

Check Reader Manual

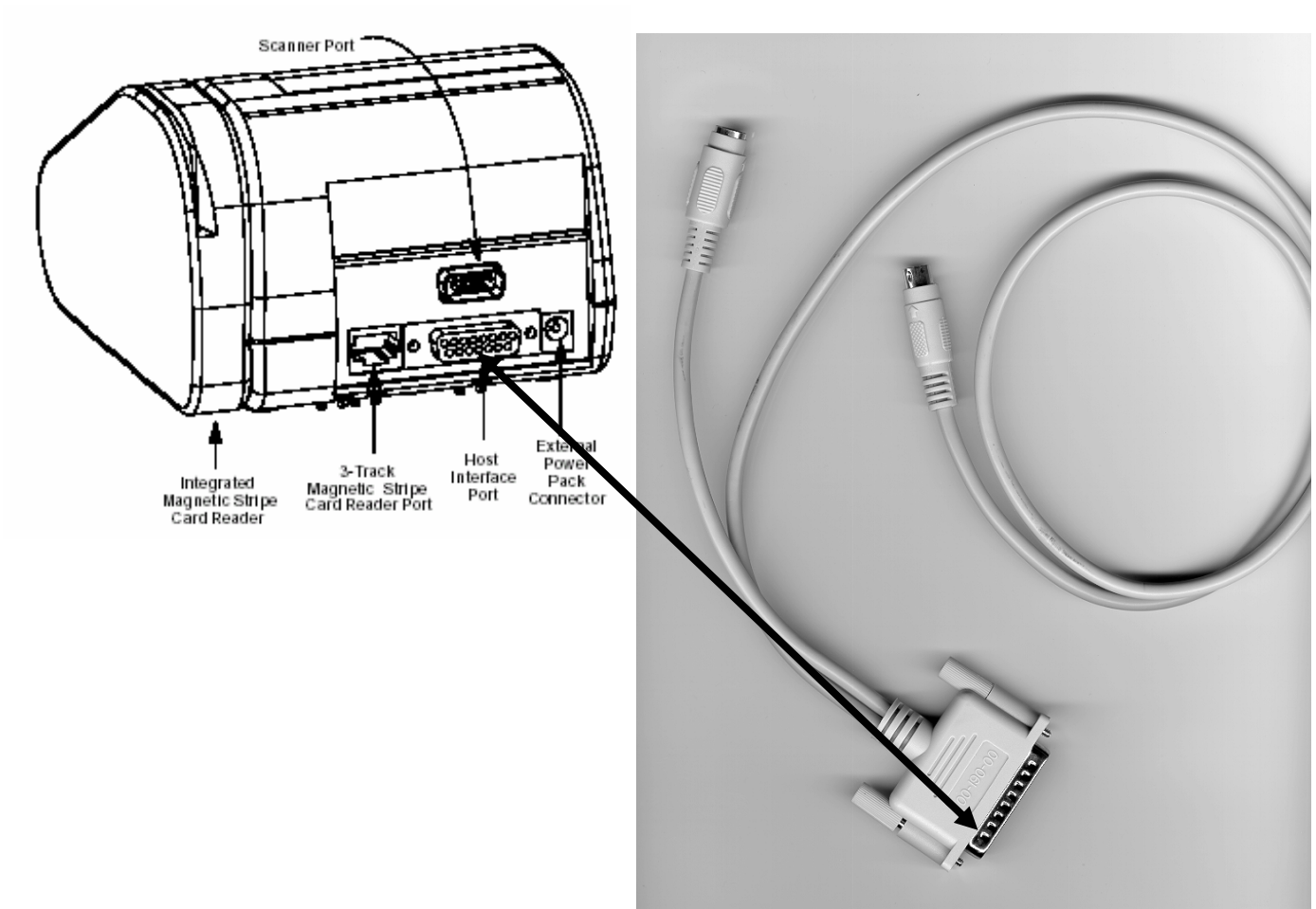


Setup and User Manual for the Check Reader

Installation of your Check Reader.

The parts included in the Check Reader are the check reader and a “Y” cable.

1. Turn your Computer off before plugging any components up to it.
2. Connect the Check Reader to the “Y” cable with the 13-pin connector.



3. Unplug your keyboard from your computer and plug the keyboard into the short end of the “Y” cable. Plug the long end of the “Y” cable into your computer where your keyboard was plugged in.

Note: The Check Reader will only work with PS2 type connector on the keyboard. It will not work with a USB connector.

4. Restart the computer

Enter Transactions into CLIP

Operator: DAVE **Find Customer** **Find Invoice** **Check Reader** **Return** **?**

Customer #
Property Name:
Property Address:
Billing Address:

Continue

Enter Transactions **Check Reader Entry**

| Name | Code

Save Revert

Print

Post

Edit

Deposit Slip

Get Transaction Amount From **0.00**

Sort Transactions by Name Before Printing (Global Setting)

Default Amount to Last Billing

Check #

Credit:	0.00	Returns:	0.00
Debit:	0.00	Service:	0.00
Tax Labor:	0.00	Bad Debt:	0.00
Tax Mat:	0.00		

Last Billing **History ...**

Select the Check Reader icon

Put the check through the check reader face up and the top to the left (There is a picture of this on the check reader)

If this the first time that this account number is being used CLIP will ask you if you want to add this to a customer. Select Yes.

Visual CLIP

? Bank account not found, do you want to add it to the customer?

Yes **No**

The Quick Find Screen will be brought up.

Search for Customers/Contacts

Quick Find
Enter Property Name or Cust #

Customer # 1 ... PATTERN - RESIDENTIAL

Return

Cust #	Property Name	Address	City	State	Zip Code
1	PATTERN - RESIDENTIAL		Anytown	MD	55501
5022	MD INSTITUTE FOR INDE	12501 Greenbriar Road	Potomac	MD	20854
1001	CRESS GEORGE	3789 Barton Way	Anytown	MD	55501
1002	NBD COOK JOHN	190 Barton Shore Dr.	Anytown	MD	55501
1003	FISCHER SUSAN	1000 Denpark Drive	Hilliard	OH	43026
1004	FETTMAN MARK	375 Barton Drive North	Anytown	MD	55501
1005	GOMBERG HENRY	430 Hillspur	Anytown	MD	55501
1006	HAMER SYLVIA	1742 Westridge	Anytown	MD	55501
1007	MEADOWS	1015 Hunter's Crossing Drive	Alcoa	TN	37701
1009	COOCH ROBERT	2701 Daleview	Anytown	MD	55501
5023	MARTI WALKER	101 Parkland Plaza	Anytown	MD	55501
5024	INTERFACE SYSTEMS	5855 Interface Dr.	Anytown	MD	55501

Customers Chosen

Select

Print List

Filter Options:

- Customer
- Vendor
- Estimate
- Employee
- Find Customer
- All

Find the customer whos check this is.

After you hit Select you are brought back to the Enter Transaction screen and the customer data is filled in. Record the amount as normal.

The next time a check that has the same account number is scanned in CLIP will automatically find it for you.

Frequently Asked Questions

I have a USB keyboard will a PS2 adapter work?

No. At this time we do know of any check readers that can work with a USB port, even with the adapter.

If I have a customer in File Maintenance twice and have the same account for both of them what will CLIP do?

CLIP searches the database in customer number order. It will find the customer with the lower number first

If the check needs to be applied to multiple properties how do I handle that?

You can use the check reader to find one of the properties but you will need to manually put in the other customer account numbers to record payment.

