



**Unicorn HRO**

**Check and Voucher Print**

The **Check Print** function allows you to generate hard copy reports in the format of the paycheck. The report includes detail information for the following categories - pay types, deductions, tax type, entitlements and absences. **Voucher Print** provides the same detail information as a check with the addition of direct deposit account information.

To exclude certain entitlements from printing on check and voucher stubs, clear the Print on Check checkbox in Entitlement Policies.

The system provides the default check format called “checks” (Report Name). The default settings are displayed in the **Bank Account** function when the “Custom” button is clicked. The check format must be defined for every Bank Account, Legal Entity and Check Stock. The default format can display up to 16 pay types, deductions, taxes, up to 10 entitlements, absences and up to 4 direct deposit accounts. The limits can be changed to accommodate a customized check layout. If the number of pay types, deductions and direct deposits exceeds the specified limit the last line will display the word “OTHER” and the detail information will contain the sum of the remaining pay types, deductions or direct deposit accounts. In addition to the “checks” format, you can also use “checkshort”, “checkzfold”, “checkdetail” and “checkdetmicr”. These are described later in this document.

You have the ability to design and link the customized check format to be utilized by the system. You can modify the default report and save it in a different library with the different report name. In order to link the new format, specify the new report ID in the Bank Account function in the Custom window. For the system to utilize the new format the default path setting must be changed for Report Writer Library to specify the path to the new library where the customized check report is saved. **Caution: Before loading iCON updates, you must copy any modified reports from the file in the update to the customized library. If you do not copy the updated reports the system will continue to use the reports from the user’s library.**

Printing the voucher is a two-step process. First generate the voucher file. That is done in “Direct Deposit File Creation”. This function requires a default directory path to be defined in Window-Preferences-Directories for “Direct Deposit” (code DDP). If you are using the Payroll Wizard to create your direct deposit file, you must have a directory for the Direct Deposit Wizard (code FDD) that is accessible to the server that will be running the process. Once the file is successfully created, the “Voucher Print” function can be used to generate a hard copy report with voucher information.

### **Customizing Check Stock Layout Parameters**

Define the check stocks you will be using in the **Check Stock** Payroll Common Object. You may use any values.

Access the **Bank Accounts** function. Select a Check Stock and click on the **Custom** button.

The **Customize Check Stock Layout Parameters** window allows you to associate alternate Report Name formats for printing checks.

### Report Name “checks”

The default check layout is called “checks” and contains 16 lines each of Pay Types, Deductions and Taxes. If more than 16 exist for a particular check, the remaining would be summed up on an “OTHER” line placed on the 16<sup>th</sup> line. The default layout also allows up to 10 lines each of Entitlements and Absences and up to 4 Direct Deposit Accounts when used as a voucher.

**Customize Check Stock Layout Parameters**

Bank Name: Chase Manhattan  
Account Number: 294732429374928  
Check Stock: Standard Checks

\*Report Name: checks

Maximum Number of Pay Types: 16  
Maximum Number of Deductions: 16  
Maximum Number of Taxes: 16  
Maximum Number of Entitlements: 10  
Maximum Number of Absences: 10  
Maximum Number of Direct Deposits: 04

Save Cancel Help

Due to potential space restraints when using certain check stocks, it may be necessary to shorten the maximum number of lines used for some of the detail sections. For instance, the layout may require 5 lines of detail across the page to be removed. You could remove 5 lines each from Pay Types and Deductions (because they are side-by-side). You could do the same for Entitlements and Absences. You also could remove 5 lines from just Taxes (since it takes up a whole row for each Tax). If you chose the latter, you would delete those lines from your customized check layout, fix the height of the border rectangle and move the other data up. You would then save the report, using a new name. Select the appropriate Check Stock from **Bank Accounts** and choose **Custom**. On the **Customize Check Stock Layout Parameters** screen, you would enter the new name of the report and set the Maximum Number of Taxes to 11 (16 minus the 5 you removed). When using this Check Stock, if more than 11 Taxes existed for a particular check, the “OTHER” line would be created for any remaining taxes and placed on line 11.

**NOTE:** If you will be creating a different version of any of these check formats, we recommend that you save the “.imr” file as a name that is different from any of the Report Names that are provided with iCON. Enter the file name in the Report Name field.

### Report name “checkshort”

The second format provided in iCON is called “checkshort”, because it is a shortened version of the default layout. The differences between the “checkshort” format and “checks” are as follows:

- 1) The Employee Portion was moved down slightly to make room for a heading.
- 2) The Employee Portion was shortened to make room for a pre-printed message. This was achieved by removing 2 lines each from Entitlements and Absences and 1 line from Tax Types.
- 3) The Check Number was removed from the Check Portion to allow for pre-printed numbers.
- 4) The Employee’s Name and Address was moved down to the left to fit in an envelope’s window.
- 5) The Written Amount was moved to the right of the Name and Address.

To configure the check stock, go to the Custom page within Bank Accounts. The Report Name should be defined as “checkshort”. The Maximum Number of Pay Types and Deductions should remain at the default of 16. The Maximum Number of Tax Types should be set to 15 and the Maximum Number of Entitlements and Absences should be set to 8. The Maximum Number of Direct Deposits should remain at the default of 4.

**Customize Check Stock Layout Parameters**

Bank Name: Chase Manhattan  
Account Number: 294732429374928  
Check Stock: Short Format

\*Report Name: checkshort

Maximum Number of Pay Types: 16  
Maximum Number of Deductions: 16  
Maximum Number of Taxes: 15  
Maximum Number of Entitlements: 08  
Maximum Number of Absences: 08  
Maximum Number of Direct Deposits: 04

Save Cancel Help

### Report name “checkzfold”

The third format provided in iCON is “checkzfold”. To use this format, go to the Bank Accounts function and setup a Check Stock with the Report Name of “checkzfold”.

Due to the smaller print area on the Z-Fold check stock, the Maximums are less than on the “checks” format check stock: 9 for pay types, deductions and taxes, 2 for entitlements and absences, and 4 for direct deposit accounts.

**Customize Check Stock Layout Parameters**

Bank Name: Chase Manhattan  
Account Number: 294732429374928  
Check Stock: Z-Fold Check

\*Report Name: checkzfold

Maximum Number of Pay Types: 09  
Maximum Number of Deductions: 09  
Maximum Number of Taxes: 09  
Maximum Number of Entitlements: 02  
Maximum Number of Absences: 02  
Maximum Number of Direct Deposits: 04

Save Cancel Help

Since this format was designed for use with blank Z-Fold check stock, there are more textual and graphical elements than with the standard check format. Because of these elements, there are additional data requirements that must be entered within our Payroll system:

- 1) The bank name and address will print on the check face. **IMPORTANT:** In order to print this information, the **Bank Address** must exist for Address Type **Mailing** (01) for every bank to be printed. If a Bank Address record is not found, the check will not print.
- 2) The entity name and address will also print on the check face. The name and address comes from the **Legal Entity Definition** for the Legal Entity stored when the payment was generated.
- 3) A logo will print to the left of the name and address. This image is a Windows Bitmap, sized to .3” x .3” on the printed check. In order to maintain flexibility, Impromptu allows the image filename to be based on a data element; in our case, the Legal Entity Code. The name of the image must be “CHK” plus the Legal Entity Code followed by “.bmp”. The default path to the image file is “C:\GENEVA\REPORTS\IMAGES”. If you wish to

use a different path to the image, open up the report and modify it. Select the image, choose Properties, select the Source tab and specify the Image Path to the file.

For example, if the company's Legal Entity code is "ABCDE", you would create a Bitmap of your logo and save it as CHKABCDE.BMP on your system where Impromptu can access it (for example, N:\CHECKS\CHKABCDE.BMP). Modify the report to look for the image in N:\CHECKS.

If you put the image in C:\GENEVA\REPORTS\IMAGES, you wouldn't need to modify the report. This would require that each user that will print this check format have a local copy of the images for the Legal Entities they will be printing. Your security concerns will dictate which method you use.

A signature image was added to the check face. The name of this file should be "CHKSIGNA.BMP" and should also be placed in the C:\GENEVA\REPORTS\IMAGES directory. Again, if you require a different path, you must modify the report to define it.

In order to allow these checks to be processed through the banking system, the MICR Encoding line has been added to the bottom of the check face. The banks require that the data on this line meets a certain format, with a certain typeface (font) and is positioned within a specified margin from the bottom of the check. If your bank requires a different format from the one provided in iCON, you must make this change to the check report by using Impromptu Administrator.

The MICR element uses a font called "MICR 013 BT" – point size 18. You must have this font in order to use this check format. It may be purchased from CorelDraw or other font distributors or font/graphics applications. If you choose a different variation of this font, you must modify the check format through Impromptu Administrator to define it for the MICR element.

The ABA Identifier prints on the check. This element contains two segments, an upper segment and a lower segment, with a line between them (like a fraction). The upper segment is a two-digit number followed by a dash and the last four digits of the bank's ABA Number. The lower segment is the first four digits of the ABA Number. The first two digits on the upper segment are hard-coded to be "55".

### **Report name "checkdetail"**

The "checkdetail" and "checkdetmicr" formats are identical, with the exception that the first format does not include the MICR code on the check, while the second one does. These formats have the same check portion as the "checks" format. However, the check stub contains additional information such as company name and address, employee name and address, social security number, check distribution code and hourly rate of pay (for employees paid by the Standard method of compensation only). To use the format without the MICR code, enter "checkdetail" (without quotes) in the Report Name field of Bank Accounts. The maximum number of entries that can be printed on this format are: pay types, deductions and taxes (10), entitlements and absences (6), and direct deposit accounts (4).

### **Report name “checkdetmicr”**

The “checkdetmicr” format is the same as “checkdetail”, except that it also prints the MICR code at the bottom of the check portion. To use this format, enter “checkdetmicr” in the Report Name field of Bank Accounts. The maximum number of entries are the same as the “checkdetail” format.