

USB Cross Check MICR Reader for Shelby Systems, Inc.



User's Manual

Introduction

Overview

The Cross Check reader is an electronic peripheral designed to read the Magnetic Ink Character Recognition (MICR) numbers found at the bottom of checks. The Cross Check reader performs two important functions to reduce the data entry time and improve data accuracy in conjunction with your Shelby software:

- **Payment Entry.** Upon entering a check through the reader once, the scanned bank account number on the check links to the payee's database record for future entries. The next time the donor or customer makes a payment, the Cross Check user merely runs the payment through the reader instead of searching for the payee's name in the database (the most time consuming aspect of payment entry). The Cross Check reader also reads and inserts the check number automatically in the appropriate field. Overall, using the Cross Check reader saves approximately an hour of data entry time per one thousand checks while preventing fewer payment entry errors.
- **Bank Reconciliation.** Entering cancelled checks through Cross Check reader automatically reconciles your payments. When your bank returns cancelled checks, the bank includes the amount of the check on an additional MICR line. Using this additional information, the Bank Reconciliation module automatically reconciles items as you swipe them through the Cross Check reader. This saves an impressive amount of time, as this process needs little to no interaction for the user.

Included with the Unit

- One AC/DC Adapter
- USB/Proprietary Connection Cable
- One Installation CD

Unit Setup

Hardware Setup

Place the Cross Check reader on any flat surface. Its small design enables it to fit into most data entry areas. Your new Cross Check reader is shipped with non-slip rubber feet. Plug the power supply into any standard outlet, inserting the opposite end into the power port on the right side of the unit. Next, insert the proprietary end of the USB cable into the device, followed by inserting the USB end into any USB 1.1 or USB 2.0 port on your PC.

Software Setup

If Windows® does not automatically detect the reader, install the drivers found on the CD included in your packaging.

LED Indicators

Power-up:

Alternating Green/Red - Head sensor blocked – Check path
Alternating Green/Red - Looking for Keyboard Communication
Blink Red - Remove check from check path
Green - All OK – Ready to go

Read Check:

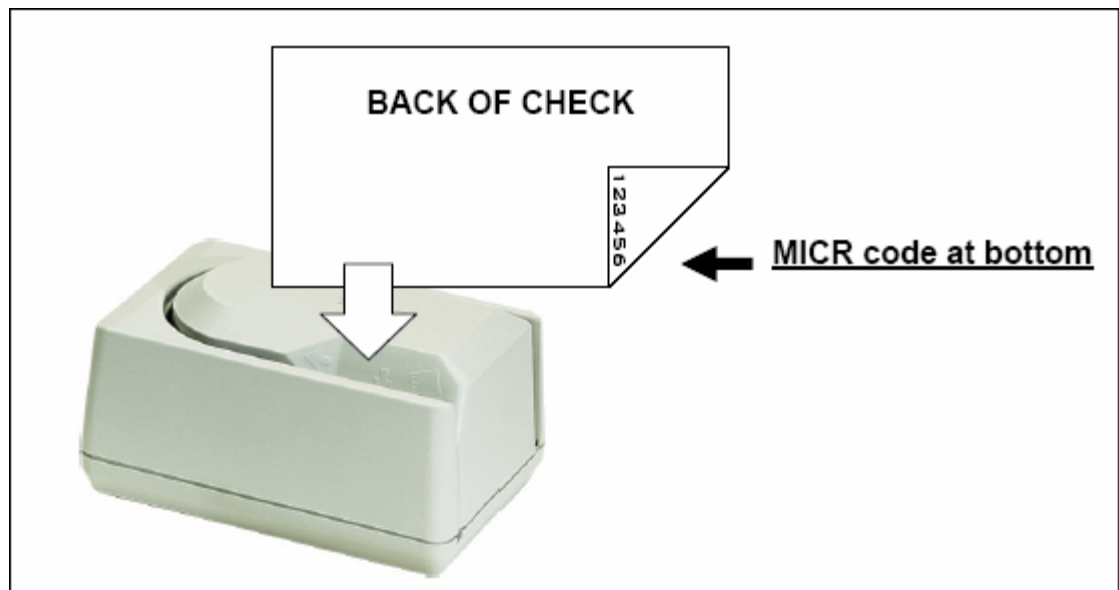
Green - Requested data read ok
Red - Error reading check
Blink Red - Check left in check path, remove check

Inserting Checks into the Reader

Checks should be fed one at a time with the MICR characters down and facing the MagTek logo. The blank side of the check should be facing the outer wall of the check path as shown in the illustration below.

Confirm that the LED indicator on the front of the device appears green. Drop the check into the slot directly below the MagTek logo. Slide the check slightly forward until the rubber conveyor wheel grasps the check and pulls it through the conveyance.

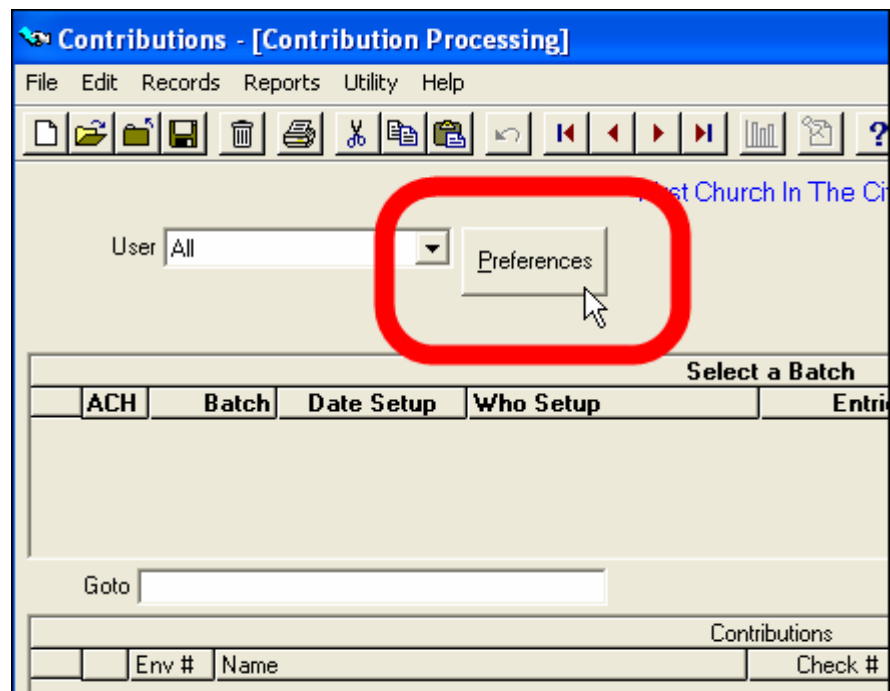
Upon reading a check, the LED will extinguish momentarily, and then appear green (good read) or red (error). After reading the check, the motor stops. If the red LED flashes, try running the check again. On rare occasions, the MICR ink will lose its magnetism, and cannot be read by the reader. In this case, you must enter the check manually.



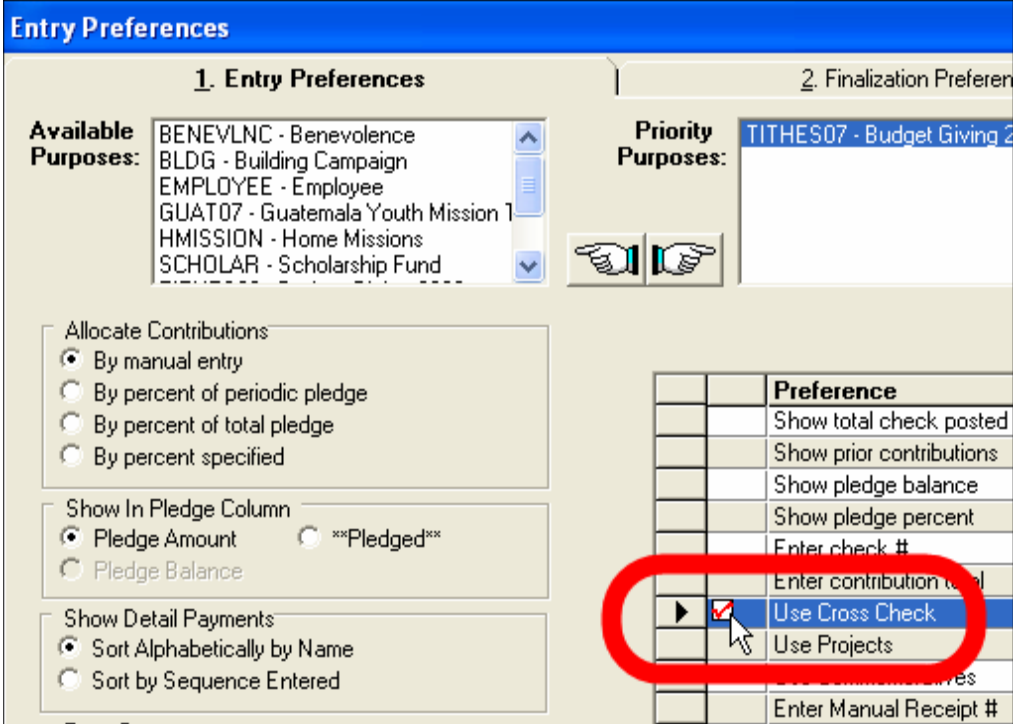
Configuring the Shelby Software for Cross Check Use

Contributions Setup

1. Start Shelby v5.
2. Open **Contributions**.
3. Select **Contribution Processing** from the Contributions Home Base screen (or **Donors and Gifts Processing** if you own the Donors and Gifts module).
4. Click on the **Preference** button at the top of the Contributions Processing screen.



- Select the **Use Cross Check** option on the Preference grid.



Entry Preferences

1. Entry Preferences | **2. Finalization Preferences**

Available Purposes: BENEVLNC - Benevolence, BLDG - Building Campaign, EMPLOYEE - Employee, GUAT07 - Guatemala Youth Mission 1, HMISSION - Home Missions, SCHOLAR - Scholarship Fund

Priority Purposes: TITHES07 - Budget Giving 2

Allocate Contributions:
 By manual entry
 By percent of periodic pledge
 By percent of total pledge
 By percent specified

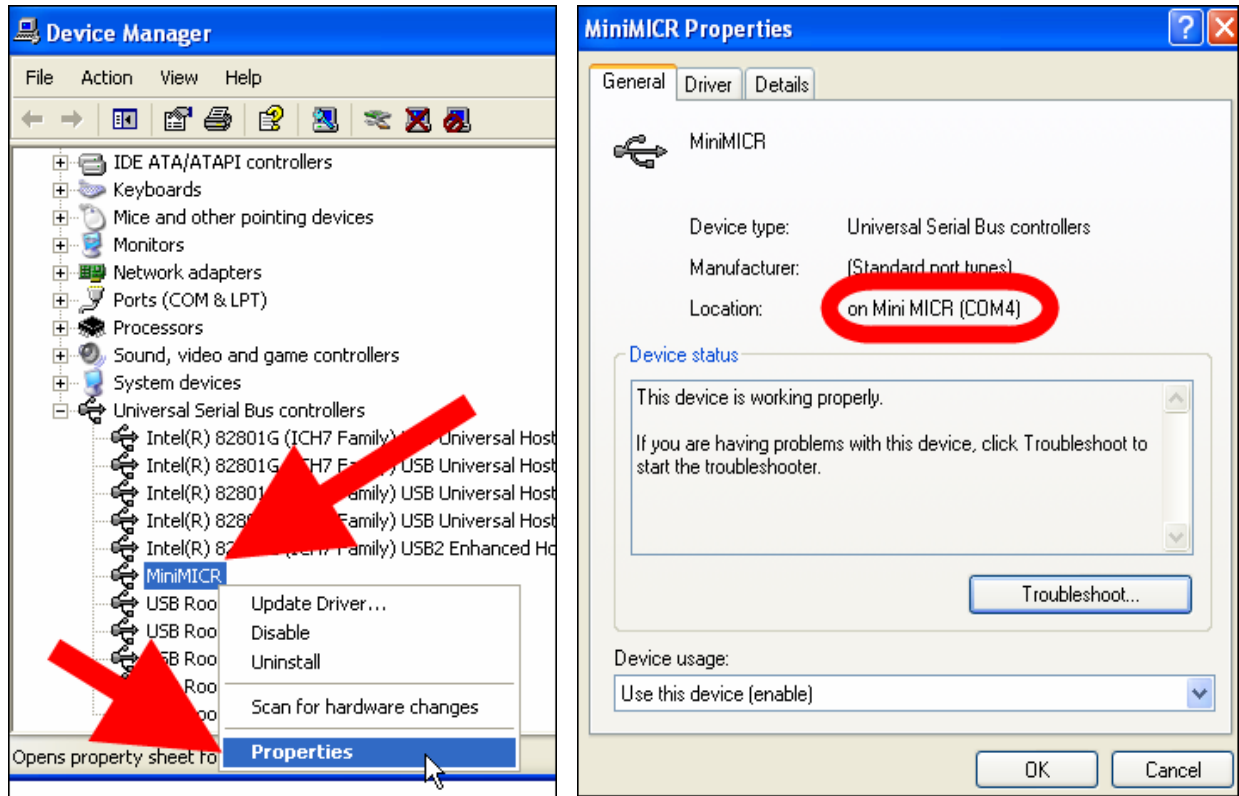
Show In Pledge Column:
 Pledge Amount **Pledged**
 Pledge Balance

Show Detail Payments:
 Sort Alphabetically by Name
 Sort by Sequence Entered

Preference	
	Show total check posted
	Show prior contributions
	Show pledge balance
	Show pledge percent
	Enter check #
	Enter contribution total
<input checked="" type="checkbox"/>	Use Cross Check
	Use Projects
	Enter Manual Receipt #

- Click the **Configure Cross Check** button in the bottom-left corner of the Entry Preferences screen.
- Select the **Use MICR Image** option on the Cross Check Configuration window.

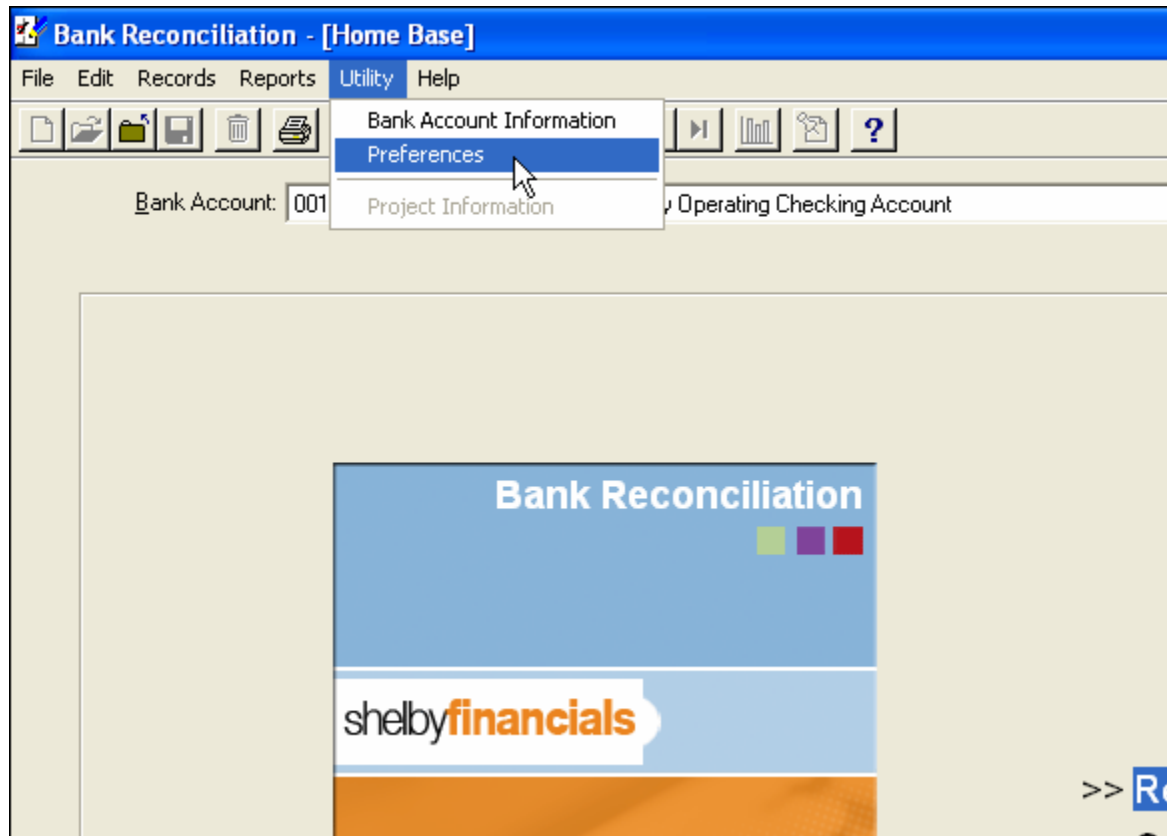
8. Choose a COM Port number using the COM Port pull-down field. (**Note:** COM Ports vary from computer to computer. You can evaluate which COM Port the device is using by navigating to the Device Manager screen in Windows®, right-clicking on the USB device, and choosing properties.



9. Press the **Test Connection** button on the Cross Check Configuration window and wait up to 20 seconds for the connection confirmation message.
10. Click the **OK** button to close the Cross Check Configuration window.
11. Click the **OK** button to close the Entry Preferences screen.

Bank Reconciliation Setup

1. Start Shelby v5.
2. Open **Bank Reconciliation**.
3. Click on the **Utility** option on the menu at the top of the Bank Reconciliation Home Base screen.
4. Choose **Preferences** from the menu.

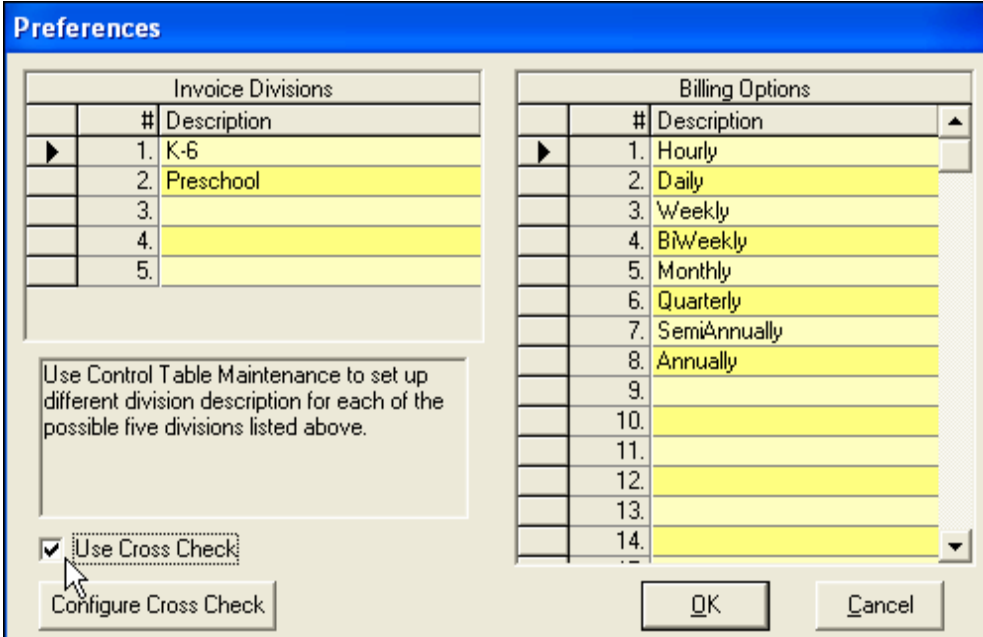


5. Select the **Reconcile Using Cross Check** radio button.
6. Click the **Configure Cross Check** button in the bottom-left corner of the Bank Reconciliation Preferences window.
7. Select the **Use MICR Image** option on the Cross Check Configuration window.
8. Choose a COM Port number using the COM Port pull-down field. (**Note:** COM Ports vary from computer to computer. You can evaluate which COM Port the device is using by navigating to the Device Manager screen in Windows®, right-clicking on the USB device, and choosing properties.
9. Press the **Test Connection** button on the Cross Check Configuration window and wait up to 20 seconds for the connection confirmation message.

10. Click the **OK** button to close the Cross Check Configuration window.
11. Click the **OK** button to close the Bank Reconciliation Preferences screen.

Accounts Receivable Setup

1. Start Shelby v5.
2. Open **Accounts Receivable**.
3. Click on **Utility** on the menu at the top of the Accounts Receivable Home Base.
4. Mouse-over **Setup Information** on the menu.
5. Choose **Preferences** from the sub-menu.
6. Select the **Use Cross Check** option in the bottom-left corner of the Preferences window.



The screenshot shows the 'Preferences' window with two tables and several controls.

Invoice Divisions	
#	Description
1.	K-6
2.	Preschool
3.	
4.	
5.	

Billing Options	
#	Description
1.	Hourly
2.	Daily
3.	Weekly
4.	BiWeekly
5.	Monthly
6.	Quarterly
7.	SemiAnnually
8.	Annually
9.	
10.	
11.	
12.	
13.	
14.	

Use Control Table Maintenance to set up different division description for each of the possible five divisions listed above.

Use Cross Check

Configure Cross Check

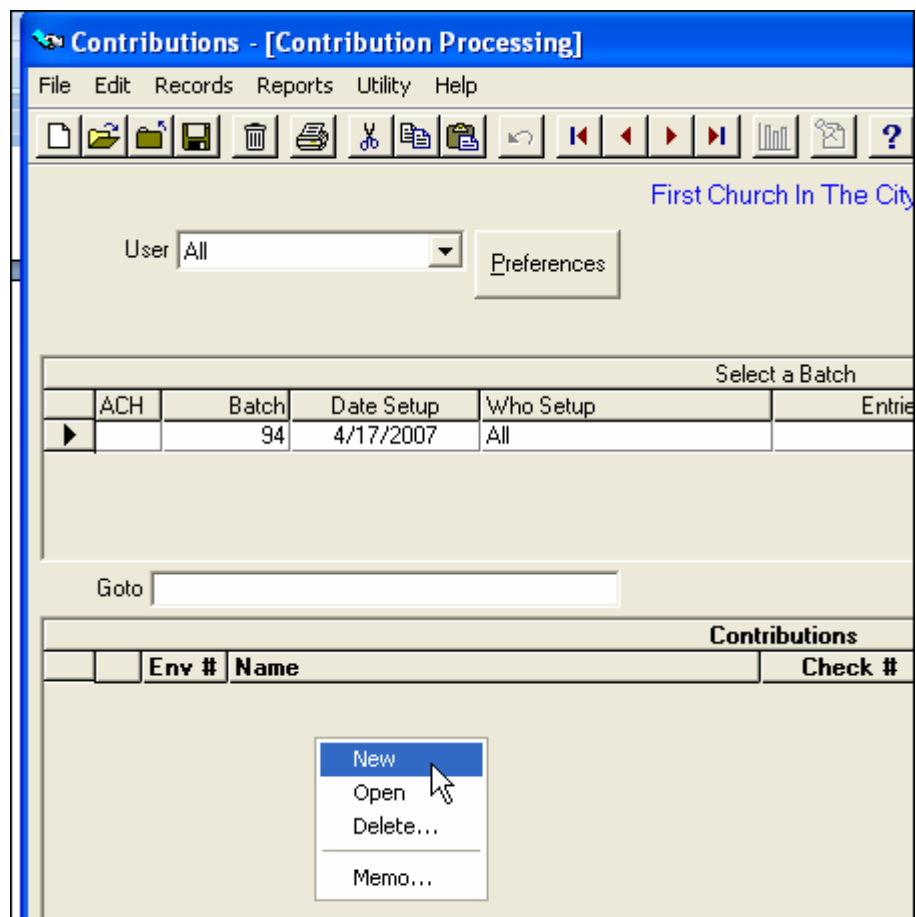
OK Cancel

7. Click the **Configure Cross Check** button in the bottom-left corner of the Bank Reconciliation Preferences window.
8. Select the **Use MICR Image** option on the Cross Check Configuration window.
9. Choose a COM Port number using the COM Port pull-down field. (**Note:** COM Ports vary from computer to computer. You can evaluate which COM Port the device is using by navigating to the Device Manager screen in Windows®, right-clicking on the USB device, and choosing properties.
10. Press the **Test Connection** button on the Cross Check Configuration window and wait up to 20 seconds for the connection confirmation message.
11. Click the **OK** button to close the Cross Check Configuration window.
12. Click the **OK** button to close the Preferences screen.

Cross Check Operation within Shelby

Using Cross Check to Enter Contributions

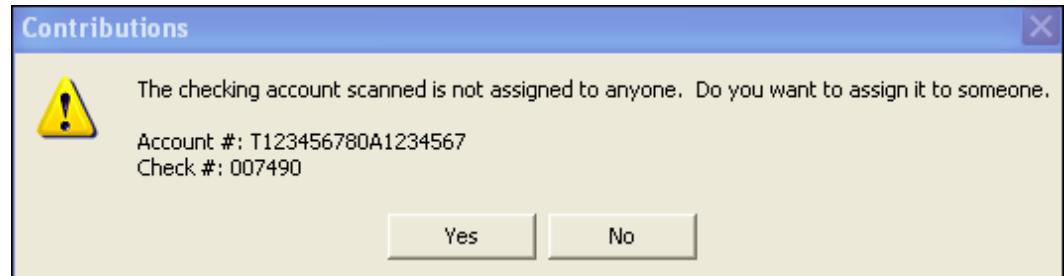
1. Start Shelby v5.
2. Open **Contributions**.
3. Click on the **Contributions Processing** link on the Contributions Home Base screen.
4. Right-click in the upper grid to create a new batch. Enter the batch details in the subsequent Batch Entry window.
5. Right-click in the lower grid to start a new entry.



6. Make sure that the cursor is in the **Cross Check** field at the top of the Contribution Entry screen. If the cursor is not in this field, the green LED

indicator on the reader will extinguish and you will not be able to pass a check through the conveyance.

7. Run a check through the reader.
8. If the database does not have a link to the bank number that appears on the check, you will see a message similar to the one illustrated below.



9. Click the **Yes** button on the warning message.
10. Locate the check owner in GlobaFILE. The account number of the check will be linked to this individual and will automatically appear when you run future checks with the same bank account number. Fill out the remaining details of the contribution entry as usual.

Using Cross Check to Reconcile Cancelled Checks

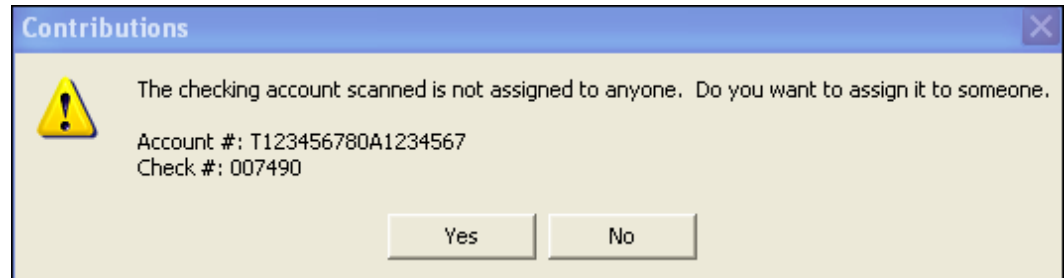
1. Start Shelby v5.
2. Open **Bank Reconciliation**.
3. Click the Reconcile link on the Bank Reconciliation Home Base screen. Choose the appropriate reconcile options.
4. Make sure that the cursor is in the **Cross Check** field. If the cursor is not in this field, the green LED indicator on the reader will extinguish and you will not be able to pass a check through the conveyance.
5. Run a check through the reader. The check should appear in the grid below. If it does not, then 1) the item number (which is the check number) and/or dollar amount was not recognized; 2) the reader did not properly read the check; 3) the reader is not configured correctly; 4) the item has already been reconciled.

Using Cross Check to Enter Customer Payments

1. Start Shelby v5.
2. Open **Accounts Receivable**.
3. Click on the **Payment Processing** link on the Contributions Home Base screen.
4. Right-click in the grid to create a new payment.
5. Make sure that the cursor is in the **Cross Check** field at the top of the Payment Entry screen. If the cursor is not in this field, the green LED indicator on the

reader will extinguish and you will not be able to pass a check through the conveyance.

6. Run a check through the reader.
7. If the database does not have a link to the bank number that appears on the check, you will see a message similar to the one illustrated below.



8. Click the **Yes** button on the warning message.
9. Locate the check owner in GlobaFILE. The account number of the check will be linked to this individual and will automatically appear when you run future checks with the same bank account number. Fill out the remaining details of the contribution entry as usual.

Contact Us:

We want to hear from you!

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