TRIO
Software

A Division of Harris Computer Systems

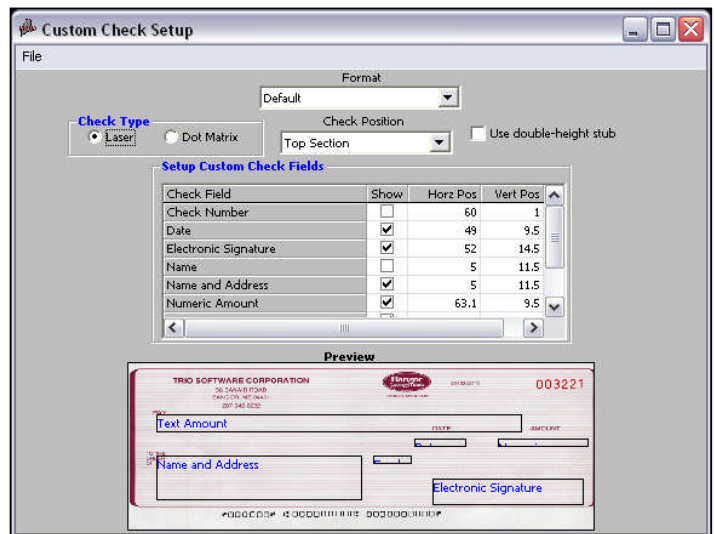# PAYROLL: CUSTOM CHECKS

1. Employee File Updates

    1. Customize

    2. Check Database Structure

    3. Employee Lengths / etc.

    4. Frequency Codes

    5. Edit States/Towns/Counties

    6. Valid Account Numbers

    7. Direct Deposit Banks

    8. Verify / Adjust Pay Totals

1. From the **General Entry** menu, select **B. Payroll > M. File Maintenance > 1. Customize.**

2. Select *Custom* for the *Type of Checks* and press **F11** to save.

3. Click on the *File* menu and select *Edit Custom Check Format*. This screen allows many selections regarding the type of check that will be used and where that information appears on the check.

   a. It is possible to edit the default format, or select *File > New* to create a new format.

   b. If a scanned image of one of the town's checks is available, that can be loaded into this screen. Doing so will make it easier to line up the fields for the checks. To load the image, select *File > Load Scanned Check Image*. A window will then pop up asking for the location of the check image. Navigate to the file, highlight it, and click *Open*.

4. Select whether this check will be a *Laser* or *Dot Matrix* formatted check. This setting is used to determine if this check will be printed to a laser/inkjet printer, or to a pin fed printer like an Okidata.

5. Select the position of the check. If *Laser* was selected, the available options are: *Top Section, Middle Section* or *Bottom Section.* If *Dot Matrix* was selected, the available options are *Top Section* and *Bottom Section*.

6. If *Laser* was selected for the check type, an option titled *Use Double Height Stub* will also display. If this is checked, the *Middle Position* check position option will not be available and one large stub will print instead of two. If *Dot Matrix* was selected, the option for *Use Two Stubs* will display instead. If this option is checked, the *Middle Position* check position option becomes available. This is useful if the dot-matrix checks being used have two stubs instead of the typical one stub.

7. The next section allows for the selection and precise positioning of all the fields on the check. To make a field appear on the check, check off the box next to the field to add. Conversely, to remove a field from the check, uncheck the box.

   a. To move the fields around on the check, adjust the values in the *Horz Pos* column and *Vert Pos* column. A positive number in the *Horz* Pos column will move the item to the right. A positive number in the *Vert Pos* field will move the field down.

   NOTE – It is possible to use decimals in the *Horz Pos* and *Vert Pos* columns to accurately position fields on the check. For example, if the *Horz Pos* was 60 and the field needed to move over to the right a half spaces, 60.5 could be entered as the new *Horz Pos*.

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Payroll: Custom Checks *CONTINUED*

8. Once all of the fields have been selected and positioned, press **F11** to save the changes.

9. Click on the *File* menu and select *Print Sample Check*. This will print out a sample of what the check will look like. Print this to plain paper on the printer that will be printing the checks – this printout can then be used to verify the check alignment. Hold the check and the sample up to a window or other light source to line it up.

10. If the fields on the printout will not all line up to match the check, go back to step 9. If the fields on the sample line up with the check, but everything needs to be moved up or down by a few lines, close this window and return to the **Customize** screen. From here, click on the *File* menu and select *Edit Printing Options.*

11. On this screen, enter the printer adjustment in the field next to *Check*. For example if everything needs to be moved down one and a half lines enter 1.5 into this field. Press **F11** to save the new adjustment, and then click the *Print Check Sample* button. Print this to the same printer that will be printing the checks. Adjust the alignment until the top of the check lines up to the top of the sample, and all the fields align properly. Make sure to press the **F11** button each time a change is made to the alignment of the check. Once it's aligned press **F12** to save and exit.