

# Scanning and Posting Checks using the MICRImage Check Reader

The MICR Image Check Reader works with both the ACS People and ACS Financial Suites. In People Suite, it is used to scan your Contribution checks, saving the check images and attaching them to your contributors' records. In Financial Suite, it is used to scan your Accounts Receivable checks when adding payments.

## Note

The ImageSafe Check Scanner works with [ACS Contributions desktop](#) and [ACS Accounts Receivable desktop](#), but is not compatible with ACS OnDemand. You can purchase the scanner (Model #12753 ImageSafe Check Scanner) in the [ACS Technologies Online Store](#). After you configure the scanner, you can begin scanning and posting your checks.

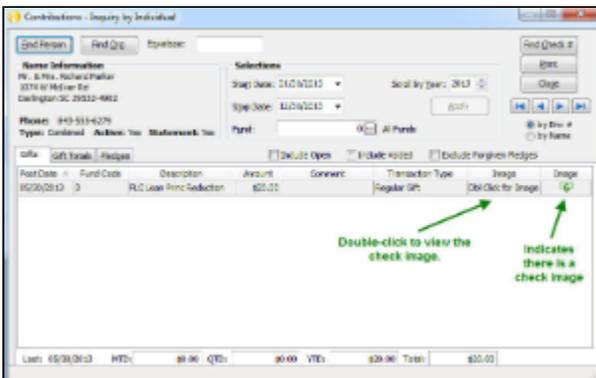
## Scanning and Posting Checks in Contributions

1. When you [add or edit a transaction](#), **Scan Check** is available. To scan a check, click **Scan Check**.
2. Insert the leading edge of the check into the scanner. Make sure the MICR line is down and the printed side faces the center of the MICRImage.
3. Slide the check forward until the MICRImage motor turns on. Release the check when the scanner grabs it, and the check will be transported around the check path.
4. Remove the check.

After the MICRImage reads the check, the information will be transmitted by specific parameters.

After the information from the check is transmitted, the Find Person window displays. Select the contributor from the list or click **Add New Family**. If the family has a record on the [Checking Account Maintenance](#) tab in Contributions Setup, the record displays and you can enter the transaction type, amount, and fund. If the family is not already entered on the **Checking Account Maintenance** tab, ACS automatically adds one. After you scan the checks, you must [post your transactions](#) to Contributions and General Ledger (if interfaced) and [print any reports](#) you need.

To view an image of the scanned check, click **Inquiry by Individual**. On the **Gifts** tab, scroll to the right until the **Image** column is visible. Double-click **Dbi Click for Image** to display an image of the scanned check.



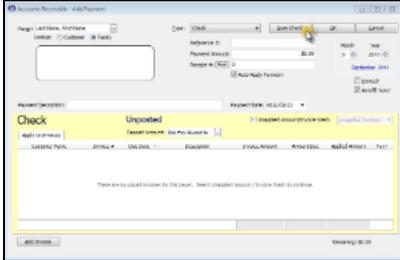
**Contributions - Inquiry by Individual**



If the image column does not display, right-click within the **Gifts** tab window, click **Customize**, then select **Image (Prompt)** and **Image (Icon)**.

## Scanning and Posting Checks in Accounts Receivable

1. When you add or edit a payment, **Scan Check** is available. To scan a check, click **Scan Check**.



### The Add Payment window

2. Insert the leading edge of the check into the scanner. Make sure the MICR line is down and the printed side faces the center of the MICRImage.
3. Slide the check forward until the MICRImage motor turns on. Release the check when the scanner grabs it, and the check will be transported around the check path.
4. Remove the check.

After the MICRImage reads the check, the information will be transmitted by specific parameters.

After the information from the check is transmitted, the Add/Edit Customers window displays. Select the customer from the list or click **Add** to add a new customer. If the customer has a record on the [Bank Account Maintenance](#) tab in Accounts Receivable Setup, the record displays and you can enter the remaining fields in the Add Payment window. If the customer is not already entered on the **Bank Account Maintenance** tab, ACS automatically adds one.

After you scan the checks, you must [post your payments](#) in Accounts Receivable.