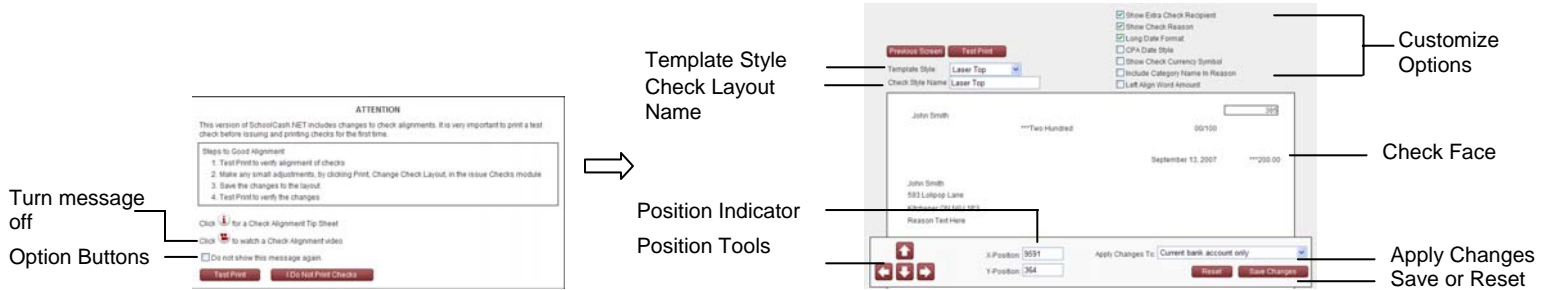


Test Print/Change Check Layout



The format of printed checks is based on a basic check template and a style of check 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 check face.

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

To print a test:

From the **Main Menu**, select **Issue Checks**

- Click **Test Print** in the test print message window
- Click the **Printer** icon in the report window
- Click the **Printer** icon in the Adobe window
- Verify the test with the actual check stock
- Click **Issue Checks**, if no changes to the alignment are necessary **OR**
- Click **Check Layout**, if small adjustments to the alignment are necessary

Hint: To skip the test process, click **I Do Not Print Checks**

in test print message window

To Change the Check Layout:

Step One: Template Style and Check Style Name:

The Template Style was selected when the current bank account was established.

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

Step Two: 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:

- Select the correct date format:

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

- CPA date requirements **DATE 1 3 0 9 2 0 0 7 D D M M Y Y Y Y** **OR**
- Long date format **September 13, 2007**

Currency Symbol:

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

- Click to turn the **Show Check Currency Symbol** option off (empty box)

Additional fields can be added to the check layout:

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

- Click in the check box to select any extra field requirements

Step Three: Save the changes to this point:

- Select the necessary option in the **Apply Changes To:**

Apply Changes To: **Current bank account only** drop-down

- 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 check stock, it may be necessary to fine tune the position of fields on the check face.

To adjust the field positions:

- Click on the required field to select it

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:

- 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.

- Use keyboard shortcuts:

| Direction | Key |
|-----------|-----|
| Up | w |
| Down | s |
| Left | a |
| Right | d |

- If the field needs to be moved a significant amount:

- Click, (red outline) hold and drag the field to a new position
- Drop the field in the new position

To align fields either horizontally or vertically:

- 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 check layout:

- Click the field and drag the field to the right, off the layout screen

Step Five: Adjust the Other Sections of Check Layout:

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

Step Six: Print a Test:

After making any adjustments to the check layout, another test should be printed.

- Click **Test Print** in the **Change Check Layout** screen

Step Seven: Print Checks:

- Click **Issue Checks** to return to the **Issue Checks** screen and continue the Issue Checks process

Step Eight: Turn off the Test Message:

- Click the check box **Do not show this message again.** in the test message window