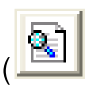
MICR Check Setup

You can use CWU to print pre-printed checks or MICR checks. A laser printer that accepts MICR toner is required to print these checks.

The setup to print MICR checks is a four step process:

1. Specify the printer to be used to print MICR checks
2. Set up the check design
3. Enter bank information specific to the client
4. Specify check stub options

Step 1 – Specify the printer to be used to print MICR checks

1. Go to **Firm > Firm Info./Global Settings**
2. In the bottom right corner of the screen, click the browse button () and select the MICR printer.
3. Click **Save**.

Step 2 – Set up the check design

MICR check designs are available for use by all clients and are <u>not</u> client specific. Every design is available to every client and every MICR bank account.

1. Go to **Firm > MICR Check Global Designer**
2. Enter a **Design Code** for this design (any number from 1 to 9999) and click **New**.
3. Enter a name for the design.
4. Selecting a NELCO check form is not required but you do need to specify the check placement and perforation position of the blank check stock.
5. You can change the fonts that print (using the **Font Tool** at the bottom of the screen) so your checks don't look overly plain. You can also stretch the field sizes but be careful not to create a scenario where one field is so big that it "hides" another field. Refer to the Help topic "MICR Check Design" for specific instructions on using the **Font Tool.**

   If you want to revert to the original settings, click the **Defaults** button and you can start again.
6. When you have the design as you like it, click **Save**.

Step 3 – Enter client-specific bank information

Set up as many accounts as is needed for each client.

1. Go to **Setup > MICR Bank Accounts**.
2. Enter a **Bank Code** (maximum of 8 digits) and click **New**.

3. Enter the **Payer Name** (required) in the **Payer Name** field. This is the employer that issues the checks.
4. Enter the address and phone number (optional) of the payer in the **Payer Info** fields.
5. Click the browse button () and select a check design to associate with this bank account. The check design was set up in step 2 above.
6. Enter the **Bank Name** (required).
7. **Bank Info 1** and **2** fields are optional. This is the address, phone, etc. of the bank.
8. The **Bank Account** field is required. Enter the account number against which the checks are drawn.
9. Enter the 9-digit **Bank Routing** number (required). Find this number on a pre-printed check to the left of the account number.
10. Enter the **Fractional Routing** number (required). This number is usually in small print and consists of two parts divided by a slash. Hence the term "fractional."
11. Enter the **Next Check #** to print for this bank account (required).
12. **Digits** — Some banks require the check number printed on the MICR line to be a specific number of digits. If your bank has this requirement, enter the number of digits required for the check number. Zeros will pad the beginning of the check number to give the required number of digits.
13. Completing the **Security** section is optional.
14. Select to use either the wide, business check format or the narrow, personal check format.
15. Click **Save**.

Step 4 – Specify check stub options

Use these options to identify how you want payroll and Accounts Payable check stubs to look.

1. Go to **Setup** > **Check and Stub Options** > **MICR Payroll** to select stub options for MICR payroll checks.
2. Got to **Setup** > **Check and Stub Options** > **MICR Payables** to select stub options for MICR Accounts Payable checks.
3. Once all options have been selected, click **Save**.