


Checking Account Maintenance

On the **Checking Account Maintenance** tab, you can enter new check information, determine whether an individual or organization's record has check information, add bill pay accounts, review and print check information, and enter bank account information for contributors who want to give via [automatic withdrawal](#). You can also determine whether a check has been scanned and assigned, reassign a check, scan a new check, or select to display a contributor's record so you can edit it after scanning.

1. Under **Advanced Tools**, click the **Settings** tab.
2. Select **Contributions** from the drop-down list and click **Go** .
3. Click on the **Checking Account Maint.** tab.
4. Click on the appropriate button to set up checking account information.
5. When finished, click **OK** to save your changes.

Additional Field Information

Find Person

Click to determine whether an individual has check information assigned to his or her record.

Find Org

Click to determine whether an organization has check information assigned to his or her record.

Add New

Click to manually enter new check information.

Add Bill Pay Account

Click to enter new check information for a bill pay service account. A bill pay account is a bank account not associated with a specific individual. When you scan a check for a bill pay account, the Find Person window displays, and you can select the contributor. The scanned image is then associated with that contributor's record.

Edit

Click to edit the selected individual's check information.

Delete

Click to delete a contributor's check information.

Refresh

Click to refresh all information and fields on the **Checking Account Maintenance** tab.

Prenote

Click to create a prenotification file for ACH accounts. A prenotification file is a zero dollar file that is sent to the bank for verification purposes. This file contains the receiving bank's information, and the names and account numbers of the contributors.

Print

Click to preview and print check information.

Field Descriptions — Check Reader

The **Check Reader** options only work with MICR or MiniMICR check readers. Check imagers used for [SpeedCheck](#) cannot be used to enter checking account information.

Find Check

Click to determine whether a check has been previously scanned and to whom it is assigned.

Reassign

Click to scan a new check for a contributor with existing check information.

Scan New

Click to scan new check information.

Confirm after scanning?

Select to display a record so you can edit it after scanning a new check.