



Included Font Licensing

The MICR E13-B font is included in this software application on a royalty-free basis. The reseller of this application agrees that MICR E13-B will only be used on client PCs that have the Laser Print Check MICR module installed per the enclosed license agreement from Data Developers Plus, Corp. This font may not be further distributed or otherwise used without the express written permission of AdvanceMeants, Inc. (<http://www.bizfonts.com>).

Functionality

This application integrates with SAGE Pro 7.x Accounts Payables and Payroll to print Bank Account, RTN, and address information on checks using the supplied MICR E13-B font. Payroll must be "linked" to Accounts Payable for proper operation in Payroll. A laser printer, MICR toner, and blank perforated check stock are also required for operation. A source for this material: www.expresschecks.com.

Note: Some HP Laser Printer Drivers, notably the HP 6P, have been identified with printing irregularities. Specifically, the last character of a MICR line is missing on the output check. A workaround solution is to add an extra character to the Checking Account and Bank RTN numbers in AP/Maintain/Checking Accounts.

Installation Instructions - Verify that all users are logged out of Pro Series

1. Extract the zip file to the root of Sage Pro. Verify that the option for "Use Folder Names" in Winzip is checked so that the files are extracted into the proper destination directories.
2. Go into System Manager and import the data dictionary. Choose the DICT directory off the root of Pro that was created when the zip file was extracted.
3. Update the AP module from the Data Dictionary for all companies.

The following fields will be added to APACCTnn.DBF during this process:

<u>Field Name</u>	<u>Description</u>	<u>Base Type</u>	<u>Length</u>
ACCTNO	Account Number	Character	15
BANKRTN	RTN Number	Character	15
BANKNAME	Bank Name	Character	50
BANKADDR1	Bank Address 1	Character	30
BANKADDR2	Bank Address 2	Character	30
BANKADDR3	Bank City/St/Zip	Character	30

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4. Install the supplied front, advmicr.ttf, at each of the client PCs which will run the application by clicking on <Start><Settings><Control Panel><Fonts><File><Install New Font...> then finding the location where you have unzipped the installation files and selecting AdvMICR (True Type) and hitting <OK>.
5. Edit the check form. AP><Maintain><Check Format><Edit Form>) and save it.
6. Enter the required information for each bank account (<AP><Maintain><Check Accounts>) of Bank Account Number, Bank RTN Number, Bank Name, and three lines of Address (last line to include City/State/Zip). If you do not want to print MICR for a particular company/account, leaving the Account Number field blank will disable the MICR printing for this checking account. You may also want to turn on/off printing of the Company Name/Logo and Bank info via <File><Change Setup Information><Omit Company/Bank Name/Address on checks> (if this printing is enabled, by being "unchecked" here, the information in <Maintain><Check Accounts> will override the bank info here in <File><Change Setup Information>).
7. Edit the check form (<PR><Maintain><Check Format><Edit Form>) and save it. You may also want to turn on/off printing of the Company Name/Logo and Bank info via <File><Change Setup Information><Suppress Company Name/Address on Checks> (if this printing is enabled, by being "unchecked" here, the information in <AP><Maintain><Check Accounts> will override the bank info here in <File><Change Setup Information>).
8. Beg/borrow/steal a MICR gauge from your local financial institution, or do it the hard way and "eyeball" the MICR alignment against an existing check. Remember to measure from the **RIGHT** and **BOTTOM** edges of the check!

Technical Support

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**See our website for other Sage Pro Series add on workflow solutions
www.ddpcorp.com**

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Product specifications, availability and price are subject to change without notice.