Training Notes

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.

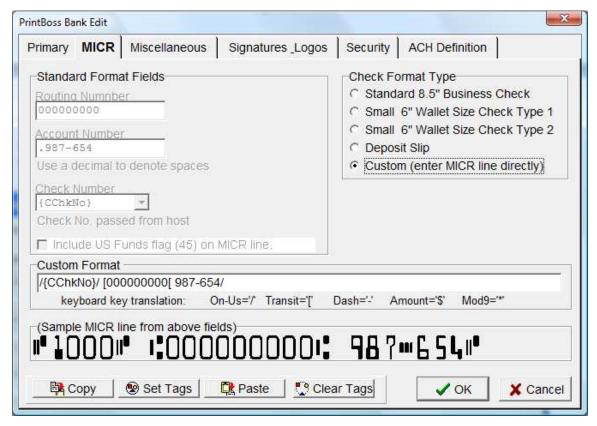## ADD THE DEPOSIT SLIP ROUTING NUMBER TO AN EXISTING BANK

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.

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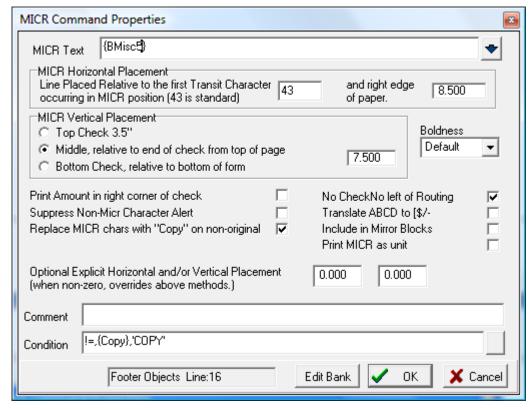

5. Select all the data in the **Custom Format** box, including brackets and slashes, then right-click and choose **Copy**.
6. Select the **Miscellaneous** tab, click in the fifth row of the Values column, and paste the copied MICR line.
7. Rename the **Description** of the fifth row from **Misc Field 5** to **Deposit MICR** to identify the data.
8. Remove the check number variable including the first two slashes. In the example above, delete the following: /{CChkNo}/.
9. 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.

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.

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

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