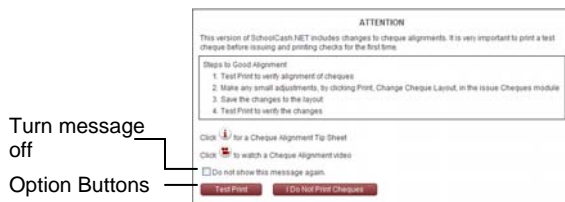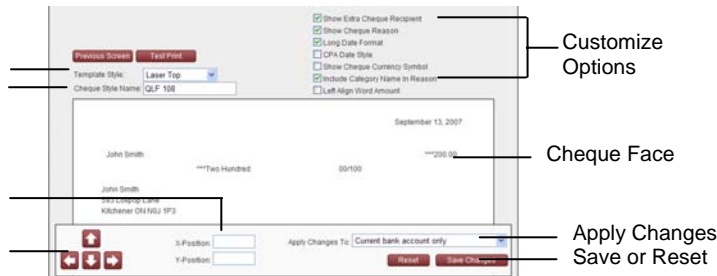# Test Print/Change Cheque Layout

Turn message off
Option Buttons

Template Style
Cheque Layout Name

Position Indicator
Position Tools

Customize Options

Cheque Face

Apply Changes
Save or Reset

The format of printed cheques is based on a basic cheque template and a style of cheque stock. These settings were established during the setup of the bank account. The individual user has the ability to fine tune the field options and the position of the fields on the cheque face.

Attention: Before printing cheques for the first time, a test cheque should be printed. The test cheque that prints, represents a "prototype", so no actual cheque numbers are assigned. Print the test cheque on a plain piece of paper to avoid wasting cheque stock.

To print a test:
From the **Main Menu**, select **Issue Cheques**

1. Click **Test Print** in the test print message window
2. Click the **Printer** icon in the report window
3. Click the **Printer** icon in the Adobe window
4. Verify the test with the actual cheque stock
5. Click **Issue Cheques**, if no changes to the alignment are necessary **OR**
6. Click **Cheque Layout**, if small adjustments to the alignment are necessary

Hint: To Skip the test process, click **I Do Not Print Cheques** in test print message window

To Change the Cheque Layout:

Step One: Template Style and Cheque Style Name:
The Template Style was selected when the current bank account was established.

Cheque Style Name: field Cheque Style Name: QLF 108 reflects the style of cheques that is being used by the current bank account

Step Two: Select the Customize Options:
The format of fields on the cheque can be customized, using the customize features on the right side of the Change Cheque Layout screen.

To customize the cheque 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 cheque includes the currency symbol.
1. Click to turn the **Show Cheque Currency Symbol** option off (empty box)

Additional fields can be added to the cheque 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

Step Three: Save the 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** to save the changes to this point **OR**

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

Step Four: Adjust the field positions:
In order for the fields to align on the cheque stock, it may be necessary to fine tune the position of fields on the cheque 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.*
2. 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

3. 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:
X-Position: 398
Y-Position: 1259
1. Match the required field position numbers
Matching X-Position values aligns fields vertically
Matching Y-Position values aligns fields horizontally

To remove a field from the cheque layout:
1. Click the field and drag the field to the right, off the layout screen

Step Five: Adjust the Other Sections of Cheque Layout:
1. Click **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**

Step Six: Print a Test:
After making any adjustments to the cheque layout, another test should be printed.

5. Click **Test Print** in the **Change Cheque Layout** screen

Step Seven: Print Cheques:
1. Click **Issue Cheques** to return to the **Issue Cheques** screen and continue the Issue Cheques process

Step Eight: Turn off the Test Message:
1. Click the **Check Box** Do not show this message again. in the test message window

2. Click **I Do Not Print Cheques** to continue with the Issue Cheques process