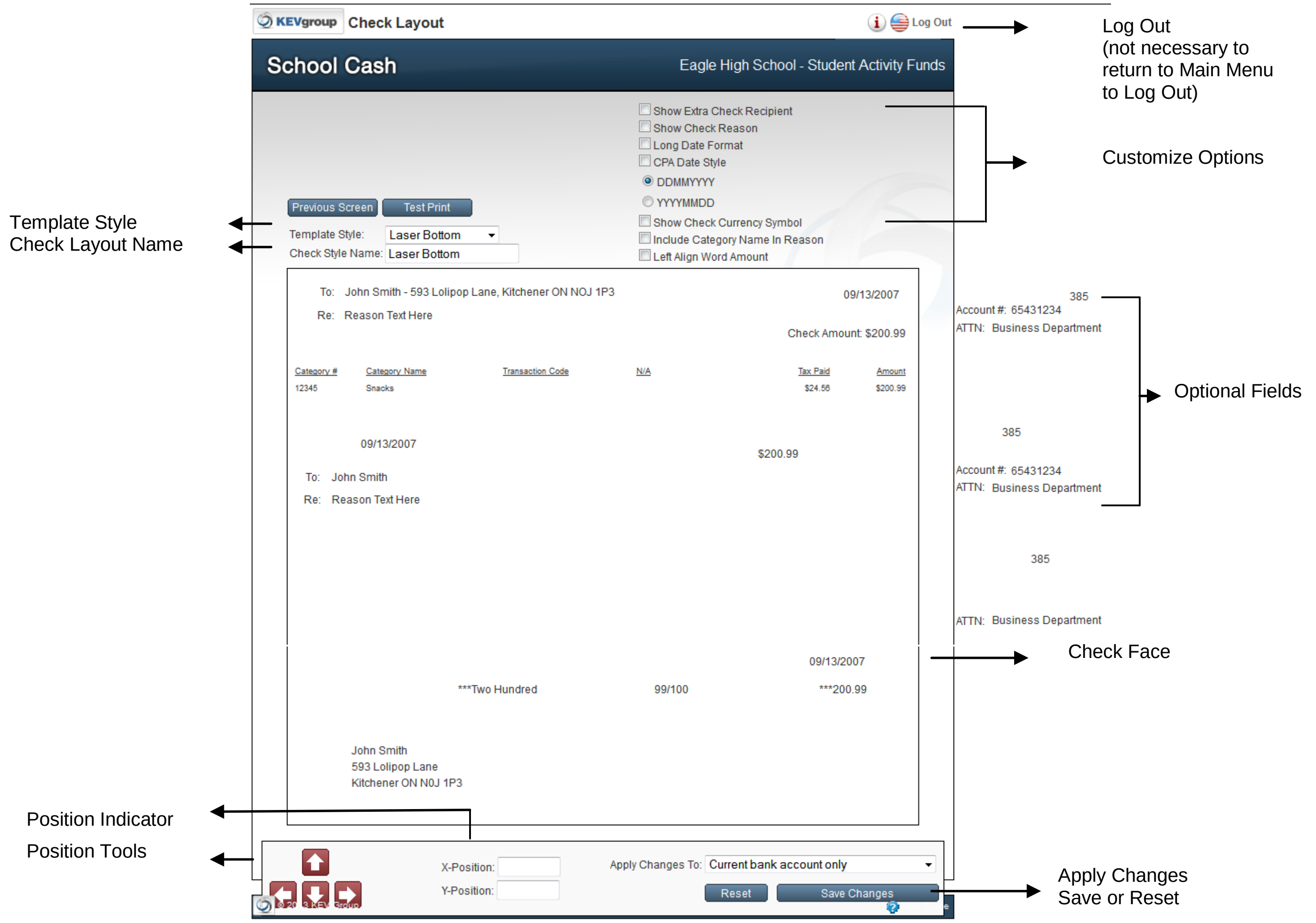
School Cash Accounting - Change Check Layout



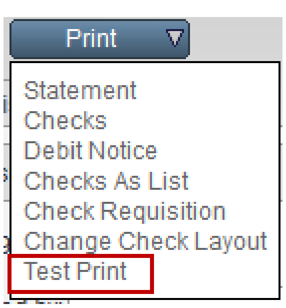
The format of printed checks is based on a basic check template and a style of check stock and a laser printer. These settings were established during KEV Setup. The individual user has the ability to fine tune the field options and the position of the fields on the check face.

***WARNING:** Before printing checks for the first time, a test check should be printed. Use a plain piece of paper to avoid wasting check stock. If adjustments to the check layout are necessary continue with the steps outlined below.*

To Print a Test:

From **Main Menu**, **Expense Activities group**;

1. Click **Issue Checks - Disbursement**
2. Click **Print** [Print]
3. Click **Test Print**



4. Click **Printer** icon in the report window
5. Click **Printer** icon in the Adobe window
6. Verify test print against existing check stock
7. Click **Issue Checks** [Issue Checks] to return to the Issue Checks screen and the issue checks process

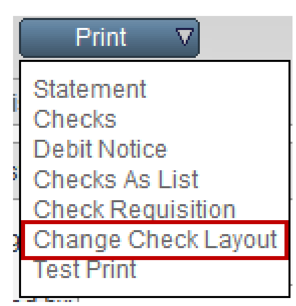
OR

8. Click **Check Layout** to make any necessary adjustments to the check layout

To Change the Check Layout:

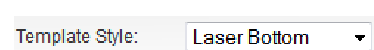
From **Main Menu**, **Expense Activities group**:

1. Click **Issue Checks - Disbursements**
2. Click **Print** [Print]
3. Select **Change Check Layout** from drop-down



Step 1: Template Style:

The Template Style was selected during KEV Setup



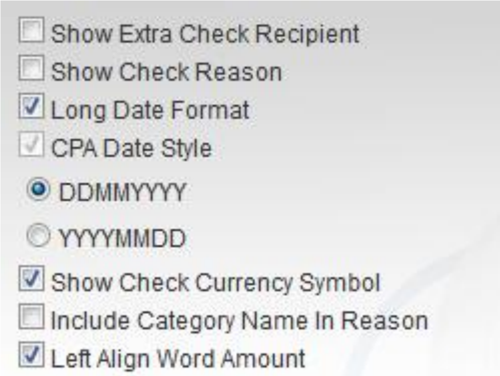
Step 2: Check Style Name:

Check Style Name: field reflects the style of checks that is being used by the current bank account

Cheque Style Name: Laser Bottom

Step 3: Select the Customize Options:

The format of fields on the check can be customized, using the customize features on the right side of the Change Check Layout screen.



To Customize the Check Fields:

Date:

1. Select the correct date format:

For example the default short date format 09/13/2007 can be customized for:

a) CPA date requirements DATE 1 3 0 9 2 0 0 7 D D M M Y Y Y Y

OR

b) Long date format September 13, 2007

Currency Symbol:

Turn the Currency Symbol ($) off, if the pre-printed check includes the currency symbol.

1. Click to turn the **Show Check Currency Symbol** option off (empty check box)

Additional fields can be added to the check layout:

For example an extra recipient line or a category name in the reason field.

a) Click in the check box to select any extra field requirements
b) Optional Attn: fields can be added to the check

To Include New Optional Fields:

1. Locate the optional field on the far right side of the check face portion of the layout screen
2. Click each field individually and drag into position in the layout screen

NOTE: Optional Account Number fields can be added to check stub portion of the check layout. Follow instructions above.

Supplier address will also print in the category portion of the check layout, if a 3 part check style is used.

Step 4: Save Changes to This Point:

1. Select the necessary option In the **Apply Changes To**: Apply Changes To: Current bank account only drop-down
2. Click **Save Changes** Save Changes to save the changes to this point

OR

Click **Reset** Reset to cancel the changes made to this point

Step 5: Adjust the Field Positions:

In order for the fields to align on the check stock, when the check is printed, it may be necessary to fine tune the position of fields on the check face.

To adjust the field positions:

1. Click on the required field to select it

***Two Hundred

A selected field will have a thin black outline box around its perimeter.
NOTE*:* It is only possible to select one field at a time.

For small adjustments, use one of the following methods:

a) Click the position tools located in the bottom left hand corner of the position panel.  *Single clicks will adjust the fields a small amount in the direction of the arrow*.

b) Use keyboard shortcuts:

Direction	Key
Up	w
Down	s
Left	a
Right	d

2. If the field needs to be moved a significant amount:
   a) Click, (red outline) hold and drag the field to a new position
   b) Drop the field in the new position

To align fields either horizontally or vertically:

1. Match the required field position numbers

X-Position: 398
Y-Position: 1259

Matching X-Position values aligns fields vertically
Matching Y-Position values aligns fields horizontally

To remove a field from the check layout:

1. Click the field and drag the field to the right, off the layout screen

Step 6: Adjust the Other Sections of Check Layout:

1. Click **Save Changes** Save Changes to save the new field positions
2. Scroll down using the blue vertical scroll bar on the far right hand edge of the window
3. Continue adjusting field placements as required
4. Click **Save Changes** Save Changes

Step 7: Print a Test:

WARNING: *After making any adjustments to the check layout, another test should be printed. Use a plain piece of paper to avoid wasting check stock.*

For further information on School Cash Accounting – Change Check Layout, please refer to the User Guide.