

FOCUS – COD – Conversion

Store #

1. Go to the Focus application on your desktop.
2. Enter in the store # and password.
3. Select Process Checks.

Please make sure the following information is on all checks:

Pre-Approve a COD Transaction

1. Select Pre-Approve COD.
2. Estimated Amount: Enter the estimated dollar amount.
3. Telephone Number: Enter the check writer's phone number.
4. Reference 1: Enter a reference connected to the transaction.
5. Select Get Approval.
6. The Authorization response will appear with the Print Receipt option. A printed receipt should be signed by the customer.

Diagram of a check with labels for required information:

- Name
- Physical Address
- Telephone Number
- State of Issuance
- Store Number
- Customer ID Number

Check details:

Name Imprinted: 12 Willow Street, Oakcross, CA 94206

Telephone Number: 707-555-4242

State of Issuance: 123456

Store Number: ZZ999999

Customer ID Number: 1234

Date: 8-24-22

PAY to the order of: Your Store

Amount: \$500.00

Text: five hundred and no cents DOLLARS

FIRST NATIONAL BANK

10 Liberty Way, Oakcross, CA 94206

Signature

Close a Pre-Approve a COD Transaction

1. Select Update or Complete a COD.
2. Telephone Number: Enter a phone number, or leave blank and click Search.
3. Click and highlight transaction(s) from the list; click on Next.
4. Select Scan Check located below the image of the check scanner.
5. Insert the check into the check scanner to capture the check image.
6. Confirm that (a) the check image appears in the image box, and (b) that the MICR line appears in the field below the check image.
7. Enter the Amount and then click Next.
8. Verify the information is correct, then click Get Approval to update the COD transaction.

This tip card is provided solely as a courtesy to YOUR STORE(s). Please refer to your Service Agreement and any applicable addenda for a complete list of requirements. All the terms and conditions of the Service Agreement, any applicable addenda and the Confirmation Letter apply.

For 24-Hour Customer Service

Call 1-800-552-1900

www.cross-check.com

SAY *Yes* TO CHECKS®



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