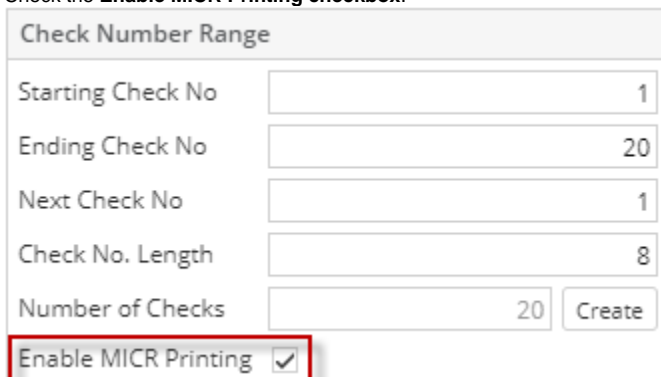


# How to Configure and Show MICR line on checks

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



Check Number Range

Starting Check No: 1

Ending Check No: 20

Next Check No: 1

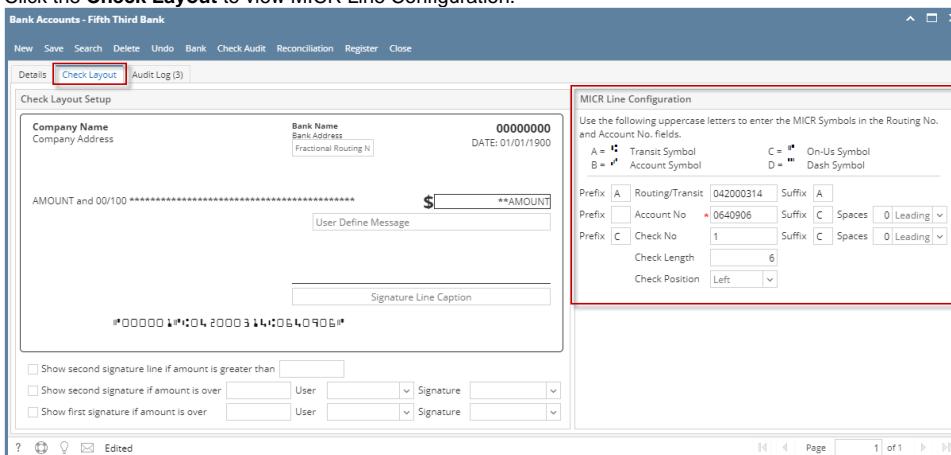
Check No. Length: 8

Number of Checks: 20

Create

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

00000000

DATE: 01/01/1900

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

User Define Message

Signature Line Caption

Signature Line

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

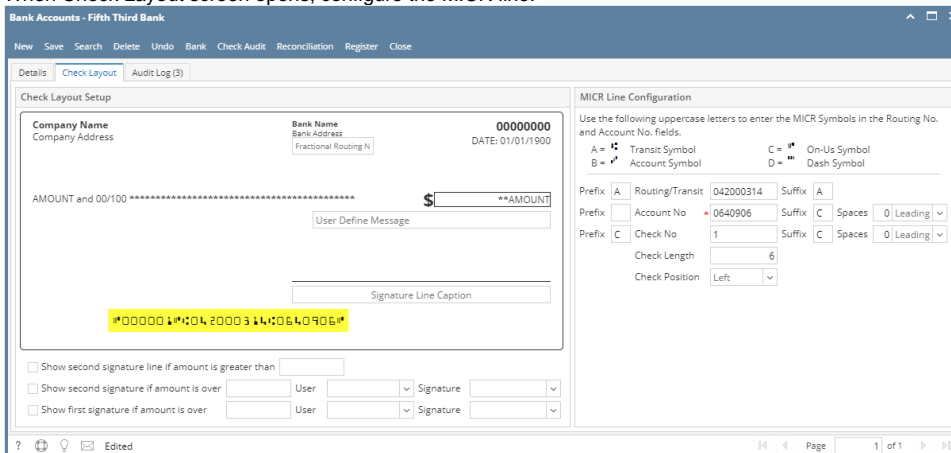
Prefix Account No 0640906 Suffix C Spaces 0 Leading

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: Company Address

Bank Name: Bank Address

00000000

DATE: 01/01/1900

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

User Define Message

Signature Line Caption

Signature Line

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 DATE: 01/01/1900  
Fractional Routing N

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 DATE: 01/01/1900  
Fractional Routing Number

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 300000 54052217

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

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

\*000003\*074000065\*052217\*

- 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

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

\*000003\*074000065\*052217\*

- 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: NY State/Province: NY Country: US

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

Check Position: Left

Spaces: 0 Leading

Spaces: 0 Trailing

MICR Preview:

@00000 1 07 1 255468 06 2920 16

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: NY State/Province: NY Country: US

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

Check Position: Left

Spaces: 0 Leading

Spaces: 0 Trailing

MICR Preview:

@00000 1 07 1 255468 06 2920 16

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

Check Position: Left

Spaces: 1 Leading

Spaces: 1 Trailing

MICR Preview:

@00000 1 07 1 255468 06 2920 16

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

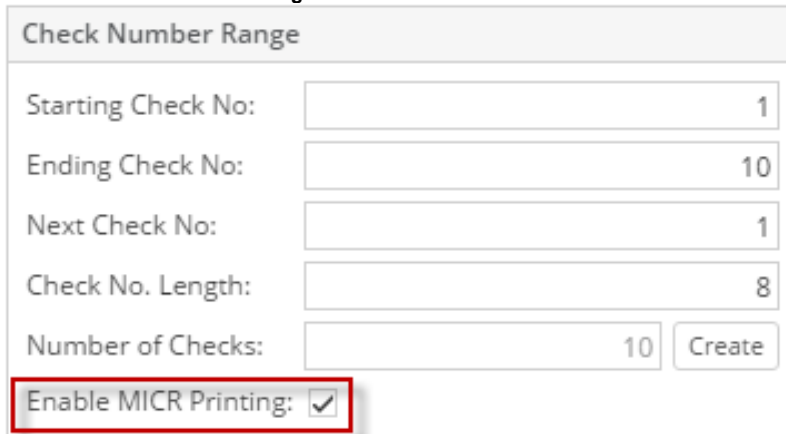
- Number of characters for the Check No configured is **less than** the number entered in the Check Length field, leading zero/es is placed to match the check length.
- If number of characters for the Check No configured is **greater than** the number entered in the Check Length field, it will cut the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



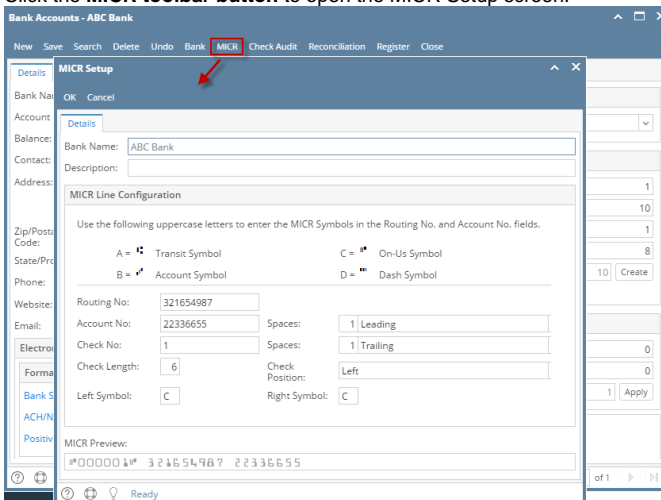
The image shows a 'MICR Setup' dialog box with a blue header and a white body. At the bottom left, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red rectangular box.

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



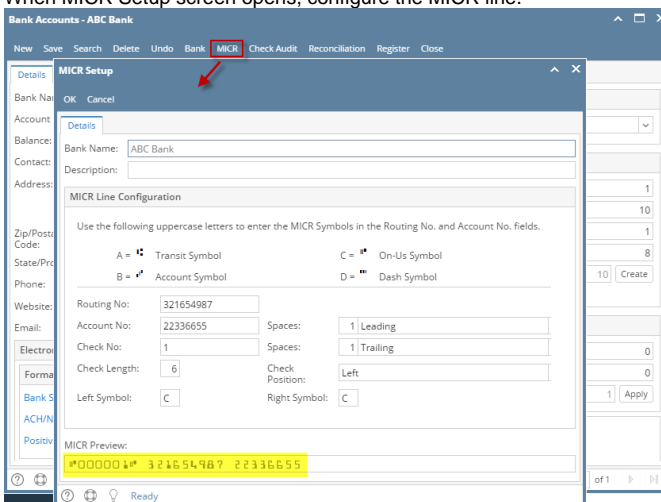
The image shows a 'Check Number Range' dialog box. It contains several input fields: 'Starting Check No:' (1), 'Ending Check No:' (10), 'Next Check No:' (1), 'Check No. Length:' (8), and 'Number of Checks:' (10). At the bottom, there is a checkbox labeled 'Enable MICR Printing:' which is checked. The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



The image shows a 'Description:' label followed by a text input field.

- 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)555-8100  
Website: www.irely.com  
Email: info@irely.com

Electronic Bank File Information

Formats  
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' dialog box. A red arrow points to the 'MICR' button in the top menu. The 'MICR Line Configuration' section is active, displaying fields for Routing No (042000314), Account No (445458), Check No (1), Check Length (6), Left Symbol (C), Right Symbol (C), Spaces (0 Leading, 0 Trailing), and Check Position (Left). The MICR Preview shows the generated line: ⑈000001⑈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.

The sample MICR Line Configuration screen shows the following fields and values:

- Routing No: 042000314 (Yellow)
- Account No: 445458 (Cyan)
- Check No: 1 (Blue)
- Check Length: 8 (Green)
- Left Symbol: C (Green)
- Right Symbol: C (Green)
- Spaces: 3 Leading (Pink), 2 Trailing (Purple)
- Check Position: Left (White)

The MICR Preview shows the generated line: ⑈00000001⑈042000314445458. The colors in the preview correspond to the field colors: ⑈ (Green), 00000001 (Blue), ⑈ (Green), 042000314 (Yellow), 445458 (Cyan).

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 screenshot shows the 'MICR Setup' dialog box with the 'OK' button highlighted by a red box.

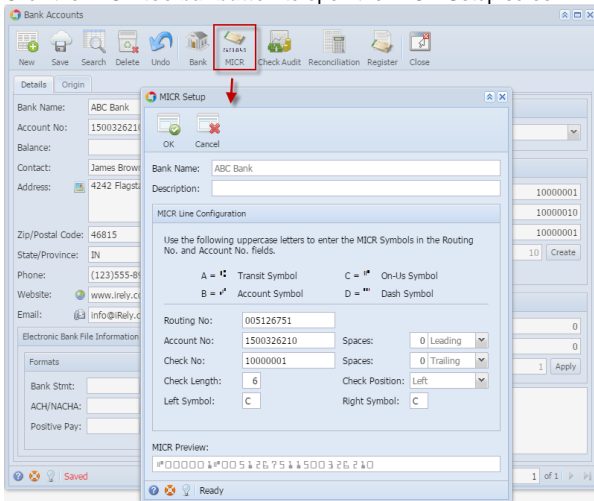
1. Check the **Enable MICR Printing** checkbox.

The screenshot shows the 'Check Number Range' dialog box with the following fields and values:

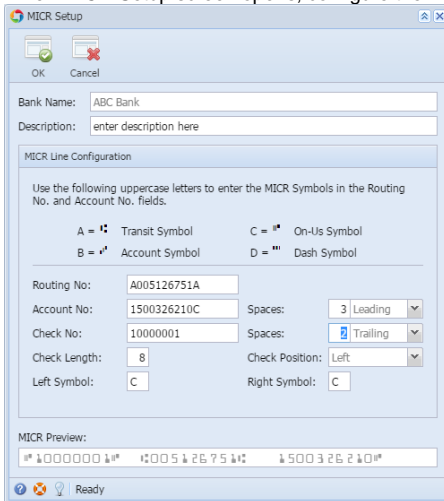
- Starting Check No: 10000001
- Ending Check No: 10000010
- Next Check No: 10000001
- Number of Checks: 10
- Enable MICR Printing: ☒

The 'Enable MICR Printing' checkbox is highlighted by a red box.

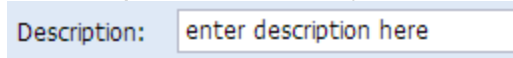
2. Click the **MICR toolbar button** to open the MICR Setup screen.



**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:

Check No:

Check Length:

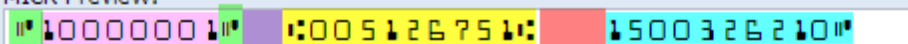
Left Symbol:

Spaces:  Leading  Trailing

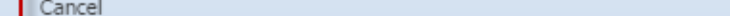
Check Position:

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.

**Bank Accounts**

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

Details Origin

Bank Name: ABC Bank  
Account No: 1500326  
Balance:  
Contact: James Br  
Address: 4242 Fla  
Zip/Postal Code: 46815  
State/Province: IN  
Phone: (123)55  
Website: www.ire  
Email: info@ire

EFT Information

Bank Stmt Format:  
EFT/ACH File Format:  
Next EFT/ACH No:  
EFT/ACH Company ID:  
EFT Bank Name:

**MICR Setup**

OK Cancel

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: 005126751  
Account No: 1500326210 Spaces: 0 0  
Check No: 10000001 Spaces: 0 0  
Check Length: 6 Check Position: 0  
Left Symbol: C Right Symbol: C

MICR Preview:  
0000010051267511500326210

of 1

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 = [MICR symbol] Transit Symbol      C = [MICR symbol] On-Us Symbol

B = [MICR symbol] Account Symbol      D = [MICR symbol] 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:**

⑈ 10000001 ⑈ ⑆005126751⑆ 1500326210⑈

Ready





- 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:

Check No:

Check Length:

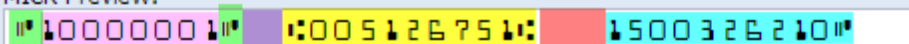
Left Symbol:

Spaces:  Leading  Trailing

Check Position:

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.

