Steve Denbeigh <sdenbeigh@hillingdon.gov.uk>

FW: [#2020~11181] Harefield Junior - Pre-printed cheques
1 message

Joanna Palmer <jpalmer.312@lgflmail.org>   7 October 2020 at 10:49
To: "Steve Denbeigh (sdenbeigh@hillingdon.gov.uk)" <sdenbeigh@hillingdon.gov.uk>

Hello Steve – please see below, just in case anyone else ever asks! :)

From: simsfors@linsrv101.linuxcontrolpanel.co.uk <simsfors@linsrv101.linuxcontrolpanel.co.uk> **On Behalf Of** Support
Sent: 07 October 2020 10:36
To: Joanna Palmer <jpalmer.312@lgflmail.org>
Subject: Re: [#2020~11181] Harefield Junior - Pre-printed cheques

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Dear Jo Palmer

 This should be easy to rectify Jo.

In FMS if you go to Tools | Accounts Payable Parameters and then click on the Cheque Layout / BACS Parameters Tab.

Under the 'CHEQUE ELEMENT POSITIONS' you will need to click on the Element and ensure that Payee Name is visible and you will see the measurements (in inches or centimetres) below.

If you measure your pre-printed cheque to get the correct position both from top margin and from left margin and then alter the figures accordingly. On the right hand side, there is a diagram with help on where to measure to on each of the elements. It may be an idea to write down the measurements that are there now and then re-do the figures.

Once you've changed the dimensions for the Payee Name, you should be able to do a 'Test Print' on a plain piece of paper and then hold it up against the cheque to see if it's in the correct position.

Hope the above works - if not, please let me know.

Kind regards

Elaine Davis
Sims*for*Schools

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Email: support@simforschools.com
Website: www.simforschools.com

We hope this response has sufficiently answered your questions. If not, please do not send another email. Instead, reply to this email or login to your account for a complete archive of all your support requests and responses.