

How to Configure and Show MICR line on checks

1. Check the **Enable MICR Printing** checkbox.

Check Number Range

Starting Check No

Ending Check No

Next Check No

Check No. Length

Number of Checks

Enable MICR Printing ☒

2. Click the **Check Layout** to view MICR Line Configuration.

Bank Accounts - Fifth Third Bank

New

Save

Search

Delete

Undo

Bank

Check Audit

Reconciliation

Register

Close

Details

Check Layout

Audit Log (3)

Check Layout Setup

Company Name

Company Address

Bank Name

Bank Address

Fractional Routing N

00000000

DATE: 01/01/1900

AMOUNT and 00/100 *****

\$

**AMOUNT

User Define Message

Signature Line Caption

Show second signature line if amount is greater than

Show second signature line if amount is over

User

Signature

Show first signature if amount is over

User

Signature

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = *

Transit Symbol

C = *

On-Us Symbol

B = *

Account Symbol

D = *

Dash Symbol

Prefix

A

Routing/Transit

042000314

Suffix

A

Prefix

Account No

0640906

Suffix

C

Spaces

0

Leading

Prefix

C

Check No

1

Suffix

C

Spaces

0

Leading

Check Length

6

Check Position

Left

3. When Check Layout screen opens, configure the MICR line.

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log (3)

Check Layout Setup

Company Name	Bank Name	00000000
Company Address	Bank Address	DATE: 01/01/1900
	Fractional Routing N	

AMOUNT and 00/100 *****
\$***** **AMOUNT
User Define Message

Signature Line Caption

@00000 @#0420003140640906*

☐ Show second signature line if amount is greater than
☐ Show second signature if amount is over User Signature
☐ Show first signature if amount is over User Signature

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = *	Transit Symbol	C = *	On-Us Symbol
B = *	Account Symbol	D = *	Dash Symbol

Prefix A Routing/Transit 042000314 Suffix A

Prefix Account No * 0640906 Suffix C Spaces 0 Leading ▾

Prefix C Check No 1 Suffix C Spaces 0 Leading ▾

Check Length 6

Check Position Left ▾

- i. Configure the MICR Line. Below is a sample of how MICR line can be setup. The fields are colored and the same color is used to point the placement of each information in the MICR Preview.

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log (3)

Check Layout Setup

Company Name Bank Name 00000000
Company Address Bank Address
Fractional Routing N DATE: 01/01/1900

AMOUNT and 00/100 ***** \$ **AMOUNT

User Define Message

Signature Line Caption

Prefix A Routing/Transit 042000314 Suffix A
Prefix B Account No 0640906 Suffix B Spaces 1 Leading
Prefix C Check No 1 Suffix C Spaces 1 Trailing

Check Length 6
Check Position Left

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.
A = Transit Symbol B = Account Symbol C = On-Us Symbol D = Dash Symbol

000000 042000314 0640906 10640906

Show second signature line if amount is greater than
Show second signature if amount is over User Signature
Show first signature if amount is over User Signature

Page 1 of 1

1. The **Check Length** dictates how many characters to show in the MICR line for Check No. In the case where:
 - Number of characters for the Check No configured is **less than** the number entered in the Check Length field, leading zero/es is placed to match the check length.
 - If number of characters for the Check No configured is **greater than** the number entered in the Check Length field, it will cut the Check No to match the Check Length.
 2. The **Check Position** dictates the placement of the Check No in the MICR line. In this example, shown at the leftmost part.
4. Click **Save toolbar button** to save and close the screen.

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

1. Check the **Enable MICR Printing** checkbox.

Check Number Range

Starting Check No 1

Ending Check No 5

Next Check No 3

Check No. Length 8

Number of Checks 5 Create

Enable MICR Printing ☒

2. Click the **Check Layout** to view MICR Line Configuration.

Bank Accounts - PNC Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log (5)

Check Layout Setup

Company Name Bank Name 00000000
Company Address Bank Address
Fractional Routing Number DATE: 01/01/1900

AMOUNT and 00/100 ***** \$ **AMOUNT

User Define Message

Signature Line Caption

Prefix A Routing/Transit 074000065 Suffix A
Prefix B Account No 052217 Suffix B Spaces 0 Leading
Prefix C Check No 3 Suffix C Spaces 0 Trailing

Check Length 6 Check Position Left

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.
A = Transit Symbol B = Account Symbol C = On-Us Symbol D = Dash Symbol

000000 074000065 052217 30000000

3. When Check Layout screen opens, configure the MICR line.

Bank Accounts - PNC Bank

Details | Check Layout | Audit Log (5)

Check Layout Setup

Company Name
Company Address

Bank Name
Bank Address
Fractional Routing Number

00000000
DATE: 01/01/1900

AMOUNT and 00/100 ***** \$ **AMOUNT

User Define Message

☐ Show this line if amount is greater than

Signature Line Caption

*000003*074000065*052217*

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = " Transit Symbol B = " Account Symbol C = " On-Us Symbol D = " Dash Symbol

Prefix A Routing/Transit 074000065 Suffix A

Prefix B Account No 052217 Suffix B Spaces 0 Leading

Prefix C Check No 3 Suffix C Spaces 0 Trailing Check Length 6 Check Position Left

- a. Configure the MICR Line. Below is a sample of how MICR line can be setup. The fields are colored and the same color is used to point the placement of each information in the MICR Preview.

Bank Accounts - PNC Bank

Details | Check Layout | Audit Log (5)

Check Layout Setup

Company Name
Company Address

Bank Name
Bank Address
Fractional Routing Number

00000000
DATE: 01/01/1900

AMOUNT and 00/100 ***** \$ **AMOUNT

User Define Message

☐ Show this line if amount is greater than

Signature Line Caption

*000003*074000065*052217*

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = " Transit Symbol B = " Account Symbol C = " On-Us Symbol D = " Dash Symbol

Prefix A Routing/Transit 074000065 Suffix A

Prefix B Account No 052217 Suffix B Spaces 2 Leading

Prefix C Check No 3 Suffix C Spaces 2 Trailing Check Length 6 Check Position Left

- i. The **Check Length** dictates how many characters to show in the MICR line for Check No. In the case where:
- Number of characters for the Check No configured is **less than** the number entered in the Check Length field, leading zero/es is placed to match the check length.
 - If number of characters for the Check No configured is **greater than** the number entered in the Check Length field, it will cut the Check No to match the Check Length.
- ii. The **Check Position** dictates the placement of the Check No in the MICR line. In this example, shown at the leftmost part.

4. Click **Save** toolbar button to save and close the screen.

Bank Accounts - PNC Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

1. Check the **Enable MICR Printing** checkbox.

Check Number Range

Starting Check No: 1

Ending Check No: 15

Next Check No: 1

Check No. Length: 8

Number of Checks: 15 Create

Enable MICR Printing: ☒

2. Click the **MICR toolbar button** to open the MICR Setup screen.

Bank Accounts - American Bank

New Save Search Delete Undo Bank MICR

Details Check Layout Audit Log (2)

Bank Name: American Bank

Account No: 06292016

Balance: 0.00

Contact: Yel Santos

Address:

Zip/Postal Code: 00544 City:

State/Province: NY Country:

Phone: 80826543 Fax:

Website:

Email:

Electronic Bank File Information

Formats

Bank Stmt

ACH/NACHA

Positive Pay

Company ID:

Bank Name:

Transit No:

Next No:

MICR Setup

OK Cancel

Details

Bank Name: American Bank

Description:

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = Transit Symbol C = On-Us Symbol

B = Account Symbol D = Dash Symbol

Routing No: 071255468

Account No: 06292016

Check No: 1

Check Length: 6

Left Symbol: C

Right Symbol: C

Spaces: 0 Leading

Spaces: 0 Trailing

Check Position: Left

MICR Preview:

@00000 1 07 1 255468 06 2920 1 6

3. When MICR Setup screen opens, configure the MICR line.

Bank Accounts - American Bank

New Save Search Delete Undo Bank MICR

Details Check Layout Audit Log (2)

Bank Name: American Bank

Account No: 06292016

Balance: 0.00

Contact: Yel Santos

Address:

Zip/Postal Code: 00544 City:

State/Province: NY Country:

Phone: 80826543 Fax:

Website:

Email:

Electronic Bank File Information

Formats

Bank Stmt

ACH/NACHA

Positive Pay

Company ID:

Bank Name:

Transit No:

Next No:

MICR Setup

OK Cancel

Details

Bank Name: American Bank

Description:

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = Transit Symbol C = On-Us Symbol

B = Account Symbol D = Dash Symbol

Routing No: 071255468

Account No: 06292016

Check No: 1

Check Length: 6

Left Symbol: C

Right Symbol: C

Spaces: 0 Leading

Spaces: 0 Trailing

Check Position: Left

MICR Preview:

@00000 1 07 1 255468 06 2920 1 6

a. In the **Description** field, enter a description for the MICR Setup.

Description:

b. Configure the MICR Line. Below is a sample of how MICR line can be setup. The fields are colored and the same color is used to point the placement of each information in the MICR Preview.

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = Transit Symbol C = On-Us Symbol

B = Account Symbol D = Dash Symbol

Routing No: 071255468

Account No: 06292016

Check No: 1

Check Length: 6

Left Symbol: C

Right Symbol: C

Spaces: 1 Leading

Spaces: 1 Trailing

Check Position: Left

MICR Preview:

@00000 1 07 1 255468 06 2920 1 6

i. The **Check Length** dictates how many characters to show in the MICR line for Check No. In the case where:

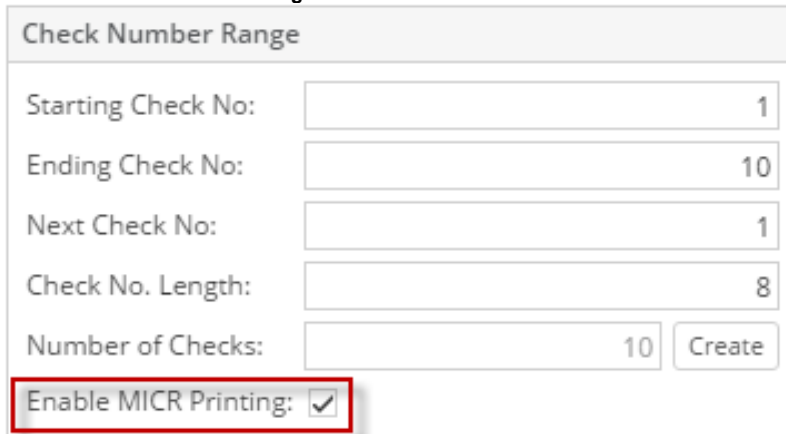
- Number of characters for the Check No configured is **less than** the number entered in the Check Length field, leading zero/es is placed to match the check length.
- If number of characters for the Check No configured is **greater than** the number entered in the Check Length field, it will cut the Check No to match the Check Length.

- ii. The **Check Position** dictates the placement of the Check No in the MICR line. In this example, shown at the leftmost part.
4. Click **OK toolbar button** to save and close the screen.



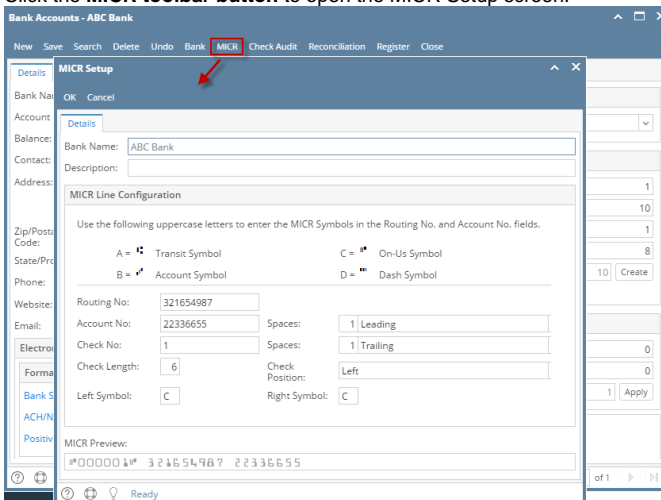
The image shows a 'MICR Setup' dialog box with a blue header and a white body. At the bottom left, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular box.

1. Check the **Enable MICR Printing** checkbox.



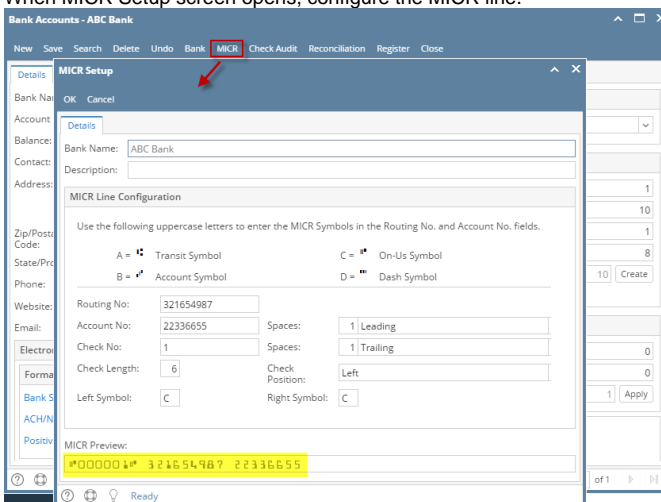
The image shows a 'Check Number Range' dialog box. It contains several input fields: 'Starting Check No:' (1), 'Ending Check No:' (10), 'Next Check No:' (1), 'Check No. Length:' (8), and 'Number of Checks:' (10). At the bottom, there is a checkbox labeled 'Enable MICR Printing:' which is checked. The checkbox and its label are highlighted with a red rectangular box.

2. Click the **MICR toolbar button** to open the MICR Setup screen.



The image shows the 'Bank Accounts - ABC Bank' window. The 'MICR' button in the toolbar is highlighted with a red arrow. The 'MICR Setup' dialog box is open, showing the 'Details' tab. The 'MICR Line Configuration' section is visible, with fields for Routing No., Account No., Check No., Check Length, Check Position, Left Symbol, and Right Symbol. The 'MICR Preview' section shows a sample MICR line: *000001* 321654987 22336655.

3. When MICR Setup screen opens, configure the MICR line.



The image shows the 'Bank Accounts - ABC Bank' window. The 'MICR' button in the toolbar is highlighted with a red arrow. The 'MICR Setup' dialog box is open, showing the 'Details' tab. The 'MICR Line Configuration' section is visible, with fields for Routing No., Account No., Check No., Check Length, Check Position, Left Symbol, and Right Symbol. The 'MICR Preview' section shows a sample MICR line: *000001* 321654987 22336655.

- a. In the **Description** field, enter a description for the MICR Setup.

Description:

- b. Configure the MICR Line. Below is a sample of how MICR line can be setup. The fields are colored and the same color is used to point the placement of each information in the MICR Preview.

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A =	Transit Symbol	C =	On-Us Symbol
B =	Account Symbol	D =	Dash Symbol

Routing No:	<input type="text" value="321654987"/>	Spaces:	<input type="text" value="1"/> Leading
Account No:	<input type="text" value="22336655"/>	Spaces:	<input type="text" value="1"/> Trailing
Check No:	<input type="text" value="1"/>	Check Position:	<input type="text" value="Left"/>
Check Length:	<input type="text" value="6"/>	Left Symbol:	<input type="text" value="C"/>
		Right Symbol:	<input type="text" value="C"/>

MICR Preview:

⑈00000⑈ 3 2 1 6 5 4 9 8 7 2 2 3 3 6 6 5 5

- The **Check Length** dictates how many characters to show in the MICR line for Check No. In the case where:
 - Number of characters for the Check No configured is **less than** the number entered in the Check Length field, leading zero/es is placed to match the check length.
 - If number of characters for the Check No configured is **greater than** the number entered in the Check Length field, it will cut the Check No to match the Check Length.
 - The **Check Position** dictates the placement of the Check No in the MICR line. In this example, shown at the leftmost part.
4. Click **OK toolbar button** to save and close the screen.

MICR Setup

- Check the **Enable MICR Printing checkbox**.

Check Number Range

Starting Check No:

Ending Check No:

Next Check No:

Number of Checks:

Enable MICR Printing: ☒

- Click the **MICR toolbar button** to open the MICR Setup screen.

Bank Accounts

New Save Search Delete Undo Bank **MICR** Check Audit Reconciliation Register Close

Details Origin

Bank Name: ABC Bank
Account No: 1500326211
Balance:
Contact: James Brown
Address: 4242 Flagstone
Zip/Postal Code: 46815
State/Province: IN
Phone: (123)555-8888
Website: www.irely.com
Email: info@irely.com

Electronic Bank File Information

Bank Stmt:
ACH/NACHA:
Positive Pay:

MICR Setup

Bank Name: ABC Bank
Description:

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A =	Transit Symbol	C =	On-Us Symbol
B =	Account Symbol	D =	Dash Symbol

Routing No:	<input type="text" value="005126751"/>	Spaces:	<input type="text" value="0"/> Leading
Account No:	<input type="text" value="1500326210"/>	Spaces:	<input type="text" value="0"/> Trailing
Check No:	<input type="text" value="10000001"/>	Check Position:	<input type="text" value="Left"/>
Check Length:	<input type="text" value="6"/>	Left Symbol:	<input type="text" value="C"/>
		Right Symbol:	<input type="text" value="C"/>

MICR Preview:

⑈00000⑈ 005126751 1500326210 10000001

1 of 1

3. When MICR Setup screen opens, configure the MICR line.

The screenshot shows the MICR Setup screen with the following fields and values:

- Bank Name: Fifth Third Bank
- Account No: 445458
- Balance: 4-000
- Contact: 122
- Address: 122
- Zip/Postal Code: 450
- State/Province: OH
- Phone: (444)
- Website: d
- Email: e
- Electronic Bank File: Bank Sort, ACH/NACHA, Positive Pay
- MICR Line Configuration:
 - Routing No: 042000314
 - Account No: 445458
 - Check No: 1
 - Check Length: 6
 - Left Symbol: C
 - Right Symbol: C
 - Spaces: 0 Leading, 0 Trailing
 - Check Position: Left
- MICR Preview:


```

      ⑈000000⑈042000314445458
      
```

a. In the **Description** field, enter a description for the MICR Setup.

Description:

b. Configure the MICR Line. Below is a sample of how MICR line can be setup. The fields are colored and the same color is used to point the placement of each information in the MICR Preview.

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = Transit Symbol C = On-Us Symbol
 B = Account Symbol D = Dash Symbol

Routing No:

Account No: Spaces: Leading Trailing

Check No: Spaces: Trailing

Check Length: Check Position:

Left Symbol: Right Symbol:

MICR Preview:

```

  ⑈000000⑈042000314445458
  
```

- The **Check Length** dictates how many characters to show in the MICR line for Check No. In the case where:
 - Number of characters for the Check No configured is **less than** the number entered in the Check Length field, leading zero/es is placed to match the check length.
 - If number of characters for the Check No configured is **greater than** the number entered in the Check Length field, it will cut the Check No to match the Check Length.
- The **Check Position** dictates the placement of the Check No in the MICR line. In this example, shown at the leftmost part.

4. Click **OK** toolbar button to save and close the screen.

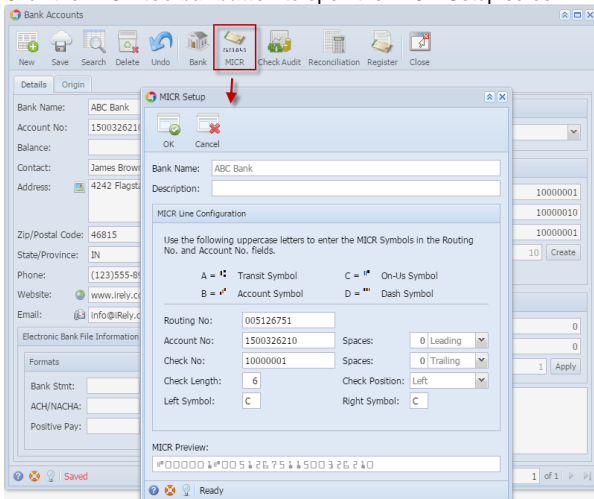
The screenshot shows the MICR Setup screen with the OK and Cancel buttons. The OK button is highlighted with a red box.

1. Check the **Enable MICR Printing** checkbox.

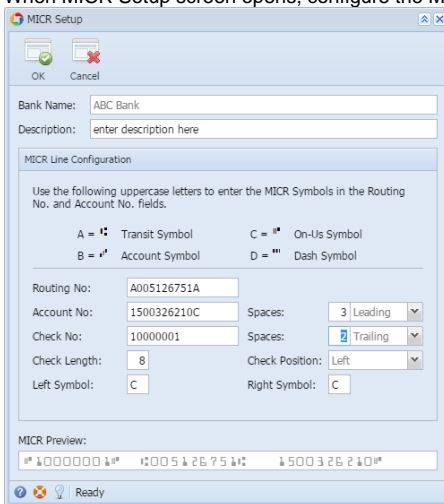
The screenshot shows the Check Number Range screen with the following fields and values:

- Starting Check No: 10000001
- Ending Check No: 10000010
- Next Check No: 10000001
- Number of Checks: 10
- Enable MICR Printing: ☒

2. Click the **MICR toolbar button** to open the MICR Setup screen.



3. When MICR Setup screen opens, configure the MICR line.



a. In the **Description** field, enter a description for the MICR Setup.



- b. Configure the MICR Line. Below is a sample of how MICR line can be setup. The fields are colored and the same color is used to point the placement of each information in the MICR Preview.

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A =	Transit Symbol	C =	On-Us Symbol
B =	Account Symbol	D =	Dash Symbol

Routing No:

Account No: Spaces: Leading

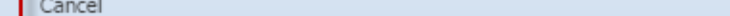
Check No: Spaces: Trailing

Check Length: Check Position:

Left Symbol: Right Symbol:

MICR Preview:

- i. The **Check Length** dictates how many characters to show in the MICR line for Check No. In the case where:
 - Number of characters for the Check No configured is **less than** the number entered in the Check Length field, leading zero/es is placed to match the check length.
 - If number of characters for the Check No configured is **greater than** the number entered in the Check Length field, it will cut the Check No to match the Check Length.
 - ii. The **Check Position** dictates the placement of the Check No in the MICR line. In this example, shown at the leftmost part.
4. Click **OK toolbar button** to save and close the screen.



1. Check the **Enable MICR Printing** checkbox.

Check Number Range

Starting Check No:	10000001	
Ending Check No:	10000010	
Next Check No:	10000001	
Number of Checks:	10	Create
Enable MICR Printing:	<input checked="" type="checkbox"/>	

2. Click the **MICR toolbar button** to open the MICR Setup screen.

The screenshot shows the 'Bank Accounts' application window. The 'MICR' button on the toolbar is highlighted with a red box and an arrow pointing to the 'MICR Setup' dialog box. The dialog box has the following fields and options:

- Bank Name:** ABC Bank
- Description:** (empty field)
- MICR Line Configuration:**
 - Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.
 - A = '␣' Transit Symbol
 - B = '␣' Account Symbol
 - C = '␣' On-Us Symbol
 - D = '␣' Dash Symbol
- Routing No:** 005126751
- Account No:** 1500326210
- Check No:** 10000001
- Check Length:** 6
- Left Symbol:** C
- Right Symbol:** C
- Spaces:** 0 0 (dropdown)
- Check Position:** 0 (dropdown)

The 'MICR Preview' section shows the following text: 0000010051267511500326210

3. When MICR Setup screen opens, configure the MICR line.

MICR Setup

OK Cancel

Bank Name: ABC Bank

Description: enter description here

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = ⑆ Transit Symbol C = ⑈ On-Us Symbol
B = ⑇ Account Symbol D = ⑉ Dash Symbol

Routing No: A005126751A

Account No: 1500326210C Spaces: 3 Leading

Check No: 10000001 Spaces: 2 Trailing

Check Length: 8 Check Position: Left

Left Symbol: C Right Symbol: C

MICR Preview:

⑈ ⑇ 0 0 0 0 0 0 ⑇ ⑆ ⑇ 0 0 5 1 2 6 7 5 ⑆ ⑇ 1 5 0 0 3 2 6 2 1 0 ⑈

Ready

- a. In the **Description field**, enter a description for the MICR Setup.

Description: enter description here

- b. Configure the MICR Line. Below is a sample of how MICR line can be setup. The fields are colored and the same color is used to point the placement of each information in the MICR Preview.

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A =	Transit Symbol	C =	On-Us Symbol
B =	Account Symbol	D =	Dash Symbol

Routing No:

Account No: Spaces:

Check No: Spaces:

Check Length: Check Position:

Left Symbol: Right Symbol:

MICR Preview:

- i. The **Check Length** dictates how many characters to show in the MICR line for Check No. In the case where:
 - Number of characters for the Check No configured is **less than** the number entered in the Check Length field, leading zero/es is placed to match the check length.
 - If number of characters for the Check No configured is **greater than** the number entered in the Check Length field, it will cut the Check No to match the Check Length.
 - ii. The **Check Position** dictates the placement of the Check No in the MICR line. In this example, shown at the leftmost part.
4. Click **OK toolbar button** to save and close the screen.

