



Deposit Tickets

Introduction In this tutorial, you will learn how to enter a deposit ticket design form.

Each design form type has distinct requirements based on the customer information and/or format of the product itself. Deposit Ticket Design Forms are WYSIWYG – What you SEND is what you get!

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New/Add Orders for 3 On A Page Deposit Tickets

Entering a new Deposit Ticket Design Form

To enter a new 3 On A Page Deposit Ticket design form, follow the steps below.

Step	Action
1	Navigate to Contacts from the File menu in CMS by clicking on the Sub-menu title Contacts .
2	Using the mouse, Click on the method by which you will be searching for a contact to place an order. NOTE: You can search by <u>Phone Number</u> , <u>Short Name</u> , <u>Long Name</u> , or <u>Customer Number</u> .
3	Type the information you're looking for [Example: Phone number –area code not required]. Press Enter
4	Once the customer is highlighted in the customer list, press Enter .
5	Enter the product number in the first field of the first line. NOTE: If you do not know the product number, enter the first few letters of the product code and press Enter to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press Enter .
6	In the next field enter an N for new [only available on the customer's first order], or an A for an add-on sale.
7	In the Quantity field type in the amount if different from the default [which is the smallest quantity] or use the pop-up menu and click on the desired quantity in the list to select it.
8	STK , this is not a required field. Tab through it.
9	Start # - Arabic numbering is not available for this product. Tab through the field.

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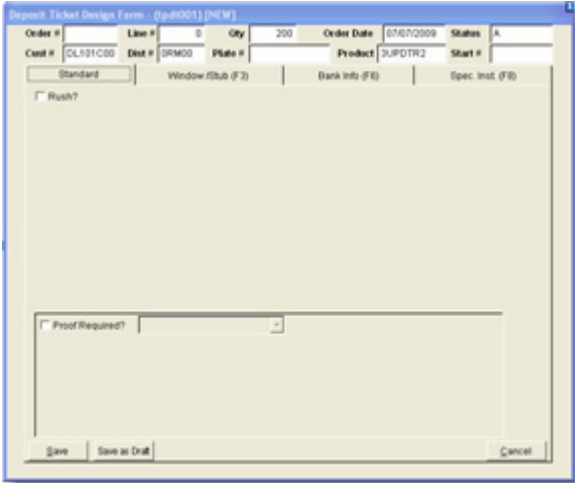
New/Add Orders for 3 On A Page Deposit Tickets cont.

Step	Action
10	<p>OVR, use this field to over ride the set price or to use special or value pricing.</p> <div data-bbox="756 520 1263 596" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>OVR Codes M - Sell Price Override 3 - Flex Pricing</p> </div> <p>Select from the option available by product line in the pop-up by entering the corresponding letter. When selecting a value price option, you will also be required to enter a percentage amount for the discount. [e.g. 5 – 25% would be a sample range to select from]</p>
11	<p>The % <Percentage> field is used to give an additional discount for the item.</p> <p>NOTE: If using this field for additional discounting, it will reflect a full discount in your commissions as well.</p>
12	<p>The Price field will fill automatically (unless M is in the OVR field in that case the price must be manually entered).</p>
13	<p>Add a recall date, CSR code, and any comments in the last three fields.</p> <p>NOTE: It's recommended that when using the value pricing option in the OVR field, you also reflect the percentage in the comments field for access on future orders.</p>
14	<p>Once in the Comments field, press F9 to access the enhanced Design Form screens.</p> <p>Note: If you are entering a new 3 on a page product, CMS will bypass the EDF Type selection pop-up screen.</p>
15	<p>If the customer has any order history, a pop-up will appear asking if you want to copy previous design form history. Click either the YES or NO button to continue. If YES is selected, choose an order or plate # from the Select Design Form screen and click OK. The new design form will populate with as much information as possible from the previous design form. If the customer does not have any order history, a blank design form screen will appear.</p>

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New/Add Orders for 3 On A Page Deposit Tickets cont.

Step	Action
16	<p>Use the Tabs at the top to navigate through the various screens necessary to complete the design form.</p> 
17	<p><u>Standard Screen:</u></p>  <p>Complete the fields required to place the customer's order:</p> <ul style="list-style-type: none">➤ Rush – place a check in the box if this order requires a rush. The option code will auto-populate in order entry screen when you save the design form.➤ Proof Required - click in the box next to this field if a PDF proof is required. Click Distributor or Customer Fill in buttons to populate the email addresses stored in CMS.

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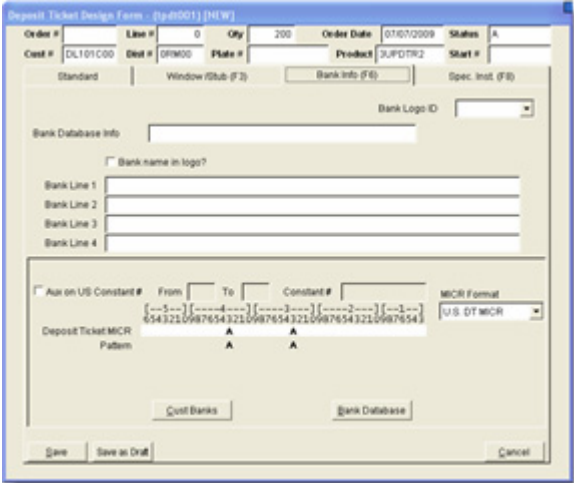
New/Add Orders for 3 On A Page Deposit Tickets cont.

Step	Action
18	<p data-bbox="597 453 899 485"><u>Window/Stub [F3] Screen:</u></p> <div data-bbox="735 499 1305 978"></div> <p data-bbox="597 995 1276 1026">Complete the fields required to place the customer's order:</p> <ul data-bbox="695 1031 1448 1608" style="list-style-type: none">➤ Pull the window information from the – click either the Bill To or Ship To button to pre-fill the window area.➤ Window Mode – select the appropriate option from the drop-down listing.➤ Line 1 thru 6 – if the addresses on the customer record are different than what is required, enter the necessary information here.<ul style="list-style-type: none">– Right click in the window area and the Special Characters box will pop up– If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark.➤ Type Style – if different than the default, select from the drop-down options available.➤ Type Size – if different than the default, select from the drop-down options available.

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New/Add Orders for 3 On A Page Deposit Tickets cont.

Step	Action
19	<p data-bbox="597 457 857 485">Bank Info [F6] Screen:</p> <p data-bbox="597 491 1308 518">There are two ways to complete the Bank Information screen.</p> <div data-bbox="735 541 1305 1020"></div> <p data-bbox="597 1037 1451 1178">- Option 1: The first way would be to use either the Cust Banks or Bank Database buttons at the bottom of the screen. This allows you to pre-populate the fields automatically from the information that you have set up in your Cust Banks database and your Bank Database.</p> <ul data-bbox="646 1184 1403 1356" style="list-style-type: none"><li data-bbox="646 1184 1187 1211">○ Cust Banks and Bank Database buttons<ul data-bbox="743 1218 1403 1356" style="list-style-type: none"><li data-bbox="743 1218 1386 1283">– Cust Banks – pulls bank data that is attached to the Customer.<li data-bbox="743 1289 1403 1356">– Bank Database – pulls the information from the Bank Database. <p data-bbox="597 1365 1451 1430">- Option 2: The other way is to enter the information manually by following the instructions below.</p> <ul data-bbox="695 1436 1442 1688" style="list-style-type: none"><li data-bbox="695 1436 1442 1545">➤ Bank Logo ID – use the drop-down list to locate the appropriate logo ID for the bank's logo. Go to the D•NET to access the Bank Logo Book on-line.<li data-bbox="695 1551 1442 1617">➤ Bank Database Info – This is information that is pulled from the bank database.<li data-bbox="695 1623 1442 1688">➤ Bank name in logo - if the bank name is in the logo, click in the box next to this field.

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New/Add Orders for 3 On A Page Deposit Tickets cont.

Step	Action
19 cont.	<p><u>Bank Info [F6] Screen (cont.):</u></p> <ul style="list-style-type: none"> ➤ Bank Line 1-4 – enter the information that will be printed in the bank logo area of a check. <ul style="list-style-type: none"> - Right click in the Bank Line area and the Special Characters box will pop up. - If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark. ➤ Aux on Us Constant # – click in this field if the MICR numbering requires a Constant numbering placement. <ul style="list-style-type: none"> - From and To – enter the range for the Constant numbering placement - Constant # - enter the information that is to be printed as the constant. ➤ Deposit Ticket MICR – enter the Routing and Transit and customer Account information. ➤ MICR Format – default for US is U.S. DT MICR. Change the drop-down default if the deposit ticket requires no DT MICR or Non-US DT MICR formatting.
20	<p><u>Special Instructions [F8] Screen:</u> This screen is not available for special instructions.</p>
21	Click the Save button to save the information.
22	Any options that were selected on the design form will be reflected as a line item on the order. Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
23	Press F10 to save the order.



New/Add Orders for DT's, DTR's and DTS'

Entering a new Deposit Ticket Design Form

To enter a new Deposit Ticket design form for a DT, DTR and DTS, follow the steps below.

Step	Action
1	Navigate to Contacts from the File menu in CMS by clicking on the Sub-menu title Contacts .
2	Using the mouse, Click on the method by which you will be searching for a contact to place an order. NOTE: You can search by <u>Phone Number</u> , <u>Short Name</u> , <u>Long Name</u> , or <u>Customer Number</u> .
3	Type the information you're looking for [Example: Phone number –area code not required]. Press Enter
4	Once the customer is highlighted in the customer list, press Enter .
5	Enter the product number in the first field of the first line. NOTE: If you do not know the product number, enter the first few letters of the product code and press Enter to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press Enter . If you put in product codes DT1, DT2, DT3 or DT4, you will get a pop up message asking "Are you looking for a PL/20 product?" Click No .
6	In the next field enter an N for new [only available on the customer's first order], or an A for an add-on sale.
7	In the Quantity field type in the amount if different from the default [which is the smallest quantity] or use the pop-up menu and click on the desired quantity in the list to select it.

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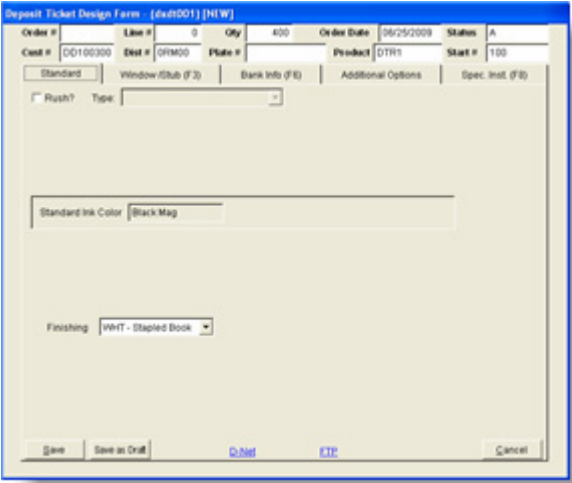

New/Add Orders for DT's, DTR's and DTS' cont.

Step	Action
8	STK , this is not a required field. Tab through it.
9	Start # , if the order requires numbering, this field is used to indicate the starting number.
10	<p>OVR, use this field to over ride the set price or to use special or value pricing.</p> <div style="border: 1px solid black; background-color: #e0e0e0; padding: 5px; margin: 10px 0;"> <p>OVR Codes</p> <p>M - Sell Price Override</p> <p>O - Value Pricing</p> <p>U - Universal</p> <p>X - 20% Off Next Imprint Order</p> </div> <p>Select from the option available by product line in the pop-up by entering the corresponding letter. When selecting a value price option, you will also be required to enter a percentage amount for the discount. [e.g. 5 – 25% would be a sample range to select from]</p>
11	<p>The % <Percentage> field is used to give an additional discount for the item.</p> <p>NOTE: If using this field for additional discounting, it will reflect a full discount in your commissions as well.</p>
12	The Price field will fill automatically (unless M is in the OVR field in that case the price must be manually entered).
13	<p>Add a recall date, CSR code, and any comments in the last three fields.</p> <p>NOTE: It's recommended that when using the value pricing option in the OVR field, you also reflect the percentage in the comments field for access on future orders.</p>
14	Once in the Comments field, press F9 to access the enhanced Design Form screens.
15	A pop-up will appear asking if you want to copy previous design form history. Click either the YES or NO button to continue. If YES is selected, choose an order or plate # from the Select Design Form screen and click OK. The new design form will populate with as much information as possible from the previous design form.

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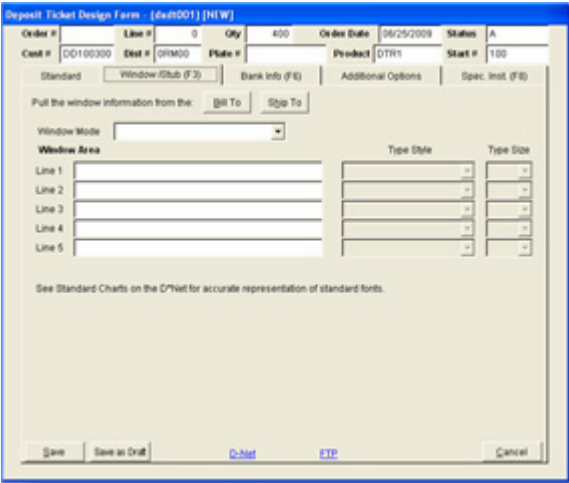
New/Add Orders for DT's, DTR's and DTS' cont.

Step	Action
16	<p>Use the Tabs at the top to navigate through the various screens necessary to complete the design form.</p> 
17	<p><u>Standard Screen:</u></p>  <p>Complete the fields required to place the customer's order:</p> <ul style="list-style-type: none">➤ Rush – place a check in the box if this order requires a rush. Use the drop-down to indicate Customer or Distributor paid rush option. The option code will auto-populate in order entry screen when you save the design form.➤ Finishing – click on the drop down arrow to view options and select one by clicking on that option. (NOTE: Default option is Stapled Book.) <p>NOTE: When entering an order for a DTR3, the option below appears on the Standard Screen. Please disregard this option. It's utilized for a specific Safeguard customer.</p> 

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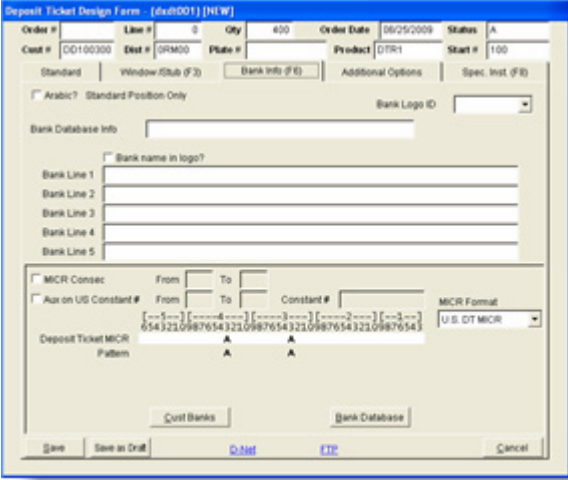
New/Add Orders for DT's, DTR's and DTS' cont.

Step	Action
18	<p data-bbox="597 453 899 485"><u>Window/Stub [F3] Screen:</u></p>  <p data-bbox="597 1014 1276 1045">Complete the fields required to place the customer's order:</p> <ul style="list-style-type: none"> <li data-bbox="695 1052 1438 1119">➤ Pull the window information from the – click either the Bill To or Ship To button to pre-fill the window area. <li data-bbox="695 1125 1446 1192">➤ Window Mode – select the appropriate option from the drop-down listing. <li data-bbox="695 1199 1446 1482">➤ Line 1 thru 5 – if the addresses on the customer record are different than what is required, enter the necessary information here. <ul style="list-style-type: none"> <li data-bbox="743 1308 1317 1375">– Right click in the window area and the Special Characters box will pop up <li data-bbox="743 1381 1446 1482">– If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark. <p data-bbox="743 1493 1430 1665">NOTE: If ordering a DTR or DTS, you will have 5 lines of type. If ordering a DT, you will have 4 lines of type showing, but only 3 lines of type are allowed. The 4th line is there so that you can move the information up or change the window area around.</p> <ul style="list-style-type: none"> <li data-bbox="695 1671 1390 1738">➤ Type Style – if different than the default, select from the drop-down options available. <li data-bbox="695 1745 1438 1812">➤ Type Size– if different than the default, select from the drop-down options available.

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New/Add Orders for DT's, DTR's and DTS' cont.

Step	Action
19	<p data-bbox="597 457 1307 520">Bank Info [F6] Screen: There are two ways to complete the Bank Information screen.</p> <div data-bbox="727 541 1291 1018"></div> <p data-bbox="597 1050 1453 1192">- Option 1: The first way would be to use either the Cust Banks or Bank Database buttons at the bottom of the screen. This allows you to pre-populate the fields automatically from the information that you have set up in your Cust Banks database and your Bank Database.</p> <ul data-bbox="646 1197 1404 1375" style="list-style-type: none">o Cust Banks and Bank Database buttons<ul style="list-style-type: none">- Cust Banks – pulls bank data that is attached to the Customer.- Bank Database – pulls the information from the Bank Database. <p data-bbox="597 1381 1453 1449">- Option 2: The other way is to enter the information manually by following the instructions below.</p> <ul data-bbox="695 1453 1437 1774" style="list-style-type: none">➤ Arabic – place a check in the box if the deposit ticket requires Arabic numbering. Only the standard position is allowed. This is a chargeable option and the option code will auto-populate in the order entry screen when you save the design form.➤ Bank Logo ID – use the drop-down list to locate the appropriate logo ID for the bank's logo. Click the D•NET button at the bottom of the screen to access the Bank Logo Book on-line.

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New/Add Orders for DT's, DTR's and DTS' cont.

Step	Action
19 cont.	<p><u>Bank Info [F6] Screen (cont.):</u></p> <ul style="list-style-type: none"> ➤ Bank Database Info – This is information that is pulled from the bank database. ➤ Bank name in logo - if the bank name is in the logo, click in the box next to this field. ➤ Bank Line 1-5 – enter the information that will be printed in the bank logo area of a check. <ul style="list-style-type: none"> - Right click in the Bank Line area and the Special Characters box will pop up. - If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark. <p>MICR Consec. – if adding consecutive numbering, use the mouse to place a √ in the field. Tab and key in the number range sequence for the MICR Consec. in the MICR line. Generally, the number range is 52 to 45. MICR Consec. is a chargeable option and the option code will auto-populate in order entry screen when you save the design form.</p> <p>NOTE: If Arabic numbering is required, check the Arabic box at the top of the screen. This is a chargeable option and the option code will auto-populate in order entry screen when you save the design form.</p> <ul style="list-style-type: none"> ➤ Aux on Us Constant # – click in this field if the MICR numbering requires a Constant numbering placement. <ul style="list-style-type: none"> - From and To – enter the range for the Constant numbering placement - Constant # - enter the information that is to be printed as the constant. ➤ Deposit Ticket MICR – enter the Routing and Transit and customer Account information. ➤ MICR Format – default for US is 'US'. Change the drop-down default if this requires no DT MICR or Non-US DT MICR formatting.

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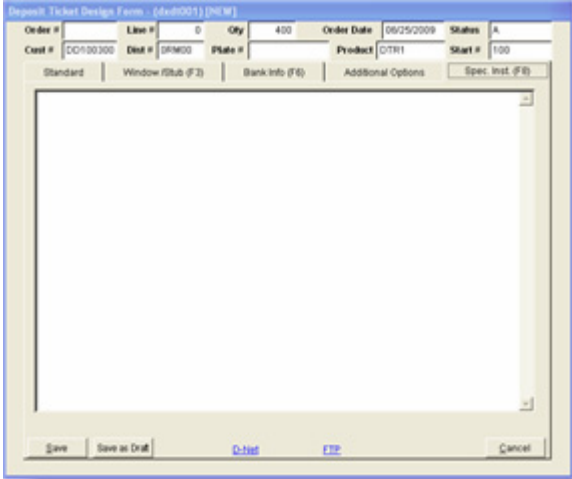
New/Add Orders for DT's, DTR's and DTS' cont.

Step	Action
20	<p data-bbox="597 531 906 562"><u>Additional Options Screen:</u></p> <div data-bbox="735 583 1305 1062"></div> <p data-bbox="597 1073 1279 1104">Complete the fields required to place the customer's order:</p> <ul data-bbox="646 1108 1446 1367" style="list-style-type: none">➤ Non Standard Paper Sequence - place a check in the box if the multi-part deposit ticket requires a non-standard paper sequence and then indicate the color sequence requested by the customer. Note: Standard Paper Sequence is:<ul style="list-style-type: none">○ 2 part – White top, pink second○ 3 part – White top, canary middle, pink bottom○ 4 part – White top, canary for both middle parts, pink bottom

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New/Add Orders for DT's, DTR's and DTS' cont.

Step	Action
21	<p><u>Special Instructions [F8] Screen:</u></p>  <p>Enter any additional information composition might require to complete this order based on the variables located on these screens.</p> <p>NOTE: The addition of information in the Special Instructions Screen has the potential of adding one day to the order processing time depending on the instructions noted.</p>
22	Click the Save button to save the information.
23	Any options that were selected on the design form will be reflected as a line item on the order. Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
24	Press F10 to save the order.



New/Add Orders for Laser Deposit Tickets for Quickbooks

Entering a new Deposit Ticket Design Form

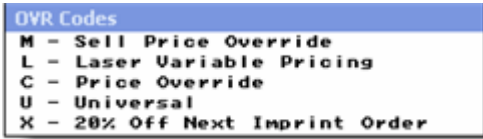
To enter a new Laser Deposit Ticket for Quickbooks design form, follow the steps below.

Step	Action
1	Navigate to Contacts from the File menu in CMS by clicking on the Sub-menu title Contacts .
2	Using the mouse, Click on the method by which you will be searching for a contact to place an order. NOTE: You can search by <u>Phone Number</u> , <u>Short Name</u> , <u>Long Name</u> , or <u>Customer Number</u> .
3	Type the information you're looking for [Example: Phone number –area code not required]. Press Enter
4	Once the customer is highlighted in the customer list, press Enter .
5	Enter the product number in the first field of the first line. NOTE: If you do not know the product number, enter the first few letters of the product code and press Enter to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press Enter .
6	In the next field enter an N for new [only available on the customer's first order], or an A for an add-on sale.
7	In the Quantity field type in the amount if different from the default [which is the smallest quantity] or use the pop-up menu and click on the desired quantity in the list to select it.
8	STK , this is not a required field. Tab through it.
9	Start # , if the order requires numbering, this field is used to indicate the starting number.

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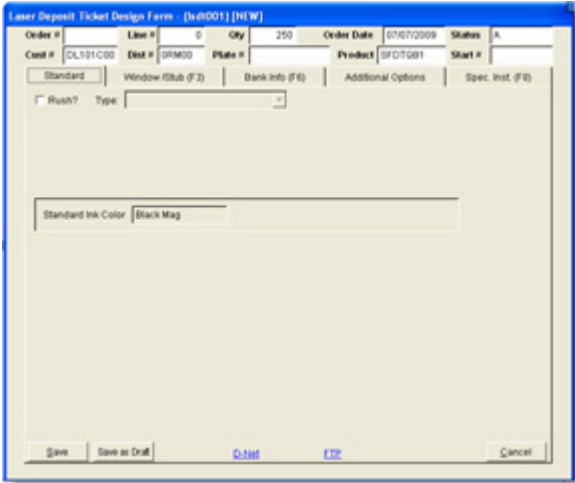
New/Add Orders for Laser Deposit Tickets for Quickbooks cont.

Step	Action
10	<p>OVR, use this field to over ride the set price or to use special or value pricing.</p>  <p>Select from the option available by product line in the pop-up by entering the corresponding letter. When selecting a value price option, you will also be required to enter a percentage amount for the discount. [e.g. 5 – 25% would be a sample range to select from]</p>
11	<p>The % <Percentage> field is used to give an additional discount for the item.</p> <p>NOTE: If using this field for additional discounting, it will reflect a full discount in your commissions as well.</p>
12	<p>The Price field will fill automatically (unless M is in the OVR field in that case the price must be manually entered).</p>
13	<p>Add a recall date, CSR code, and any comments in the last three fields.</p> <p>NOTE: It's recommended that when using the value pricing option in the OVR field, you also reflect the percentage in the comments field for access on future orders.</p>
14	<p>Once in the Comments field, press F9 to access the enhanced Design Form screens.</p>
15	<p>If the customer has any order history, a pop-up will appear asking if you want to copy previous design form history. Click either the YES or NO button to continue. If YES is selected, choose an order or plate # from the Select Design Form screen and click OK. The new design form will populate with as much information as possible from the previous design form. If the customer does not have any order history, a blank design form screen will appear.</p>

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New/Add Orders for Laser Deposit Tickets for Quickbooks cont.

Step	Action
16	<p>Use the Tabs at the top to navigate through the various screens necessary to complete the design form.</p> 
17	<p><u>Standard Screen:</u></p>  <p>Complete the fields required to place the customer's order:</p> <ul style="list-style-type: none">➤ Rush – place a check in the box if this order requires a rush. Use the drop-down to indicate Customer or Distributor paid rush option. The option code will auto-populate in order entry screen when you save the design form.➤ Standard Ink Color – Black Mag is the default.

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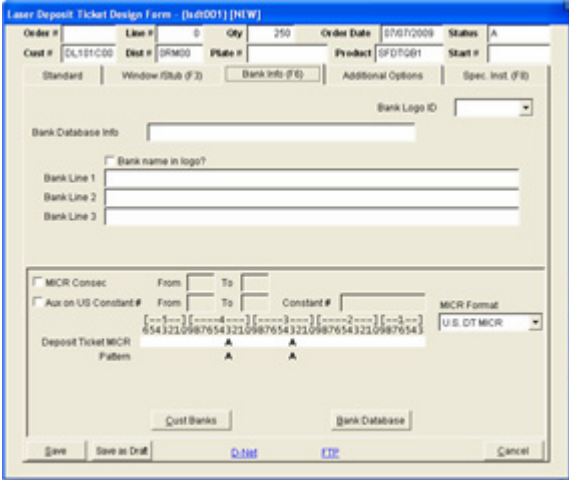
New/Add Orders for Laser Deposit Tickets for Quickbooks cont.

Step	Action
18	<p data-bbox="597 449 899 485"><u>Window/Stub [F3] Screen:</u></p> <div data-bbox="735 499 1305 978"></div> <p data-bbox="597 993 1276 1024">Complete the fields required to place the customer's order:</p> <ul data-bbox="695 1031 1448 1717" style="list-style-type: none">➤ Pull the window information from the – click either the Bill To or Ship To button to pre-fill the window area.➤ Window Mode – select the appropriate option from the drop-down listing.➤ Line 1 thru 5 – if the addresses on the customer record are different than what is required, enter the necessary information here.<ul style="list-style-type: none">– Right click in the window area and the Special Characters box will pop up– If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark.➤ Type Style – if different than the default, select from the drop-down options available.➤ Type Size – if different than the default, select from the drop-down options available.➤ Stub Area – use the drop-down box to specify which stubs will receive printing. <p data-bbox="735 1686 1295 1717">NOTE: Two lines of type are available on a stub.</p>

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New/Add Orders for Laser Deposit Tickets for Quickbooks cont.

Step	Action
18, cont	<p><u>Window/Stub [F3] Screen, cont.:</u></p> <ul style="list-style-type: none"> ➤ Line number to fill in from above – if the information being printed in the stub area is the same as information located in the window area, use the drop-down options to specify which line in the window area will be required. If it is different, simply enter in the information to be printed. Click Customer Fill in button to populate the first line with the company name. <ul style="list-style-type: none"> - Right Click in the Stub area and the Special Characters box will pop up. - If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark.
19	<p><u>Bank Info [F6] Screen:</u> There are two ways to complete the Bank Information screen.</p>  <p>- Option 1: The first way would be to use either the Cust Banks or Bank Database buttons at the bottom of the screen. This allows you to pre-populate the fields automatically from the information that you have set up in your Cust Banks database and your Bank Database.</p> <ul style="list-style-type: none"> ○ Cust Banks and Bank Database buttons <ul style="list-style-type: none"> - Cust Banks – pulls bank data that is attached to the Customer. - Bank Database – pulls the information from the Bank Database.

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New/Add Orders for Laser Deposit Tickets for Quickbooks cont.

Step	Action
19, cont.	<p><u>Bank Info [F6] Screen, cont.:</u></p> <p>- Option 2: The other way is to enter the information manually by following the instructions below.</p> <ul style="list-style-type: none"> ➤ Bank Logo ID – use the drop-down list to locate the appropriate logo ID for the bank’s logo. Click the D•NET button at the bottom of the screen to access the Bank Logo Book on-line. ➤ Bank Database Info – This is information that is pulled from the bank database. ➤ Bank name in logo - if the bank name is in the logo, click in the box next to this field. ➤ Bank Line 1-3 – enter the information that will be printed in the bank logo area of a check. <ul style="list-style-type: none"> - Right click in the Bank Line area and the Special Characters box will pop up. - If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark. ➤ MICR Consec. – if adding consecutive numbering, use the mouse to place a √ in the field. Tab and key in the number range sequence for the MICR Consec. in the MICR line. Generally, the number range is 52 to 45. NOTE: Standard stacking is the only stacking option available. ➤ Aux on Us Constant # – click in this field if the MICR numbering requires a Constant numbering placement. <ul style="list-style-type: none"> – From and To – enter the range for the Constant numbering placement – Constant # - enter the information that is to be printed as the constant. ➤ Deposit Ticket MICR – enter the Routing and Transit and customer Account information. ➤ MICR Format – default for US is ‘US’. Change the drop-down default if this requires no DT MICR or Non-US DT MICR formatting.

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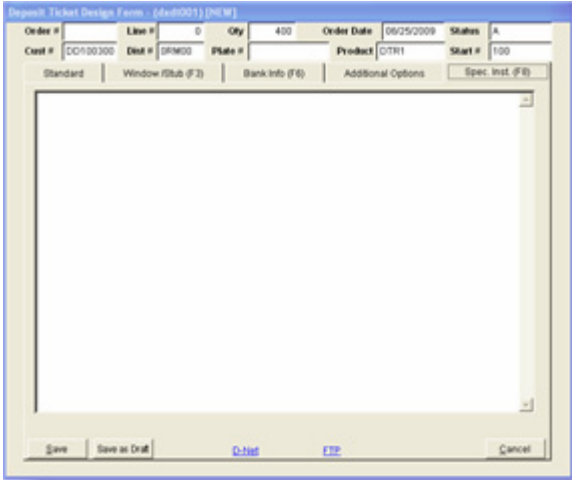
New/Add Orders for Laser Deposit Tickets for Quickbooks cont.

Step	Action
20	<p data-bbox="597 527 906 562"><u>Additional Options Screen:</u></p> <div data-bbox="735 583 1304 1062"></div> <p data-bbox="597 1077 1279 1108">Complete the fields required to place the customer's order:</p> <ul data-bbox="646 1115 1446 1440" style="list-style-type: none">➤ Non Standard Paper Sequence - place a check in the box if the multi-part deposit ticket requires a non-standard paper sequence and then indicate the color sequence requested by the customer. Note: Standard Paper Sequence is<ul data-bbox="695 1255 1438 1367" style="list-style-type: none">○ 2 part – White top, pink second○ 3 part – White top, canary middle, pink bottom○ 4 part – White top, canary for both middle parts, pink bottom➤ Uncollated Stock – place a check in the box if the customer requests uncollated stock.

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New/Add Orders for Laser Deposit Tickets for Quickbooks cont.

Step	Action
21	<p><u>Special Instructions [F8] Screen:</u></p>  <p>Enter any additional information composition might require to complete this order based on the variables located on these screens.</p> <p>NOTE: The addition of information in the Special Instructions Screen has the potential of adding one day to the order processing time depending on the instructions noted.</p>
22	Click the Save button to save the information.
23	Any options that were selected on the design form will be reflected as a line item on the order. Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
24	Press F10 to save the order.



New/Add Orders for Laser Deposit Tickets for Peachtree

Entering a new Deposit Ticket Design Form

To enter a new Laser Deposit Ticket for Peachtree design form, follow the steps below.

NOTE: The new style design forms are used for product codes SFDTPCH11 and SFDTPCH12, but they do not go direct to Hence. These are still done on the MAC No information will feed back from Safeguard to CMS for these design forms. Whatever you typed into CMS is what information will stay on the design form.

Step	Action
1	Navigate to Contacts from the File menu in CMS by clicking on the Sub-menu title Contacts .
2	Using the mouse, Click on the method by which you will be searching for a contact to place an order. NOTE: You can search by <u>Phone Number</u> , <u>Short Name</u> , <u>Long Name</u> , or <u>Customer Number</u> .
3	Type the information you're looking for [Example: Phone number –area code not required]. Press Enter
4	Once the customer is highlighted in the customer list, press Enter .
5	Enter the product number in the first field of the first line. NOTE: If you do not know the product number, enter the first few letters of the product code and press Enter to bring up the product list. Using ↓↑ keys scroll through the list until the desired code is highlighted, and then press Enter .
6	In the next field enter an N for new [only available on the customer's first order], or an A for an add-on sale.
7	In the Quantity field type in the amount if different from the default [which is the smallest quantity] or use the pop-up menu and click on the desired quantity in the list to select it.
8	STK , this is not a required field. Tab through it.
9	Start # , if the order requires numbering, this field is used to indicate the starting number.

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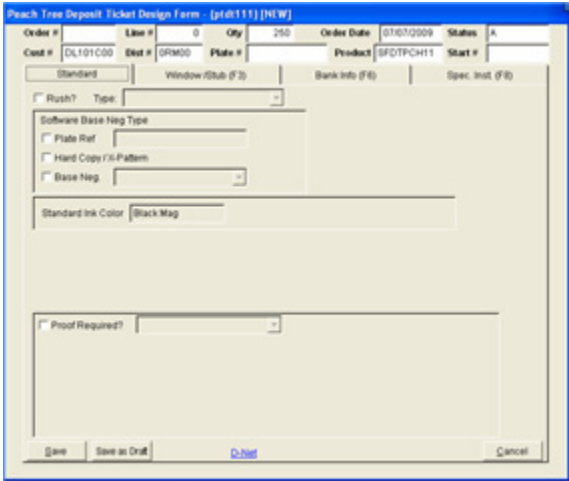
New/Add Orders for Laser Deposit Tickets for Peachtree cont.

Step	Action
10	<p>OVR, use this field to over ride the set price or to use special or value pricing.</p> <div data-bbox="771 520 1252 653" style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p>OVR Codes</p> <p>M - Sell Price Override</p> <p>L - Laser Variable Pricing</p> <p>C - Price Override</p> <p>U - Universal</p> <p>X - 20% Off Next Imprint Order</p> </div> <p>Select from the option available by product line in the pop-up by entering the corresponding letter. When selecting a value price option, you will also be required to enter a percentage amount for the discount. [e.g. 5 – 25% would be a sample range to select from]</p>
11	<p>The % <Percentage> field is used to give an additional discount for the item.</p> <p>NOTE: If using this field for additional discounting, it will reflect a full discount in your commissions as well.</p>
12	<p>The Price field will fill automatically (unless M is in the OVR field in that case the price must be manually entered).</p>
13	<p>Add a recall date, CSR code, and any comments in the last three fields.</p> <p>NOTE: It's recommended that when using the value pricing option in the OVR field, you also reflect the percentage in the comments field for access on future orders.</p>
14	<p>Once in the Comments field, press F9 to access the enhanced Design Form screens.</p>
15	<p>If the customer has any order history, a pop-up will appear asking if you want to copy previous design form history. Click either the YES or NO button to continue. If YES is selected, choose an order or plate # from the Select Design Form screen and click OK. The new design form will populate with as much information as possible from the previous design form. If the customer does not have any order history, a blank design form screen will appear.</p>

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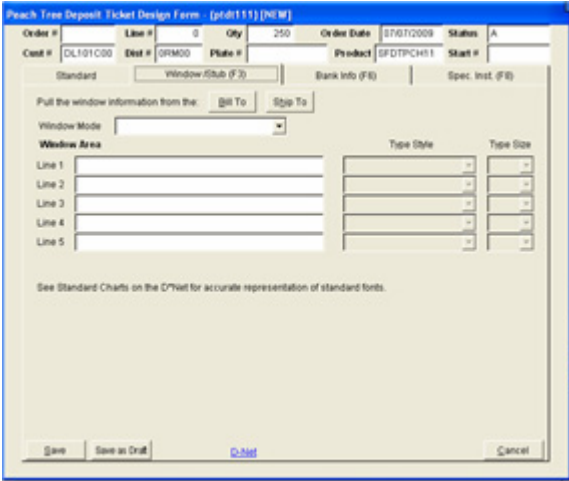
New/Add Orders for Laser Deposit Tickets for Peachtree cont.

Step	Action
16	Use the Tabs at the top to navigate through the various screens necessary to complete the design form. 
17	<p><u>Standard Screen:</u></p>  <p>Complete the fields required to place the customer's order:</p> <ul style="list-style-type: none">➤ Rush – place a check in the box if this order requires a rush. Use the drop-down to indicate Customer or Distributor paid rush option. The option code will auto-populate in order entry screen when you save the design form.➤ Software Base Neg Type – select the appropriate option by clicking in the box next to it. (This is a required field)<ul style="list-style-type: none">– Plate Ref – use this option to reference previous plate #. Enter the plate # in the open field.– Hard Copy / X Pattern – use this option if the customer will submit a sample or X Pattern for reference due to the alteration/customization of their software. When this option is selected, a Base Neg will populate automatically.– Base Neg – use this option to reference a specific base neg #. Select the number from the drop-down option.

Continued on next page



New/Add Orders for Laser Deposit Tickets for Peachtree cont.

Step	Action
17, cont.	<p>Standard Screen, cont.:</p> <ul style="list-style-type: none"> ➤ Standard Ink Color – Black Mag is the default. NOTE: For product code SFDTPOCH12, if two colors are required, select from the drop-down options making sure to enter the color separation information below. ➤ Proof Required - click in the box next to this field if a proof is required. Use the drop-down to indicate the type of proof required. Click Distributor or Customer Fill in buttons to populate with the information stored in CMS.
18	<p><u>Window/Stub [F3] Screen:</u></p>  <p>Complete the fields required to place the customer's order:</p> <ul style="list-style-type: none"> ➤ Pull the window information from the – click either the Bill To or Ship To button to pre-fill the window area. ➤ Window Mode – select the appropriate option from the drop-down listing. ➤ Line 1 thru 5 – if the addresses on the customer record are different than what is required, enter the necessary information here. <ul style="list-style-type: none"> – Right click in the window area and the Special Characters box will pop up – If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark.

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New/Add Orders for Laser Deposit Tickets for Peachtree cont.

Step	Action
18, cont.	<p><u>Window/Stub [F3] Screen, cont.:</u></p> <ul style="list-style-type: none"> ➤ Type Style – if different than the default, select from the drop-down options available. ➤ Type Size– if different than the default, select from the drop-down options available.
19	<p><u>Bank Info [F6] Screen:</u> There are two ways to complete the Bank Information screen.</p> <div data-bbox="734 751 1302 1230" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>- Option 1: The first way would be to use either the Cust Banks or Bank Database buttons at the bottom of the screen. This allows you to pre-populate the fields automatically from the information that you have set up in your Cust Banks database and your Bank Database.</p> <ul style="list-style-type: none"> ○ Cust Banks and Bank Database buttons <ul style="list-style-type: none"> – Cust Banks – pulls bank data that is attached to the Customer. – Bank Database – pulls the information from the Bank Database.

Continued on next page



New/Add Orders for Laser Deposit Tickets for Peachtree cont.

Step	Action
19, cont.	<p>Bank Info [F6] Screen, cont.:</p> <p>- Option 2: The other way is to enter the information manually by following the instructions below.</p> <ul style="list-style-type: none"> ➤ Bank Logo ID – use the drop-down list to locate the appropriate logo ID for the bank’s logo. Click the D•NET button at the bottom of the screen to access the Bank Logo Book on-line. ➤ Bank Database Info – This is information that is pulled from the bank database. ➤ Bank name in logo - if the bank name is in the logo, click in the box next to this field. ➤ Bank Line 1-3 – enter the information that will be printed in the bank logo area of a check. <ul style="list-style-type: none"> - Right click in the Bank Line area and the Special Characters box will pop up. - If you need an accent mark, highlight the letter that requires the accent mark and then right click to select the mark. MICR Consec. – if adding consecutive numbering, use the mouse to place a √ in the field. Tab and key in the number range sequence for the MICR Consec. in the MICR line. Generally, the number range is 52 to 45. NOTE: Standard stacking is the only stacking option available. ➤ Aux on Us Constant # – click in this field if the MICR numbering requires a Constant numbering placement. <ul style="list-style-type: none"> – From and To – enter the range for the Constant numbering placement – Constant # - enter the information that is to be printed as the constant. ➤ Deposit Ticket MICR – enter the Routing and Transit and customer Account information. ➤ MICR Format – default for US is ‘US’. Change the drop-down default if this requires no DT MICR or Non-US DT MICR formatting.

Continued on next page



New/Add Orders for Laser Deposit Tickets for Peachtree cont.

Step	Action
20	<p data-bbox="597 541 971 573"><u>Special Instructions [F8] Screen:</u></p> <div data-bbox="724 590 1292 1066" style="text-align: center;"> </div> <p data-bbox="597 1100 1414 1171">Enter any additional information composition might require to complete this order based on the variables located on these screens.</p> <p data-bbox="597 1209 1451 1318">NOTE: The addition of information in the Special Instructions Screen has the potential of adding one day to the order processing time depending on the instructions noted.</p>
21	Click the Save button to save the information.
22	Any options that were selected on the design form will be reflected as a line item on the order. Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
23	Press F10 to save the order.




Exact Repeat Orders

Entering an Exact Repeat Design Form

Follow the steps below to place an **Exact Repeat with No Chargeable Options** order when converting from the previous design form to the enhanced design form.

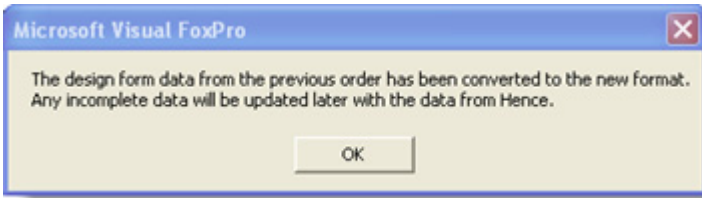
NOTE: If you are doing a repeat order that does **not** have a plate number in CMS, call DTG to get an order history download for the customer.

Step	Action
1	Exact Repeat Orders – Follow steps 1 – 4 in the previous section to locate the customer and navigate to the order screen.
2	Press F3 to go to the Detailed Order History screen. Locate the product to be reordered by scrolling through the orders using the ↓↑ keys. Highlight the item you are repeating and press Enter .
3	Follow steps 6 – 13 in the previous section for instructions on how to complete the remaining fields in the order entry screen. In step 6, enter R for repeat. NOTE: Only quantity can be changed on exact repeat orders.
4	Once in the Comments field, press F9 to access the enhanced Design Form screens.
5	A pop-up will appear asking if this is an Exact Repeat, or Repeat with Change. Highlight the Exact Repeat option and click the OK button to continue.  NOTE: If you made a change to the original design form after it was shipped/invoiced, when you do a repeat order, you will only have the choice of Repeat w/Change.

Continued on next page



Exact Repeat Orders, cont.

Step	Action
6	Another pop-up will appear. Click the OK button to continue to the new Design Form screens. 
7	The only field that is available for modification is: <ul style="list-style-type: none">– Rush (Standard screen)
8	Click the Save button in the design form to save the information.
9	Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
10	Press F10 to save the order.



Exact Repeat Orders

Entering an Exact Repeat Design Form

Follow the steps below to place an **Exact Repeat with Chargeable Options** order when converting from the previous design form to the enhanced design form.


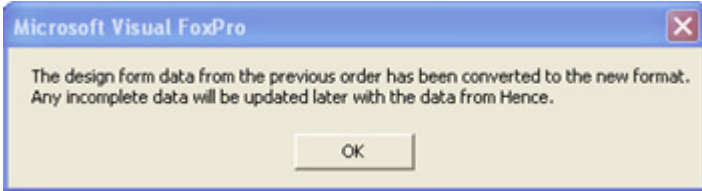
NOTE: If you are doing a repeat order that does **not** have a plate number in CMS, call DTG to get an order history download for the customer.

Step	Action
1	<u>Exact Repeat Orders</u> – Follow steps 1 through 4 in the New/Add Order section to locate the customer and navigate to the order screen.
2	Press F3 to go to the Detailed Order History screen. Locate the product to be reordered by scrolling through the orders using the ↓↑ keys. Highlight the item you are repeating and press Enter . IMPORTANT NOTE: Do not select chargeable options in the order entry screen from Detailed Order History. Select them on your design form. This automatically populates the order entry screen with option codes and fees. These options will remain on your design form unless you chose to remove them on your next order. IDEA: While in the Detailed Order History screen, note the chargeable options associated with the product to be reordered so you can populate the new design form with this information.
3	Reference the New/Add Order section, steps 6 – 13 for instructions on how to complete the remaining fields in the order entry screen. In step 6, enter R for repeat. NOTE: Only quantity can be changed on exact repeat orders.
4	Once in the Comments field, press F9 to access the enhanced Design Form screens. NOTE: It's necessary to access the design form because this step populates the order entry screen with option codes and fees.

Continued on next page



Exact Repeat Orders, cont.

Step	Action
5	<p>A pop-up will appear asking if this is an Exact Repeat, or Repeat with Change. Highlight the Repeat w/Change* option and click the OK button to continue.</p>  <p>*NOTE: Because we need to transfer the data from the previous design form, every 'first' exact repeat with chargeable options using the enhanced design form requires the use of the Repeat w/Change option.</p> <p>Additional Note: If you made a change to the original design form after it was shipped/invoiced, when you do a repeat order, you will only have the choice of Repeat w/Change.</p>
6	<p>Another pop-up will appear. Click the OK button to continue to the new Design Form screens.</p> 
7	<p>Visit the various screens.</p> <ul style="list-style-type: none">- Populate the Chargeable Options in the design form.- This will pre-populate the order entry screen with the proper option codes and fees. Use OVR codes to make adjustments to the option code pricing if needed. <p>NOTE: "Same as last time" will be pre-populated in some fields within the design form if the previous order was an exact repeat. If these fields are not changing from the previous order, do not alter this information. Since this is the initial transfer of information, you will not see "Same as last time" when you reorder.</p>

Continued on next page



Exact Repeat Orders, cont.

Step	Action
8	Click the Save button in the design form to save the information. This will pre-populate the order entry screen with the proper option codes and fees. Use OVR codes to make adjustments to the option code pricing if needed.
9	Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
10	Press F10 to save the order.



Repeat with Change Orders

Entering a Repeat with Change Design Form

Follow the steps below to place **Repeat with Change** orders when converting from the previous design form to the enhanced design form.


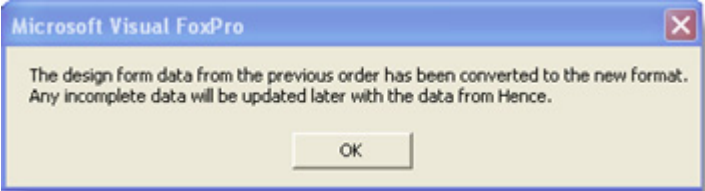
NOTE: If you are doing a repeat order that does **not** have a plate number in CMS, call DTG to get an order history download for the customer.

Step	Action
1	<u>Repeat with Change Orders</u> – Follow steps 1 through 4 in the New/Add Order section to locate the customer and navigate to the order screen.
2	Press F3 to go to the Detailed Order History screen. Locate the product to be reordered by scrolling through the orders using the ↓↑ keys. Highlight the item you are repeating and press Enter . IMPORTANT NOTE: Do not select chargeable options in the order entry screen from Detailed Order History. Select them on your design form. This automatically populates the order entry screen with option codes and fees. These options will remain on your design form unless you chose to remove them on your next order. IDEA: While in the Detailed Order History screen, note the chargeable options associated with the product to be reordered so you can populate the new design form with this information.
3	Reference the New/Add Order section, steps 6 – 13 for instructions on how to complete the remaining fields in the order entry screen. In step 6, enter R for repeat.
4	Once in the Comments field, press F9 to access the enhanced Design Form screens. NOTE: It's necessary to access the design form because this step populates the order entry screen with option codes and fees.

Continued on next page



Repeat with Change Orders, cont.

Step	Action
5	<p>A pop-up will appear asking if this is an Exact Repeat, or Repeat with Change. Highlight the Repeat w/Change option and click the OK button to continue.</p>  <p>NOTE: If you made a change to the original design form after it was shipped/invoiced, when you do a repeat order, you will only have the choice of Repeat w/Change.</p>
6	<p>Another pop-up will appear. Click the OK button to continue to the new Design Form screens.</p> 
7	<p>Visit the various screens and edit any variable information.</p> <ul style="list-style-type: none">- Populate the Chargeable Options in the design form.- This will pre-populate the order entry screen with the proper option codes and fees. Use OVR codes to make adjustments to the option code pricing if needed. <p>NOTE: "Same as last time" will be pre-populated in some fields within the design form if the previous order was an exact repeat. If these fields are not changing from the previous order, do not alter this information. Since this is the initial transfer of information, you will not see "Same as last time" when you reorder.</p>

Continued on next page



Repeat with Change Orders, cont.

Step	Action
8	Click the Save button in the design form to save the information. This will pre-populate the order entry screen with the proper option codes and fees. Use OVR codes to make adjustments to the option code pricing if needed.
9	Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]
10	Press F10 to save the order.

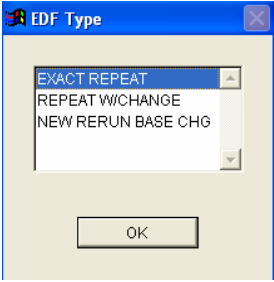


Exact Repeat Orders

Entering an Exact Repeat Design Form

Follow the steps below to place **Exact Repeat** orders for products that have already been converted to the enhanced design form.

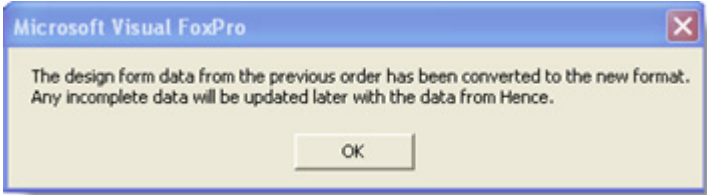
NOTE: If you are doing a repeat order that does **not** have a plate number in CMS, call DTG to get an order history download for the customer.

Step	Action
1	Exact Repeat Orders – Follow steps 1 through 4 in the New/Add Order section to locate the customer and navigate to the order screen.
2	Press F3 to go to the Detailed Order History screen. Locate the product to be reordered by scrolling through the orders using the ↓↑ keys. Highlight the item you are repeating and press Enter .
3	Follow steps 6 – 13 in the previous section for instructions on how to complete the remaining fields in the order entry screen. In step 6, enter R for repeat. NOTE: Only quantity can be changed on exact repeat orders.
4	Once in the Comments field, press F9 to access the enhanced Design Form screens. NOTE: If the order requires chargeable options, it's necessary to access the design form because this step populates the order entry screen with option codes and fees.
5	A pop-up will appear asking if this is an Exact Repeat, or Repeat with Change. Highlight the Exact Repeat option and click the OK button to continue.  NOTE: If you made a change to the original design form after it was shipped/invoiced, when you do a repeat order, you will only have the choice of Repeat w/Change.

Continued on next page



Exact Repeat Orders, cont.

Step	Action
6	<p>Another pop-up will appear. Click the OK button to continue to the new Design Form screens.</p> 
7	<p>The only field that is available for modification is:</p> <ul style="list-style-type: none">– Rush (Standard screen)
8	<p>Click the Save button in the design form to save the information. If there are any chargeable options, this will pre-populate the order entry screen with the proper option codes and fees. Use OVR codes to make adjustments to the option code pricing if needed.</p>
9	<p>Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]</p>
10	<p>Press F10 to save the order.</p>




Repeat with Change Orders

Entering a Repeat with Change Design Form

Follow the steps below to place **Repeat with Change** orders for products that have already been converted to the enhanced design form.

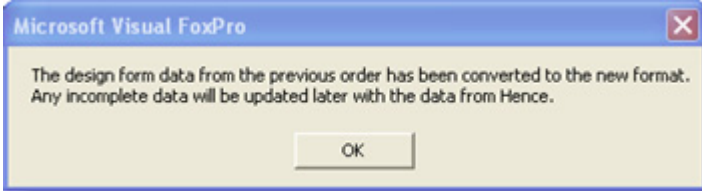
NOTE: If you are doing a repeat order that does **not** have a plate number in CMS, call DTG to get an order history download for the customer.

Step	Action
1	<u>Repeat with Change Orders</u> – Follow steps 1 through 4 in the New/Add Order section to locate the customer and navigate to the order screen.
2	Press F3 to go to the Detailed Order History screen. Locate the product to be reordered by scrolling through the orders using the ↓↑ keys. Highlight the item you are repeating and press Enter .
3	Reference the New/Add Order section, steps 6 – 13 for instructions on how to complete the remaining fields in the order entry screen. In step 6, enter R for repeat.
4	Once in the Comments field, press F9 to access the enhanced Design Form screens.
5	A pop-up will appear asking if this is an Exact Repeat, or Repeat with Change. Highlight the Repeat w/Change option and click the OK button to continue.  NOTE: If you made a change to the original design form after it was shipped/invoiced, when you do a repeat order, you will only have the choice of Repeat w/Change.

Continued on next page



Repeat with Change Orders, cont.

Step	Action
6	<p>Another pop-up will appear. Click the OK button to continue to the new Design Form screens.</p> 
7	<p>Visit the various screens that <u>require</u> an edit and modify any variable information.</p>
8	<p>Click the Save button in the design form to save the information. This will pre-populate the order entry screen with the proper option codes and fees. Use OVR codes to make adjustments to the option code pricing if needed.</p>
9	<p>Complete the remaining screens as per the order requirements [i.e. Order Bottom, Line Item Detail, One Time Changes, etc.]</p>
10	<p>Press F10 to save the order.</p>