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.

	_
Align Checks	×
Setting Your Paper-Loading Instructions Select the way that check stock must be loaded in your printer in order to print correctly. If you don't 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 below.	
Paper Loading Instructions Image: Face up, Signature last. Image: Face down, Signature last. Image: Face down, Signature last. Image: Face down, Signature last.	
If you need to align your check data, follow the instructions below. If not, click Finished to save your settings.	
Setting Your Check Data Alignment:	
1. Select your bank and then click Print to print a test check.	
 Place the test check on top of your bank issued check stock to see if the check amount printed in the Check Amount box and the signature printed on the Signature line. 	
3. If needed, use the Adjust Alignment arrows below to move the data up or down, or to the left or right.	
4. Click Print to print another test check. Continue adjusting and printing until the data is aligned correctly.	
5. Click "Finished" to save your settings.	
Select Bank C SBTPG C Republic	
Help Print Finished Cancel	

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

Status	×
(244) The test check has been sent to your printer.	
I	
	<u>о</u> к

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**.

Align Checks			×
Setting Your Paper-Loading I Select the way that check s to load the check stock, ex When you print live checks	nstructions stock must be loaded in y periment with a sheet of p s, TaXWise prompts you to	rour printer in order to print correctly. If you don't know the correct way ore-printed paper, such as a photocopy of your company stationery o load check stock according to the option you select below.	/
Paper Loadir	ng Instructions		
 Face up, 	Signature last. C Face	e up, Signature first.	
C Face do	wn, Signature last. 🛛 🔿 Face	e down, Signature first.	
If you need to align your che	ck data, follow the instruc	tions below. If not, click Finished to save your settings.	
Setting Your Check Data Alig	jnment:		
1. Select your bank and ther	n click Print to print a test c	check.	
2. Place the test check on to and the signature printed (p of your bank issued che on the Signature line.	eck stock to see if the check amount printed in the Check Amount bo	×
3. If needed, use the Adjust /	Alignment arrows below to	o move the data up or down, or to the left or right.	
4. Click Print to print another	test check. Continue adju	sting and printing until the data is aligned correctly.	
5. Click "Finished" to save y	our settings.		
-Select Bank		Adjust Alignment	
⊂ SBTPG ●	Republic		
Help		Print Finished Cancel	

Print Checks

To print checks:

1. From the Bank Menu, select Print Checks.



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

Confirm	×
(70) Load check stock FACE UP, SIGNATURE LAST into printer. Continue?	
Yes No Cancel	

- **3.** TaxWise 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

S	elect Checks to	Print 3/15 (Filter	is Active)			-	×
	Check No	Soc Sec 🔺	Taxpayer Name	Amount	Status	Bank	t –
		232-00-0006	Taxpayer, Sam	 \$ 2486.05	Not Printed	REP	^
		232-00-0006	Taxpayer, Sam	 \$ 3234.05	Not Printed	REP	
		232-00-0006	Taxpayer, Sam	 \$ 2000.00	Not Printed	REP	
		232-00-0007	Taxpayer, Test	 \$ 500.00	Not Printed	REP	
		232-00-0007	Taxpayer, Test	 \$ 2486.05	Not Printed	REP	
		232-00-0008	Taxpayer, Test	 \$ 3234.05	Not Printed	REP	
		232-00-0008	Taxpayer, Test	 \$ 2000.00	Not Printed	REP	
		232-00-0008	Taxpayer, Test	 \$ 2486.05	Not Printed	REP	
		232-00-0009	Taxpayer, Test	 \$ 2486.05	Not Printed	REP	
		232-00-0009	Taxpayer, Test	 \$ 1000.00	Not Printed	REP	
		232-00-0010	Taxpayer, Test	 \$ 1500.00	Not Printed	REP	
		232-00-0010	Taxpayer, Test	 \$ 2486.05	Not Printed	REP	
		232-00-0011	Taxpayer, Test	 \$ 3234.05	Not Printed	REP	
		232-00-0011	Taxpayer, Test	 \$ 2486.05	Not Printed	REP	۷
	<					>	
	<u>S</u> elect All			ОК	Cancel <u>H</u> elp		

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**.

Cł	neck Display		×	
	5500001	Date:	[8]	
	Pay To: Taxpayer, Sam	Amount:	\$2,486.05	
	Memo: 232-00-0006			
	Print One Check Continuous Print	<u>C</u> ancel	<u>H</u> elp	

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**.

Cł	neck Display		×	
	5500001	Date:	[6]	
	Pay To: Taxpayer, Sam	Amount:	\$2,486.05	
	Memo: 232-00-0006			
	Print One Check Continuous Print	<u>C</u> ancel	<u>H</u> elp	

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**.

Confirm	×
(386) Are there any checks from this session to VOI	D?
<u>Y</u> es	<u>N</u> o

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.

heck No	Soc Sec 🔺	Taxpayer Name	Amount	Status	Bank	<
5500001		Taxpayer, Sam	 \$ 2486.05	Printed	REP	^
5500002		Taxpayer, Sam	 \$ 3234.05	Printed	REP	
5500003		Taxpayer, Sam	 \$ 2000.00	Printed	REP	
]		Taxpayer, Test	 \$ 500.00	Not Printed	REP	
]		Taxpayer, Test	 \$ 2486.05	Not Printed	REP	
]		Taxpayer, Test	 \$ 3234.05	Not Printed	REP	
]		Taxpayer, Test	 \$ 2000.00	Not Printed	REP	
		Taxpayer, Test	 \$ 2486.05	Not Printed	REP	
]		Taxpayer, Test	 \$ 2486.05	Not Printed	REP	
		Taxpayer, Test	 \$ 1000.00	Not Printed	REP	
]		Taxpayer, Test	 \$ 1500.00	Not Printed	REP	
]		Taxpayer, Test	 \$ 2486.05	Not Printed	REP	
]		Taxpayer, Test	 \$ 3234.05	Not Printed	REP	
]		Taxpayer, Test	 \$ 2486.05	Not Printed	REP	•
					>	

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**.

Check Identification		Х
WARNING!! Yo Pursuant to your to the unauthoriz You must have p If not, follow the	u are attempting to reprint a check that has been previously printed. bank agreement, the ERO will reimburse the Bank for any losses attributed red issuance of the Bank proceeds check by the ERO or its authorized employees possession of the original check to reprint a check. bank's procedure to reissue the check instead of reprinting.	
	Enter Social Security Number: I Enter Authorization Number: 0 Enter Check Amount: 0	
	OK Cancel <u>H</u> elp	

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

Confirm	×
(70) Load check stock FACE UP, SIGNATURE LAST into printer. Continue?	
Yes No Cancel	

4. Verify the Starting Check Number and click **OK**.

Validate Check Number	×
Enter Starting Check Number: 550	00004
OK Cancel]

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**.

Che	eck Display	×
	5500004	Date: 02/07/2022
	Pay To: SAM E TAXPAYER	Amount: \$2,000.00
	Memo: 232-00-0006	
	Print One Check Continuous Print	<u>Cancel</u> <u>H</u> elp

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

Confirm	\times
(135) Examine your check carefully. Was it printed correctly?	
Yes No Cancel	

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.

BLECTRONIC FILING CENTER					×			
Tasks ▼ Connect ▼ Validate Client ▼ Send tax return ▼ Disconnect			TaxWise® Professional Tax Software Copyright © 1996 - 2021 Universal Tax Systems, Inc., a CCH company. All rights reserved.					
Details	Print Informatio	n	E Help)i <u>s</u> connec	t Close			
Details Print information Session information Partner Verification data was successfully downloaded.								
Disconnecting				0				

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