

Altec MICR Solution for Platinum for Windows 5.2

INSTRUCTIONS:

- 1) You must create a *custom* folder under each company directory that will print MICR checks. For example, *p:\platinum\altec\custom*.
- 2) Copy the Altec customized Crystal Report *.rpt* file into the custom folder of each of your company directories. For example, *p:\platinum\altec\custom\appckprt.rpt*. It is very important to make sure the name of the *.rpt* file is exactly *appckprt.rpt*.
- 3) Once the files are in place, the next step is to enter information into the new Cash Account screen in PFW.
 - a. Go to the SM module and select the Cash Account menu.
 - b. In the Cash Account tab, click on the magnifying glass (*circled example*) to select the Cash Account Number you wish to associate bank information to. Enter the bank account number under *Bank Account Number*.

IMPORTANT: Do not make a selection from the X'ed out magnifying glass. There is a PFW error that will prevent saving data when using that button.

USER		11/04/03		11:48:45 AM	
1. Cash Account 2. Check Information 3. Bank Information					
Cash Account Number	1000-0000-000-DG1				
Cash Account Description	Checking - General				
Bank Account Number	111222333				
Account Type	Other				
Date Last Reconciled	03/31/03				
Amount Last Reconciled	1,788,844.08				
Date Last Distributed to General Ledger	04/30/03				
Amount Last Distributed to General Ledger	-59,963,728.80				
Cash Held in Home Currency	<input checked="" type="checkbox"/>				
Currency Key					
Offset Acct Num for Rate Type Difference	9504-0000-000-DG1 [Revaluation Gain/Loss]				
Minimum Balance	0.00				

Required Field (F9 = Lookup) Demo Golf, Inc.

- c. Go to the Bank Information tab and enter the bank information to show on the check. The Altec MICR solution utilizes only a portion of the information that is available on this screen. The only address information that will show on the check are: Bank Name, Bank Address Line 1, and Bank Address Line 2. For the bank fractional number, enter into Bank Address Line 3. Enter the ABA Routing number for the bank routing number.

Bank Name	Big Bucks Bank
Address Line 1	1 Million Dollar St.
Address Line 2	Oz, Gold 99999
Address Line 3	12-34/5678
City	
State	
Zip Code	
Country	USA [United States (Domestic Address)]
Primary Contact	
Primary Phone Number	
Secondary Contact	
Secondary Phone Number	
Fax Number	
Telex Number	
Routing Number	123456789

- d. Once you are finished entering the information, click on the diskette icon to save. Repeat steps *a* through *d* for all cash accounts.
- 4) The next step in MICR check printing is the installation of specific printer drivers. The standard printer driver for the Altec MICR solution is the HP Laserjet 4 Plus driver. This driver is a native driver offered in Microsoft Windows. There is no need to download from the internet. For other printers, such as Troy printers or other non-standard solutions that Altec offers, there will be additional documents or instructions to follow. Please refer to them for proper driver and font installation.