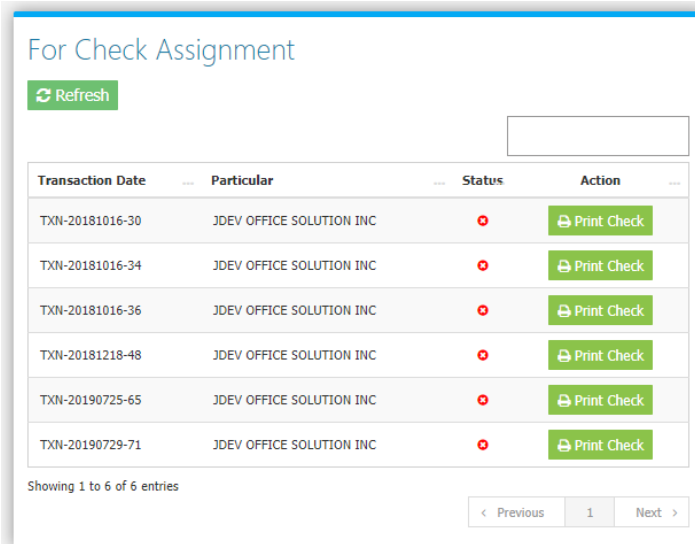


TREASURY

Listed below are the *Checks* created from the **Cash Disbursement Journal**. In this Module, checks are separated into two tables, the **For Check Assignment Table** (*Figure 1*) for the Unprinted Checks, and **For Release Table** (*Figure 2*) for the Printed Checks.

Figure 1



For Check Assignment

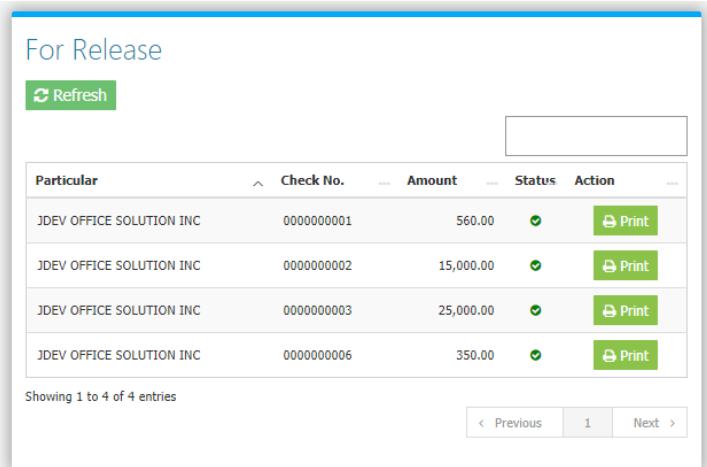
Refresh

Transaction Date	Particular	Status	Action
TXN-20181016-30	JDEV OFFICE SOLUTION INC	⊘	Print Check
TXN-20181016-34	JDEV OFFICE SOLUTION INC	⊘	Print Check
TXN-20181016-36	JDEV OFFICE SOLUTION INC	⊘	Print Check
TXN-20181218-48	JDEV OFFICE SOLUTION INC	⊘	Print Check
TXN-20190725-65	JDEV OFFICE SOLUTION INC	⊘	Print Check
TXN-20190729-71	JDEV OFFICE SOLUTION INC	⊘	Print Check

Showing 1 to 6 of 6 entries

< Previous 1 Next >

Figure 2



For Release

Refresh

Particular	Check No.	Amount	Status	Action
JDEV OFFICE SOLUTION INC	0000000001	560.00	✓	Print
JDEV OFFICE SOLUTION INC	0000000002	15,000.00	✓	Print
JDEV OFFICE SOLUTION INC	0000000003	25,000.00	✓	Print
JDEV OFFICE SOLUTION INC	0000000006	350.00	✓	Print

Showing 1 to 4 of 4 entries

< Previous 1 Next >

Clicking the **Print Check Button** will show a list of available check layouts (*Figure 3*). Choose a layout then click the **Preview Check Button** to Print (*Figure 4 and 5*).

Figure 3

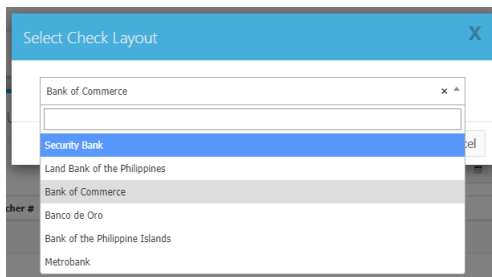


Figure 4

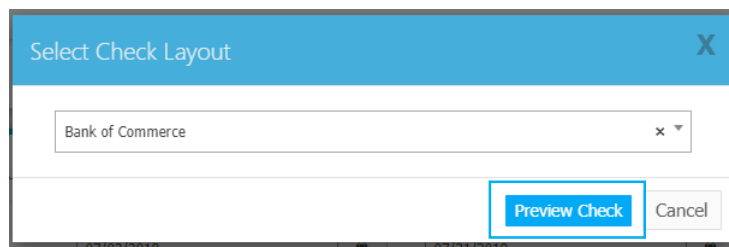
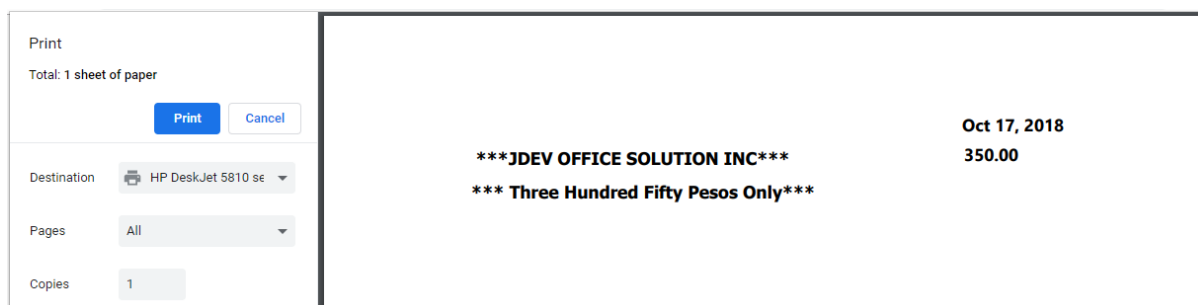
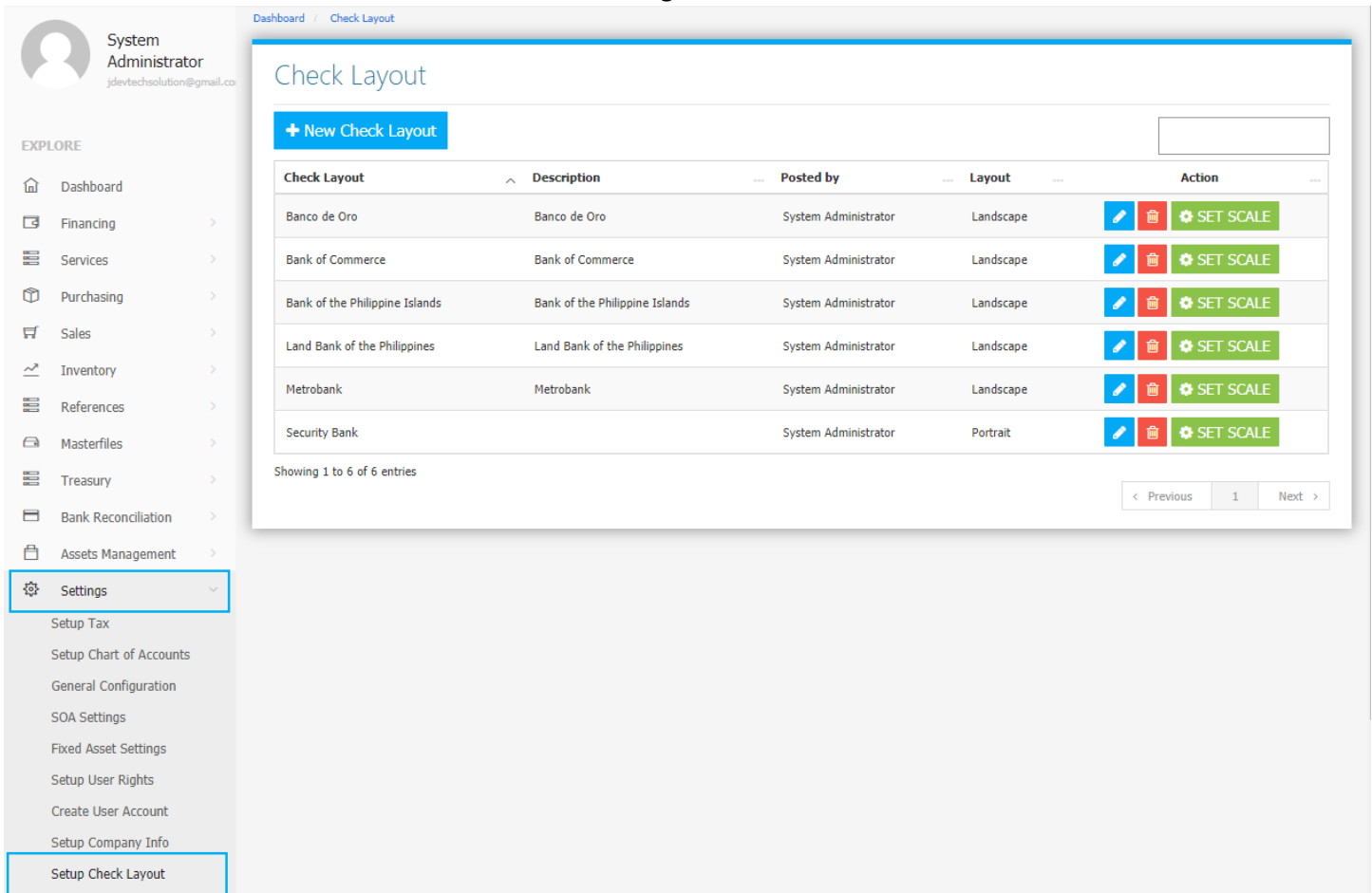


Figure 5



The List of Check Layouts (*Figure 6*) can be found in the **Settings Menu -> Setup Check Layout**.

Figure 6



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 7). Fill the required fields then click the **Save Check Layout Button** to save.

Figure 7

New Check Layout
X

Check Layout * :

Bank of Commerce

Description :

2019 New Layout


☐ Landscape (11in x 8.5in)
☒ Portrait (8.5in x 11in)

Save Check Layout

Cancel

Click the **Set Scale Button** to show the current check layout positions (Figure 8). 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 8



localhost/AccountingStandard2018/Check_positions?id=1

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