



# **DSD Business Systems**

Sage 100 Enhancements

Q034

MICR Laser Printed Checks for Payroll

PR-1034

Version 5.40



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MICR Laser Printed Checks for Payroll User's Manual  
Version 5.40

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## Section A: Introduction

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This manual contains a description and instructions for this DSD product. Operating instructions are included for the features added by this product to Sage 100. For instructions on using Sage 100, refer to the appropriate Sage 100 manual, or call your Sage 100 reseller. DSD Business Systems offers excellent Sage 100 support, at an hourly rate.

### Web Resources

DSD web site: <http://www.dsdinc.com>

The Enhancement page contains:

- Current Release Schedule*
- Purchasing Information*
- Installation Instructions*
- Product Support*
- Enhancement Links*

Q034 MICR Laser Printed Checks for Payroll:

<http://www.dsdinc.com/enhancement/micr-laser-printed-checks-for-payroll-2>

The product web page contains:

- Product Description*
- Web Links*
- Current Product Version Table*
- Product Installation File Download*
- Product Manual in .pdf Format*
- Revision History*
- FAQ*

### Support

DSD provides product support through Sage 100 resellers. Support is provided for the current version. Older versions are supported at an hourly rate. DSD's telephone number is **858-550-5900**. Fax: **858-550-4900**.

For a hard error, where the program displays an error dialog, report:

- Error number.*
- Program name.*
- Line number.*
- Program version.*

*Exact sequence that caused the error, including menus and menu selections.  
Other pertinent information.*

If leaving a message or faxing, please include:

*Your name.*

*Your phone number (and fax if applicable) and extension.*

It is possible to be unable to duplicate a problem, because of data corruption or because we have not exactly duplicated a particular operating environment. In such circumstances, we can only continue to try to fix the problem if we can either access the system with Symantec PCAnywhere or by some other means access or duplicate the system.

### ***MICR Laser Printed Checks for Payroll Features***

This Extended Solution to the Payroll module allows you to print checks (including manual checks) on your laser printer with the micro-encoding required by your bank. Three page formats are available: one check per page with two stubs on top (Type 1 – *stub/stub/check*), two checks per page each with one stub on top (Type 2 – *stub/check, stub/check*), and one check per page with two stubs on the bottom (Type 3 – *check/stub/stub*). Also, because you have nearly complete control over the background elements of the check, many other styles can be implemented simply by using the FORM command.

**This Extended Solution modifies only the non-graphical check form.**

## Section B: Getting Started

### CAUTION

- **If you reinstall or upgrade one of the Sage 100 modules listed in the following table, you must also reinstall this Enhancement.**
- Enhancements from different Sage Developers are generally not designed to work together. If installed together, problems are likely to occur.
- **Check with DSD before installing more than one Enhancement.**

### Required Levels

Sage 100 Module	Module Required	Required Level
P/R	Y	5.40

### Installation

1. **Back-up:** Exit all Sage 100 sessions. Back-up existing Sage 100 data.
2. **Check Levels:** Sage 100 module levels **must match** those listed above.
3. **Run Enhancement Setup Program:** Save the executable installation program (sent to you or downloaded from our website) in a convenient location on the Sage 100 server. Launch the program from Windows Explorer or by selecting Start/Run, and then browse for the file in the location you saved it. Follow on-screen instructions.
4. **Send your Sage Serial Number to your DSD Representative:** Send your Sage Serial Number to your DSD representative in order for us to send you back the encrypted keys to unlock your system. This serial number can be found in Library Master\Setup\System Configuration, Tab 3. Registration as Serial Number.
5. **Re-Start Sage 100:** Sage 100 will be updated.
6. **Unlock the Enhancement:** DSD Enhancements must be unlocked to run. When any part of the Enhancement is run for the first time, the **DSD Enhancement License Agreement and Activation** window will appear. Follow the steps shown on that window. *You can click the Help button for more detailed instructions.*

**Note:** On the next page is a screenshot of the DSD Enhancement License Agreement and Activation window.

After accepting the License Agreement, you can then select the type of unlocking that you'd prefer. The choices are File, Web, Demo and Manual Entry.

**File Unlock:** After receiving your encrypted serial number key file from DSD, and placing that file in the MAS90/SOA directory, selecting this option will unlock all products keys contained in the file. This means you can unlock all enhancements at once using this option.

**Web Unlock:** If the system that is running the DSD Enhancement *has web access* and you *have sent DSD your Sage Serial number*, you can unlock the Enhancement without assistance using Web Unlock. When this option is selected, the program will attempt to download encrypted serial number key file from DSD *and then proceed to unlock all enhancements contained in the file.*

- The Sage 100 system that is being used must have web access for this option to be effective.
- You can send your Sage Serial Number to your DSD Enhancements sales representative.

**Demo Unlock:** If a Demo mode is available for the Enhancement you're running, you will be able to Demo unlock the product without assistance from DSD for demo purposes.

- Creating a Demo Unlock is a good way to temporarily unlock DSD Enhancements off-hours, if you do not have web or email access. Later, you can unlock the product fully, during business hours.

**Manual Entry Unlock:** If you want to unlock a single enhancement using a single encrypted key, you can select this option and enter the 64 character key you receive from DSD by copy and paste.

**Note:** You can also unlock a DSD Enhancement through the **DSD Enhancement Control Panel** found on the Library Master Utilities Menu. Then, select the Enhancement with your mouse from the list of Enhancements and click the **Unlock Product** button on the right side of the window.

- Convert Data:** After unlocking, the DSD Conversion Wizard will appear. Follow on-screen instructions to complete data conversion. *You can exit the conversion program without converting data. The Enhancement will not proceed, however, until data is converted. If you enter an enhanced program and data has not been converted, the conversion program will run again.*

### DSD Enhancement Control Panel

Starting with version 3.61, all DSD Enhancement products include DSD's Enhancement Control Panel. The **DSD Enhancement Control Panel** is accessed from the **Library Master Utilities** menu.

The DSD Enhancement Control Panel is a simple to use yet powerful system to help maintain DSD Enhancements installed on a Sage 100 system. To use it, select an Enhancement product from the list on the window and then click the button, on the right side of the window, which corresponds with the desired task.

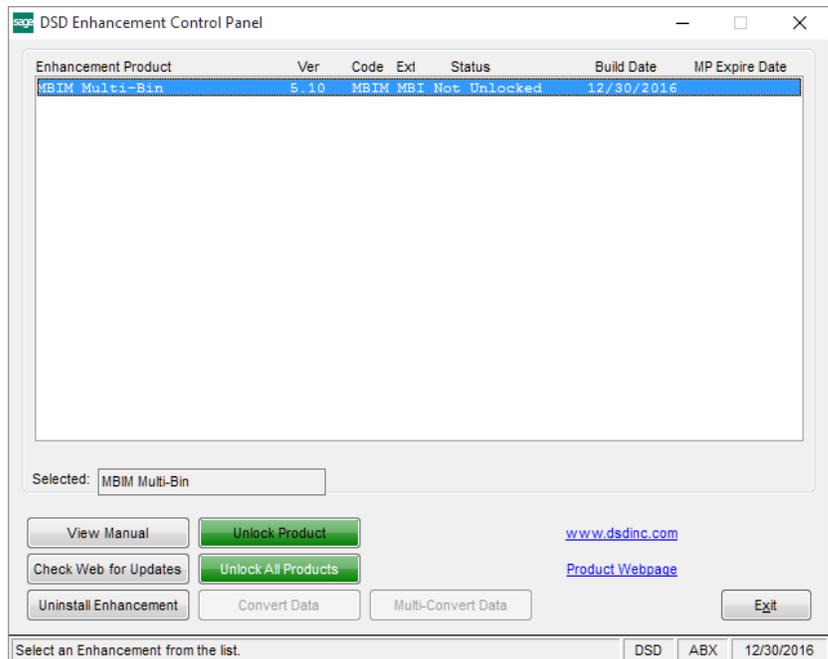
**View Manual:** This button will display the product manual for the selected Enhancement using Adobe Acrobat. For this to be possible, the PDF file for the corresponding manual must be in the "MAS90/PDF" folder in the Sage 100 system. If the file is not present, and the system has web access, the correct PDF file will be automatically downloaded from the DSD website, put into the "MAS90/PDF" folder and then displayed.

**Check the Web for Updates:** This button will check the DSD website to see what the current build is the selected Enhancement and alert the user if a later version is available. *This requires an internet connection on the Sage 100 system.*

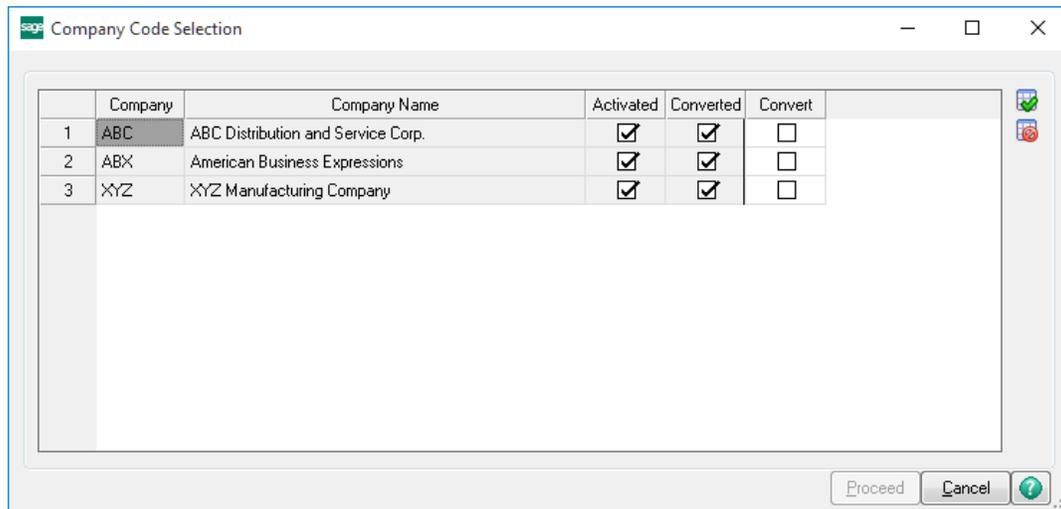
**Unlock Product:** This will cause the DSD Enhancement License Agreement and Activation window to appear. Using this window is described on the previous page. *This button is disabled if the selected Enhancement is already unlocked or if unlocking is not required.*

**Unlock All Products:** This will cause the DSD Enhancement All License Agreement and Activation window to appear. This window is similar to the one described on the previous page, but has only web and file as options to unlock. *This button is never disabled.*

**Convert Data:** After verification, the selected Enhancement's data conversion program will run. Data conversion is non-destructive, and may be triggered any number of times. Sometimes this is required to fix data records imported or updated from a non-enhancement installation.



**Multi-Convert Data:** Multiple Companies can be converted at the same time for a given Enhancement. *(If you have a large number of Companies to convert, please do in batches of 20 or fewer due to memory limitations.)*



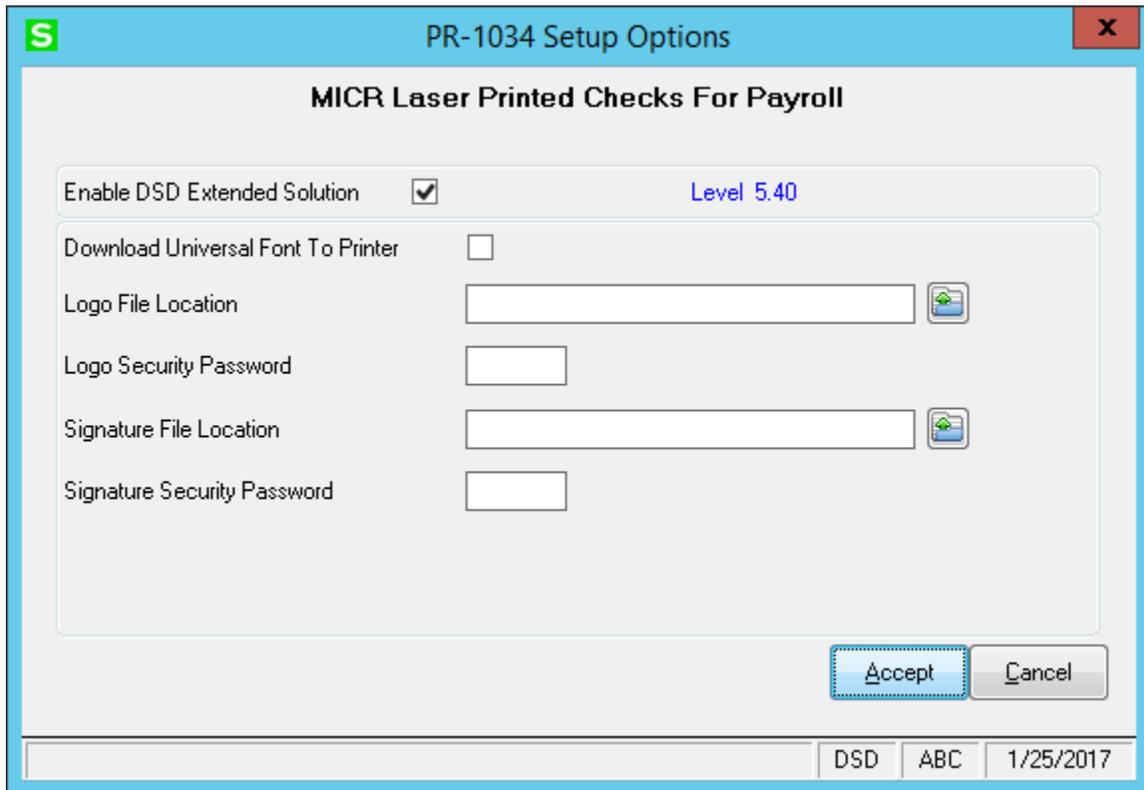
**Help:** The Help button, located at the bottom right of the window, opens an HTML help file.

**Get Adobe Acrobat:** Opens the Adobe Acrobat website to the page where Acrobat can be downloaded and installed.

**Uninstall Enhancement** If this option is available, then selecting this button will start the un-install process, removing the enhancement from the system. (for more information see [Uninstall DSD Enhancements](#))

## Section C: Setup

Upon completion of software installation, you will need to access the DSD Extended Solutions Setup from the Payroll Setup menu. Select this part number and the Setup screen for this Extended Solution will appear. Check the 'Enable DSD Extended Solution' box to activate this Extended Solution.



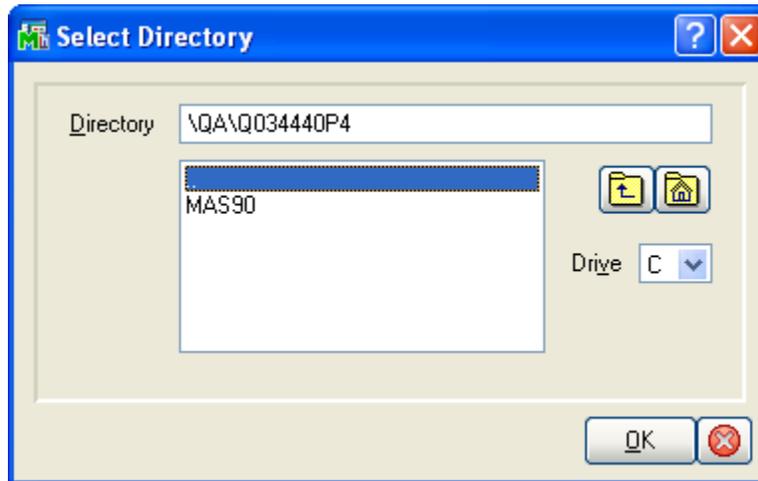
Answer the following prompts:

**Download Universal Font to Printer:** In most cases you should leave this blank. If the fonts used on the check background do not seem correct, you can try checking this box. In general, if you are using an HP LaserJet Series II without any font cartridges, you will need to check this box.

If desired, your company logo or authorization signature can be printed on your checks, **via an additional Extended Solution from Sage Software**. Note that the 'Print a Logo' and 'Print a Signature' options will appear on the Laser Checks Bank Code Maintenance screen regardless of whether you will be printing these items. Also note that for these graphics to print, the FORM field for each item must also be answered 'Yes.'

**Logo File Location:** Specify the directory path of the logo scan file. If you leave this blank, it is assumed that the scan file is located in the MAS90\SOA directory. The folder button located to the right of this field enables you to browse and select from existing disk drives and directories (Figure 1a).

**Logo Security Password:** If you enter a password, during check printing, the user will be prompted to enter the correct password to print the logo.



**Signature File Location:** Specify the directory path of the Signature scan file. If you leave this blank, it is assumed that the scan file is located in the MAS90\SOA directory. The folder button located to the right of this field enables you to browse and select from existing disk drives and directories.

**Signature Security Password:** If you enter a password, the user will be prompted during check printing to enter the correct password to print the Signature.

### **Role Maintenance**

The following Task has been added to Payroll, Setup Options:

- Laser Check Bank Code Maintenance

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

### Laser Check Setup

After the Extended Solution has been enabled, you will see a Laser Check Bank Code Maintenance option on the Payroll Setup Menu.

On this screen you will be prompted for the following:

**Bank Code:** For help with entering your Bank Code, Routing Number, Transit Number and Account Number, contact your bank's customer service department and ask for information on 'Code Line Specifications for checks printed in E-13B Common Machine Language.'

**Bank Name:** Enter the name of your bank. This line will always be printed in **bold** letters.

**Branch:** Enter the branch name of your bank.

**City, State:** Enter the City and State where your bank's branch is located.

**Routing Number:** Enter the routing number for your bank. Contact your bank's customer service department and ask for information on 'Code Line Specifications for checks printed in E-13B Common Machine Language.' Note that the routing number does not need to be printed in MICR ink.

**Transit Number:** The transit number is always a nine-character number. When checks are printed, the program will automatically surround the transit number with the required transit symbols. Ask your bank's customer service department for information on 'Code Line Specifications for checks printed in E-13B Common Machine Language.'

**Account Number:** The number for your bank account. A MICR dash in an account number should be entered as a '-' and the MICR 'ON-US' symbol should be entered as an '@.' Be sure to refer to the code line specifications provided by your bank when entering your account number.

**Company Name:** Enter your company name. This line will always be printed with **bold** letters.

**Address:** Up to four lines are available for your company's address.

**Phone:** Enter the phone number you wish to reference on your checks.

**Check Type:** Select Stub/Stub/Check (Type 1); Stub/Check, Stub/Check (Type 2); or Check/Stub/Stub (Type 3).

If you want to use the Check Type of stub/check/stub, you must select Type 1 (stub/stub/check) here and set up the form accordingly.

**Print a Logo/Print a Signature:** If you want to include your logo and/or signature, and a logo and/or signature file has been provided, check the Print a Logo and/or Print a Signature boxes and you will be prompted to enter your logo and/or signature filenames.

Note: that the 'Print a Logo' and 'Print a Signature' boxes appear on this screen regardless of whether you have a logo and/or signature to print. Also note that this setting overrides the FORM setting for signature and logo printing.

**Limit:** A non-zero dollar amount entered here will dictate when the signature prints; if the check amount is less than or equal to this amount the signature will print, if greater than this amount, the signature will not print.

*Sage Software Extended Solution LM-SIGN: Signature/Logo for MICR Printed Checks must be installed and enabled to print a signature or logo on your checks.*

After completing the maintenance screen, you will be given the option to print a Check sample and/or Font sample as explained below. We strongly suggest that you print a check sample and compare it to the checks that you are currently using, AND/OR ask your bank to approve the check form you have created.

If you click the 'Check Sample' button, you will see the following prompts:

**First Check Number:** This will be drawn from the Bank Code Maintenance screen. You can change it to any number. The sample check(s) printed will start with this number.

**Increment Check Number:** If you check this box, the 'Next Check Number' for the current bank code will reflect the number of sample checks printed (i.e., the Next Check Number will be correct) after all sample checks are printed. If you are printing sample checks simply to verify the layout, this need not be set to Yes. If you are printing sample checks with the intent to use them as manual checks, you should leave this at the default setting of 'Yes.'

**Number of Checks to Print:** If you want to print multiple sample checks in one run, enter the number here.

**Check Form Code:** This is the Form Code to use when printing the sample check. Leave this field blank to print the check with the default layout. To maintain the FORM, you must enter a form code. FORM maintenance for the check background can be done here or during check printing (see FORMs below).

**Note:** If you are using Sage100 in a Windows environment and want to print checks using the Windows Print Manager, you must set up a DOS printer using the Device Configurator, the WINDEV device. This device is designed so that Print Manager does not strip off printer control codes from DOS applications. The codes are essential for this Extended Solution to work properly. See your Sage100 documentation for the proper use of the WINDEV device.

**Do not use the 'Preview' button for sample check printing; it will generate useless data.**

You should visit this Setup screen after each upgrade or reinstallation of this Extended Solution.

## Section D: System Operations

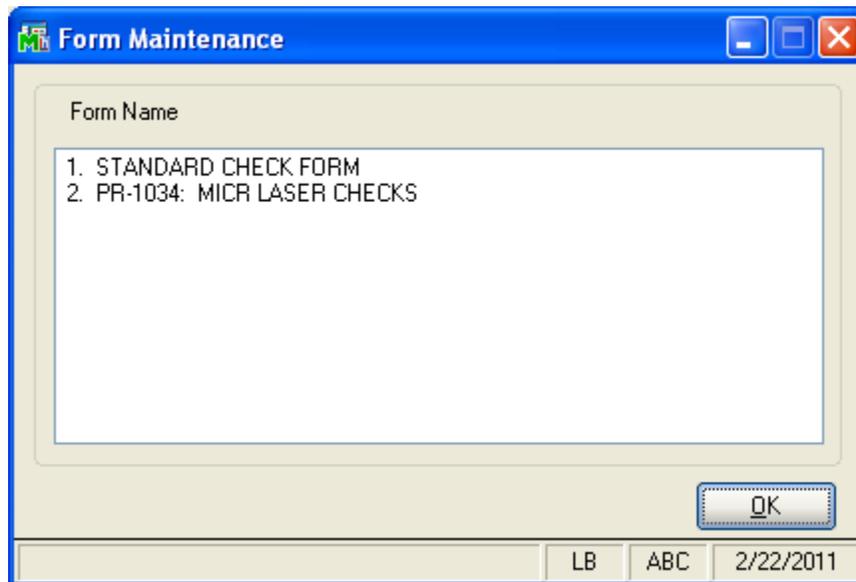
When you select P/R Check Printing, the system will look to see if the designated bank code has been defined in Laser Checks Bank Code Maintenance (see Setup above). If the code has been set up, you will see a message in the lower right corner of the first section of the Check Printing screen, and you will be ready to print Laser P/R Checks.

### Password Protection for Logos and Signatures

If you entered a password in Setup for Logo Security, the user will be prompted to enter the correct password to print the logo during check printing. If the correct password is entered, the logo will print. If the user clicks 'Cancel,' check printing will resume, but the logo will not print on the check. If no password is entered here in Setup, the logo will print on the check as usual. The same applies to Signature scans if you entered a password for Signature Security.

**Forms****Non-graphical Forms**

You can maintain the new form fields for this Extended Solution by clicking the 'Form...' button. You can maintain the FORM fields for this Extended Solution by using standard Sage100 Check Form Maintenance.

**Standard Payroll Check Form**

It would be advisable to print out the current layout before resetting.

On the first screen, click the 'Reset' button. This will set the default header and line values that are appropriate for the type of laser check you are printing. After making any desired changes, click the 'OK' button. You will be presented with the masking values screen. Again click the 'Reset' button to set the default masking and stub values for the check. It is suggested that you do not change the 'Reset' values for many of the fields on P/R Laser Checks. The **TOTAL NUMBER OF LINES IN GROUPING**, **NUMBER OF LINES PER DETAIL ITEM** and **STARTING LINE NUMBER FOR FIRST ITEM** fields on the header screens and the **PRINT SECOND CHECK STUB**, **STARTING LINE NUMBER OF FIRST STUB**, **ENDING LINE NUMBER OF FIRST STUB** and **STARTING LINE NUMBER OF SECOND STUB** fields on the Masking Values screens should only be changed with caution. Values that vary from the default setting can produce undesirable results. You can change whether to print the individual form fields, but use caution when changing their locations on the form. In any case, be sure to print an alignment pattern to verify the effect of any changes you make.

The figures below show the default settings for Type 1

**Forms Customization**

Forms Code: A

1. Header | 2. Detail

Print descriptions  
 Print compressed  
 Form Feed

Length of form: 063  
 Width of form: 080  
 Top margin (1/1000th inch): 350

Total number of lines in grouping: 013  
 Number of lines per detail item: 001  
 Starting line number for first item: 004

Reset

Run Date: 02/22/2011 ABC Distribution and Service Corp. Page: 1  
 P/R Date: 02/22/2011 CHECK PRINTING Time: 04:24 PM  
 FORM LAYOUT PRINTING

FORM NAME	NUMBER	LEN	WID	DESC	COMP	DESCRIPTION	# LINES	START PER LINE
PRZRQ	A	063	080	Y	N	Payroll Checks - SSC	013	001 004
Stub, Stub, Chk								
IN FIELD		DESCRIPTOR		PRINT?	LINE	TAB	DESCRIPTION	LINE TAB MSC
1	EMPLOYEE	HEADING		Y			EMPLOYEE	001 004
2	SOCIAL SECURITY	NUMBER		Y	002	032	SOCIAL SEC NO	001 031
3	PAY RATE			Y	002	045	PAY RATE	001 046
4	PAY PERIOD	ENDING DATE		Y	002	060	PERIOD END	001 059
5	CHECK NUMBER	ON STUB		Y	002	071	CHECK NO.	001 070
6	EMPLOYEE	NUMBER		Y	002	001	N	
7	EMPLOYEE	NAME		Y	002	012	N	
8	PAY	METHOD		Y	002	056	N	
9	PAY	CYCLE		Y	002	057	N	
10	COLUMN 1	DESCRIPTION		Y			EARNINGS	004 003
11	COLUMN 1	HOURS HEADING		Y			HOURS	004 015
12	COLUMN 1	AMOUNT HEADING		Y			AMOUNT	004 024
13	COLUMN 1	YTD AMT HEADING		Y			YTD	004 038
14	COLUMN 2	DESCRIPTION		Y			DEDUCTION	004 047
15	COLUMN 2	HOURS HEADING		N				
16	COLUMN 2	AMOUNT HEADING		Y			AMOUNT	004 060
17	COLUMN 2	YTD AMT HEADING		Y			YTD	004 074
18	COLUMN 3	DESCRIPTION		N				
19	COLUMN 3	HOURS HEADING		N				
20	COLUMN 3	AMOUNT HEADING		N				
21	COLUMN 3	YTD AMT HEADING		N				
22	EARNINGS	INFORMATION		N				
23	EARNINGS	CODE		N				
24	EARNINGS	DESCRIPTION		Y	001	001	N	
25	EARNINGS	HOURS - ALL EMPL		N				
26	EARNINGS	CURRENT AMOUNT		Y	001	022	N	
27	EARNINGS	YTD AMOUNT		Y	001	033	N	
28	TAX	INFORMATION		N				Y
29	TAX	CODE		N				
30	TAX	DESCRIPTION		Y	001	045	N	
31	TAX	CURRENT AMOUNT		Y	001	058	N	
32	TAX	YTD AMOUNT		Y	001	069	N	
33	DEDUCTION	INFORMATION		N				
34	DEDUCTION	CODE		N				
35	DEDUCTION	DESCRIPTION		Y	001	045	N	
36	DEDUCTION	HOURS		N				
37	DEDUCTION	CURRENT AMOUNT		Y	001	058	N	
38	DEDUCTION	YTD AMOUNT		Y	001	069	N	
39	GROSS	EARNINGS CURRENT		Y	017	022	Y	GROSS EARNINGS: 017 006
40	GROSS	EARNINGS YTD		Y	017	033	N	
41	NET	EARNINGS THIS CHECK		Y	018	022	Y	NET EARNINGS: 018 008
42	NET	EARNINGS YTD		N				
43	TOTAL	TAXES THIS CHECK		N				
44	TOTAL	TAXES YTD		N				
45	TOTAL	VOL DEBS THIS CHECK		N				
46	TOTAL	VOL DEBS YTD		N				
47	TOTAL	DEDUCTED THIS CHECK		Y	017	058	Y	TOTAL DEDUCT:
48	TOTAL	DEDUCTED YTD		Y	017	069	N	

**Check Printing - Form Options**

Form Code: A Stub, Stub, Chk

**Numeric Masks**

Earnings Hours: #####.00 Pay Rate: #####.000  
 Earn/Ded Amount: ###.###.00- Earn/Ded Rate: #####.000-  
 Y-T-D Amount: #####.###.00- Check Amount: \*#.###.###.00

Print second check stub

Starting line number for 1st stub: 04  
 Ending line number for 1st stub: 22  
 Starting line number for 2nd stub: 26

OK Cancel Reset

Enter the mask to be used when printing the Earnings Hours LB ABC 2/22/2011

The figures below show the default settings for check Type 2.

**Forms Customization**

Forms Code: A

1. Header | 2. Detail

Print descriptions  
 Print compressed  
 Form Feed

Length of form: 042  
 Width of form: 080  
 Top margin (1/1000th inch): 350

Total number of lines in grouping: 013  
 Number of lines per detail item: 001  
 Starting line number for first item: 004

Reset

Print Date: 02/22/2011    ABC DISTRIBUTION and SERVICE Corp.    Page: 1  
 /R Date: 02/22/2011    CHECK PRINTING    Time: 04:47 PM  
 FORM LAYOUT PRINTING

FORM NAME	NUMBER	LEN	WID	DESC	COMP	DESCRIPTION	# LINES	START PER LINE
BERQA	A	042	080	Y	N	Payroll Checks - Basic	013	001 004
Standard Forms								
LN	FIELD	DESCRIPTOR	PRINT?	LINE	TAB	DATA DESCRIPTION	LINE	MSC
1	EMPLOYEE	HEADING	Y			---EMPLOYEE---	001	004
2	SOCIAL SECURITY	NUMBER	Y	002	032	Y SOCIAL SRC NO	001	031
3	PAY RATE		Y	002	045	Y PAY RATE	001	046
4	PAY PERIOD	ENDING DATE	Y	002	060	Y PERIOD END	001	059
5	CHECK NUMBER	ON STUB	Y	002	071	Y CHECK NO.	001	070
6	EMPLOYEE	NUMBER	Y	002	001	N		
7	EMPLOYEE	NAME	Y	002	012	N		
8	PAY	METHOD	Y	002	056	N		
9	PAY	CYCLE	Y	002	057	N		
10	COLUMN 1	DESCRIPTION	Y			EARNINGS	004	003
11	COLUMN 1	HOURS HEADING	Y			HOURS	004	015
12	COLUMN 1	AMOUNT HEADING	Y			AMOUNT	004	024
13	COLUMN 1	YTD AMT HEADING	Y			YTD	004	038
14	COLUMN 2	DESCRIPTION	Y			DEDUCTION	004	047
15	COLUMN 2	HOURS HEADING	N					
16	COLUMN 2	AMOUNT HEADING	Y			AMOUNT	004	060
17	COLUMN 2	YTD AMT HEADING	Y			YTD	004	074
18	COLUMN 3	DESCRIPTION	N					
19	COLUMN 3	HOURS HEADING	N					
20	COLUMN 3	AMOUNT HEADING	N					
21	COLUMN 3	YTD AMT HEADING	N					
22	EARNINGS	INFORMATION	N					
23	EARNINGS	CODE	N					
24	EARNINGS	DESCRIPTION	Y	001	001	N		
25	EARNINGS	HOURS - ALL EMP	N					
26	EARNINGS	CURRENT AMOUNT	Y	001	022	N		
27	EARNINGS	YTD AMOUNT	Y	001	033	N		
28	TAX	INFORMATION	N					
29	TAX	CODE	N					Y
30	TAX	DESCRIPTION	Y	001	045	N		
31	TAX	CURRENT AMOUNT	Y	001	058	N		
32	TAX	YTD AMOUNT	Y	001	069	N		
33	DEDUCTION	INFORMATION	N					
34	DEDUCTION	CODE	N					
35	DEDUCTION	DESCRIPTION	Y	001	045	N		
36	DEDUCTION	HOURS	N					
37	DEDUCTION	CURRENT AMOUNT	Y	001	058	N		
38	DEDUCTION	YTD AMOUNT	Y	001	069	N		
39	GROSS	EARNINGS CURRENT	Y	018	022	Y GROSS EARNINGS:	018	006
40	GROSS	EARNINGS YTD	Y	018	033	N		
41	NET	EARNINGS THIS CHECK	Y	019	022	Y NET EARNINGS:	019	008
42	NET	EARNINGS YTD	N					
43	TOTAL	TAXES THIS CHECK	N					
44	TOTAL	TAXES YTD	N					
45	TOTAL	VOL DEDS THIS CHECK	N					
46	TOTAL	VOL DEDS YTD	N					
47	TOTAL	DEDUCTED THIS CHECK	Y	018	058	Y TOTAL DEDUCT		
48	TOTAL	DEDUCTED YTD	Y	018	069	N		
49	CHECK	NUMBER	Y	025	070	N		
50	EXTENDED	AMOUNT	N					

**Check Printing - Form Options**

Form Code: A    Standard Forms

**Numeric Masks**

Earnings Hours: #####.00    Pay Rate: #####.000  
 Earn/Ded Amount: ###.###.00-    Earn/Ded Rate: #####.000-  
 Y-T-D Amount: #####.###.00-    Check Amount: \*#.###.###.00

Print second check stub

Starting line number for 1st stub: 01  
 Ending line number for 1st stub: 00  
 Starting line number for 2nd stub: 00

OK    Cancel    Reset

Enter the mask to be used when printing the Earnings Hours    LB    ABC    2/22/2011

The figures below show the default settings for check Type 3.

**Forms Customization**

Forms Code: A

1. Header | 2. Detail

Print descriptions

Print compressed

Form Feed

Length of form: 066

Width of form: 080

Top margin (1/1000th inch): 350

Total number of lines in grouping: 013

Number of lines per detail item: 001

Starting line number for first item: 024

Reset

Print Date: 02/22/2011 ABC Distribution and Service Corp. Page: 1  
 /R Date: 02/22/2011 CHECK PRINTING Time: 04:58 PM  
 FORM LAYOUT PRINTING

FORM NAME	NUMBER	LEN	WID	DESC	COMP	DESCRIPTION	# LINES	PER LINE	LINES START
HRRL	A	066	080	Y	N	Payroll Checks - CSS	013	001	024
LN	FIELD DESCRIPTOR	PRINT?	LINE TAB	DATA	DESCRIPTION	LINE TAB	MSC		
1	EMPLOYEE HEADING			Y	---EMPLOYEE---	021	004		
2	SOCIAL SECURITY NUMBER	Y	022	032	Y	SOCIAL SBC NO	021	031	
3	PAY RATE	Y	022	045	Y	PAY RATE	021	046	
4	PAY PERIOD ENDING DATE	Y	022	060	Y	PERIOD END	021	059	
5	CHECK NUMBER ON STUB	Y	022	071	Y	CHECK NO.	021	070	
6	EMPLOYEE NUMBER	Y	022	001	N				
7	EMPLOYEE NAME	Y	022	012	N				
8	PAY METHOD	Y	022	056	N				
9	PAY CYCLE	Y	022	057	N				
10	COLUMN 1 DESCRIPTION				Y	EARNINGS	024	003	
11	COLUMN 1 HOURS HEADING				Y	HOURS	024	015	
12	COLUMN 1 AMOUNT HEADING				Y	AMOUNT	024	024	
13	COLUMN 1 YTD AMT HEADING				Y	YTD	024	038	
14	COLUMN 2 DESCRIPTION				Y	DEDUCTION	024	047	
15	COLUMN 2 HOURS HEADING				Y				
16	COLUMN 2 AMOUNT HEADING				Y	AMOUNT	024	060	
17	COLUMN 2 YTD AMT HEADING				Y	YTD	024	074	
18	COLUMN 3 DESCRIPTION				N				
19	COLUMN 3 HOURS HEADING				N				
20	COLUMN 3 AMOUNT HEADING				N				
21	COLUMN 3 YTD AMT HEADING				N				
22	EARNINGS INFORMATION	N			N				
23	EARNINGS CODE	N			N				
24	EARNINGS DESCRIPTION	Y	001	001	N				
25	EARNINGS HOURS - ALL EMPL	N			N				
26	EARNINGS CURRENT AMOUNT	Y	001	022	N				
27	EARNINGS YTD AMOUNT	Y	001	033	N				
28	TAX INFORMATION	N			N				Y
29	TAX CODE	N			N				
30	TAX DESCRIPTION	Y	001	045	N				
31	TAX CURRENT AMOUNT	Y	001	058	N				
32	TAX YTD AMOUNT	Y	001	069	N				
33	DEDUCTION INFORMATION	N			N				
34	DEDUCTION CODE	N			N				
35	DEDUCTION DESCRIPTION	Y	001	045	N				
36	DEDUCTION HOURS	N			N				
37	DEDUCTION CURRENT AMOUNT	Y	001	058	N				
38	DEDUCTION YTD AMOUNT	Y	001	069	N				
39	GROSS EARNINGS CURRENT	Y	038	022	Y	GROSS EARNINGS:	038	006	
40	GROSS EARNINGS YTD	Y	038	033	N				
41	NET EARNINGS THIS CHECK	Y	039	022	Y	NET EARNINGS:	039	008	
42	NET EARNINGS YTD	N			N				
43	TOTAL TAXES THIS CHECK	N			N				
44	TOTAL TAXES YTD	N			N				
45	TOTAL VOL DEDS THIS CHECK	N			N				
46	TOTAL VOL DEDS YTD	N			N				
47	TOTAL DEDUCTED THIS CHECK	Y	038	058	Y	TOTAL DEDUCT:	038	045	
48	TOTAL DEDUCTED YTD	Y	038	069	N				

**Check Printing - Form Options**

Form Code: A Chk, Stub, Stub

**Numeric Masks**

Earnings Hours: #####.00 Pay Rate: #####.000

Earn/Ded Amount: ###.###.00- Earn/Ded Rate: #####.000-

Y-T-D Amount: #####.###.00- Check Amount: \*#.###.###.00

Print second check stub

Starting line number for 1st stub: 26

Ending line number for 1st stub: 40

Starting line number for 2nd stub: 47

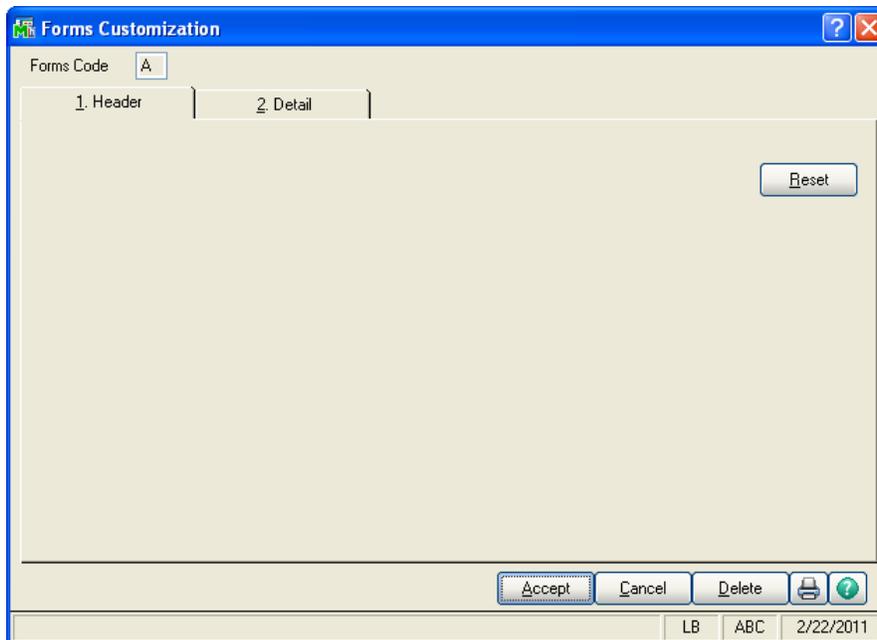
OK Cancel Reset

Enter the mask to be used when printing the Earnings Hours LB ABC 2/22/2011

**PR-1034: MICR Laser Check Form**

It would be advisable to print out the current layout before resetting.

Choose this option only if you want to change the background of the check. This form maintenance option is slightly different from normal form maintenance. There are no header fields. On the header screen, you can click the 'Reset' button to return to the default values or click the printer button to print the form layout. Normally you will just click 'Accept' to advance to lines maintenance. Lines maintenance is different in that the coordinates you are entering are not line and column as in most forms; they are vertical and horizontal coordinates in 720th of an inch. For example, if a form field has a 'line' value of 2,160 and a 'tab' value of 900, the indicated form field will be printed 3 inches down from the top and 1.25 inches over from the left of the page.



The figures below show the default settings for check Types 1, 2 and 3, respectively.

```

Run Date: 02/22/2011 ABC Distribution and Service Corp. Page: 1
P/R Date: 02/22/2011 CHECK PRINTING Time: 05:11 PM
FORM LAYOUT PRINTING
FORM
NAME NUMBER
PRZ 34 A
Standard Forms
-----DATA-----
LN FIELD DESCRIPTOR PRINT? LINE TAB DATA DESCRIPTION-----
1 TEAR LINE 1 N
2 TEAR LINE 2 N
3 CHECK NUMBER 1 Y 0270 5000
4 CHECK NUMBER 2 Y 2912 5000
5 CHECK NUMBER 3 Y 5780 5000
6 COMPANY NAME 1 Y 0270 0900
7 COMPANY NAME 2 Y 2912 0900
8 COMPANY NAME 3 Y 5780 0810
9 COMPANY ADDRESS BLOCK 1 Y 5870 0810
10 BANK NAME Y 5780 3280
11 BANK BRANCH Y 5870 3280
12 BANK CITY, STATE Y 5960 3280
13 BANK TRANSIT/ROUTING NO. Y 6050 3280
14 "DATE" TITLE Y 6620 3900 DATE
15 "AMOUNT" TITLE Y 6620 5000 AMOUNT
16 "PAY" TITLE Y 6780 0100 PAY
17 "TO THE" TITLE Y 6870 0100 TO THE
18 "ORDER" TITLE Y 6960 0100 ORDER
19 "OF." TITLE Y 7050 0100 OF:
20 UPPER SIGNATURE LINE N
21 LOWER SIGNATURE LINE Y 7350 3160
22 MICR LINE: CHECK # Y 7730 1031
23 MICR LINE: TRANSIT NO. Y 7730 1841
24 MICR LINE: ACCOUNT NO. Y 7730 2831
25 LOGO (UPPER LEFT CORNER) Y 5620 0040
26 SIGNATURE (UPPR LFT CRNR) Y 7120 3160
27 BOX (UPPER LEFT CORNER) N
28 BOX HEIGHT, WIDTH N
29 COMPANY ADDRESS BLOCK 2 N
    
```

```

Run Date: 02/22/2011 ABC Distribution and Service Corp. Page: 1
P/R Date: 02/22/2011 CHECK PRINTING Time: 05:14 PM
FORM LAYOUT PRINTING
FORM
NAME NUMBER
PRZ 34 A
-----DATA-----
LN FIELD DESCRIPTOR PRINT? LINE TAB DATA DESCRIPTION-----
1 TEAR LINE 1 N
2 TEAR LINE 2 N
3 CHECK NUMBER 1 Y 0470 5000
4 CHECK NUMBER 2 Y 3040 5000
5 CHECK NUMBER 3 Y 5550 5000
6 COMPANY NAME 1 Y 0580 0810
7 COMPANY NAME 2 Y 3040 0810
8 COMPANY NAME 3 Y 5550 0810
9 COMPANY ADDRESS BLOCK 1 Y 0670 0810
10 BANK NAME Y 0580 3280
11 BANK BRANCH Y 0670 3280
12 BANK CITY, STATE Y 0760 3280
13 BANK TRANSIT/ROUTING NO. Y 0850 3280
14 "DATE" TITLE Y 1290 3900 DATE
15 "AMOUNT" TITLE Y 1290 5000 AMOUNT
16 "PAY" TITLE Y 1490 0100 PAY
17 "TO THE" TITLE Y 1580 0100 TO THE
18 "ORDER" TITLE Y 1670 0100 ORDER
19 "OF." TITLE Y 1760 0100 OF:
20 UPPER SIGNATURE LINE N
21 LOWER SIGNATURE LINE Y 1970 3160
22 MICR LINE: CHECK # Y 2350 1031
23 MICR LINE: TRANSIT NO. Y 2350 1841
24 MICR LINE: ACCOUNT NO. Y 2350 2831
25 LOGO (UPPER LEFT CORNER) Y 0420 0040
26 SIGNATURE (UPPR LFT CRNR) Y 1740 3160
27 BOX (UPPER LEFT CORNER) N
28 BOX HEIGHT, WIDTH N
29 COMPANY ADDRESS BLOCK 2 N
    
```

```

Run Date: 02/22/2011 ABC Distribution and Service Corp. Page: 1
P/R Date: 02/22/2011 CHECK PRINTING Time: 0
FORM LAYOUT PRINTING
FORM
NAME NUMBER
PRZ 34 A
-----DATA-----
LN FIELD DESCRIPTOR PRINT? LINE TAB DATA DESCRIPTION-----
1 TEAR LINE 1 N
2 TEAR LINE 2 N
3 CHECK NUMBER 1 Y 0270 5000
4 CHECK NUMBER 2 Y 1720 5000
5 CHECK NUMBER 3 N
6 COMPANY NAME 1 Y 0470 3600
7 COMPANY NAME 2 Y 1820 0900
8 COMPANY NAME 3 N
9 COMPANY ADDRESS BLOCK 1 Y 0560 3600
10 BANK NAME Y 1820 3360
11 BANK BRANCH Y 1910 3360
12 BANK CITY, STATE Y 2000 3360
13 BANK TRANSIT/ROUTING NO. Y 2090 3360
14 "DATE" TITLE Y 2670 3900 DATE
15 "AMOUNT" TITLE Y 2670 5000 AMOUNT
16 "PAY" TITLE Y 2740 0100 PAY
17 "TO THE" TITLE Y 2830 0100 TO THE
18 "ORDER" TITLE Y 2920 0100 ORDER
19 "OF." TITLE Y 3010 0100 OF:
20 UPPER SIGNATURE LINE N
21 LOWER SIGNATURE LINE Y 3400 3160
22 MICR LINE: CHECK # Y 3770 1031
23 MICR LINE: TRANSIT NO. Y 3770 1841
24 MICR LINE: ACCOUNT NO. Y 3770 2831
25 LOGO (UPPER LEFT CORNER) Y 1670 0084
26 SIGNATURE (UPPR LFT CRNR) Y 3300 3160
27 BOX (UPPER LEFT CORNER) N
28 BOX HEIGHT, WIDTH N
29 COMPANY ADDRESS BLOCK 2 Y 1910 0900
    
```

Below are examples of check Types 1, 2 and 3, respectively.

<b>DataMagic Corporation</b>		<b>000024</b>	
---EMPLOYEE---			
11-0000100 THOMAS,J	SOCIAL SEC NO 986-53-1239	PAY RATE 13.850 HW	PERIOD END 02/13/96
EARNINGS	HOURS	AMOUNT	YTD
Regular		554.00	1,662.00
Overtime		.00	415.50
			FEDERAL W/H
			FICA
			MEDICARE
			WI State W/H
			AMOUNT
			YTD
			195.98
			128.81
			30.12
			126.52
GROSS EARNINGS:		554.00	2,077.50
NET EARNINGS:		436.06	TOTAL DEDUCT: 117.94
481.43			

<b>DataMagic Corporation</b>		<b>000024</b>	
---EMPLOYEE---			
11-0000100 THOMAS,J	SOCIAL SEC NO 986-53-1239	PAY RATE 13.850 HW	PERIOD END 02/13/96
EARNINGS	HOURS	AMOUNT	YTD
Regular		554.00	1,662.00
Overtime		.00	415.50
			FEDERAL W/H
			FICA
			MEDICARE
			WI State W/H
			AMOUNT
			YTD
			195.98
			128.81
			30.12
			126.52
GROSS EARNINGS:		554.00	2,077.50
NET EARNINGS:		436.06	TOTAL DEDUCT: 117.94
481.43			

<b>DataMagic Corporation</b>		<b>Security Pacific Payroll Cking</b>		<b>000024</b>
202 State Street Anywhere, WA 98001 (206) 444-4444				
*FOUR HUNDRED THIRTY SIX DOLLARS AND 6 CENTS				
DATE		AMOUNT		
02/13/96		*****436.06*		
PAY TO THE ORDER OF: JERRY A. THOMAS 4121 W. 35th Street Apartment 201 MILWAUKEE WI 53151				
#000024# @25000024#68 @2 60 @#				

<b>DataMagic Corporation</b>		<b>Security Pacific Bank</b>		<b>001751</b>
202 State Street Seattle, WA (206) 444-4444				
*FOUR HUNDRED THIRTY SIX DOLLARS AND 6 CENTS				
DATE		AMOUNT		
02/13/96		*****436.06*		
PAY TO THE ORDER OF: JERRY A. THOMAS 4121 W. 35th Street Apartment 201 MILWAUKEE WI 53151				
#001751# @45000900 @10 @#554660#9				

<b>DataMagic Corporation</b>		<b>Security Pacific Bank</b>		<b>001751</b>
202 State Street Seattle, WA (206) 444-4444				
*FOUR HUNDRED THIRTY SIX DOLLARS AND 6 CENTS				
DATE		AMOUNT		
02/13/96		*****436.06*		
PAY TO THE ORDER OF: JERRY A. THOMAS 4121 W. 35th Street Apartment 201 MILWAUKEE WI 53151				
#001751# @45000900 @10 @#554660#9				

<b>DataMagic Corporation</b>		<b>Bank Of America</b>		<b>000001</b>
202 State Street Seattle, WA (206) 444-4444				
*FOUR HUNDRED THIRTY SIX DOLLARS AND 6 CENTS				
DATE		AMOUNT		
02/13/96		*****436.06*		
PAY TO THE ORDER OF: JERRY A. THOMAS 4121 W. 35th Street Apartment 201 MILWAUKEE WI 53151				
#000001# @4009234 @0 @2 @#0004 @5				

<b>DataMagic Corporation</b>		<b>000001</b>	
---EMPLOYEE---			
11-0000100 THOMAS,J	SOCIAL SEC NO 986-53-1239	PAY RATE 13.850 HW	PERIOD END 02/13/96
Regular	40.00	554.00	1,662.00
Overtime	.00	.00	415.50
			FEDERAL W/H
			FICA
			MEDICARE
			WI State W/H
			AMOUNT
			YTD
			195.98
			128.81
			30.12
			126.52
GROSS EARNINGS:		554.00	2,077.50
NET EARNINGS:		436.06	TOTAL DEDUCT: 117.94
481.43			

<b>DataMagic Corporation</b>		<b>000001</b>	
---EMPLOYEE---			
11-0000100 THOMAS,J	SOCIAL SEC NO 986-53-1239	PAY RATE 13.850 HW	PERIOD END 02/13/96
Regular	40.00	554.00	1,662.00
Overtime	.00	.00	415.50
			FEDERAL W/H
			FICA
			MEDICARE
			WI State W/H
			AMOUNT
			YTD
			195.98
			128.81
			30.12
			126.52
GROSS EARNINGS:		554.00	2,077.50
NET EARNINGS:		436.06	TOTAL DEDUCT: 117.94
481.43			

### Graphical Forms

No changes have been made to the Crystal Reports Work Table files. If you have elected to use graphical forms in the modules' Setup, the features of this Extended Solution that affect form printing will not be available.

### Helpful Hints

- If both the Logo Security Password and the Signature Security Password are the same, the user will only be prompted once for the Signature Security Password, and will not be prompted for the Logo Security Password.
- This Extended Solution requires an **HP** (or HP compatible) **Series II** or later printer.
- This Extended Solution has no effect on Direct Deposit Stub Printing.
- To produce MICR encoding, you must use MICR ink. Consult your printer manual or hardware consultant for further information.
- If desired, your company logo or authorization signature can be printed on your checks, via an additional Extended Solution from the Sage Software.

Note: The 'Print a Logo' and 'Print a Signature' boxes will appear on the Laser Checks Bank Code Maintenance screen regardless of whether you will be printing these items. Also note that for these graphics to print, the FORM field for each item must also be answered 'Y.' Please contact your Sage100 dealer for further information on this feature.

- Standard Sage100 will allow multiple forms to be used and maintained for the same Bank Code. The ability to print Laser Checks on your laser printer is determined by the system checking to see whether the *Bank Code has been defined as a Laser Check Bank Code in Laser Printed Check Maintenance*. If the Bank Code has been defined, you will be able to print laser checks. If not, laser checks will not be produced regardless of the form type entered.
- If you experience problems with the printing of the laser checks, first verify that the problem is not due to a bad (invalid) layout by doing the following:
  - (1) Select a Form Code that you do not normally use
  - (2) Access FORMS maintenance for the 'Standard P/R Check Form'
  - (3) Click the 'Reset' button on the header screen and again at the masking screen
  - (4) Access FORMS maintenance for the 'PR-1034: MICR Laser Checks'
  - (5) Click the 'Reset' button on the header screen
  - (6) Print an alignment pattern and see if the problems disappear
- If you experience problems with the fonts used on the check background, try changing the setting of the 'Download Universal Font to Printer' in Setup.

- To operate properly on initial installation, you will need to 'Reset' your check form (see FORMS above).
- You can see menu options during Form Maintenance that are not part of standard Sage100 and are not mentioned here. These options are other Extended Solutions from The Sage Software; ask your dealer for more information about them.
- Because this Extended Solution downloads fonts intended for a laser printer, you can experience problems if you attempt to print checks to a non-laser device (including Deferred, File and Display).
- It is still possible to use the Stub/Check/Stub format in standard Sage100. Select either Stub/Stub/Check or Check/Stub/Stub and reformat the form to move the check fields to the correct location. Be sure to select 'Options' and change the start line of the first and second stubs.

### ***Upgrade Notes***

If you are upgrading from a previous version of PR-1034, the following information may apply to you:

After installing any upgrade to MICR Laser Checks, you should print an alignment pattern for each bank code and form code that you use. In some cases the upgrade may have disturbed the check layout and some minor adjustments may be required. The known conditions are listed below:

Starting with release date 9/27/93, you now have FORM control over the background of the checks.

- If you have received 'patches' from our Technical Support Department to adjust the position of certain elements, you will no longer need these patches, but you may have to use the FORM command to reposition the elements.
- If you want to print the tear lines, the second signature line or the box around the check, you must now enable this printing via the FORM command. In the older version without the FORM option, these items were selected from the Laser Bank Code Maintenance screen.
- It is **strongly** recommended, especially if you want to use **check type 2**, that the first time this Extended Solution is installed you click the 'Reset' button on both the header and mask screens. If you do not 'Reset,' the standard Sage100 check printing layout will be used.

**Visual Integrator**

The files listed below have been added or changed in the Data Dictionary by this Extended Solution for Visual Integrator purposes.

<i>New File:</i>	<i>Field:</i>
PR.LASERCK	All Fields

The Data Dictionary may contain other files and data fields that are not available without their corresponding Sage Software Extended Solutions installed.

**OBDC**

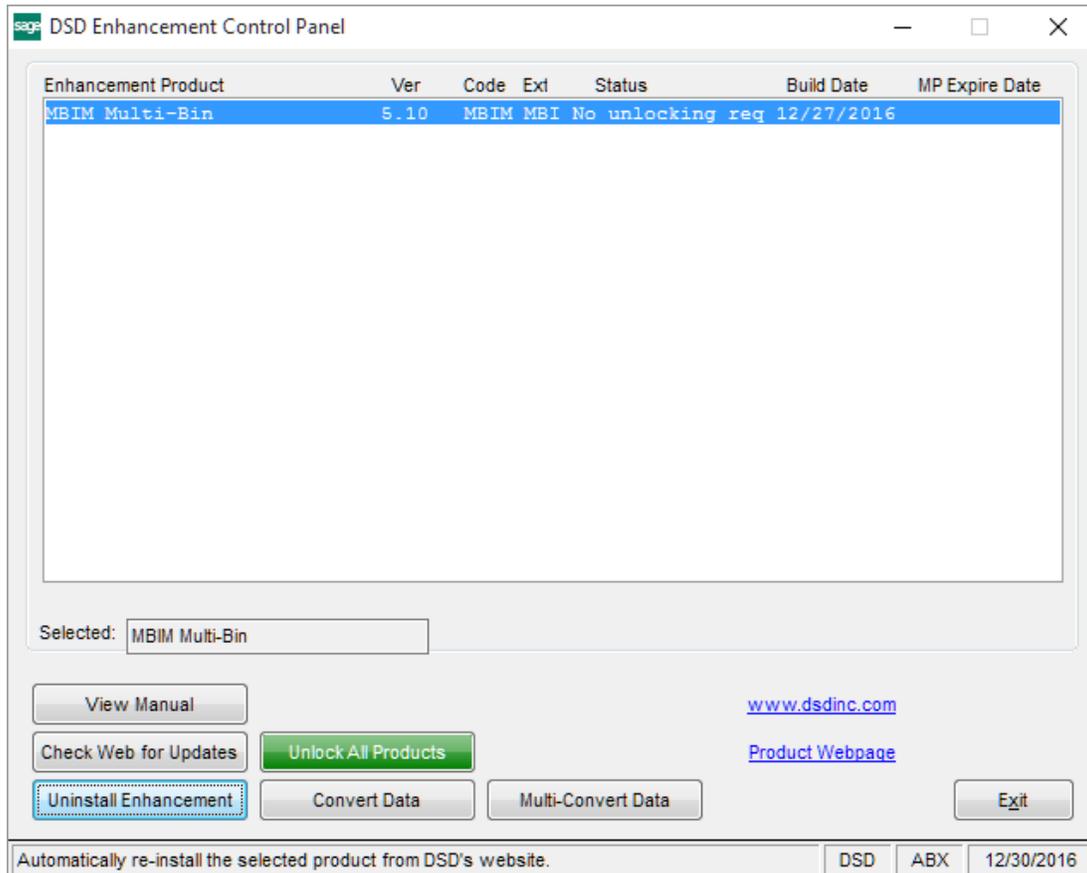
The files listed below have been added or changed in the Crystal Dictionaries by this Extended Solution for Crystal Reports purposes.

<i>File:</i>	<i>Description</i>	<i>Fields:</i>
PR_LZ	Laser Bank Code File	All Fields

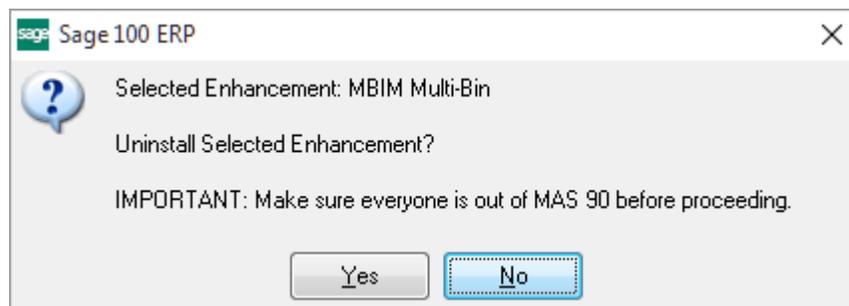
Be aware that the Crystal Dictionaries may contain other files and data fields that will be unavailable without their corresponding Extended Solutions installed.

## Section E: Uninstall DSD Enhancements

A DSD Enhancements Uninstall Utility has been provided for the purposes of removing DSD Enhancements from your Sage 100 System. This utility may be accessed from the **DSD Enhancement Control Panel** menu option on the **Library Master / Utilities** menu.

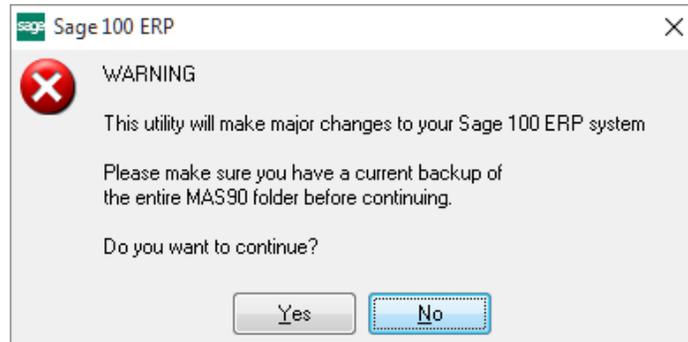


When accessing the **DSD Enhancement Control**, select the enhancement that you wish to Uninstall, and then select the **Uninstall Enhancement** button. The following message box will appear:



Select **No** to exit the Uninstall Process.  
 Select **Yes** to continue with the Uninstall Process.

The following message box will appear, to remind you that a complete backup of your entire Sage 100 system should be completed prior to uninstalling a DSD product.



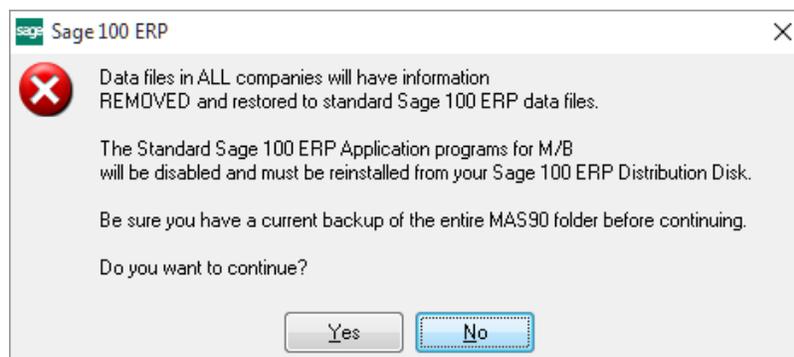
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

**After the Uninstall of the DSD Enhancement, you MUST reinstall certain standard Sage 100 modules, followed by reinstallation of Product Updates and Hot Fixes, if applicable.**

A message box will appear, and will display which of those specific Sage 100 modules you must reinstall afterwards.

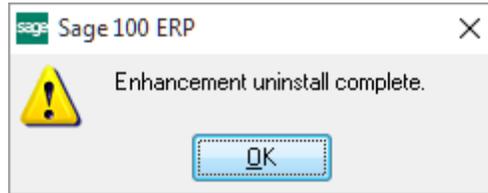
Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process.

The following message box will appear, displaying the final warning message.



Select **No** to exit the Uninstall Process.  
Select **Yes** to continue with the Uninstall Process. At this point, the DSD Enhancement will be removed from the Sage 100 system.

After completion of the Uninstall, the following message box will appear. Select OK to continue.



Now that the Uninstall process is completed, you must:

- Reinstall the applicable standard Sage 100 modules
- Reinstall the latest Sage 100 Service Pack/Updates, if applicable.
- Reinstall any other DSD Enhancements or Developer products that are affected from the reinstallation of the standard Sage 100 module(s).