



Customising Forms Express Cheques

Support Note

For MYOB BusinessBasics, MYOB FirstEdge, MYOB Accounting V15, MYOB Accounting Plus V15, MYOB Premier V9, MYOB Premier Enterprise V3 and AccountEdge V5.

Introduction

You can obtain pre-printed cheque stationery that enables you to print your cheques from MYOB. This support note explains how to customise your cheque form to suit the pre-printed stationery.

To customise 05-022 and 05-022D cheques:

- Select Chequebook Module in MYOB then Print Cheques.
- Select Laser Cheque then click the Customise button.
- Go to the FORM menu and select FORMS INFO.
- Set # of cheques per page to 3.
- Make sure paper size is A4 Letter 21.001 x 29.7cm.
- Set the form size: Height = 9.3 and leave Width at 21.001.

If you double click any field, you will be taken to a Field Information screen. This screen specifies the position, size and characteristics of each field. Using the table below, modify the fields to customise the form for the cheque. Field Characteristics are Font, Justification, Size. Measurements are in centimetres.

| <u>Field Name</u> | <u>Location</u> From Top | <u>of Field</u> From Left | <u>Size</u> Height | <u>of Field</u> Width | <u>Field</u> <u>Characteristics</u> |
|-------------------|-----------------------------|------------------------------|-----------------------|--------------------------|--|
| Amount in English | 3.729 | 2.07 | 0.635 | 11.001 | font*,left,8 |
| Payee | 5.359 | 3.81 | 2.032 | 6.35 | font*,left,9 |
| Date | 3.2 | 17 | 0.635 | 2.54 | font*,left,8 |
| Cheque Amount | 4.717 | 16.51 | 0.635 | 2.794 | font*,right,8 |

Note: The Font for recommended use is Arial for Windows and Geneva or Helvetica for Macintosh.

If you need any further information regarding customising, please refer to your User Guide, if necessary, your MYOB Telephone Support.

To customise 05-023 and 05-023D cheques:

- Select Chequebook module in MYOB then Print Cheques.
- Select Laser Cheque then click the Customise button.



If you double click any field, you will be taken to a Field Information screen. This screen specifies the position, size and characteristics of each field. Using the table below, modify the fields to customise the form for the cheque. Field Characteristics are Font, Justification, Size. Measurements are in centimetres.

| <u>Field Name</u> | <u>Location</u> | <u>of Field</u> | <u>Size</u> | <u>of Field</u> | <u>Field</u> |
|-------------------|-----------------|-----------------|-------------|-----------------|------------------------|
| | From Top | From Left | Height | Width | <u>Characteristics</u> |
| Amount in English | 3.729 | 2.07 | 0.635 | 11.001 | font*,left,8 |
| Payee | 5.359 | 3.81 | 2.032 | 6.35 | font*,left,9 |
| Date | 3.2 | 17 | 0.635 | 2.54 | font*,left,8 |
| Cheque Amount | 4.717 | 16.51 | 0.635 | 2.794 | font*,right,8 |

To alter the Remittance Advice/Office Copy, select the Form drop-down menu (to the right) and then Stub Layout you require. You can only have 1 stub layout customised at one time.

After you select the appropriate stub, the layout for the cheque will become grey. Scroll down until you see the stub layout and enter the measurements from the table below.

| <u>Field Name</u> | <u>Location</u> | <u>of Field</u> | <u>Size</u> | <u>of Field</u> | <u>Field</u> |
|--------------------|-----------------|-----------------|-------------|-----------------|------------------------|
| | From Top | From Left | Height | Width | <u>Characteristics</u> |
| A.C.N. Number: | | | | | Delete |
| [A.C.N. Number] | | | | | Make Inactive |
| Date | 11.059 | 15.397 | 0.445 | 1.666 | font*,left,8 |
| Cheque Number | 11.059 | 16.619 | 0.445 | 2.54 | font*,right,9 |
| Cheque Amount | 10.528 | 17.092 | 0.445 | 2.964 | font*,right,9 |
| Payee | 11.059 | 9.014 | 0.445 | 7.62 | font*,left,9 |
| Sales Tax Number: | | | | | delete |
| [Sales Tax Number] | | | | | Make Inactive |

Note: The Fonts recommended use for Windows is Arial and for Macintosh use Helvetica.

If you need any further information regarding customising, please refer to your User Guide or, if necessary, your MYOB Telephone Support.

Disclaimer: This information is of a generic nature. For specific advice regarding your particular circumstances please seek assistance from your Accountant, the Australian Taxation Office or your IT Consultant as appropriate.