

Selecting AP check forms and alignments

Toolbox provides for two ways to select and align check formats.

Under AP | Custom Reports and Forms |

Click on the "Report List Selection" dropdown and select "Check".

<Toolbox Standard>

Note that one of the options reads "<Toolbox Standard>". This method allows users to utilize a non-Crystal based check form. This form allows users to move the all wording on the form up, down, left or right. This form does not allow users to move specific fields or data on the form without moving all information on the form.

To modify the positioning of the data on the form click:

Start | Programs | Toolbox | Check Alignment

In order to move the positioning left or right, locate the row that reads:

CPXADJ=0

Reduce the value to move the positioning to the left and increase the value to move the positioning to the right.

Examples:

Change the "0" to "-10" to move the position of all data to the left one character.

Change the "0" to "-20" to move the position of all data to the left two characters.

Change the "0" to "10" to move the position of all data to the right one character.

Change the "0" to "20" to move the position of all data to the right two characters.

In order to move the positioning left or right, locate the row that reads:

CPYADJ=16

Reduce the value to move the positioning up and increase the value to move the positioning down.

Examples:

Change the "16" to "6" to move the position of all data up one space.

Change the "16" to "-16" to move the position of all data up two spaces.

Change the "16" to "26" to move the position of all data down one space.

Change the "16" to "36" to move the position of all data down two spaces.

Note: You can play with this text file to get the form positioned in a way that works for you.

In order to test the positioning: Save your changes, Edit an existing AP check and click Print. Toggle to the text file, modify it, save it, and then toggle back to Toolbox and click print again. Do this sequence until you get your alignment to work the way you need it. If you need specific fields moved around, and/or specific data on the check that you do not see, you will need to use a Crystal Reports Check Form. See below.

Crystal Reports Check Forms

Under AP | Custom Reports and Forms |

Click on the "Report List Selection" dropdown and select "Check".

The following are distributed with the typical Toolbox Installation:

VendCheck
VendCheck1
VendCheck2
VendCheck3
VendCheck4
VendCheck_Bottom1
VendCheck_Middle1
VendCheck_Top1
VendCheck_Top2
VendCheck_Top3
VendCheck_Top4

If you need specific fields moved around, and/or specific data on the check that you do not see, you will need to edit the Crystal Reports Check Form using the Crystal Reports Design Tool.