VersaCheck[®] X1 **Payroll**

Quick Start Guide



How to INSTALL

- Disable any virus protection software and firewalls on your computer; restart your computer if prompted.
- 2. We recommend that you update your operating system files before installing VersaCheck[®]. Click Start, click Control Panel, and then click Security. Click Check for updates. Download all files recommended by Microsoft[®] and restart your computer.
- 3. Windows 7 & Vista Users: Insert the CD into your DVD/CD-Rom drive. Click 'Open folder to view files', right-click 'autorun', select 'Run as administrator'

Windows XP/2000 Users: If installation does not begin automatically, double click on the file autorun.exe on the DVD/CD-ROM.

4. After installation, click the "VersaCheck" icon on your desktop to launch your program.

Secure Check PROCESSING

Three components enable you to print secure bank compliant checks:

- **1.** Validated Bank Account
- 2. Validated Security Check Paper
- 3. Validated magnetic (MICR) black ink

VersaCheck[®] includes what you need to fulfill banking regulations while keeping your bank account safe.



STEP 2 Account & Check **SETUP**

1. Open VersaCheck® using the desktop icon.



Have an existing pre-printed blank check from your bank with your bank information and MICR line, which can be found at the bottom of the check.

:0000000: 00000000r 0000 MICR line

2. Set up a financial account and checkbook. You must first set up an account in VersaCheck® before you can write and print checks.

Financial Account Setup: For first time users, follow the 3-step new account wizard. Complete all entries and click on "Finish." The Checkbook Information wizard will automatically open.

ΞZ	General Information What kind of account would you like to setup?
Z D	Bank
ЩO	Select or enter an account name
ΨŬ	Checking
E C E	Description
PG	Status This account is active This account has been closed
	Do you want to use a checkbook with this account in order to print or send checks? $\bigcirc \Upsilon_{05} \bigcirc N_0$

Checkbook Setup:

skbook Informati	ion: Step 2 of 5	Checkbook Setup:
PAY TO THE	Sample check number Piertinal louring name Date Date 00LAPS	Follow the 6-step Checkbook Information wizard. This will allow you to name the account enter MICB line and enter
Bang country Bank gode line*	Authorized Signature	bank information. Click on the Help button for
If you have a scano	Synbols: 13 TRANSIT (3) 19 ON US (7) 10 DASH (7) 20 Sonn Sample Check.	detailed instructions.
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Note: Each account only needs to be set up once.

3. Financial Account Validation:

Before you print your first check your bank account access authority will be validated. This process is interactive and results in a \$0.01 micro-transaction on your bank account

which you can track online.

Once you have reported back the associated transaction number you have demonstrated account authority and validation is completed.



Bank COMPLIANCE STEP 3

- **1.** From the **VersaCheck**® menu on the top, left corner of the screen, click Tools\Manage Product Licenses and then click Product License Manager. That will open the VersaCheck® License Account Manager window.
- 2. Enter a Validation Code, click Add Validation Code and follow the wizard. Repeat this step to add additional Validation Codes. Click Close when finished.

Product License Account Manager Select License File	_□×
Show All 💽 Befresh @ Help	
Adding new validation codes and validating the	product will increase the output limit.
New activation cod-	Add Activation Code
Product Activ	Add Validation Code
HERE	
	Look for the Validation Certificate(s) enclosed in any VersaCheck [®] , Versaink [™] , or VersaToner [™] packages.

3. Your VersaCheck[®] blank check paper, Versaink[™] or VersaToner[™] is now validated with VersaCheck[®]. Click **Close**.

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Adding new activ	ation codes and acti	vating the product	will increase the output	t limit.	
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How to PRINT from VersaCheck[®]

Click on the Write Checks button. Select your checking account from the drop-down menu in the upper lefthand corner. Simply fill out the fields of the check, then Write Checks click Record. Click +New Check for each additional check. Your check will be placed in the register. To print checks, click on Print from the File menu.

Write Checks Personal Checking Accour	Account 👻	🕂 New Check 🗙	Delete Ch	eck	
Personal Checking Accour		West Bank 5Th Aire Sw nego, CA 92101 19-230-4666	Number Date	Print 3/ 3/2007	•
PAY TO THE Union Bank o	f California	•	Amount	955.40	

AT NO STAGE WILL USERS BE REQUIRED TO ENTER SENSITIVE PERSONAL INFORMATION

STEP 4 SET UP Payroll

Sign up for Payroll

To run payroll, you must first sign up for the online payroll service. Click **Sign Up for Payroll** on the Getting Started page. You will be asked to select the service level that best meets your business needs. Note: **Internet access is required** to sign up for and run payroll.



2. Set up company and employees

The payroll website will walk you through setting up your company and adding employees. Just follow the step-by-step instructions.

If you do not have time to complete all the Set-Up tasks in your first visit, you may log out. When you wish to finish the Set-Up process, simply use the **Run Payroll option** in VersaCheck[®] to access your account.

3. Set up payroll printing preferences

You can pay employees in several ways:

Pre-printed check paper:

If you print checks on preprinted check paper, a paystub will print with the check. Pre-printed checks are available through the ChecksExpress[™] service at VersaCheck.com.

• Blank check paper:

Print on VersaCheck[®] Form #1000 blank check paper, which includes one check and accompanying paystub per sheet.



VersaCheck® Form #1000 Available in stores or at www.versacheck.com

• Direct Deposit: Enroll employees for Direct Deposit and print paystubs on Form 1000 or plain paper.

• Handwritten Checks: Handwritten checks: If you prefer to handwrite checks, you can print checks and stubs to fill out by hand later.

To select your paycheck printing preferences click on **Run Payroll** from the Getting Started page and log into the secure payroll website.

How to **PRINT** Payroll Checks

Note: The example below demonstrates printing a check through Online Payroll. Other payroll/ accounting packages will follow the same process.

- After you Click View & Print in Online Payroll, a PDF document of your check data will open.
- 2. When you print this PDF document be sure to select VersaCheck Printer in the Printer Name drop down menu, then click OK.

This will open a VersaCheck® window.

Select an Account	to Print the Checks
Account name	
Checking DNA4-13 (GVa	alidated)
Checkbook	
Next check number	1001
	📓 Edit Checkbook

3. After logging in with your gValidate.com user name & password, Confirm Account Name and Check Number and click **Next**.

 Confirm print options, click Printer Setup and select the physical printer that will be used to print the check (different than Step 2). Click Print.



How to **PRINT** Payables Checks

Click on the **Write Checks** button. Select your checking account from the drop-down menu in the upper lefthand corner. Simply fill out the fields of the check, then click **Record**. Click **+New Check** for each additional check. Your check will be placed in the register. To print checks, click on **Print** from the **File** menu.

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3/ 3/2007		619-555-1812		Date	3/ 3/2007	

How to ORDER SUPPLIES

Loaded with bank compliant Versaink™/VersaToner™



PAYROLL Support

For help with payroll related questions such as payroll setup, paycheck calculations and federal and state taxes, please visit:

www.versacheck.com/payrollsupport

CHECK CREATION Support

For questions about installing VersaCheck® Payroll software, designing, creating or printing business checks, or check supplies, help is available online or by phone:

VersaCheck.com

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SUPPORT:	303-532-4738	versacheck.com/web/support

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