

# Paper Check Acceptance processing with PaymentMate®

It's simple to process a TeleCheck® Paper Check Acceptance check with the PaymentMate® computer software. All you need is PaymentMate and a check reader or imager.

## Processing a Paper Check Acceptance check with a check reader or imager

Paper Check Acceptance gives you authorization for a paper check before endorsing it for deposit. With PaymentMate, you can manually key a paper check, or process it with a check reader or imager this way:

- 1 Feed the check into the slot of the check reader or imager, with the MICR number of the check, facing down and in toward the reader.

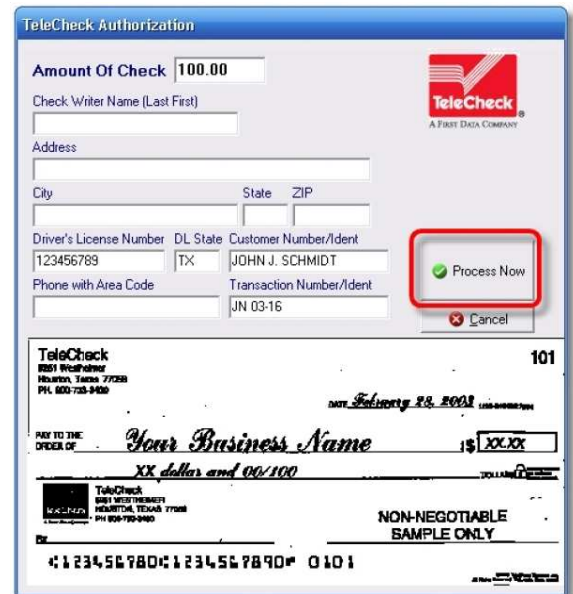


- 2 If the indicator light on the device flashes red, it could not read the MICR. Try feeding it again.

- 3 If the TeleCheck Transaction Type dialog box pops up, click **Paper Check Verification**.



- 4 The TeleCheck Authorization dialog box pops up with the image of the check (if you are using a check imager) or with no check image (if you are using a check reader). In the dialog box:



**TeleCheck Authorization**

Amount Of Check

Check Writer Name (Last First)

Address

City  State  ZIP

Driver's License Number  DL State  Customer Number/Ident

Phone with Area Code  Transaction Number/Ident

**TeleCheck**  
 8001 Westheimer  
 Houston, Texas 77063  
 PH: 800-735-9400

101

DATE February 28, 2008 12:00:00 PM

PAY TO THE ORDER OF *Your Business Name* \$

*XX dollar and 00/100*

**TeleCheck**  
 8001 Westheimer  
 Houston, Texas 77063  
 PH: 800-735-9400

NON-NEGOTIABLE  
 SAMPLE ONLY

⑆1234567890⑆1234567890⑆ 0101

- Type the amount of the check in the **Amount of Check** box.
- If the amount is greater than your TeleCheck floor limit, type the check writer's license number in the **Driver's License Number** box and driver's state in the **DL State** box.
- If you want to save the customer's name or customer's number in the batch history, type this in the **Customer Number/Identifier** box.

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- If you want to record a transaction number or invoice number, type this in the **Transaction Number/Identifier** box.
- If desired, enter the check writer's name, address, city, state, Zip Code, and phone number in the remaining boxes.

**NOTE:** This information is not saved in the batch history, but is sent to TeleCheck.

- Verify you typed the information correctly, and click **Process Now**. ✓

**5**

**IMPORTANT:** Carefully read and follow the instructions of the message that pops up.

- If the message states, "Endorse check and save for deposit," it is approved. Keep the check and endorse and deposit.



- If the message says, "Check Declined," TeleCheck did NOT approve it. You may (1) try scanning it again, or (2) request a different form of payment from the customer, or (3) endorse the check for deposit *without guarantee*.

**1**

Unhide PaymentMate:

- Double-click the **PaymentMate** icon in the Microsoft® Windows® **Notification Area**.
- Or, right-click the icon and select **Manager Functions** on the menu.

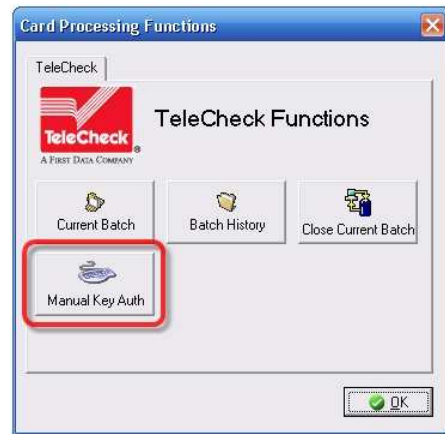
**2**

When PaymentMate appears, click **TeleCheck**.



**3**

On the TeleCheck Functions utility, click **Manual Key Authorization**.



**4**

On the Manual Key Check Processing dialog box:

- Type the nine (9) digit routing number of the check in the first box.
- Type the account number in the second box.
- Type the check number in the third box.

### Processing a Paper Check Acceptance check without a check reader or imager

If your check imager is currently unavailable, you may still process a Paper Check Acceptance check using the Manual Key Check Authorization feature this way:

- Verify the routing, account and check numbers, and click **Process Check**. ✓

- 5** If the TeleCheck Transaction Type dialog box pops up, click **Paper Check Verification**.

- 6** In the **TeleCheck Authorization** dialog box:

- Type the amount of the check in the **Amount of Check** box.
- Type the check writer's driver's license in the **Driver's License Number** box, and driver's license state in the **DL State** box.
- If you want to save the customer's name or customer's number in the batch history, type this in the **Customer Number/Identifier** box.
- If you want to record a transaction number or invoice number, type this in the **Transaction Number/Identifier** box.
- If desired, enter the check writer's name, address, city, state, Zip Code, and phone number in the remaining boxes.

- Under **Check Type**, select the **Personal** option button if it is a personal check, or select **Company** if it is a corporate check.

- Verify that you typed the information correctly and click **Process Now**. ✓

**7**

**IMPORTANT:** Carefully read and follow the instructions of the message that pops up.

- If the message states, "Endorse check and save for deposit," endorse the check and keep it for deposit at your bank.
- If the message says, "Check Declined," you may (1) try entering the check again, or (2) request a different form of payment, or (3) endorse it for deposit *without guarantee*.

**For more information about the Paper Check Acceptance service or other TeleCheck services, contact your TeleCheck or First Data representative. Or call Tempus Technologies, Inc. toll free at 800.225.8979, ext. 3. This document and other documents are available at [TempusPayment.com](http://TempusPayment.com).**

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