

HP Laserjet M406 - Check Printer

https://www.staplesadvantage.com/hp-laserjet-enterprise-m406dn-printer-3pz15a-bgj/product_24477435_24477435

Check Voiding and Check Reprint Policy

We have now provided the ability to void and reprint checks in Fairwater from within the vessel call. This is available to Port Managers, Operation Managers, and Port Administrators. Please review the below policies regarding use of this function.

Norton Lilly policies and procedures related to check voiding and check reprinting (for Fairwater generated port checks) are as follows:

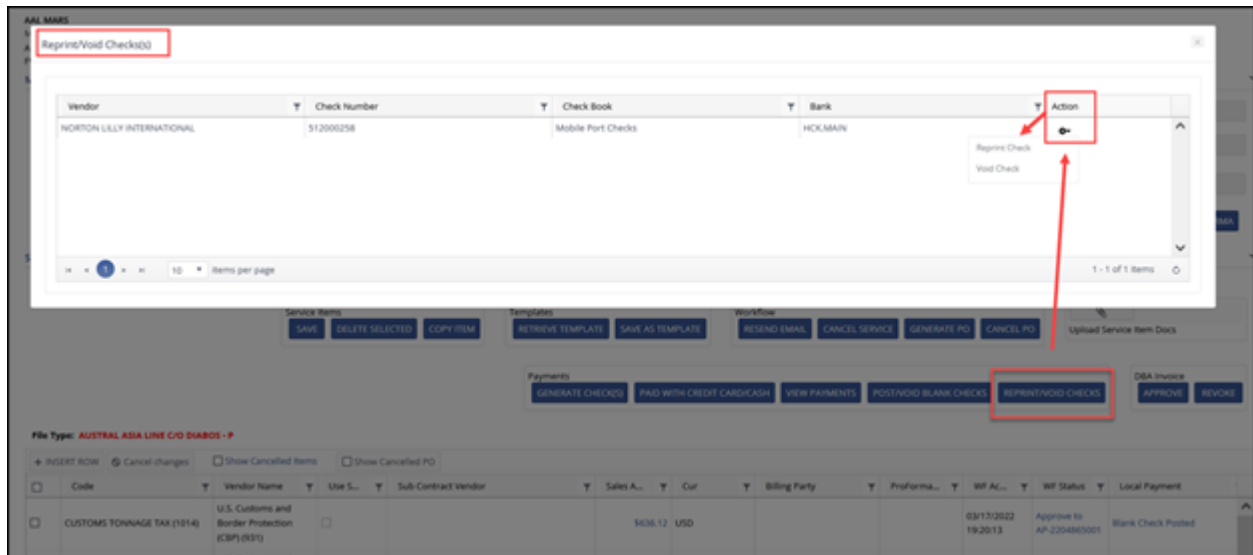
CHECK VOIDING

1. Authorized Users for voiding of checks in the Fairwater system will be restricted to Port Managers, Operations Managers, and Administrative personnel.
2. Reasons for voiding a check include:
 - a. Issued on wrong Fairwater checkbook
 - b. Issued to wrong payee
 - c. Issued for wrong amount
 - d. Check should not have been issued (check not needed)
 - e. Check Lost after having been printed
3. Prior to voiding a check, the Authorized User must physically destroy the paper check.
4. If it is not possible to destroy paper check due to it being lost, or for some other reason, then the Authorized User must document the reason for the paper check not being available, by email message to the user who generated the check. In case of a lost check, do not print a new check until you have voided the original check in the system.
5. The Authorized User will then void the check in Fairwater using the "Reprint/Void Checks" button on the "Agency Fee & Services" screen of the vessel call (see screenshot below). When voiding check in system, user must enter a clear reason for the check being voided into the "Remarks" box.

CHECK REPRINTING

1. Authorized Users for reprinting of checks in the Fairwater system will be restricted to Port Managers, Operations Managers, and Administrative personnel.
2. Prior to reprinting a check, the authorized user must determine why the original check is not available:
 - a. If the original check was lost, then it should NOT be reprinted. Rather, the original check should be voided as per "Check Voiding" procedure above, and then a new check should be generated.
 - b. If the original check never printed, this must be documented via email message between the user who generated the check and the Authorized User who will be reprinting the check.
3. Authorized user will then reprint the check in Fairwater using the "Reprint/Void Checks" button on the "Agency Fee & Services" screen of the vessel call (see screenshot below). When reprinting a check via the system, user must enter a clear reason for the reprint into the "Remarks" box.

Below is a screenshot showing where the "Reprint/Void Checks" button is located on the "Agency Fee & Services" screen of the vessel call:



Wrong Vessel - Port Check

When a check is generated in one file but used in a different file:

- Do not post the check in the file it was generated in. If it does get posted in error, you will need to contact AP to VOID it.
- If the check is showing "blank check generated" you need to VOID it at the port level.
- Enter the service line items in the file it was used for.
- Email the customs receipt to portchecks@nortonlilly.com advising the error along with the file number it should be posted in.

VENDOR ADVANCE BY PORT CHECK

Vendor Advances should normally be made by Wire Transfer through the Cash Department. The below guidelines should be followed if a Vendor Advance must be paid by a Port Check.

- Vendors must be approved by Accounting for Port Checks to be issued to them.
- You must have a proforma invoice or email advising the expected amount of the advance due to the vendor listing a breakdown by service item
- Enter the service items to the File for each charge indicated on the proforma invoice or email. **Do not enter a lump sum amount for the entire advance.**
- Start workflow and generate your PO
- Generate your port check and send to the vendor
- **Do not attach the proforma invoice or email to the service items**

Once the actual invoice is received and sent to the scan-center, the invoice will be processed against your PO.

MICR Toner Cartridge for HP Laserjet Pro M404n

Standard

Yield:

https://www.staplesadvantage.com/Troy-Compatible-Black-Standard-Yield-MICR-Toner-Cartridge-Replacement-for-HP-58A-CF258A-/product_24469042

High Yield: https://www.staplesadvantage.com/HP-58X-Black-High-Yield-Toner-Cartridge/product_24398982

Troy Compatible Black Standard Yield MICR Toner Cartridge Replacement for HP 58A (CF258A)

Item #: 24469042 | Model #: 0281585001

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Cash to Master(CTM) Checks - Quick Guide

The below 1-page "quick guide" outlines the steps to be taken for issuance of checks for Cash to Master from the Fairwater system.

[Fairwater-CTM-Checks-Quick-Guide-1Download](#)

Check Printer Setup

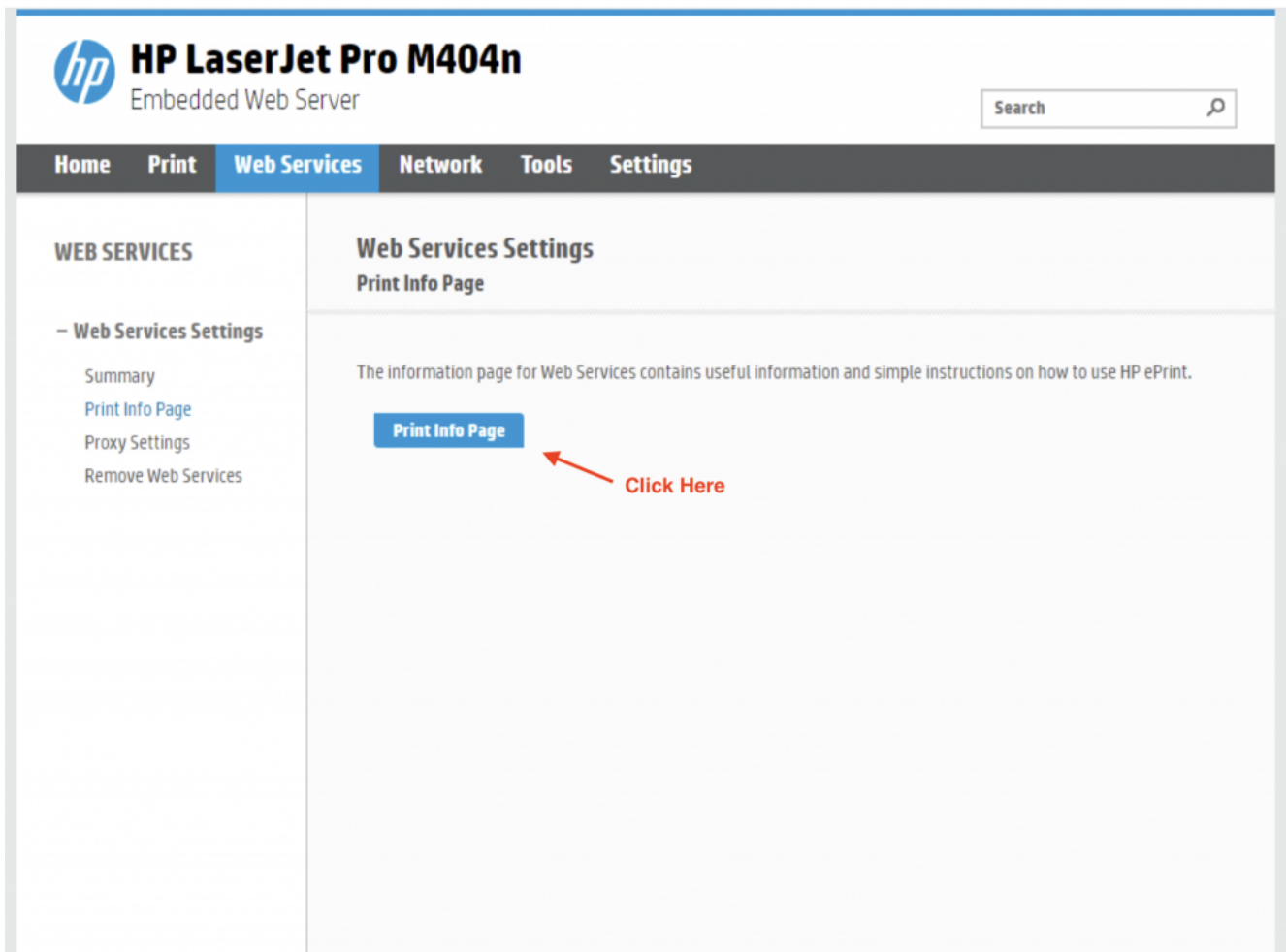
Designated Check Printer Setup Instructions

The Printer that you have received is for the sole purpose of printing checks from the Fairwater System. You are being supplied with a special Toner Cartridge for this purpose. The printer is not intended, and should not be used, for any other Printing needs.

You should keep Blank Check stock in the Printer. It does not require you to secure the check stock like you did in the past.

Printer Setup for designated Check Printer.

1. After unboxing the Printer remove the Toner Cartridge and insert the new MICR Toner Cartridge.
 - Store the Toner Cartridge that came with the Printer, it will only be needed in emergencies
2. Plug in the Printer Power Cord and Network Cable.
3. Go to Printer Setup – Network Setup – General Settings – Show IP address (check YES). Use arrow button to scroll to Network Setup (OK) – Ethernet Settings (OK) – IP Settings (OK) – DHCP (check YES)
4. On the Printer screen note the IP Address displayed (###.###.###.###)
 - If the IP Address does not display contact the Help Desk at 251-661-2118
5. Go to your computer and open a Web Browser (Chrome or Firefox).
6. Type the IP Address that you got in Step 3 into the Address bar and press enter.
7. Select the Web Service tab – will show as no enabled – click CONTINUE to enable.
8. From the same screen, HP Web Services Tab, click “Print Info Page”. This will send to your new printer.
9. Clearly write your Office Name on the Information Sheet that printed. Scan and Email this to wregan@nextlevelstudio.com.
10. Load the Blank Check stock into Tray 2 of the Printer. See the picture below to properly face the paper in the Tray.
11. Next Level Studio will notify you when they complete the setup and you can Print Checks from Fairwater.



Below is a sample Information Sheet that needs to be sent to wregan@nextlevelstudio.com.

Mobile, AL



Get the Most out of Your Printer

Your printer is now web-enabled and has its own email address.

Printer Email Address:

This will show an email address

With this printer email address, you can print by sending email messages to the printer from virtually anywhere. Share this email address with friends and family so they can print, as well.

Add the Printer to HP Connected

- If you are setting up your printer for the first time, visit 123.hp.com to continue the setup process on your computer or mobile device and to automatically add your printer to HP Connected (www.hpconnected.com).
- If you are NOT setting up your printer for the first time, make sure it has been added on your HP Connected account. If not, enter the following printer code if prompted.

Printer Code

This will show a Printer Code

Print from Your Mobile Device

Use this printer to print documents and photos directly from your mobile devices. For more information, visit the HP Mobile Printing website (www.hp.com/go/mobileprinting).

(At this time, this website might not be available in all languages.)

Below for reference only:

[HP-Laserjet-Pro-M404n-ManualDownload](#)

HP LaserJet Pro M404n - Setup Menu Map

Preferences Language Country/Region Store Anonymous Usage Information Automatically Send Anonymous Data	Event Logs Update the Printer Restore Restore Network Settings Restore Factory Defaults Cold Reset Printer Supply Region Reset
Quiet Mode Quiet Mode	
Network Setup Ethernet Settings IP Settings DHCP BOOTP Auto-IP Manual (Static) Link Speed General Settings Show IP Address IPv6 Security Disable Access Control List Print network configuration Restore Network Settings	Power Management Sleep Delay (Min.) Shutdown after Sleep (Hr.) Disable Shutdown
Web Services Setup Display Email Address Print Info Page	Reports Menu Structure Printer Configuration Page Printer Status Report Supplies Status Page Web Access Test Report Usage Page Network Configuration Page Web Service Summary PCL Font List
Tray Management Paper Out Action Auto Continue Timeout Auto Continue Action Image Adjust Tray 1 Tray 2 Paper Size/Type Prompt Display Do Not Display Alternative Letterhead Mode Default Paper Size Default Paper Type	Security Device Announcement Agent
Paper Setup Tray 1 Paper Size Paper Type Tray 2 Paper Size Paper Type	
Supply Settings Black Cartridge Very Low Setting Low Threshold Store Usage Data Cartridge Policy Cartridge Protection	
Printer Maintenance Print Quality Tools Print a Demo Page Print Quality Cleaning Page Jam Recovery Less Paper Curl Override Size Errors Troubleshooting	

Local Checks - Other

Local Check(s) Other Notes:

- **Void Blank Check:** If you have a Blank Check that has been Generated (Not Posted) then click the button for Post/Void Blank Checks, select your check number, then fill in the header with the Date, \$0.00 Amount, and appropriate Accounting Period. Once the header is complete click Void. Please be sure to destroy the printed check.
- **Void Posted Check:** If you need a Posted Check voided send the Check Number, Check Date, Vendor

Name, and Reason for voiding to ap@nortonlilly.com, Subject Line: Void Check – Check Number.

- *To Request approval for a new Vendor or changes to an existing Vendor to be allowed for Generate Check(s):* Send an email to ap@nortonlilly.com with the Vendor Number and Vendor Name along with an explanation of the requirements for this Vendor.
- *To Request permission for a new User or changes to an existing User for Checks Books:* Send an email to irudnick@nortonlilly.com and cwells@nortonlilly.com with the Check Book Name(s), User Name, and User Role along with an explanation of the requirements for this User.

U.S. Customs Receipts & Vendor Invoices:

- The Receipts from U.S. Customs or Invoices from Vendors need to be uploaded to the Service Items in the Port Calls. This should be done as soon as possible after the document is received. First select the appropriate Service Items then click the button for “Upload Service Item Docs”. This will give you a pop up where you will select the Document Type “Vendor Invoice” then click Submit.

Funds Available

- Check printing follows the standard funding rules as defined by Accounting.
- If a Service Item is blocked from payment and you see NSF in the remarks field payment is not allowed. You may request Management to override this by clicking NSF, filling in the explanation of why this item should be paid without funds and click submit. This will send an email to Management requesting their approval. Management will review and either Approve or Decline the request for override.

Generating Blank Checks

- If you see a checkbox for “Print Blank” then Accounting has approved this Vendor to Print Checks without Amounts or Check Date.
- You will be required to write the Check Date, Numeric Amount, and Legal Amount on the printed check before giving this to the Vendor.
- **Posting:** After completing the check and giving it to the Vendor you are required to enter the Check Date and Amounts into Fairwater. **Critical:** The Posting of the check in Fairwater must be done **within the same day** that the check is given to the Vendor.
- If you want the check to print with Amounts that you specify in the Pay Amount column then uncheck the “Print Blank” check box. This will generate the check normally with Amounts and Check Date, and Posting will not be required later.
- Carefully review your selections then click Generate Check.

Print 1 sheet of paper

Destination: Hewlett-Packard HP LaserJ...

Copies: 1

Orientation: Portrait Landscape

Pages: All

Color mode: Black and white

More settings: ▼

[Print using the system dialog...](#)

Print Cancel

Select Check Printer

Check Form Details:

Norton Lilly International
Mobile, AL
Tax ID: 03-12345678

512000232

U.S. CUSTOMS
P O BOX 100769
Atlanta, GA 30384-0001 United States

512000232

Description	Amount
CUSTOMS USER FEES (1015)	
Total	

1 of 1

- The Check will be sent to your local check printer.
- Service Items that have an unposted Blank Check will be highlighted in Gray in the Service Items grid.
- If you have an unposted blank check for a Service Item you will not be allowed to generate any more checks against that item until the blank check process is completed (Posted or Voided).

Generate Check(s) Rules

[Local Checks Rules](#)

Posting/Voiding Blank Checks

- For checks that were Printed as blanks you will use the Post/Void Blank Check(s) button to Post the check. **Critical:** The Posting of the check in Fairwater must be done **within the same day** that the check is given to the Vendor.
- Review the Service Items to confirm the Paid Amounts do not exceed the Estimated Amounts. If they do, adjust your Service Items before proceeding.
- Click the Post/Void Blank Check(s) button.
- A popup screen will appear showing a list of Blank Checks Not Posted.
- Click on the check number to be posted.
- Enter the Check/Void Date, Check Amount (\$0.00 if Voiding), and Accounting Period.
- Skip this step if you are voiding the Check. Select the check boxes for the Service Items included in the payment and enter the appropriate Pay Amounts for each of them. Pay Amounts must be less than or equal to the Balance Amount. If your payment exceeds the estimate go back to the Service Item to adjust the estimate.
- Carefully review your work then click Post.
- If you need to void the check, click on Void. You will get a confirmation pop up to confirm you want to Void the check.
- No printout is generated in this process.