# VersaCheck<sup>®</sup> 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<sup>®</sup>. Click Start, click Control Panel, and then click Security. Click Check for updates. Download all files recommended by Microsoft<sup>®</sup> 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<sup>®</sup> 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 <b>Help</b> button for
If you have a scano	Synbols: 13 TRANSIT (3) 19 ON US (7) 10 DASH (7) 20 Sonn Sample Check.	detailed instructions.
fyanced	(Back Net) Frish X Cancel () Heb	

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 <b>Validation Certificate(s)</b> enclosed in any VersaCheck <sup>®</sup> , Versaink <sup>™</sup> , or VersaToner <sup>™</sup> packages.

3. Your VersaCheck<sup>®</sup> blank check paper, Versaink<sup>™</sup> or VersaToner<sup>™</sup> is now validated with VersaCheck<sup>®</sup>. Click **Close**.

Show All	💌 🔅 Refresh	@ Help 🛛 🖓 Clo	se		
Adding new activ	ation codes and acti	vating the product	will increase the output	t limit.	
New activation code			🔠 Add Activation Code	e	
Product		Activation Code	Activated On	Output Limit	Used
Classic - 3000 - Blue	500 sheets	>00000(>00000(>)	00000 12/12/2006 12:50.4	5 500	7
	<b>NAAAA</b>		<u> </u>	$\sim$	

## How to PRINT from VersaCheck<sup>®</sup>

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	<b>•</b>	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<sup>®</sup> 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<sup>™</sup> service at VersaCheck.com.

#### • Blank check paper:

Print on VersaCheck<sup>®</sup> 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.

Personal Checking Account  Account  Vest Bank Sh Ave Su Unit Defined Date Date Date Date Date Date Date Date		Personal Checking Account	<ul> <li>New Check</li> </ul>	k 🗙 Delete Ch	eck	
	cour 🔻 Account 🔻	Personal Checking Accour 💌	▼ 5Th Aire Sw	Number	Print	3
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

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

621	7th Street, Denver	CO 80293
P: 303-532-4738	F: 303-532-4406	www.versacheck.com