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PCGENESIS PAYROLL SYSTEM OPERATIONS GUIDE

3/31/2011

Section J: System Utilities

***[Topic 2: Payroll Check Signature Card
Setup, Version 1.2]***

Revision History

Date	Version	Description	Author
3/31/2011	1.2	Updated document to PCGenesis Release 11.01.00 - Modified procedure and included new screenshot examples.	D. Ochala
04/17/2006	1.1	Updated document to PCGenesis Release 06.01.00 – Modified procedure and included new screenshot examples.	C. W. Jones

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Overview

Payroll checks may be printed in PCGenesis with a signature by using a Payroll Check *Signature Card*, or they may be printed without a signature. Configuring a *Signature Card* for payroll check processing saves time by eliminating manual signatures. Completing the steps outlined within this document will allow you to configure the necessary PCGenesis system devices for the use of a signature card.

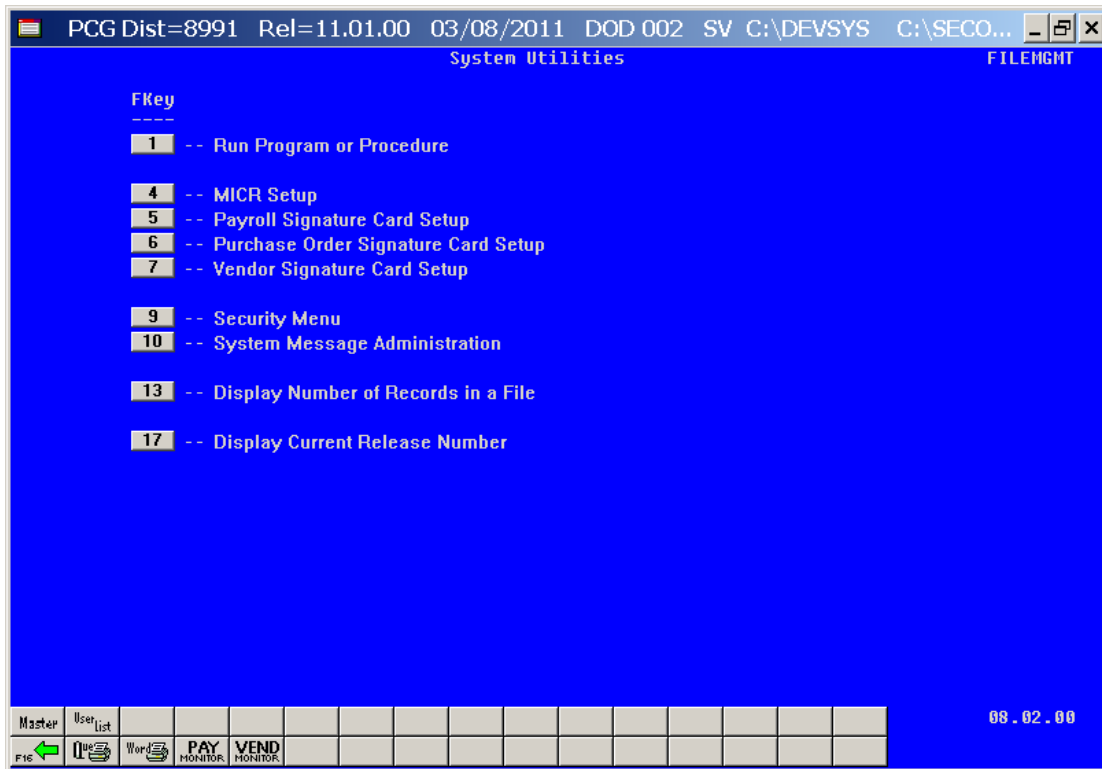
When the *Enable and Setup Signature Card*, *Align Signature*, *Disable Signature*, or *Print Sample* options are selected, a sample payroll check will be printed. Verify the information is displayed as you intended. In order for your selections to be saved, you must select the **F8 – Save and Continue** option to retain the signature card settings and alignment settings.

Magnetic Ink Character Recognition (MICR) Encoding/Printing: The PCGenesis MICR feature allows vendor and payroll checks to be printed on blank check stock using your laser printer. This printer must be set up with a *Signature Card* before the MICR feature may be implemented. Please refer to *Topic 1: Magnetic Ink Character Recognition (MICR) Setup* for instructions.

Topic 3: Payroll Check Signature Card Setup

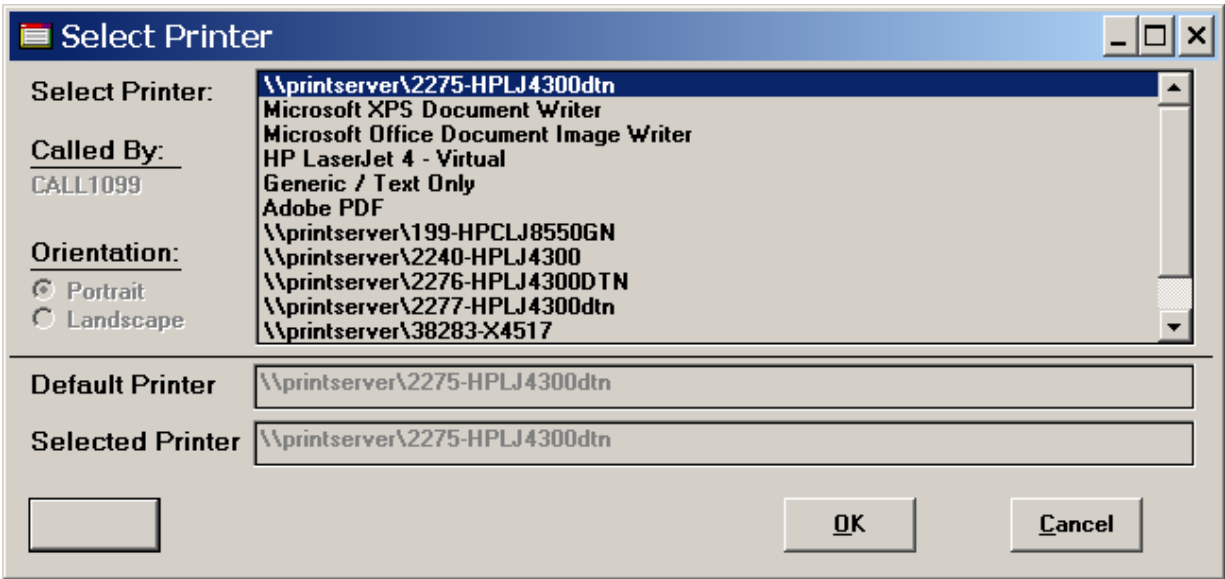
Step	Action
1	Verify all users are logged out of PCGenesis.
2	From the <i>Business Applications Master Menu</i> , select 30 (F30 - System Utilities).

The following screen is displayed:



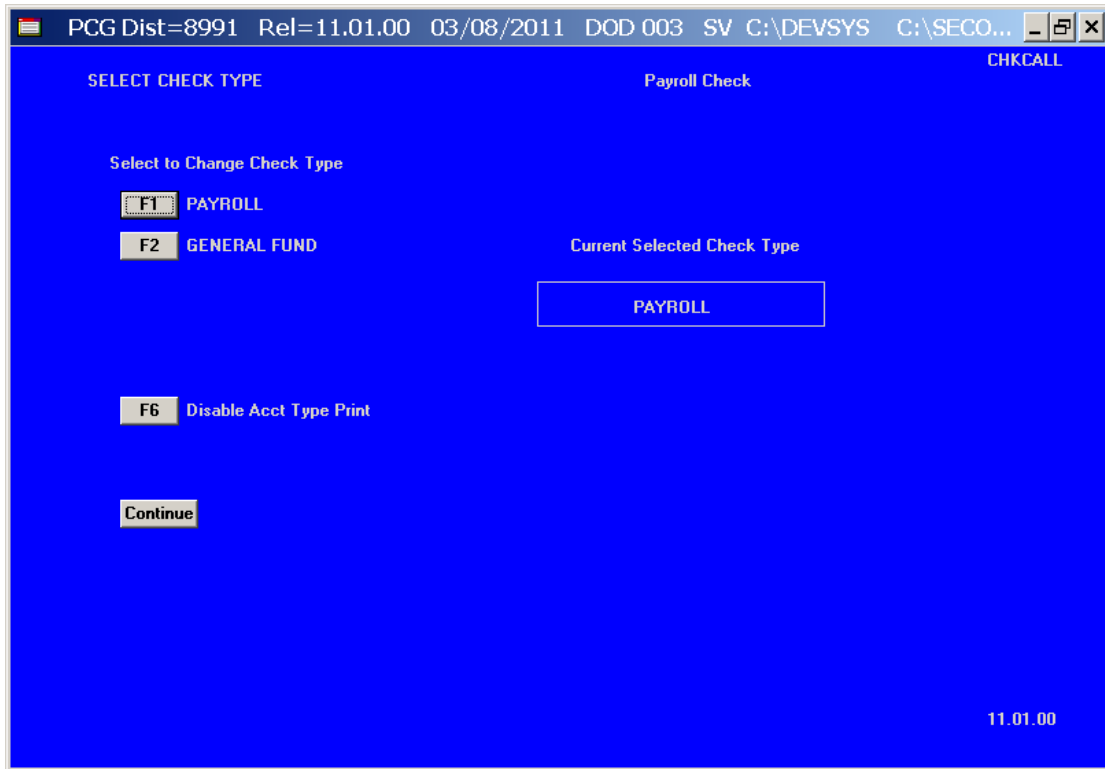
Step	Action
3	Based on the manufacturer's guidelines, insert the <i>Signature Card</i> into the Printer
4	Select 5 (F5 – Payroll Check Signature Card Setup). <i>If the Signature Card has not been inserted correctly, is corrupt, or has malfunctioned, or if users have logged into PCGenesis, the "The Signature File is Missing or Corrupt." message will be displayed. In this instance, select F16 – Cancel and Exit, and return to Step 1 to repeat this procedure. If you continue to receive this message, contact Information Technology Customer Support for assistance.</i>

The following dialog box displays:

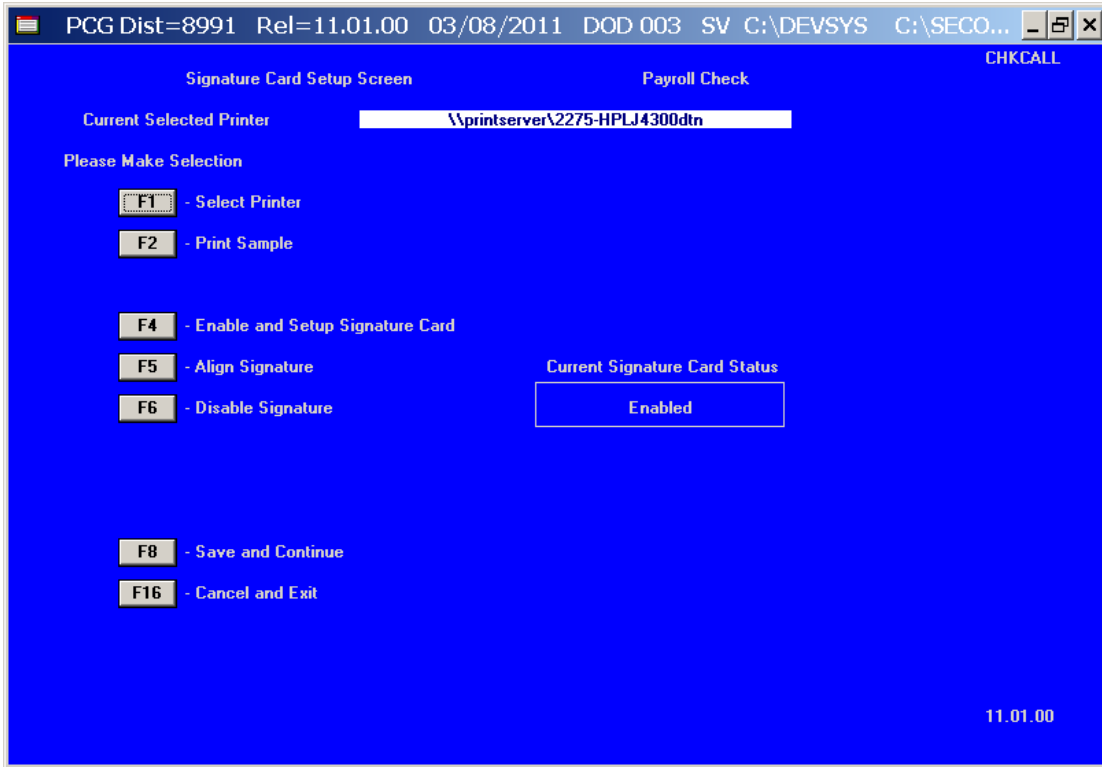


Step	Action
5	<p>Within the <i>Select Printer</i> window, verify <u>or</u> highlight the appropriate printer's name. Verify that the correct printer displays in the Selected Printer text box.</p> <p><i>The printer selected must have already been set up with the appropriate signature card.</i></p>
6	<p>Select <input type="button" value="OK"/> (OK).</p>

The following screen is displayed:



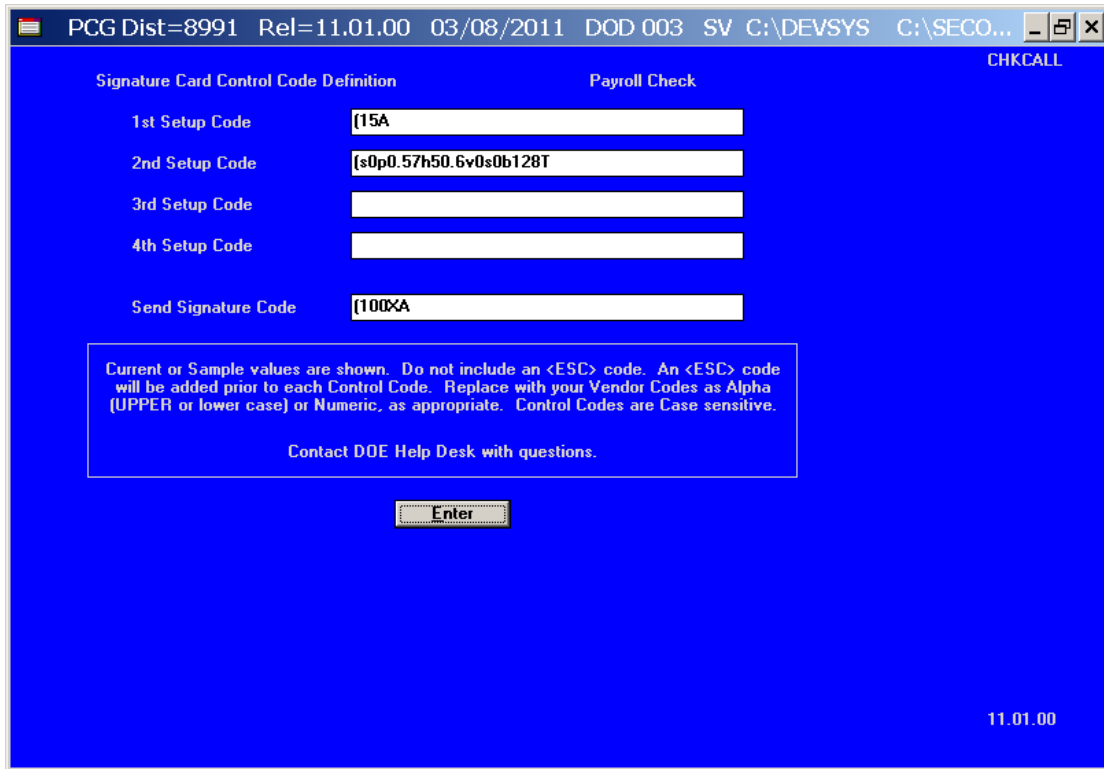
Step	Action
7	<p>For MICR-enabled payroll banks: Verify the selection, or select the appropriate account type, and select Continue (Continue).</p> <p><i>When using the same bank for payroll and vendor check processing, up to five different account types may display on the Account Type screen. The account types displayed are system-specific, and the configuration for each bank is defined during MICR setup.</i></p> <p>For Non MICR-enabled payroll banks: Proceed to Step 8.</p>




Selecting an option on this screen is the same as pressing the Fkey on the keyboard.

Step	Action
8	Select F4 (F4 - Enable and Setup Signature Card).

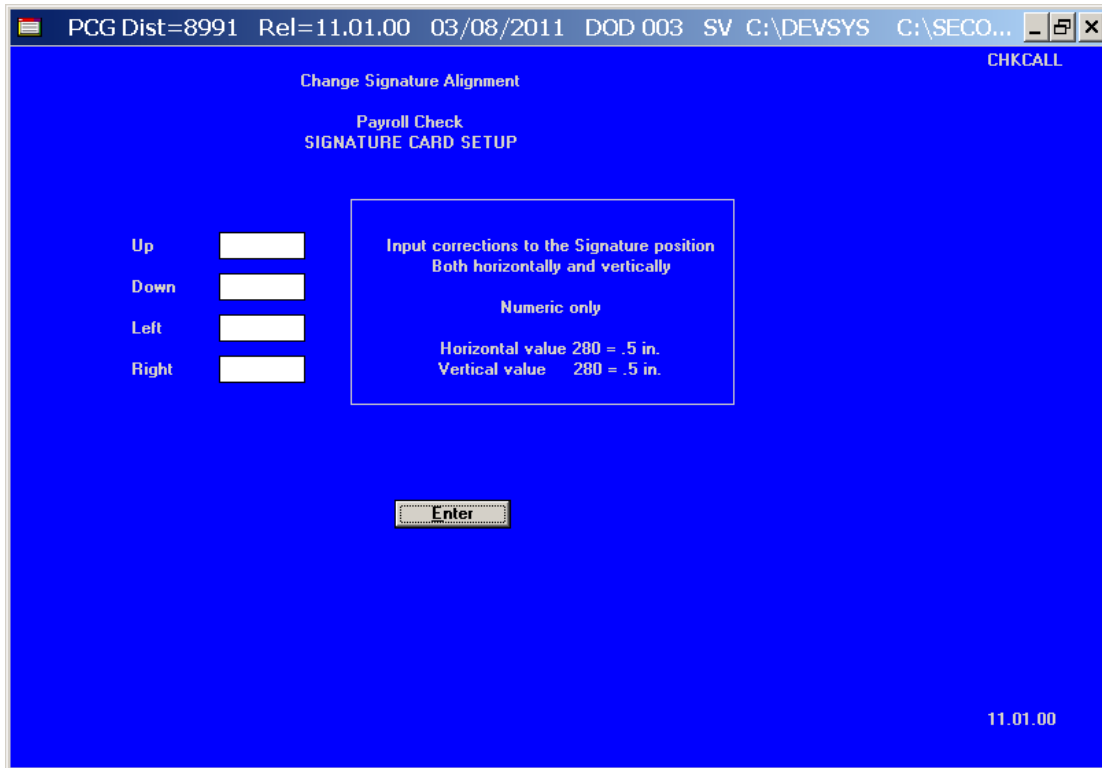
The following screen is displayed:




Step	Action
9	<p>To print the PCL Font List: Because the procedures for printing the <i>PCL Font List</i> vary, please contact your local Technology Specialist, or the individual responsible for your system’s hardware issues for assistance. The <i>PCL Font List</i> must be available for your <i>Signature Card</i> to be set up correctly.</p>
10	<p>Using the <i>PCL Font List</i>, verify or enter the appropriate <u>case sensitive</u> values within the fields and select Enter .</p> <p>1st Setup Code is defined on the Printer’s <i>PCL Font List</i> as the <u>first Escape Sequence</u> (<esc>), for example, <esc>(15A<esc>(sp0p0.57h50.6v0s0b128T, the entry would be (15A. Do not enter the “<esc>”.</p> <p>2nd Setup Code is defined on the Printer’s <i>PCL Font List</i> as the <u>second Escape Sequence</u> (<esc>), for example, <esc>(15A<esc>(sp0p0.57h50.6v0s0b128T, the entry would be (sp0p0.57h50.6v0s0b128T. Do not enter the “<esc>”.</p> <p>Send Signature Code is provided in the user documentation provided to you by your <i>Signature Card’s</i> vendor.</p>

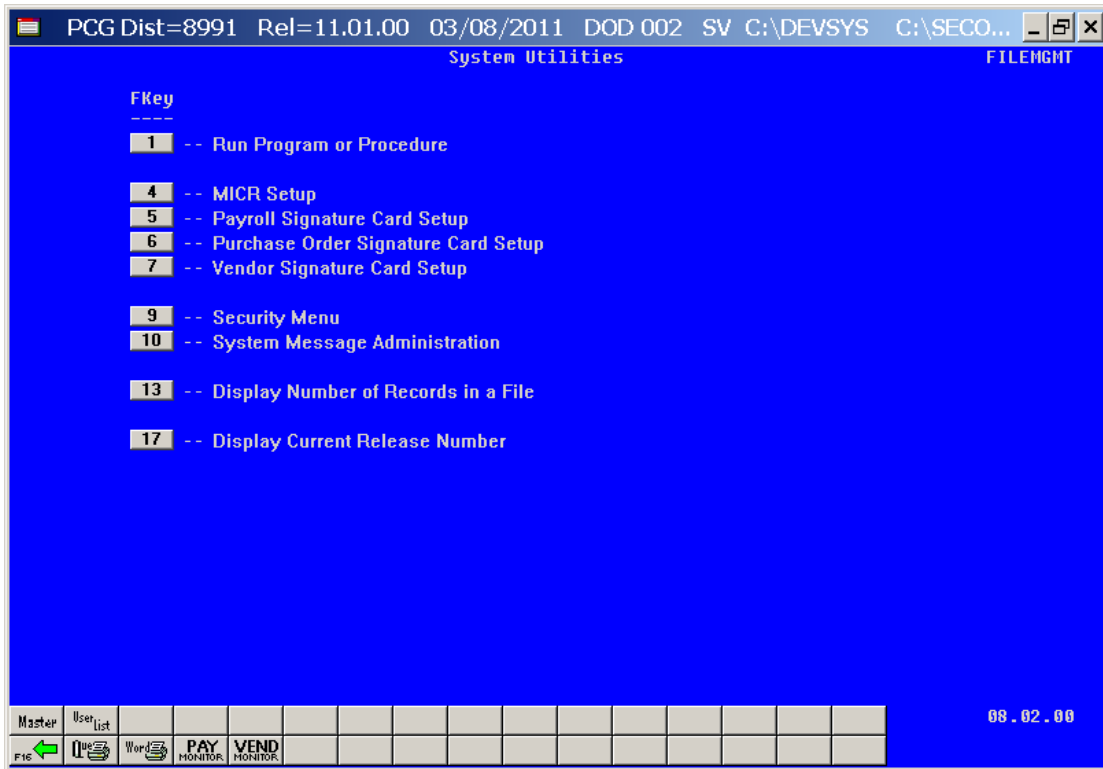
Step	Action
11	<p>Verify the information on the sample payroll check is printed correctly and is aligned as intended.</p> <p>To select a different Printer: Select F1 (F1 – Select Printer) and repeat <i>Steps 6 – 7</i>.</p> <p>To print a Sample check: Select F2 (F2 - Print Sample) and proceed to <i>Step 13</i>.</p> <p>To adjust the signature’s alignment: F5 (F5 - Align Signature) and proceed to <i>Step 12</i>.</p> <p>To disable the Signature Card: Select F6 (F6 – Disable Signature) and proceed to <i>Step 13</i>.</p> <p>To save the Signature Card settings: Select F8 (F8 – Save and Continue) and proceed to <i>Step 15</i>. <i>Please note that the signature card settings will NOT be retained unless F8 – Save and Continue is selected.</i></p> <p>To exit the Signature Card Setup procedure: Select F16 (F16 - Cancel and Exit), and proceed to <i>Step 16</i>. <i>Please note that when the Cancel and Exit option is selected, you will be completely exited from the Signature Card setup procedure, and returned to the System Utilities Menu.</i></p>


The following screen is displayed if **F5** (**F5 - Align Signature**) was selected in *Step 11*:



Step	Action
12	<p>Enter the numerical value (###) in either of the Up, Down, Left and/or Right fields to define the direction you wish the signature’s alignment to be adjusted, and select Enter .</p> <p><i>The “Printing Sample” message will be displayed in the lower left portion of the screen. The numerical value 280 adjusts the signature approximately ½ (0.5) inch. The procedures outlined within Steps 11 – 12 may be repeated as often as needed.</i></p>
13	<p>Verify the information on the sample payroll check printed correctly and is aligned as you intended.</p> <p><i>Steps 11 – 13 may be repeated as often as needed.</i></p>
14	<p>Select F8 (F8 – Save and Continue). In order to retain the signature card settings and alignment settings, F8 – Save and Continue must be executed.</p>
15	<p>Select F16 (F16 - Cancel and Exit) to exit signature card setup.</p>

The following screen is displayed:



Step	Action
16	Select  (F16 -Exit) to return to the <i>Business Applications Master Menu</i> .