

Processing Check Payments with the PaymentMate[®] Software IQACCR Solution

It's easy to process check payments with the PaymentMate[®] check-processing computer software. It supports IQACCR (image quality assurance check content recognition) and TeleCheck[®] options, such as electronic funding and warranty.

How PaymentMate Works

PaymentMate runs on computers having Microsoft[®] Windows[®] 10, Windows 8 or Windows 7. If you have a supported checkscanner connected to your computer, you can receive electronic funding for the payments, and IQACCR automatically determines the amounts written on the checks. You may also manually key checks when necessary.

Using PaymentMate and a Check Scanner to Process a Check

To process a check with a check scanning device and receive electronic funding:



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Feed the check into the check scanner according to the manufacturer's instructions for the device.

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If the indicator light on the scanner flashes red or amber, try feeding the check again, making sure it's facing the correct direction.



If the **Check Transaction Type** dialog box appears, select a check-processing option. (For example, select **ECA**[®] if the check writer is present.)





PaymentMate IQACCR Check Processing | 2

Amount Of Check 100).00				
Check Writer Name (Last First)		TeleCheck			
IRWIN, CHRISTOPHER		A FIRST DATA COMPANY			
Address					
313 1ST ST					
City	State ZIP				
AUBURN	IN 46706				
IN123456 IN Phone with Area Code 260-333-0574	CI2053 Transaction Number/Ident PHAEDRUS0278	Process Now Cancel			
TeleCheck	Date Johnny 1	101 15, <i>1001</i>			
. .					
-metz Your S	Business Name				
- <u>17997 Your 9</u> XX dollar	Business Name	00 0 100			
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The **TeleCheck Authorization** dialog box displays the check image and the amount IQACCR determined was written on the check. On the dialog box:

- If the amount is *incorrect*, type the correct amount in the **Amount** box.
- If a driver's license number for the check writer is required, type it in the Driver's License Number box and the abbreviation for the driver's license state in the DL State box.
- If you want to save the customer's name or identification number in the batch history, type this in the Customer Number/Identifier box.
- To save a transaction identifier in the batch, type this in the Transaction Number/Identifier box.
- You may optionally type the check writer's name, address and phone number in the remaining boxes.
- Verify you entered the information correctly and select **Process Now**.

If you changed the dollar amount entered by IQACCR, a message asks if the changed amount is correct.

Confirm	×
?	Confirm Amount: \$100.00 is the amount written on the check.
	<u>Y</u> es <u>N</u> o

• If it's correct, select **Yes**.

TeleCheck Authorization	
Amount Of Check 100.00 Check Writer Name (Last First) CHRISTOPHER B IRWIN	

 If it's incorrect, select No. (PaymentMate highlights the amount in the Amount of Check box.)

TeleCheck Authorization	
Amount Of Check 10.00	
Check Writer Name (Last First)	
CHRISTOPHER B IRWIN	

• Type the correct amount and select **Process Now**.



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If you didn't change the amount, a message asks you to confirm the amount entered by IQACCR is correct.

If the amount is correct, select **Continue**.





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 If it's incorrect, select Cancel, type the correct amount and select Process Now.

Carefully follow the instructions of the messages that appear.

Check Approved
TeleCheck A Part Das Courses A Part Das Courses A Part Das Courses APPROVED 0000 Void Check and Return to Customer
Ø OK

 If the message says, "ECA Approved," the check was approved for electronic submission. Give the voided check to the customer and keep the signed receipt.

Keteric Check Arast Dea Courter Arast Dea Courte	LockBox Approved	đ
This check has been approved for Electronic submission. APPROVED 0000 Retain Check for 60 Days Before Shredding and Disposing.		LockBox Approved
APPROVED 0000 Retain Check for 60 Days Before Shredding and Disposing.	TeleCheck	This check has been approved for Electronic submission.
Retain Check for 60 Days Before Shredding and Disposing.	,	APPROVED 0000
Before Shredding and Disposing.	Reta	in Check for 60 Days
OK	Before S	Shredding and Disposing.
3		ок ок

• If the message says, "Lockbox Approved," the check was approved for electronic submission. Keep the check for 60 days before destroying.



 If the message states, "Endorse check and save for deposit," endorse the check and keep it for deposit at the financial institution for your business.



 If the message says, "Check Declined," it wasn't approved for electronic funding or warranty. You may (1) request a different form of payment from the customer, or (2) endorse the check and keep it for deposit without warranty.

For more information, contact Tempus Technologies at 800.225.8979, ext. 2 or visit www.TempusPayment.com.

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