

How to Set up Check Layout Tab

1. From Cash Management module click **Bank Accounts**.
2. The **Search Bank Accounts** screen will open. Select the bank account you want to Set up Check Layout Tab by checking the checkbox before the selected bank account and click **Open/View toolbar button**.

Bank Accounts

New Open Refresh Excel PDF Text CSV Close

Bank Accounts

View Filter (F3) 9 record(s) (1 selected)

Bank Name	Active	Bank Account Holder	GL Account Id	GL Account Description
Chase Bank - IN	<input checked="" type="checkbox"/>		10005-0000-000	Chase- Cash in Bank - Home office - Admin
Three Rivers Federal Credit Union	<input checked="" type="checkbox"/>		10004-0000-000	Three Rivers - Operating - Grain - Home office - Admin
Chase Bank - IN	<input checked="" type="checkbox"/>		10000-0000-000	Wells Fargo - Disbursement - Home office - Admin
Fifth Third	<input checked="" type="checkbox"/>		10002-0000-000	Fifth Third - AG Operations - Home office - Admin
Commerce Bank	<input checked="" type="checkbox"/>		10718-0000-000	Payroll Checking - Home office - Admin
Fifth Third	<input checked="" type="checkbox"/>	itely	10011-0000-000	Cash on hand-Home office-Admin
Fifth Third	<input checked="" type="checkbox"/>	itely	10013-0000-000	Cash on hand-Home office-Admin
Royal Bank of Canada	<input checked="" type="checkbox"/>		10000-9002-005	Wells Fargo - Disbursement-Austin Tech Hub-Gas
<input checked="" type="checkbox"/> Fifth Third Bank	<input checked="" type="checkbox"/>		14150-1204-114	CM Smoke GL Account-CM Smoke-CM Smoke Test

? Ready

3. Bank Accounts screen will open displaying the selected bank account record. Enable the **MICR Printing checkbox** for Check Layout Tab to be visible.

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log (4)

Bank Name: Fifth Third Bank

Account Holder: [Field]

Account No: 0640906 Currency: USD

Balance: 104.50 Active: ☒

Contact: [Field]

Search Address: Enter address to search...

Address: 122 N Broadway St

City: Lebanon State: OH

Zip/Postal: 45036 Country: United States

Phone: (444)524-1699 Fax: [Field]

Website: [Field]

Email: [Field]

IBAN: [Field]

SWIFT: [Field]

Electronic Bank File Information

Company ID: [Field]

Bank Name: [Field]

Transit No: 042000314

Next EFT/ACH No: 0

EFT Formats

Bank Statement: [Field]

ACH/NACHA Payroll: [Field]

ACH/NACHA AP: [Field]

ACH/NACHA AR: [Field]

Cleared Credit Card: [Field]

Positive Pay: [Field]

GL Accounts

GL Account: 14150-1204-114

Check Number Range

Starting Check No: 1

Ending Check No: 20

Next Check No: 1

Check No. Length: 8

Number of Checks: 20 Create

Enable MICR Printing: ☒

Backup Check Number Range

Starting Check No: 0

Ending Check No: 0

Number of Checks: 1 Apply

Comments: [Field]

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4. Click **Check Layout Tab** to display Check Layout Setup

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log (4)

Check Layout Setup

Company Name: [Field]

Bank Name: 00000000

Bank Address: [Field]

Fractional Routing N: [Field]

DATE: 01/01/1900

AMOUNT and 00/100 ***** \$**AMOUNT

User Define Message: [Field]

Signature Line Caption: [Field]

00000 1 042000314 0640906*

☐ Show second signature line if amount is greater than [Field]

☐ Show second signature if amount is over [Field] User [Field] Signature [Field]

☐ Show first signature if amount is over [Field] User [Field] Signature [Field]

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = * Transit Symbol C = * On-Us Symbol

B = * Account Symbol D = * Dash Symbol

Prefix A Routing/Transit 042000314 Suffix A

Prefix B Account No 0640906 Suffix B Spaces 1 Leading

Prefix C Check No 1 Suffix C Spaces 1 Leading

Check Length: 6

Check Position: Left

? Ready Page 1 of 1

5. Enter the **Fractional Routing Number**, **User Defined Message** and **Signature Line Caption**. Enable the following:
 - a. Show first signature if amount is over *amount* and select user & signature, this will display the signature of selected user in the first signature line

- b. Show second signature if amount is over *amount* and select user & signature, this will display the signature of selected user in the second signature line and will automatically enable the show second signature line

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log (7)

Check Layout Setup

Company Name Bank Name 00000000
Company Address Bank Address Fractional Routing N DATE: 01/01/1900

AMOUNT and 00/100 ***** \$ **AMOUNT

User Defined Message

Signature Line

100000 101 00400003 1412 10640906

☒ Show second signature line if amount is greater than 50.00

☒ Show second signature if amount is over 50.00 User irelyadmin Signature irelyadmin test

☒ Show first signature if amount is over 0.00 User irelyadmin Signature irelyadmin

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = * Transit Symbol C = * On-Us Symbol
B = * Account Symbol D = * Dash Symbol

Prefix A Routing/Transit 042000314 Suffix A
Prefix B Account No 0640906 Suffix B Spaces 1 Leading
Prefix C Check No 1 Suffix C Spaces 1 Leading

Check Length 6
Check Position Left

? + - Edited Page 1 of 1

6. Click **Save toolbar button** to save the record.

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

7. Click **Close toolbar button** to close the screen.

Bank Accounts - Fifth Third Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

1. From Cash Management module click **Bank Accounts**.
2. The **Search Bank Accounts** screen will open. Select the bank account you want to Set up Check Layout Tab by checking the checkbox before the selected bank account and click **Open/View toolbar button**.

Bank Accounts

New Open Refresh Report

Bank Accounts

View Filter (F3) 12 record(s) (1 selected)

Bank Name	Active	Bank Account Holder	GL Account Id	GL Account Description
<input type="checkbox"/> Chase Bank - Indiana	<input checked="" type="checkbox"/>		10005-0000-000	Chase - Cash in Bank - Home office - Admin
<input type="checkbox"/> Three Rivers Federal Credit Union	<input checked="" type="checkbox"/>		10004-0000-000	Three Rivers - Operating - Grain - Home office - Admin
<input type="checkbox"/> Chase Bank - Indiana	<input checked="" type="checkbox"/>		10000-0000-000	Wells Fargo - Disbursement - Home office - Admin
<input type="checkbox"/> Fifth Third	<input checked="" type="checkbox"/>		10002-0000-000	Fifth Third - AG Operations - Home office - Admin
<input type="checkbox"/> Commerce Bank	<input checked="" type="checkbox"/>		10718-0000-000	Payroll Checking - Home office - Admin
<input checked="" type="checkbox"/> PNC Bank	<input checked="" type="checkbox"/>	Test Account Holder	10001-9001-002	Wells Fargo - Payroll-Bosson Tech Hub-Chemicals

3. Bank Accounts screen will open displaying the selected bank account record. Enable the **MICR Printing checkbox** for Check Layout Tab to be visible.

Bank Accounts - PNC Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log (9)

Bank Name PNC Bank

Account Holder Test Account Holder

Account No 052217 Currency USD

Balance -7,093.20 Active

Contact Jane Smith

Search Address Enter address to search...

Address 6279 E State Blv

City Fort Wayne State IN

Zip/Postal 46815 Country United States

Phone (260)471-9982 Fax

Website www.pnc.com

Email

IBAN

SWIFT

GL Accounts

GL Account 10001-9001-002

Check Number Range

Starting Check No 1

Ending Check No 5

Next Check No 3

Check No. Length 8

Number of Checks 18 Create

☒ Enable MICR Printing

Backup Check Number Range

Starting Check No 0

Ending Check No 0

Number of Checks 1 Apply

Comments

Electronic Bank File Information

Formats Company ID

? + - Ready Page 1 of 1

- Click **Check Layout Tab** to display Check Layout Setup

Bank Accounts - PNC Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details **Check Layout** Audit Log (5)

Check Layout Setup

Company Name
Company Address

Bank Name
Bank Address
Fractional Routing Number

00000000
DATE: 01/01/1900

AMOUNT and 00/100 ***** \$ **AMOUNT

User Define Message

☐ Show this line if amount is greater than

Signature Line Caption

000003 *074000065* *052217*

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = * Transit Symbol B = * Account Symbol C = * On-Us Symbol D = * Dash Symbol

Prefix A Routing/Transit 074000065 Suffix A
Prefix B Account No *052217 Suffix B Spaces 2 Leading
Prefix C Check No 3 Suffix C Spaces 2 Trailing Check Length 6 Check Position Left

? Edited Page 1 of 1

- Enter the **Fractional Routing Number**, **User Defined Message** and **Signature Line Caption** then enable another line signature by checking checkbox **Show this line if amount is greater than**, then input amount

Bank Accounts - PNC Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details **Check Layout** Audit Log (9)

Check Layout Setup

Company Name
Company Address

Bank Name
Bank Address
Fractional Routing Number

00000000
DATE: 01/01/1900

AMOUNT and 00/100 ***** \$ **AMOUNT

Signature If amount is greater than 1000

☒ Show this line if amount is greater than 150.00

Signature

074000065 *052217* *000003*

MICR Line Configuration

Use the following uppercase letters to enter the MICR Symbols in the Routing No. and Account No. fields.

A = * Transit Symbol B = * Account Symbol C = * On-Us Symbol D = * Dash Symbol

Prefix A Routing/Transit 074000065 Suffix A
Prefix B Account No *052217 Suffix B Spaces 2 Leading
Prefix C Check No 3 Suffix C Spaces 2 Trailing Check Length 6 Check Position Right

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- Click **Save toolbar button** to save the record.

Bank Accounts - PNC Bank

New **Save** Search Delete Undo Bank Check Audit Reconciliation Register Close

- Click **Close toolbar button** to close the screen.

Bank Accounts - PNC Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register **Close**

- From Cash Management module click **Bank Accounts**.

2. The **Search Bank Accounts** screen will open. Select the bank account you want to Set up Check Layout Tab by checking the checkbox before the selected bank account and click **Open/View toolbar button**.

Bank Accounts			
New Open Refresh Export Close			
Layout Filter Records (F3) 11 records (1 selected)			
Bank Name		Active	GL Account Id
<input type="checkbox"/> Chase Bank - Indiana		<input checked="" type="checkbox"/>	10005-0000-000
<input type="checkbox"/> Three Rivers Federal Credit Union		<input checked="" type="checkbox"/>	10004-0000-000
<input type="checkbox"/> Chase Bank - Indiana		<input checked="" type="checkbox"/>	10000-0000-000
<input type="checkbox"/> Fifth Third		<input type="checkbox"/>	10002-0000-000
<input type="checkbox"/> Commerce Bank		<input checked="" type="checkbox"/>	10718-0000-000
<input type="checkbox"/> PNC Bank		<input checked="" type="checkbox"/>	10718-0004-100
<input type="checkbox"/> Midwest America FCU		<input checked="" type="checkbox"/>	10000-0007-000
<input type="checkbox"/> Wells Fargo Indiana		<input checked="" type="checkbox"/>	10000-0005-000
<input type="checkbox"/> ABC Bank		<input checked="" type="checkbox"/>	10005-0101-000
<input checked="" type="checkbox"/> EFG Bank		<input checked="" type="checkbox"/>	10718-0004-003
<input type="checkbox"/> American Bank		<input checked="" type="checkbox"/>	10000-0007-000

3. Bank Accounts screen will open displaying the selected bank account record. Enable the **MICR Printing checkbox** for Check Layout Tab to be visible.

Bank Accounts - EFG Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details **Check Layout** Audit Log (3)

Bank Name: EFG Bank GL Accounts

Account No: 08112680 Currency: USD GL Account: 10718-0004-003

Balance: 0.00 Active: ☒

Contact: 08112680

Address:

Zip/Postal Code: City:

State/Province: Country:

Phone: Fax:

Website: Email:

Electronic Bank File Information

Formats

Bank Stmt ACH/NACHA Positive Pay

Company ID: Bank Name: Transit No: 081126800 Next No: 0

Check Number Range

Starting Check No: 1 Ending Check No: 5 Next Check No: 1 Check No. Length: 8 Number of Checks: 5 Create

Enable MICR Printing: ☒

Backup Check Number Range

Starting Check No: 0 Ending Check No: 0 Number of Checks: 1 Apply

Comments:

4. Click **Check Layout Tab** to display Check Layout Setup

Bank Accounts - EFG Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details **Check Layout** Audit Log (3)

Check Layout Setup

Company Name Bank Name 00000000
Company Address Bank Address DATE: 01/01/1900
Fractional Routing Number

AMOUNT and 00/100 ***** \$ **AMOUNT

User Define Message

☐ Show this line if amount is greater than

Signature Line Caption

5. Enter the **Fractional Routing Number**, **User Defined Message** and **Signature Line Caption** then enable another line signature by checking checkbox Show this line if amount is greater than, then input amount

Bank Accounts - EFG Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Check Layout Audit Log (3)

Check Layout Setup

Company Name	Bank Name	00000000
Company Address	Bank Address	DATE: 01/01/1900
	28561	

AMOUNT and 00/100 ***** \$ **AMOUNT

Counter sign if amount is greater than 150

☒ Show this line if amount is greater than 150.00

Signature Line Test

6. Click **Save toolbar button** to save the record.

Bank Accounts - EFG Bank

New **Save** Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

7. Click **Close toolbar button** to close the screen.

Bank Accounts - EFG Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register **Close**