

# FOCUS – Conversion

Store #

Please make sure the following information is on all checks:

Labels on check:

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

Check details:

Name Imprinted: 12 Willow Street, Oakcross, CA 94206

707-555-4242

123456/ZZ999999

1234

Date: 8-24-22

PAY to the order of: Your Store

five hundred and no cents

\$500.00 DOLLARS

FIRST NATIONAL BANK

10 Liberty Way, Oakcross, CA 94206

Signature

⑆123456789⑆ ⑆1234567890⑆ ⑆1234⑆

1. Go to the Focus application on your desktop.
2. Enter in store # and password.
3. Select Process Checks.
4. Select Ready for Deposit.
5. Select Scan Check located below the image of the check scanner.
6. When the light on the check scanner turns green, insert the check into the check scanner.
7. Confirm the image of the check appears in the image box and the MICR line appears in the field below the check image.
8. Enter the Amount.
9. Enter in the ID Code (state code).
10. Enter in the ID Number.
11. Enter in a reference connected to the transaction in the References field.
12. Select Get Approval.
13. A confirmation message will appear. Verify the information is correct, then select Yes to submit.
14. The Authorization Response will appear and the Print Receipt option. A receipt should be printed and signed by the customer.

FOCUS CONV 9/22

## State Codes

|    |    |    |    |    |    |    |                  |
|----|----|----|----|----|----|----|------------------|
| AK | DC | IL | ME | ND | OH | TN | WV               |
| AL | DE | IN | MI | NE | OK | TX | WY               |
| AR | FL | KS | MN | NH | OR | UT |                  |
| AZ | GA | KY | MO | NJ | PA | VA |                  |
| CA | HI | LA | MS | NM | RI | VT |                  |
| CO | IA | MA | MT | NV | SC | WA | MP = military ID |
| CT | ID | MD | NC | NY | SD | WI | PH = business    |

**Business checks** - must be approved with the business phone number including area code for the ID and State Code of PH. Example: 8001234567  
**Personal checks** - must be approved with the check writer's driver's license and corresponding State or Numeric Code. Example: CA123456

## US Territory Codes

|                |    |                |    |
|----------------|----|----------------|----|
| American Samoa | AS | Virgin Islands | VI |
| Guam           | GU | Wake Island    | WK |
| Puerto Rico    | PR |                |    |

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](http://www.cross-check.com)

SAY *Yes* TO CHECKS®



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| CA | HI | LA | MS | NM | RI | VT |                  |
| CO | IA | MA | MT | NV | SC | WA | MP = military ID |
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