



REAL/Easy prints MICR checks at Prudential Network Realty

MICR Check Printing? Yes You Can Increase Efficiency and Cut Costs !

Want to lower check-printing costs and improve the check stub information content at the same time?

Consider having REAL/Easy setup your checks to print on

blank check stock using MICR ink cartridges.

This was recently installed at Prudential Network Realty in Jacksonville Florida.

At Prudential Network, BOS is used to print commission checks to agents and outside companies. They also print escrow/trust checks at closing.

If you are interested in saving time and money by printing your checks from BOS, call the helpline today, 877-705-9750. Setup costs are based on the number of bank accounts. Use for commissions, escrow checks, and AP (vendor) checks.

Step 1: Provide Account Details and Sample Checks for each operating/escrow account

BOS can print checks for:

- Agent Commissions from Operating Account
- Agent Commissions from Commission Trust Account
- Referral and Other Commissions
- Escrow/Trust transfer checks to the operating account.

- Escrow/Trust disbursements to Buyers, Sellers, Contacts
- Agent and Staff Payroll and other earnings.
- Vendor payments for agent deductions.
- Vendor Invoice Payments
- One-Time Payment checks

The first step is to identify all

check types and accounts to be handled and to provide sample pre-printed checks to REAL/Easy. Checks can include company logos. Check Stubs can include any amount of detail.

Step 2: REAL/Easy Builds Check Print Programs

With this information, the staff at REAL/Easy will program each check/account needed.

If logos are required, these should be emailed to be incorporated on the check.

Signatures can be printed also. These need to be scanned and emailed. Note that checks can

be programmed to print signatures only up to a set amount.

For companies with multiple accounts, the check can be programmed to MICR print the appropriate account numbers based on the BOS asset account used or the main office assigned in the payment.

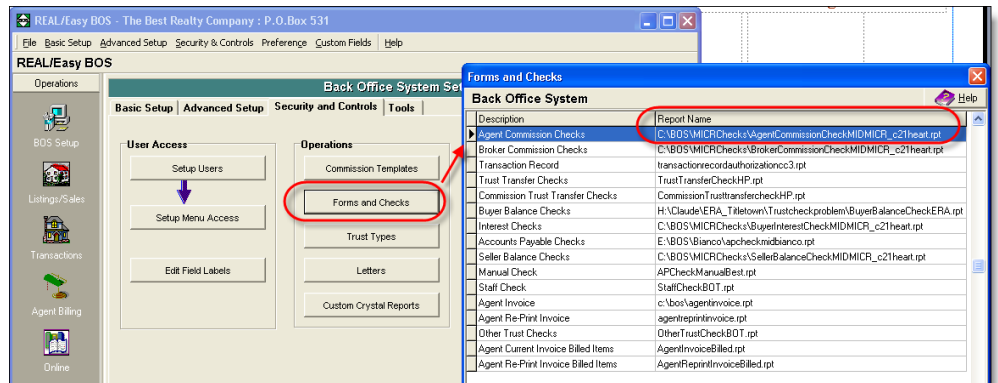
Step 3: Install MICR Check Printing Programs and Fonts

The new MICR check print programs are installed on your computer or server.

These “MICR” check print programs will replace the current pre-printed form programs. This setup is done within BOS Setup’s “Forms and Checks” command.

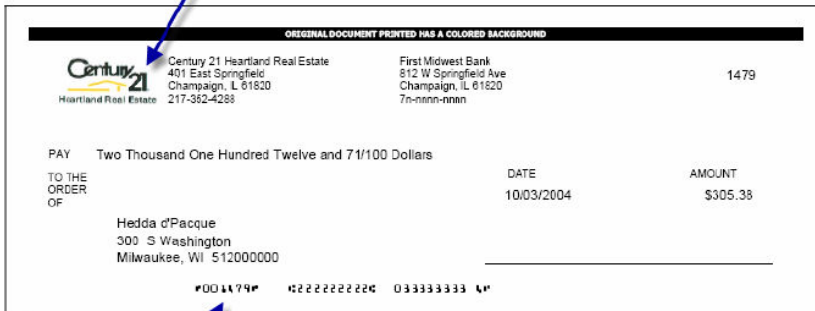
For all computers that will be printing the checks, special MICR fonts are also installed.

These steps can be done by REAL/Easy staff or by your own IT staff using instructions from REAL/Easy.



Step 4: Test the Check Printing with Your Bank

Company Logos, Company and Bank Names, Other graphics



MICR Check Printing - Check#, Routing and Account#

Before beginning production printing of MICR checks, a sample of each check must be printed and given to your bank for test reading.

Sample checks can be printed for actual commissions/expenses and then voided. Or, you can make a

copy of your BOS database to perform the test without disrupting your live database. The staff at REAL/Easy can help you with either.

If any adjustments are needed, the staff at REAL/Easy can take care of them until the bank gives it's OK.

After the tests are passed, actual MICR check printing can begin. Note that many companies will have BOS start with a different number sequence.