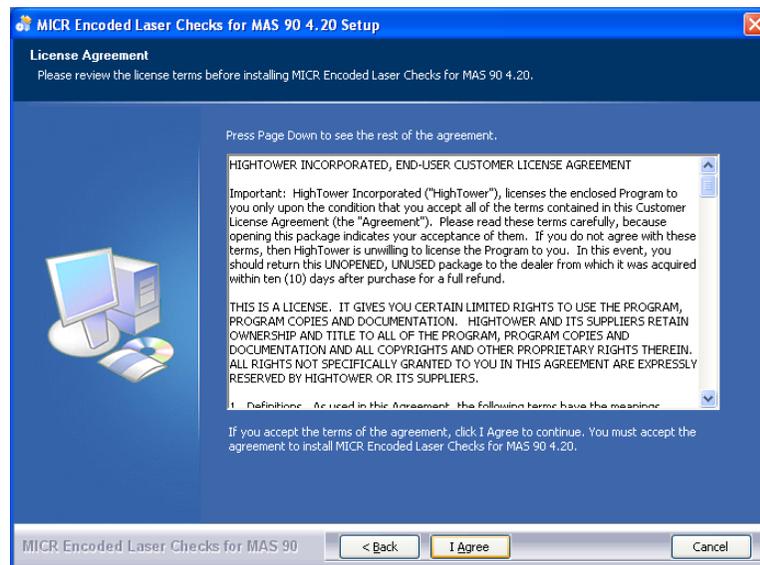


- 1 Close all programs.
- 2 Launch your MICR Encoded Laser Checks installation program. The MICR Encoded Laser Checks Setup Wizard Welcome window appears.



Installation Wizard - Welcome Window

- 3 Click **Next** to begin installation. The License Agreement window appears.



Installation Wizard - License Agreement Window

- 4 Click **I Agree** to accept the agreement. The destination location window appears.



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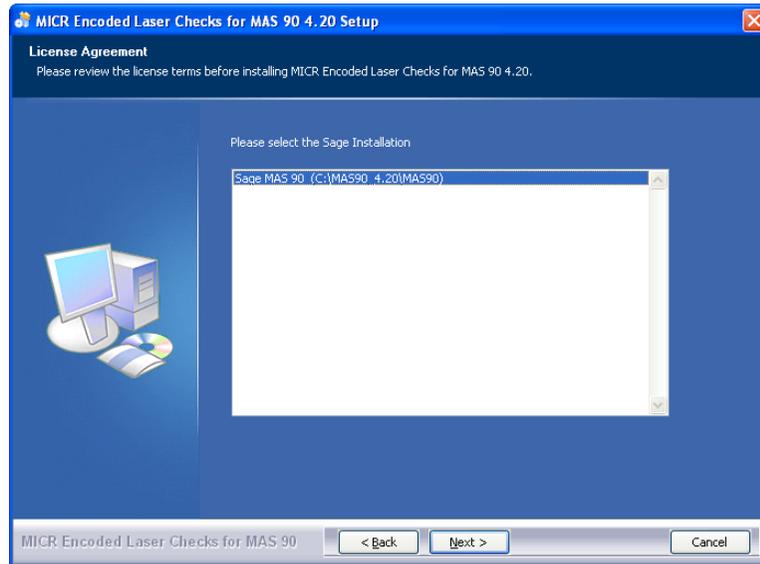


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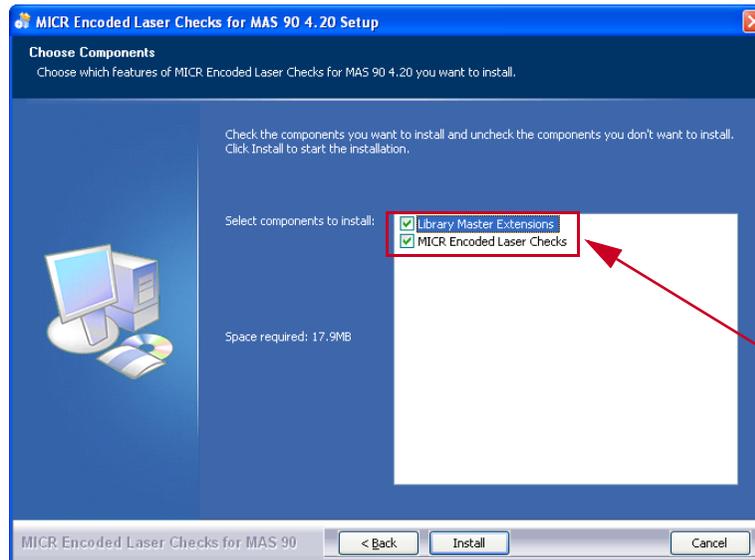
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Installation Wizard - Destination Location Window

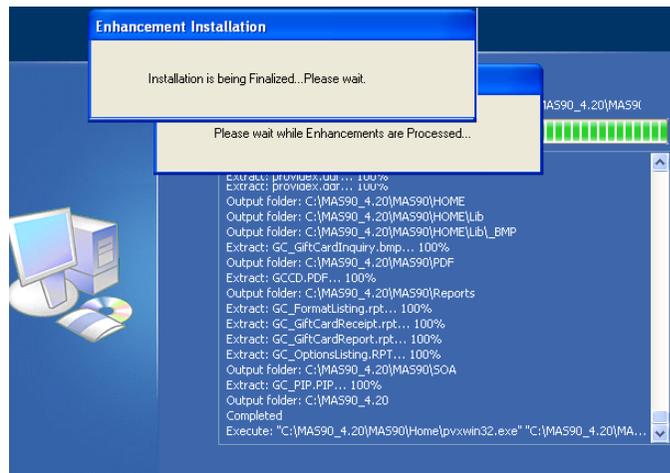
- 5 Select the Sage Installation, and click **Next**. The Choose Components window appears.



Installation Wizard - Enhancement Selection Window

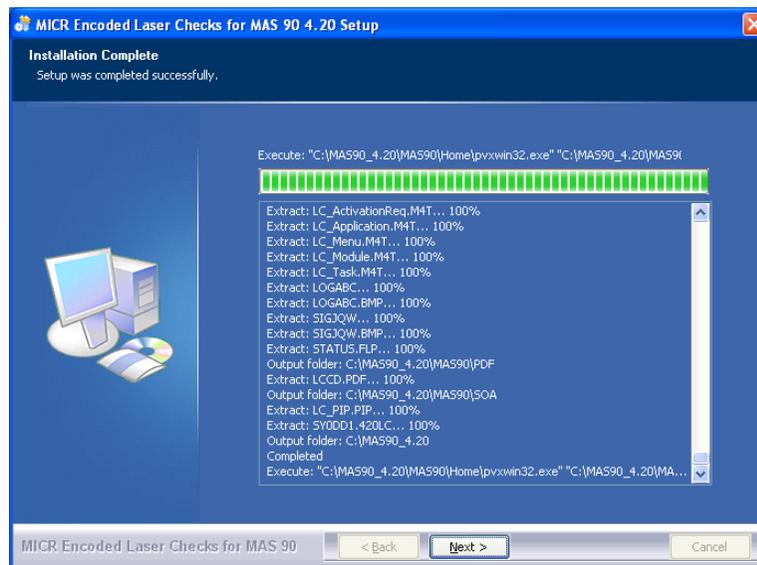
- 6 Select the **Library Master Extensions** and **MICR Encoded Laser Checks** options from the list of applications, and click **Install**. This may take a few minutes.

While installing the enhancements, the system displays the following messages.



Installation Wizard - Enhancement Installation Messages

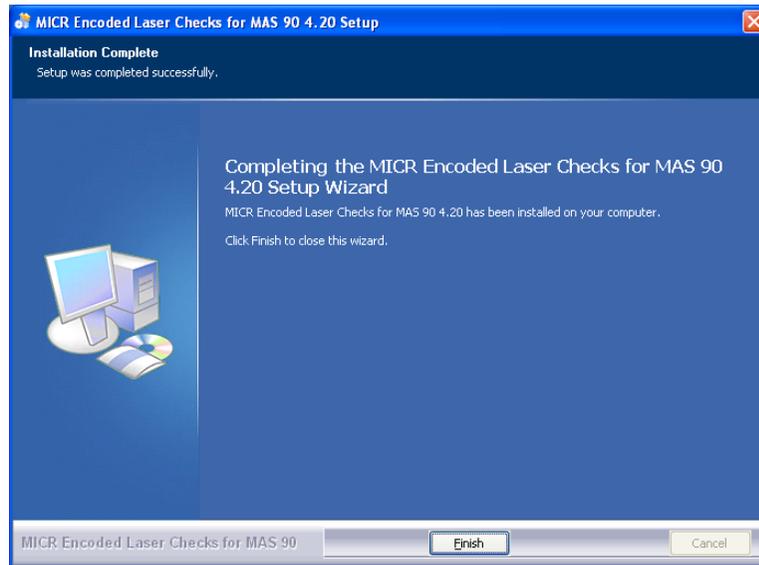
When the installation is finalized, the Installation Complete window appears.



Installation Wizard - Installation Complete Window

7 Click **Next** to continue. The final installation window appears.





Installation Wizard - Finish Installation Window

- 8 Click **Finish** to complete the installation.

System Startup

System Startup is an automatic procedure that must be performed once per company. This procedure is initiated the first time you access MICR Encoded Laser Checks for a specific company. During System Startup, you will advance automatically through a complete sequence of activities in which you enter options to tailor MICR Encoded Laser Checks to your company's specific requirements.

The information entered in System Startup can be modified at any time from the Setup menu.

Set Up the MICR Encoded Laser Checks Module in Role Maintenance

You must make sure that you check the module in the Role Maintenance feature of the Sage MAS 90 or 200's Library Master module.



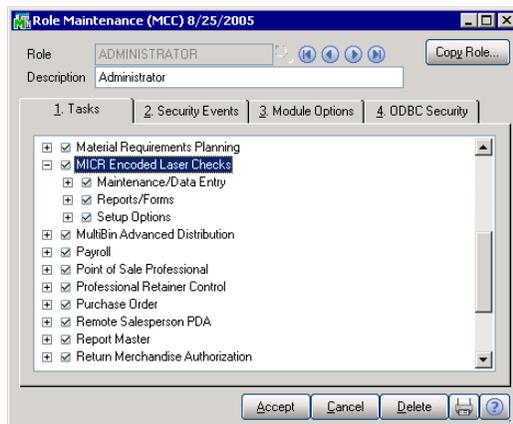
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- 1 From the Sage MAS 90 or 200 Library Master menu, select **Main ► Role Maintenance**. The Role Maintenance window appears.



Role Maintenance Window

- 2 Select your user role defined for your Sage MAS 90 or 200 system.

See your Sage MAS 90 or 200 *Library Master Online Help* for more information.

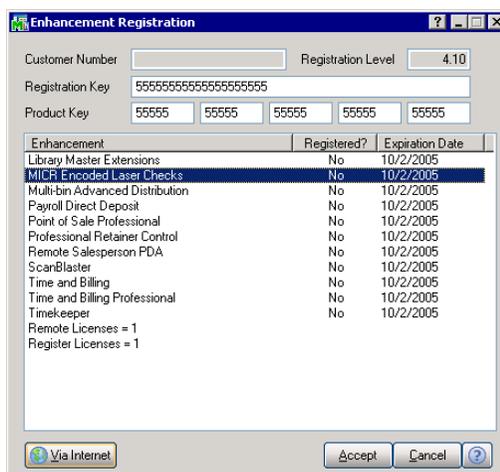
- 3 Check the **MICR Encoded Laser Checks** option.

- 4 Click **Accept**.

Register the MICR Encoded Laser Checks Module

When you try to open the MICR Encoded Laser Checks module for the first time, you will need to register the enhancement. You can install enhancements for a 45-access trial period. When you purchase an enhancement, you will receive a registration ID and key from your Laser Checks representative, or you can access the key through the Internet. You register this enhancement through the Library Master Extensions module.

- 1 From the Sage MAS 90 or 200 Library Master menu, select **Main ► Enhancement Registration**. The Enhancement Registration window appears.



Enhancement Registration Window



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- 2 Enter the registration key in the **Registration Key** field. You can also click the **Via Internet** button to automatically populate the registration and product keys.
- 3 Enter the unlocking key in the **Product Key** field.
- 4 Click **Accept**. The system will register purchased enhancements.

See the *Library Master Extensions Manual* for more information.

Sage MAS 200 or Sage MAS 200 for SQL Installations

After the installation or upgrade is completed on the Sage MAS 200 server, you must run the a Client Server Workstation Install on each workstation for each enhancement that has been installed or upgraded.

- 1 To run the Client Server Workstation Install, click the **Main** menu of the **Library Master Extensions** module.
- 2 Click the **Client Server Workstation Install** menu option to display the Client Server Workstation Installation window.
- 3 For each enhancement, there are three options that may be selected. Select **Install** (the optional **Help** and **Manual** options are not required).
- 4 After the options have been selected, click **Proceed** to install the selected options to the workstation.

See the *Library Master Extensions Manual* for more information.

Defining the MICR Encoded Laser Checks Module

The System Startup occurs when you try to access the MICR Encoded Laser Checks module for the first time.

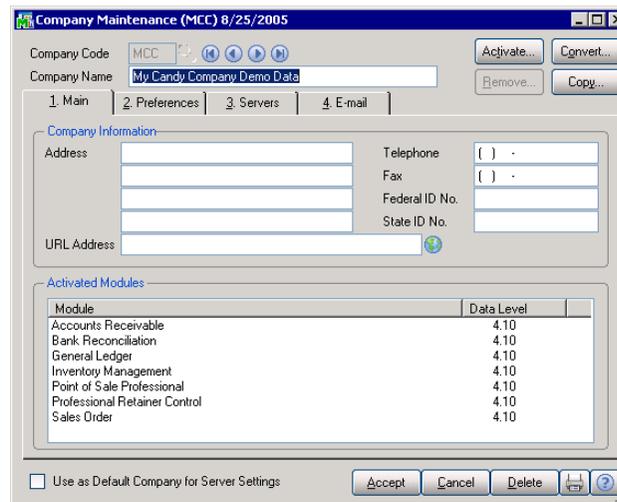
- 1 Select an option from the MICR Encoded Laser Checks module.
- 2 If the application has not been activated, click **Yes** when the following dialog box displays.



Sage MAS 90 Dialog Box

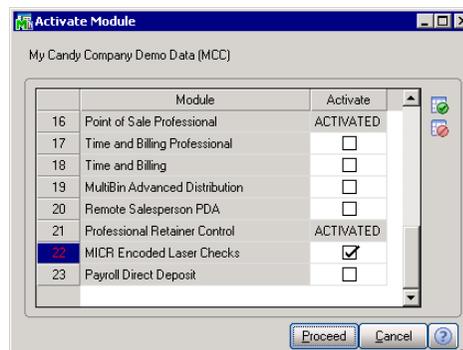


The Company Maintenance window appears.



Company Maintenance Window

3 Click **Activate**. The Activate Application window appears.

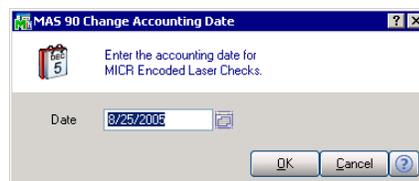


Activate Application Window

 **NOTE:** For more information about activating modules, see the *Library Master Module Online Help* by Sage Software.

4 Select the **MICK Encoded Laser Checks** module, and click **Proceed**.

5 From the Modules menu, click **MICK Encoded Laser Checks**. The application displays the Change Date window.



Change Date Window

6 Click **OK**. You can change the date, but the application defaults to the current accounting date.



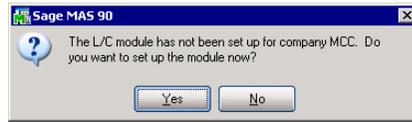
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The following dialog box displays.



Sage MAS 90 Dialog Box

- 7 Click **Yes** to begin defining files to start MICR Encoded Laser Checks.

When all data files are defined, you automatically advance to options in the **Setup** menu.

For more information, see the [Using the Setup Menu](#) section (see page 30).

This concludes the *Chapter 3: Installing MICR Encoded Laser Checks* of the MICR Encoded Laser Checks manual.

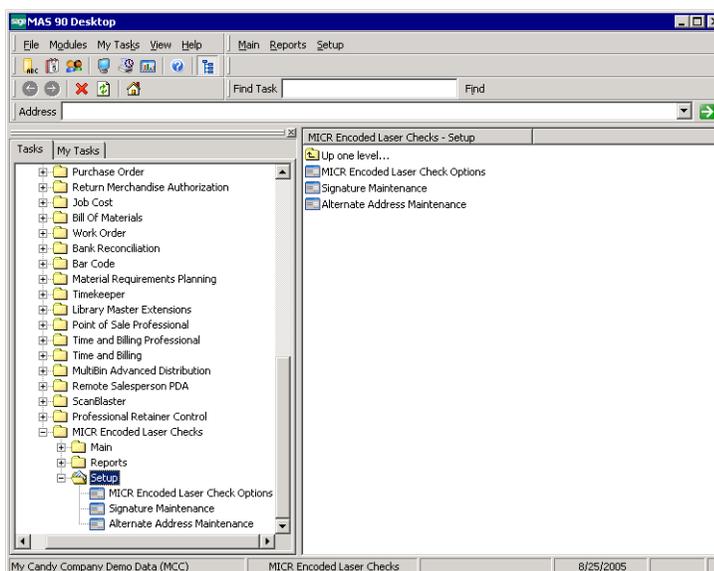


Navigating in MICR Encoded Laser Checks

Chapter 4: Navigating in MICR Encoded Laser Checks contains instructions on how to access specific features of the MICR Encoded Laser Checks module. This chapter describes how to access windows in MICR Encoded Laser Checks, use the menu bar, and use different button fields available in the module.

Using the Modules Tree

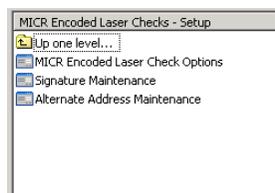
The MICR Encoded Laser Checks module displays the menu options in the Sage MAS 90 or 200 Modules tab, which contains a "tree-like" view. You can access a window in the MICR Encoded Laser Checks module through the tree-like view.



Sage MAS 90 Window

Open an MICR Encoded Laser Checks Window through the Modules Tree

- 1 Double-click the **MICR Encoded Laser Checks** module from the Modules tab. The module expands to display all the menu options available in the MICR Encoded Laser Checks module.
- 2 Click the menu option you want to access. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.



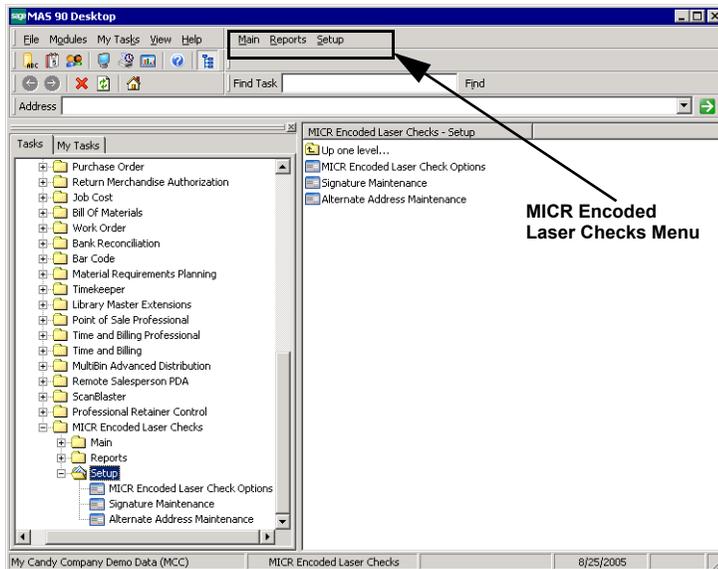
Windows Available in the Setup Menu

- 3 Double-click on the name of the window to open. The system displays the selected window.



Using the MICR Encoded Laser Checks Menu Bar

The MICR Encoded Laser Checks menu bar is available through the Sage MAS 90 or 200 menu bar. You can access the windows in the MICR Encoded Laser Checks module through the menu bar.



Sage MAS 90 Window

Open an MICR Encoded Laser Checks Window through the Menu Bar

- 1 From the **Modules** menu, select **MICR Encoded Laser Checks**.
- 2 Select the menu option, and then then select the name of the window. The system displays the window.
- 3 After opening the MICR Encoded Laser Checks module, the MICR Encoded Laser Checks menu appears on the right side of the menu bar. You can access additional MICR Encoded Laser Checks windows using this menu bar.



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Using Buttons and Keyboard Commands in MICR Encoded Laser Checks

The MICR Encoded Laser Checks module uses the standard Sage MAS 90 or 200 buttons and icons that you use to perform a specific activity. You can also use the keyboard to perform many of the same functions. The following table describes each button and provides the keyboard variation of the button when applicable.

Button	Keyboard	Description
	TAB	Advances you to the next field on a window. In a grid, pressing the TAB key moves focus from cell to cell. At the end of the row, pressing TAB moves the key to the next row.
	ENTER	Advances you to the next required field on a window and allows you to save changes.
	SPACEBAR	You can use the spacebar to clear or select a check box or radio button field.
	BACKSPACE	Deletes the information in a field.
	ESC	Closes the current window. In a grid, pressing the ESC key cancels a cell entry.
	DELETE	Deletes information from a field.
	HOME	Highlights the first item in a list box or Lookup window. In a grid, pressing the HOME key moves focus to the first cell of a row.
	END	Highlights the last item in a list box or Lookup window. In a grid, pressing the END key moves focus to the last cell of a row.
	PAGE UP	Highlights an item in the previous page of a list box or Lookup window.
	PAGE DOWN	Highlights an item in the next page of a list box or Lookup window.
	CTRL+HOME	In a grid, moves focus to the first row in the same cell position.
	CTRL+END	In a grid, moves focus to the last row in the same cell position.
	CTRL+ENTER	In a grid, adds line feeds to comments.
	CTRL+INSERT	Inserts a line.
	CTRL+DELETE	Deletes the current line.
	ARROW	In a grid, pressing the ARROW keys moves focus from cell to cell.
	F1 in a Field	Displays the pop-up help for the current field.
	F1 on a Window	Displays the help for the entire window.





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Button	Keyboard	Description
	F2	Displays the Lookup window for the current field. Select an item from the Lookup window and click Select. The item appears in the field.
	F3 or ALT+L	Displays an alternate Lookup window for the current field. This window is usually more tailored for the current field than the general Lookup window. Select an item from the Lookup window and click Select. The item appears in the field.
	F4	Allows you to print the information available on a window. This option may display an options window, where you can select the type of data to include in a printout.
	F5	In a grid, allows you to toggle between the primary and secondary grids.
		Opens a window for you to perform a special task associated to the field or window. Usually allows you to display/enter lot/serial items.
	CTRL+F5	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the first record available.
	CTRL+F6	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the previous record available.
	CTRL+F7	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the next record available.
	CTRL+F8	Many windows display Browse buttons in the lower left corner, to help you browse through existing records. This button displays the last record available.
	ALT+A	Saves the information you added or changed in a window.
	ALT+C	Disregards any changes you entered on a window.
	ALT+D	Removes the currently selected record from the Sage MAS 90 or 200 system.
	ALT+P	Enables you to to print a report, journal, or listing.
	ALT+V	Allows you to to preview a report, journal, or listing before printing it.
	ALT+S	Allows you to change the printing configurations for the report, journal, or listing.
	SHIFT+F1	Displays Help text for the window.

Button	Keyboard	Description
	ALT+O	Confirms the action for dialog boxes and line entries.
	ALT+U	Undoes line changes.
	ALT+N	Inserts a line.
	ALT+E	Deletes a line.
	ALT+1, 2, 3 . . .	On a data entry window, selects the first tab, second tab, third tab . . .
	ALT+B	Opens a Batch window where you can start a multiple data entry session.
		Sends an e-mail to the address entered in the E-mail Address field.
		Displays a text window to enter or view additional information about an item.
	ALT+M	Opens the Memo Maintenance window where you can write a memo.
	ALT+Q	Launches the MapQuest website for directions to a location.
	ALT+S	Shows the image specified at the adjacent field.
	ALT+S	Searches through a list or Lookup window for items that match a specified search criteria. Use the Search option to limit the number of items in a list or Lookup window.
	ALT+U	Launches a website based on the URL entered at the URL Address field.
	ALT+N	Displays the next number for a record. Click this button to add a new item.
		Changes the size of the window to the expanded view.
		Changes the size of the window to the standard view.
	ALT+Z	Displays the details of an item.
		Calculates the net balance.
	F2	Opens the calculator.
	F2	Opens the calendar.



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Button	Keyboard	Description
		Displays options for changing budget amounts.
	ALT+U	De-selects all rows in a grid.
	ALT+S	Selects all rows in a grid.
		Selects a column in a grid.
		Selects a row in a grid.
	ALT+N	Inserts a row in a grid.
	ALT+W	Moves a row down in a grid.
	ALT+U	Moves a row up in a grid.
		Prints a report from a grid.
	ALT+E	Deletes a row in a grid.
	ALT+R	Resets a row in a grid.
		Saves changes.
		Switches between displaying the New Balance view and the Debits and Credits view.
		Lists files in a directory.
		Opens a Text Maintenance window where you can write an extended description.
		This button is available on a Lookup window. Click Filters to enter additional filters for the lookup. The text on this button will appear in red, if filters already exist.
		This button is available on a Lookup window. Click Custom to create a unique lookup view by adding, removing, and/or modifying columns and filters.
		This button is available on a Lookup window. Click Find to activate the search.

Chapter 4

Button	Keyboard	Description
		Selects a record (you can double-click the current line for record selection).
		The Print Sample Check button allows you to test a check printout.

This concludes *Chapter 4: Navigating in MICR Encoded Laser Checks* of the MICR Encoded Laser Checks manual.



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Using the Setup Menu

Chapter 5: Using the Setup teaches you how to set up options for your company and how to create and maintain standard data used within the MICR Encoded Laser Checks module.

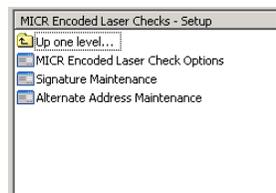
How to Use the Setup Menu

The options available in the Setup menu allow your company to set up company-wide standards. You might not need to use every feature available in the Setup menu. Select only the options your company requires.

This chapter does not describe every procedure that can be completed on a Setup window. This chapter describes each option so you can setup your MICR Encoded Laser Checks system quickly and start using the module. Detailed instructions about changing information, deleting information, and printing from the Setup windows are available in the online help. The following instructions provide a quick overview of how to complete these procedures.

Open a Window from the Setup Menu

- 1 Double-click the **MICR Encoded Laser Checks** module from the Modules tab. The module expands to display all the menu options available in the MICR Encoded Laser Checks module.
- 2 Click the **Setup** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.



Windows Available in the Setup Menu

You can also select the desired option from the Modules tree of the Tasks tab, and from the MICR Encoded Laser Checks menu bar.



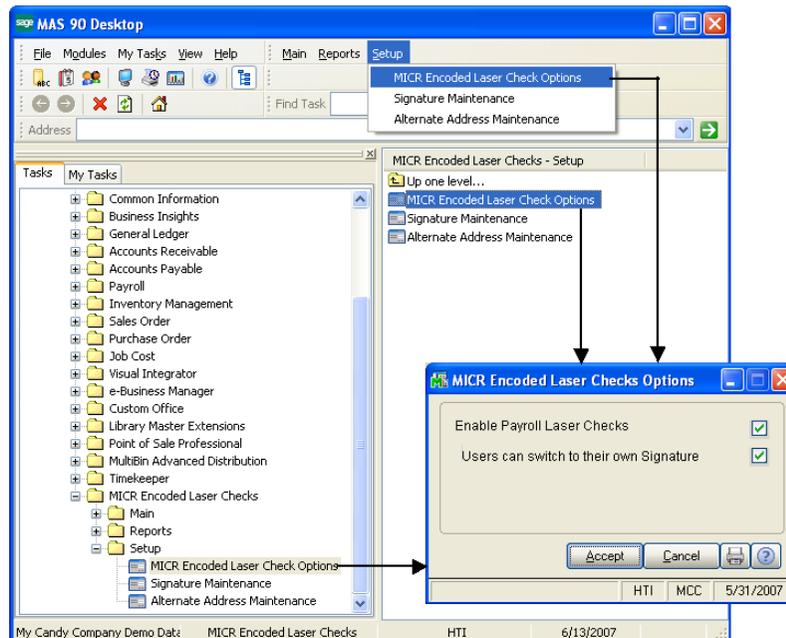
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- 3 Double-click the name of the window to open. The system displays the selected window.



Open Window from the Setup Menu

Select an Item from a Lookup List

Many fields in the Setup menu feature a Lookup list. These lists allow you to select data for the field.

- Click the  button (or the alternate  button) in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

Change a Record

- 1 Click the  button in the first field to select a record from the Lookup window. The system displays the record's information on the window.
- 2 Set the options your company requires from the fields available on the window. See the section in this chapter for detailed information about each option you can set.
- 3 Click **Accept** to save the changes.

Delete a Record

- 1 Click the  button in the first field to select a record from the Lookup window. The system displays the record's information on the window.



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2 Click **Delete**. The system displays a warning dialog box similar to the following.



Sage MAS 90 Warning Dialog

3 Click **Yes**. The record is deleted.

4 Click **Accept** to save the changes.

Print a Setup Listing

You can print information from any of the windows available in the **Setup** menu. These windows provide a listing of the options set or the records available. For many of the windows you can select the type of information to include in the listing. For detailed information about each type of listing, see the online help.

1 Click the  button on the window. A Listing window similar to the following appears.



Signature Listing Window

2 Enter the relevant information in the available fields.

3 Select the appropriate printing options. The default printer name appears in the lower-left corner of the window.

- Click **Printer Setup** to launch a standard print setup dialog.
- Click **Preview** to print preview the listing.
- Click **Print**. The Listing prints.

MICR Encoded Laser Checks Options

The module's Options window, a standard feature available in all Sage MAS 90 or 200 accounting software modules, allows you to customize each module to fit your company's requirements. The MICR Encoded Laser Checks Options window allows you to select from a wide range of options. Use this feature to tailor the MICR Encoded Laser Checks module to suit your business needs.

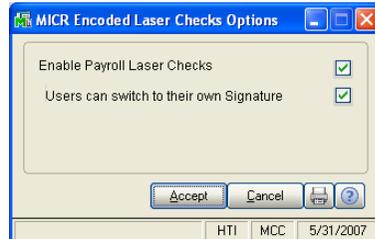
After installing MICR Encoded Laser Checks module, the system startup process begins, and the MICR Encoded Laser Checks Options window appears. You can set up the module right after installation and update the configuration whenever required by your business.



Set Up MICR Encoded Laser Checks Options

Use MICR Encoded Laser Checks Options to integrate the module with your Payroll module.

- 1 From the **Setup** menu of the MICR Encoded Laser Checks module, select **MICR Encoded Laser Check Options**. The MICR Encoded Laser Checks Options window appears.



MICR Encoded Laser Checks Options Window

- 2 Select any of the printing options your company requires.
 - Check **Enable Payroll Laser Checks** to print paychecks with MICR codes. The MICR Encoded Laser Checks module will integrate with Payroll. The **Users can switch to their own Signature** field becomes available.
 - Check **Users can switch to their own Signature** to allow users to sign paychecks with their own signature. This field is available only if **Enable Payroll Laser Checks** is selected. When selected, the **Use my Signature** field will be available on the [Payroll Check Printing window](#) (see page 52) of the Payroll module.
- 3 Click **Accept** to save the changes.

Signature Maintenance

The Signature Maintenance feature allows you to assign a default signature file to a specific user, and define user rights in the Payroll module.



NOTE: Any Sage MAS 90 or 200 user can access the Signature Maintenance window. You can use the Menu Security Maintenance option in Library Master to restrict access to this window. See the *Library Master Module Online Help* by Sage Software for more information.



Assign a Signature File to a User

- 1 From the **Setup** menu of the MICR Encoded Laser Checks module, select **Signature Maintenance**. The Signature Maintenance window appears.

Signature Maintenance Window

- 2 Select a valid Sage MAS 90 or 200 user from the **User ID** field.
 - Click the button to enable a user for MICR Encoded Laser Checks from a list of all Sage MAS 90 or 200 Users available.
 - Click the button to search for a user that is already enabled in MICR Encoded Laser Checks, so you can change the settings.
- 3 Select the signature file to assign to the user from the **Signature Code** field. The signature appears on the Signature Maintenance window.
- 4 Check **Endorse Payroll Checks** to allow the user to endorse paychecks from the Payroll module. The **Endorsement Limit** field becomes available.
- 5 Enter the maximum amount the user can endorse in the **Endorsement Limit** field. The user will not be able to endorse a Payroll check exceeding the limit amount.
- 6 Click **Accept** to save the changes.

OR

Click **Cancel** to exit without saving.

Alternate Address Maintenance

With the Alternate Address Maintenance window, you have the flexibility to define alternate addresses for your company. Alternate addresses can be applied to Payroll checks in [Laser Checks Bank Maintenance](#) (see page 38). You can also open the Alternate Address Maintenance window directly from Laser Checks Bank Maintenance, and create or maintain alternate address entries.



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Create an Alternate Address

- 1 From the **Setup** menu of the MICR Encoded Laser Checks module, select **Alternate Address Maintenance**. The Alternate Address Maintenance window appears.

Alternate Address Maintenance Window

- 2 Enter a unique code for the address in the **Address Code** field. The code can be a maximum of three alphanumeric characters.
- 3 Enter a description of the location in the **Desc** field.
- 4 Change any information in the **Company Name** field. This field displays the default company name.
- 5 Enter the alternate address in the **Address** field.
- 6 Enter the phone number for the address in the **Telephone** field.
- 7 Click **Accept** to save the changes.

OR

Click **Cancel** to exit without saving.

Configuring the Printer

You must install the printer to your Windows operating system just as you would for any printer. After installing the printer, you must configure it to work with Sage MAS 90 or 200.

Add the Printer to the Library Master Module

Review the *Library Master Online Help* by Sage Software for full instructions on adding devices to Sage MAS 90 or 200. The following steps provide brief details on how to add the printer to Sage MAS 90 or 200.



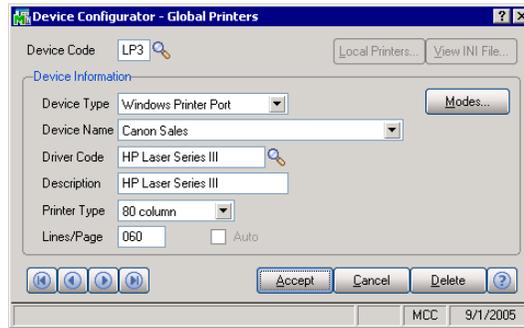
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- 1 From the **Setup** menu in the **Library Master** module, select **Device Configurator**. The Device Configurator - Global Printers window appears.

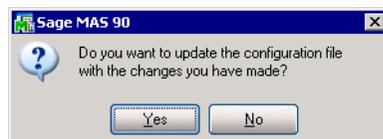


Device Configurator - Global Printers Window

- 2 Enter a new, three-character device code starting with **L** or **P** in the **Device Code** field.

 **HINT:** It is recommended that you create a new device instead of changing existing device codes.

- 3 Select **Windows Printer Port** in the **Device Type** field.
- 4 Select the name of your printer in the **Device Name** field.
- 5 Click the  button in the **Driver Code** field to select the print driver.
- 6 Enter a description for the printer in the **Description** field.
- 7 Keep the default value **80 column** in the **Printer Type** field
- 8 Keep the default value **060** in the **Lines/Page** field.
- 9 Click **Accept** to save the configuration.
- 10 When you close the Device Configurator - Global Printers window, the following message appears.



Sage MAS 90 Dialog

- 11 Click **Yes** to save all changes.

This concludes *Chapter 5: Using the Setup Menu* of the MICR Encoded Laser Checks manual.



Using the Main Menu

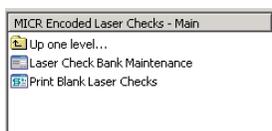
Chapter 6: Using the Main Menu teaches you how to maintain company bank institutions and print blank and sample laser checks.

How to Use the Main Menu

This chapter does not describe every procedure that can be completed on a Main window. Detailed instructions about changing information and deleting information are available in the online help. The following instructions provide a quick overview of how to complete these procedures.

Open a Window from the Main Menu

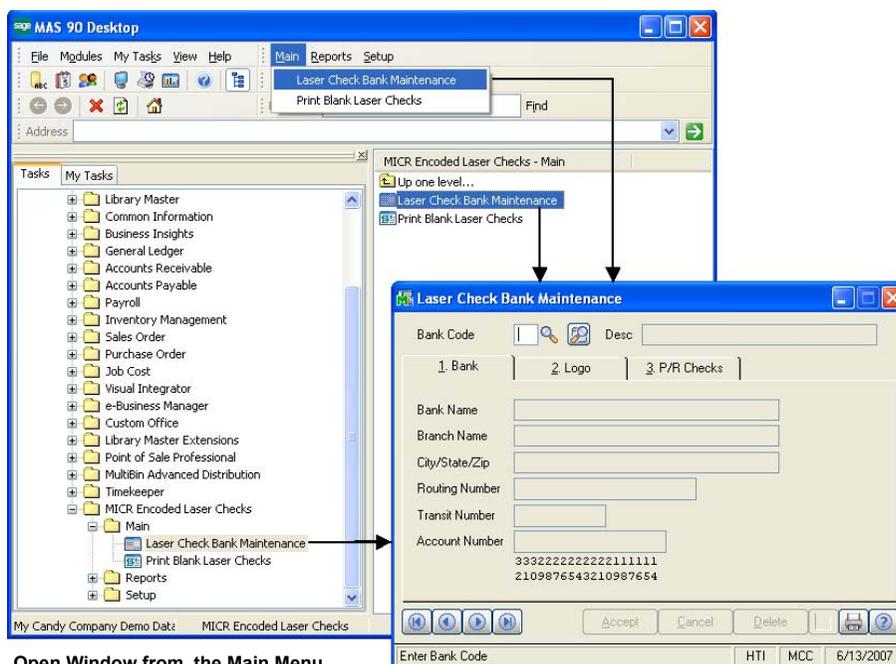
- 1 Double-click the **MICR Encoded Laser Checks** module from the Modules tab. The module expands to display all the menu options available in the MICR Encoded Laser Checks module.
- 2 Click the **Main** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.



Windows Available in the Main Menu

You can also select the desired option from the Modules tree of the Tasks tab, and from the MICR Encoded Laser Checks menu bar.

- 3 Double-click the name of the window to open. The system displays the selected window.



Open Window from the Main Menu



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Select an Item from a Lookup List

Many fields in the Main menu feature a Lookup list. These lists allow you to select data for the field.

- Click the  button (or the alternate  button) in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

Change a Record

- 1 Click the  button in the first field to select a record from the Lookup window. The system displays the record's information on the window.
- 2 Change the data in any of the fields available on the window. See the section in this chapter for detailed information about each field.
- 3 Click **Accept** to save the changes.

Delete a Record

- 1 Click the  button in the first field to select a record from the Lookup window. The system displays the record's information on the window.
- 2 Click **Delete**. The system displays a warning dialog box similar to the following.



Sage MAS 90 Warning Dialog

- 3 Click **Yes**. The record is deleted.
- 4 Click **Accept** to save the changes.

Laser Check Bank Maintenance

The Laser Check Bank Maintenance feature in the MICR Encoded Laser Checks module allows you to set up the information to appear on printed checks. Enter the bank information such as branch and routing numbers, select the logo to appear on the check, and determine the printout format for the check and stub. You can also print sample checks from this window. Laser Check Bank Maintenance allows you to maintain bank accounts already defined in your Sage MAS 90 or 200 system.

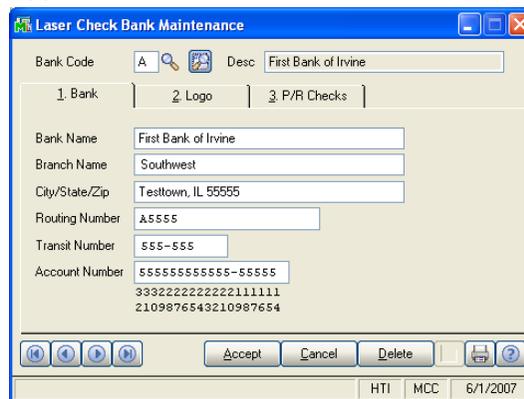
The Laser Check Bank Maintenance window contains three tabs for different check settings: Bank, Logo, and P/R Checks.

Define Bank Settings for Laser Checks

The **Bank** tab provides the flexibility to define the bank name, branch name with address location, routing number, transit number, and account number to appear on a printed check.



- 1 From the **Main** menu of the MICR Encoded Laser Checks module, select **Laser Check Bank Maintenance**. The Laser Check Bank Maintenance window appears.



Laser Check Bank Maintenance Window - Bank Tab

- 2 Select a valid Sage MAS 90 or 200 bank from the **Bank Code** field.
 - Click the button to enable a bank for MICR Encoded Laser Checks from a list of all Sage MAS 90 or 200 banks available.
 - Click the button to search for a bank that is already enabled in MICR Encoded Laser Checks, so you can change the settings.
- 3 Change the name of the bank in the **Bank Name** field.
- 4 Enter the name of the branch in the **Branch Name** field.
- 5 Enter the city, state, and zip code in the **City/State/Zip** field.
- 6 Enter the bank's routing number in the **Routing Number** field.
- 7 Enter the bank's transit number in the **Transit Number** field.
- 8 Enter your bank account number in the **Account Number** field.

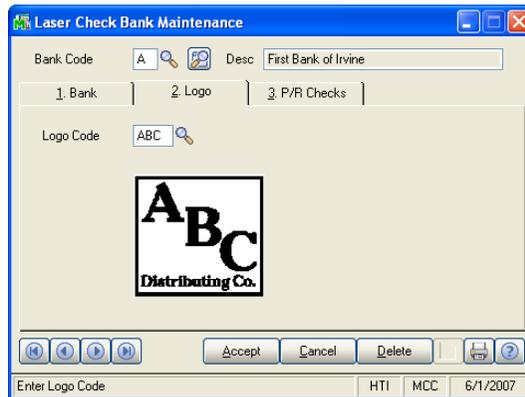
The routing number, transit number, and account number will print with MICR codes. See the [MICR Codes](#) section (see page 13) for full details.

Add a Logo to a Laser Check

With the Logo tab, you can assign a company logo file to the selected bank code, which will be included on the laser checks that you print for this bank account.



1 Click the **Logo** tab on the Laser Check Bank Maintenance window.



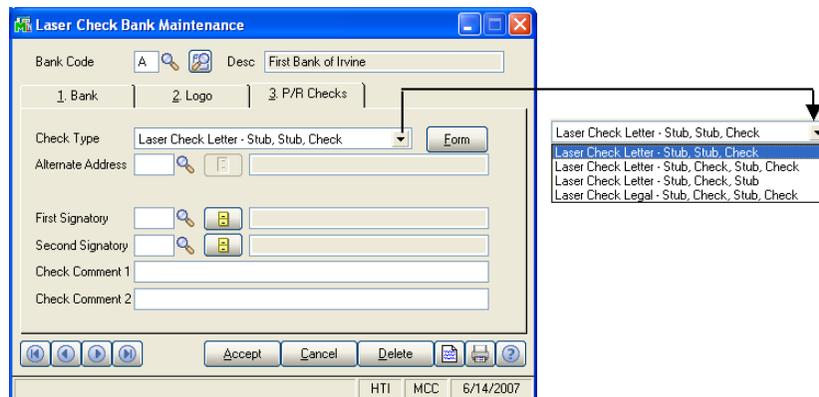
Laser Check Bank Maintenance Window - Logo Tab

2 Click the  button to select the appropriate logo for this check in the **Logo Code** field. The logo appears on the Logo tab.

Configure Payroll Checks

Use the P/R Checks tab in Laser Check Bank Maintenance to define how the MICR Encoded Laser Checks module will work with Payroll for this bank code.

1 Click the **P/R Checks** tab on the Laser Check Bank Maintenance window.



Laser Check Bank Maintenance Window - P/R Checks Tab

2 Select the format of the paycheck from the **Check Type** field.



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The following table describes each option available in the **Check Type** drop-down list.

Option	Description
Laser Check Letter - Stub, Stub, Check	Select this option to print paychecks on letter-sized stock, with two stubs printed followed by one paycheck printed in the last section of the paper.
Laser Check Letter - Stub, Check, Stub, Check	Select this option to print paychecks on letter-sized stock, with one stub printed followed by one paycheck, and another stub printed followed by another paycheck.
Laser Check Letter - Stub, Check, Stub	Select this option to print paychecks on letter-sized stock, with one stub printed followed by one paycheck printed, and another stub printed.
Laser Check Legal - Stub, Check, Stub, Check	Select this option to print paychecks on legal-sized stock, with one stub printed followed by one paycheck, and another stub printed followed by another paycheck.

3 Select an alternate address to print on the paycheck from the **Alternate Address** field.

- Click the  button to select the address that already exists in MICR Encoded Laser Checks.
- You can also click the  button to access the [Alternate Address Maintenance window](#) (see page 34) and create a new alternate address.

4 Select the user to endorse the paycheck from the **First Signatory** field.

- Click the  button to select the user that already exists in MICR Encoded Laser Checks.
- You can also click the  button to access the [Signature Maintenance window](#) (see page 33) and create a new endorsement.

5 Select a backup user to endorse the paycheck from the **Secondary Signatory** field.

- Click the  button to select the user that already exists in MICR Encoded Laser Checks.
- You can also click the  button to access the [Signature Maintenance window](#) (see page 33) and create a new endorsement.

6 Enter any additional comments to print on the laser checks in the **Check Comment 1** and **Check Comment 2** fields.



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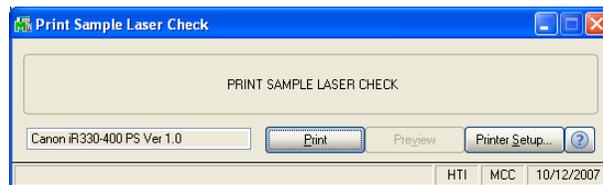
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7 Click **Accept** to save all changes on the Laser Check Bank Maintenance window.

- You can access the Print Sample Laser Check window by clicking the  button, and print a sample Payroll check from the **P/R Checks** tab.
- You can access the [Laser Check Bank Listing](#) window (see page 49) by clicking the  button, and print the Listing.

Print a Sample Check

- 1 Select a valid Sage MAS 90 or 200 bank from the **Bank Code** field on the Laser Check Bank Maintenance window.
- 2 Click the **P/R Checks** tab to print a Payroll check.
- 3 Click the  button to print a sample check. The Print Sample Laser Check window appears.



Print Sample Laser Check Window

- 4 Select the printer that you configured during the [Add the Printer to the Library Master Module](#) section (see page 35).
- 5 Click **Print**. Verify that the check prints with the correct configurations. If you receive a printer error, see the [Troubleshooting Printing](#) section (see page 45).

Updating Check Forms

The Laser Check Bank Maintenance window allows you to configure how the Payroll data will print on the check. You can set different fonts for data items, the printing position for a specific data item, and the width and height of the data item.

Update a Check Form

- 1 Select a valid Sage MAS 90 or 200 bank from the **Bank Code** field on the Laser Check Bank Maintenance window.
- 2 Click the **P/R Checks** tab.



- Click the  button to update a Payroll check form. The Laser Check P/R FORM Maintenance window appears.

Description	Grp	Print	Column	Row	Width	Hght
Company Name	1	Y	100	270	0	0
Company Address Block	1	N	0	0	0	0
Check Number	1	Y	5000	270	0	0
Dashed Line	1	Y	0	2840	0	0
Company Name	2	Y	100	2990	0	0
Company Address Block	2	N	0	0	0	0
Check Number	2	Y	5000	2990	0	0
Dashed Line	2	Y	0	5420	0	0

Laser Check P/R FORM Maintenance Window

- Select a data item to be included on the check from the list available on the bottom half of the window. The fields in the upper half of the window become enabled.
- Select **Print the <field> on the check** to include the data on the check form.
- Enter the printing position column number in the **Column** field. This data marks where the field information will start printing on the check.
- Enter the print position row number in the **Row** field. This data marks where the field information will start printing on the check.
- Enter the width-size of the field data in the **Width** field.
- Enter the height-size of the field data in the **Height** field.
- Select the font size for the field data from the **Size** field. You can select **8**, **10**, or **12**.
- Select the font thickness for the field data from the **Weight** field. You can select **Normal**, **Bold**, or **Extra**.
- Click **OK** for each data field.
- Click **Accept** to save all the changes.

Print the Laser Check Form Listing

- From the Laser Check P/R FORM Maintenance window, click the  button. The Laser Check Form Listing window appears.

Laser CheckForm Listing Window



2 Select the banks to include in the report from the **Bank** field. You can select all banks or a range of banks.

- Check **All** to print all banks.

OR

- Use the  button to access the Lookup windows in the **Starting** and **Ending** fields, and select a range of banks.
If you need to select one bank, enter the same code in the **Starting** and **Ending** fields.

3 Select the applications to include in the report from the **Application** field. You can select all applications or a range of applications.

- Check **All** to print all applications.

OR

- Use the  button to access the Lookup windows in the **Starting** and **Ending** fields, and select a range of applications.
If you need to select one application, enter the same code in the **Starting** and **Ending** fields.

4 Select the check types to include in the report from the **Laser Check Form Type** field. You can select all types or a range of types.

- Check **All** to print all check types.

OR

- Select a range of check types in the **Starting** and **Ending** fields.
If you need to select one check type, enter the same type in the **Starting** and **Ending** fields.

5 Click **Print** to print the report, or **Preview** to print preview the report.

Print Blank Laser Checks

Using the Print Blank Laser Checks option you can print blank laser checks directly from the MICR Encoded Laser Checks module. You must use a compatible printer to print MICR codes.



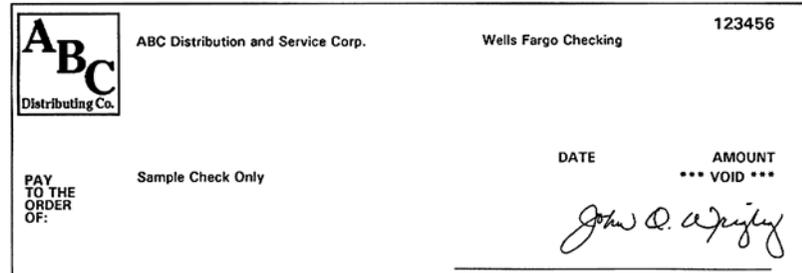
Print Blank Payroll Checks

- 1 From the **Main** menu of the MICR Encoded Laser Checks module, select **Print Blank Laser Checks**. The Print Blank Laser Checks window appears



Print Blank Laser Check Window

- 2 Select the bank for the checks from the **Bank Code** field.
- 3 Select the check type you need from the **Check Type** field.
- 4 Change the first check number in the **First Check Number** field. This field defaults to the next available check number in the system.
- 5 Enter the number of blank checks to print in the **Number of Checks** field.
- 6 Select the printer that you configured in the [Add the Printer to the Library Master Module](#) section (see page 35).
- 7 Click **Print** to print the checks.



- 8 If you receive a printer error, follow the steps in the [Troubleshooting Printing](#) section (see page 45).

Troubleshooting Printing

The MICR Encoded Laser Checks module supports all printers with MICR capabilities, including both the HP LaserJet II and HP LaserJet III printers.

If you are attempting to print with an incompatible printer, a warning message appears.

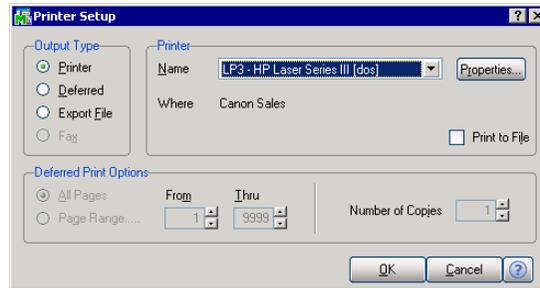


Sage MAS 90 Warning Dialog



Change Printers

- 1 From the Print window, click the **Printer Setup** button. The Printer Setup window appears.



Printer Setup Window

- 2 Select a printer that does print MICR codes from the drop-down list in the **Name** field. Select the printer that you configured during the [Add the Printer to the Library Master Module](#) process (see page 35).
- 3 Click **OK** to save the printer configuration.
- 4 Print the check.

If you continue experiencing problems, contact the printer manufacturer.

This concludes *Chapter 6: Using the Main Menu* of the MICR Encoded Laser Checks manual.



Using the Reports Menu

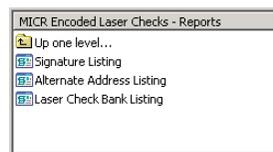
Chapter 7: Using the Reports Menu contains instructions on how to print reports based on the information available in the MICR Encoded Laser Checks module.

How to Use the Reports Menu

The options available in the Reports menu allow your company to print or preview different reports.

Open a Window from the Reports Menu

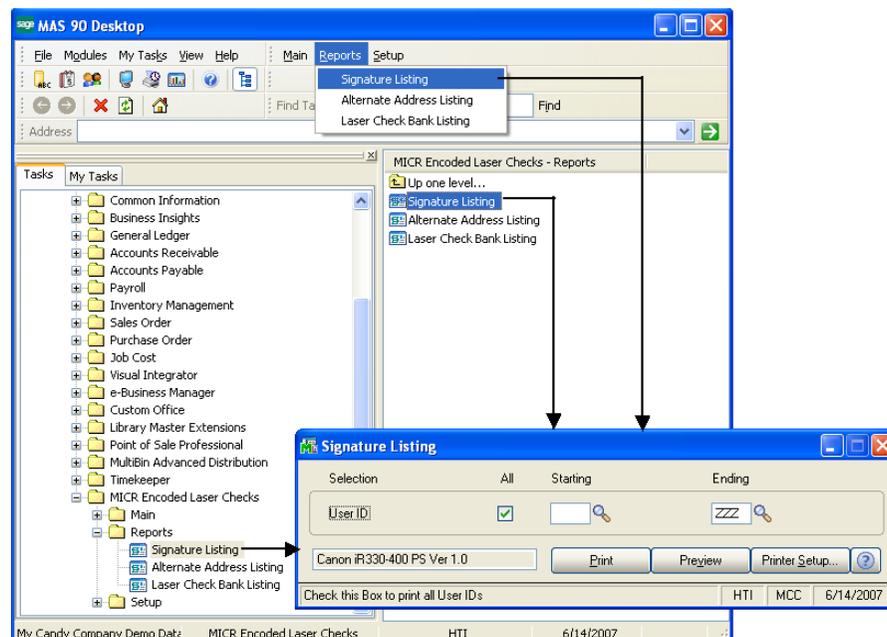
- 1 Double-click the **MICR Encoded Laser Checks** module from the Modules tab. The module expands to display all the menu options available in the MICR Encoded Laser Checks module.
- 2 Click the **Reports** menu. The names of the windows available in the menu appear on the right side of the Sage MAS 90 or 200 window.



Windows Available in the Reports Menu

You can also select the desired option from the Modules tree of the Tasks tab, and from the MICR Encoded Laser Checks menu bar.

- 3 Double-click the name of the window to open. The system displays the selected window.



Open Window from the Reports Menu



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Select an Item from a Lookup List

Many fields in the Reports menu feature a Lookup list. These lists allow you to select data for the field.

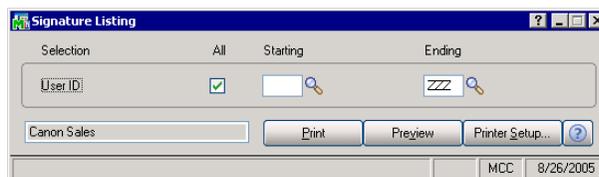
- Click the  button in the appropriate field to select an item from a Lookup window. Selecting from a sortable list places the item you selected in the field.

Signature Listing

The Signature Listing report provides a list of signature codes on file, as well as endorsement limits set up for the Payroll module.

Print the Signature Listing

- 1 From the **Reports** menu of the MICR Encoded Laser Checks module, select **Signature Listing**. The Signature Listing window appears.



Signature Listing Window

- 2 Select the users to include in the report from the **User ID** field. You can select all users or a range of users.

- Check **All** to print all users.
- Use the Lookup windows in the **Starting** and **Ending** fields and select a range of specific users.

- 3 Click **Print** to print the report, or **Preview** to print preview the report.

The Signature Listing displays the user ID code, user name, signature code, and the endorsement limits for the Payroll checks.

User ID	Name	Signature Code	Endorsement Limits	
			A/P	P/R
JD	John Doe	JQW	500.00	**NOT ALLOWED**
JQW	John Wrigley	JQW	1000.00	3000.00

Signature Listing Report

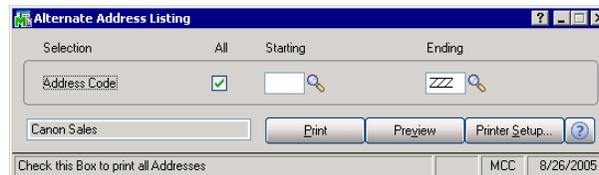


Alternate Address Listing

The Alternate Address Listing report summarizes the alternate address information created in [Alternate Address Maintenance](#) (see page 34).

Print the Alternate Address Listing

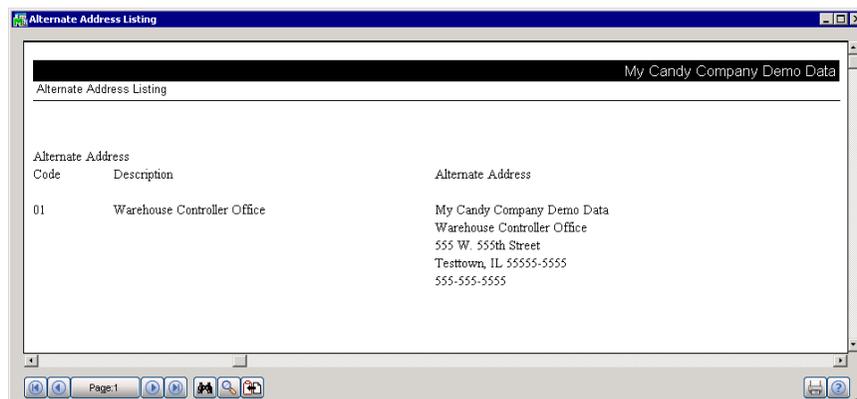
- 1 From the **Reports** menu of the MICR Encoded Laser Checks module, select **Alternate Address Listing**. The Alternate Address Listing window appears



Alternate Address Listing Window

- 2 Select the addresses to include in the report from the **Address Code** field. You can select all addresses or a range of addresses.
 - Check **All** to print all addresses.
 - Use the Lookup windows in the **Starting** and **Ending** fields and select a range of addresses.
- 3 Click **Print** to print the report, or **Preview** to print preview the report.

The Alternate Address Listing displays the address code, location description, and the full address and phone number for the alternate location.



Alternate Address Listing Report

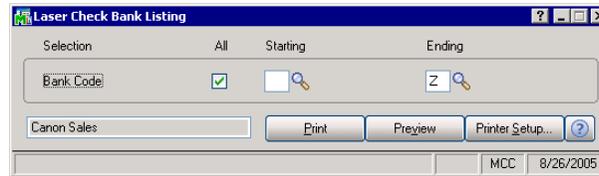
Laser Check Bank Listing

The Laser Check Bank Listing report provides detailed information about the bank codes set up in MICR Encoded Laser Checks. The report lists bank codes and descriptions as well as settings for the Payroll module.



Print the Laser Check Bank Listing

- 1 From the **Reports** menu of the MICR Encoded Laser Checks module, select **Laser Check Bank Listing**. The Laser Check Bank Listing window appears

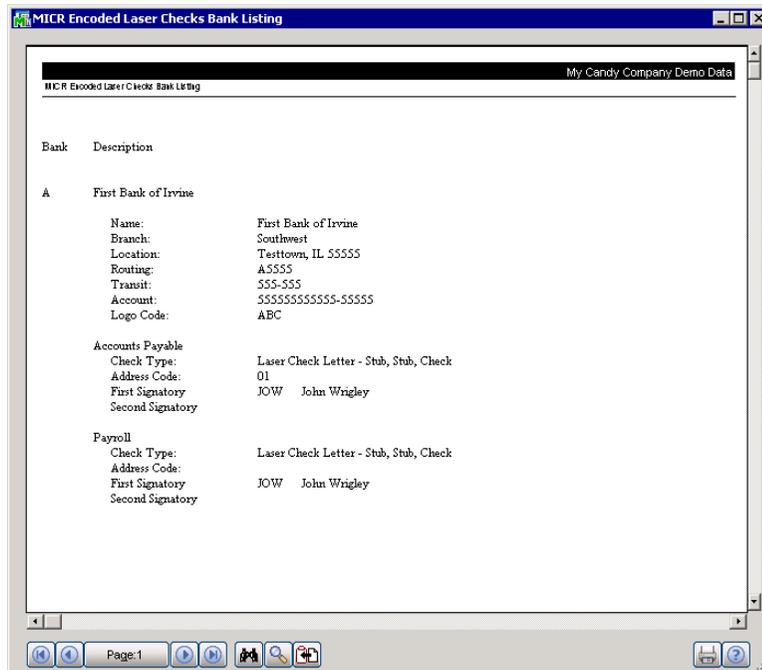


Laser Check Bank Listing Window

- 2 Select the banks to include in the report from the **Bank Code** field. You can select all banks or a range of banks.
 - Check **All** to print all banks.
 - Use the Lookup windows in the **Starting** and **Ending** fields and select a range of banks.

- 3 Click **Print** to print the report, or **Preview** to print preview the report.

The MICR Encoded Laser Listing displays the bank code, description, and all the settings configured for the bank on the [Laser Check Bank Maintenance](#) window (see page 38).



MICR Encoded Laser Checks Bank Listing Report

This concludes *Chapter 7: Using the Reports Menu* of the MICR Encoded Laser Checks manual.



Integration with Sage MAS 90 or 200

The MICR Encoded Laser Checks module integrates seamlessly with your existing Sage MAS 90 or 200 software. The MICR Encoded Laser Checks enhancement can be used with the following modules: Payroll.

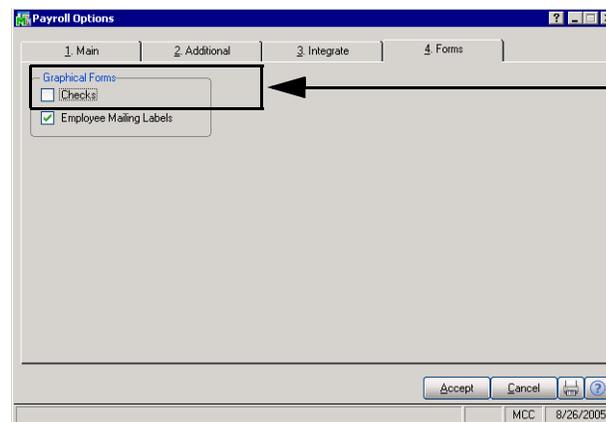
This chapter describes the changes to the modules when integrated with MICR Encoded Laser Checks.

Payroll Module

The **Check Printing** option in the Payroll module allows your company to print checks after entering payroll details on the Payroll Data Entry and Payroll Tax Calculation windows. See the *Payroll Online Help* by Sage Software for more information.

MICR Encoded Laser Checks enhances the check printing capabilities of the Payroll module by including MICR codes on checks and direct deposit stubs in non-graphical format.

To use the MICR Encoded Laser Checks with Payroll, **DO NOT** select to print checks in the graphical format on the Payroll Options window.



Payroll Options Window



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Use MICR Encoded Laser Check Features when Printing a Paycheck

- 1 Select **Check Printing** from the **Main** menu in the **Payroll** module. The Payroll Check Printing window appears.

This field appears only if the Users can switch to their own Signature option is selected in MICR Encoded Laser Checks Options.

Payroll Check Printing Window

- 2 Select a bank that is set up in MICR Encoded Laser Checks from the **Bank Code** field.

The **Check Form Type** field defaults to the forms selected in [Laser Check Bank Maintenance](#) (see page 38).

- 3 Select the **Use my Signature** option to endorse the check with your own signature.
This field is only available if the **Users can switch to their own Signature** option is selected in [MICR Encoded Laser Checks options](#) (see page 32).

- 4 Complete the printing process.

For information on standard check printing procedures, review the *Payroll Online Help* by Sage Software.

If you receive a printer error, see the [Troubleshooting Printing](#) section (see page 45).

This concludes the MICR Encoded Laser Checks manual.



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Signature and Logo Order Form

Your reseller can create your own custom signatures and logos.

Fill out the form on the next page to order a custom signature and logo. Mail the completed form back to us, and we will begin work on it immediately and have it ready within ten (10) business days.



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Custom Signature and Logo Order Form

Billing Information

Company Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____

Payment Type: _____

Credit Card Number: _____

Expiration Date: _____

Name of Cardholder: _____

Authorized Signature: _____

Shipping Information

Company Name: _____

Address: _____

City, State, Zip: _____

Phone Number: _____

Fax Number: _____



Signature and Logo Placement

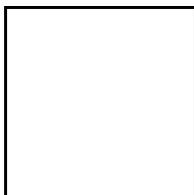
Please indicate a three character signature code to be used for the signature file. The examples on this page use the code JQW.

Signature MUST fit completely inside this box. Use BLACK ink only.

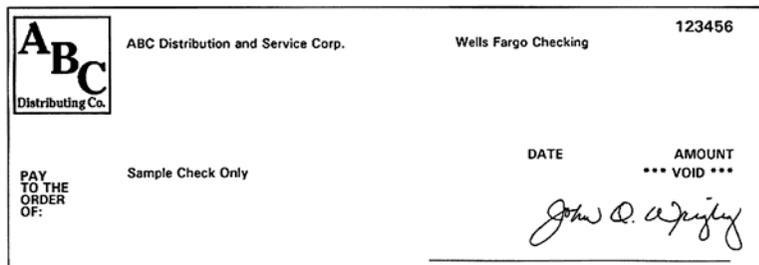


Please indicate the three character company code to be used for the logo file. The examples on this page use the logo ABC.

Logo MUST fit inside the following box and logo artwork is subject to inspection and approval by our Graphics Arts departments. An original black and white image is preferable. If graphic manipulation of the artwork is required, additional charges will be incurred.



A scaled down sample check is displayed below using logo ABC for the ABC Distributing Company and signature JQW for John Q. Wrigley.



	ABC Distribution and Service Corp.	Wells Fargo Checking	123456
PAY TO THE ORDER OF:	Sample Check Only	DATE	AMOUNT *** VOID ***
		<i>John Q. Wrigley</i>	



Bank Code

A code that identifies each bank account set up in the system. Each bank code is associated with a separate description.

Bank Name

The name of the organization which conducts banking transactions.

Branch Name

A dependent subsidiary of the main bank.

Check Number

The number identifying an individual check.

Check Type

The format defining how your laser checks will print with the stub reports.

Endorsement Limit

The finite dollar amount that a particular user is authorized to endorse.

MICR

Magnetic Ink Character Recognition enabling checks to be read by electronic sorters in various banks during the check clearing process.

Printer Device

The device you are using to print MICR Encoded Laser Checks as set up in the Library Master Device Configurator.

Printer Type

The printer type associated with the selected device. MICR Encoded Laser Checks works with HP LaserJet II and LaserJet III printer types as well as any printer with the MICR printing capabilities.

Routing Number

The number identifying the financial institution associated with the bank account. This number is encoded at the bottom of the voided check or deposit slip.

Signatory

The designated signer of a laser check.

Transit Number

The number identifying the financial institution associated to the bank account. This number is encoded at the bottom of the check or deposit slip.



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