



Document Services

CSI's Document Services solution is an affordable form design and delivery system that allows organizations to produce and electronically distribute payroll checks, direct deposit notifications, accounts payable checks, W-2s, 1099s and more. The solution integrates seamlessly with any version of CSI financial management software. Forms may be customized to include many elements such as signatures, logos, graphics, etc.

DATA DELIVERY & STORAGE

- Provides the capability to reprint a single document or a range of documents.
- Supports multiple bank accounts by linking to bank account numbers stored in CSI's Bank Reconciliation module.
- Allows the use of different logo and signature options, based on the bank account used.
- Allows for email of direct deposit notifications, if desired.
- Utilizes pressure-sealed forms with a folder/sealer, if desired.
- Archives all printed documents in .pdf format, providing an easy way to search for documents and retrieve information.
- Provides school districts the option of printing a "sub slip."
- Prints on any laser printer. (Must be MICR capable for check printing.)

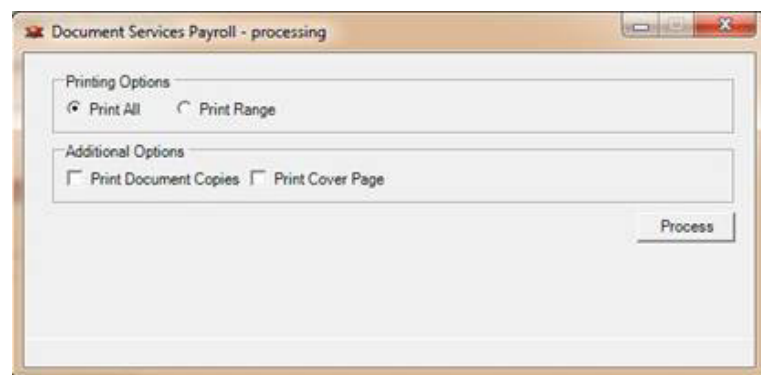
SECURITY

- Ensures that check-related processes can only be accessed by authorized personnel, based on security in CSI financial management software.
- Contains built-in, auditable checks and balances for protecting check signatures.

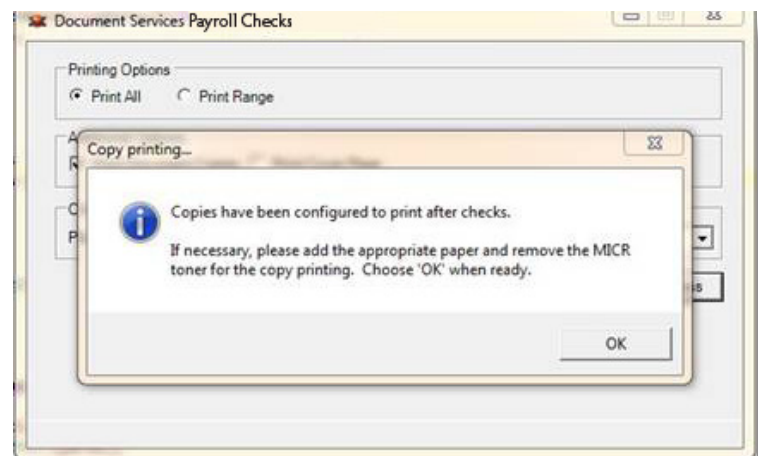
SAVE MONEY & TIME

- Eliminates costly, preprinted forms, including their management and storage.
- Increases security by not having preprinted check stock on hand.
- Reduces time spent stuffing envelopes by using the folder/sealer option.
- Cuts postage, paper and administrative costs by allowing users to email documents such as direct deposit notifications.
- Lessens the amount of waste that occurs when changes are made to documents or bank accounts.

PRINTING CHECKS



After the check files have been created from CSI's Accounts Payable or Payroll modules, the Document Services print screen automatically launches. This simple interface allows the user to print all checks or a range of checks and whether or not to print copies or print a cover page.



When printing copies, the system alerts the user to add new paper and remove the MICR toner before copies are made.

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REPRINTING CHECKS

Users can choose to reprint checks from the Process Menu in the Accounts Payable and Payroll modules. Once this option is selected, the user will be able to reprint a single check or multiple checks.

EMAILING CHECKS/NOTIFICATIONS

Optionally, the system can send the vendor or employee an email notification that includes an image of the check or direct deposit notification.

The screenshot shows a window titled 'Storage Utilities' with two main sections: 'Check Reprinting' and 'Check Emailing'.
In the 'Check Reprinting' section, there are two dropdown menus: 'Please choose the printer:' and 'Please choose the check run ID:'. Below these, there are radio buttons for 'Single' (selected) and 'Multiple', with a 'Check Number:' text box next to the 'Single' option. A 'Print' button is located at the bottom right of this section.
In the 'Check Emailing' section, there is a dropdown menu for 'Please choose the check run ID:'. Below it is a table with the following columns: 'CheckNumber', 'Owner Name', 'ID', and 'Email Address'. The table is currently empty. An 'Email' button is at the bottom right of this section.
At the bottom left of the window, there is a status bar that says 'Getting Printers...'.

PRINTING W-2s

Print W-2s through Document Services by selecting Document Services as the W-2 Type on the Payroll/Taxes menu. This screen provides the option of printing all W-2s or a single W-2. To reprint a single W-2, simply enter the SSN.

The screenshot shows a window titled 'Document Services W2s' with a section for 'Printing Options'.
There are two radio buttons: 'Print All' and 'Print Single' (selected). To the right of the 'Print Single' option is a text box labeled 'Enter single SSN (include dashes):'. A 'Process' button is located at the bottom right of the window.