

All Sierra stores must accept Personal Checks as a form of payment for any retail purchase amount. Cashier's Checks, Business Checks and Travelers Checks are not allowed as a form of payment. The procedure below covers all steps necessary to process a Personal Check as a form of payment.

Processing Checks

STEP	ACTION	EXAMPLE
1.	<p><b>Processing a Check in OMS</b></p> <p>a. Select “F4” on the payments screen.</p> <p>b. Click the “Approve Check” button, a pop-up will appear, insert check face up, with banking information on the right, into the printer.</p> <p>c. Printer will intake to read micro data from the check. IF the printer cannot read the micro data, the information will need to be input manually using the Manual Entry Screen.</p> <p>d. Response from Certegy will be either Approve or Decline.</p> <p>e. Approve- Printer will Endorse/Frank the back of the check with required information and Associate can complete transaction.</p> <p>f. Decline- Check will be ejected from the</p>	<div><div><div>F4 Check\$0.00AmountApprove CheckManual EntryEject Check</div><div><div>Check Authorization ResponseX</div><div>Please insert check into the printer for approval.</div><div>Cancel</div></div><div><div>123 DATE \$ DOLLARS 123 123456789 123 YOUR NAME 1234 Main Street Anywhere, OH 00000 PAY TO THE ORDER OF 123456789 123456789 123456789</div><div><div></div></div></div></div></div>

	<p>printer and a decline message will prompt the Associate to ask for another form of payment.</p>	
	<p><b>Manual Entry Screen</b></p> <p>If Certegy cannot be reached or is offline a popup will be generated instructing the Associate to call for authorization. All grayed fields are read only. <b><u>Associates</u></b> MUST call for authorization if the screen on the right is generated.</p> <p>a. Enter the check data found at the bottom of the Personal Check, as instructed in the Manual Entry Screen. This includes the Routing Number, Account Number, Check Number and Check Amount.</p> <p>b. Click Submit and wait for a response. The response from Certegy will be Approved, Declined or Off-line.</p> <p>c. If approved, the printer will endorse/frank the back of the check with required information, and you can complete</p>	<div><div>Check Authorization Manual Entry</div><div>Please enter the check data found at the bottom of the check.</div><div><div><div>YOUR NAME 1234 Main Street Anywhere, OH 00000</div><div>DATE 12 3</div></div><div><div>PAY TO THE ORDER OF</div><div>\$</div><div></div><div>DOLLARS</div></div><div><div>044072324</div><div>000123456789</div><div>123</div><div>ROUTING NUMBER</div><div>ACCOUNT NUMBER</div><div>CHECK NUMBER</div></div><div><div>Routing Number</div><div>Account Number</div><div>Check Number</div><div>Check Amount</div><div><div>Submit</div><div>Cancel</div></div></div></div></div>

- the transaction.
- d. If declined, the check will be ejected from the printer and a decline message will prompt you to ask for another form of payment.
- e. If Certegy is off-line, a pop-up window will be displayed, and you will be provided instructions to call for authorization.
- f. You MUST call for authorization if this screen is generated.
- g. A Certegy Representative will ask you to verify the information listed in the authorization window.
- h. If the check is approved, you will receive a voice authorization number, to be entered in the same window.
- i. Click Save and proceed with completing the sale.

Check Voice Authorization

X

Your store cannot connect to the check authorization service.

Please call 1-800-555-5555 for a Voice Authorization.

You will need the following information:

Store Account Number

Store Number

Routing Number

Account Number

Check Number

Check Amount

You will receive a Voice Authorization number. Please enter that number below.

Vioce Authorization #

Save

Cancel