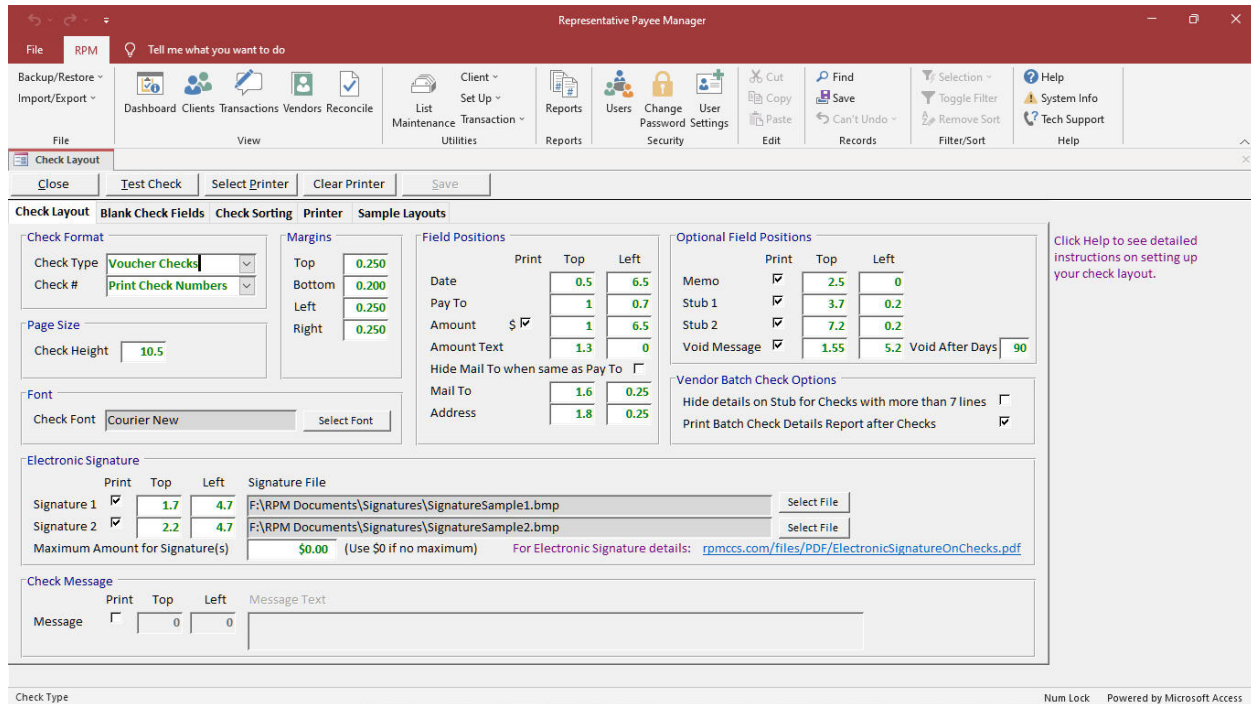


Set Up Utilities

Check Layout



Select *Check Layout* from the *Utilities, Set Up* menu to open this screen.

RPM can be set up to work with many different types of checks using the *Check Layout* screen. The checks need to be business size checks. For check paper and MICR font information, see the details on our web site rpmccs.com/files/RPMCheckPrintingInformation.pdf. If you have questions about checks that you already have, contact our office.

Click *Test Check* to print a test check using the information entered. When printing a test check, you can choose to print boxes outlining each field on the check. This can assist in positioning fields and determining any potentially overlapping fields. The outline boxes will not print on live checks.

Click *Save* to save any changes to the check layout.

Click *Close* and select *Yes* to close without saving your changes.

Check Format

- **Check Type**
 - **Voucher Checks** - laser printer checks with one check and two stubs per page.
 - **Standard Checks** - laser printer checks with three checks per page and no stubs.
 - **Continuous Checks** - dot matrix printer, continuous feed checks with or without stubs.
- **Check #**
 - **Print Check Numbers** - select this option if your check paper does not have pre-printed check numbers. This option requires a MICR font and MICR toner to print encoding on the checks. Enter the account number and select the bank for each mass account on [List Maintenance](#), Mass Account. For individual accounts, enter the account number and select the bank on the *Clients Basic* tab. Enter the routing number and bank information for each bank on [List Maintenance](#), Bank.
 - **Use Numbered Checks** - select this option if your check paper has pre-printed check numbers.

Page Size

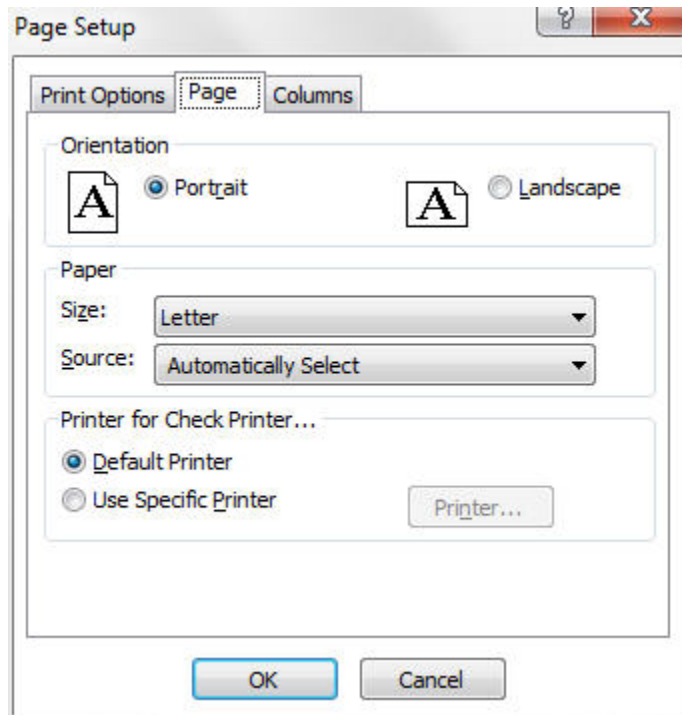
All measurements are in inches.

The *Check Height* is the vertical size of the check less any margin. For Voucher checks, this will usually be 10.5. For Standard checks, this will be 3.5. For Continuous checks, this should be the actual height of a single check/stub from your continuous forms.

Margins/Select Printer

Click *Select Printer* to assign the printer you will be using to print checks. **The printer selection must be made at each workstation from which you will be printing checks.**

Use *Clear Printer* to remove the printer settings saved with your checks. This will set your checks back to use your default printer. You can then



Set your desired margins on the *Print Options* tab. These margins will then be reflected on the *Check Layout* screen. Set all the margins to 0 and print a *Test Check* to default the margins to the smallest available margins for your printer.

Click the *Page* tab to set up the check printer information. If you do not select a printer, checks will be printed to your Windows default printer. To send the checks to a specific printer, click *Use Specific Printer* and click *Printer*.

Click *OK* to close the *Page Setup* screen after you have made your selection.

The *Printer* tab displays your current Check Printer information.

Font

Use *Select Font* to select the *Check Font* to be used on your checks. This only applies to the font used on the check, not on the check stubs. Only the *Font* can be changed. The font *Size* cannot be changed. After changing the font, use *Test Check* to print a test check and answer *Yes* to include boxes outlining each field. This will confirm the font you have selected will print correctly in the space available for each field on the checks.

Field Positions

The *Field Position* values determine where each field is located on the check. The *Top* value is the distance of the field from the top of the check after the margin. The *Left* value is the distance of the field from the left edge of the check after the margin. For example, if your date field should print 1.25" from the top of your check and your top margin is 0.25", enter a *Top* value for the *Date* field of 1. If your date field should print 6.75" from the left of your check and your left margin is 0.25", enter a *Left* value for the *Date* field of 6.5. To prevent fields from overlapping, the *Top* values should be at least 0.2 apart. For example, if your *Mail To Top* is 1.8, your *Address Top* should be 2. All fields print on a single line and need to be at least 0.2" apart on the check except the following:

- Address - prints up to 3 lines (address 1, address 2, city/state/zip) - height 0.6"
- Check Stub - height 2.5"
- Signature - height 0.5"
- Message - prints up to 3 lines - height 0.5"
- Company Info - prints up to 4 lines - height 0.625"
- Bank Info - prints up to 3 lines - height 0.4"

To easily position the fields on your check, use *Test Check* to print a sample check. If a field is not printing in the desired location, measure the difference from the top left of the current location to the top left of the desired location and add or subtract that amount from the *Top* and *Left* values.

If you want to print a dollar sign with your check amount, check the box by the \$ sign for the *Amount* field. If you do not want to print a dollar sign with your check amount (if the dollar sign is pre-printed on your checks), uncheck this box.

If you want to hide the *Mail To* name when it is the same as the *Pay To* name, check the box for *Hide Mail To when same as Pay To*. This would normally be used if your *Pay To* and *Mail To* print together on your checks. If the mailing and pay to information prints in two different locations on your checks, do not check.

If you want to print the memo field on your check, check the box for *Memo*. If you do not want to print the memo field on your check, uncheck this box. The memo will always print on the check stub if you have stubs selected to print.

If you want to print a single check stub, click the check box for *Stub 1*. Enter the *Top* and *Left* values for the check stub. If you want a second check stub, click the check box for *Stub 2* and enter the *Top* and *Left* values for that check stub. Information shown on the check stub includes: company information, pay to, check number, date, amount and account manager (if sorting by account manager). The check stub also includes up to 7 detail lines showing the amount, client, check memo and category for each line item on the check.

If you want to print a "Void After X Days" label on your check, check the box for *Void Message*. Enter the number of days to print in the void message.

Vendor Batch Check Options

Select the *Hide details on Stub for Checks with more than 7 lines* option if you do not want the batch detail lines to display on stubs that have more than 7 lines. all the batch details lines can then be shown instead on the Batch Check Details report.

To automatically open the batch check details reports following a check run, select the *Print Batch Check Details Report After Checks* option. The report will only display if there are batch checks to vendors in the check run for which the detail report is needed.

Electronic Signature

If you want to include electronic signatures on the check, check the box for *Signature 1* and/or *Signature 2*. Set the position for these fields and then use *Select File* to select the signature file(s). Signature files should not be larger than 3" X 1/2".

Enter a value in the *Maximum Amount for Signature(s)* to electronically sign checks up to that amount. Any checks over the maximum amount will be printed without the signature and will need to be signed manually. To sign all checks electronically, set the maximum amount to \$0.

Check Message

If you want to include a message on your checks, check the box for *Message*, set the positions for the message and enter the *Message Text* you want to use. The message can only be printed if you are using *Voucher Checks* for the *Check Type*.

Blank Check Fields

For check paper and MICR font information, see the details on our web site:
rpmcs.com/files/RPMCheckPrintingInformation.pdf

Account numbers are entered for mass accounts using the Mass Account list on the List Maintenance screen.
 For individual accounts, the account number is entered for each client on the Client Information Basic tab.
 Enter the routing number and bank information for each bank using the Bank list on the List Maintenance screen.

Check Number Top Num Lock Powered by Microsoft Access

The *Blank Check Fields* are only enabled if *Print Check Numbers* is selected for the *Check #* option on the *Check Layout* tab. If you are using pre-numbered checks, the *Blank Check Fields* tab will be disabled and cannot be used. For pre-numbered checks, you need to have all of this information pre-printed on your checks: check number, company information, bank information, pay to label, dollars label, signature line(s) and encoding. Encoding includes the check number, bank routing number and bank account number.

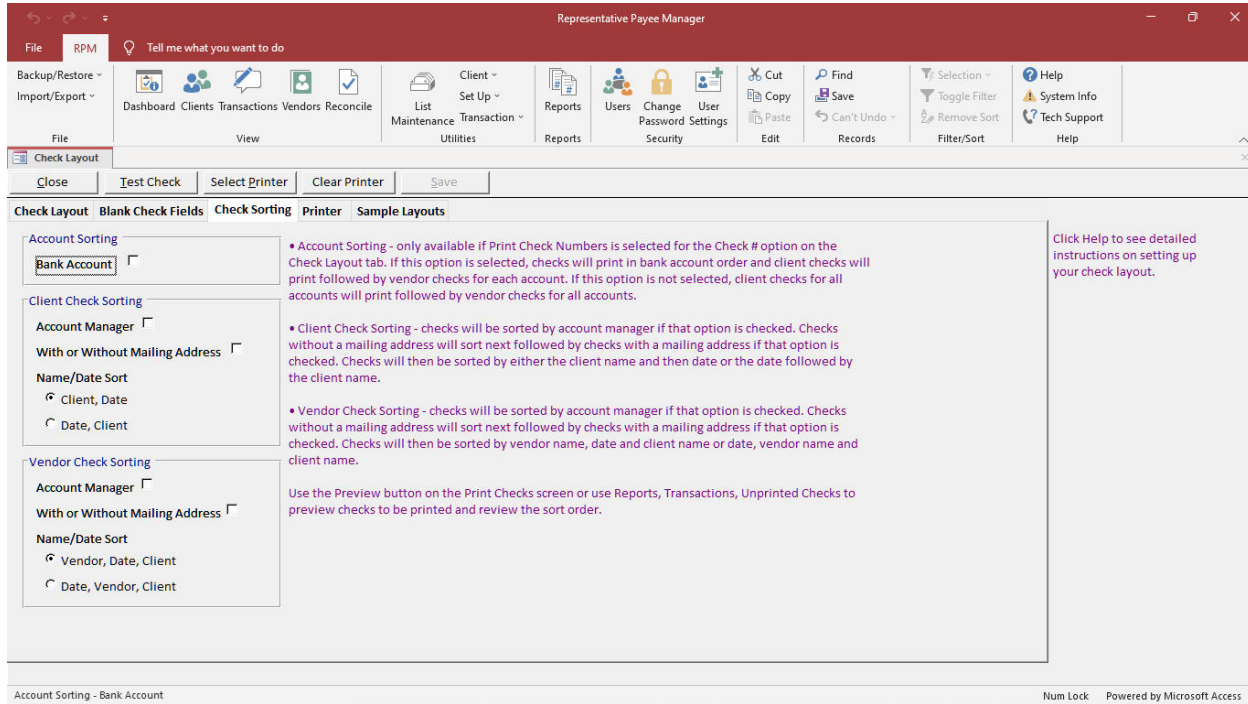
If you have individual accounts, the client name will automatically print on the check following the *Client Name Label*. This should be positioned below the *Company Information*. The height of the *Company Information* is 0.625" so the *Client Name Top* value should be 0.625" more than the *Company Info Top* value in order to print below the *Company Information*. For mass accounts, the *Client Name* and *Client Name Label* will not print on the check - only the *Company Information* will print on the check. The *Company Information* is set up for 4 lines of information. If you want to print a second instance of the *Company Information*, check the *Company Info 2* box.

To print encoding (check number, routing and account numbers) on your checks, you will need to use the blank check fields. If you are using pre-printed checks without the encoding, you can turn off the fields *Bank Info*, *Pay To Label*, *Dollars Label*, *Signature Line 1* and *Signature Line 2*. If you are using blank check paper, you will want to select those fields to print.

Enter a value in the *Check # Min. Length* to zero fill your check numbers in the encoding line so they will all print as the same length. For example, some clients may use 4, 5 or 6 digit check numbers. Enter 6 as the *Check # Min. Length* to print all check numbers with 6 digits. Check 1000 will then print as 001000 in the encoding line.

To print encoding on your checks, you also have to use a MICR font and MICR toner. The only fonts that work with RPM are included in the RPM Client install: MICR, MICRN, MICRN2, MICRW, MICRW2, MICRdark, MICRdarkN, MICRdarkN2, MICRdarkW or MICRdarkW2. Select the font using *Select Font*.

Check Sorting



The *Check Sorting* tab is used to set the order in which checks will print. Checks can be sorted by the following:

- **Bank Account** (optional)
 - **Client Checks**
 - Account Manager (optional)
 - With or Without a Mailing Address (optional)
 - Client Name, Date or Date, Client Name
 - **Vendor Checks**
 - Account Manager (optional)
 - With or Without a Mailing Address (optional)
 - Vendor Name, Date, Client Name or Date, Vendor Name, Client Name

The first sort option is by bank account. This option is only available if *Print Check Numbers* is selected for the *Check #* option under *Check Format*. If you are using pre-numbered checks, this option is not available since you can only print for one bank account at a time. If this option is selected, checks will print in bank account order and within each account client checks will print followed by vendor checks. If this option is not selected, client checks for all accounts will print followed by vendor checks for all accounts.

There are three possible selections for sorting checks paid to clients. The first option is to sort by account manager. The second option is for sorting checks with or without a mailing address. If this option is selected, client checks without mailing information will print first followed by client checks with mailing information. The third option is for sorting by client name and then date or by date first and then client name.

There are also three possible selections for sorting checks paid to vendors. The first option is to sort by account manager. The second option is for sorting checks with or without a mailing address. If this option is selected, vendor checks without mailing information will print first followed by vendor checks with mailing information. The third option is for sorting by vendor name, date and then client name or by date, vendor name and then client name.

Use *Reports*, *Transactions*, *Unprinted Checks* before printing checks to see the order in which your checks will print. Change the sort settings on the *Check Layout* screen and run the report again to see how the changes will affect your check sorting.

Sample Layouts

The screenshot shows the Representative Payee Manager (RPM) software interface. The window title is "Representative Payee Manager". The menu bar includes "File" and "RPM". The ribbon contains "Check Layout" and "Sample Layouts" tabs. The "Sample Layouts" tab is active, displaying a table of sample layouts and instructions.

| Sample Layout | Check Type | |
|-------------------|-----------------|------------|
| 3 Checks Per Page | Standard Checks | Use Layout |
| Check/Stub/Stub | Voucher Checks | Use Layout |
| Stub/Check/Stub | Voucher Checks | Use Layout |
| Stub/Stub/Check | Voucher Checks | Use Layout |

Click Use Layout to change the current check layout to one of the sample layouts.
 Use the Test Check button to print a test check with the changes.
 Make any additional changes on the Check Layout and Blank Check Fields tabs.
 Click Save to save the changes or Close to discard the changes.

For further details on the sample check layouts:
rpmccs.com/check-layout/

Click Help to see detailed instructions on setting up your check layout.

Check Layout - Sample Layouts - Use Layout

Num Lock Powered by Microsoft Access

The *Sample Layouts* tab is used to change the check layout to any of the available sample layouts. The initial default layout is a voucher check followed by two check stubs.

Click *Use Layout* to change the current check layout to the selected sample layout.

Use *Test Check* to print a test check with the new layout.

Make any changes to the layout on the *Check Layout* and *Blank Check Fields* tabs.

Changes can be saved using *Save* or discarded using *Close*.