



Check Printing System for Windows

Getting Started Guide

CHECK PRINTING SYSTEM FOR WINDOWS

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OVERVIEW

MultiCHAX®

The MultiCHAX® system is composed of three programs 1) the MultiCHAX® Virtual printer is a Windows print driver. When printing checks within your accounting software you should select "MultiCHAX Virtual Printer" as the output printer for checks. 2) The MultiCHAX (Multichx.exe) program is fed the check data from the print driver to produce your MICR encoded checks. 3) MultiCHAX Setup (MCSetup.exe) which is used to originally set up the information needed by MultiCHAX including your bank account information.

When using the "MultiCHAX Virtual Printer" driver, all the text output to that printer from your accounting program is saved in the c:\multichx\temp directory. Files are saved with "AAA as the file prefix>. Normally when the virtual driver starts to receive output it automatically starts the MultiCHAX program. The information saved is used by MultiCHAX to put together a "virtual print image" in computer memory.

The MultiCHAX program uses the information you have set up in the control file (using MCSETUP) to examine this virtual print image, getting the data it needs to print a check by looking at the locations in the row (vertical position) and column (horizontal position) specified for each item of information. The Enterprise version of MultiCHAX (if the control record being used does not specify "Manually Select Banks"), looks at the check number printed on the virtual print image and uses the first portion of this check number (either the 1, 2, or 3 leftmost digits) to look up the bank account information entered into the MultiCHAX bank control file. MultiCHAX then prints the newly reformatted information including the bank account information and MICR characters on the printer designated as the MICR printer.

You should use the "grid on" option in the MultiCHAX® menu item "test". With this toggled on while printing checks from your accounting application, it will print in the "grid" mode that will allow you to view the virtual print image and determine the settings of row and column number to point to the appropriate information in the virtual page. Remember the coordinates tell MultiCHAX where to get information not where to put it. You must use the Output Offsets Screen (figure 9) to change the placement of data on the face of the check.

Even though your software prints in a check format with a top stub, bottom stub or middle stub format, the MultiCHAX® program will format the output to the form you select regardless of the type specified in your accounting program.

Remember, however that the MultiCHAX® program can only print the stub information that is printed to the virtual page by your accounting program. Thus, if your accounting program does not print stub information to the virtual page, MultiCHAX will not be able to print this information either.

Important Icon Keys

ICON KEY	
	Important Information
	Use McSetup.exe
	Use MultiChx.exe
	Use QuickBooks

To help guide you along in your process of setting up MultiCHAX®, we have included icons that will be notated next to the section name. These keys will help highlight important facts and also notate which program to use to accomplish certain tasks necessary for correct setup and usage of our program. Refer to the icon key, in this section for information about each different icon presented.

The following instructions are to be used to guide you through the installation of your MultiCHAX® software on various operating systems.

HARDWARE AND SOFTWARE REQUIREMENTS

MultiCHAX® minimum requirements are:

- Windows 98SE, ME or XP
- Windows NT4.5 or higher
- Laser or other printer that supports 'TT' fonts
- 100 MB (megabytes) free storage space
- Minimum screen resolution of 800 x 600
- 2x CD-ROM drive

Installation of Software (for Windows NT4.5-XP)

If you are installing on a network make sure that you have proper rights to create directories and search, add, modify and remove files. It is recommended that you place the program and directories during the installation, onto a network drive so that all users operating MultiCHAX® will share the same files. Be sure to close all other running programs and turn off all virus protection programs.

To install MultiCHAX®:

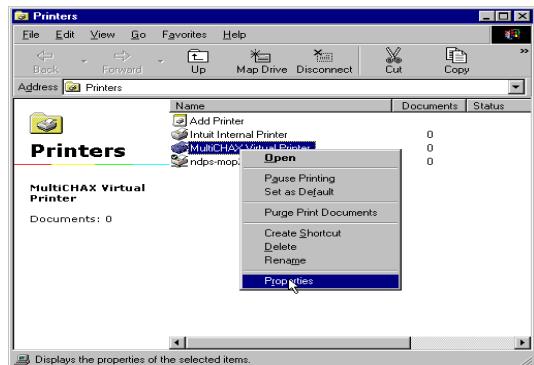
1. Shut down all program that are running, including disabling virus protection programs.
2. Insert the MultiCHAX® CD-Rom into your computer's CD-Rom drive and let the installer begin.
3. Enter your serial number located on your CD-Rom sleeve, invoice or MultiCHAX® license agreement, when prompted for it.
4. Toggle through the next few screens, until you reach the screen in which you can select your destination folder. If you're installing the software onto a network directory, this is the point where you would click on the browse button and select that network path.

Note: You must have proper rights to create, add, and modify directories, as well as search them, and remove files from the network path you are installing to as well as the local machine. The software installs the executables on your local drive and places the databases files on your network path.

- Once installation is complete, you are able to run the McSetup program (no reboot is necessary).

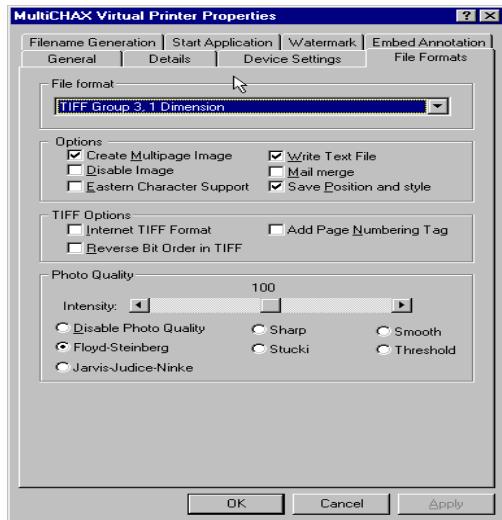
Installation of Software (for Windows 98)

Refer to steps 1-4 for installation of software on other Windows Operating Systems. However, after the installation of MultiCHAX you must click on your 'Start' button, then select 'Settings', and then click on 'Printers'. Once you're in the 'Printer' screen you must locate the 'MultiCHAX Virtual Printer', right click on it, and select 'Properties' as depicted in the picture below:

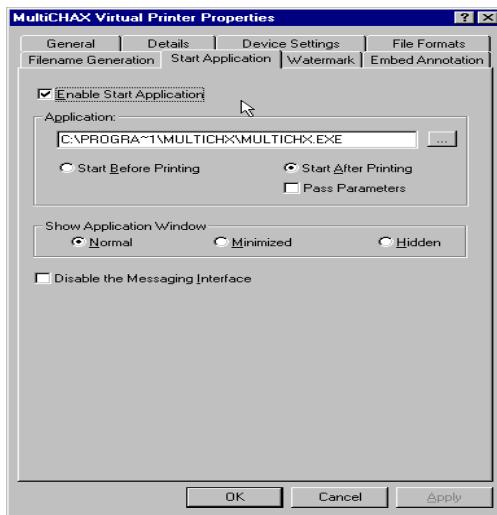


Once that has been accomplished, you must click on two different tabs to set up the printer correctly. Make sure each tab has the items selected as pictured on the following page:

THE FIRST IS *FILE FORMATS*:



START APPLICATION:



SETTING UP MCSETUP AND MULTICHAX PROGRAMS

c Starting MCSetup

Before running MultiCHAX® you must run the McSetup program which is installed as part of the MultiCHAX® group.

Start MCSetup by clicking on your Start button in your Windows Taskbar (lower left hand), then select Programs/MultiChx/McSetup.exe.

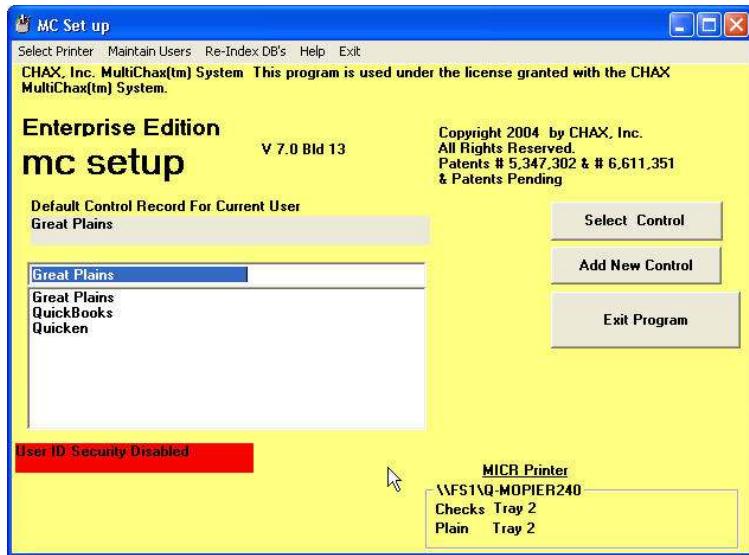
You will be reminded to set up Offsets and MICR Printer settings. Click on "Change Printer" to designate a printer to use as the output printer to print the MICR encoded checks. Set up the input tray you wish to use to hold blank check forms. Note you must specify an actual tray, not a form name. You will be given an opportunity to specify a different tray to hold plain paper if you are going to print extra copies of each check automatically.

c Setting up your control information (QuickBooks Edition)

- Note: If you are using the QuickBooks edition of MultiCHAX®, you must have the QuickBooks program open and open to a company, before launching the McSetup program. If you are using any version of QuickBooks other than QuickBooks Online, select "I Am Running QuickBooks", for QuickBooks Online, select "I Am Running QuickBooks Online".

To setup your control for McSetup.exe:

1. After opening the MCSetup program, highlight the control you want to use and click on "Select Control".



⊕ **Note:** If you're using the QuickBooks Edition of the software you have four control templates already created for you, 1)QuickBooks Payables – Manual, 2)QuickBooks payables – Semi-Auto. 3) QuickBooks Payroll – Manual 4) QuickBooks Payroll – Semi Automatic. Select which control you prefer, if you select Semi-Auto, additional steps will be necessary, which are explained in Chapter 5.

If you're using the Enterprise Edition you should choose one the controls available to you, that coincide with your accounting program.

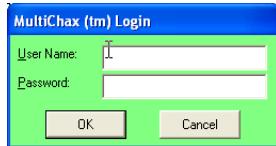
2. Then click on “Edit This Control”. This is where you can chose your method of check selection, check placement on form, or edit your input and output information for the check. An explanation of these options is explained in Chapter 4. Once you have edited your grid information and options, you must click on “OK & Save”. For help with your grid setup go to Chapter 5 and list number 4.
3. Now click on “Select A Bank”. You must now edit the bank information for each individual account. A detailed description of this process is explained in Chapter 6.

Note: If you're using the Semi-Auto feature you must make sure that the bank number you choose for the bank id in MultiCHAX® coincides with the bank number you have entered in your QuickBooks program bank information.

You are now done with setting up your control information, and once you exit the McSetup are ready to open MultiCHAX.exe and began printing checks.

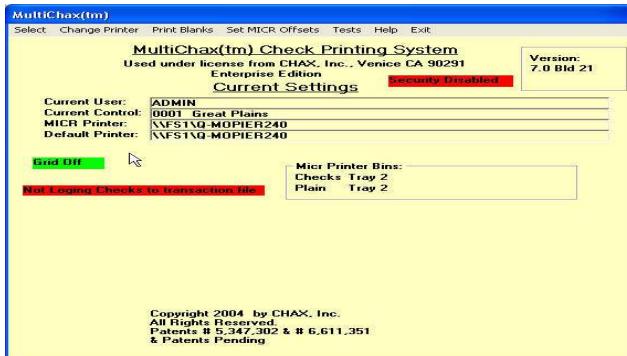
Starting MultiCHAX®

- ⊕ **Note:** Only if you have selected in MCSUp to have security enabled will this login screen appear.
 Figure 4 - Multichx start screen



The default User Name is "Admin" and password "Masteradmin" (not case sensitive).

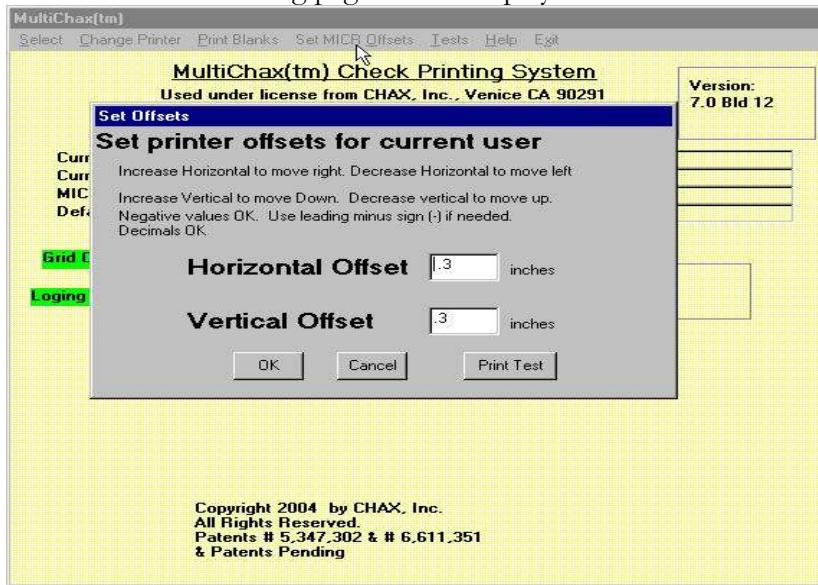
MultiCHAX start screen



- + Select the correct control for the accounting software program you're using. If you don't have an appropriate preconfigured control file or template the Chax, Inc. customer service will help you create one, or you can setup one yourself.

□ Setting the correct MICR Offsets for your Check Sheet

1. Select "Set MICR Offsets" in the MultiCHAX® toolbar.
2. The screen on the following page will be displayed:



- + Since any two printers are slightly different in the way they feed and align paper, the means for compensating for these differences the "Offset" instructions are provided. It is important that the image printed aligns within fairly close tolerances to the perforations on the check forms. Checks supplied by Chax® have special patented alignment features which are used to insure proper

printing alignment. This insures that the MICR printing is within the print placement tolerances required by the banking industry. Enter the Vertical and Horizontal offsets in inches, with decimals. This value is to adjust the printing image on the check form. It is recommended that you start with a value of 0 for the vertical and 0 for the horizontal.

- ✿ Horizontal Offsets: Positive numbers move to the right and negative numbers move to the left(e.g., 1.5 moves the item 1 1/2 inches right. -1.5 move the item 1 1/2 inches left).
- ✿ Vertical Offsets: Positive numbers move down and negative numbers move up(e.g., 1.5 moves the item 1 1/2 inches downward. -1.5 moves the item 1 1/2 inches upward).

Note: Print a test check and observe the box that is supposed to surround the word "date" that is preprinted on the check. You can use a ruler to determine the necessary adjustments and then repeat this process until proper positioning is obtained. In addition, to insure that there is not improper skew to the printed image, four short horizontal lines are printed which should straddle the perforations.

- ✿ Since each printer may be different the setting is kept in the "Local Machine" registry and thus must be set for each computer using MultiCHAX® even if attached to the same printer and the same network.
- 3. After printing a test sample, you will be able to return to this screen to further adjust the Offsets.

You should now be ready to print a check, for additional fine tuning of printing options and check layout, read the following chapters.

Chapter

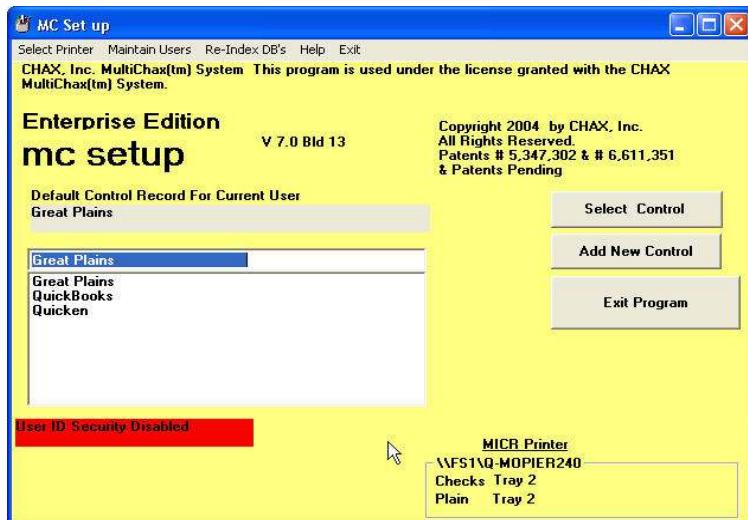
4

CONTROL SETUP

- ❖ Controls are used to provide our software with information, such as, your bank information, printing preferences for information on your check face, and also to let our software know where to draw the information from your software's output.
- ❖ Usually you will need only one control for each accounting software product you use, however, if you use different forms multiple controls may be necessary, at which point you should contact one of your tech support representatives for further assistance at (800)354-6427.

c Editing your Control

1. Open your McSetup.exe program.
2. Highlight the control you want to edit, and then click on the “Select This Control” button.



3. Select ‘Edit this Control’, which will take you to the ‘Setup Control Record’ screen, as pictured on the following page:



MultiChax(tm) Set UPControl Record

Select Printer Set Descriptive Printing Set Special Values Set MICR Offsets

Current Control - [leon]

Check Placement on Form			Method of Bank / Check No. Selection																																																				
<input type="radio"/> Middle	<input checked="" type="radio"/> Bottom	<input type="radio"/> Top	<input type="radio"/> 1	<input type="radio"/> 2																																																			
			<input type="radio"/> Create Template	<input type="radio"/> Import Template																																																			
Input Control The entries below are to be taken from the grid printout. They will only tell the program where to get the information not where to place it on the output. Use the "Output Control" panel on the right to control the output placement.																																																							
Top Print Line of Stub	1152																																																						
Bottom Print Line of Stub	2201																																																						
Check Number	ROW	COL	MAX LNTH																																																				
Amount Spelled Out Ln1	502	6	65																																																				
Ln2*	0	0	0																																																				
Amount in Numerals	402	84	10																																																				
Check Date	252	95	10																																																				
Payee Name & Address Ln 1	602	12	50																																																				
Ln 2	652	12																																																					
Ln 3	702	12																																																					
Ln 4*	852	12																																																					
Ln 5*	0	0																																																					
Pay To The Order Of*	0	0																																																					
Memo on Check*	0	0	0																																																				
Void Indication*	0	0	0																																																				
Void Pattern*	0	0	0																																																				
Output Control Enter Offsets in inches using decimals. For negative values enter a leading "-". <table border="1"> <thead> <tr> <th></th> <th>Horizontal Offsets</th> <th>Vertical Offsets</th> </tr> </thead> <tbody> <tr> <td>Check Number</td> <td>0</td> <td>0</td> </tr> <tr> <td>Amount Spelled Out</td> <td>0</td> <td>0</td> </tr> <tr> <td>Amount in Numerals</td> <td>0</td> <td>0</td> </tr> <tr> <td>Check Date</td> <td>0</td> <td>0</td> </tr> <tr> <td>Payee Name & Address</td> <td>0</td> <td>0</td> </tr> <tr> <td>Memo on Check</td> <td>0</td> <td>0</td> </tr> <tr> <td>Bank Name & Address</td> <td>0</td> <td>0</td> </tr> <tr> <td>Account Name & Address</td> <td>0</td> <td>0</td> </tr> <tr> <td>Transit Number</td> <td>0</td> <td>0</td> </tr> <tr> <td>Top Signature Message</td> <td>0</td> <td>0</td> </tr> <tr> <td>Second Signature Line</td> <td>0</td> <td>0</td> </tr> <tr> <td>Logo Position</td> <td>0</td> <td>0</td> </tr> <tr> <td>Stub Overlay Position</td> <td>0</td> <td>0</td> </tr> <tr> <td>Signature Position</td> <td>0</td> <td>0</td> </tr> <tr> <td>Pay To The Order Of</td> <td>0</td> <td>0</td> </tr> <tr> <td>Stub Offset</td> <td>0</td> <td>0</td> </tr> </tbody> </table>						Horizontal Offsets	Vertical Offsets	Check Number	0	0	Amount Spelled Out	0	0	Amount in Numerals	0	0	Check Date	0	0	Payee Name & Address	0	0	Memo on Check	0	0	Bank Name & Address	0	0	Account Name & Address	0	0	Transit Number	0	0	Top Signature Message	0	0	Second Signature Line	0	0	Logo Position	0	0	Stub Overlay Position	0	0	Signature Position	0	0	Pay To The Order Of	0	0	Stub Offset	0	0
	Horizontal Offsets	Vertical Offsets																																																					
Check Number	0	0																																																					
Amount Spelled Out	0	0																																																					
Amount in Numerals	0	0																																																					
Check Date	0	0																																																					
Payee Name & Address	0	0																																																					
Memo on Check	0	0																																																					
Bank Name & Address	0	0																																																					
Account Name & Address	0	0																																																					
Transit Number	0	0																																																					
Top Signature Message	0	0																																																					
Second Signature Line	0	0																																																					
Logo Position	0	0																																																					
Stub Overlay Position	0	0																																																					
Signature Position	0	0																																																					
Pay To The Order Of	0	0																																																					
Stub Offset	0	0																																																					
Print in Compressed Font <input type="checkbox"/> Print Stubs in 17 CPI <input type="checkbox"/> Print Amount Spelled Out in 17 CPI <input type="checkbox"/> Print Payee N & A in 17 CPI																																																							
Fields denoted * and in yellow are optional - Any optional item with Row set to zero (0) will be ignored																																																							

This screen will display the 'Current Control' name, which can be adjusted.

4. In this section you are able to edit your input control (where our software draws the information from your accounting package), output control (where specific information is placed on the check you print out), print size, MICR Offsets, and positioning and displaying option for specific wording on the check.

The following sections will explain in greater detail the different adjustable setup options and functioning.

c Number of Significant Digits for ID Embedded in Check

If your accounting programs prints a check number on the output check (most do) MultiCHAX can automatically determine the bank account. This can only be applied in our software if you choose the “Automatic” method of check selection”. You should specify in your accounting program, for it to provide a large number of digits for check number, preferably 8 or more. This will let you use the first (left most) three positions to designate a bank number while still leaving at least five positions for the check sequential number, and thus you can issue one hundred thousand checks on a single bank account before you need be concerned about the incrementing of the check number affecting the bank number assigned to the first digits. If your accounting program does not allow eight digits, you will have to compromise the number of digits you use for the bank account or the number of digits remaining for sequential check numbers. One digit will allow for nine accounts. Two will allow for ninety nine. Three will allow for you to assign up to nine hundred ninety nine bank accounts to a single control file. Assign a number of digits to take care of the maximum number of checking accounts. Remember, your accounting program will be unaware of this use of the check number, so you must monitor the use of sequential numbers to prevent corrupting the leading significant digits. For example, if you only have a seven digit check number and use the 3 leading positions as account numbers, this will leave only four digits for sequential numbers, and so you must manually reset the starting check number to 1 before you reach 9,999 checks.

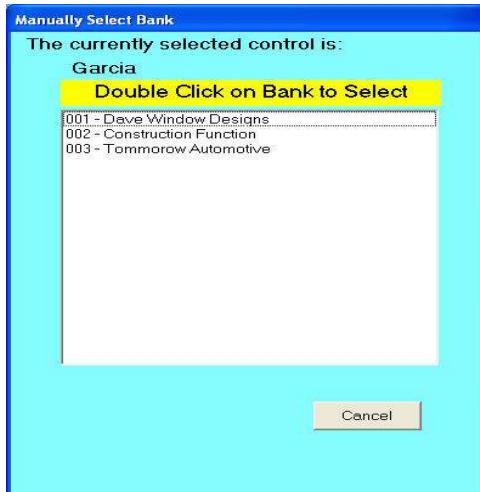
METHOD OF CHECK SELECTION

The current version of MultiCHAX® offers three different methods of Bank Account selection, 1)Manual, 2)Semi-Auto, 3)Automatic. The Enterprise Edition gives you the option of all three different methods (you only need to chose one method). The QuickBooks Edition offers the manual and semi-auto methods as choices.

The three different methods of selection are explained below, including the steps to follow in your accounting software necessary to have MultiCHAX® automatically pull up your account information while printing (only if you do not select the Manual method, will additional steps be necessary):

- **Manual -** This feature is used by those that would rather manually indicate which bank is used each time that a check run is started and does not require any adjustments to your QuickBooks bank information. Not only will you be asked to select a bank at the start of each check run, you will also be asked to confirm or change the starting check number. If you select this option the “Number of Significant Digits” and the “Check Number” coordinate entries in MCSetup will be grayed out.

This method of selection requires no additional setup steps, other than entering the standard grid information for your accounting software into the MCSetup.exe file (a detailed description of the process that is involved in printing then plotting the grid can be found [here](#)).



The manual selection screen

Semi-Auto - Use this method if you are using QuickBooks or Quicken. Instead of obtaining the bank account from the check number (which is unavailable for QuickBooks or Quicken) you can place a bank number in the checking account description (which Quicken/QuickBooks does print on the face of the check).

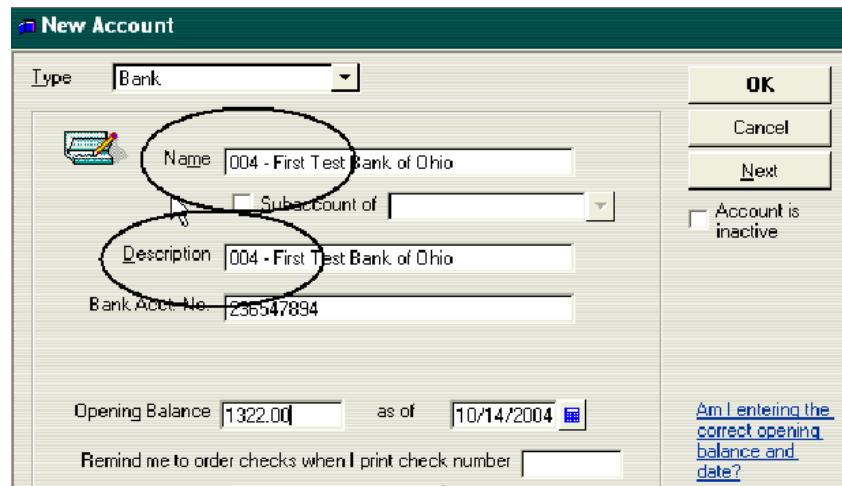
Steps to follow for setup:

1) Log into QuickBooks

2) Navigate your way to the Chart of Accounts, and edit the bank information for your current bank, by adding leading characters in the range of 001-999.

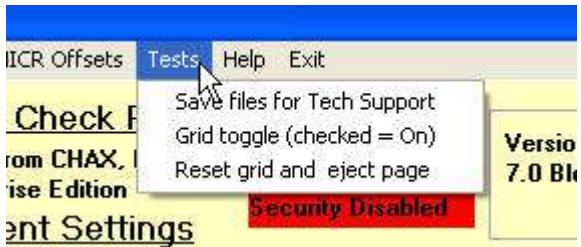
3) The lead character numbers should represent the numbers of banks you may have. For instance, if you have three banks the first bank should start with the lead characters of 001, then the next bank should be 002. These leading characters are used to provide the software with a unique number that it uses to recognize each separate bank account. An example of this is shown below:

Note: The lead characters here must coincide with the lead numbers entered into the MCSetup.exe program for your bank code as shown below:



4) Open the Multichx.exe program.

5) Select your control, then click on Test in the toolbar. Then, select the Grid Toggle (On) option as depicted in the picture below:



6) Then print a check through QuickBooks (make sure to leave the MultiCHAX® program open), and make sure to point to the MultiCHAX® Virtual Printer Driver.

7) Your grid should look like the following image. This will enable you to determine the row and column that QuickBooks/Quicken is printing this code number:

```

Row 1---5---10---15---20---25---30---35---40---45---50---55---60---65---70---75---80---85---90---95---100---105---110---115---120---125---130---135---140---145---150

0127 Quality-Built Construction
0166 100 Mason St.
0245 Woodcrest, CA 94127
0252                                         12/15/2007
0462 Acme Fast Fuel                         **23,540.00
0502 Twenty-Three Thousand Five Hundred Forty and 00/100*****
0602 Acme Fast Fuel
0652 Donna Perkins
0702 12345 Test Lane
0752 Bayshore, CA 94026
0852 Services Rendered for Pot Luck
1152 Acme Fast Fuel                         12/15/2007
1207 Date Type Reference      Original Amt. Balance Due Discount Payment
1252 12/15/2007 Bill          23,540.00 23,540.00 23,540.00
1297                                         Check Amount 23,540.00
2002 004 - First Test BankServices Rendered for Pot Luck Of 0 12/15/2007
2202 Acme Fast Fuel
2257 Date Type Reference      Original Amt. Balance Due Discount Payment
2302 12/15/2007 Bill          23,540.00 23,540.00 23,540.00
Row 1---5---10---15---20---25---30---35---40---45---50---55---60---65---70---75---80---85---90---95---100---105---110---115---120---125---130---135---140---145---150

2347
3052 004 - First Test BankServices Rendered for Pot Luck Of 0 Check Amount 23,540.00

```

8) You must use the MCSsetup program to enter the correct row and column number to point to this bank code number (the default grid points are 2002 for the row and 6 for the column, however, if you have adjusted your template, the numbers may be different).

9) Note when you Select Semi-Auto the “No. of Significant Digits is set to 3. You must use a three digit bank code, but you can use leading zeros.

Note: Also, in this mode MultiCHAX® does not “know” the check number. It stores the last number used for this bank account, but it will prompt the user to confirm or change the starting number for each check run.

Automatic - Is for users that are using software packages that print a check number on the face of the check or the check stub as the check is being printed by the accounting program. Most accounting packages except QuickBooks and Quicken provide this functionality. The presence of this number lets MultiCHAX® automatically determine the correct bank account (as explained above) and print the correct check number in the MICR codes and on the face of the check.

Multichex(tm) Set UP Control Record

Select Printer | Set Descriptive Printing | Set Special Values | Set MICR Offsets

Content Control	QuickBooks	Method of Bank / Check No. Selection	
No. of Significant Digits for Bank ID as prefix to Check #	0	<input checked="" type="radio"/> Automatic <input type="radio"/> Manual <input type="radio"/> Semi Auto	
Check Placement on Form		One Stub or Two	
<input checked="" type="radio"/> Middle <input type="radio"/> Bottom <input type="radio"/> Top <input type="radio"/> 3		<input type="radio"/> 1 <input checked="" type="radio"/> 2	
		Create Template Import Template	
Input Control The entries below are to be taken from the grid printout. They will only tell the program where to get the information not where to place it on the output. Use the "Output Control" panel on the right to control the output placement.			
Top Print Line of Stub	1152		
Bottom Print Line of Stub	2003		
Check Number	ROW	COL	MAX
Amount Spelled Out Ln1	0	0	3
Ln2*	502	5	65
Amount in Numerals	0	0	0
Check Date	402	84	10
Payee Name & Address Ln 1	252	85	10
Ln 2*	602	11	50
Ln 3	652	11	
Ln 4*	702	11	
Ln 5*	0	0	
Pay To The Order Of*	0	0	
Memo on Check*	0	0	0
Void Indication*	0	0	
Void Pattern*	0	0	

Output Control
Enter Offsets in inches using decimals.
For negative values enter a leading "-".

	Horizontal Offsets	Vertical Offsets
Check Number	0	0
Amount Spelled Out	0	0
Amount in Numerals	0	0
Check Date	0	0
Payee Name & Address	0	0
Memo on Check	0	0
Bank Name & Address	0	0
Account Name & Address	0	0
Transit Number	0	0
Top Signature Message	0	0
Second Signature Line	0	0
Logo Position	0	0
Stub Overlay Position	0	0
Signature Position	0	0
Pay To The Order Of	0	0
Stub Offset	0	0

Print in Compressed Font:

Print Stubs in 17 CPI
 Print Amount Spelled Out in 17 CPI
 Print Payee N & A in 17 CPI

Fields denoted * and in yellow are optional - Any optional item with Row set to zero [0] will be ignored.

Print Test | Save Settings | Cancel | OK & Save

Automatic Selection Screen

CONTROL CUSTOMIZATION

One of the advantages of our software is that we offer full customization of the check face print out, and this chapter will provide you an over view of how to accomplish those customizations. As stated previously, a control is used to reflect and interrupt the information sent out by your accounting program, in a standard format so that our software can interrupt and represent your complete check information correctly. Each accounting program has it's own layout, so you would typically only need one control for each one of your accounting programs.

All of the customization items discussed in this chapter are accessed in the McSetup program.

c Check Placement on Form

Check placement on your form is designated by selecting "Middle", "Bottom", or "Top" in the control record screen. You may also select "3" if you are using the three checks on a page form. **Note:** the three checks on a page form does not allow for the printing of a stub.

c One Stub or Two

This selection gives you the option of switching between one or two stubs. Select two stubs if you wish to print a duplicate stub on the face of the check. You might wish to keep this extra copy for your records.

c Create Template

Click on this button to create and name a template copy of the currently selected control record. You will be given the opportunity to choose where you want to save this template. The template will contain all the control information displayed on this screen and can be imported to facilitate adding control records with similar requirements.

c Import Template

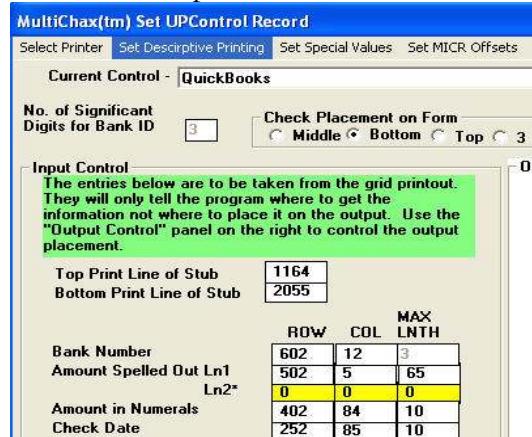
Click this to import a template that has been created by you or provided by CHAX, Inc. The template will replace all fields currently existing in the currently selected control record.

Note: You should have created a blank control record named as you desire. Execute this Import Template function from this blank control record.

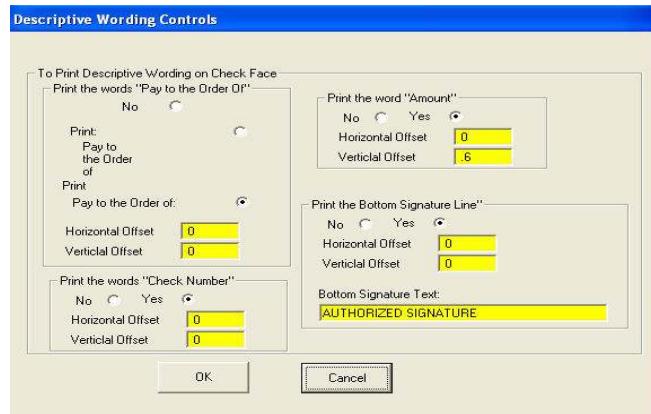
c Fine Tuning your Check Printout

SET DESCRIPTIVE PRINTING

This is an option that is accessed in the toolbar of the setup control record window.



In this screen you can turn on or off verbiage that is printed on your check face, such as “Pay to the Order Of”, “Amount”, “Check Number”, and the “Bottom Signature Line”. Also if these features are turned on, you can adjust where they are placed on your actual check face.



- ❖ To adjust the positioning of the selected feature you must increase or decrease the number currently designated. Our measurements are in 1/10", so you rarely need to enter in whole numbers.
- ❖ Increasing the number in the horizontal offset moves the field to the right and decreasing the number moves it to the left.
- ❖ Increasing the number in the vertical offset moves the field down and decreasing the number moves it up.

INPUT CONTROL

This section of the screen tells our software where on the virtual page(the printout of the check information from your accounting program) to obtain the data needed for printing the check information on your check form.

- Remember the Input Control Section tells MultichaxMultiCHAX where to **get** information **not** where to put it. You must use the Output Offsets Screen Section to change the placement of data on the face of the check. You must use the grid printout previously prepared to obtain the input coordinates needed.

```

Row 1---5---10---15---20---25---30---35---40---45---50---55---60---65---70---75---80---85---90---95---100---105---110---115---120---125---130---135---140---145---150---()
0217 System: 05/11/2004 10:09:57 AM Fabrikam, Inc. Page: 1
0304 User Date: 04/12/2007 PAYROLL TRANSACTION EDIT LIST User ID: sa
0391
0476 Ranges:
0555 Batch: PAYROLL BATCH 1 Payroll batch
0652 Trx Total Actual: 2 Trx Total Control: 0
0739 Employee Total Actual: 2 Employee Total Control: 0
0826 Approved: No Approved By: Approval Date: 00/00/0000
0913
1000
1087
1174 TRX Type
1261 -----
1348
1435 TRX No. Employee ID Employee Name Code Begin End Pay Rate Premium Amount
1522 ----- Date Date
1522 Dept Position Shift Receipts
1695 -----
1783 Pay Code
Row 1---5---10---15---20---25---30---35---40---45---50---55---60---65---70---75---80---85---90---95---100---105---110---115---120---125---130---135---140---145---150---()
1870 739 BARB0001 Barbariol, Angela HOUR 01/12/2004 02/12/2004 1,500.00
1957 INST TEC $0.00
2044
2131 Total Hours for Employee: 1,500.00
2218
2305 740 BUCH0001 Buchanan, Nancy HOUR 01/12/2004 02/12/2004 2,300.00
2392 SALE FSR $0.00
2479
2566 Total Hours for Employee: 2,300.00
2653
2740
2827
2914 Total Hours: 3,800.00

```

c Top Print Line of Stub

The Top Print Line of Stub, is the horizontal line paralleled to the beginning of the stub information sent out by your program.

c Bottom Print Line of Stub

The Bottom Print Line of Stub should be the horizontal line paralleled to the end of the stub information sent out by your program plus 1 number increment. By adding 1 to the number you will get the entire portion of your stub.

c Void Pattern

Most accounting systems will print a message indicating that a check is void. The system will void checks for many reasons e.g. overflow stubs, printer alignment, etc. If the void pattern and coordinates together can be set to recognize a voided check, the MultiCHAX system will suppress printing of the MICR characters, suppress the printing of the signature, if one is normally printed, and will print a "VOID" indication on the check. The pattern consists of any characters which are always printed by the accounting system on only voided checks, starting in the coordinate position and continuing for the maximum length entered with the coordinates. The pattern must match exactly for the check to be considered void.

BANK ACCOUNT SETUP

To setup your bank account information you must open the McSetup program. Then highlight your control and click on “Select Control”. Now click on select a bank.

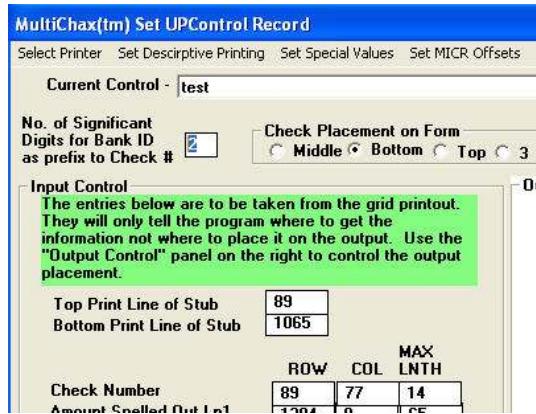


Click on ‘Select a bank’, to add a new bank for this control, and then add bank. Select a bank number that you can remember easily.



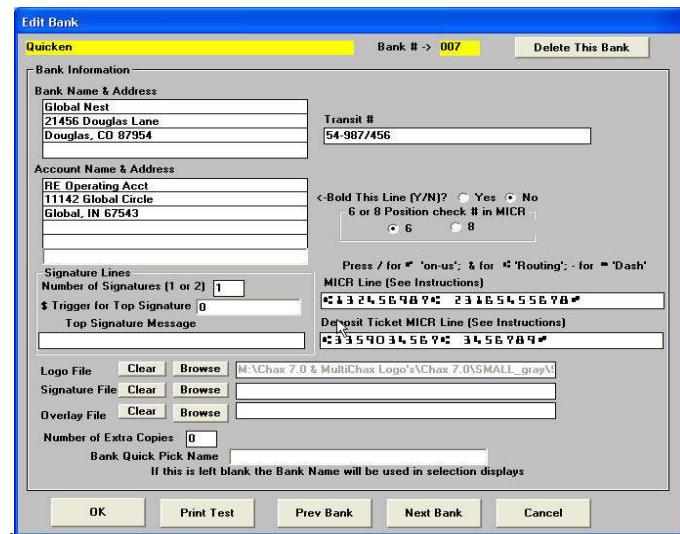
If you have not entered a bank yet, you will be prompted to add a new bank. This bank account number must coincide with the number you enter into your QuickBooks program for QuickBooks user, and for all other customers, the bank number must coincide with the first digits of your check number (If you have selected the automatic bank selection method, then your bank number must

coincide with the first group of number of digits you designated in your mcsetup for that control, which is located here:



BANK ACCOUNT ENTRY SCREEN

After selecting your bank account number and hitting tab you will come to the Bank Account Entry Screen:



c Bank Name & Address

Enter the Bank name and address exactly as it appears on your checks.

c Transit #

Enter the Transit Numbers as they appear on your checks. The transit numbers may be printed as a numerator and denominator of a fraction, e.g.:

12-345 / 280 or $\frac{12-345}{280}$

This would be entered as 12-345 / 280

c Account Name & Address

- Enter Name, Address, and Telephone Number of the account exactly as you wish it to appear on the check. The top line will be printed in bold type. The Second line will also be printed in bold type if you enter "Y" in Bold This Line (Y/N). Left justify all entries (start all entries in the leftmost position - do not precede with spaces).

c MICR Line

Enter the MICR number as shown on the bottom of your check. It is extremely important that this be entered properly. Start entering the MICR information in the first position (justified left).

A normal business check will have a MICR line such as:

• **009876# 028000121: 999-123456#**
Check# Transit Account#

Some checks especially Wallet Style checks will look like:

• **028000121:999-123456#9876 ..**
Transit Account# Check#

When entering the MICR number enter only the transit and account numbers. **Not the Check number.** In the previous examples, both would be entered as:

&028000121& 999-123456/

Use the following symbols to convert to the proper MICR characters.

•
/ = # ("On Us" mark)
& = : ("Routing" marks)
- = .. (Hyphen)

c Deposit Ticket MICR Line

Enter the MICR characters as shown on a deposit ticket provided by the bank.

c Number of Signatures

Enter "2" if you wish to print a second signature line on each check. If this entry is 2 an extra signature line will be drawn on the face of the check above the one which is preprinted.

c Top Signature Message

Enter a message, if one is desired, to be printed above the bottom signature line. This will be below the top signature line if the extra signature is called for by a 2 in the previous "Number of Signatures" field. This can be used for a message such as "Two Signatures Required", "Not valid over \$500", etc

c Dollar Trigger for Top Signature

If "Number of Signatures" is 2: Enter a dollar amount.. If a check is equal to or greater than the Dollar amount a second (top) signature line and message will be printed. If you enter 0 dollars the top signature message will always be printed.

c Logo File Name

The name of the file which has the digitized logo for this bank account. The entry should include the drive letter and complete path. For example: c:\appdir\logo.jpg. If you are not using a special Logo File enter all spaces (use space bar repetitively to end of the field) or click "Clear". You should use the browse button to make sure that a valid location is selected. The file must be in Bitmap, JPEG, or GIF file format and should be sized to $\frac{3}{4}$ " x $\frac{3}{4}$ ".

c Signature File

The name of the file which has the digitized signature for this bank account. The entry should include the drive letter and complete path. For example: c:\appdir\signtre.sig . If you are not using a special Signature File enter all spaces (use space bar repetitively to end of the field) or click "Clear". You should use the browse button to make sure that a valid location is selected. The file must be in Bitmap, JPEG, or GIF file format and should be sized to $\frac{3}{4}$ " x 3.5".

c Overlay File

The name of the file which has the digitized Check overlay for your particular accounting software. The entry should include the drive letter and complete path. For example: c:\winmicr\special.ovl. If you are not using a special Overlay File enter all spaces (use space bar repetitively to end of the field) or click "Clear". You should use the browse button to make sure that a valid location is selected. The file must be in Bitmap, JPEG, or GIF file format and should be sized to 8 $\frac{1}{2}$ " x 11 $\frac{1}{4}$ ".

c Number of Extra Copies

If you have a printer with more than one paper feed tray you may use this feature to print extra copies of each check. Enter 1 for one extra copy or 2 for two extra copies. The extra copies will print out on paper from the tray designated to hold blank paper and will not have the MICR print nor will they be printed with a signature even if one is used on the original copy, the default is zero.

c Bank Quick Pick Name

If you would like a more descriptive line to show when you are presented with a list of banks to choose, enter such a descriptive name here. If this is left blank the Bank Name (1st line) will be used.

c Control Buttons

OK: accept bank info and return to main screen

Print Test: Print a test check for this bank

Prev. Bank: Go to next lower bank number

Next Bank: Go to next higher bank number.

c Testing

Test samples should be printed of each bank account set for laser printing. Most banks will test these samples so that they are certain they meet their processing requirements, and the specifications of the American Bankers Association. In any case the sample checks should be checked very carefully. CHAX, Inc. recommends that you have the bank test samples. In no case will CHAX, Inc. be responsible for consequential damages or any fees for returned checks levied by any banks.

c Periodic Examination

Each time you prepare checks on the laser printer you should visually inspect the registration marks to be sure that the checks have been produced without being misaligned. The darkness of the image should be noted. Any lightening of the image may mean that not enough toner is being applied and service may be needed. It is important to change toner and image drum as soon as indicated by the machine or manufacturer's instructions.

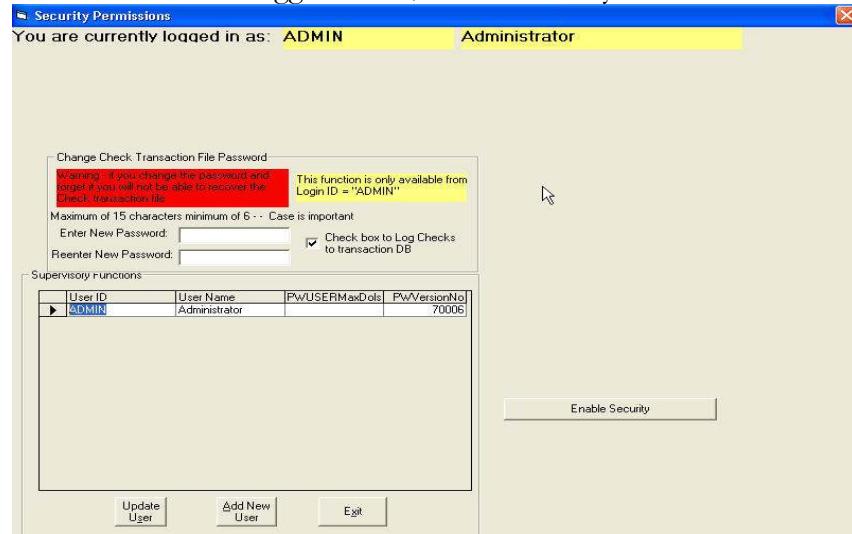
Test samples should be printed of each bank account set for laser printing. Most banks will test these samples so that they are certain they meet their processing requirements, and the specifications of the American Bankers Association. In any case the sample checks should be checked very carefully. CHAX, Inc. recommends that you have the bank test samples. In no case will CHAX, Inc. be responsible for consequential damages or any fees for returned checks levied by any banks.

SECURITY – USERS

- ❖ Goto the McSetup.exe program to setup and enable/disable your security. You must then click on “Maintain Users”, in the toolbar, and then highlight your userid (admin is added as the default user, when you install the program), and click on update user.

Disable - Click on button to toggle enable/disable security

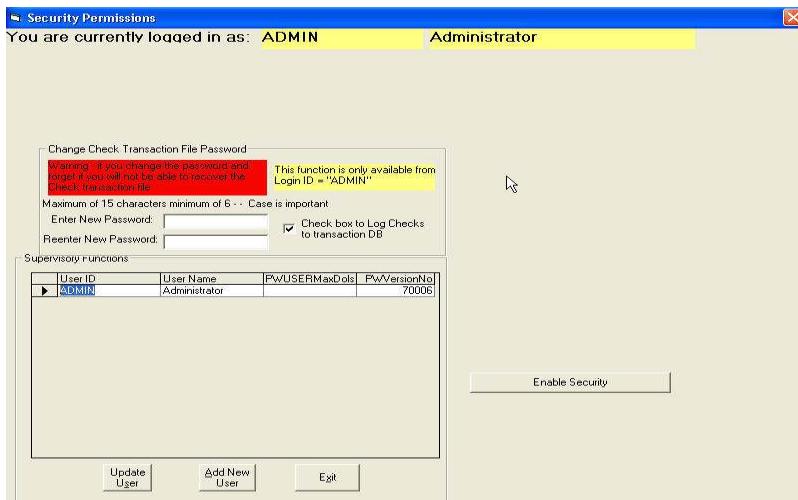
**Enable
Security**



- What security is available**
- You can set up users that each have different permissions of security.
 - Users can be limited to have access to only certain control records.
 - Users can be limited to have access to only certain banks within certain control records.
 - Users can be limited to a maximum amount on a single check.
 - Users can be allowed/disallowed the ability to print blank checks.
 - Users can be allowed/disallowed the ability to print blank deposit tickets.

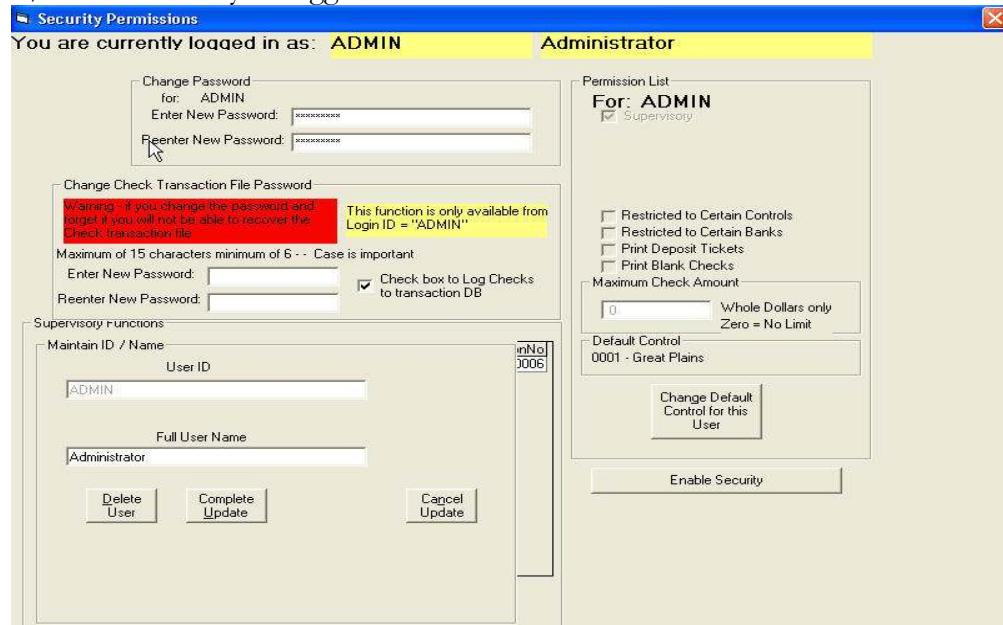
Only Users with supervisory rights can change control information.

Select User



- Double click on a user or highlight user and click on "Update User" to select to update user
- Click on "Add New User" to add a user.
- Exit returns to previous screen.
- Click on Enable/Disable security to toggle.

Maintain User



It is recommended that you change the "Admin" password. Be sure to make a note of this password. You will be unable to gain access if you don't have a password. You may not delete the "Admin" user or change its user ID and it always has supervisory permissions.

Change Password: Enter new password and then reenter same password to insure typing accuracy. Note if you delete the password or enter no password you will allow the user to sign on without entering a password.

Maintain ID / Name: Enter or change the User ID and the Full User Name (optional).

Permissions List: mark the permissions granted to the user. If the user is to be restricted to use only certain control records mark the ""Restricted to Certain Controls" box. If the user is restricted to certain controls **and** the user is to be restricted to certain banks within those controls check the "Restricted to Certain Banks" box.

Supervisory permissions grants access to all features. Only users with supervisory permissions may access the MCSetup program.

Enter the maximum dollar amount the user may print a check for. If you enter 0 the user has unlimited dollar permission. If the user attempts to print a check with a greater dollar value than shown, a message will pop up on the screen and the printed check will be marked "VOID".

Click "Change Default Control" to change the default control for this user. A list of control record this user is authorized to access will be displayed. If security is disabled only the Admin user default control will be used.

Restrict User to Certain Controls



Highlight the control and click the appropriate arrow to move from or to the authorized list.

Highlight an authorized control and click on the button to make the control the default control for this user.

Restrict User to Certain Banks



Highlight the bank and click the arrow to move from or to the authorized list

