Check Writer Program

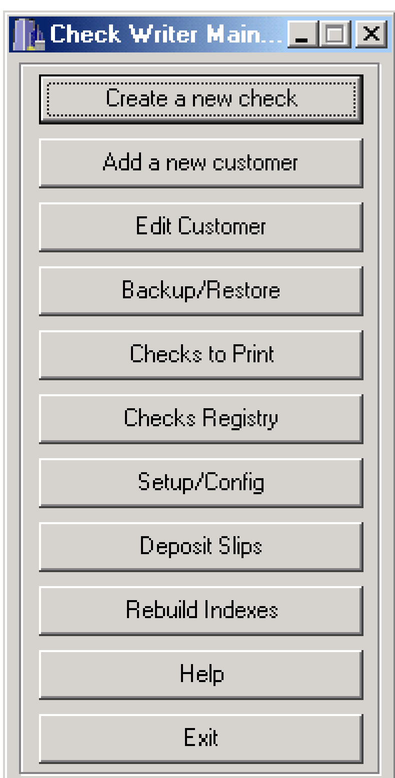
Starting the Check Writer Program:

1) You can start the Check Writer program from the main menu of your rating software by clicking on the 

button.

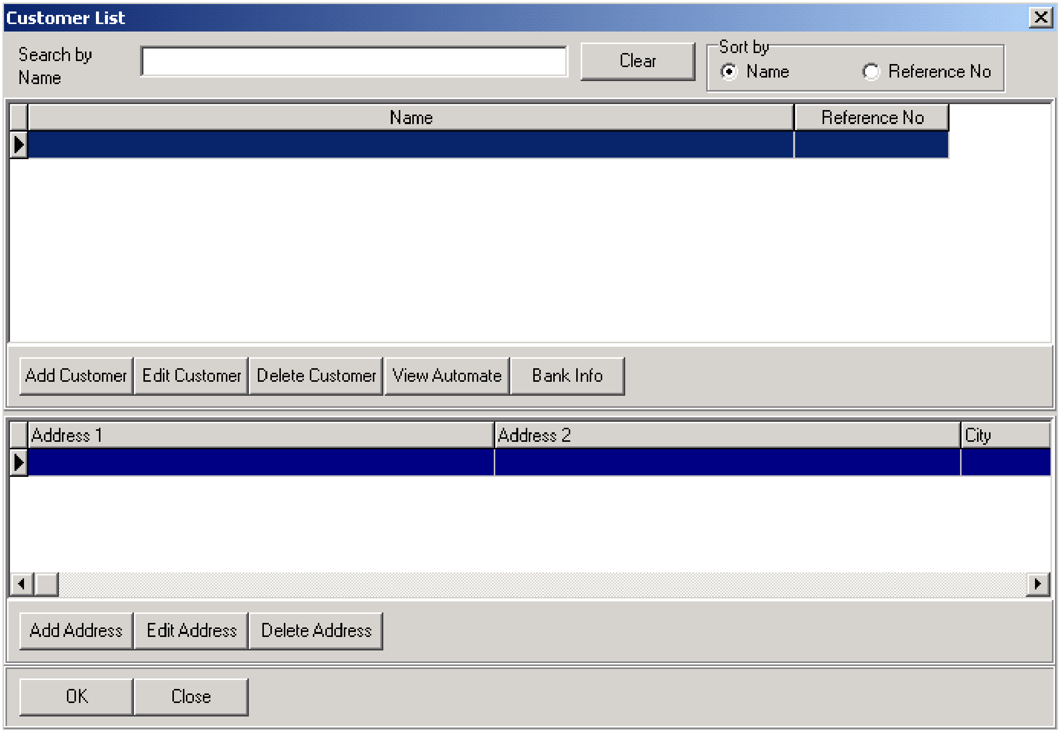
2) You should be prompted to enter your password in order to access the check writer program:

3) This should bring up the Check Writer Main Menu (shown below).

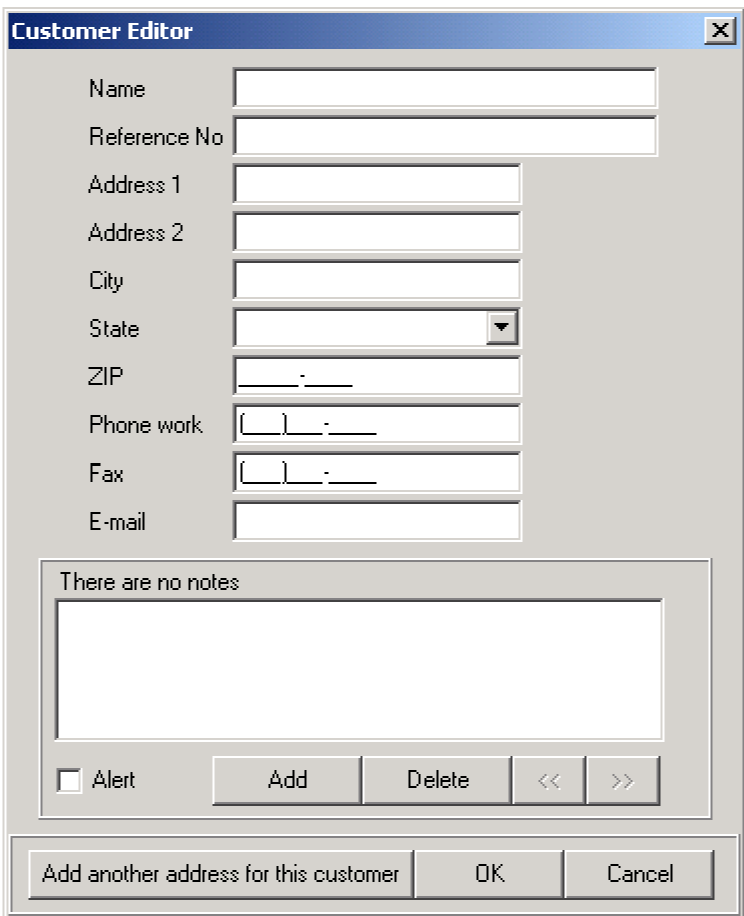


Adding A Customer:

1) On the Check Writer Main Menu, click on “Add a new customer”. This should bring up the customer list screen (shown below).



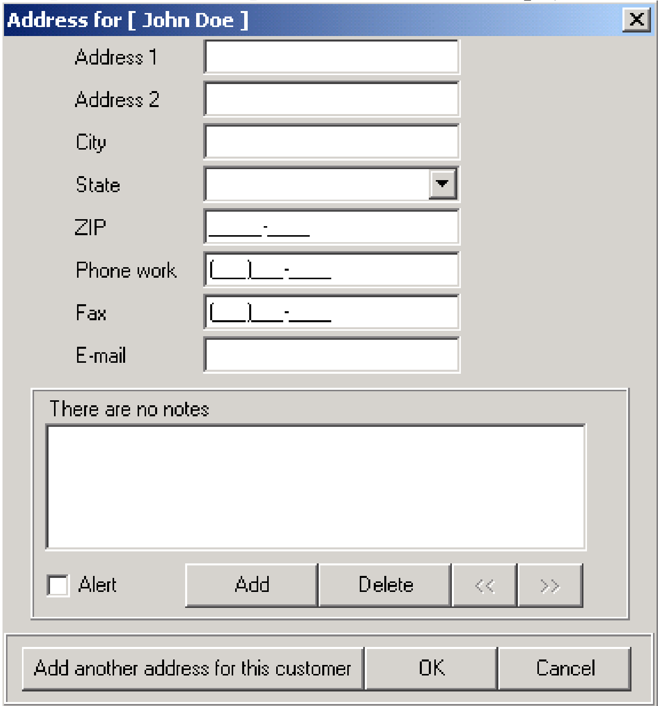
2) Click on Add Customer. The Customer Edit screen will come up (shown below).



3) Enter your customer’s information into the fields provided. Enter any notes you wish to make about this customer in the field at the bottom of the screen, then click OK. This should return you to the Customer List Screen.

Adding An Address:

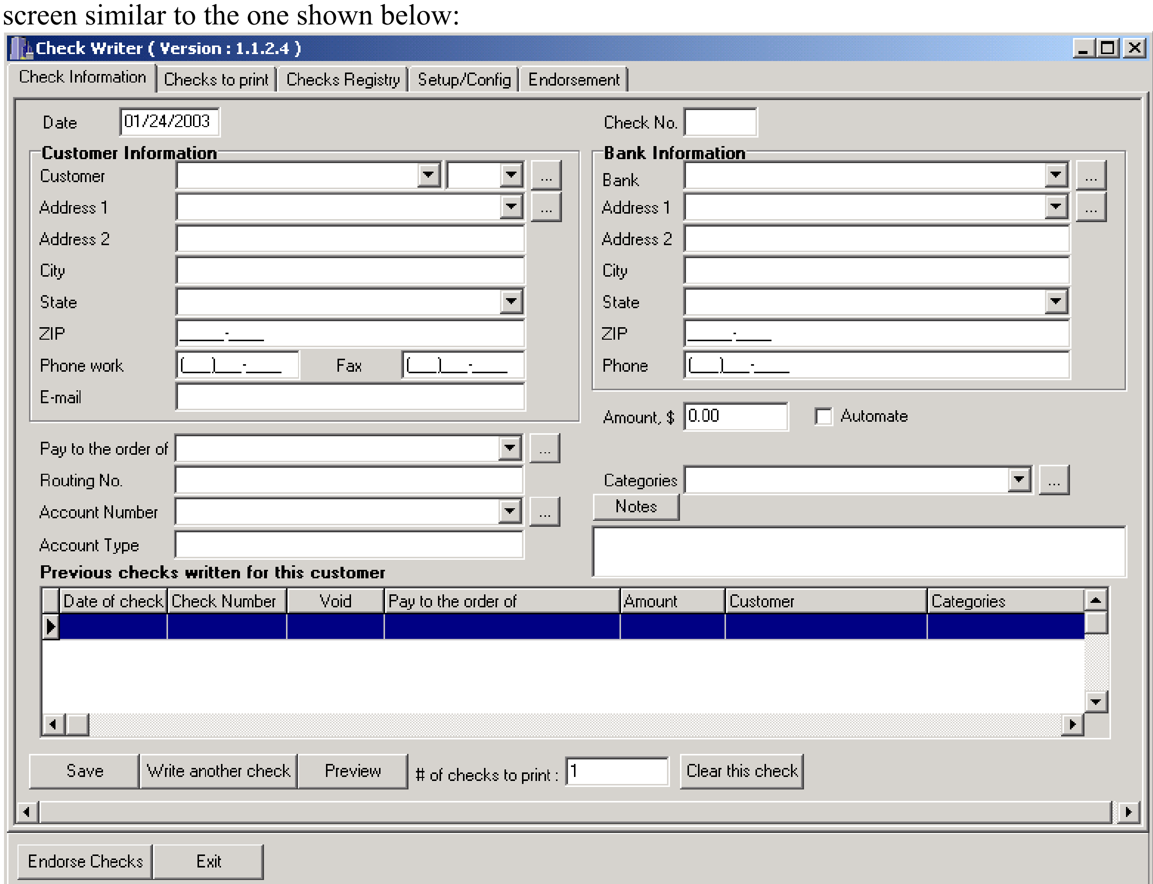
1) In the Customer List Screen, click on the customer you wish to add an address for, (this should cause them to become highlighted), then click on Add Address. The Address for [Customer Name] Screen should come up (shown below).



2) Enter the address information into the fields provided. Enter any notes you wish to make about this customer in the field at the bottom of the screen, then click OK. This should return you to the Customer List Screen.

Creating a Check:

1) On the Check Writer Main Menu click on Create a new check. This should bring up a screen similar to the one shown below:



2) Choose a customer either by typing their name next to "Customer", clicking on the down arrow to the right of "Customer", or clicking the ... to the far right of "Customer".

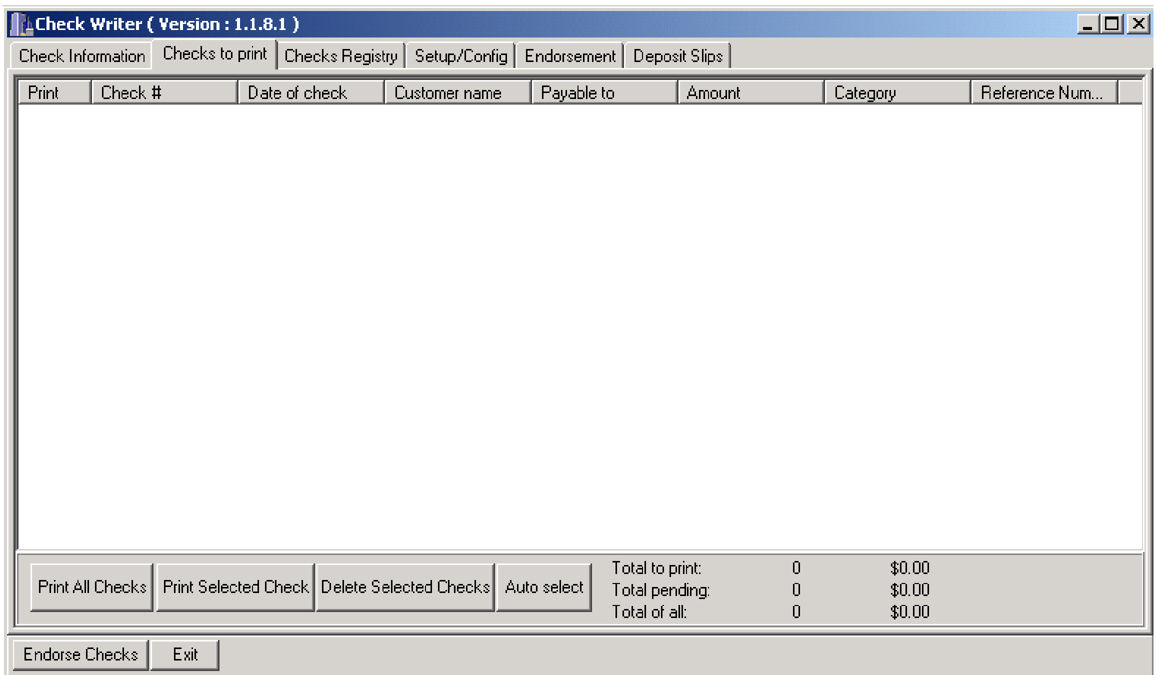
3) The first time that you create a check for a customer you must fill in all of the required information. Make sure to click the ... to the right of each field and make sure that all information is being entered. For reprints the information will already be stored and you will just have to verify that it is accurate and enter a check number and amount.

4) **If you plan to print deposit slips through the check writer be sure to click the ... to the right of "Pay to the order of", click "Add" (if creating a new payee) or "Edit" (if using an existing payee) and verify that the routing and account number information has been entered.

5) Once you have entered the required information and are satisfied that it is correct, click on "Save".

Printing Checks:

1) To print checks from within the program, click on the "Checks to print" tab. Or, from the Check Writer Main Menu click on the "Checks To Print" button. This should bring up a screen similar to the one shown below:

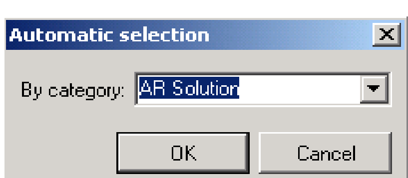


*To print all of the checks listed click on the "Print All Checks" button at the bottom of the screen.

*To Print certain checks, click on the Print checkbox next to the checks you want to print, then click on the "Print Selected Check" button at the bottom of the screen.

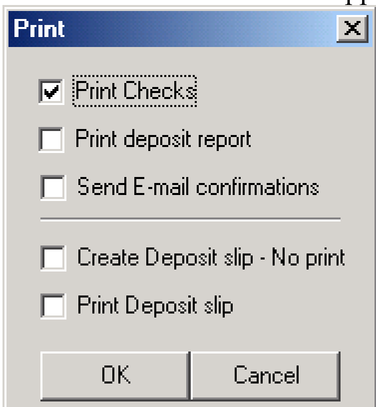
*To remove checks that are scheduled to be printed click on the Print checkbox next to the check(s) you wish to delete, then click on the "Delete Selected Checks" button on the bottom of the screen.

*To select the checks you want to print by category, click on Auto Select. A box similar to the one shown below should appear:



Click on the down arrow to the right and choose the category of checks you wish to print, then click on "OK". Then click on "Print Selected Check".

2) After you you have selected the check(s) to be printed and clicked on one of the print buttons a screen should appear asking what you would like to print:



*To Print the selected check(s) click the checkbox next to "Print Checks".

*To Print a deposit report for the selected check(s) click the checkbox next to "Print deposit report".

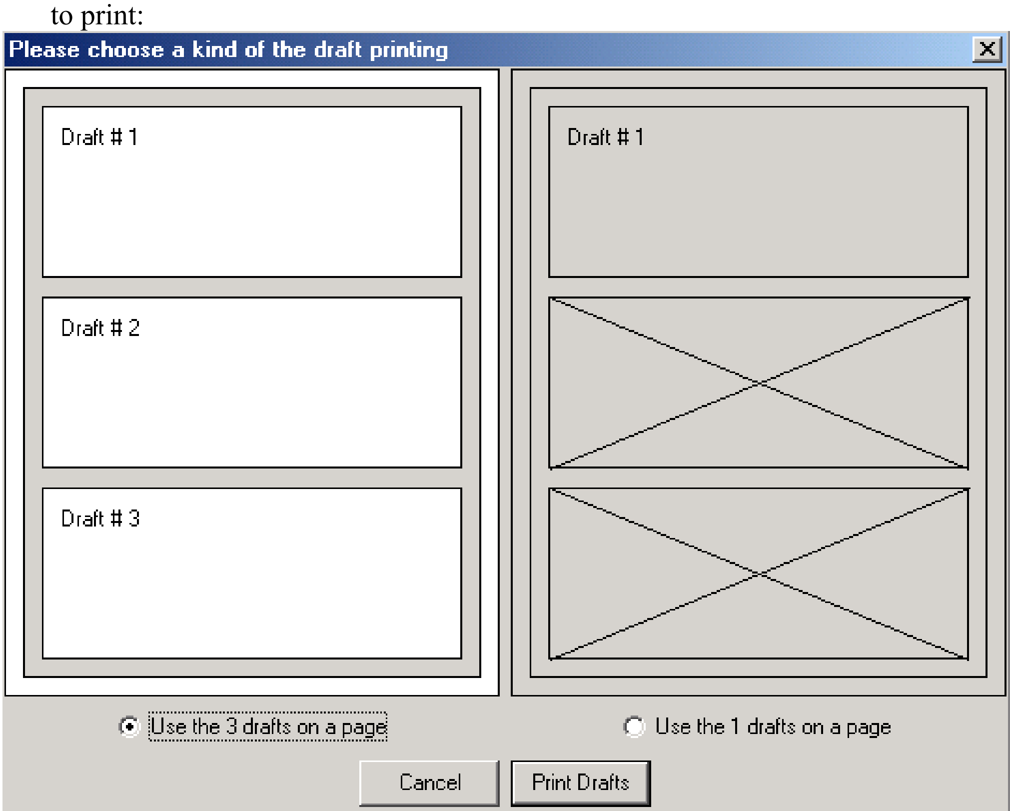
*To send an email confirmation to a customer that the draft has been printed, click the checkbox next to "Send E-mail confirmations".

*To Create a Deposit slip without printing it click the checkbox next to "Create Desposit slip - No print"

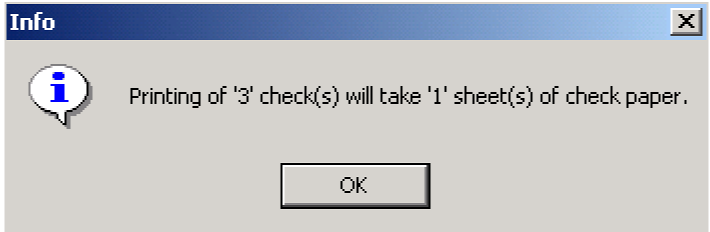
*To print a deposit slip for the selected check(s) click the checkbox next to "Print Desposit slip"

*Once you have selected the desired options click on "OK" to continue printing, or click "Cancel" to return to the Checks To Print screen without printing.

3) You should now be taken to a screen that asks you to choose the type of drafts you want to print:

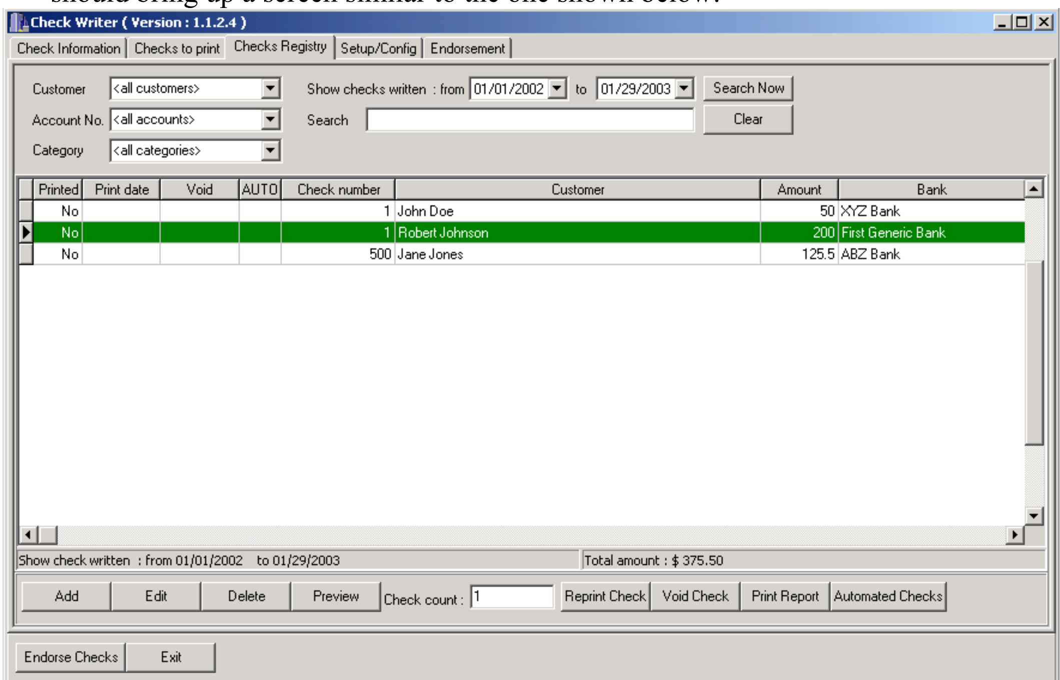


4) After you have chosen the type of draft to be printed, click on “Print Drafts”. A message should appear telling you how many sheets of check paper will be required:



The Check Registry:

1) To view the Check Registry from within the program, click on the “Checks Registry” tab. Or, from the Check Writer Main Menu click on the “Checks Registry” button. This should bring up a screen similar to the one shown below:



2) The “Show checks written : from” and “to” fields at the top of the screen can be used to search for all checks written within a specific period of time. After you have selected the dates you want remember to click the “Search Now” button to perform the search.

3) To show all checks written by a specific customer, click on the drop-down list to the right of “Customer” and choose the customer’s name from the list. Remember to click the “Search Now” button to perform the search.

4) To search the registry for part of a name, click on the field to the right of “Search” and begin typing. The closest match to what you are typing will become highlighted.

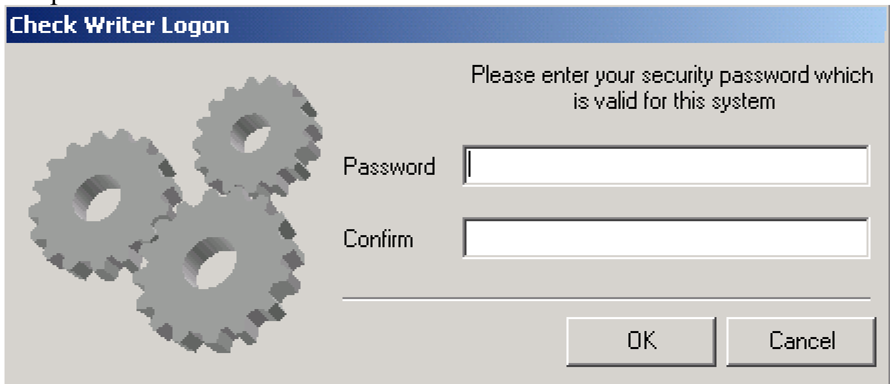
5) To reprint a check, click on the check once so that it is highlighted, then click “Reprint Check” at the bottom of the screen.

6) To Void a check, click on the check once so that it is highlighted, then click “Void Check” at the bottom of the screen.

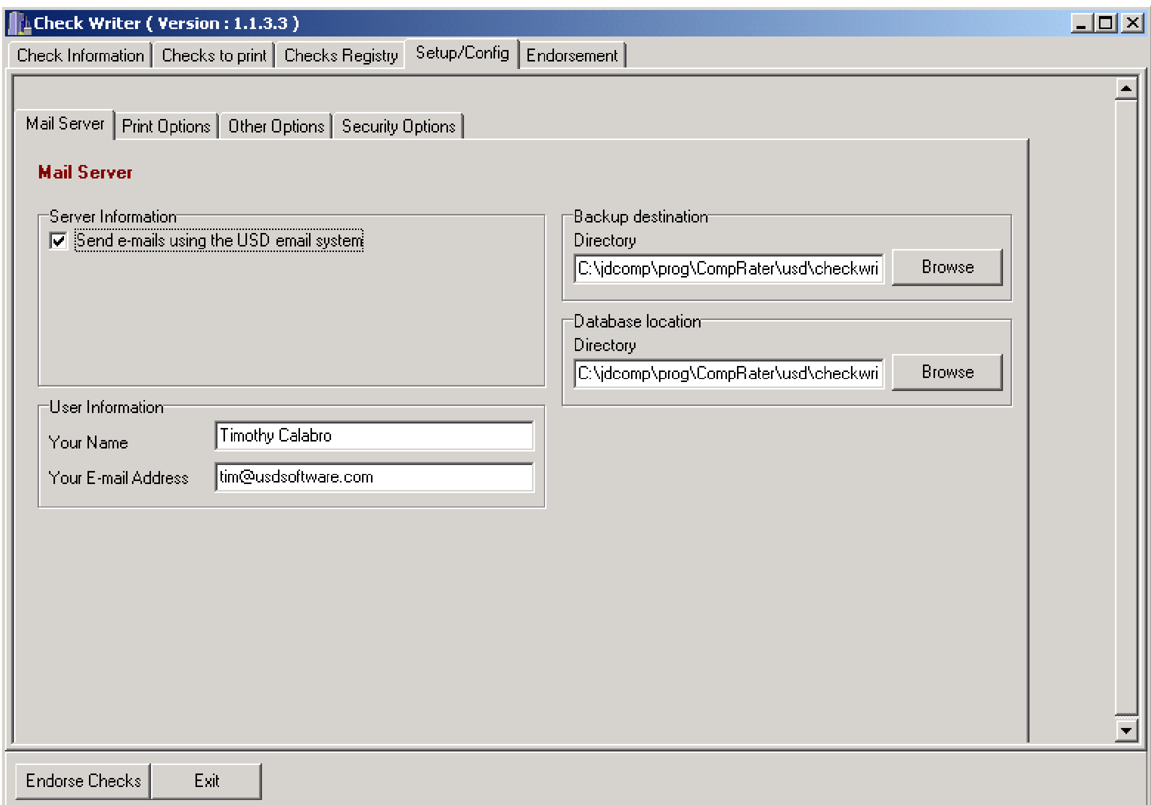
7) To Edit a check, you can either double-click on it or click on it once so that it is highlighted and then click “Edit” at the bottom of the screen.

Setting Your Password:

1) The first time you run the Check Writer program you will be asked to enter and confirm a password that will be needed to access it in the future:



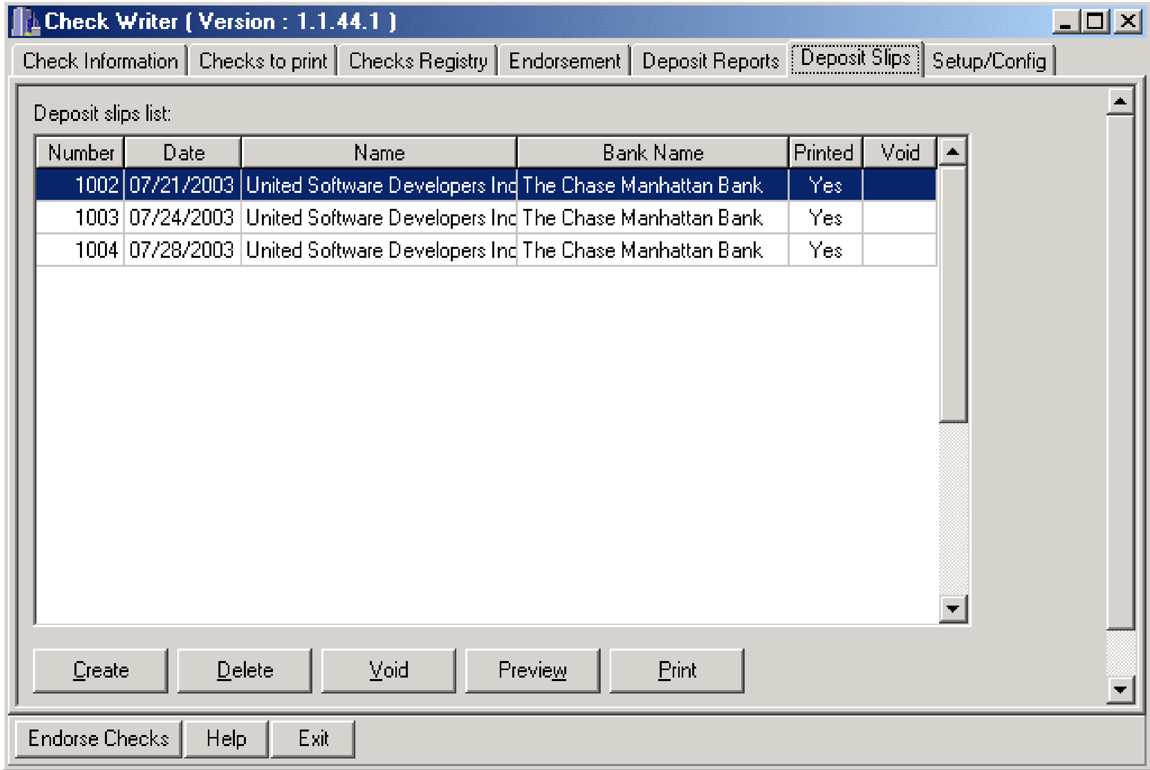
2) If you want to change your password at a later date, on the Check Writer Main Menu, click on the "Setup/Config" button. This will take you to a screen similar to the one shown below:



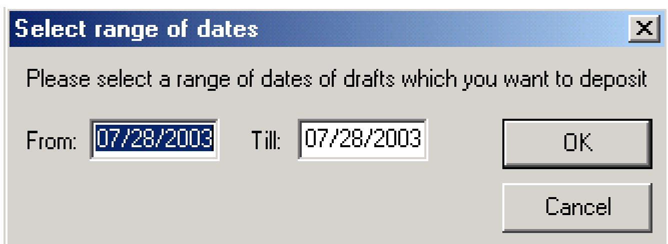
3) Click on the tab marked "Security Options", then click on the button marked "Change Password". Enter and confirm you new password, then click "OK".

Viewing/Reprinting Deposit Reports:

1) To view Deposit Reports for previously printed drafts from within the program, click on the "Deposit Reports" tab. This should bring up a screen similar to the one shown below:



2) To create a deposit slip for all drafts printed in a specific period, click on "Create". The "Select range of dates" screen should appear (shown below):



3) Enter the dates that you printed the drafts you would like to deposit, then click on "OK". A new deposit slip should appear in the list of available deposit slips.

4) To preview a deposit slip, click on it and then click "Preview". This should open adobe acrobat and show you a preview of the deposit slip that was printed. If you then want to print the deposit slip, click on "File", then "Print".

5) To print a deposit slip, click on it and then click "Print". Click "OK" on the printer window that comes up.