

Check and Stub Alignment for SmartAccounting

Selecting MICRCHKADJ (MICR Check Adjust) or CHKADJ (Check Adjust) as a check form allows access to the Graphical Check Alignment Tool. Even if you purchase custom pre-printed check stock, you can choose the CHKADJ form, add or remove fields, and adjust field alignments to match.

Before You Start

- Check and Stub alignment is only for adjustable check forms. The format of your checks must be:
 - **MICRCHKADJ** for MICR checks (blank checks)
 - **CHKADJ** for preprinted checks
- Install a universal printer driver prior to printing checks.
- Install the latest version of print drivers, firmware, and software.

Check and Stub Alignment

To adjust a check alignment:

1. On the **Start** menu, select **Payment Processing**.
2. Select **Check Alignment**.
3. The bank name and check form display in the bank list under the **Check Alignment (View)** tab.
4. Select **MICRCHKADJ** or **CHKADJ** check form to preview the check in the **Check Alignment** tab.
5. To adjust:
 - Click on any **check form field** or select **Move All Check**.
 - Use your keyboard's up, down, left, and right arrows¹.

¹ As you make adjustments, the fields update in real time on the screen. You'll also notice the X and Y coordinate fields are incrementally changing at the bottom of the check image. When moving fields to the right, the X coordinate will increase. When moving fields to the left, the X coordinate will decrease. When moving fields up, the Y coordinate will increase. When moving fields down, the Y coordinate will decrease.

X and Y Coordinates always start with 0, with 0 as the default alignment. If you want to return to the original alignment, move the field(s) back to 0, 0. It is a best practice to note where the fields moved to and what the X and Y coordinates were when you print. If the check alignment is then still off, you know your starting point and how many arrows you need to move the fields.

6. Click **Save** in the ribbon or key **F6**.

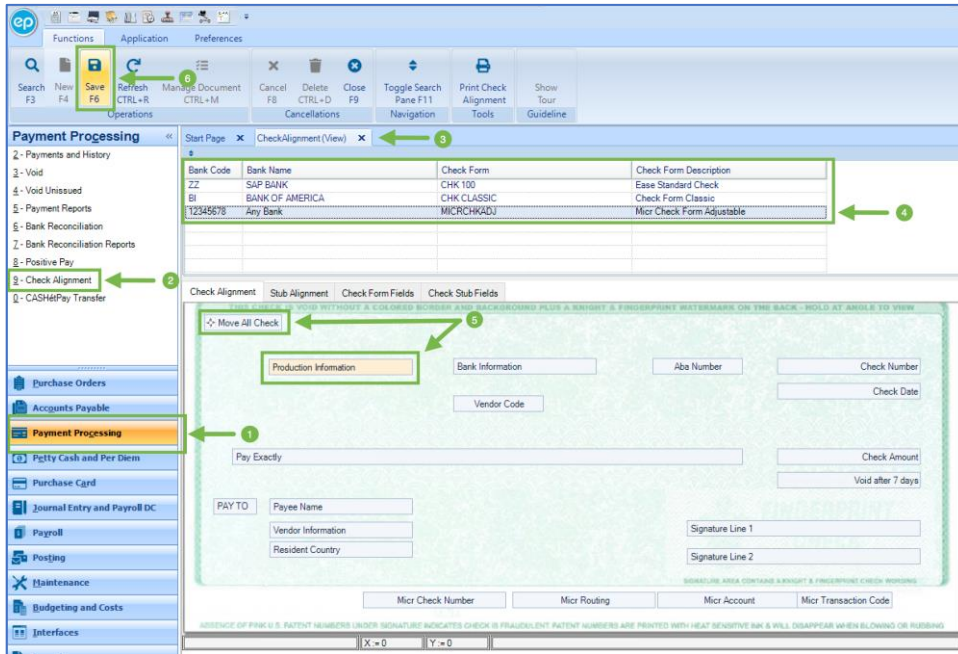


Figure 1: Select Check Alignment to adjust the check form

Adding or Removing Check Form Fields

To add, remove, or swap form fields on a check:

1. On the **Start** menu, select **Payment Processing**.
2. Select **Check Alignment**.
3. The bank name and check form display in the bank list under the **Check Alignment (View)** tab.
4. Select **MICRCHKADJ** or **CHKADJ** check form to preview the check in the **Check Alignment** tab.
5. Select the **Check Form Fields** tab.
6. Click a **Check Form Field** name in the **Available** column list to move it to the **Display** column list.
7. To move Check Form Field(s) to the **Display** column list, click the **Single**, **All**, or **Swap Selected** arrows to move the Check Form Fields from side to side.
 - **Available** — Displays all fields that can appear on the check or stub.
 - **Arrow buttons** — Move selected fields from the Available column to the Display column or vice-versa.
 - **Display** — Displays selected fields on the check or stub.
 - **Font Size Override** — Enter a number to increase the default font size.
8. Click **OK**.

9. Click **Save** in the ribbon or key **F6**.
10. Confirmation messaging displays.
 - Click **Yes** to save the changes for all users.
 - Click **No** to save the changes only for the current user.

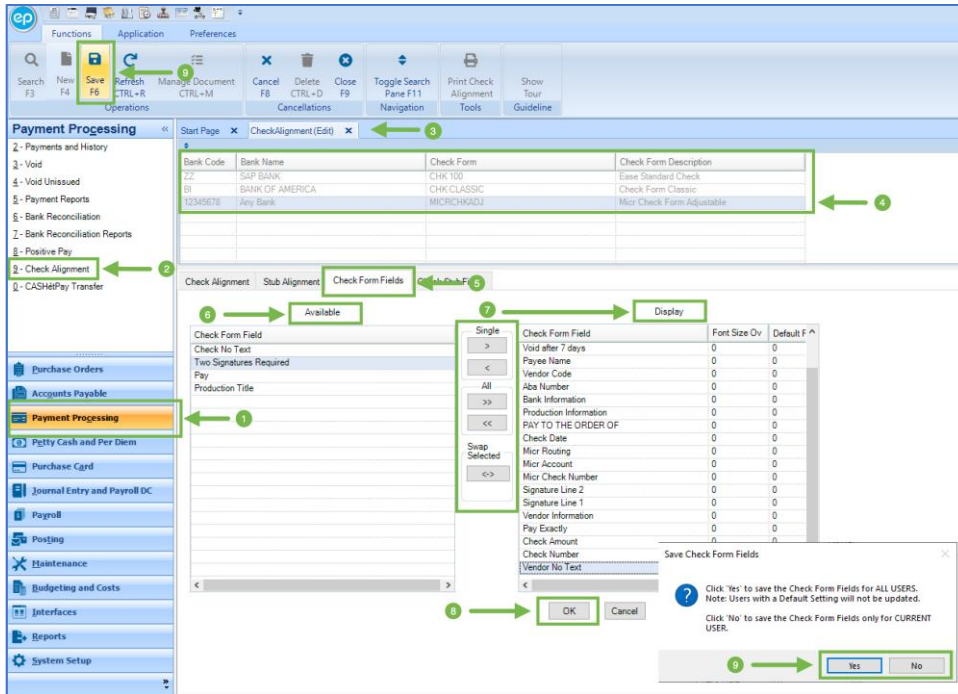


Figure 2: Check Form Fields selection

- Need to preview your check stub layout? Use these same steps for your check stubs under the **Stub Alignment** and **Check Stub Fields** tabs.

Note: To remove a field from the check, click a **Check Form Field** name in the **Display** column list and move it to the **Available** column list.

Print Check Alignment

To verify the accuracy of the alignment against an actual blank check:

1. On the **Start** menu, select **Payment Processing**.
2. Select **Check Alignment**.
3. The bank name displays in the bank list under the **Check Alignment (View)** tab.
4. Select **MICRCHKADJ** or **CHKADJ** check form to preview the check in the **Check Alignment** tab.
5. When you are ready to print, click **Print Check Alignment** in the ribbon.

Note: Make sure to save any alignment or form field changes to enable the Print Check Alignment tool.

6. Your printer's dialogue box displays. Select the printer.
7. Click **Print**.

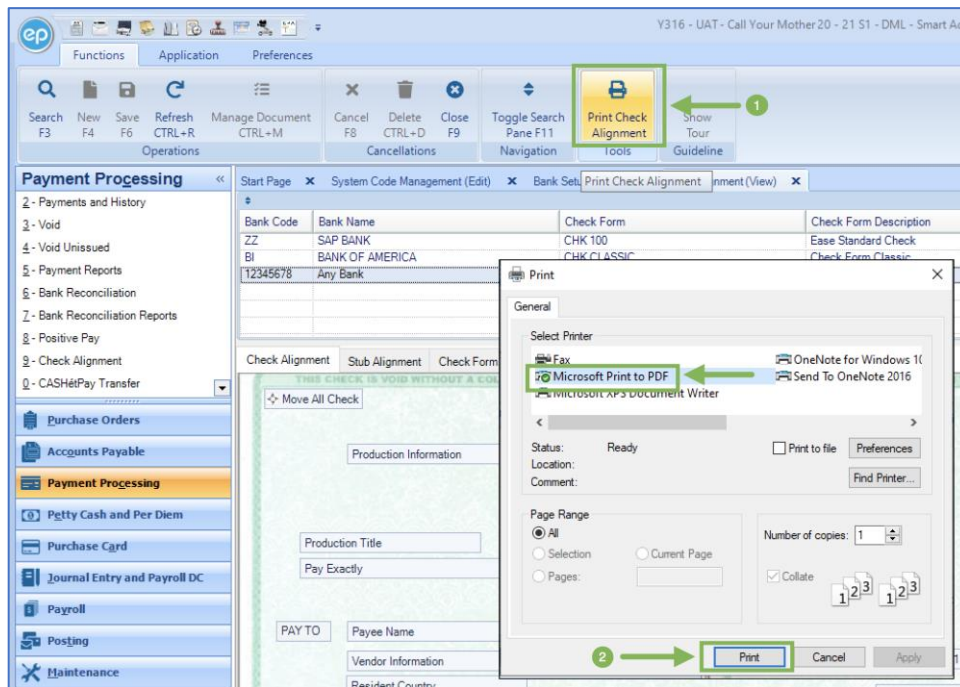


Figure 3: Print Check Alignment selection

Print Check Alignment Best Practice

To verify the accuracy of the alignment against the actual blank check, first print to plain paper.

- One page will print, showing all fields and elements that the selected Check Form includes.
- If you use pre-printed check stock, place the plain paper print-out on top of the check stock and examine the set: The two should line up.
- If you use MICR checks, the printout will display the complete format of the selected form.

Troubleshooting

Alignment Issues

Alignment issues with non-adjustable check forms may be due to the hardware/driver. Check that you have installed the latest print driver, firmware, and software versions.

Software and Drivers

EP recommends HP Citrix-compatible printers for printing Accounts Payable (AP) or LCP Location Check Print (LCP) Checks.

Using a PC*?

Install the **HP Universal Printer PCL 5/6 Driver (PC)**

To install using a USB connection, [go to these steps](#).

To install through a network, [go to these steps](#).

Using a Mac*?

Install the **Generic PostScript Printer**

To install using a USB connection or network, [go to these steps](#).

*These steps are provided by the HP Customer Support Knowledge base. This is not an Entertainment Partners process.

Checks Not Printing

- Trying to print LCP Checks?
 - Confirm you have the correct privileges in SmartAccounting to print these types of checks.
- Trying to print ACH?
 - Confirm you have the correct privileges in SmartAccounting to print ACH check copies.
 - ACH Automated — Electronic payments don't print. You can print a remittance for your files.
 - ACH Manual — Check your local drive for the saved ACH export file.
- Trying to reprint a check?
 - Privileges in the system control if you can reprint a check.

Support

Need Help? Contact EP Product Support at:

Monday 12 a.m. to Friday 8 p.m. PT

Saturday/Sunday 7 a.m. to 7 p.m.

818-955-6300

AccountingSupport@ep.com

After Hours:

818-955-6300