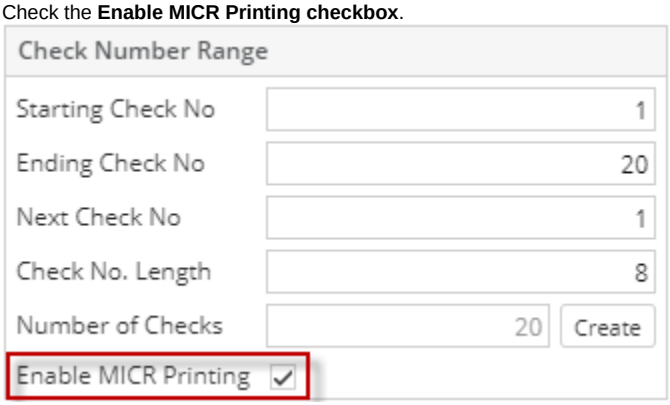
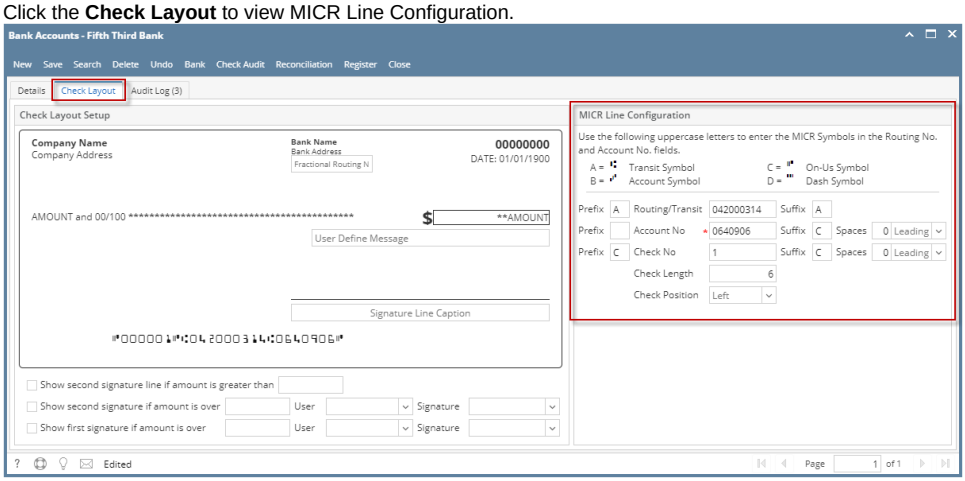
How to Configure and Show MICR line on checks

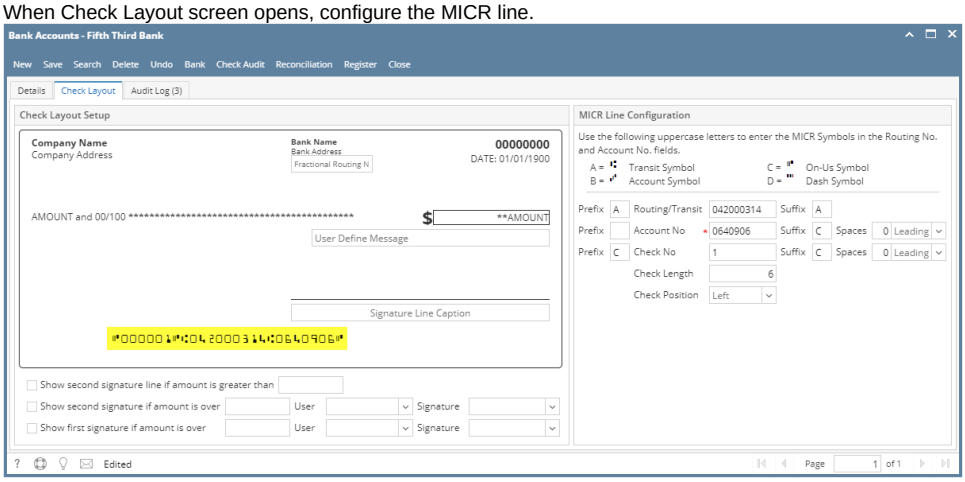
1. Check the **Enable MICR Printing checkbox**.



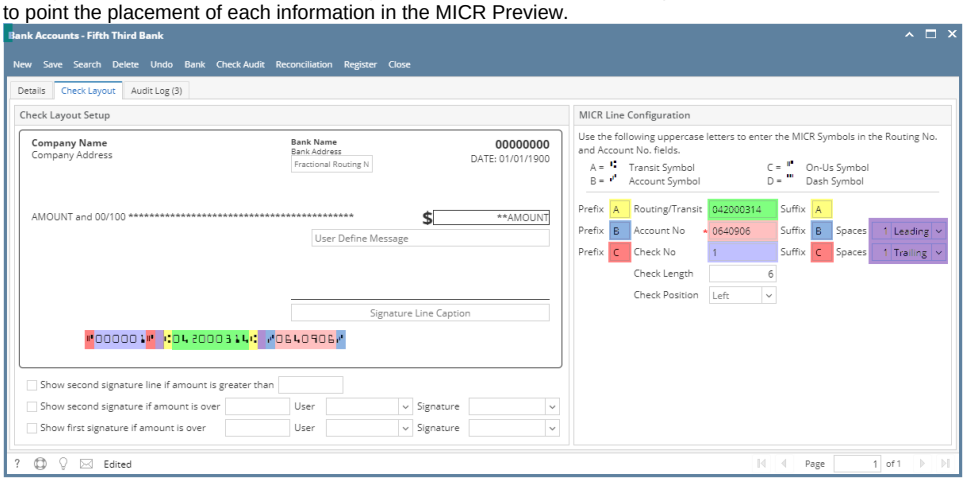
2. Click the **Check Layout** to view MICR Line Configuration.



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



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.



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.
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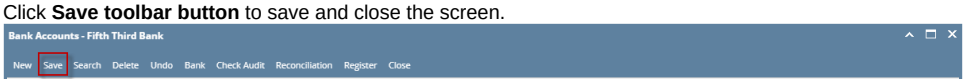
2. The **Check Position** dictates the placement of the Check No in the MICR line. In this example, shown at the leftmost part.

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



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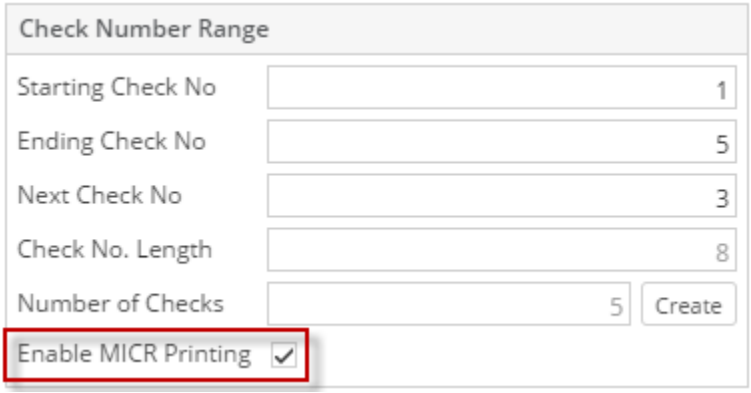
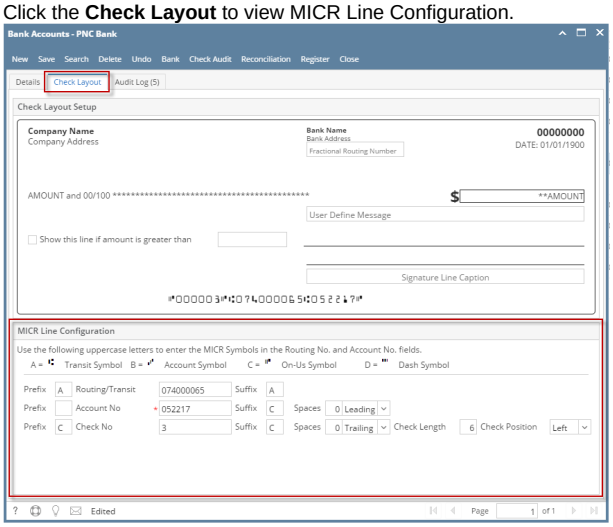
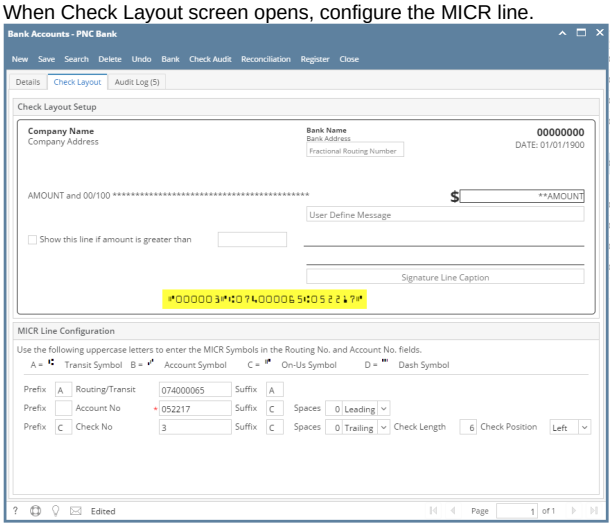


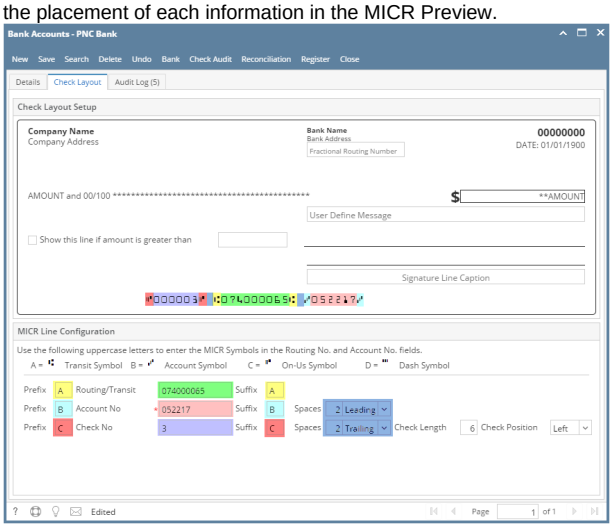
2. Click the **Check Layout** to view MICR Line Configuration.



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



   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.



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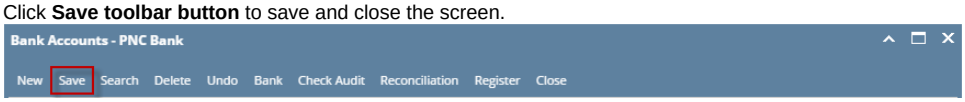
4. Click **Save toolbar button** to save and close the screen.



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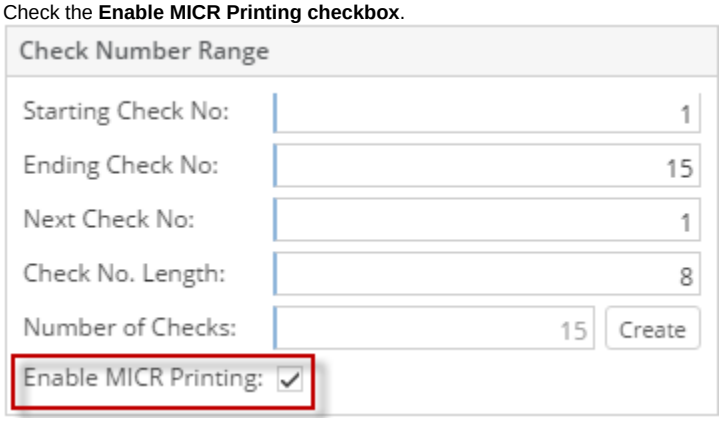
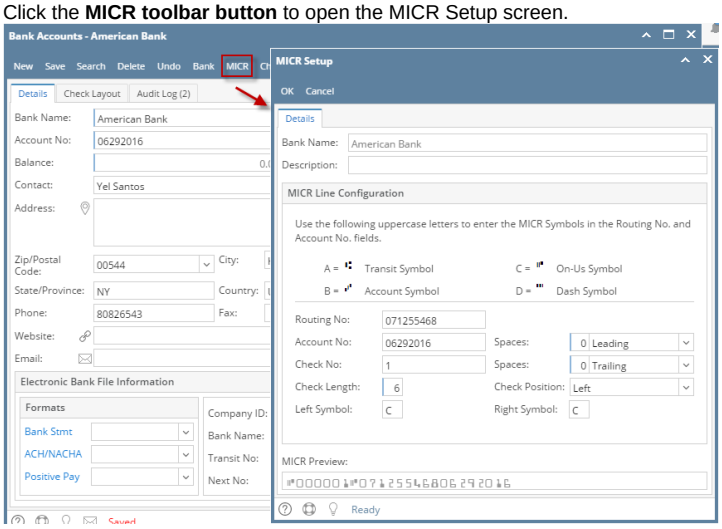
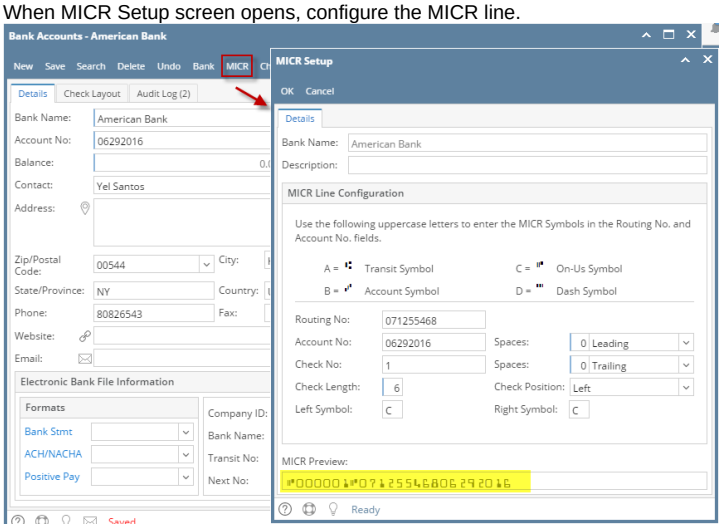


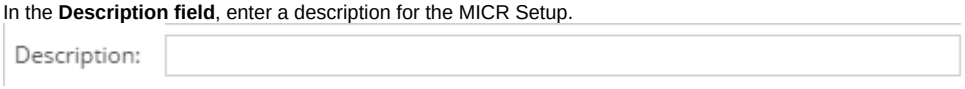
2. Click the **MICR toolbar button** to open the MICR Setup screen.



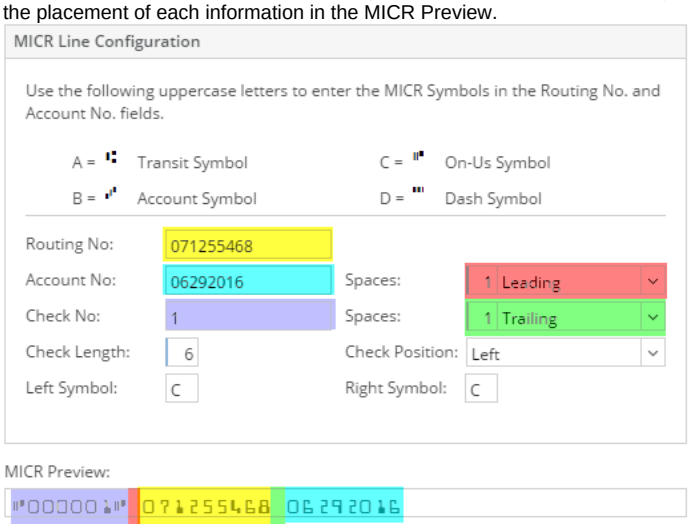
3. When MICR Setup screen opens, configure the MICR line.



   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.



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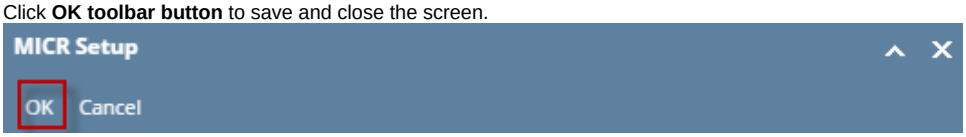
4. Click **OK toolbar button** to save and close the screen.



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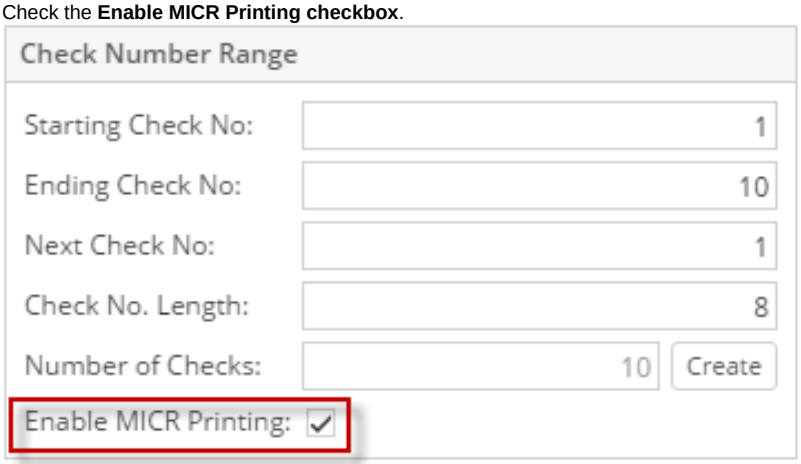
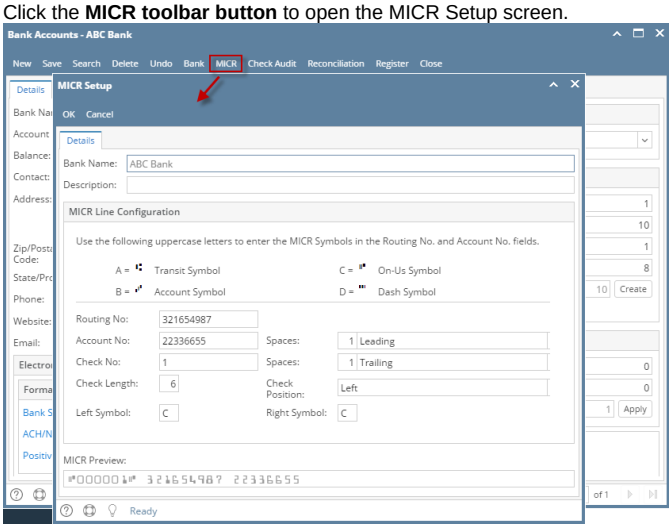
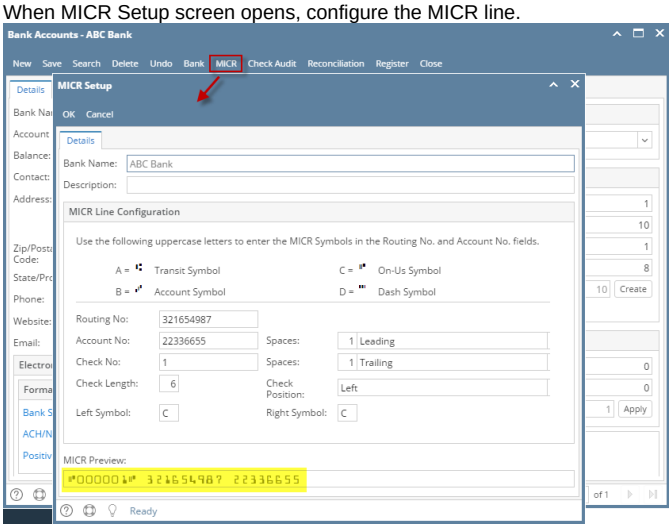


2. Click the **MICR toolbar button** to open the MICR Setup screen.



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



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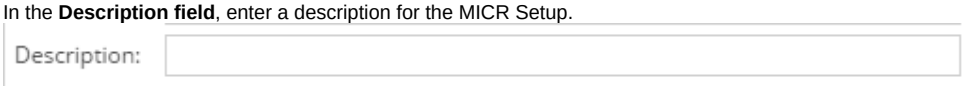
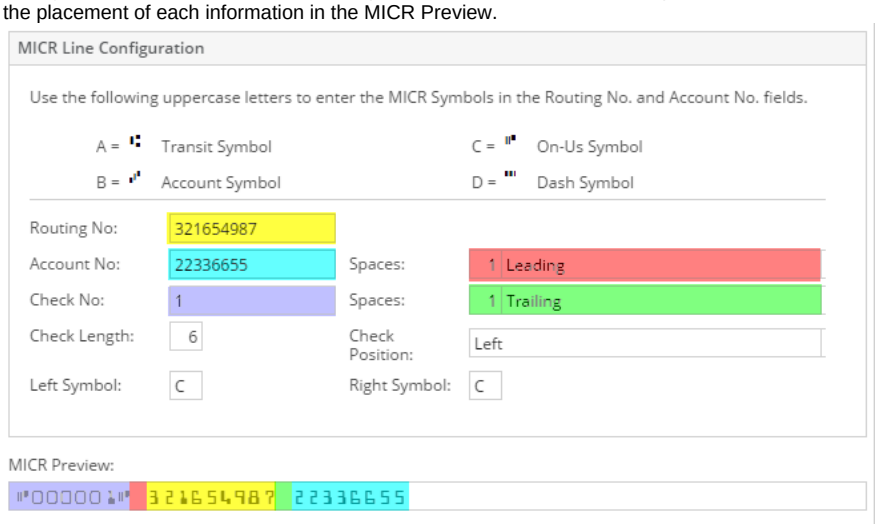


b. Configure the MICR Line. Below is a sample of how MICR line can be setup. The fields are colored and the same color is used to point the placement of each information in the MICR Preview.



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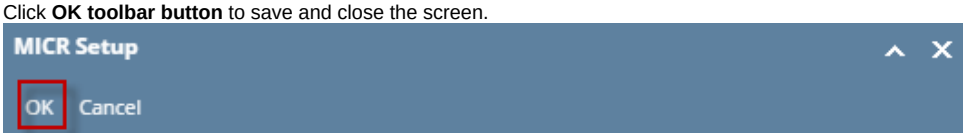

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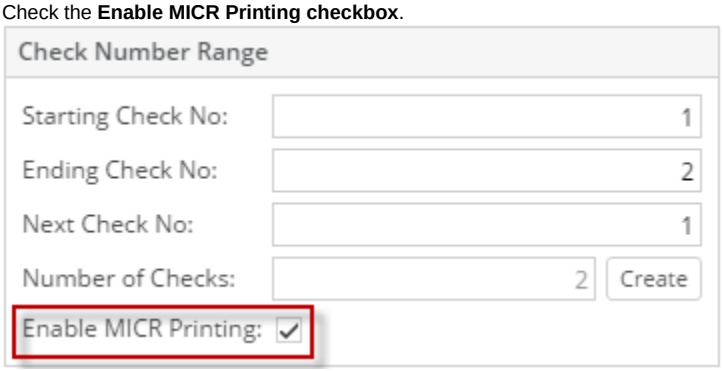

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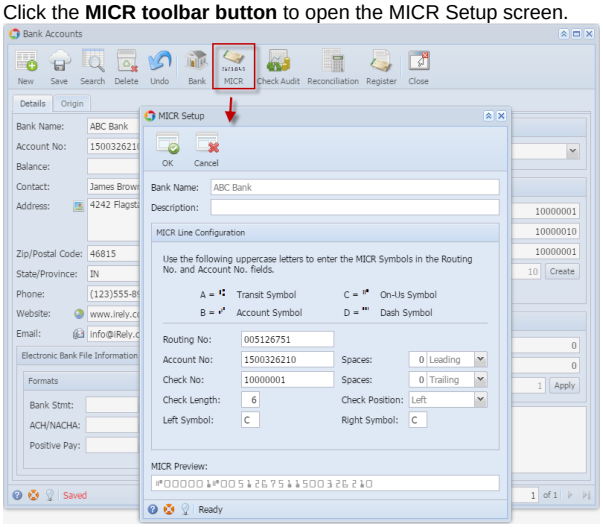

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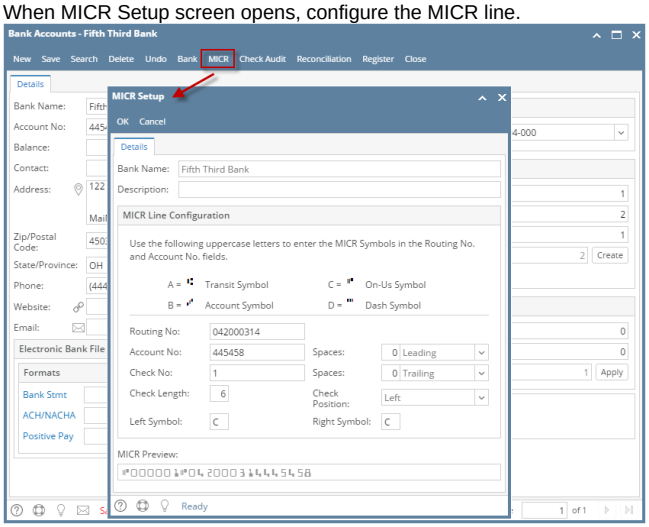

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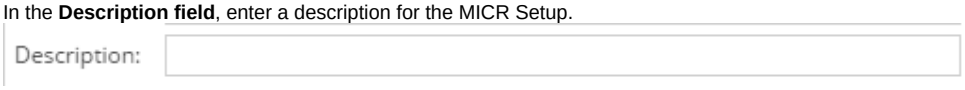

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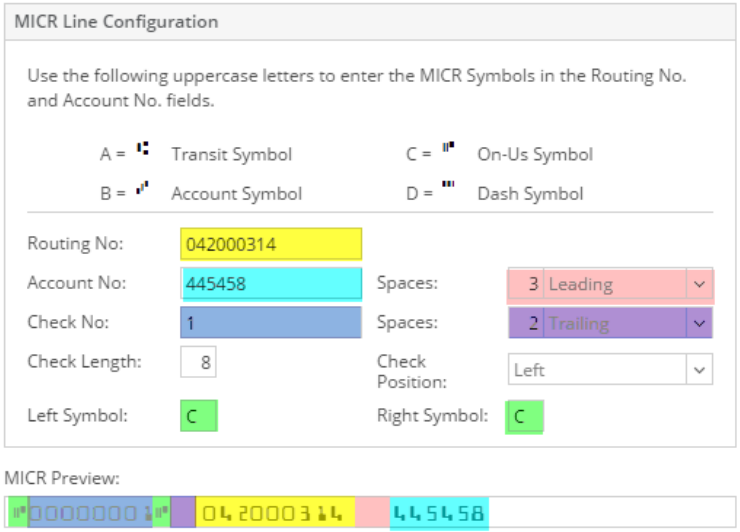

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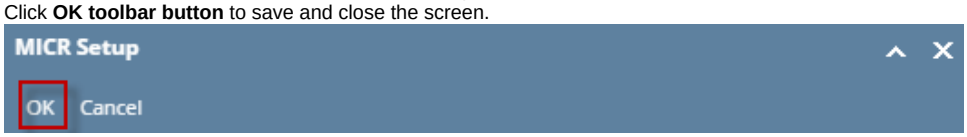

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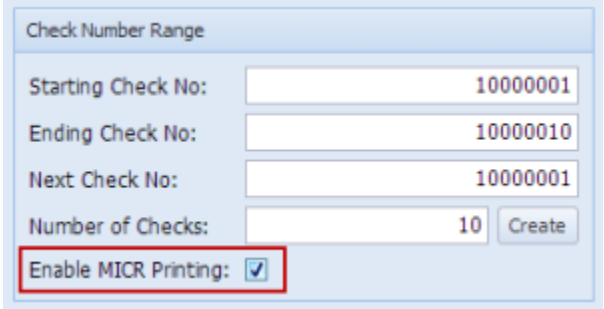

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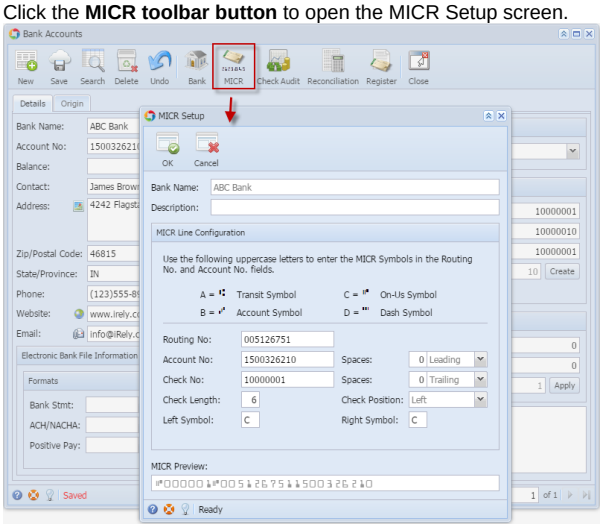

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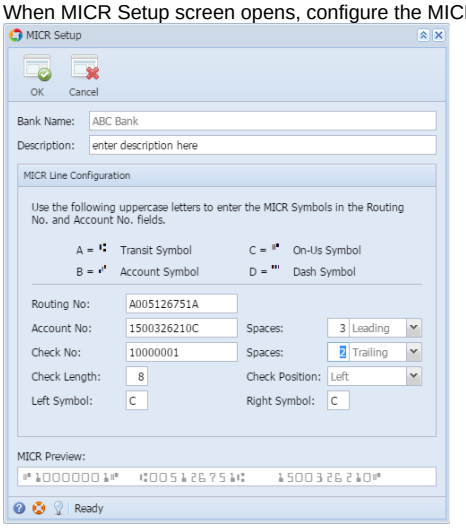
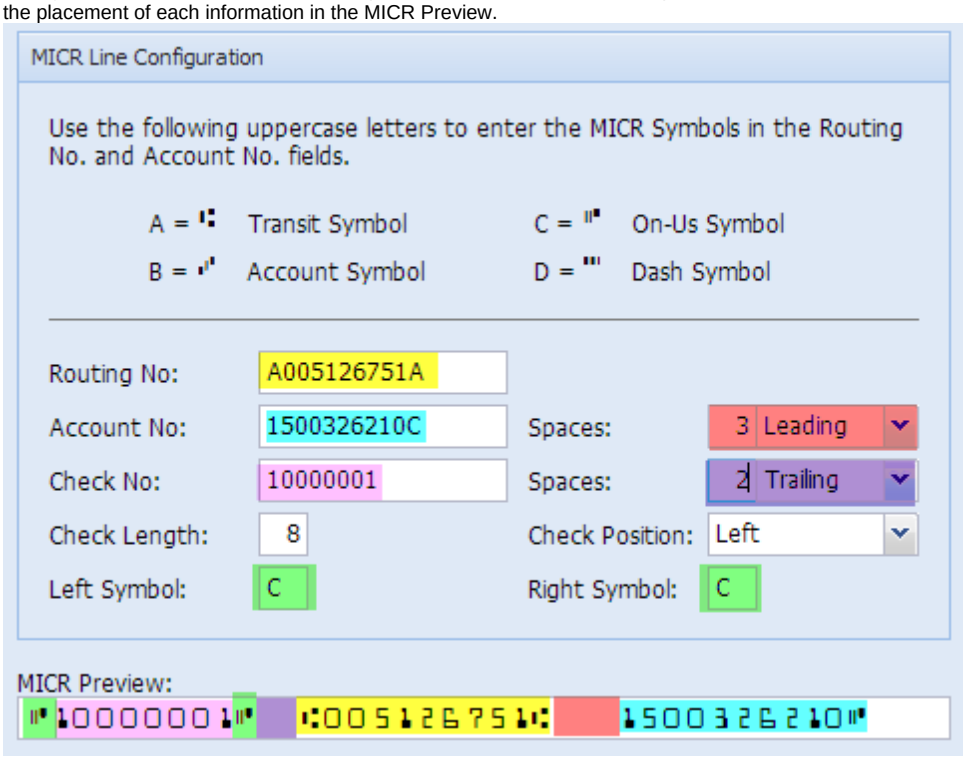


   a. In the **Description field**, enter a description for the MICR Setup.

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.



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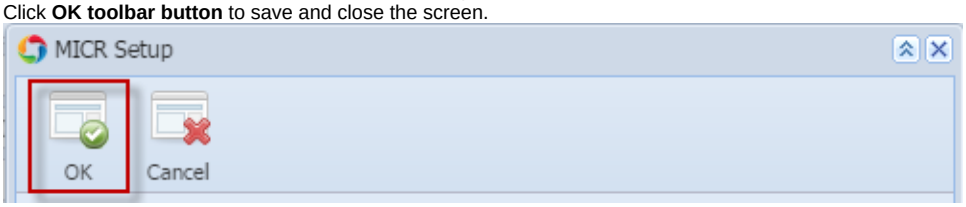

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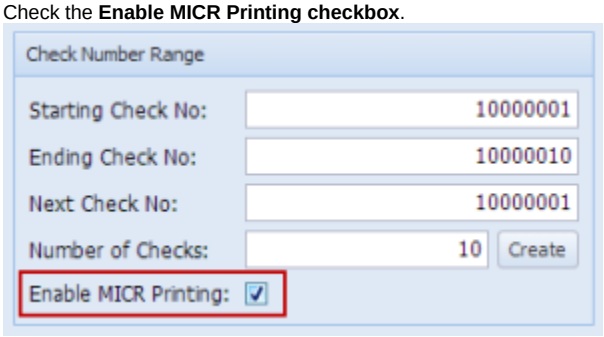

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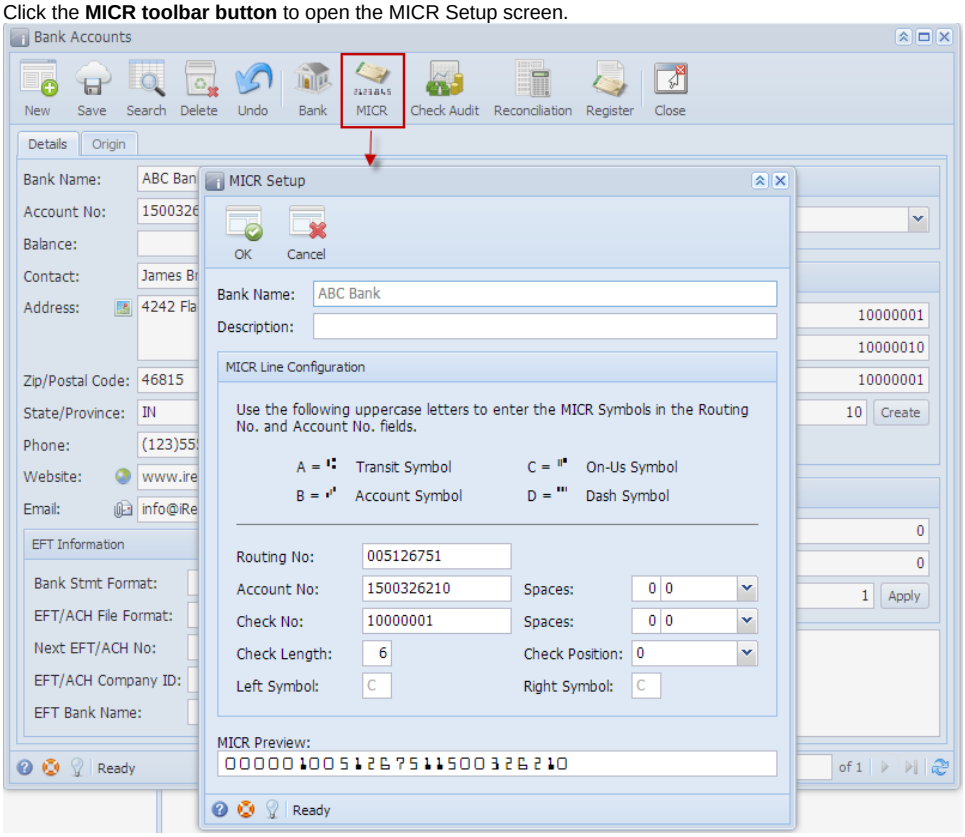

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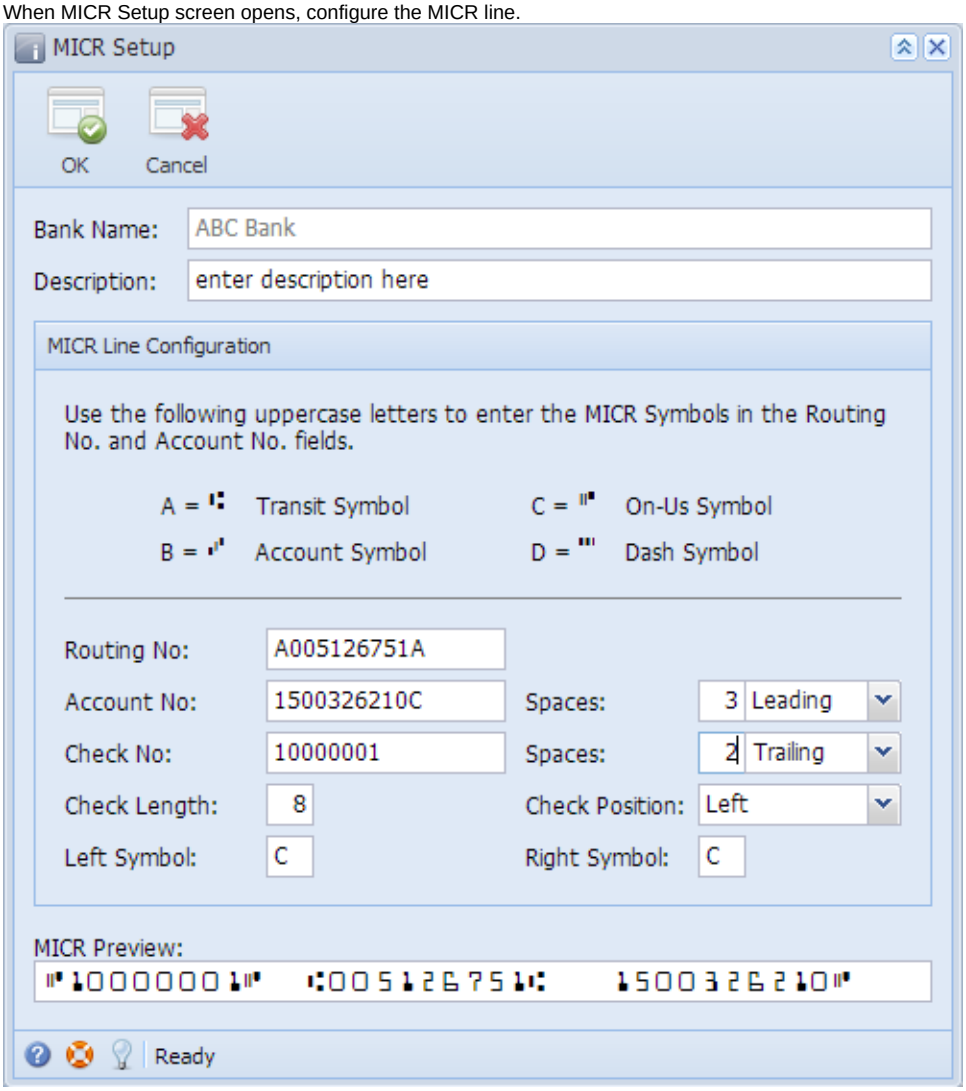

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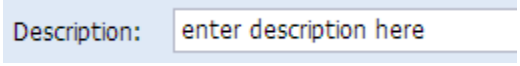

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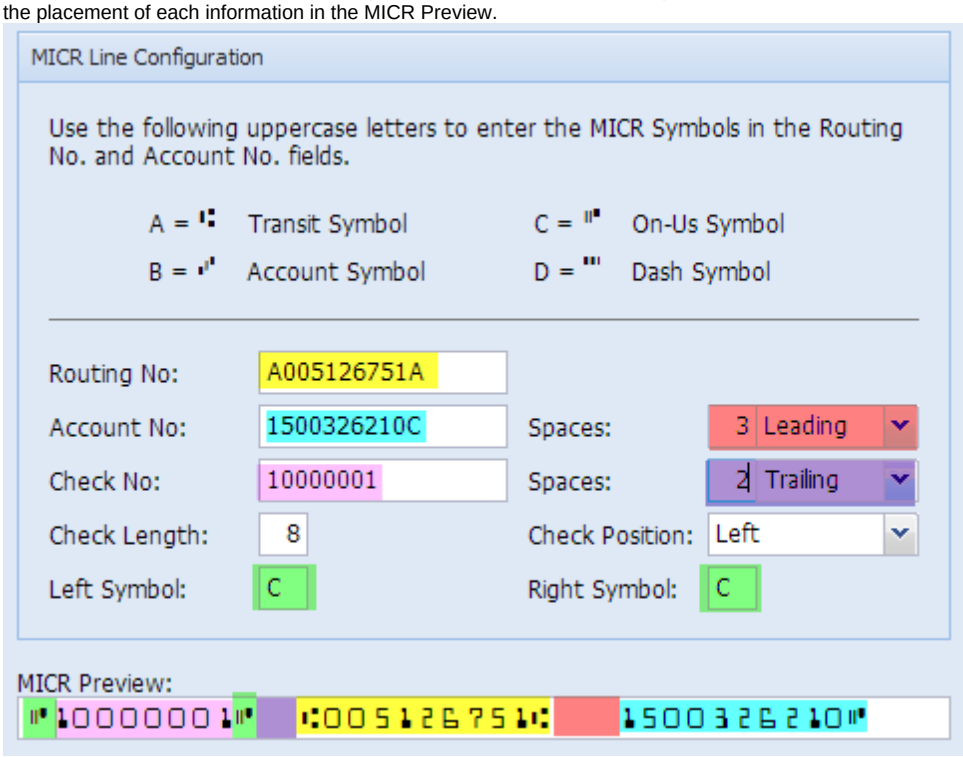

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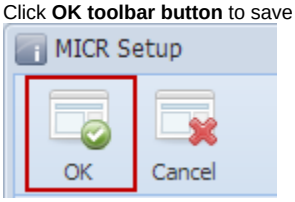
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