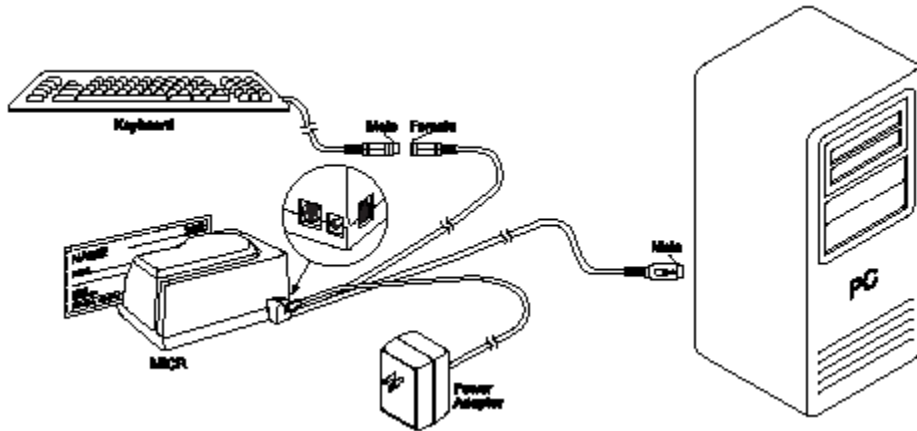


Check Reader Setup and Usage

Connect the Check Reader as per the Figure below.



Do not place the Check Reader within 12 inches of a Computer Monitor or power supply. These devices may cause undesirable interference with the check reading operation.

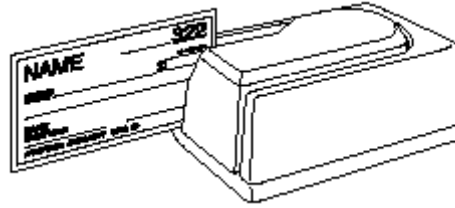
To setup the scanner, on the **Contributions – Setup Menu** click the **Check** option under **Entry Order**. Click **OK**.

The screenshot shows the 'Contributions - Setup Menu' dialog box with the following settings:

- Configuration:** Checking Account Maint., Automatic Withdrawal, Envelope Number Maint.
- Year Type:** Calendar, Fiscal
- Starting Information:** Year: 2004
- Miscellaneous Options:** Enter/Post: 12/26/2004, Max Env #: 999999, Next Env #: 372
- Entry Order:** Check, Check Plus, Envelope, Name
- Posting Options:** Display Pledges, Enter Check Number, Post Arrears, Use Giving Plans
- Default Location:** Find Person, Find Organization
- Overpaid Pledges Post to:** No Pledge Accounts, Regular Accounts
- Interface G/L:** None, WIN ACS
- Interface G/L Location:** Data Set: Church of Good Training, G/L Source: DEP
- Year End Option:** Retain 2 years detail, summarize 3rd year, Retain all past years detail
- Contribution Report Option:** Print Fund Code Leading Zeros?

Buttons: OK, Cancel

You can now go into **Add/Edit Transactions** and click on the **Scan Check** option. A message telling you to place the check in the scanner will display.



The check must be placed in the scanner with the front of the check facing in. Once the check is scanned, the **Find Person** screen will display and you can choose the contributor or **ADD** a new family from this screen. If you have already set the family up on the **Checking Account Maintenance** tab of **Setup**, the individual's record will display and you can enter the **Transaction Type**, **Amount**, **Fund**, etc. If you have not set the individual up on the **Checking Account Maintenance** tab, the program will automatically add them to the tab.

After scanning all the checks for that day, you will need to **Post your Transactions**, **Post to G/L**, and run any reports you need before clearing the week.