



**COUGAR
MOUNTAIN
SOFTWARE**

DENALI

CHECK PROCESSING

A Select Product of Cougar Mountain Software

Microsoft®
GOLD CERTIFIED

Partner

DENALI

Check Processing

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Setting Up Check Processing in Denali

The Check Processing Select Product allows you to attach a Check Reader so check information is transferred into your sales transaction at the register without the need to manually type it in.

Setting Up Device Codes

The first step to setting up Denali to use a Check Reader is to set up a Device Code for it.

To define the settings for your check reader:

- 1 Select **Hardware and Formats > Set Up Individual Devices** from the left navigation pane.
- 2 In the **Sales Device Codes** window, enter a code up to six characters and a meaningful description for this device.
- 3 Select *Check Reader* from the **Device Type** drop-down.

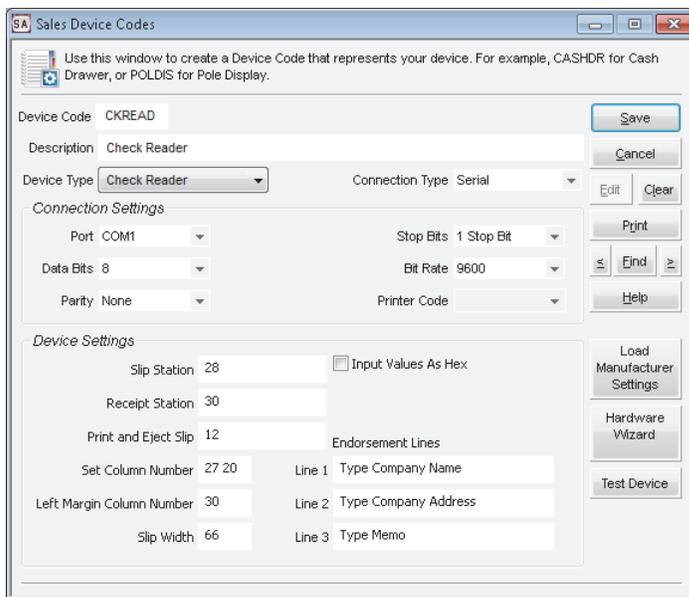


Figure 1: Sales Device Codes window, Check Reader

- 4 Select *Serial* in the **Connection Type** drop-down.
- 5 Click the **Load Manufacturer Settings** button.
- 6 Click the **Test Device** button to test the settings for this device. Once the device has been tested, follow the instructions in the message window to complete the setup.
- 7 Once the settings are finalized, save this code. Refer to the documentation that accompanied your device to configure the equipment.

Setting Up Your Registers

After you set up your Device Code, the next step to enabling check processing is to add the check processing functionality to your Register Code.

To set up your Register Codes:

- 1 Select **Hardware and Formats > Set Up the Registers** from the left navigation pane.

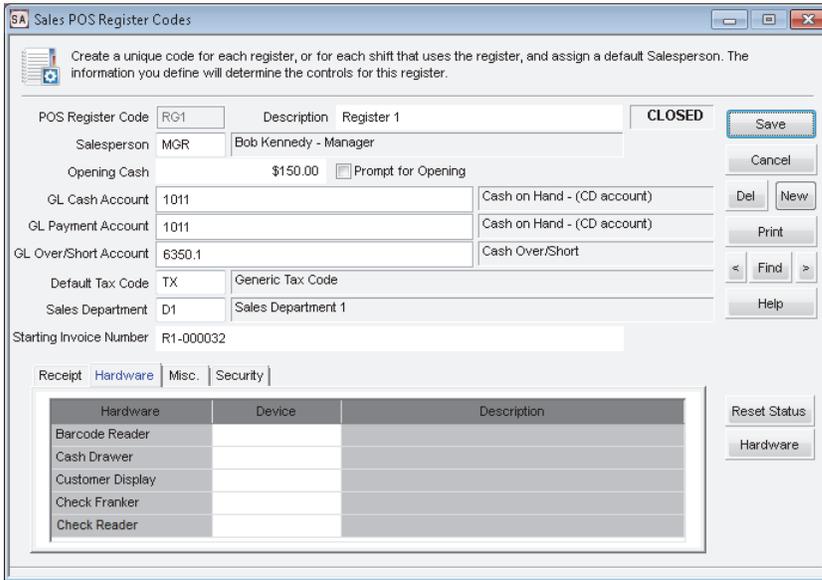


Figure 2: Sales POS Register Codes window

- 2 Enter the Register Code you want to add the check reader to or use the Lookup to select the code.
- 3 Select the **Hardware** tab.
- 4 In the Check Reader **Device** column, enter the Check Reader Device Code or use the Lookup to select it.
- 5 Select **Save** to save this Code.

Customizing Your Screen Layouts

Before you can process checks in Denali, you need to set up your screen layout to enable this feature.

To enable check processing in the sales entry layout:

- 1 In the Sales module, select **Options > Customize the Register Windows** from the left navigation pane.

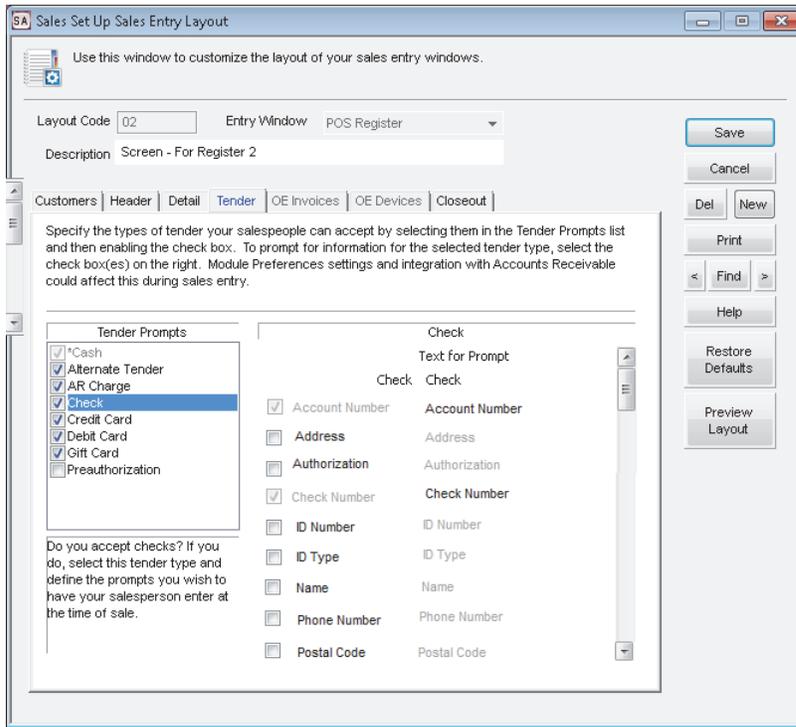


Figure 3: *Sales Set Up Sales Entry Layout window, Tender tab*

- 2 In the **Sales Set Up Sales Entry Layout** window, select a Layout Code you want to use the reader with.
 - 3 Select the **Tender** tab and in the **Tender Prompts** box, select **Check**.
 - 4 Select **Save** to save this Layout.
- Repeat these steps for all the layouts you want to use the reader with.

Entering Check Sales

After you set up check processing in Denali, you can enter your sales transactions and process checks.

To process a check during Sales entry:

- 1 Enter a sales transaction in the Sales Entry window.
- 2 Select the **Tender** button.
- 3 In the **Sales Transaction Closeout** window, select **Check**.
- 4 Scan the check with your check reader.
- 5 Review the information that appears in the **Sales Check Information** window and select **OK** if it's correct or **Rescan** if there is an error.

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