

There are two ways to set a MICR line for Deposit Slips. One is to "copy" a current bank record to a new record and enter the unique account number on the MICR tab. This is the preferable method. A second method is available for those who have limited bank records.

CREATE A NEW BANK RECORD FOR THE DEPOSIT SLIP

This method uses the Copy/Tag/Paste option outlined in the Training Notes for Bank Accounts.

1. Open PrintBoss, click on the **Edit** menu and choose **Bank List**.
2. Select the Bank Record you want to copy and edit for the deposit slip and click the **Edit Bank** button to open the **Bank Edit** dialog.
3. Click the **Copy** button. Almost all of the fields from the current bank (on all tabs) will be stored in an invisible clip board. These fields cannot be Paste at this point.
4. Click **OK** to close the current record.
5. Select an **Unused Bank** record and click the **Edit Bank** button.
6. Click the **Set Tags** button to select all fields. Only fields that are tagged will be filled from the clip board. Tagged fields are displayed in yellow. Notice PrintBoss will not tag the Check Number, Check Format Type, or Custom Format fields on the MICR tab. There are a couple of fields on the Primary tab that are not highlighted as well.
7. Hold the **CNTRL** key and **click** on the Bank Code field to remove the tag. You will want to enter a different name in this field.
8. Select the MICR tab.
9. Hold the **CNTRL** key and **click** on the Routing Number field to remove the tag. Continue using **CNTRL** and click to remove the highlight from any other field you do not want to copy. **CNTRL** click a second time to restore a tag.
10. Click the **Paste** button after you are finished removing or adding tags to the Bank Record fields.
11. Click the **Clear Tags** button after you finish pasting fields. This will not clear the data in the fields.
12. Enter the new data in the fields that were not copied. Specifically, enter a new Bank Code and Routing Number.
13. Click **OK** when you are finished.

ADD THE DEPOSIT SLIP ROUTING NUMBER TO AN EXISTING BANK

Occasionally someone may need to add a deposit slip account and they have reached their bank record limit.

NOTE: Additional bank modules can always be purchased from Wellspring Software.

The first step is to add a revised MICR line in one of the miscellaneous bank fields.

1. Open PrintBoss, click on the **Edit** menu and choose **Bank List**.
2. Select the bank record that needs to print deposit slips and click the **Edit Bank** button to open the **Bank Edit** dialog. There are several tabs. You will be copying a portion of the MICR tab to the **Miscellaneous** tab during this procedure.
3. Click on the **MICR** tab. This is where the Routing Number and Account Number are stored for the bank. Note the sample MICR line at the bottom. It represents the three sections of the MICR number as it prints on the check.

- Click on the **Custom** radio button under the **Check Format Type** section in the upper right corner of this screen.

PrintBoss Bank Edit

Primary **MICR** Miscellaneous Signatures_Logos Security ACH Definition

Standard Format Fields

Routing Number
000000000

Account Number
.987-654
Use a decimal to denote spaces

Check Number
{CChkNo}

Check No. passed from host

☐ Include US Funds flag (45) on MICR line.

Check Format Type

☐ Standard 8.5" Business Check

☐ Small 6" Wallet Size Check Type 1

☐ Small 6" Wallet Size Check Type 2

☐ Deposit Slip

☒ Custom (enter MICR line directly)

Custom Format

/ {CChkNo} / [000000000] 987-654 /

keyboard key translation: On-Us='/' Transit='[' Dash='-' Amount='\$' Mod9='*'

(Sample MICR line from above fields)

@1000 @:000000000000: 987-654 @

Copy Set Tags Paste Clear Tags OK Cancel

- Select all the data in the **Custom Format** box, including brackets and slashes, then right-click and choose **Copy**.
- Select the **Miscellaneous** tab, click in the fifth row of the Values column, and paste the copied MICR line.
- Rename the **Description** of the fifth row from **Misc Field 5** to **Deposit MICR** to identify the data.
- Remove the check number variable including the first two slashes. In the example above, delete the following: `/ {CChkNo} /`.
- Replace the **Routing Number** with the appropriate number for the deposit slip. Be sure to leave both brackets. For example, the new Routing number format may be `[0123456789]`. Do not add any spaces before or after the brackets unless there is a space (or spaces) preceding your Account Number.

PrintBoss Bank Edit

Primary | MICR | **Miscellaneous** | Signatures_Logos | Security | ACH Definition

Miscellaneous Information

Description	Values
1 2nd Logo	
2 Misc Field 2	
3 Misc Field 3	
4 Misc Field 4	
5 Deposit MICR	[012345678[987-654/

Miscellaneous Flags

Description	Values
1 2nd Signature Line	<input checked="" type="checkbox"/>
2 Misc Flag 2	<input type="checkbox"/>
3 Misc Flag 3	<input type="checkbox"/>
4 Misc Flag 4	<input type="checkbox"/>
5 Misc Flag 5	<input type="checkbox"/>

Special Items

Canadian Style Date/Amount ☐

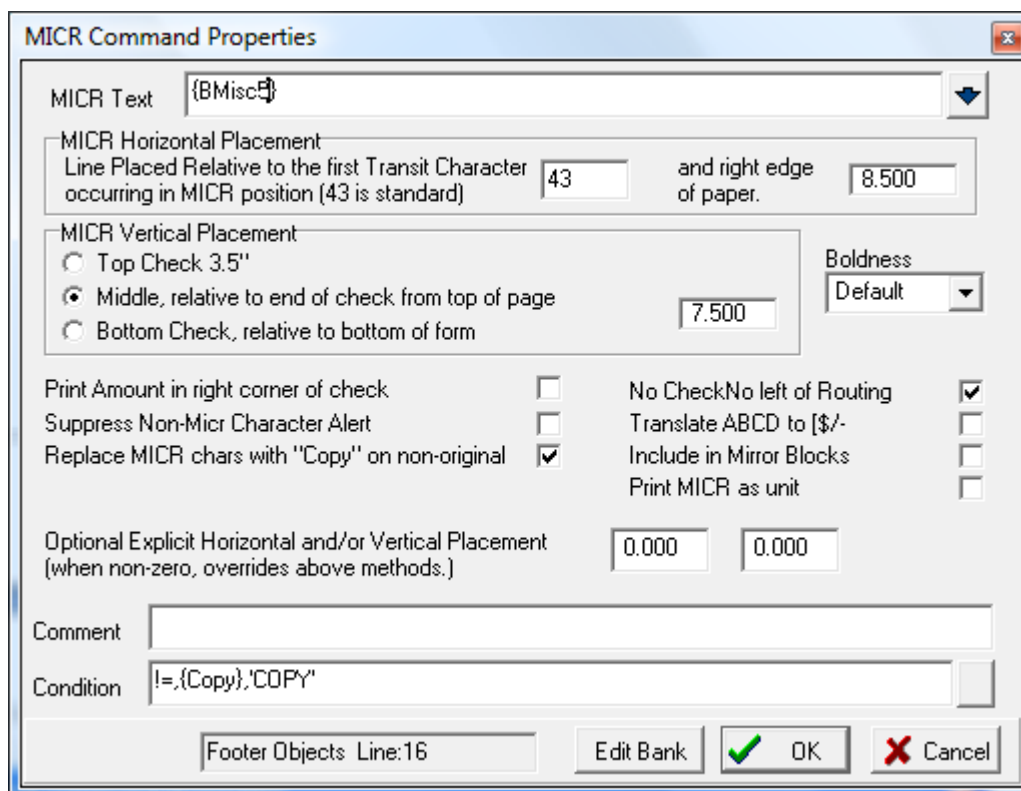
Copy Set Tags Paste Clear Tags OK Cancel

10. Click **OK** on the PrintBoss Bank Edit window when you are finished.

11. Click **Done** on the PrintBoss Bank List window.

This value is now associated with the variable {BMisc5}. The next step is to edit the MICR command on the deposit form in PrintBoss.

1. Click on the **Edit** menu and choose **Form Files**. The Form Select list opens.
2. Choose the deposit form you will be using and click the **Editor** button.
3. Select the **Footer Objects** tab and locate the **#MICR** command. It may have a condition at the beginning of the command, e.g. [!=,{Copy}, 'COPY']. Use CTRL + F and enter MICR to find the command.
4. Double click on the MICR command. The MICR Command Properties dialog opens.
5. Change the **MICR Text** field to {BMisc5} and verify the box next to the "No CheckNo left of Routing" option is checked.



The image shows a Windows-style dialog box titled "MICR Command Properties". It contains several sections for configuring MICR text. The "MICR Text" field at the top contains "{BMisc5}" with a dropdown arrow. Below it, the "MICR Horizontal Placement" section has a label "Line Placed Relative to the first Transit Character occurring in MICR position (43 is standard)" with a value of "43" and a label "and right edge of paper." with a value of "8.500". The "MICR Vertical Placement" section has three radio buttons: "Top Check 3.5\"", "Middle, relative to end of check from top of page" (which is selected), and "Bottom Check, relative to bottom of form". The "Middle" option has a value of "7.500". To the right of these is a "Boldness" dropdown menu set to "Default". Below these are two columns of checkboxes: "Print Amount in right corner of check" (unchecked), "Suppress Non-Micr Character Alert" (unchecked), "Replace MICR chars with 'Copy' on non-original" (checked), "No CheckNo left of Routing" (checked), "Translate ABCD to [\$/-" (unchecked), "Include in Mirror Blocks" (unchecked), and "Print MICR as unit" (unchecked). At the bottom of this section are two input fields for "Optional Explicit Horizontal and/or Vertical Placement (when non-zero, overrides above methods.)" both containing "0.000". Below these are a "Comment" text box and a "Condition" text box containing "!={Copy},'COPY'". At the very bottom are a "Footer Objects Line:16" label, an "Edit Bank" button, and "OK" and "Cancel" buttons with checkmark and X icons respectively.

MICR Command Properties

MICR Text: {BMisc5}

MICR Horizontal Placement
Line Placed Relative to the first Transit Character occurring in MICR position (43 is standard): 43 and right edge of paper: 8.500

MICR Vertical Placement
☐ Top Check 3.5"
☒ Middle, relative to end of check from top of page: 7.500
☐ Bottom Check, relative to bottom of form

Boldness: Default

Print Amount in right corner of check: ☐ No CheckNo left of Routing: ☒
Suppress Non-Micr Character Alert: ☐ Translate ABCD to [\$/-: ☐
Replace MICR chars with "Copy" on non-original: ☒ Include in Mirror Blocks: ☐
Print MICR as unit: ☐

Optional Explicit Horizontal and/or Vertical Placement (when non-zero, overrides above methods.): 0.000 0.000

Comment:
Condition: !=,{Copy},'COPY'

Footer Objects Line:16 Edit Bank OK Cancel

6. Click **OK** to save changes.

Test the deposit form by sending a deposit from your accounting software to PrintBoss.