

Epicor eBackoffice 7.0b MICR Check Printing Epicor eBackoffice 7.x Print MICR Checks RS

Setting Up the MICR Line

The MICR line is a combination of the following information:

- Check Number
- ABA routing & transit number
- Bank account number

If you have not already done so, you must enter banking information in the maintenance record for each cash account(s) for which you plan to print MICR checks. You provide this information in the Cash Account maintenance form. Use the Maintenance—Setup—Cash Account command to display this form.

For more information on setting up cash account records in AP, see, “Cash Accounts: Assigning Financial Institutions to GL Accounts,” in Chapter 3 of the *Accounts Payable User Guide*.

Setting Up the Signature, Logo, and MICR Fonts

Signatures and Logos that you plan to print are installed as fonts in your printer’s font or memory cartridge.

The signatures and logos installed in the cartridges are actually images that are broken down into several small pieces that each map to a different ASCII character. Your printer “reassembles” the ASCII characters to form the signature or logo. To do this, your printer must “know” the order in which to print the characters.

In order to print the fonts, you will need the escape sequences that enable those fonts as well as the character sequences. To get the escape sequences, you will need to print a PCL font list from your printer’s display panel. For character sequence, you will need to contact your printer cartridge provider. Cartridges provided by Altec generally use a single capital “A” for the character sequence. You can enter the escape and character sequences in the Signature and Logo Maintenance form.

1. From the Maintenance—Setup menu, choose the MICR Checks Signature/Logo command. The system opens the Signature and Logo Maintenance form.
2. Enter “LOGO”, “SIGNATURE”, or “MICR in the Signature/Logo field. That is, if you are going to enter the logo escape code and character sequence, enter the “LOGO”.
3. In the Font Sequence field, enter the escape sequence necessary for the printer to use the signature, logo, or MICR font. For this example,

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<esc>(1A<esc>(s1p37.0v0s0b101T
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is an escape code identifying a particular logo. There may be several different signature, logo, or MICR fonts, each with a distinct escape sequence

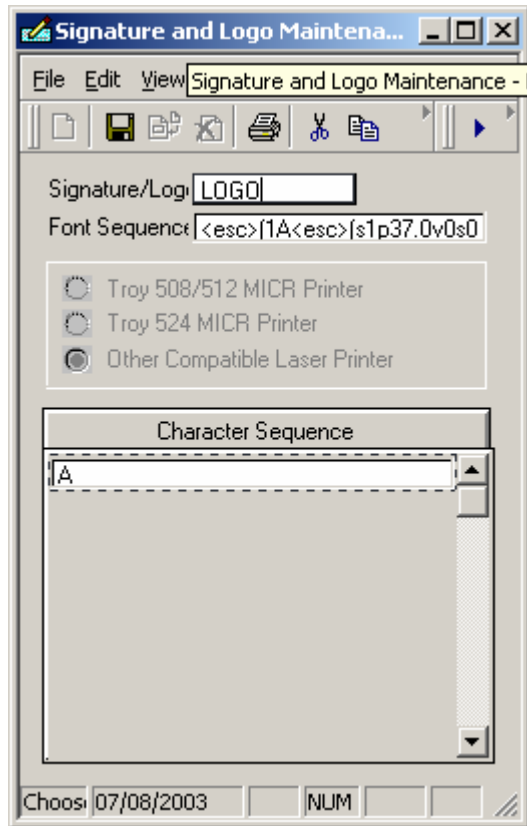
Some printer font/DIMM cartridges may not show the escape sequences on the PCL font list. Here are some sample sequences for certain cartridges:

Jetcaps MICR Dimm for HP Printers: ~(~**1M~(8M~(s8h10v100T

RxLASER Flash DIMM: <esc>(2K<esc>(s0p8.01h10.0v0s0b0T

Troy MICR for all Troy Printers: <esc>(0Q<esc>(s1p12.0v0s0b0T

4. In the Character Sequence scrolling subform, enter the appropriate signature or logo character sequence. You should have been provided the character sequence by your printer cartridge provider. Cartridges provided by Altec generally use a single capital "A" for the character sequence. See the Signature and Logo Maintenance form illustration below for an example. Note that you do not need to provide a character sequence for the MICR line; the MICR line is system-generated.



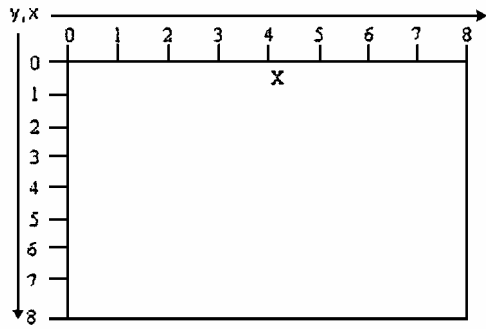
5. Save the record.
6. Repeat steps 1 through 4 for each special font (signature, logo, MICR) that you plan to print.

Configuring Check Stub Information

The Check Data Maintenance form enables you to specify which information you want on the check stub and enter the X and Y coordinates that determine where on the check stub each piece of information appears.

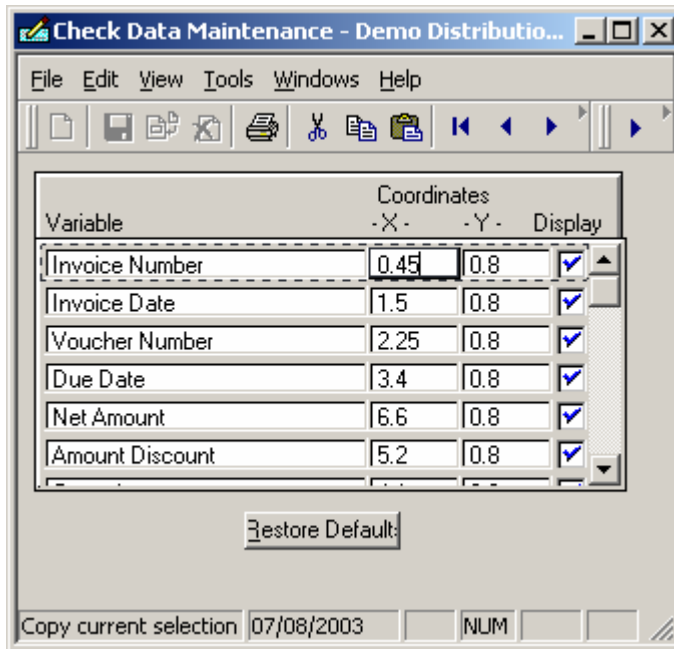
The X and Y coordinates are measured in inches. The X-coordinate is the horizontal distance from the origin. The Y-coordinate is the vertical distance from the origin. In this case, the origin is the top left corner of the check stub. The origin has the coordinates 0,0 (X=0, Y=0). All other measurements are relative to the origin.

For example, the default coordinates for the Gross Amount field are 4.1, 0.8 (X=4.1, Y=0.8). In the illustration below, an "X" represents the position on the check stub in which the Gross Amount prints using these coordinates.



To configure the check stub information, complete the following steps.

1. From the Maintenance-Setup menu, choose MICR Check Data. The system opens the Check Data Maintenance form.



Select the Display check box for each field that you want to appear on the check stubs.

NOTE: All fields except Voucher Classification, Comment Line, and Voucher Internal Comment fields are selected by default; you must select these fields if you want them to appear on the check stubs.

2. Enter the X and Y coordinates for each selected field. You may need to experiment with the coordinate values to ensure that the fields do not overlap.
3. Save the record.