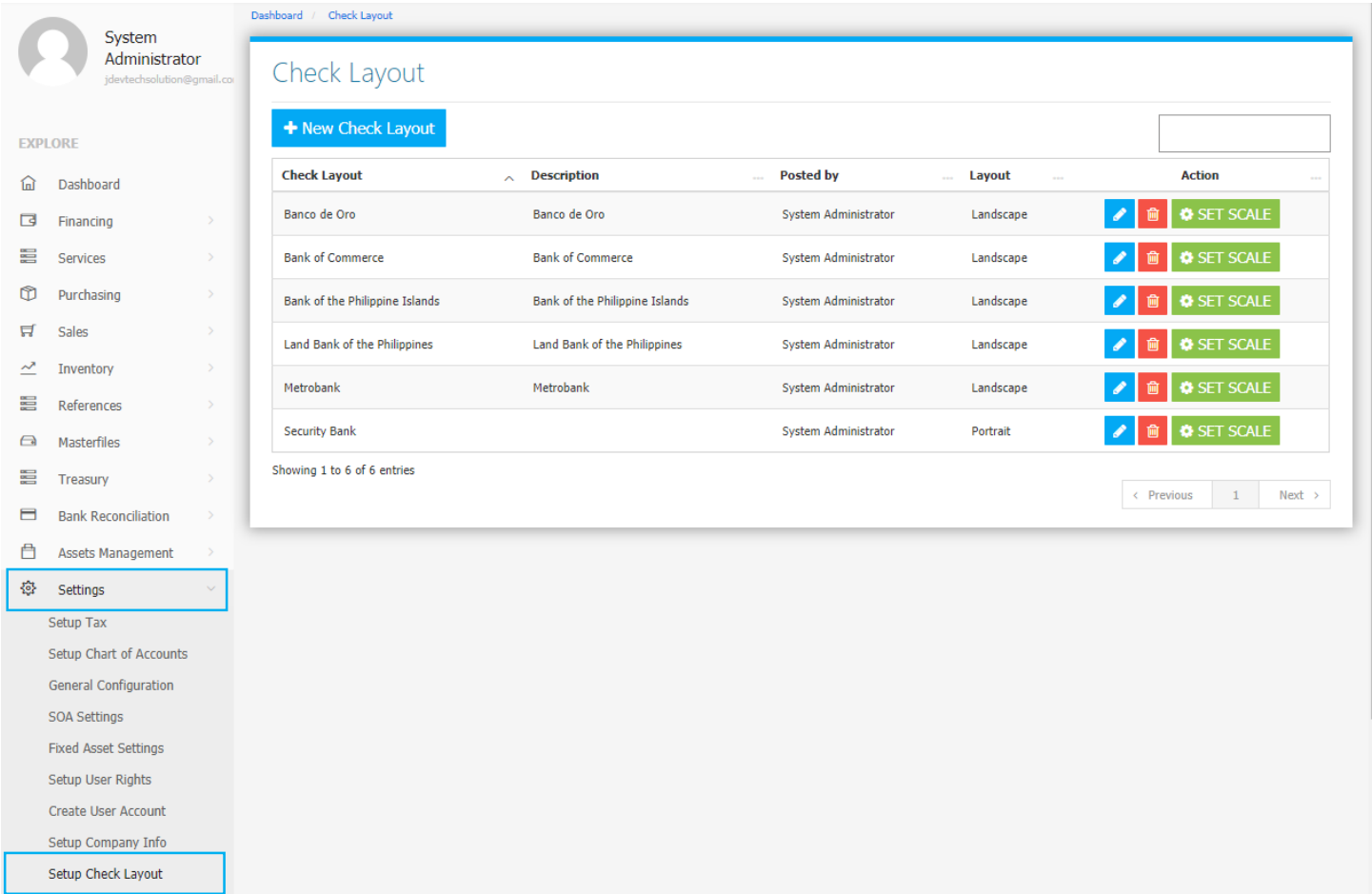


**SETUP CHECK LAYOUT**

Listed in Figure 1 are the **Check Layouts** created in the Accounting System. These Layouts can be used when printing *Checks* in the Cash Disbursement Journal Module.

Figure 1



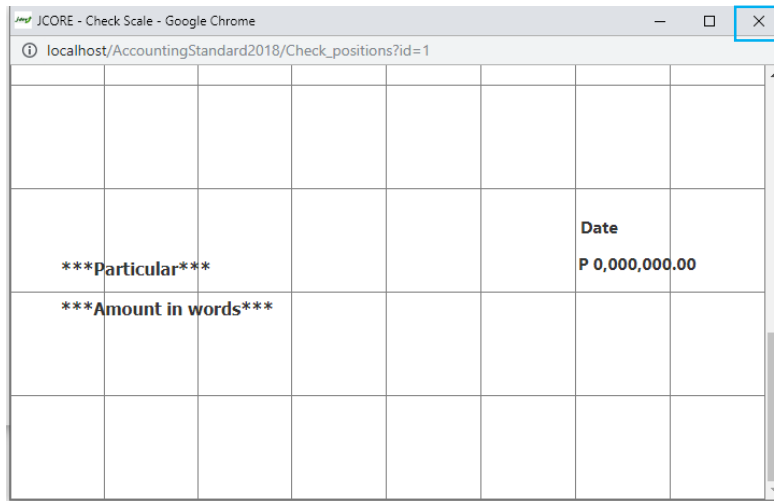
Use the **Search Field** to search for the information from inside the table. Click the **Pencil Button** to edit the layout information, and **Trash Button** to delete the layout. Click the **New Check Layout Button** to create a new *layout* (Figure 2). Fill the required fields then click the **Save Check Layout Button** to save.

Figure 2

The 'New Check Layout' form is shown with a blue header bar containing the title and a close button (X). The form contains two text input fields: 'Check Layout \*' with the value 'Bank of Commerce' and 'Description' with the value '2019 New Layout'. Below these fields are two radio button options: 'Landscape (11in x 8.5in)' and 'Portrait (8.5in x 11in)'. At the bottom right of the form are two buttons: 'Save Check Layout' and 'Cancel'.

Click the **Set Scale Button** to show the current check layout positions (Figure 3). Reposition (*Drag and Drop*) the check details such as Particular, Date, Amount in Words, and the Amount to your preference. Click the **X Button** at the top right corner to save and exit.

Figure 3



The screenshot shows a web browser window titled "JCORE - Check Scale - Google Chrome". The address bar displays "localhost/AccountingStandard2018/Check\_positions?id=1". The main content area contains a table with 8 columns and 5 rows. The table is mostly empty, with some text in the second and third rows.

						Date	
		***Particular***				P 0,000,000.00	
		***Amount in words***					