



# PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

4/4/2017

Section J: System Utilities

***[Topic 1: Magnetic Character Ink  
Recognition (MICR) Setup, V2.8]***

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## Revision History

Date	Version	Description	Author
4/4/2017	2.8	17.01.00 – Updated <i>Teleform</i> option for MICR Setup.	D. Ochala
03/02/2016	2.7	16.01.00 – Updated Logo and Footers.	S. Scrivens
03/27/2013	2.6	13.01.00 – Updated examples of the detailed payroll check statements.	D. Ochala
03/31/2011	2.5	11.01.00 – Added <i>Text Only</i> option to MICR Setup. Add <i>Custom</i> option for signature card selection.	D. Ochala
01/21/2011	2.4	10.04.00 – Added <i>Teleform</i> option to MICR Setup.	D. Ochala
03/29/2010	2.3	10.01.00 – Added <i>new payroll check</i> information and instructions for the new Vendor Self-Seal option, and included updated screenshot examples throughout.	D. Ochala
12/09/2009	2.2	09.04.00 – Updated A2.3. sample payroll check example, both self-seal and non-self-seal.	D. Ochala
09/29/2009	2.1	09.03.00 – Added <i>new payroll check</i> information and instructions, and included updated screenshot examples throughout. Added A2.3. sample payroll check example.	D. Ochala
09/26/2008	2.0	08.03.00 – Added <i>TROY Printing Solutions</i> information and instructions, and included updated screenshot examples throughout. Added A1.1. and A1.2. sample payroll check examples.	C. W. Jones

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## Overview

The MICR procedure allows payroll and vendor checks to be printed on blank check stock using a laser printer. This printer must have already been set up with a *Signature Card* and magnetic toner, and the MICR feature must be enabled by using the instructions provided here.

PCGenesis signature card vendor selections include *Source Technologies*, *ACOM*, *Xerox*, *microMICR*, *TROY MICR*, and *Teleform Printing Solutions*. The ability to enable and disable MICR, to set up, and to disable and delete a specific bank's MICR is also provided in this procedure.

Note that the check printing *Signature Card* is in no way affected when *Disable MICR* is selected. It is important that the steps outlined for the *Disable* procedure be followed in the order presented.

A listing of PCGenesis system requirements that must be met before implementing MICR, screenshot examples, a *Field Description Table*, and sample checks containing incorrect and correct *MICR Lines* are included in this document. The screenshots provided are sample entries only. The actual entries depend on the needs of the school district, the system and the financial institution. PCGenesis users should verify the financial institution's information with local bank officials before it is entered in PCGenesis.

The MICR setup now provides an option for **Text Only Output** support. The 'Text Only Output' option is available for both payroll checks and vendor checks in order to support third party check printing. Using this option will allow PCGenesis to output payroll checks, direct deposit advices and vendor checks as text-only files so that these files may be captured by a third party for processing. The text-only output will contain only ASCII characters and will NOT contain any printer PCL code, MICR sequences, or signature fonts.

Allowing third parties to access PCGenesis check output can open up multiple options to school districts. For example, third parties may now be able to offer employee web browser self service options that were not previously available to PCGenesis systems. By providing web access to current and historical employee payroll documents, the district may no longer feel the need to mail paper copies of direct deposit advices to employees, thus saving printing and mailing expenses.

## **Magnetic Ink Character Recognition (MICR) Processing Preliminary Guidelines**

**PCGenesis users should ensure the following requirements are met before implementing MICR:**

Feature	Explanation
Laser Printer	Verify the printer has MICR processing capabilities. Most HP Laser printers with the PCL5 capability will work fine. The HP4000 & HP8000 Series printers have been tested. Note however that when the <i>Duplex</i> option is enabled on the HP4100 DTN printer, problems may result. <b>The Duplex options must be disabled.</b>
MICR Ink Cartridge	To allow checks to be processed through the local banking system, a MICR ink cartridge is required for the laser printer. Magnetic toner for the checks' MICR lines is also required.
Check Stock Options:	<p><u>PrePrinted-PreNumbered:</u> Currently being used by systems for non-MICR processing. <b>Do not use PrePrinted-PreNumbered check stock for MICR processing.</b></p> <p><u>PrePrinted-No Numbers:</u> Similar to the checks currently in use, these checks neither contain a MICR line at the bottom of the checks, nor preprinted check numbers.</p> <p><u>Blank Check Stock:</u> No information is preprinted.</p> <p><u>New Detailed Stub Blank Stock:</u> Available for payroll checks/direct deposits only, these checks print a more detailed check stub which includes a breakdown of the employees' current earning amounts.</p> <p><u>Not Fold &amp; Seal:</u> Any of the above options <u>without</u> the Fold &amp; Seal capability.</p> <p><u>Fold &amp; Seal:</u> Any of the above options <u>with</u> the Fold &amp; Seal capability.</p> <p><i>For the PrePrinted-No Numbers and Blank Check Stock options, a backup supply must be on hand in case of equipment failure. Having this backup supply will allow a complete payroll and/or a vendor check run to successfully complete. <u>PrePrinted stock must always be reserved for this purpose.</u></i></p>
Signature Cards with MICR Capabilities	Source Technologies®, Teleform, Xerox®, ACOM Solutions®, and Blausier Technologies' microMICR System™, and TROY MICR Printing should have MICR capabilities.
Create MICR-Enabled Samples	MICR-enabled samples must be forwarded to the local bank or financial institution for testing. Verify the bank or financial institution's transit and account numbers are correct. Verify the MICR line is properly positioned and printed for high speed processing equipment.

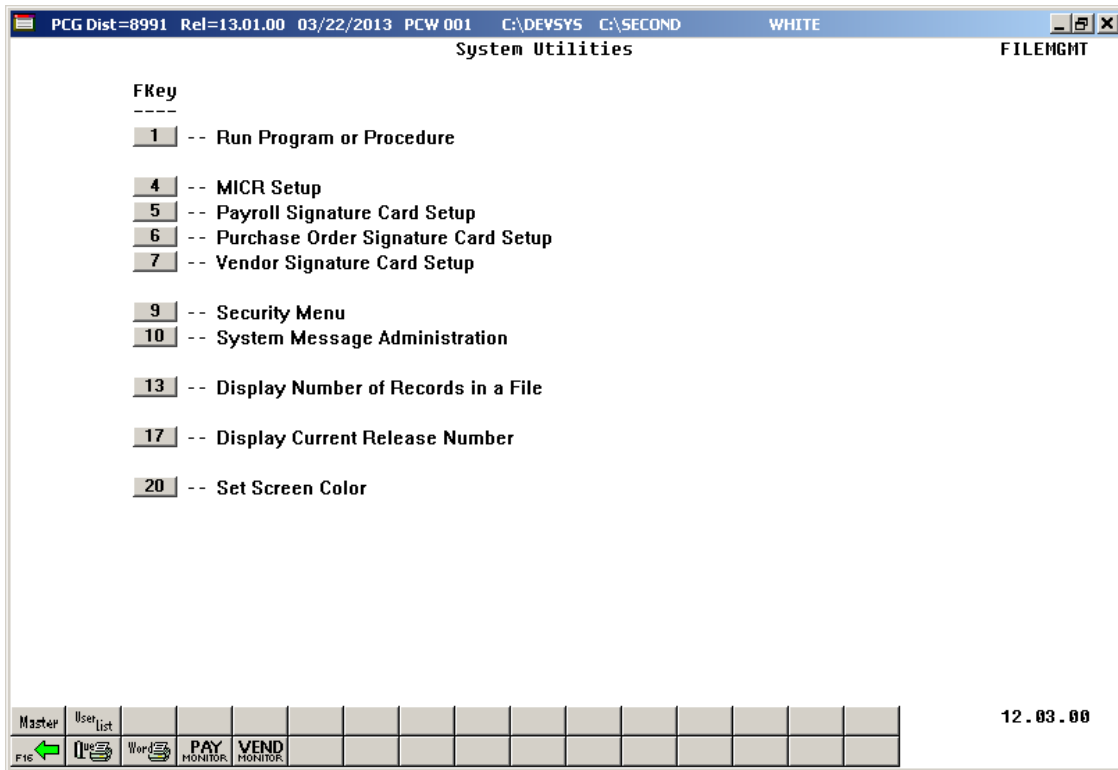
Feature	Explanation
Careful Control of Check Numbers for Unnumbered Checks	Because it will be much easier to enter an incorrect check number when <i>unnumbered</i> checks are used, please exercise extreme caution. Also, since numbers are not on the checks, <u>the last check number used for each bank must be recorded for future reference.</u>
Check Security	<b>All checks should be stored in a secure location under extreme caution.</b> For example, when checks are unnumbered, it will be impossible to know if a check is missing. It is strongly recommended that checks are stored in a safe or a lock-box.
<b>Optional But Recommended</b> - Use Multi Colored Blank Check Stock	Use different colors for each account type including Payroll, Vendor, and School Food Services (SFS) checks.

## Procedure A: Enabling MICR Processing

### A1. Configuring the Signature Card's Printer for MICR Processing

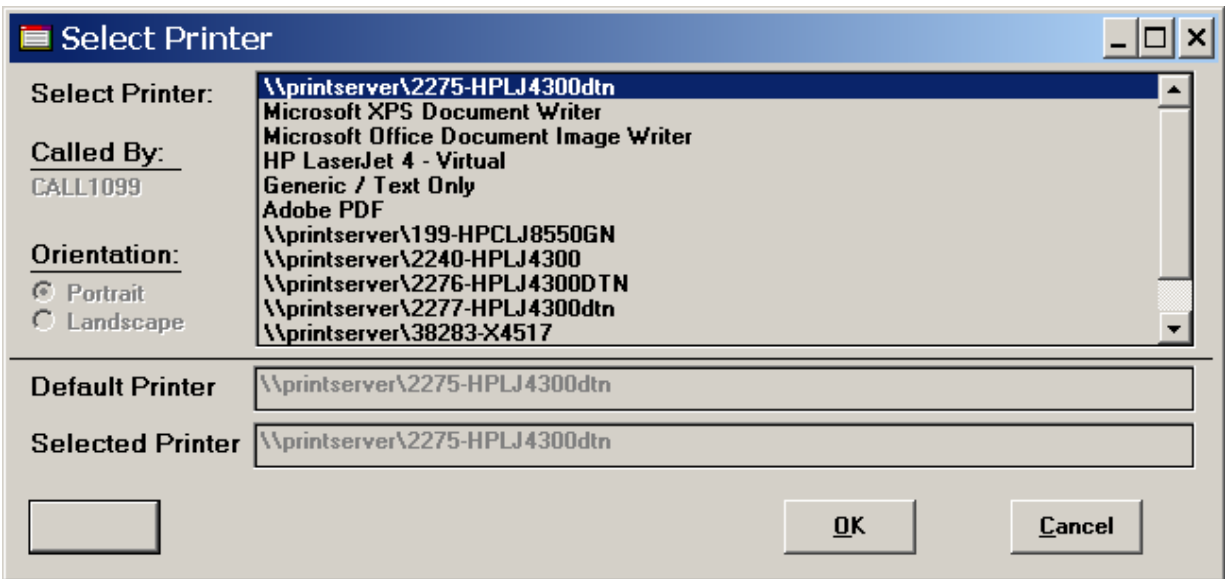
Step	Action
1	From the <i>Business Applications Master Menu</i> , select <b>30</b> (F30 - System Utilities).

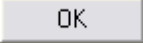
The following screen displays:



Step	Action
2	Select <b>4</b> (F4 - MICR Setup).

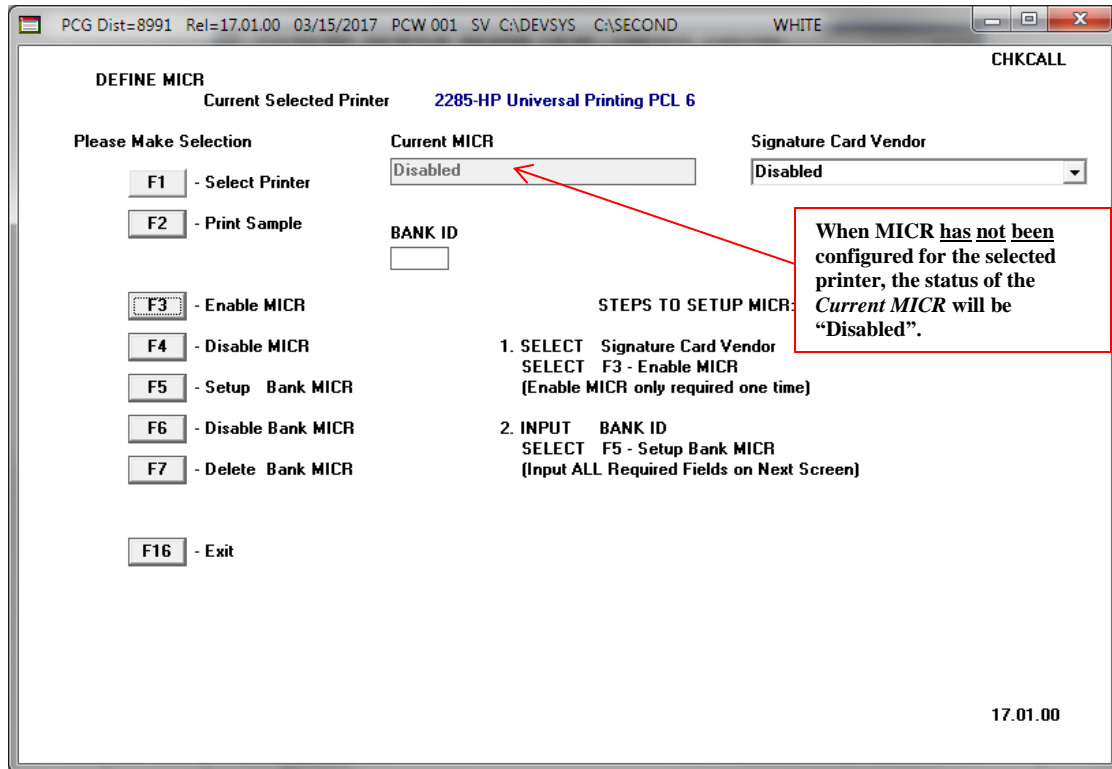
The following dialog box displays:





Step	Action
3	<p>Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the <b>Selected Printer</b> text box.</p> <p><i>The printer selected must have already been set up with the appropriate signature card.</i></p>
4	<p>Select  (OK).</p>

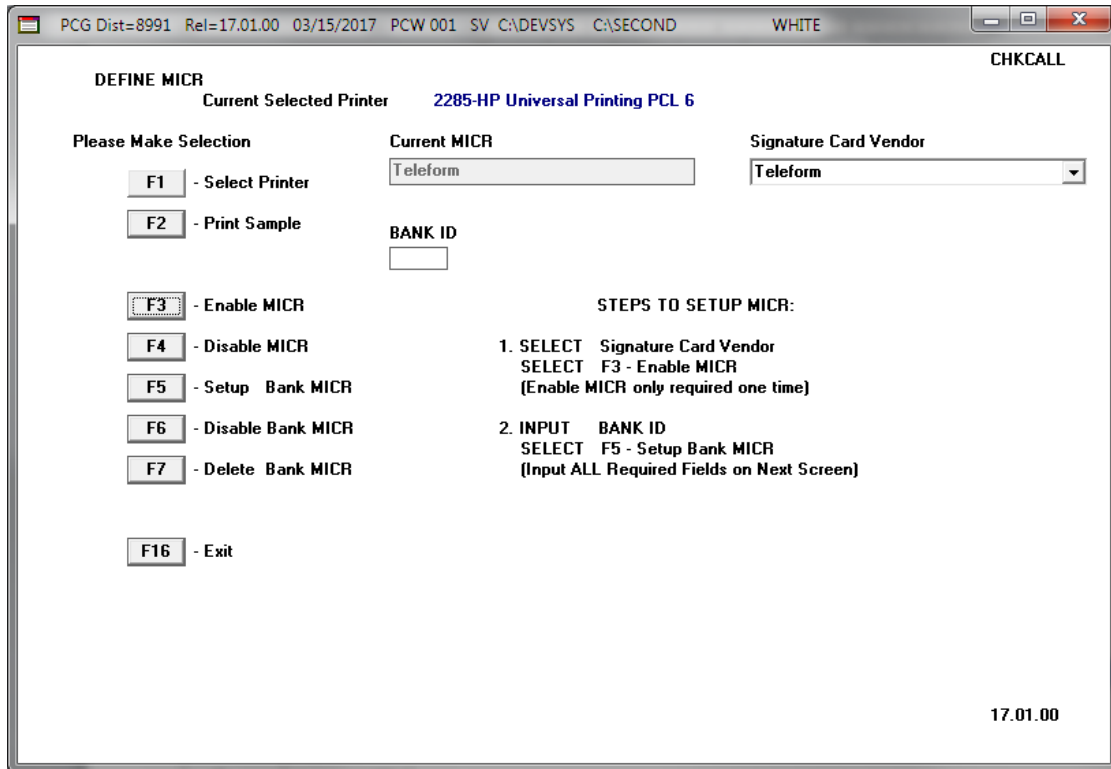


## A2. Enabling the MICR Configuration



Step	Action
5	<p>Select the Drop-down selection icon  in the <b>Signature Card Vendor</b> field to choose the appropriate vendor.</p> <p>Valid values:</p> <ul style="list-style-type: none"> <li>Disabled</li> <li>Source Technologies</li> <li>ACOM</li> <li>Xerox</li> <li>microMICR</li> <li>Troy MICR Printing</li> <li>Teleform</li> <li>Custom Setup</li> </ul>
6	<p>Select  (<b>F3 - Enable MICR</b>).</p> <p><i>The Define MICR screen redisplay.</i></p>

The following screen displays:



Step	Action
<b>7</b>	Enter the code, or select the Drop-down selection icon  within the <b>BANK ID</b> field to choose the bank's information.
<b>8</b>	Select <b>F5</b> ( <b>F5 - Setup Bank MICR</b> ).  <i>PCGenesis automatically saves field entries when Enable MICR, Disable MICR, Setup Bank MICR, Disable Bank MICR or Delete Bank MICR options are completed successfully.</i>

The following screen displays:

Step	Action
9	<p>Verify the <i>System Control</i> information exists in the <b>(District Info) Name, Address 1, Address 2,</b> and <b>Phone – (Optional)</b> fields are correct. Modify the defaulting information where appropriate.</p> <p><i>The information in the “District Info” fields will default from the System Control Information screen. Since this information displays on the checks, it may be modified on the MICR Setup screen as needed for payroll and vendor check printing.</i></p> <p><i>The information in the Fed Res, Transit Sym, and ONUS Symbol fields defaults automatically, and <u>should not require modification.</u></i></p>

Step	Action
<b>10</b>	<p>Enter the bank’s information in the <b>Name, City, State, ZIP, ACCT TYPE(S), Transit, and Account Number</b> in the field.</p> <p><i>Account Types include “Payroll”, “Vendor”, “General”. Including the <u>first</u> ACCT TYPE(S) field, up to five accounts may be entered per bank’s record. These entries will allow checks to be easily identified when printed since the “General”, “Payroll”, or “Debt Service” description displays on the check.</i></p> <p><i>The account number applies to the bank accounts from which checks will be paid, and in most cases, will be provided by the local bank or the financial institution. Account numbers may contain up to eighteen (18) digits, and the ONUS symbol. When making this entry, all spaces <u>and</u> the character that calls the ONUS symbol must be entered. <u>At least one account number must be entered for each bank.</u></i></p>
<b>11</b>	<p><b>To define a Custom Setup:</b> Using the <i>PCL Font List</i>, identify the <i>E-13B MICR</i> font and enter the appropriate <u>case sensitive</u> values within the <i>MICR Setup Code 1</i> and <i>2</i> fields.</p> <p><b>MICR Setup Code 1</b> is defined on the Printer’s <i>PCL Font List</i> as the <u>first</u> <i>Escape Sequence</i> (&lt;esc&gt;), for example, &lt;esc&gt;(10O&lt;esc&gt;(sp0p8.00h8.0v0s7b360T, the entry would be (10O. Do not enter the “&lt;esc&gt;”.</p> <p><b>MICR Setup Code 2</b> is defined on the Printer’s <i>PCL Font List</i> as the <u>second</u> <i>Escape Sequence</i> (&lt;esc&gt;), for example, &lt;esc&gt;(10O&lt;esc&gt;(sp0p8.00h8.0v0s7b360T, the entry would be (sp0p8.00h8.0v0s7b360T. Do not enter the “&lt;esc&gt;”.</p> <p><i>Note: When defining a Custom Setup, the <b>Transit Symbol</b> and <b>ONUS Code</b> must match the parameters on the custom E-13B MICR font.</i></p>
<b>12</b>	<p>Verify the appropriate option is selected in the <b>Self-Seal Checks? for Payroll Checks (No/Yes)</b> field.</p>
<b>13</b>	<p>Verify the appropriate option is selected in the <b>PAYROLL CHECK TYPE?</b> This selection defines the types of checks to be printed for payroll checks and direct deposits.</p> <ul style="list-style-type: none"> <li>• <b>Blank check stock</b></li> <li>• <b>Pre-printed no numbers</b></li> <li>• <b>New detailed stub blank stock</b></li> <li>• <b>Text Only Output</b></li> </ul> <p><i>The <b>New detailed stub blank stock</b> option is the new and improved pay check statement. Selecting this option requires contacting the PCGenesis Help Desk for implementation instructions.</i></p> <p><i>The <b>Text Only Output</b> option is available in order to support third party check printing. Using this option will allow PCGenesis to output payroll checks and direct deposit advices as text-only files so that these files may be captured by a third party for processing. The text-only output will contain only ASCII characters and will NOT contain any printer PCL code, MICR sequences, or signature fonts.</i></p>

Step	Action
<b>14</b>	Verify the appropriate option is selected in the <b>Self-Seal Checks?</b> for <b>Vendor Checks (No/Yes)</b> field.
<b>15</b>	<p>Verify the appropriate option is selected in the <b>VENDOR / PO CHECK TYPE?</b> This selection defines the types of checks to be printed for vendor checks and purchase orders.</p> <ul style="list-style-type: none"> <li>• <b>Blank check stock</b></li> <li>• <b>Pre-printed no numbers</b></li> <li>• <b>Text Only Output</b></li> </ul> <p><i>The <b>Text Only Output</b> option is available in order to support third party check printing. Using this option will allow PCGenesis to output vendor checks as text-only files so that the check file may be captured by a third party for processing. The text-only output will contain only ASCII characters and will NOT contain any printer PCL code, MICR sequences, or signature fonts.</i></p>
<b>16</b>	<p>Select <input type="button" value="Save"/> (Save). (NOTE: The <b>ENTER</b> key will validate the data without saving the data.)</p> <p><i>When selected, a sample MICR-encoded document will be printed and the MICR Setup/Bank Information Verification screen redisplay. Refer to the sample documents on the following pages <u>before proceeding</u>.</i></p> <p><i>When there are no errors, the MICR Setup screen redisplay.</i></p> <p><i>When there are errors, the MICR Setup screen redisplay with the error(s) highlighted. In this instance, make the appropriate modification(s), and select Save.</i></p>

The following screen displays:

PCG Dist=8991 Rel=17.01.00 03/15/2017 PCW 001 SV CADEVSY5 CASECOND WHITE

MICR Setup Screen BK01 FNB 001 OF SMITH CITY 11 111 1111 CHKCALL

District Info  
 Name SMITH CITY BOARD OF EDUCATION  
 Address 1 102 MAIN STREET  
 Address 2 SMITH, GA 33333  
 Phone - (Optional)

ACCT TYPE(S)  
 PAYROLL  
 VENDOR  
 PO

Bank Info  
 Bank Name BANK OF THE SOUTH  
 City, State ZIP SMITH, GA 30534

Fed Res 64 Transit 061113111 64-1311  
 Account Number 01 11 32 3C 611  
 As appears on check, including SPACES and ONUS symbol

8765432109876543210987654321098765432109876543210987654321  
 <-Aux-ON-US-> A061113111 A01 11 32 3C <Amount-Field A TRANSIT Sym  
 <TRANSIT: < Account Number > C ONUS Symbol

Signature vendor TeleForm  
 MICR Setup Code 1 (0Q  
 MICR Setup Code 2 (s0p7.89h8.3u0s0b0T

<----- PAYROLL CHECKS -----> <----- VENDOR CHECKS ----->  
 Self-Seal  No Payroll  Blank Check Stock Self-Seal  No Vendor / PD  Blank Check Stock  
 Checks?  Yes Check  PrePrinted No Numbers Checks?  Yes Check Type?  PrePrinted No Numbers  
 Type?  New Detailed Stub Blnk Stck  Text Only Output  
 Text Only Output

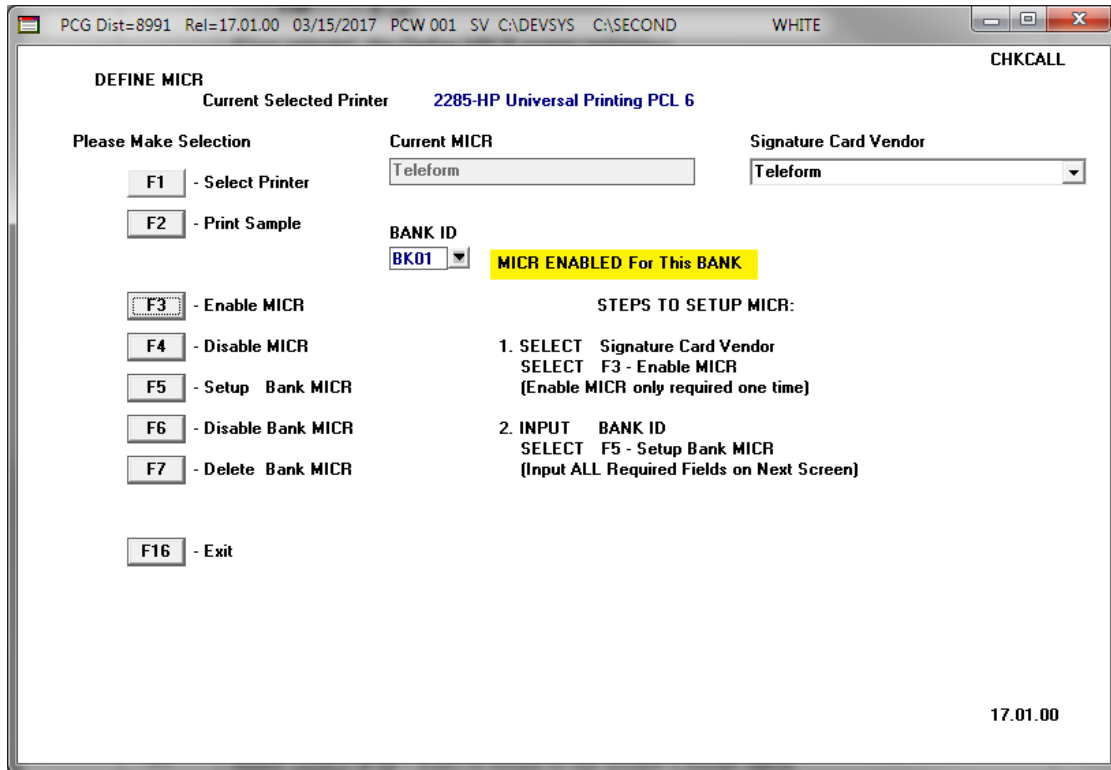
\* Required Data saved.  
 Select SAVE button to edit and save changes

Save F16-Exit 17.01.00

Step	Action
17	Compare the sample check to the examples in A2.1. <i>Sample Payroll Check – Incorrect MICR Line – Example</i> and A2.2. <i>Sample Payroll Check – Correct MICR Line – Example</i> .
18	<p>Use extreme caution when reviewing the sample check by ensuring that the <b>District Information, Account Type/Description, Bank Information</b>, and that the <b>MICR line</b> information is correct.</p> <p><i>The MICR line is located near the middle of the sample check. Depending on the type of checks used, the MICR line will be located to the <u>right</u> of the Self-Seal ON and Self Seal OFF fields. In the MICR line, the “Account Number” entry on the sample check is <u>always</u> ‘123456’. The “Transit Number” and the “Account Number” field entries are school district- and system- specific.</i></p> <p><i>If the Transit and ONUS symbols are identified with the letters ‘B’ and ‘C’ as in the sample check on the following page, <u>the information is incorrect</u>.</i></p> <p><i>To correct an INCORRECT MICR line, remove and reinsert the signature card and print a sample check by selecting the “Print Sample” option on the Define MICR screen.</i></p> <p><i>The MICR Setup/Bank Information screen redispays.</i></p>

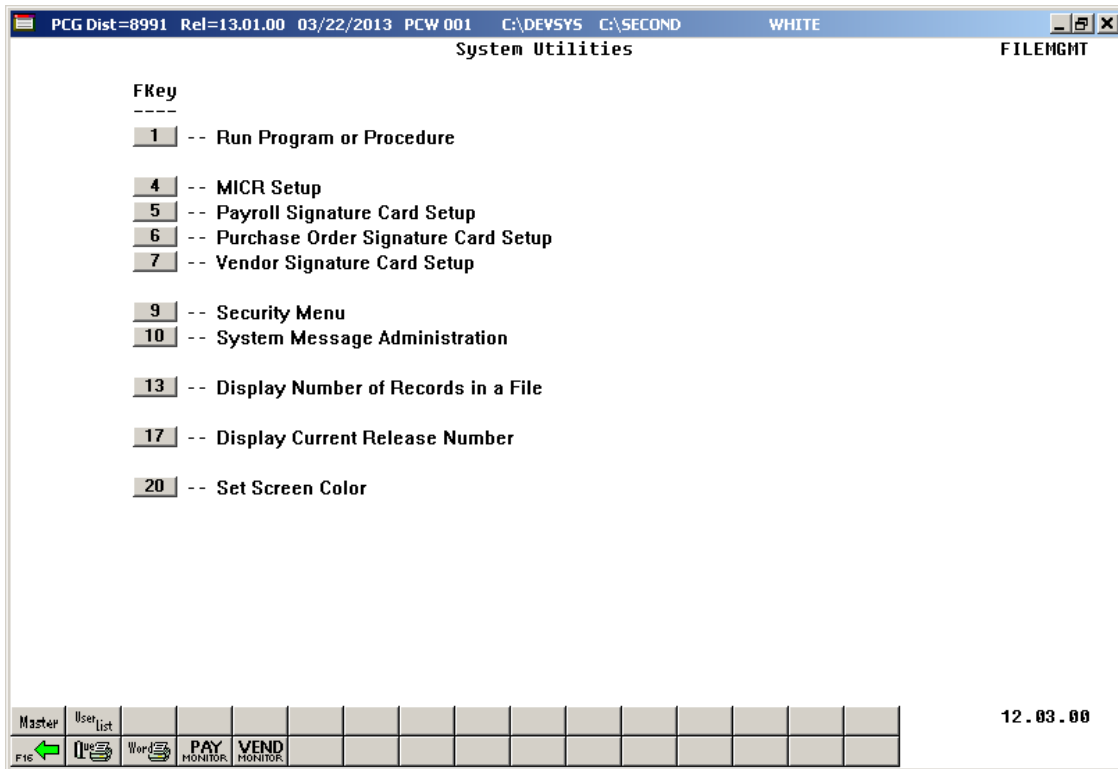
Step	Action
<b>19</b>	Verify the <i>MICR Setup/Bank Information</i> screen's entries are correct and select <b>Exit</b> (Exit). When selected, the <i>Define MICR</i> screen redisplay.



The following screen displays



Step	Action
<b>20</b>	Verify the bank code is correct, and that “ <i>MICR ENABLED For This Bank</i> ” displays.
<b>21</b>	Select <b>F16</b> (F16 – Exit) to return to the <i>System Utilities Menu</i> .

The following screen displays:



Step	Action
22	Select  (Master) or  (F16 - Exit) to return to the <i>Business Applications Master Menu</i> .



## A2.1. Sample Payroll Check – Incorrect MICR Line – Example

SMITHVILLE BOARD OF EDUCATION						123456	CONTRACT TO DATE	
CHECK DATE	SOCIAL SECURITY	EMPLOYEE NUMBER	GROSS PAY	DEDUCTIONS	NET PAY			
CUR		REGULAR HOURS	OVERTIME HOURS	REGULAR AMOUNT	OVERTIME AMOUNT	CONTRACT AMOUNT	TOTAL AMOUNT	
TOT								
DEDUCTION	CURRENT	YTD	DEDUCTION	CURRENT	YTD	DEDUCTION	CURRENT	YTD
SICK LEAVE	PERS LEAVE	VACATION	OTHER	YTD	SICK LEAVE	PERS LEAVE	VACATION	OTHER
CUR		2001/11/20 15:46			BAL			
MICR Setup								
PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS								

<b>SMITHVILLE BOARD OF EDUCATION</b> 102 MAIN ST. SMITHVILLE, GA. 61255	No. <b>123456</b> Date	64-8236 8975
---	---------------------------	-----------------

<b>BANK OF SMITHVILLE</b> SMITHVILLE, GA 61255	<table border="1"> <thead> <tr> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td> </td> </tr> </tbody> </table> VOID AFTER 90 DAYS	AMOUNT	
AMOUNT			

SAMPLE CHECK

Pay To The Order Of	<div style="border: 1px solid red; padding: 2px; display: inline-block;">Transit Symbol</div>	<div style="border: 1px solid red; padding: 2px; display: inline-block;">ONUS Symbol</div>
Self-Seal ON		
Self-Seal OFF	C123456C B897582361B100 2641C	
		<div style="border: 1px solid red; padding: 2px; display: inline-block;">Incorrect MICR line</div>

**\*\* THE FOLLOWING DATA WAS INPUT DURING THE MICR SETUP \*\***

BANK-ID	BK	Signature Card Vendor
Institution Name	BANK OF SMITHVILLE	Source Technologies
Institution Address	SMITHVILLE, GA 61255	
Federal Reserve ID	64	
Institution Transit Number	897582361	PRINT ON BLANK CHECK
Character To Call TRANSIT Symbol	B	
Account Number (Including ONUS Symbol)	100 2641C	SELF-SEAL - OFF
Character To Call ONUS Symbol	C	
District Name	SMITHVILLE BOARD OF EDUCATION	
District Address 1	102 MAIN ST.	
District Address 2	SMITHVILLE, GA. 61255	
District Phone (Optional)		
Account Type 1	GENERAL	
Account Type 2	PAYROLL	
Account Type 3		
Account Type 4		
Account Type 5		

## A2.2. Sample Payroll Check – Correct MICR Line – Example

SMITHVILLE BOARD OF EDUCATION						123456		CONTRACT TO DATE	
CHECK DATE	SOCIAL SECURITY	EMPLOYEE NUMBER	GROSS PAY	DEDUCTIONS	NET PAY				
CUR		REGULAR HOURS	OVERTIME HOURS	REGULAR AMOUNT	OVERTIME AMOUNT	CONTRACT AMOUNT	TOTAL AMOUNT		
TOT									
DEDUCTION	CURRENT	YTD	DEDUCTION	CURRENT	YTD	DEDUCTION	CURRENT	YTD	
SICK LEAVE		PERS LEAVE	VACATION	OTHER	SICK LEAVE		PERS LEAVE	VACATION	OTHER
CUR					YTD	BAL			
MICR Setup 2001/11/20 15:08									
PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS									

SMITHVILLE BOARD OF EDUCATION 102 MAIN ST. SMITHVILLE, GA. 61255	No. <b>123456</b>	64-8236 8975
	Date GENERAL	

BANK OF SMITHVILLE SMITHVILLE, GA 61255	<b>AMOUNT</b>
	VOID AFTER 90 DAYS

Pay To The Order Of

# SAMPLE CHECK

Self-Seal ON	Transit Symbol	ONUS Symbol	
Self-Seal OFF			Correct MICR line

Self-Seal OFF    ⑆ ⑆ 23456 ⑆ ⑆ 89758236 ⑆ ⑆ 100 2641 ⑆ ⑆

**\*\* THE FOLLOWING DATA WAS INPUT DURING THE MICR SETUP \*\***

BANK-ID	BK	Signature Card Vendor
Institution Name	BANK OF SMITHVILLE	Source Technologies
Institution Address	SMITHVILLE, GA 61255	
Federal Reserve ID	64	
Institution Transit Number	897582361	PRINT ON BLANK CHECK
Character To Call TRANSIT Symbol	B	
Account Number (Including ONUS Symbol)	100 2641C	SELF-SEAL - OFF
Character To Call ONUS Symbol	C	
District Name	SMITHVILLE BOARD OF EDUCATION	
District Address 1	102 MAIN ST.	
District Address 2	SMITHVILLE, GA. 61255	
District Phone (Optional)		
Account Type 1	GENERAL	
Account Type 2	PAYROLL	
Account Type 3		
Account Type 4		
Account Type 5		



## A2.3. Sample New 8.5 x 14 Payroll Check – Self-Seal Example

Employee Information				Company Information						
Employee ID	89464	AG9ILERA, JO9UE		SMITH CITY BOARD OF EDUCATION	8991					
SSN	999-08-8464	2559 MAIN STREET		102 MAIN STREET						
Telephone	999-555-1536	SMITH, GA 33333		SMITH, GA 33333						
Loc/Class	0101 / 17			(404)444-4444						
General Information		Tax Data		Net Pay Distribution						
Check No	010161	Marital Allowances	Fed	GA	Account Type	Account Number	Amount			
Check Date	09/28/2012	Add Pct	Married	Joint Both						
		Add Amt	00	M(1) D(00)						
Contract Fiscal-To-Date		16,476.92		Check No		010161	Total Net Pay	2,162.72		
REMINDER - THERE IS A MANDATORY DISTRICT WIDE MEETING AT 4:30 PM ON FRIDAY										
Paycheck Summary										
Desc	Reg Hrs	Reg Amt	OT Hrs	OT Amt	Cont Amt	Tot Gross	Tot Taxes	Total Deds	Tot Net Pay	
Current		2781.88			2681.88	2781.88	579.58	619.16	2162.72	
YTD		16576.92		200.00	16476.92	16776.92	2754.88	3094.46	13682.46	
Current Hours and Earnings										
Description	Pay Rate	Regular Hrs	Regular Amount	Overtime Hrs	Overtime Amt	Contract Amt				
State Salary			2,668.17			2,558.17				
Extended Year Supplement			70.22			70.22				
Purlough			-56.51			-56.51				
Extracurricular Supplement			100.00							
<b>Total</b>			<b>2,781.88</b>			<b>2,681.88</b>				
Paid Time Off										
Lv Type 1	Cur 1	YTD 1	Bal 1	Lv Type 2	Cur 2	YTD 2	Bal 2	Description	Current	YTD
SICK LEAVE		2.00	26.50	PD SICK II		1.00	13.00	FICA	212.82	1283.40
PERSONAL		1.00				2.00				
VACATION		2.00	5.00	VACATION II		3.00	15.00			
LWOP				LWOP II						
OTHER		.50		OTHER II		1.50				
PROF.		3.00		STAFF DEVII		2.50				
									212.82	1283.40
Taxes/Pension			Before-Tax Deductions			After-Tax Deductions				
Description	Current	YTD	Description	Current	YTD	Description	Current	YTD		
SOC. SEC.	172.48	760.32				DC ED FOUND	25.00	225.00		
MEDICARE	40.34	243.24				PAGE DURS	14.58	114.58		
GA. STATE TAX	127.58	652.62								
FEDERAL TAX	239.18	1098.70								
<b>Total</b>	<b>579.58</b>	<b>2754.88</b>	<b>Total</b>			<b>Total</b>	<b>39.58</b>	<b>339.58</b>		

PLEASE DETACH THIS STUB AND RETAIN FOR YOUR RECORDS

REMOVE DOCUMENT ALONG THIS PERFORATION

THIS DOCUMENT IS PRINTED IN TWO COLORS. DO NOT ACCEPT UNLESS BLUE AND GREEN ARE PRESENT.

<b>SMITH CITY BOARD OF EDUCATION</b> 102 MAIN STREET SMITH, GA 33333 (404)444-4444		Date	09/28/2012	No.	010161	64-111 6100
ATLANTA BANK ATLANTA, GA 30000		PAYROLL		Amount		\$ ****2,162.72
Pay To The Order Of		AG9ILERA, JO9UE		VOID AFTER 90 DAYS		TWO THOUSAND ONE HUNDRED SIXTY TWO AND 72/100
				<i>John Doe</i>		

⑈0400⑈ ⑆06⑆⑆⑆30⑆7⑆⑆8 33 6⑈

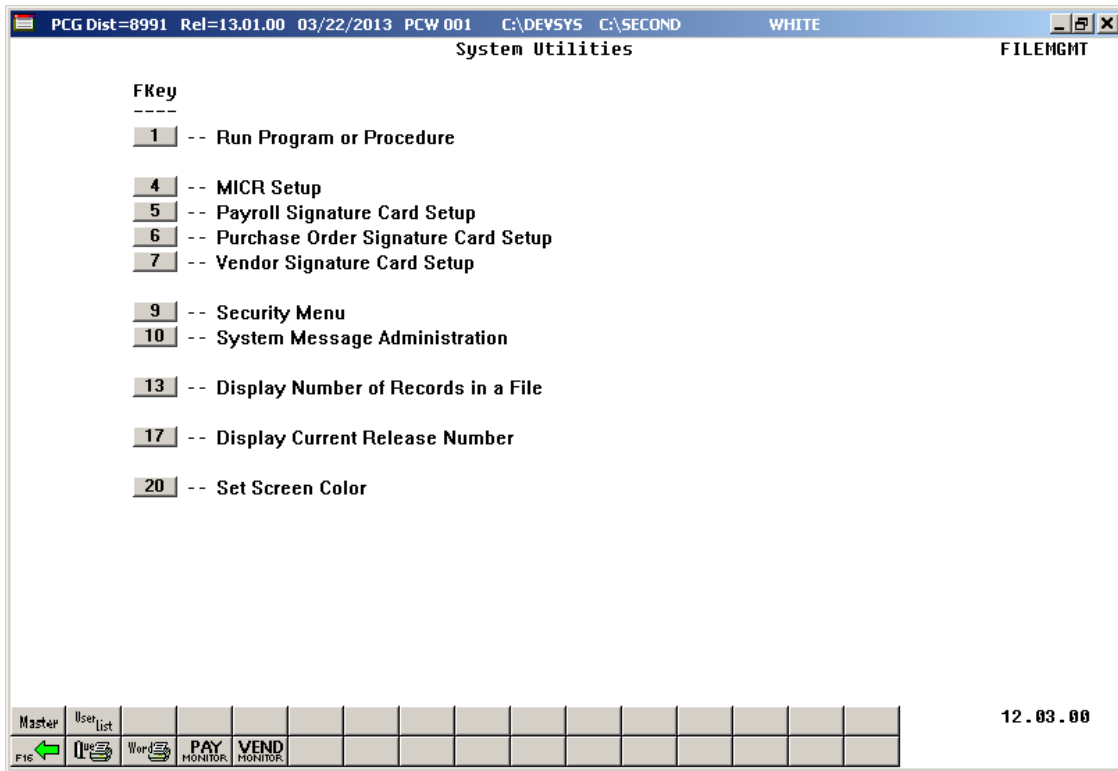
SMITH CITY BOARD OF EDUCATION  
102 MAIN STREET  
SMITH, GA 33333

C 0101 17

AG9ILERA, JO9UE  
2559 MAIN STREET  
SMITH, GA 33333

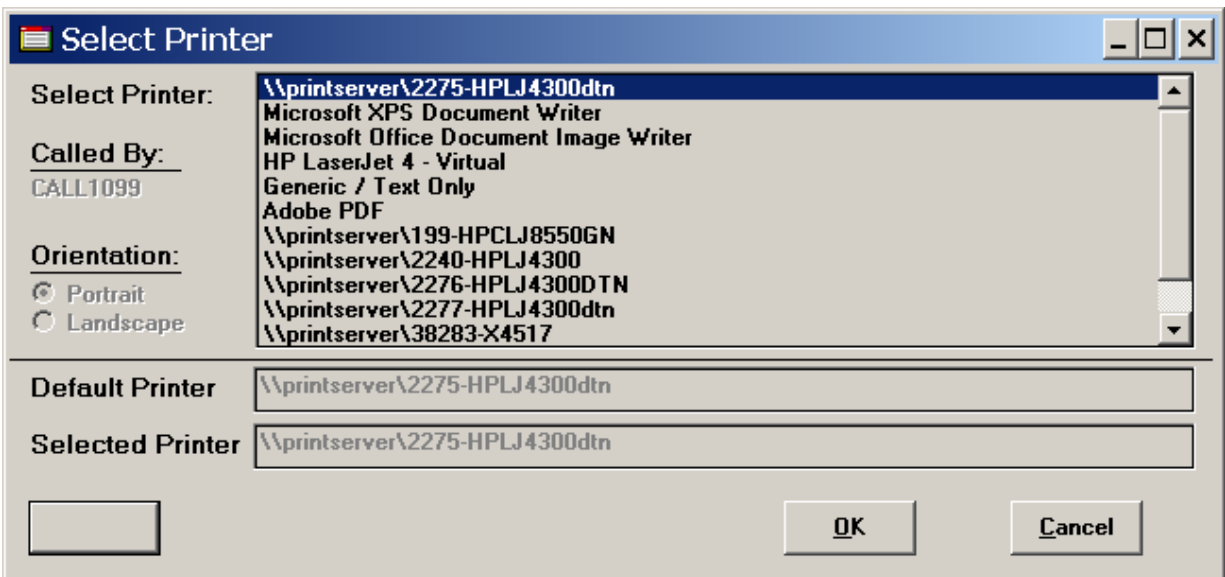


## Procedure B: Disabling MICR Processing



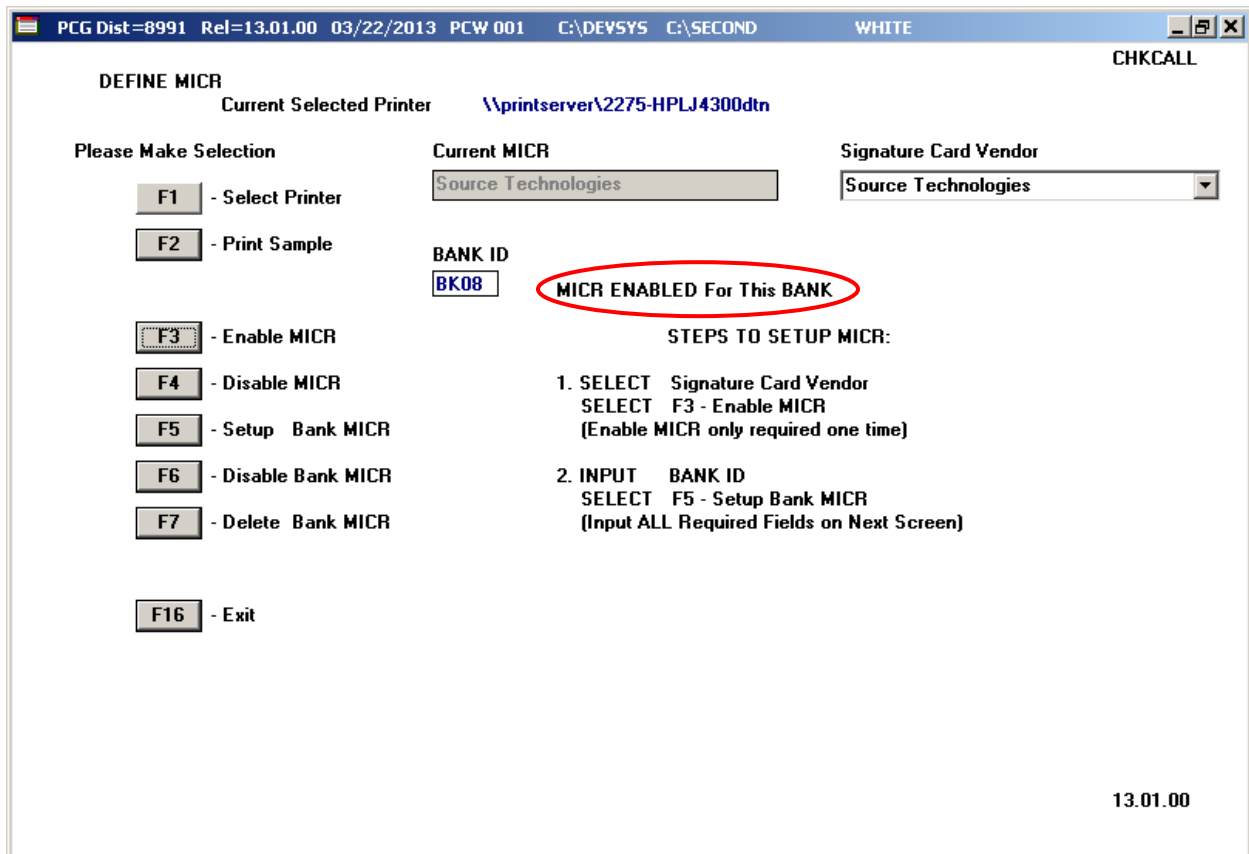
Step	Action
1	Select <b>4</b> (F4 - MICR Setup).

The following dialog box displays:



Step	Action
2	<p>Within the <i>Select Printer</i> window, verify or highlight the appropriate printer's name. Verify that the correct printer displays in the <b>Selected Printer</b> text box.</p> <p><i>The printer selected must have already been set up with the appropriate signature card.</i></p>
3	Select <input type="button" value="OK"/> (OK).

The following screen displays:



Step	Action
4	<p><b>To disable MICR for a specific bank:</b> Select <input type="button" value="F6"/> (F6 – Disable Bank MICR) and either enter the bank's code or select the Drop-down selection icon <input type="button" value="v"/> within the in the <b>Bank ID</b> field to choose the bank's information.</p> <p><b>To disable MICR for all banks:</b> Select <input type="button" value="F4"/> (F4 – Disable MICR).</p> <p><i>When selecting “Disable MICR”, PCGenesis also automatically disables the “Current MICR” and “Signature Card Vendor” fields. The “Disable MICR” feature may also be selected during payroll and vendor check printing.</i></p>



For **Step 4-F6** selections, the following screen displays:

PCG Dist=8991 Rel=17.01.00 03/15/2017 PCW 001 SV CADEVSY S C/ASECOND WHITE

CHKCALL

DEFINE MICR  
Current Selected Printer 2285-HP Universal Printing PCL 6

Please Make Selection

F1 - Select Printer  
F2 - Print Sample  
F3 - Enable MICR  
F4 - Disable MICR  
F5 - Setup Bank MICR  
F6 - Disable Bank MICR  
F7 - Delete Bank MICR  
F16 - Exit

Current MICR  
Teleform

Signature Card Vendor  
Teleform

BANK ID  
BK01

**MICR DISABLED For This BANK**

STEPS TO SETUP MICR:

1. SELECT Signature Card Vendor  
SELECT F3 - Enable MICR  
(Enable MICR only required one time)
2. INPUT BANK ID  
SELECT F5 - Setup Bank MICR  
(Input ALL Required Fields on Next Screen)

17.01.00

For **Step 4-F4** selections, the following screen displays:

PCG Dist=8991 Rel=17.01.00 03/15/2017 PCW 001 SV CADEVSY S C/ASECOND WHITE

CHKCALL

DEFINE MICR  
Current Selected Printer 2285-HP Universal Printing PCL 6

Please Make Selection

F1 - Select Printer  
F2 - Print Sample  
F3 - Enable MICR  
F4 - Disable MICR  
F5 - Setup Bank MICR  
F6 - Disable Bank MICR  
F7 - Delete Bank MICR  
F16 - Exit

Current MICR  
Disabled

Signature Card Vendor  
Disabled

BANK ID  
BK01

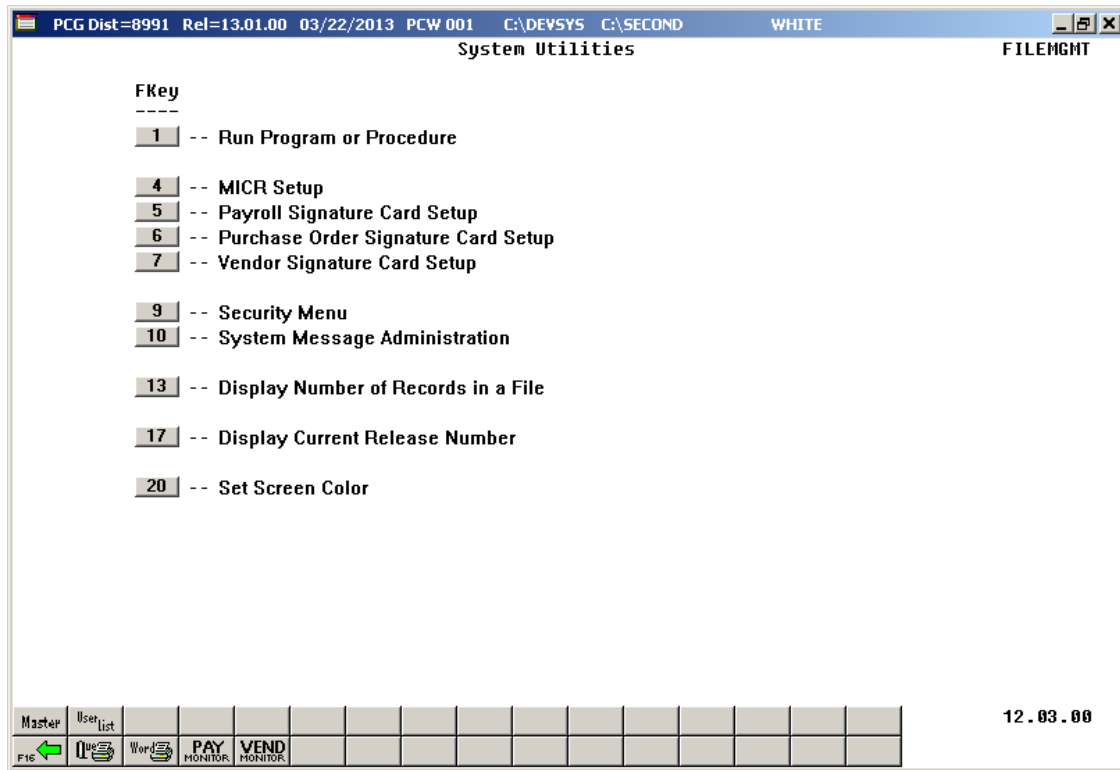
STEPS TO SETUP MICR:

1. SELECT Signature Card Vendor  
SELECT F3 - Enable MICR  
(Enable MICR only required one time)
2. INPUT BANK ID  
SELECT F5 - Setup Bank MICR  
(Input ALL Required Fields on Next Screen)

17.01.00

Step	Action
5	Select <b>F16</b> ( <b>F16 – Exit</b> ) to return to the <i>System Utilities Menu</i> .

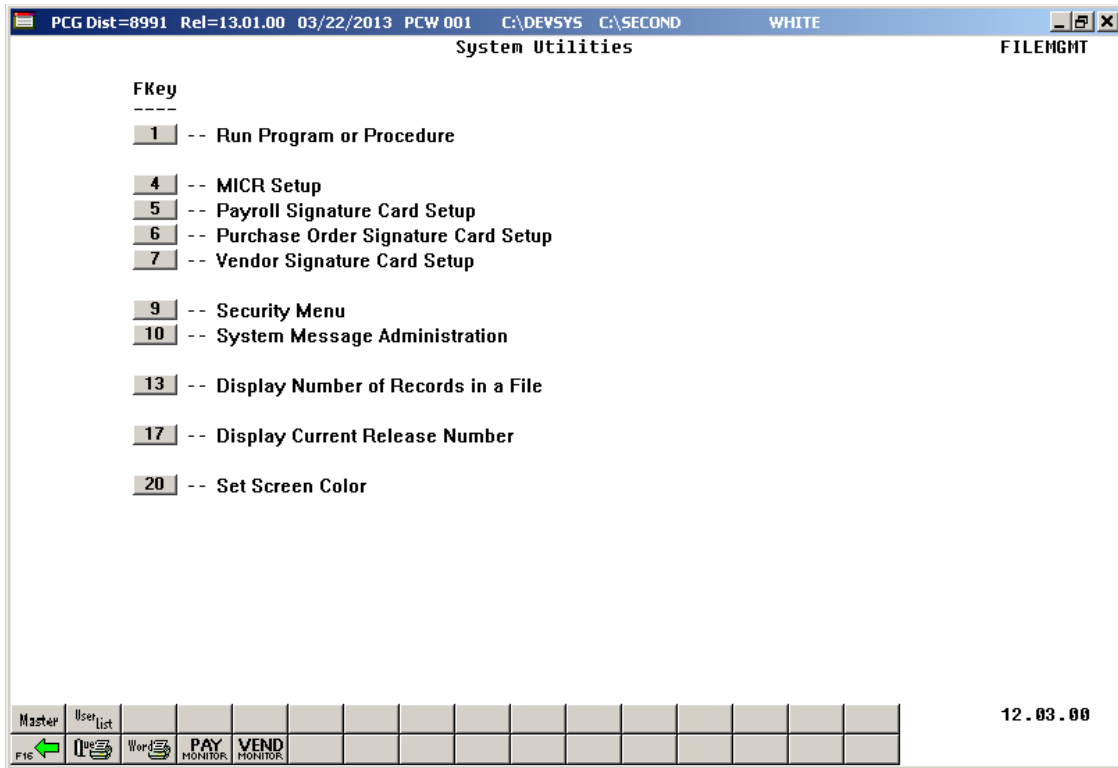
The following screen displays:



Step	Action
6	Select <b>Master</b> ( <b>Master</b> ) or <b>F16</b> ( <b>F16 - Exit</b> ) to return to the <i>Business Applications Master Menu</i> .

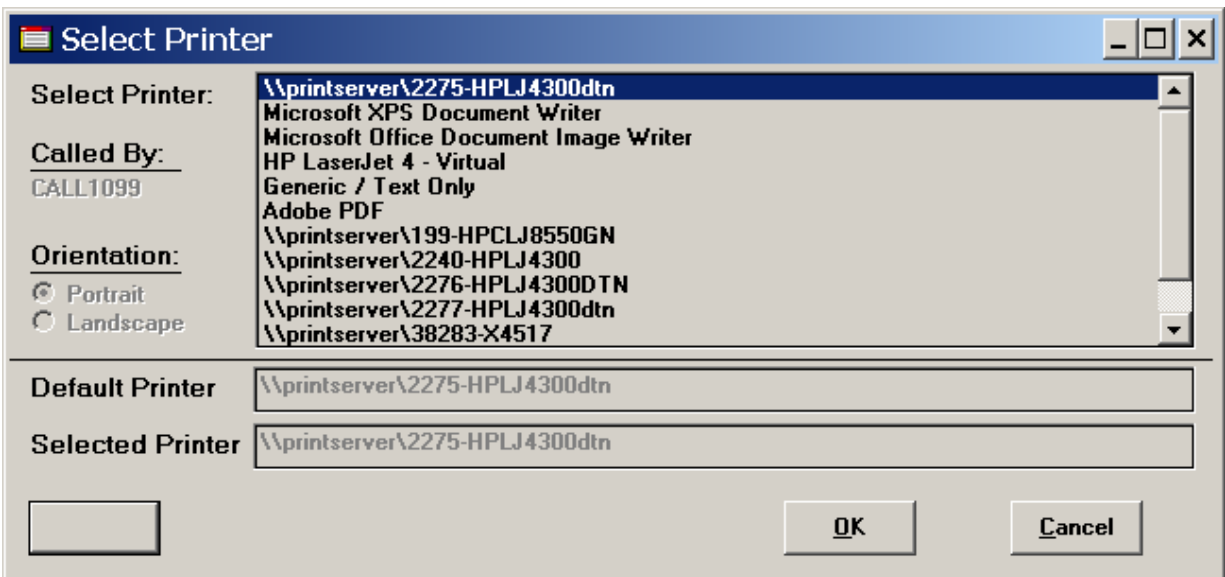


## Procedure C: Deleting the MICR Configuration for a Specific Bank



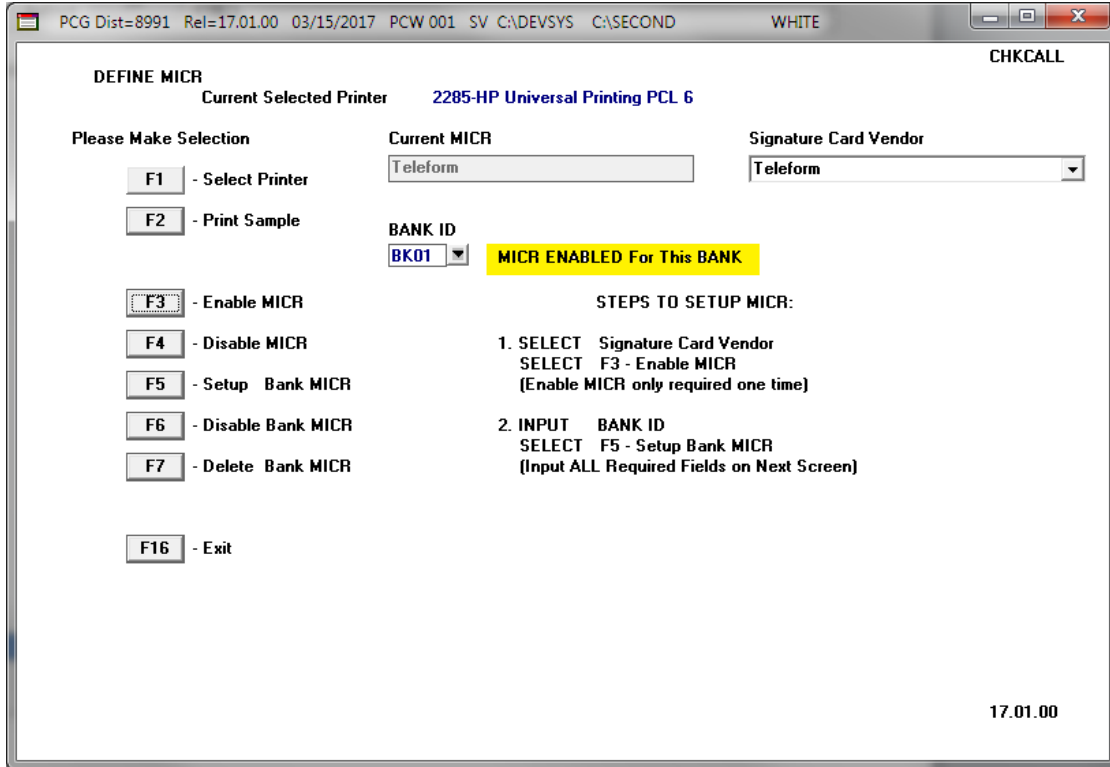
Step	Action
1	Select <b>4</b> (F4 - MICR Setup).

The following dialog box displays:



Step	Action
2	<p>Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the <b>Selected Printer</b> text box.</p> <p><i>The printer selected must have already been set up with the appropriate signature card.</i></p>
3	Select <input type="button" value="OK"/> (OK).

The following screen displays:



Step	Action
4	Enter the bank code in the <b>BANK ID</b> field, and select <input type="button" value="F7"/> (F7 - Delete Bank MICR).

The following screen displays:

PCG Dist=8991 Rel=17.01.00 03/15/2017 PCW 001 SV CADEVSYS CASECOND WHITE

MICR Setup Screen BK01 FNB 001 OF SMITH CITY 11 111 1111 CHKCALL

District Info  
 Name SMITH CITY BOARD OF EDUCATION ACCT TYPE(S)  
 Address 1 102 MAIN STREET PAYROLL  
 Address 2 SMITH, GA 30333 VENDOR  
 Phone - (Optional) PO

Bank Info  
 Bank Name BANK OF THE SOUTH  
 City, State ZIP SMITH, GA 30534

Fed Res 64 Transit 061113111 64-1311  
 Account Number 01 11 32 3C 611  
 As appears on check, including SPACES and ONUS symbol

5 4 3 2 1  
 876543210987654321098765432109876543210987654321  
 <-Aux-ON-US-> A061113111 A01 11 32 3C <Amount-Field A TRANSIT Sym  
 <TRANSIT: < Account Number > C ONUS Symbol

Signature vendor TeleForm  
 MICR Setup Code 1 (0Q  
 MICR Setup Code 2 (s0p7.89h8.3v0s0b0T

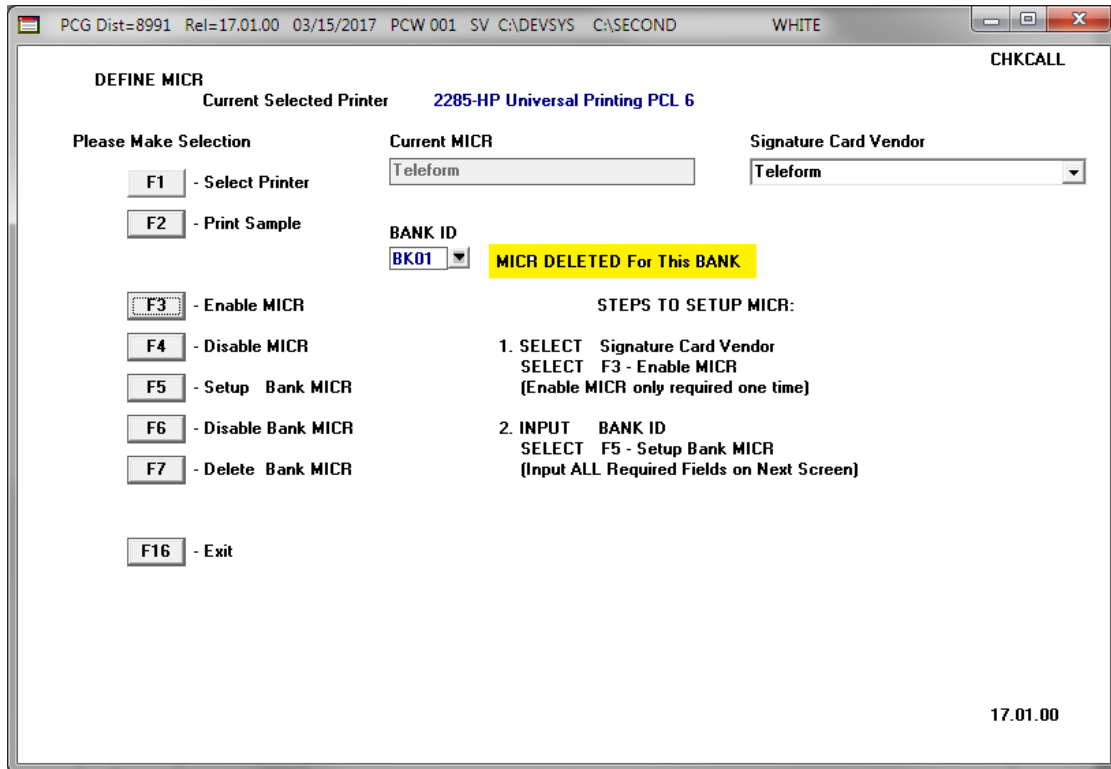
<----- PAYROLL CHECKS -----> <----- VENDOR CHECKS ----->  
 Self-Seal  No Payroll  Blank Check Stock Self-Seal  No Vendor / PO  Blank Check Stock  
 Checks?  Yes Check  PrePrinted No Numbers Checks?  Yes Check Type?  PrePrinted No Numbers  
 Type?  New Detailed Stub Blnk Stck  Text Only Output

\* Required Select DELETE To Confirm

DELETE F16-Exit 17.01.00

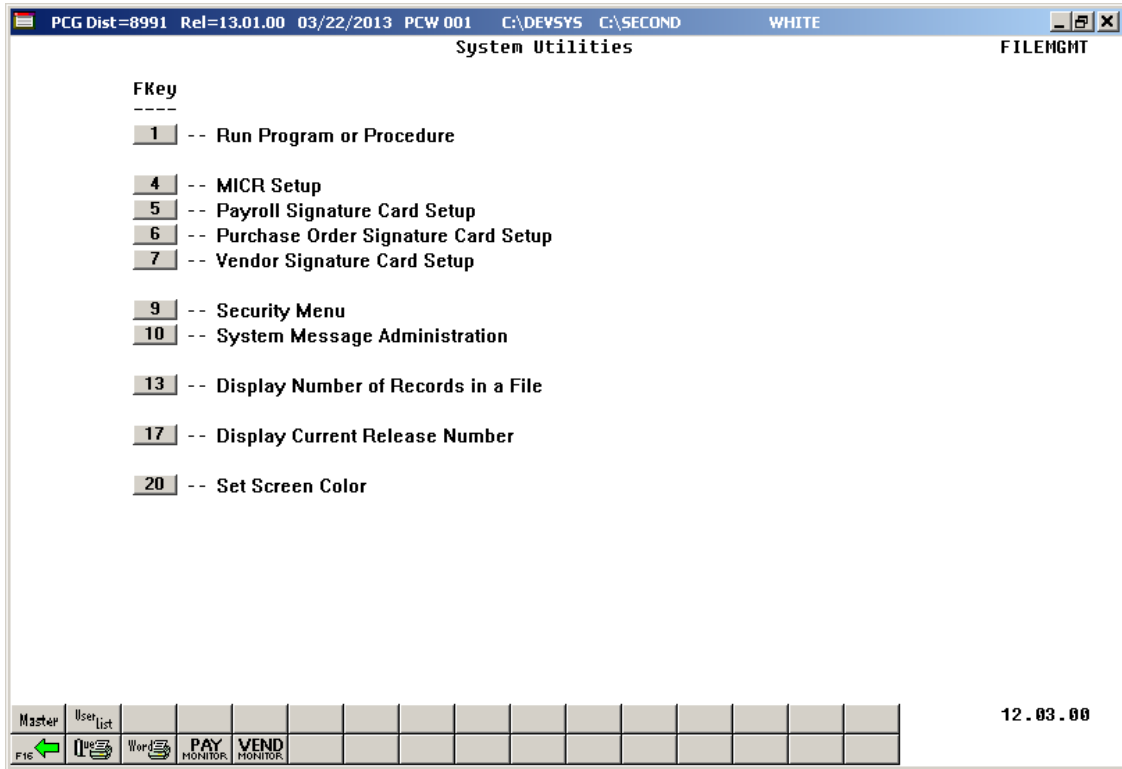
Step	Action
5	Select <b>DELETE</b> (Delete).



The following screen displays:



Step	Action
6	Select <b>F16</b> ( <b>F16 – Exit</b> ) to return to the <i>System Utilities Menu</i> .

The following screen displays:



Step	Action
7	Select  (Master) or  (F16 - Exit) to return to the <i>Business Applications Master Menu</i> .

## Appendix A: MICR Setup Field Description Table

PCG Dist=8991 Rel=17.01.00 03/15/2017 PCW 001 SV CADEVSY5 CASECOND WHITE

MICR Setup Screen BK01 FNB 001 OF SMITH CITY 11 111 1111 CHKCALL

District Info  
 Name SMITH CITY BOARD OF EDUCATION  
 Address 1 102 MAIN STREET  
 Address 2 SMITH, GA 33333  
 Phone - (Optional)

ACCT TYPE(S)  
 PAYROLL  
 VENDOR  
 PO

Bank Info  
 Bank Name BANK OF THE SOUTH  
 City, State ZIP SMITH, GA 30534

Fed Res 64 Transit 061113111 64-1311  
 Account Number 01 11 32 3C 611

As appears on check, including SPACES and ONUS symbol

5 4 3 2 1  
 8765432109876543210987654321098765432109876543210987654321

<-Aux-ON-US-> A061113111 A01 11 32 3C <Amount-Field  
 <TRANSIT: < Account Number > A TRANSIT Sym  
 C ONUS Symbo1

Signature vendor TeleForm  
 MICR Setup Code 1 (00  
 MICR Setup Code 2 (s0p7.89h8.3u0s0b0T

<----- PAYROLL CHECKS -----> <----- VENDOR CHECKS ----->  
 Self-Seal  No Payroll  Blank Check Stock Self-Seal  No Vendor / PD  Blank Check Stock  
 Checks?  Yes Check  PrePrinted No Numbers Checks?  Yes Check Type?  PrePrinted No Numbers  
 Type?  New Detailed Stub Blnk Stck  Text Only Output  
 Text Only Output

\* Required Select SAVE button to edit and save changes

Save F16-Exit 17.01.00

FIELD NAME	DESCRIPTION	SAMPLE ENTRY
<b>District Info</b>		
Name	Automatically defaults to the information from the school district's/system's <i>System Information Control</i> record. This field may be modified as needed for check printing purposes.	Smith City Board of Education
Address 1	(Please see "District Info - Name" above)	102 Main St.
Address 2	(Please see "District Info - Name" above)	Smith, GA 33333
Phone - (Optional)	(Please see "District Info - Name" above)	770-423-8989 x(1234)

FIELD NAME	DESCRIPTION	SAMPLE ENTRY
<b>Bank Info</b>		
Name	Financial Institution's Name	Bank of the South
City, State, ZIP	City, State and Zip Code of your financial institution	Atlanta, GA 30000
Fed Res	64 is the default for most, if not all of Georgia's banks. <b>Verify this information with the local financial institution.</b>	64
TRANSIT	Financial institution's 9-digit transit number. <b>Verify this information with the local financial institution.</b>	061113111
Account Number	The school district's/system's account number. This number must be entered <u>exactly</u> as it appears on the MICR line of the check, including spaces and the character used to call the ONUS symbol.	18 33 6C