

# TaxWise® Learning Portal

## TaxWise Desktop Check Printing and Configuration

If you are offering bank products, there are several options for printing checks. These include

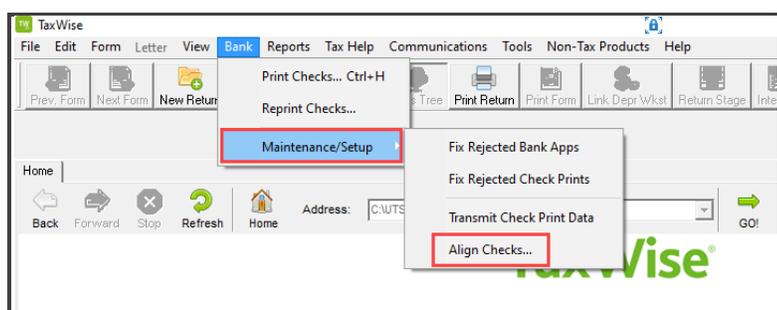
- Online Check Printing (OCP) – Republic Bank and TPG
- Desktop Check Printing – Republic Bank and TPG
- Banking Partners website - Refund Advantage and EPS

**i** TPG includes: TPG, 3Fund, and Fee Collect Preferred Solution.

### Desktop Check Printing

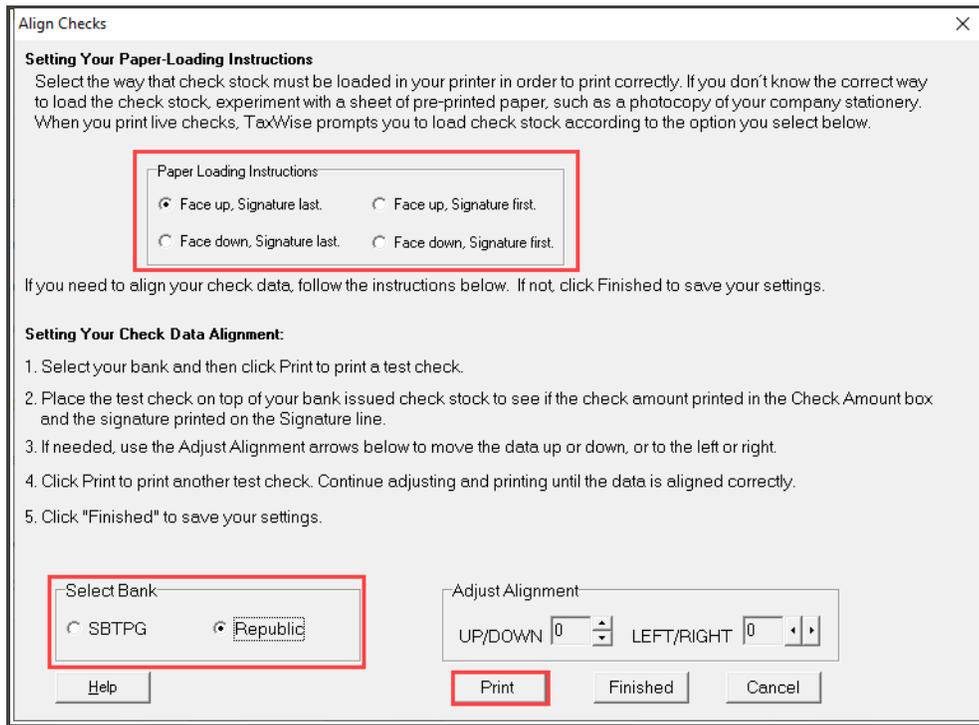
To access the Desktop Check Printing options,

1. Click the **Bank** menu.
2. Select one of the following:
  - Print Checks
  - RePrint Checks
  - Maintenance/Setup
3. To get started we must first Align our checks, So Select Maintenance/Setup, (Slide 17) and then select Align Checks.

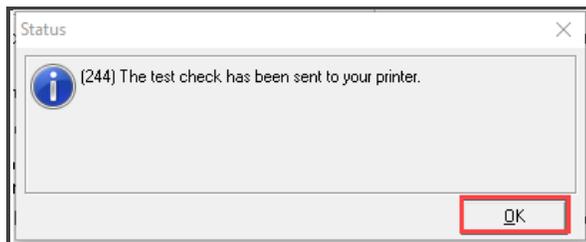


4. First, select the way that check stock must be loaded in your printer in order to print correctly. If you do not know the correct way to load the check stock, experiment with a sheet of Pre-printed paper, such as a photocopy of your company stationery. When you print live checks. TaxWise Prompts you to load check stock according to the option you select here.
5. The options include Face up Signature Last, Face Down Signature Last, Face Up Signature First, or Face Down Signature First. For the purpose of this lesson, we will leave the default option selected.
6. Next, select your Bank Partner. TPG options use the same check template listed as SBTPG. For the purpose of this lesson, our bank partner is Republic Bank.

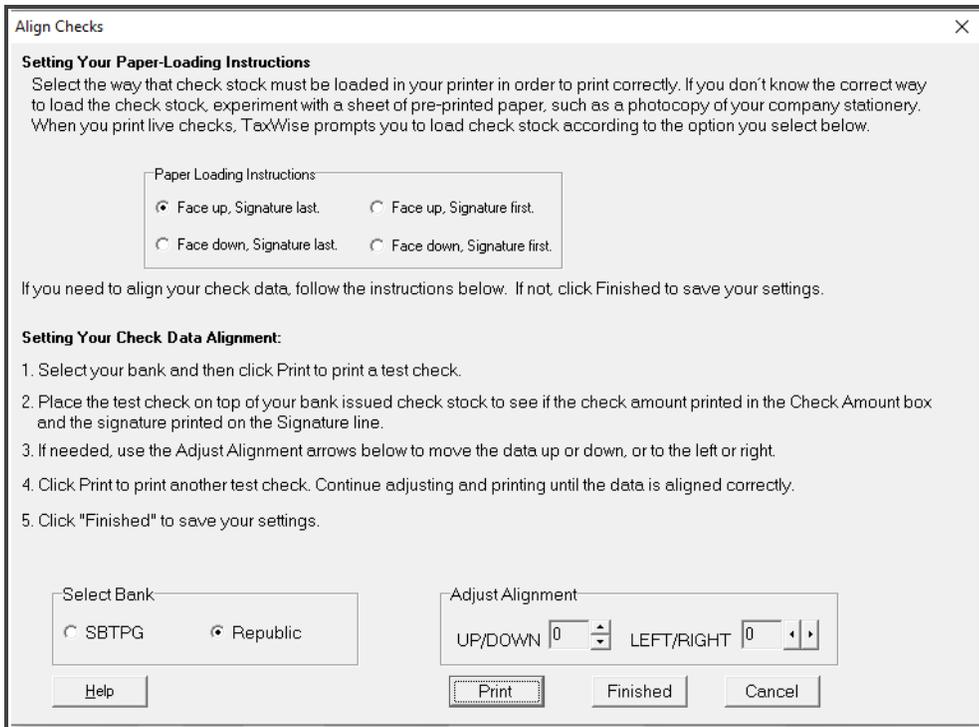
7. Once the alignment preferences have been selected, click Print.



8. TaxWise displays a Status dialog box, letting you know that the Test check has been sent to the printer. Click OK.



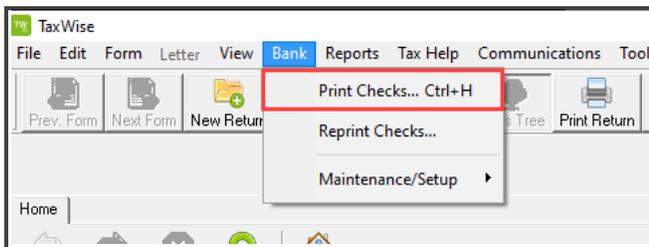
9. If needed, use the Adjust Alignment arrows below to move the data up or down, or left to right. Continue adjusting and printing until the data is aligned correctly. For now, we will assume that the alignment is correct, and click **Finish**.



## Print Checks

To print checks:

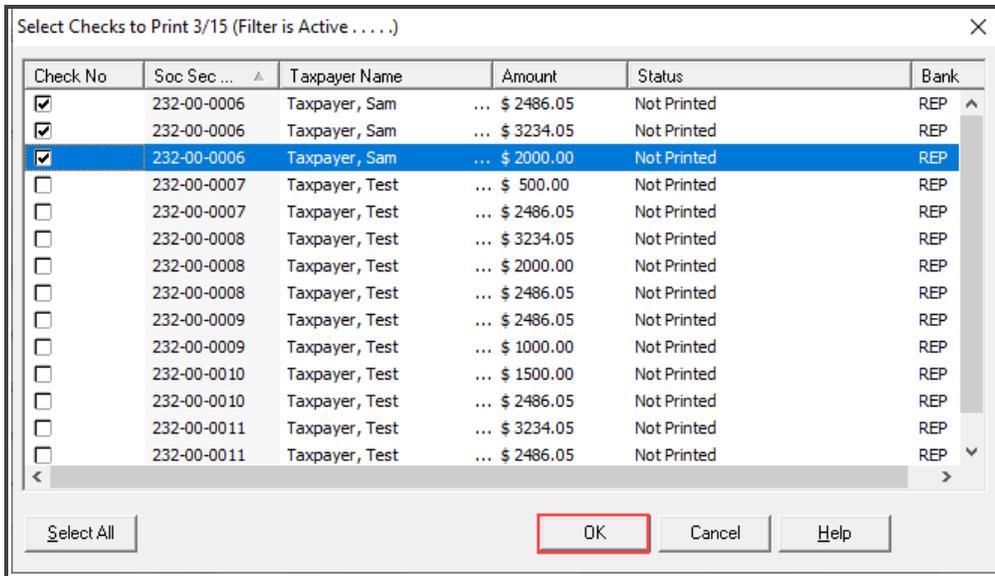
1. From the Bank Menu, select Print Checks.



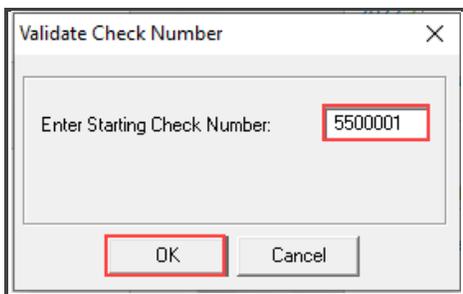
2. TaxWare asks you to load the check based on the settings you previously selected. Load the checks to the printer and click **Yes**.



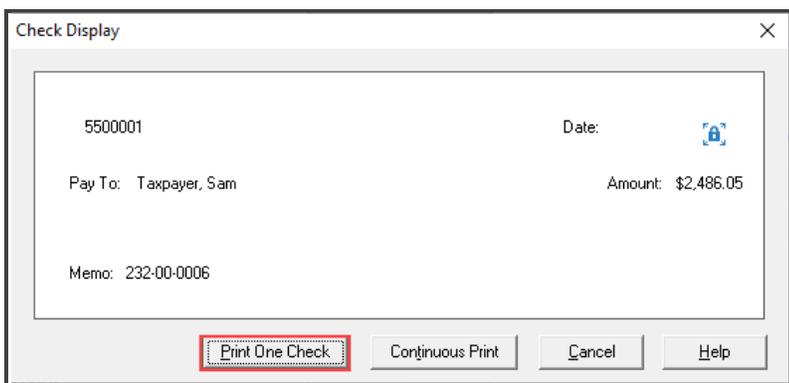
3. TaxWare displays the list of checks that are available to print. To print checks, select the check or checks you want to print.
4. Once the check or checks have been selected, click OK



5. TaxWise displays the Validate Check Number dialog box, enter the Starting Check Number, and click **OK**.

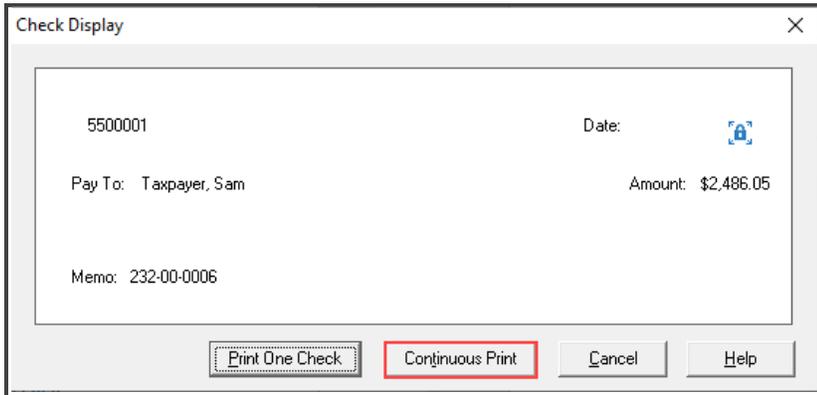


6. TaxWise displays the Check Display dialog box. Where you see the first check number. You have the option to select to Print One Check at a time or do a continuous print. Click **Print One Check**.

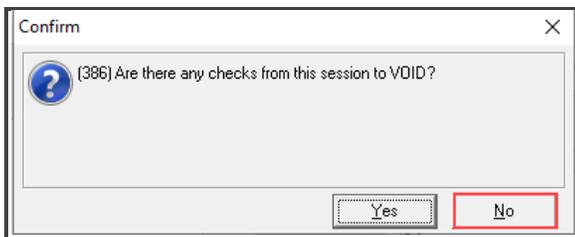


- i** As a best practice, when it is my first check of the season, I print One Check just to triple check that my alignment is correct.

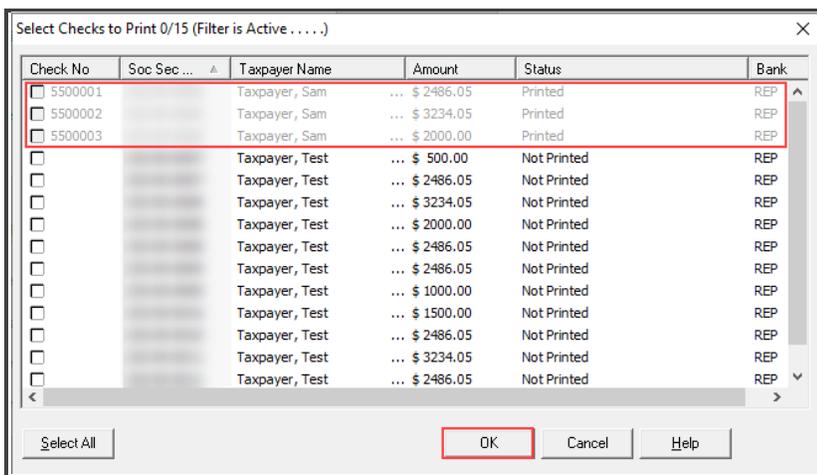
7. Once the check is printed, you return back to the Check Display Dialog box. Since that first check printed correctly, Click **Continuous Print**.



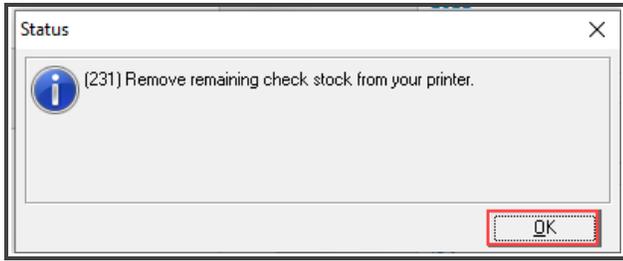
8. TaxWise displays a confirmation dialog box asking if there are any checks from this session that we need to Void. For the purpose of this lesson, click **NO**.



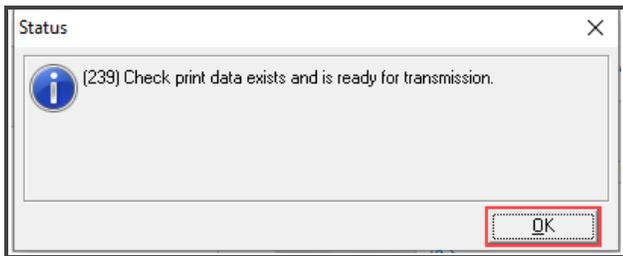
9. TaxWise returns to the Select Checks to Print dialog box, where we see the checks we just printed with their assigned check numbers and the status updated to Printed. We are not ready to print the other checks so , click **OK** to exit.



10. If you are using the printer for anything other than printing checks, TaxWise Reminds you to remove the remaining check stock from your print. Click **OK** to exit.



TaxWise Displays Status dialog box, letting us know that print data exists and is ready for transmission. To begin the transmission, click **OK**.

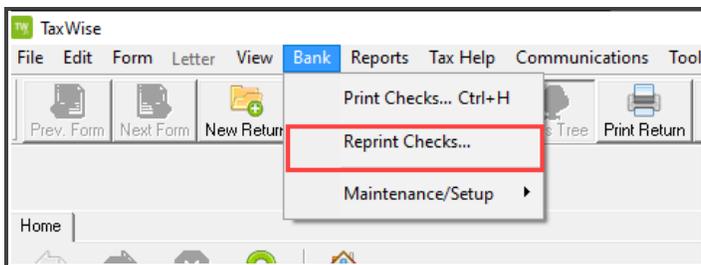


TaxWise connects to the Electronic Filing Center. This process sends the Check information that you have printed back to the bank, so they know those checks have been assigned and used. TaxWise will Print the Check Usage Log. Save this for your records.

## Reprint Checks

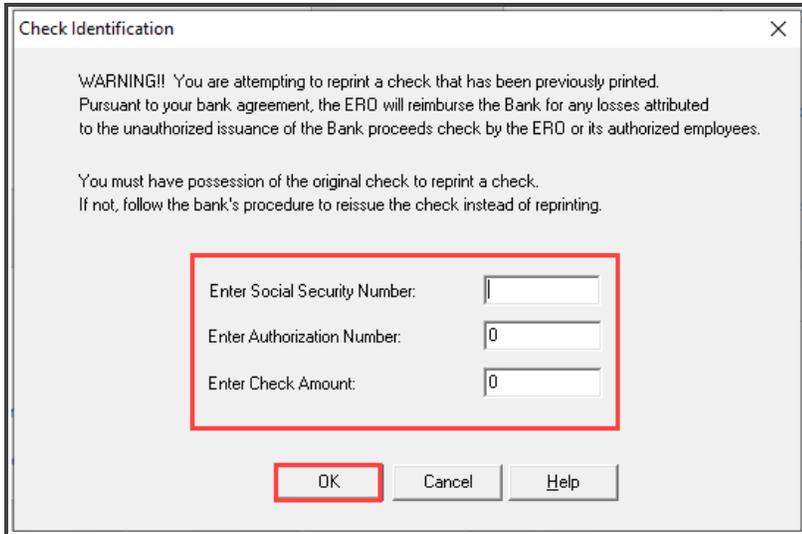
To reprint a check:

1. From the Bank menu, select the **Reprint Check**.



TaxWise displays the Check Identification dialog box. Do not overlook the Warning on the screen. You are attempting to reprinting a check that has been previously printed. Pursuant to your bank agreement, the ERO will reimburse the Bank for any losses attributed to the unauthorized issuance of the Bank Proceeds check by the ERO or its authorized employees. You must have possession of the original check to reprint a check. If not, follow the bank's procedure to reissue the check instead of reprinting.

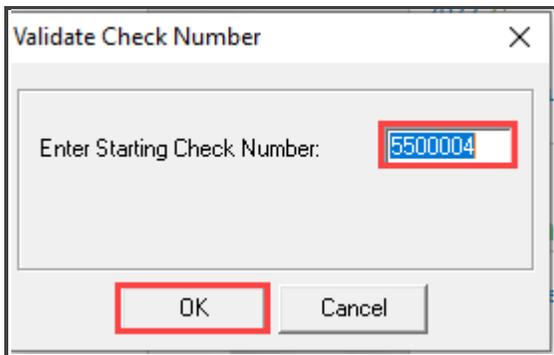
2. To proceed with reprinting a check, enter the Social Security Number, Authorization number, and check amount. This information is on the check that you previously printed. Once the required fields have been entered, click **OK**.



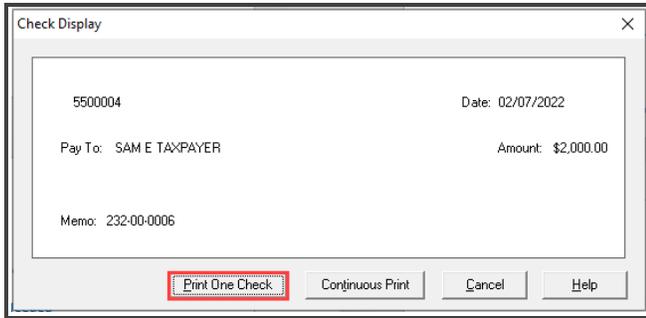
3. TaxWise prompts you to load the check stock Face Up, Signature Last. Click OK.



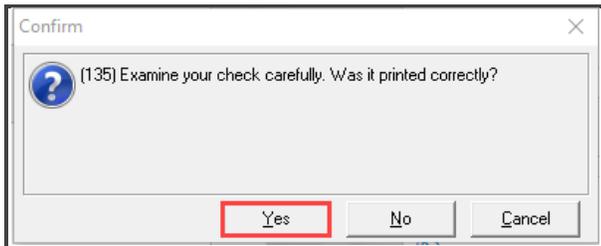
4. Verify the Starting Check Number and click OK.



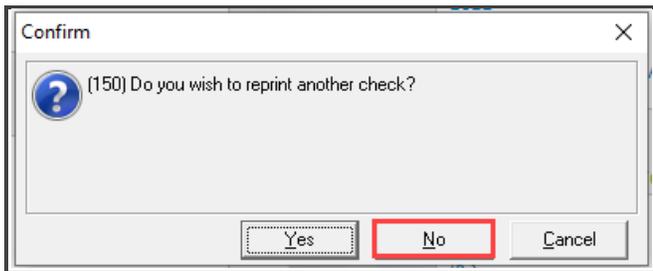
5. From the Check Display dialog box, click Print One check or Continuous Print. Since we are only reprinting one check, click **Print One Check**.



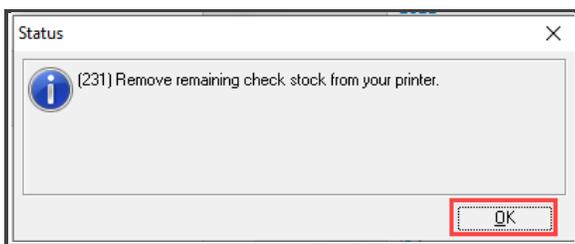
6. Retrieve the check from the printer and confirm it printed correctly. If so click **Yes**.



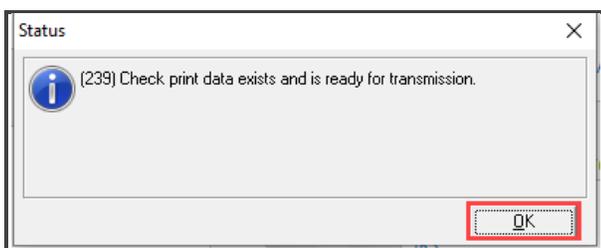
TaxWise asks you if you want to reprint another check, for the purpose of this lesson, click NO.



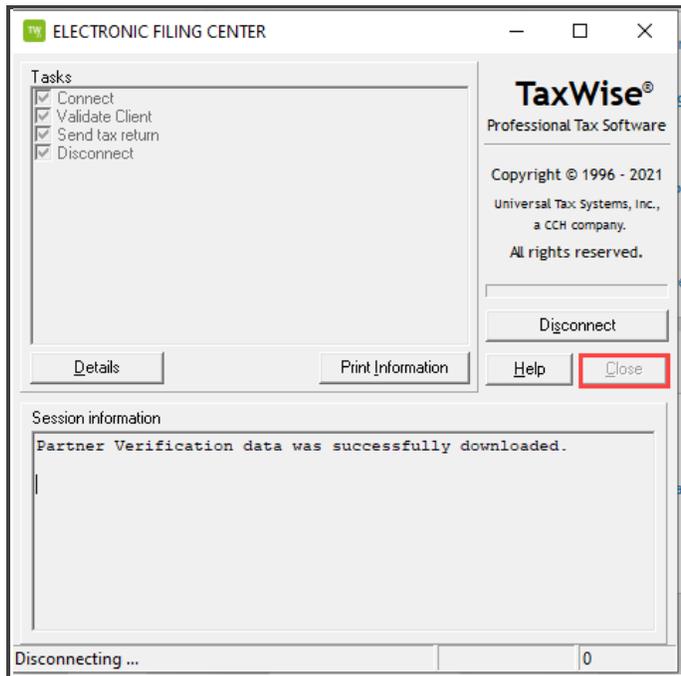
7. Unless you have a printer specific for check printing, remove your check stock from your printer, and then click **OK**.



8. You are prompted that check data exists and is ready for transmission, click OK.



9. TaxWise connects to the Electronic Filing Center to transmit the check data to your banking partner. Once the transmission is complete, click Close to Exit.



TaxWise displays the Status dialog box confirming that the Check Print Records were transmitted successfully.