

Install New Cheque Process

Install Process

1. Save the attached Report ".rpt" files to your c:\toolbox\reports folder, or if you have a server then Server\Toolbox\Reports folder
2. Save the attached PRCustomPaycheckEarningsHist_CPA.txt file to the C:\Toolbox\ Scripts folder

Run the PRCustomPaycheckEarningsHist_CPA.txt

1. Go to Sybase SQL by clicking on Windows Start > All Programs > Toolbox > SQL Interactive
2. On the 3rd field where it has "None" Select company name and click ok
3. From within Sybase SQL run the PRCustomPaycheckEarningsHist_CPA.txt by typing the following command: Read
c:\toolbox\scripts\PRCustomPaycheckEarningsHist_CPA.txt
4. Click the Execute Button to run script

Manual Check Setup

1. From within Toolbox go to GL Module > Select Custom Reports and Forms
2. Click the drop down box > select Manual Cash Disbursement
3. On the Description field type in "Custom Cheque"
4. On the Name/File field type in "ManualchequesCPA1.rpt"
5. Click the Default box

Vendor Check Setup

1. From within Toolbox go to AP Module > Select Custom Reports and Forms
2. Click the drop down box > select Check
3. On the Description field type in "Custom Cheque"
4. On the Name/File field type in "vendchequesCPA1.rpt"
5. Click the Default box

Payroll Check Setup

1. From within Toolbox go to Payroll Module > Select Custom Reports and Forms
2. Click the drop down box > select Paycheck
3. On the Description field type in "Custom Cheque"
4. On the Name/File field type in "PRChequesMiddleCPA1.rpt"
5. Click the Default box