

# MICR Check Printing with Digital Signatures

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# MICR Check Printing with Digital Signatures

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## Overview

Thank you for purchasing the MICR Check Printing with Digital Signatures system from TOPS Software. This function offers greater efficiency in your accounts payable operations for several reasons:

- You no longer need to change check stock between printing checks from different bank accounts.
- Check misprints can be recreated—there is no need to void entire blocks of check numbers.
- You may print checks for multiple communities consecutively without having to change the check stock in the printer.

Printing checks with the MICR check printing system is easy! Simply place the blank check stock in your printer tray, make sure the MICR toner is in place, and print checks for as many bank accounts, in as many communities as you wish. You'll get checks that look like regular preprinted checks—customized with the proper community name and bank account information.

If you have purchased the optional Digital Signature addition to MICR Check Printing, you have even greater flexibility when printing checks:

- You can print checks with the signature line completed electronically.
- You can control which signatures go with which community, and who is allowed to access individual signatures.
- You can save yourself the time of running around trying to get signatures on checks.
- You can save your associations the costs of late fees, interest accrual, cutoff fees, and reconnection fees that were accrued due to a board member delay in signing checks for bill payments.

# MICR Check Printing with Digital Signatures

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## Ordering Supplies

TOPS Software provides you with the AP MICR Check Printing program and the MICR fonts to work with TOPS 2000™ on your computer system. However, you will need some supplies to begin using the MICR Check Printing system. They are:

- Magnetic Toner\* – A cartridge compatible with your laser or ink jet printer.
- Blank Check Stock\*\* – Available in different colors.

The supplies are available from:

**Dynamic Systems**

**800-782-2946**

**Formost Computer Supplies**

**800-777-4242**

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\* Magnetic toner is widely available from other suppliers as well.

\*\* You need special MICR check stock formatted to be compatible with the TOPS AP MICR Check Printing system, which is only available at one of the above suppliers.

# MICR Check Printing with Digital Signatures

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## Loading the Software

### **TOPS 2000™ MICR Disk**

The disk **MUST** be loaded on *each* workstation where AP MICR check printing is to be done. It does **NOT** need to be loaded on workstations where check printing is not done.

Follow the steps on the following page to install the AP MICR Check Printing interface.

*Note: You may need to configure the fonts used for the AP MICR Check Printing on each workstation as described in the installation instructions.*

*If you are using TOPS 2000™ with MICR Check Printing on multiple machines, you may need to alter the way that the TOPS 2000™ program is installed on your computer.*

### **Before you install**

The Large/Small font size settings referred to in step 5 of the installation instructions allow you to use a specific MICR font based on your operating system. In a networked environment where the client install has been performed, (The install and community data path under the admin menu are the same.) changing the MICR font setting on one machine will automatically apply to all machines. If you are working in a networked environment, please take the following advice for your TOPS 2000™ installation:

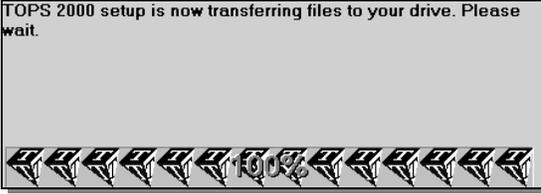
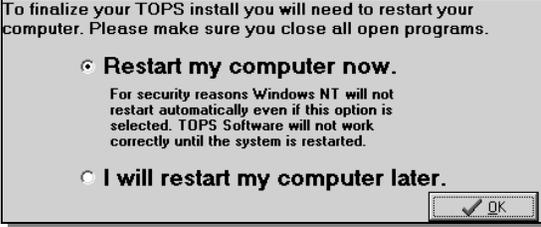
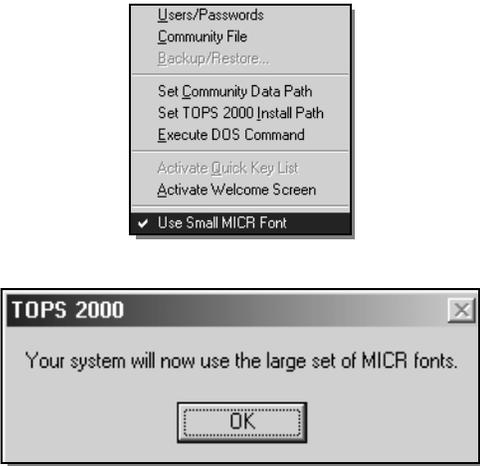
**Pure Network** – If all of the workstations connected to your network have the same Operating System (like Windows 98) installed, then you may install TOPS 2000™ using the “Client Install” option, or the “Full Install” option, and set the font setting the same for all workstations.

**Mixed Network** – If your network contains workstations with multiple Operating Systems (like Windows 98, NT and ME) installed, then you should install TOPS 2000™ using the “Full Install” option, and set the font as necessary for each workstation.

If you have already performed a “Client Install” in this situation, you can still install and use MICR Check Printing on multiple machines, however, you will need to change to the correct font size setting each time you use MICR check printing.

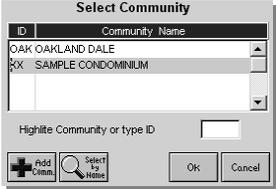
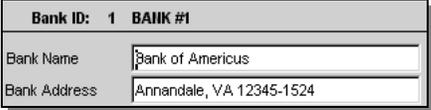
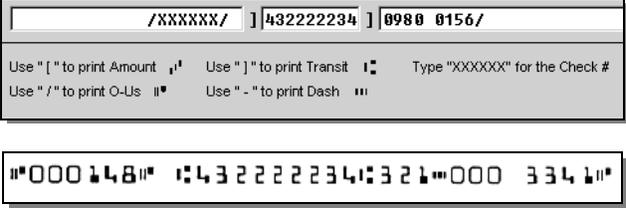
# MICR Check Printing with Digital Signatures

## Installing the MICR Check Printing Interface

Instruction	Illustration
<p>1. Place the MICR Check Scanner install disk in your 3.5" floppy disk drive.</p>	
<p>2. Click the <b>Start</b> button and select the <b>Run</b> option. On the Open line, type: <b>a:setup &lt;ENTER&gt;</b></p>	
<p>3. Wait while the setup program transfers the MICR Check Scanning files to your computer. <i>The system will automatically detect the TOPS Install Path from TOPS 2000™</i></p>	
<p>4. Once the installation is complete, select the option labeled '<b>Restart my computer now</b>' and click the <b>OK</b> button. <i>TOPS 2000™ Setup will automatically restart your computer for you.</i></p>	
<p>5. You may need to configure the MICR fonts depending on the version of Windows® on each workstation using the AP MICR Check Printing system.</p> <p><b>Configuration:</b> In TOPS 2000™, Go to the <u>Administration</u> menu on the menu bar:</p> <ul style="list-style-type: none"> <li>▪ Windows 95, 98 &amp; ME - set font size to <b>Large</b></li> <li>▪ Windows NT &amp; 2000 – set font size to <b>Small</b></li> </ul> <p><i>Occasionally, these rules may not apply. If you have trouble printing the MICR font on your checks, try switching to the other font size.</i></p> <p><i>You should now be ready to use the AP MICR Check Printing system.</i></p>	

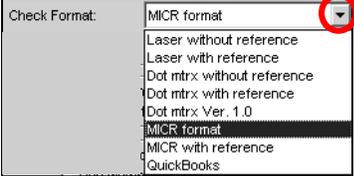
# MICR Check Printing with Digital Signatures

## Setting up MICR Check Printing

Instruction	Illustration
<p>1. Open the community to which you wish to apply AP MICR Check Printing.</p> <p><i>MICR settings must be defined for each community for which you wish to print checks.</i></p>	
<p>2. Click the <b>AP</b> button from the main TOPS 2000™ window.</p>	
<p>3. Click the <b>Bank Accounts</b> tab.</p>	
<p>4. Double click the <b>bank account</b> from which you will be printing the checks.</p>	
<p>5. Click the <b>Setup MICR</b> button from the bank setup window.</p>	
<p>6. Enter the <b>name</b> and <b>address</b> of the bank as you wish it to appear on the check.</p> <p><i>Typically, the address is simply the City, State and Zip Code of the bank.</i></p>	
<p>7. Enter the <b>fraction</b> as it appears on one of your company checks that you received from the bank.</p>	
<p>8. If applicable, enter the <b>branch code</b> that appears after the fraction on your sample check.</p>	
<p>9. Note the line on the bottom of the sample check. Enter the <b>ABA number</b> into the center field, and then complete the <b>On Us fields</b> exactly as they appear on the check. Use the code provided in the setup window to print special symbols as they appear on the check.</p>	 <p style="text-align: center;">On Us Field 1      ABA Number      On Us Field 2      Check #</p>

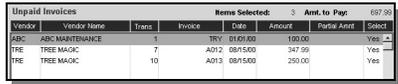
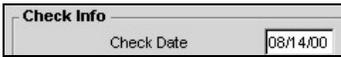
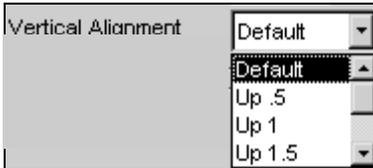
# MICR Check Printing with Digital Signatures

## Setting up MICR Check Printing

Instruction	Illustration
10. Click <b>OK</b> to close the setup screen 11. Click <b>OK</b> to close the bank screen	
12. Click <b>Close</b> to close the Bank Accounts window.	
13. Click the <b>Control Info</b> tab.	
14. Click the down arrow next to the check format field. Select either of the two MICR formats. <ul style="list-style-type: none"><li>▪ <b>MICR Format</b> – blank check stock does not include reference column.</li><li>▪ <b>MICR with reference</b> – blank check stock includes reference column.</li></ul>	
15. Click <b>OK</b> .	

# MICR Check Printing with Digital Signatures

## Printing Checks

Instruction	Illustration																																
1. Click the <b>AP</b> button on the main TOPS 2000™ window.																																	
2. Click <b>Checks</b> .																																	
3. Click <b>Print Checks</b> .																																	
4. Double click the bills you wish to pay. Alternately, you may click the <b>Select All</b> button to automatically activate all due invoices.	 <table border="1"> <thead> <tr> <th>Vendor</th> <th>Vendor Name</th> <th>Trans</th> <th>Invoice</th> <th>Date</th> <th>Amount</th> <th>Partial Amt</th> <th>Select</th> </tr> </thead> <tbody> <tr> <td>TRC</td> <td>TRC MAINTENANCE</td> <td>6</td> <td>TRC</td> <td>08/01/00</td> <td>100.00</td> <td></td> <td>Yes</td> </tr> <tr> <td>TRE</td> <td>TREE MAGIC</td> <td>7</td> <td>A012</td> <td>08/15/00</td> <td>347.99</td> <td></td> <td>Yes</td> </tr> <tr> <td>TRE</td> <td>TREE MAGIC</td> <td>10</td> <td>A013</td> <td>08/15/00</td> <td>293.00</td> <td></td> <td>Yes</td> </tr> </tbody> </table>	Vendor	Vendor Name	Trans	Invoice	Date	Amount	Partial Amt	Select	TRC	TRC MAINTENANCE	6	TRC	08/01/00	100.00		Yes	TRE	TREE MAGIC	7	A012	08/15/00	347.99		Yes	TRE	TREE MAGIC	10	A013	08/15/00	293.00		Yes
Vendor	Vendor Name	Trans	Invoice	Date	Amount	Partial Amt	Select																										
TRC	TRC MAINTENANCE	6	TRC	08/01/00	100.00		Yes																										
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5. If necessary, click the down arrow to change the <b>bank account</b> from which you wish to pay bills. Double click to select the correct bank account. Press <TAB>.																																	
6. If necessary, change the date you wish to appear on the checks. Press <TAB>.																																	
7. If necessary, enter the number of the last check used. Press <TAB>.																																	
8. If necessary, enter the number of this check. Press <TAB>.																																	
9. Print an alignment check if you wish.  <i>Change the alignment as needed for differences between printers. Up starts the check printing higher, down shifts the printing lower. Normally, the "default" works fine for most printers.</i>																																	
10. Click <b>Print Checks</b> when you are ready to print checks.																																	
11. Confirm that your checks have printed correctly, then click <b>Post All Checks</b> , and click <b>OK</b> . This updates the A/P histories and the general ledger.  <i>If the checks printed out of alignment, you can void them and start over.</i>																																	

# MICR Check Printing with Digital Signatures

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## Digital Signatures

If you have purchased the optional Digital Signature add-on to MICR Check Printing, you should have received a Digital Signature Card from TOPS Software. You must first have each signor write their signature onto a label, attach the signature label to the Digital Signature card, and send the completed signature card to TOPS Software. Once TOPS receives the completed signature card, we will scan in and digitally encrypt each signature. The digitized signatures will then be returned to you via email, or US mail.

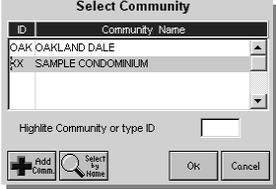
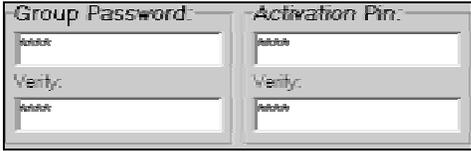
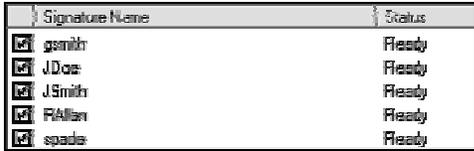
## Security Measures

- TOPS Software digitally encrypts each signature to insure that digital signatures cannot be used in other programs outside of TOPS 2000™, and to prevent signatures from being altered in any other program.
- **Signature groups** may be set up in TOPS 2000™ to allow your organization's controller or CFO to dictate which individuals have access to which signatures. Employees may still print checks for a community, but if the digital signature is not included in their signature group, a blank signature line will print on the checks instead of the authorizing signature.
- Each signature group has a password and pin number, and only one group may be active per community at any one time. This ensures that unauthorized users cannot access the digital signatures without the correct password and pin number, and access to the correct signature group. This allows the controller to change access to signature groups at any time, if necessary.
- The control information for setting up MICR Check Printing with Digital Signatures is kept in the bank account setup screen; separate from the check printing in the A/P module. **TOPS Software highly recommends that you define user names and passwords in TOPS 2000™**, and restrict access to the Bank Accounts tab to all users except the Controller or CFO.

# MICR Check Printing with Digital Signatures

## Setting up Signature Groups

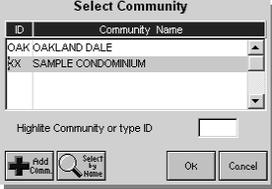
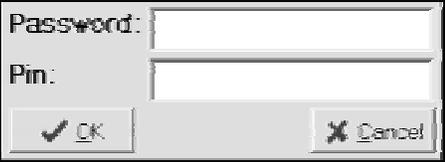
For more information on Digital Signature Groups, please read the section titled “Security Measures” on page 9.

Instruction	Illustration
1. Open any community. There are no community restrictions when creating signature groups.	
2. Click the <b>AP</b> button from the main TOPS 2000™ window.	
3. Click the <b>Setup</b> tab.	
4. Click the <b>Digital Signature</b> button.	
5. Click the <b>Add Signature Group</b> button.	
6. Enter the <u>name of the signature group</u> .	
7. Enter the <u>Group Password</u> and <u>Activation Pin</u> number, and verify them.	
8. Click <b>Next</b> .	
9. Check the signatures you wish to include in this signature group.  <i>If you are creating a group for a manager of controller, you can click the <b>Select All</b> button to add all available signatures to the signature group.</i>	
10. Click <b>Finish</b> .	

# MICR Check Printing with Digital Signatures

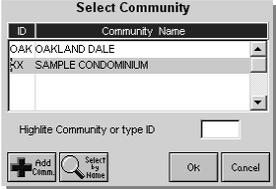
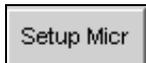
## Activating a Signature Group

*Before you can add signatures to a bank account in a community, you must first activate a signature group that includes the correct signatures for this community.*

Instruction	Illustration
1. Open any community. There are no community restrictions when activating signature groups.	
2. Click the <b>AP</b> button from the main TOPS 2000™ window.	
3. Click the <b>Setup</b> tab.	
4. Click the <b>Digital Signature</b> button.	
5. Click the <b>Activate Signature Group</b> button.	
5. Enter the <u>P</u> assword and <u>P</u> in number for the signature group you wish to activate.	

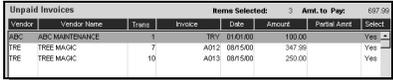
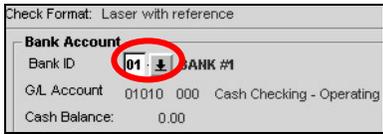
# MICR Check Printing with Digital Signatures

## Assigning Digital Signatures to Bank Accounts

Instruction	Illustration
<p>1. Open the community to which you wish to apply Digital Signatures.</p> <p><i>Signatures must be individually assigned to each bank account for each community in which you wish to print signatures on checks.</i></p>	
<p>2. Click the <b>AP</b> button from the main TOPS 2000™ window.</p>	
<p>3. Click the <b>Bank Accounts</b> tab.</p>	
<p>4. Double click the <b>bank account</b> to which you will be assigning digital signatures.</p>	
<p>5. Click the <b>Setup MICR</b> button from the bank setup window.</p>	
<p>6. Click the down arrow in the signature area to select a signature.</p>	
<p>7. Click on the name you wish to include in this signature slot, and click <b>OK</b>.</p> <p><i>Once you select the signature file, a preview of that signature will be displayed in the signature slot for this bank account.</i></p>	
<p>10. Click <b>OK</b> to close the setup screen</p> <p>11. Click <b>OK</b> to close the bank screen</p>	
<p>12. Click <b>Close</b> to close the Bank Accounts window.</p>	

# MICR Check Printing with Digital Signatures

## Printing Checks with Digital Signatures

Instruction	Illustration
1. Click the <b>AP</b> button on the main TOPS 2000™ window.	
2. Click <b>Checks</b> .	
3. Click <b>Print Checks</b> .	
4. Enter the password and pin number for the active group.  <i>The active group will automatically be displayed. See “Activating a Signature Group” on page 11 to learn how to change the active signature group.</i>	
5. Click <b>OK</b> .	
6. Double click the bills you wish to pay. Alternately, you may click the <b>Select All</b> button to automatically activate all due invoices.	
7. If necessary, click the down arrow to change the <b>bank account</b> from which you wish to pay bills. Double click to select the correct bank account. Press <TAB>.	
8. If necessary, change the date you wish to appear on the checks. Press <TAB>.	
9. If necessary, enter the number of the last check used. Press <TAB>.	
10. If necessary, enter the number of this check. Press <TAB>.	
11. Click <b>Print Checks</b> when you are ready to print checks.	
12. Confirm that your checks have printed correctly, then click <b>Post All Checks</b> , and click <b>OK</b> . This updates the A/P histories and the general ledger.  <i>If the checks printed out of alignment, you can void them and start over.</i>	