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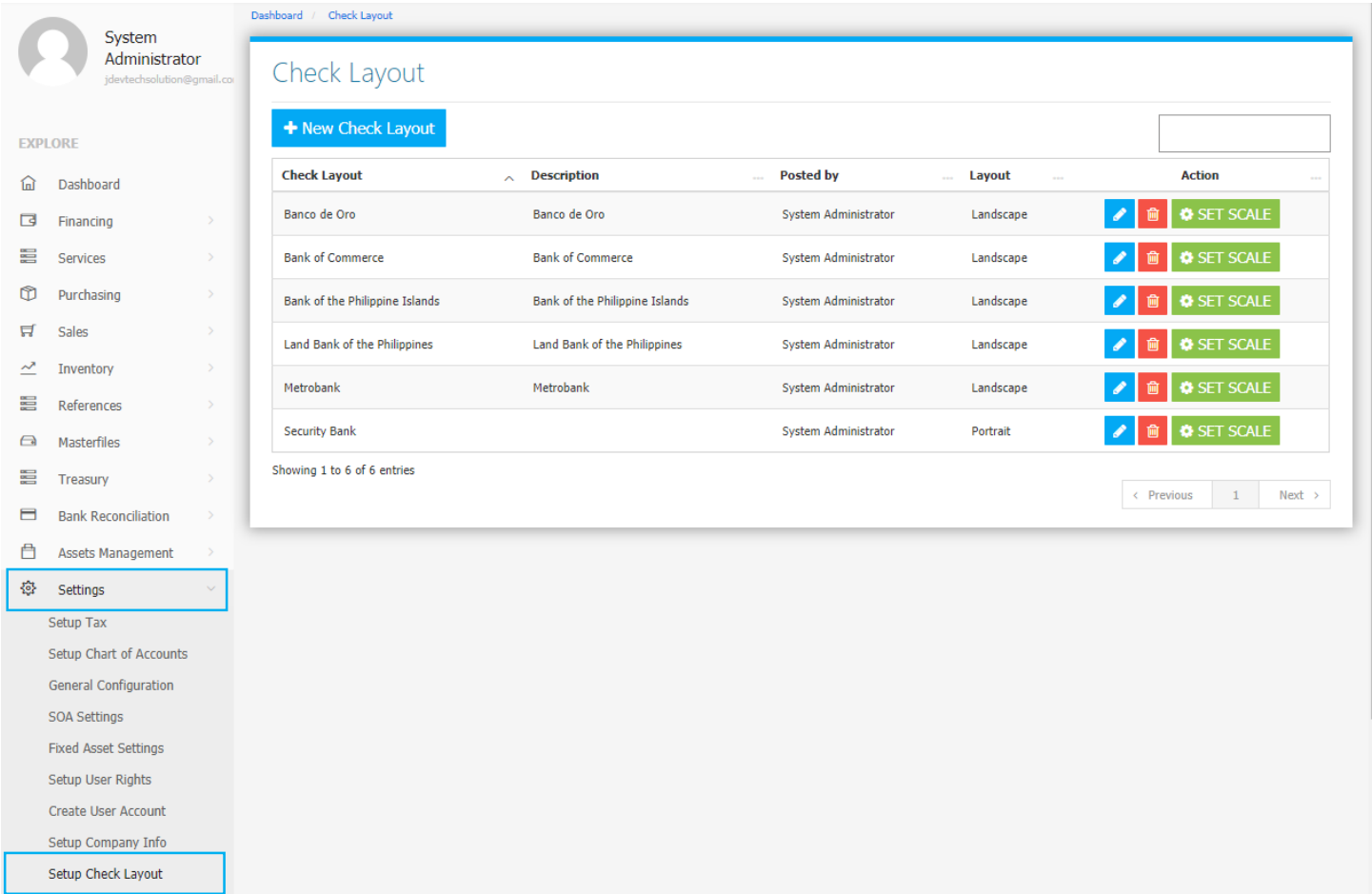
Listed in Figure 1 are the **Check Layouts** created in the Accounting System. These Layouts can be used when printing *Checks* in the Cash Disbursement Journal Module.
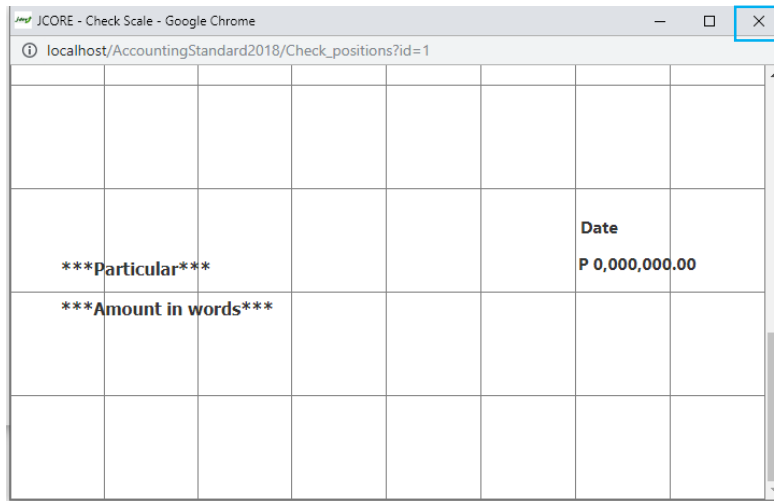
Figure 1

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

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

JCORE - Check Scale - Google Chrome

localhost/AccountingStandard2018/Check_positions?id=1

						Date	
						P 0,000,000.00	
Particular							
Amount in words							