



Eclipse Check Authorization

Release 8.6.2 (Eterm)

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Check Authorization Overview

Use the Check Authorization companion product to authorize check payments that you accept from some, or all, of your customers. Using this product in conjunction with a third-party check processing solution can help reduce or eliminate the large expense associated with bad checks.

To set up your company for check authorization, you must do the following:

- Designate the branches for which you want to authorize checks.
- Designate all of the customers for which you want to require check authorization.
- Specify which check-related information you want to require, using the Check Verification: Required Information control maintenance record.

See Also:

Setup Requirements for Check Authorization

Authorizing Payments by Check

Setup Requirements for Check Authorization

Following are the control maintenance records, authorization keys, and additional setup requirements for the Check Authorization companion product. Each branch and customer for which you want to use check authorization must be set up in advance.

Control Maintenance Record

- Check Verification: Required Information

Authorization Key

- CK.CHECK.AUTH.OVRD

Setting Up Branches for Check Authorization

Each branch for which you want to pre-authorize checks must be set up for check authorization.

►To set up a branch for check authorization:

1. From the **Files > Branch** menu, select **Branch**.
2. In the **Branch ID/New** field, enter the branch for which you want to set up check authorization.
3. Use the **Check Verification** hot key to display the Check Verification Branch Setup screen.
4. In the **Processor** field, enter the check processing company you are using; for example, American Check.
5. In the **Subscriber ID** field, enter the subscriber/merchant ID that your check processing company has assigned to you.
6. If applicable, in the **Host ID** field, enter the host ID that your check processing company gave you. In many cases, this field is not required.
7. If applicable, in the **Service ID** field, enter the service ID that your check processing company gave you. In many cases, this field is not required.
8. When setting up multiple branches for check authorization, use the **Copy From Branch** and **Copy To Branch(es)** hot keys, as needed:

| If you want to... | Select... |
|---|---|
| copy check verification branch setup information from another branch to this branch | Copy From Branch When prompted, enter the branch whose branch setup information you want to copy and press Enter . |

| If you want to... | Select... |
|---|--|
| copy check verification branch setup information from this branch to another branch, or to all branches | Copy To Branch(es) When prompted, enter the branch to which you want to copy branch setup information and press Enter . Or, type ALL and press Enter to copy the current branch's information to all branches. |

9. Press **Esc** to save your changes and exit the Check Verification Branch Setup screen.

Setting Up Customers for Check Authorization

Each customer for which you want to pre-authorize checks must be set up for check authorization. This allows you to require check authorization for certain customers, while not requiring it for others.

► To set up a customer for check authorization:

1. From the **Files** menu, select **Customer**.
2. In the **Customer/New** field, type a customer name and press **Enter** to display the customer's record.
3. Use the **Credit** hot key, and then the **Add'l Credit Data** hot key, to display the Additional Customer Credit Data screen.
4. In the **Require Check Verification** field, enter **Y**.
5. Press **Esc** to save your changes and exit the Additional Customer Credit Data screen.

See Also:

Authorizing Payments by Check

Check Authorization Overview

Authorizing Payments by Check

When a customer has been set up for check authorization, follow these steps when the customer pays for their order by check.

Note: Check Authorization is a companion product, which is installed separately from Eclipse. Ask your system administrator if your company uses Check Authorization.

►To authorize a payment by check:

1. Create or open a sales order and display the order's Totals screen.
2. Use the **Check** hot key to access the **Check** field.
3. In the **Check** field, enter a payment amount.

The Check Authorization screen displays.

4. If you are set up to scan checks, use the **Scan Check** hot key and then scan the check. The system populates the **Check Number**, **Routing Number**, and **Account Number** fields.
5. If either of the following is true, enter the required information for each of the fields listed in the table below:
 - You are not set up to scan checks or
 - You have scanned your check but your company requires more information than what scanning the check provides.

Note: Your company designates which information is required using the Check Verification: Required Information control maintenance record.

| Field | Description |
|-----------------------|--|
| Check Amount | The dollar amount for which the check is written. |
| Check Number | The check number. This is the number in the upper-right corner of the check. |
| Routing Number | The routing number of the customer's financial institution. This is the nine-digit number that displays in the lower-left corner of the check. |
| Account Number | The customer's account number. This is the string of numbers that displays in the lower-middle section of the check. |
| Check Type | The type of check, either company or personal. |
| ID Type | This is the state ID type for which the check presenter is providing personal identification; for example, CO - Colorado. |
| ID Number | This is the driver license number, or other state ID number, of the check presenter. |

6. Once all required fields are populated, use the **Authorize** hot key to pre-authorize the check.

Once the check is authorized, the **Approval Code** field displays the approval code you received from your check processing company.

Note: If you need to void a check after it has been authorized, use the **Void** hot key.

See Also:

Setup Requirements for Check Authorization

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