



## Processing Checks with PaymentMate®



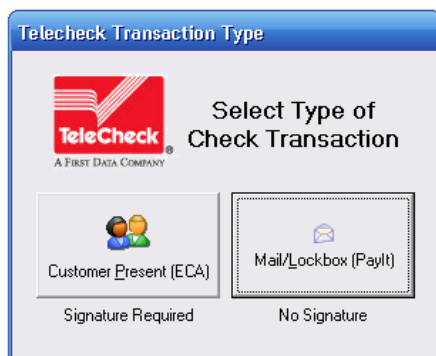
### Processing a check with PaymentMate® is quick and simple

It's fast and easy to process a check with PaymentMate®. Just follow these instructions:

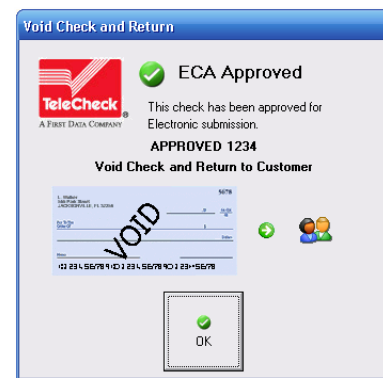
1. Feed the check into the slot of the MagTek® check imager with the MICR number of the check facing downward and inward.



2. The indicator light on the MagTek imager flashes green to let you know you fed the check correctly. If it flashes red, make sure you are feeding it correctly and try again.
3. On the **TeleCheck Transaction Type** dialog box, click **Customer Present (ECA)** if the check writer is present. (If the customer is *not* present, skip to the next section of this pamphlet and follow the instructions there.)



4. On the **TeleCheck Authorization** dialog box:
  - Enter the amount of the check in the **Amount of Check** box.
  - Enter the driver's license number and state of the check writer in the **Driver's License Number** and **DL State** boxes.
  - Enter an optional reference number in the **Transaction Number/Ident** box.
  - Verify that you entered the information correctly and click **Process Now**.
5. Remove the receipt from your printer and give it to the customer to sign.
6. PaymentMate asks if the customer signed the receipt. Click **Yes** if she did, or **No** if she would not, sign it. (**NOTE:** Keep the check if she will not sign the receipt.)
7. **IMPORTANT:** Carefully follow the instructions of the next message to pop up:
  - If the message reads, "Void check and return to customer" stamp the word *Void* on the check, return it to the customer, and *keep the signed receipt*.

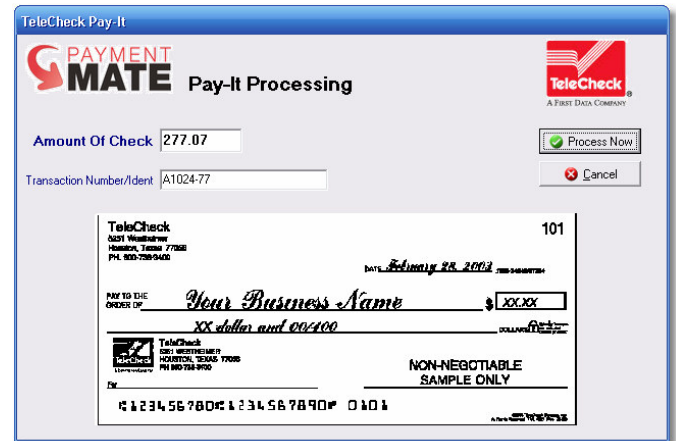
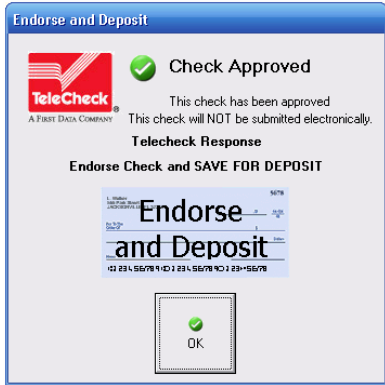


- If the message states, "Endorse check and save for deposit" do *not* stamp the



check void. Instead, you must keep it to deposit at the bank of your business.

2. Enter the amount in the **Amount of Check** box and an optional reference number in the **Transaction Number/Ident** box.



- If the message says, "Check Declined" then TeleCheck did *not* approve the check. Try scanning the check again or requesting a different form of payment from the customer.

3. Make sure the check amount and reference number are correct and click **Process Now**.
4. If TeleCheck® approves the check, a "PayIt Approved" message pops up. Keep the check for *at least two weeks* before destroying it.
5. If PaymentMate pops up a message indicating the check is declined, TeleCheck will not warranty it. Try scanning it again or request a different form of payment.



### Viewing the batch, voiding a check, or changing the amount of a check

### Processing a mailed or lockbox check

To process a PayIt® check when the customer is *not* present (such as a check received by mail or in a drop box):

You can change the amount of, or void, a check in the current batch if you do so before midnight of the date it was processed. To view the current check batch, void, or change the amount of a check:

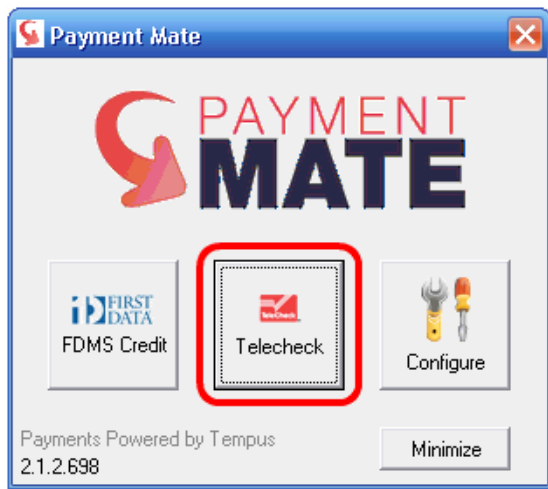
1. On the **TeleCheck Transaction Type** dialog box, click **Mail/Lockbox (PayIt)**.


1. Double-click the PaymentMate icon  in the Windows Notification Area.



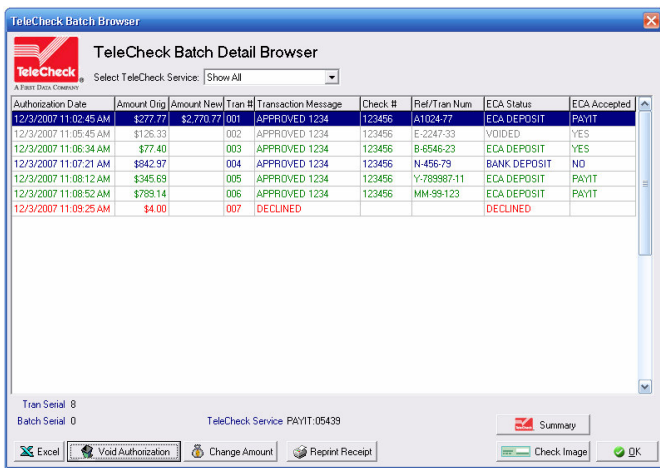


- On the **PaymentMate** program click the **TeleCheck** button.



- To *reprint a receipt* for the selected check, click **Reprint Receipt**.
- To *change the amount* of the selected check, click **Change Amount**, enter the new amount, and click **OK**.
- To *void* the selected check, click **Void Authorization, Yes** and **OK**.
- To *copy the batch* so you can paste it into a spreadsheet, such as Microsoft® Excel®, click the **Excel** button.
- To *print a batch report*, click **Summary** and then click the print button. 

- On the **TeleCheck Functions** dialog box, click **Current Batch**. This opens the **TeleCheck Batch Detail Browser**.




- On the **TeleCheck Batch Detail Browser**, perform the desired tasks:

- Click the check you want to highlight its row and select it.
- To *view* the saved image of the selected check, click **Check Image**.

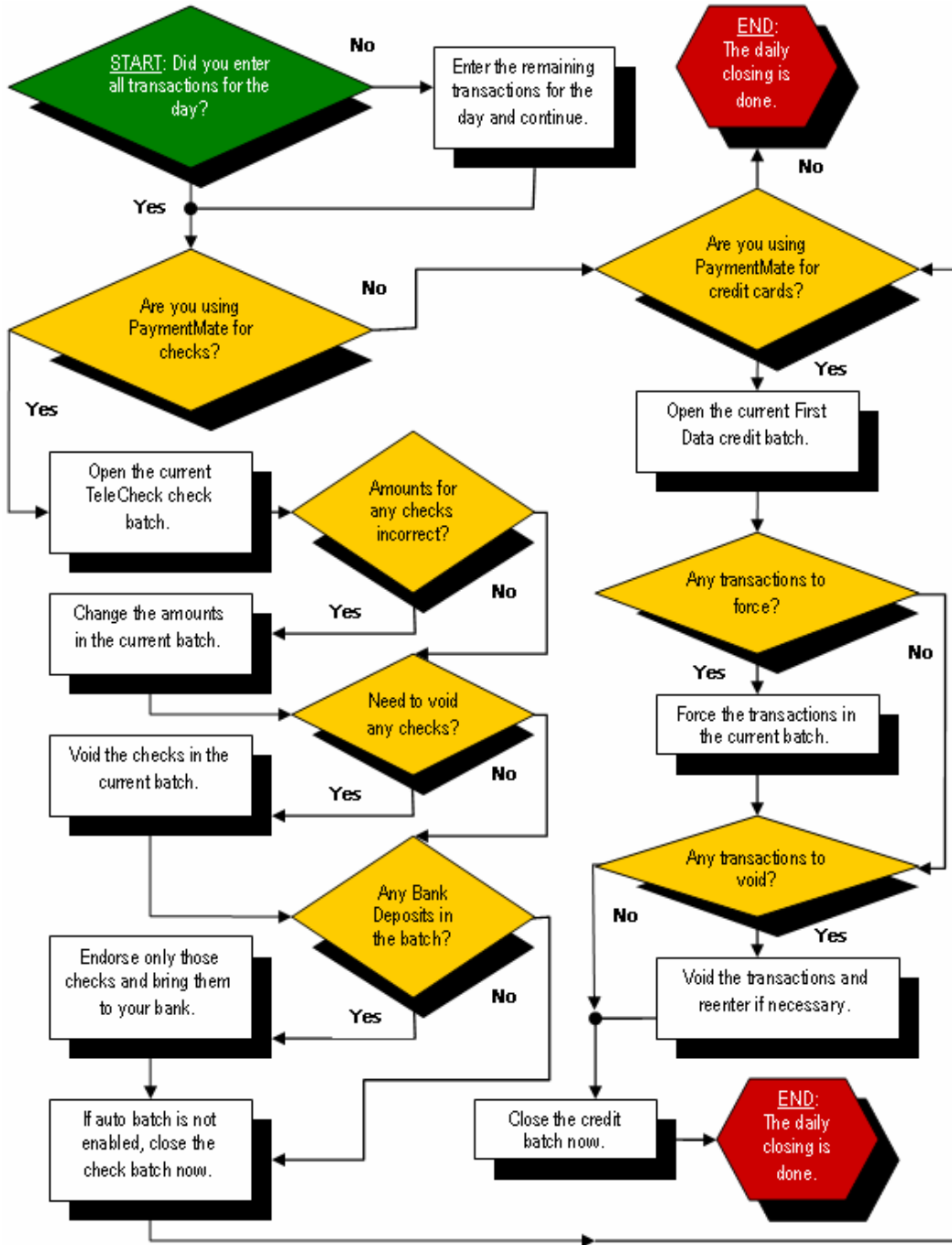
### Closing the daily check batch

**IMPORTANT:** Before closing a check batch, you should void or change the amount of any checks as needed and as explained in the previous section. To close the current check batch:

- Double-click the PaymentMate icon  in the Windows Notification Area.
- On the **PaymentMate** program, click the **TeleCheck** button.
- On the **TeleCheck Functions** dialog box, click **Current Batch**.
- On the **TeleCheck Batch Detail Browser** take note of checks with an ECA status of *Bank Deposit* (if any). Endorse those checks for deposit at a bank. Any checks with an ECA status of *ECA Deposit* you should *not* endorse and deposit.
- Click **OK** to close the **Batch Browser**.
- On the **TeleCheck Functions** dialog box, click **Close Current Batch** to close it.



Daily batch closing flowchart



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