

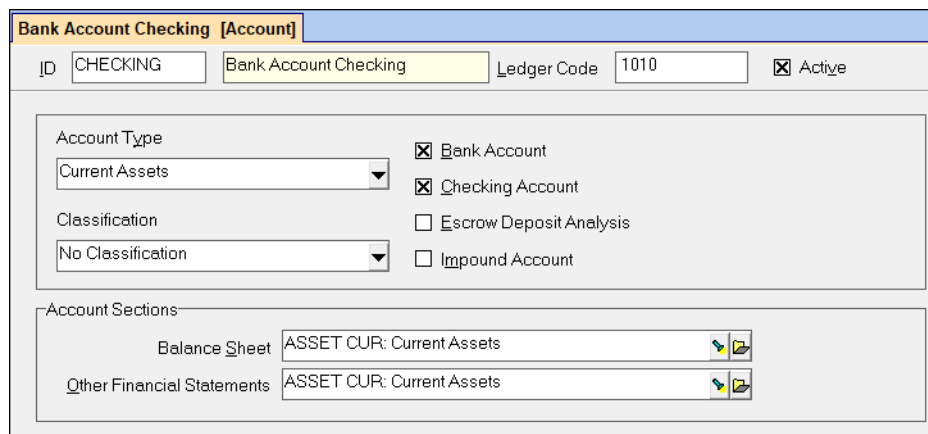
Overview

The bank account is created under <<Setup, Account Codes>>.

The account code has 3 tabs:

- Account Options – this tab must be filled out
- [Checking Account Information](#) – you must choose a check style for a checking account.
- [MICR Information](#) – you only need to fill this out if you are using blank check stock.
- [Install MICR font](#)

Account Options tab



ID and Long Description

Each account code has an ID and Description. The ID can be any alphanumeric string, including spaces and special characters. When you are required to identify the account code for a transaction, the ID and Description fields are part of the selection criteria.

ID - The account code ID can be up to 20 characters, either descriptive (Rent) or numeric (4010), whichever you prefer. This is the primary identifier used when selecting from a list. The ID can be changed without affecting any financial records.

Name - The account name can be up to 40 characters and is the primary descriptor on reports and the transaction histories. Changing this field name changes the name on all transactions in the system.

Ledger Code - Financial report line items are sequenced by ID unless the checkbox to include ledger codes on financial reports is marked in the Management Group profile. If marked, the sort is by ledger code and the code will print on the report.

Account Type - for bank accounts this is Current Assets.

Mark the **Bank Account** and **Checking Account** checkboxes. If you are setting up a separate bank account for security deposits, mark the **Escrow Deposit Analysis** checkbox.

Checking Account Information tab

| Bank Account Checking [Account] | |
|---------------------------------|-------------------------------------|
| ID | CHECKING |
| Bank Account Checking | Bank Account Checking |
| Ledger Code | 1010 |
| Active | <input checked="" type="checkbox"/> |
| Account Information | |
| Check Style | Laser Three Part (Center) |
| Next Check Number | 1755 |
| Signature Memo | |
| Account Number | 00037029011 |
| Routing Number | |
| Processor ID | |
| Federal Reserve ID | |
| Bank ABA ID | |
| Fees and Balance | |
| Service Charge | |
| Returned Item Fee | \$3.00 |
| NSF Fee | \$25.00 |
| Minimum Balance | \$100.00 |

Check Style

A number of check styles, including MICR are supported. One of these styles must be selected for a checking account.

- Pin Feed checks (Dot Matrix printer, continuous checks)
 - Two part (check and stub) with check on top or bottom
- Laser Checks (single sheet feed, laser or inkjet printer)
 - Three part (stub plus check and stub) with the check on top or in the middle
- MICR for laser checks using a magnetic toner cartridge and special fonts. See MICR Check Information.
 - Three part (stub plus check and stub) with check on top or in the middle.
 - You must have a printer capable of printing the E-13B font set. A magnetic toner cartridge may be required to produce a machine readable (bank processable) check. The MICR E13B font is included with the software. It can be found in the RPROMAS/REF directory where the program is installed and installed through Windows Install Fonts function –see [Install MICR font](#).
- Canadian MICR - Three part (stub plus check and stub) with check in the middle conforming to Canadian check format specifications.

Note: laser check stock supported is available from the PROMAS Forms Division.

Next Check Number (optional) - When you set the check number the system will start with that number and increment it as checks are printed. The starting check number can be changed at the time of printing.

Signature Memo (optional) - The memo appears on the check above the signature line on preprinted checks. Common memos include Not Valid After 60 Days, Two Signatures Required. On MICR checks the memo will print below the signature line.

Account Number - The bank account number is used to print deposit slips during the Deposit Receipts function.

Federal Reserve ID (optional) - This field is used for ACH creation and will be provided by your bank. Enter the ID if appropriate.

Bank ABA ID (optional) - This field is used for ACH creation and will be provided by your bank. Enter the ID if appropriate.

Fees and Balance

Service Charge - The amount charged by a bank monthly for account servicing.

Returned Item Fee - The amount the bank charges the bank account for NSF check processing. This is the default amount when an NSF is processed.

NSF Fee - This is the default amount which is charged to the tenant when an NSF is processed.

Minimum Balance - This is the minimum balance that the bank account can be drawn down to when a check is printed. Checks cannot be printed that will draw the account balance below this entry. The default is \$0.

MICR Check Information

MICR check writing involves using a laser printer with special (magnetic) toner (if required by your bank) to print checks on plain check paper stock. It allows printing checks for different bank accounts in one run. As each set of checks is ready to be printed, you will be prompted to verify the starting check number.

You must have a printer capable of printing the E-13B font set. A magnetic toner cartridge may be required to produce a machine readable (bank processable) check. The MICR E13B font is included with the software. It can be found in the RPROMAS/REF directory where the program was installed and installed through Windows Install Fonts function. See [Installing MICR Font](#).

ment Group] Bank Account Checking [Account]

ID CHECKING Bank Account Checking Ledger Code 1010 Active

Return Address Block

Maple Management

311D Maple Avenue West

Vienna, VA 22180

Bank & Branch Block

Freedom Bank

Transit Number Routing Symbol

12-345/6789

MICR Band

5 5 5 5 4 4 4 4 4 3 3 3 3 2 2 2 2 1 1 1 1 0 0 0 0

8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2

Check C##### A123456789A C00037029011D

Slip A123456789A C00037029011D

Return Address block - This data is printed in the upper left portion of the check. All four lines appear in the envelope's window.

Bank and Branch block - This information is printed above the transit number routing symbol in the upper middle portion of the check. The check number is printed in the upper right portion of the check.

Transit Number Routing Symbol - This number is supplied by your bank. Typically it is in the format xx-xxx/xxx or xx-xxxx/xxxx.

MICR Band Check

The string of characters which prints at the bottom of the check and the deposit slip is supplied by your bank. The first or last 8 characters are for the check number and should be entered as C#####C. The check number will be substituted for the # symbol.

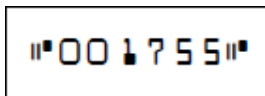
You can have the dollar amount print on the check at the far right of the MICR band by using the B character at the beginning and end, and the @ symbol to represent the amount or just use the @ symbol with the MICR symbol to print just the amount. Use enough to hold the largest amount for which you would write A B C D a check and no decimal point - two decimal places are assumed. The spacing is supplied by your bank. Ex: B@@@@@@@@@B

The numbers on the form represent the positioning of the characters on the check. For example, position 58 displays as a 5 over an 8. Position 43 is the standard starting position for the bank routing number which begins with the A character. Inserting A, B, C, D will result in the corresponding code representation, shown below, to print on the check.

Slip

The slip field is for the bank and account information which will be printed on the deposit slip. Most banks read deposit slips using optical readers, so you do not need an MICR cartridge to print a deposit slip. You must install the MICR font for the slip to print properly.

| | |
|------------------|---|
| MICR Band | |
| | 5 5 5 5 5 4 4 4 4 4 3 3 3 3 3 2 2 2 2 2 1 1 1 1 1 0 0 0 0 |
| | 8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2 0 8 6 4 2 |
| Check | C#####C A123456789A 234567 |
| Slip | A123456789A 234567 |



C#####C




A B C D

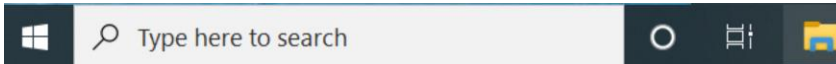
Installing the MICR Font

The MICR font, E13B is included with the application. To use it in Windows XP, Windows 7 or Windows 8 it must be installed. Send a test check to your bank for approval prior to printing checks to vendors and clients.

Windows 10

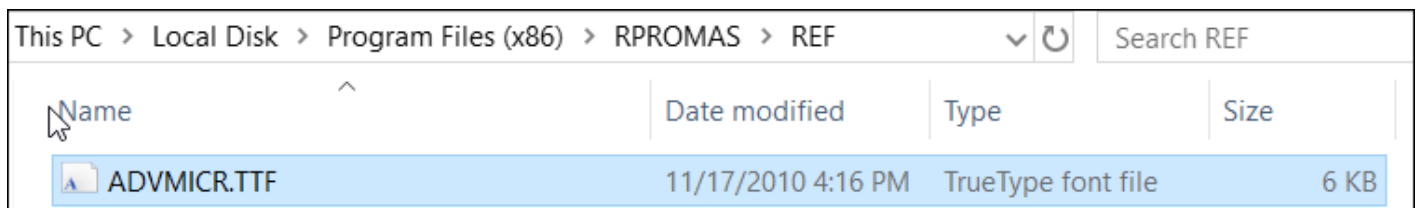
- Click on Yellow file folder at bottom of screen
- Select Local Disk. 
- Double click on Local Disk C.
- Double click on the Program Files (x86) folder, then on the RPROMAS folder.
- Double click on the Ref folder.
- Find a file named ADVMICR.
- Right click on it, then click Install.
- Close

Windows 11

- Click on Yellow file folder at bottom of screen
- Select Local Disk. 
- Double click on Local Disk C.
- Double click on the Program Files (x86) folder, then on the RPROMAS folder.
- Double click on the Ref folder.
- Find a file named ADVMICR.
- Right click on it, then click More Options
- Click Install.
- Close

Windows 7 / Windows 8 / Windows 10

- Click on Start
- Select Computer.
- Double click on Local Disk C.
- Double click on the Program Files (x86) folder, then on the RPROMAS folder.
- Double click on the Ref folder.
- Find a file named ADVMICR.
- Right click on it, then click on Install.
- Close.



| Name | Date modified | Type | Size |
|-------------|--------------------|--------------------|------|
| ADVMICR.TTF | 11/17/2010 4:16 PM | TrueType font file | 6 KB |