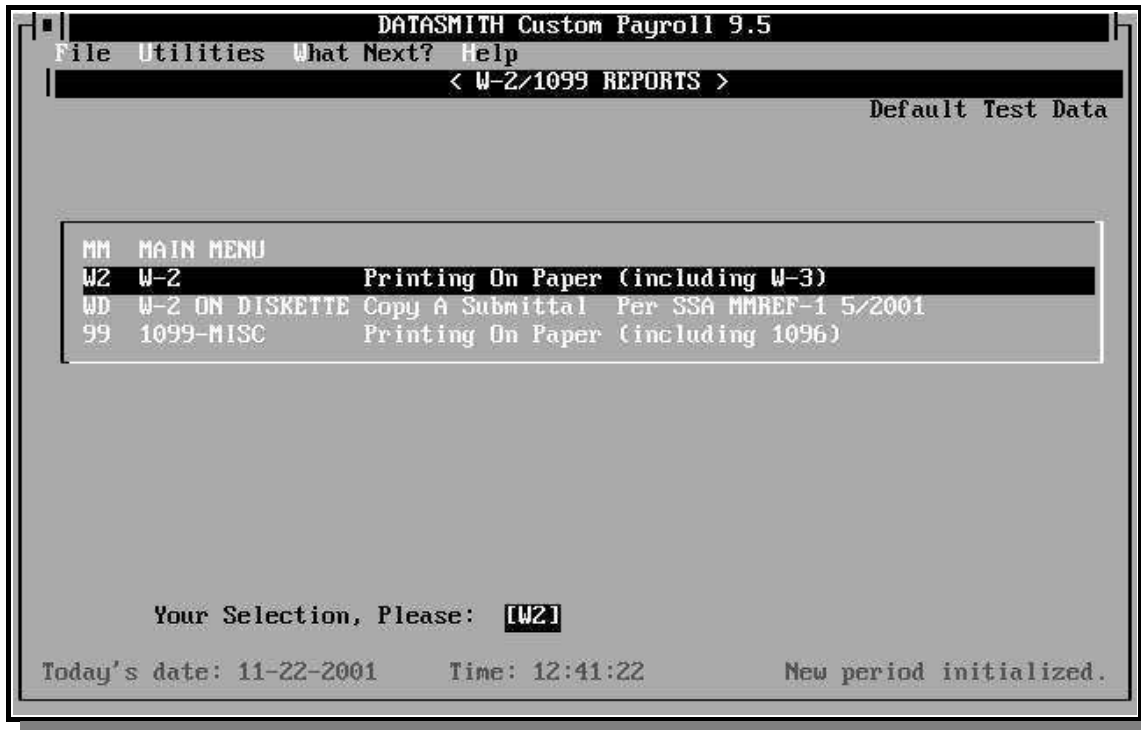# PRINTING CHECKS

## FEATURES

This program is used after payroll Calculation to create and/or document payment to the employees. It can print the actual paychecks, or the stubs which are sent with the paychecks (when checks must be written off-site). As of this writing, its many standard capabilities include:

- **User choice of readily-available check forms, including stub-over, stub-under, laser-compatible, and "stub-only" styles**.
- **Check number is printed on the stub to facilitate control of form stock: the preprinted number won't match if a form has been removed or if there has been a mis-feed during printing.**
- **Reminder message tells you exactly which form is selected for use**.
- **Check Restart feature facilitates recovery from a paper jam, torn form, or power failure during printing.**
- **Alignment test to facilitate proper setup**.
- **One-key Pause/Cancel feature allows you time to recover from problems**.
- **Print checks by Department, Employee ID, or Social Security Number**.
- **Selective check writing allows partial payrolls & corrections**.
- **Easy same-period cancel/rewrite: correct one check or redo the entire run**.
- **Automatic handling of Check Stub Overflow (most styles)**.
- **Two-way Check Protection: Spelled-Out Amount & Leading Asterisks**
- **Optional User-defined Check Body allow use of many unsupported check styles**.

The capabilities of this module can also be extended with the Direct Deposit Option, which allows the operator the ability to deposit funds in an employee account electronically in cooperation with a corresponding bank or financial institution. When using this module with Direct Deposit, the operator can still print paper checks for certain employees and/or print a paper check instead of a direct deposit to handle exceptions or unusual situations.

# PRINTING CHECKS

By default, checks will be printed for all employees who have not already been paid.  The type of  "check" produced depends upon the check form selected by the operator from a menu of continuous and  laser styles including "stub over," "stub under," and "stub only" formats.

```
┌─■┤                 DATASMITH Custom Payroll 9.5                   ├■─┐
 File  Utilities  What Next?  Help
│                      < W-2/1099 REPORTS >                              │
                                              Default Test Data

    ┌──────────────────────────────────────────────────────────────┐
    │ MM  MAIN MENU                                                  │
    │ W2  W-2            Printing On Paper (including W-3)           │
    │ WD  W-2 ON DISKETTE Copy A Submittal  Per SSA MMREF-1 5/2001  │
    │ 99  1099-MISC      Printing On Paper (including 1096)         │
    └──────────────────────────────────────────────────────────────┘




       Your Selection, Please:  [W2]

 Today's date: 11-22-2001     Time: 12:41:22      New period initialized.
```

## PRINTING  CHECKS

### PC    PRINT CHECKS ON PRINTER

Allows test alignment of checks in the printer and the printing of paychecks for the current payroll period.  Checks are then printed for all employees who have pay and who have not previously been issued checks.  This function may always be used to restart an interrupted check run when the operator does not know exactly where check printing was interrupted.

### RC    RESTART PRINTING CHECKS

Allows restarting the check printing program more quickly at a particular employee number.  You may use this function to finish a checkwriting job that has been

interrupted at a particular Employee ID due to a paper jam, equipment malfunction, or other problem.  Employees with lower ID numbers will be skipped, regardless of whether a check was printed previously.  If you cannot tell where printing stopped, use "PC" instead.

## PS    PRINT SAMPLES of all check forms

This selection causes a sample of each check form available for operator selection to be printed.

Each sample is printed individually on an 8.5" by 11" individually titled sheet of paper to facilitate handling. It is suggested that these samples be used as overlays on any forms under consideration to see if the layout will fit properly.

Note that the actual check forms are printed 7" long except for the laser-compatible forms, which are 11" long and the "stub only" forms, which are 5.5" long.

## CR    CHECK REGISTER

Prints a check register showing the check number, employee name, and net amount of the check.

## OVERVIEW: PRINTING CHECKS

The check printing program prints paychecks from information contained in the disk file "MASTER.PAY", which always contains payroll data for the last pay period calculated.  Do not Initialize the payroll master before printing checks, since this zeros all current amounts and no checks will be printed. The standard distribution copy of the system is designed to use your choice of several commonly available general-purpose blank-stub check forms.

DATASMITH-compatible checks may be ordered imprinted with your company name and bank MICR numbers from several suppliers.  See the end of this chapter for a partial listing of suppliers and compatible forms.

The check format was chosen to be as flexible as possible and is a standard type of check with an attached <u>blank</u> remittance advice stub. **DATASMITH does not recommend any type of pre-printed stub form for use with Payroll!**  Pre-printed stub forms are quickly made obsolete by changing payroll requirements. DATASMITH Payroll composes the payroll stubs "on the fly" according to the reporting needs of each individual employee, which minimizes wasted space on the pay stubs. The standard check forms require a 10-pitch

printer (10 characters per inch) with 6 lines/inch vertical spacing. If your company uses custom checks, it is recommended that the design of the checks preserve the general layout used by the program. Upon special order, DATASMITH can provide additional custom formats in either "stub over" or "stub under" styles to fit your needs.

The program prints the date, employee name and address, and the amount in both figures and words on the main body of the check. The name and address are printed in a position suitable for a window envelope. As an alternative to the window envelope, the Employee Labels program (REport menu) can be used to prepare adhesive labels for non-window envelopes. The paycheck stub contains the employee's payroll information for the period in a format identical to the payroll report.

## CHECK FORM SELECTION

The specific form used is selected by the operator and may be changed at any time using the Company Data Entry and Changes selection (CO) appearing on the Main Menu.

## CHECK SEQUENCE CONTROL

You can control the sequence of the checks. This feature can be used to (for instance) physically consolidate all checks for each Department in order to expedite the process of handing out paychecks. If you have generated alternate access keys with the utility program, you will be prompted for your choice of check sequence after selecting PRINT CHECKS ON PRINTER (Menu selection PC) as follows:

```
┌─■────────────────DATASMITH Custom Payroll 9.5────────────────────┐
│ File  Utilities  What Next?  Help                                │
│    <W-2 PRINTING: Using 2001 LASER 4-UP STYLE L4UP OR LPI4UPN Forms>│
│Program Expects W2SETUP File In O:\STDPAY\            Default Test Data│

              Configured for Tax Year 2001: Rev 11/01


     ┌────────────────────────────────────────────────────────────┐
     │ MM  MAIN MENU                    Of W-2/1099 Routine         │
     │ SU  W-2 FORM SETUP               Form Style, Etc.            │
     │ PW  PRINT W-2 FORMS                                          │
     │ AW  ALIGNMENT Test               For W-2                     │
     │ FF  SEND FORM FEED               To Printer                  │
     │ RW  RESTART W-2                  At Selected ID              │
     │ PS  PRINT SINGLE W-2                                         │
     │ W3  PRINT W-3 SUMMARY            Only (No W-2's)             │
     │ WD  W-2 ON DISKETTE Copy A Submittal  Per SSA MMREF-1 5/2001 │
     └────────────────────────────────────────────────────────────┘



          Your Selection, Please:  [SU]


 Today's date: 11-22-2001    Time: 12:42:41      New period initialized.
```

> **The alternate keys are sorted by xxxxxxxx**
> ~~**Do you want the checks printed by xxxxxxxx (Y/N)**~~

You may answer either Y or N.  If you choose Y, the alternate key sequence you have selected will be used.  If you answer N, the checks will be printed in employee ID sequence.

> See the chapter on Initialization & Utilities for more information on alternate keys.

## ALIGNMENT TEST

The system will prompt (when "Stub Under" forms are being used):

> **Set print head on 'PAY' line of check**
>
> Do you want an alignment test (Y/N)   ?

**Enter "Y"** to have a "dummy" check printed for the purpose aligning the check form in the printer.  If you are using the check described below, set the print head of your printer so that it is positioned just inside the left-hand perforation of the form on the same line as the word PAY.  After the "dummy" check is printed, examine the printing to make sure that all data is positioned correctly.  If an adjustment needs to be made, determine the type of movement needed and re-position the test check under the print head in the desired position.  You can run the alignment test as many times as necessary.

Some printers are easier to align than others because of the shape and position of the print head.  It is difficult to estimate the exact position of the print head on most dot-matrix printers, while it is very easy on daisy wheel types because of the design of the printing mechanism.  If you cannot see the print head easily, pick some other reference point on the printer and make a note as to its position relative to the check.  Sometimes it is useful stick a piece of tape on the printing scale to mark a certain alignment.  Checks cannot be reliably printed on a printer which does not have a "tractor feed". Friction feed printers tend to slip, causing vertical alignment to drift after a few checks are printed.

**Enter "N"** when you are sure that the check forms are properly aligned in the printer. The program will proceed with the prompt:

Enter check date? _

Enter the date in one of the payroll system formats: MMDDYY, MM-DD-YY, or MM/DD/YY. You may use any date you choose, so it need not be the same as the date the payroll period ended. After you have entered the date the program will print checks for all employees with positive pay amounts on the payroll report.

After you have entered the check date, the next prompt will be:

**Enter number of first check to be printed ?**

Enter the number printed on the check currently aligned in your printer. If you are not using prenumbered checks and your payroll system generates the check numbers (a custom feature), enter the number you want printed on the first check. Be very careful to enter the correct number, as the check number will be written to the employee's file and will be shown on all reports. Once the first check number has been entered, the program will proceed to print checks for the entire master file.

**One-Key Pause/Cancel:** Check printing may be suspended by striking the space bar or any alphabetic key. After pausing, pressing any other key will resume printing. Press the 'X' or 'C' key to abort the program in an emergency. If this is done, you can re-enter Print Checks to issue the rest of the checks to employees who have no check number recorded in their file, or use the REstart check printing function to complete the job starting at a particular Employee ID.

**"Check Issued" Interlock:** In order to prevent accidentally printing a check to the same employee twice, this program will not print a check for an employee that already has a check number on file, indicating that a check has already been issued during the current period. If you desire to issue a duplicate check for any reason, you must manually set the check number to zero by Forcing Recalculation (CAlculate menu) or by using the "Manual Checks" program.

**Check Stub Overflow**. Because of the payroll system's large number of pay types, special pay items, and deductions it is possible to have more data to print than will fit on a single check stub. When this happens, the payroll system voids the next check and continues the printing on the next stub. A message informing you that this has happened is displayed on the screen. Most users will rarely, if ever, encounter this problem. If your payroll is so complex that the data consistently overflows the check stub you may need a customized check printing routine. Because of the possibility of Check Stub Overflow, custom checks using a fixed number of predefined boxes should normally be avoided for use with Payroll.

**Reprinting checks during the current pay period:**  Checks may be reprinted by use of the "PC" or "RC" selections provided that the check number in the Employee record is first set to zero as described above under "Check Issued" Interlock.  When an entire run is to be reprinted, it is usually easiest to Recalculate All Employees, using the "Force Recalculation" option: then proceed with "PC".

*Be sure to destroy all previously-printed checks before reprinting!*

**Reprinting checks from earlier periods:** If it is ever desired to print paychecks for an "old" payroll period rather than the current one, you should first save your current MASTER.PAY file by renaming it or copying it to another directory or another disk. To enable reprinting, you must rename your historical data file (PR{date}.PAY) to "MASTER.PAY" in the \PAYROLL directory. If check numbers are already on file for that period, use the forced recalculation to erase them from the records of the employees for whom you want reprinted checks. Be sure to restore all data files to their correct names after printing checks.

# USER-DEFINED CHECK BODY

If none of the predefined check styles fit your needs exactly, you can define your own check body. This is accomplished by establishing a Check Definition file (CHKDEF.PAY) in the applicable payroll data directory, and choosing the "DATACHECK A" check style selection in the Company Record.

## CUSTOM CHECK DEFINITION FILE: CHKDEF.PAY

The Check Definition File consists of a Form Definition Block followed by one or more Check Item Definitions, followed by "999" to signal the end of the Item Definitions. Blank lines are NOT permitted within the Check Definition File.

>      {Form Definition Block}
>      {Check Item Definitions}
>      .
>      .
>      .
>      999

### Form Definition Blocks:

Style, Form Body Size, Stub Size, First Line on Body, First Line on Stub, Stub Legend Horizontal Position

> **Style** Codes:
>  "O"  stub Over
>  "U"  stub Under
>  "S"  Stub only
>  "B"  Body only

> **Form Body Size** is in lines.

> **Form Stub Size** is in lines.

> **First Line on Stub** is an offset used to skip preprinted or other space where no computer printing is wanted at the top of the stub. Allowed values are within the range 0 to {Form Stub Size-1}.

> **First Line on Body** is an offset used to skip preprinted or other space where no computer printing is wanted at the top of the check body. Allowed values are within the range 0 to {Form Body Size-1}.

Example:

"U",21,21,7,0

**Stub Legend Horizontal Position** is the postion of the Stub Legend from the left edge of the check, in characters.  The Stub Legend, which appears as the first computer-printed line on the check stub, is either:

"{mm/dd/yy} FOR {mm/dd/yy}"

...or        "{mm/dd/yy} thru {mm/dd/yy}   CK DATE {mm/dd/yy}"

...depending upon the form selection made in the COmpany setup.

## Check Item Definition Coding:

Only one item is allowed on each line within the Item Definition section of the file.  All items are integers, which are interpreted as follows:

-n      Tab to column n
n       Information Field Code
0       End of Line

999     End of Item Definitions

### INFORMATION FIELD CODES
### FOR USER-DEFINED CHECK FORMS

```
Amount String  . . . . . . . . . . . . . . .   [1]
Date . . . . . . . . . . . . . . . . . . . .   [2]
Amount #  . . . . . . . . . . . . . . . . . .  [3]
Name . . . . . . . . . . . . . . . . . . . .   [4]
Address  . . . . . . . . . . . . . . . . . .   [5]
City-State-Zip  . . . . . . . . . . . . . .    [6]
Check Number . . . . . . . . . . . . . . . .   [7]
Company Name . . . . . . . . . . . . . . . .   [8]
Division Name  . . . . . . . . . . . . . . .   [9]
Company Address  . . . . . . . . . . . . . .   [10]
Company City-State-Zip  . . . . . . . . . .    [11]
Legend for blank form  . . . . . . . . . . .   [12]

Company Name (Dept)  . . . . . . . . . . . .    [28]
Division Name (Dept)                            [29]
Company Address (Dept) . . . . . . . . . . .     [30]
Company City-State-Zip (Dept) . . . . . . .     [31]
```

SELECTING DIFFERENT COMPANY NAMES BY DEPARTMENT

If Information Field Codes 28-31 are used, the user must provide a file defining the Company information to be used for each Department in a text file named CHKDEPT.PAY. The format of this file is as follows:

> {Department #1 Definition Block}
> .
> .
> .
> {Department #n Definition Block}

There MUST be a Department Definition Block for each Department used. Each Department Definition Block is exactly five lines formatted as follows:

> {Department Number}
> {Company Name/Field Code 28 text for this Department}
> {Company Division Name/Field Code 29 text for this Department}
> {Company Address/Field Code 30 text for this Department}
> {Company City, State, Zipcode/Field Code 31 text for this Department}

> Example:

> 1
> Midwest Manufacturing Company
> Main Plant
> 1055 West Industrial Drive
> Kansas City, MO  65432

Since the use of these items is under operator control, the operator may include <u>any</u> Department-peculiar text for each item.  For instance, the operator may substitute a second address line for the Division Name line.  Each line must be included, even if not used.  Blank lines are permitted within a Department Definition Block, but no blank lines are permitted outside of a Department Definition block between blocks or at the beginning or end of the CHKDEPT.PAY file.  The Department Number line MUST contain a valid department number and may NOT be blank.

# COMPATIBLE CHECK FORMS

The following forms suppliers have submitted samples to LPI Information Systems and have been found to be compatible with Datasmith Software. All listed check styles may be used with window envelopes.  Style suffixes which indicate color, etc have been omitted.

| | |
|---|---|
| Artina Computer Forms<br>(sold through dealers)<br>Phone: (913) 381-9118 | Styles 73-501, 73-502, 73-503<br>73-508, 73-509 |
| Deluxe Computer Forms<br>P.O. Box 1186<br>Lancaster, CA 93584-1186<br>Phone: (800) 328-0304<br>http://deluxe.com | Style 081064 (laser, stub under)<br>Style 081013 (laser, stub over)<br>Style 081004 (laser, stub under)<br>Style 081192 (laser, stub over)<br>Style 91005* (stub over)<br>Style 91098* (stub over)<br># 92080 Blank Stock (for Stub Only)<br>All above for use with:<br> # 91500 Double Window Envelope<br> # 91508 Single Window Envelope |
| NEBS Computer Forms<br>500 Main Street<br>Groton, MA  01471<br>Phone: (800) 225-6380<br>FAX: (800) 234-4324 | Style 12525 (stub under)<br>Style 12524 (stub over)<br>Style 9025 (stub under)<br>Style 9024  (stub over)<br>Style LT104 (laser, stub under)<br>Style LT109 (laser, stub under)<br>Style LT147 (laser, stub under)<br>Style LT149 (laser, stub under)<br>Style LM102 (laser, stub over)<br>Style LM260 (laser, stub over)<br>Product 9329 (half-page Stub Only)<br>Product 9328 (3/page plain paper)<br>        Single and double-window<br>        envelopes  available for all<br>        forms above.<br>Product 9661 (one-way mailer) |
| NELCO<br>P.O. Box 1157<br>Grand Rapids, MI 49501-1157<br>Phone: (800) 266-4669<br>http://nelcosolutions.com | Style L81004 (laser, stub under)<br>Style L81064 (laser, stub under)<br>Style L1040 (laser, stub over) |

NOTES: 1.   "Stub Over" style forms, such as the NEBS #12524, are recommended when using DATASMITH Payroll with the Omega C. G. ICMS system. The Deluxe 91098 form can be used as a replacement for the Multi Business Forms Style DH13 check form.

2.  The "Stub Only" option prints on standard blank half-page forms.  Two stubs are printed on each 8.5" x 11" sheet. "Stub Only" forms or the NEBS 9661 Mailer may be used as Deposit Notifications with the Direct Deposit Option.