

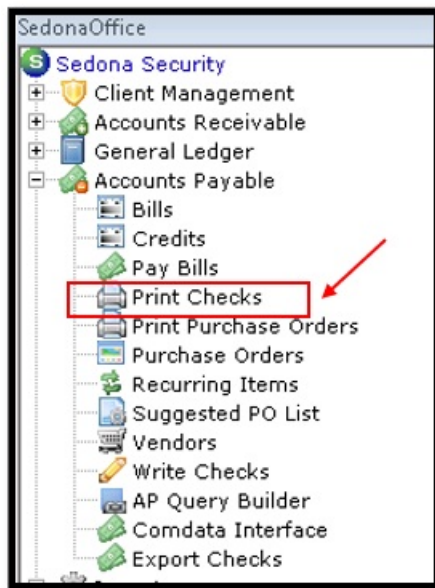
Adjusting AP Check Margins in SedonaOffice

12/28/2023 2:41 pm EST

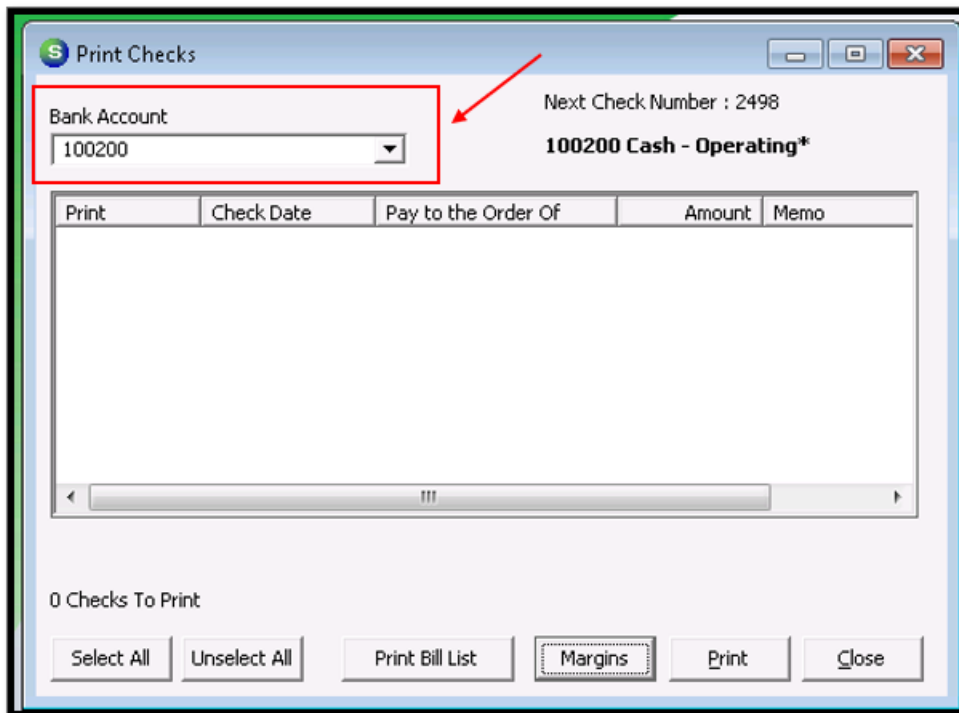
To adjust the margins on the Accounts Payable Checks

Accounts Payable Module

Under Accounts Payable select Print Checks.



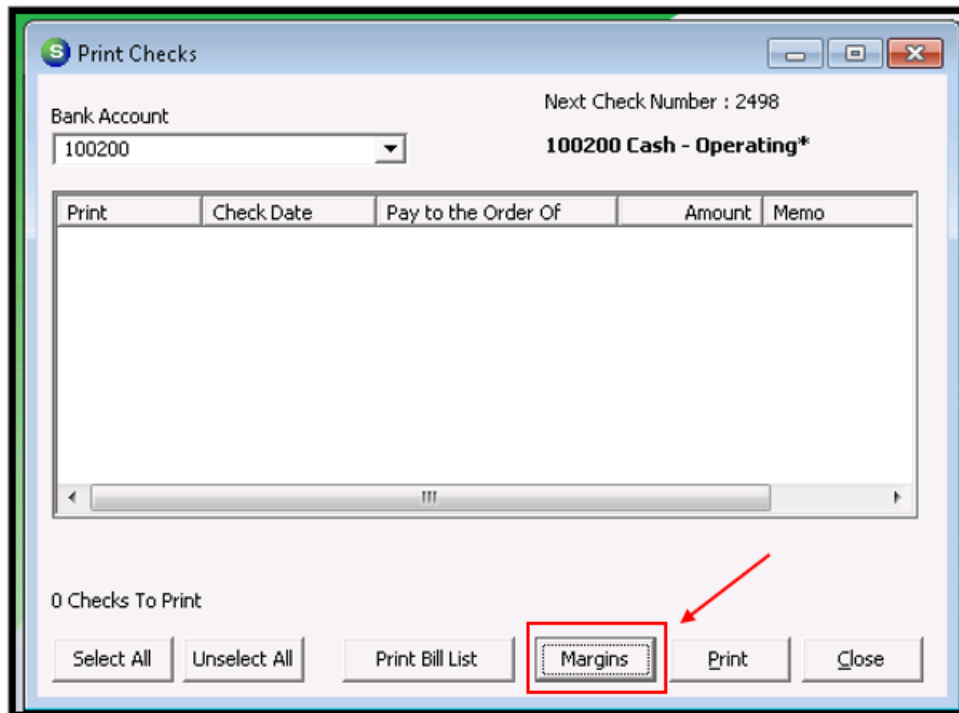
When the Print Checks screen pops up, select the correct Bank Account for the checks that need to be adjusted.



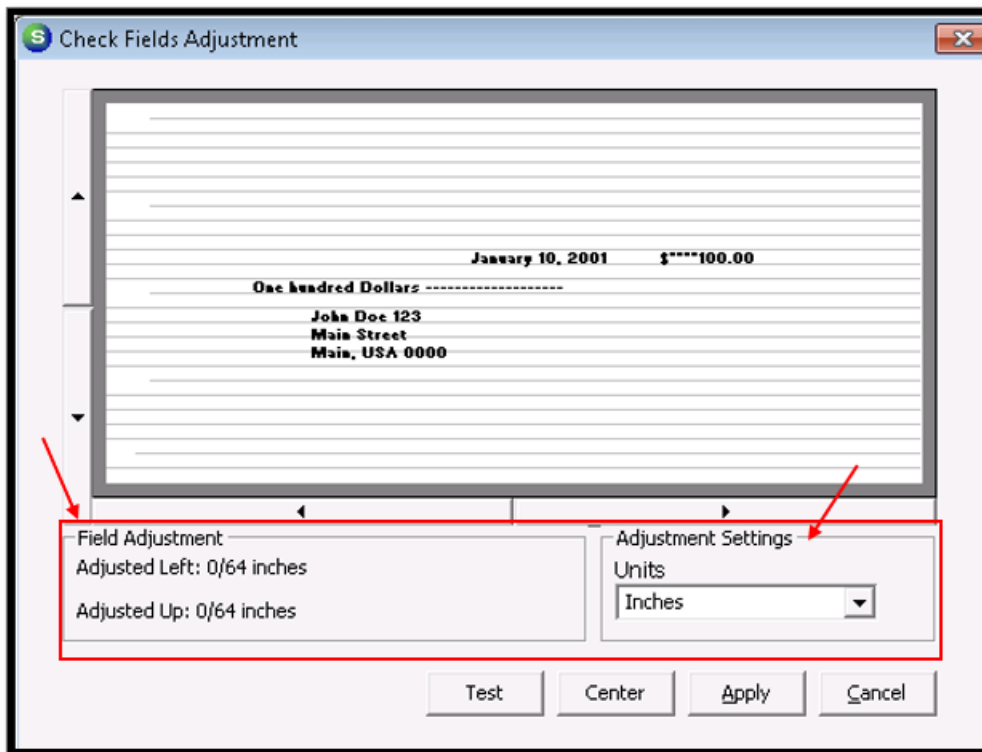
On Plain Paper Print a check for that Bank Account, not on an actual check. This saves you from having to waste actual checks while getting margins set up.

Hold up the printed check information on top of a blank check for that Bank Account and note how it needs to be adjusted. Example: left, right, top or bottom.

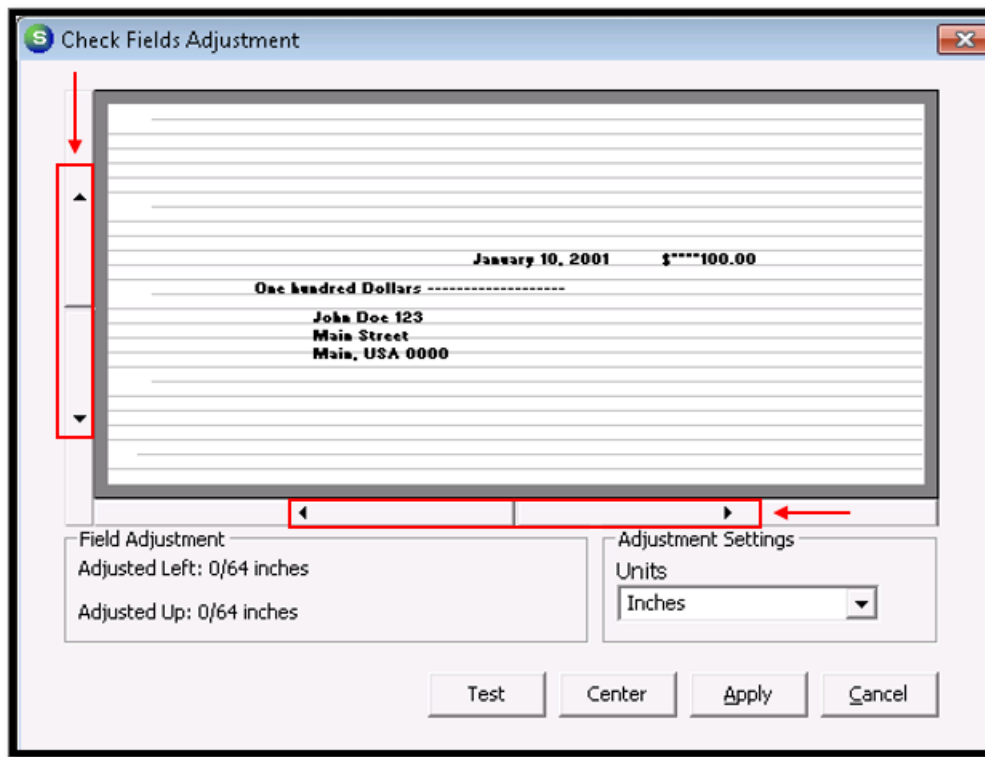
Then click on "Margins".



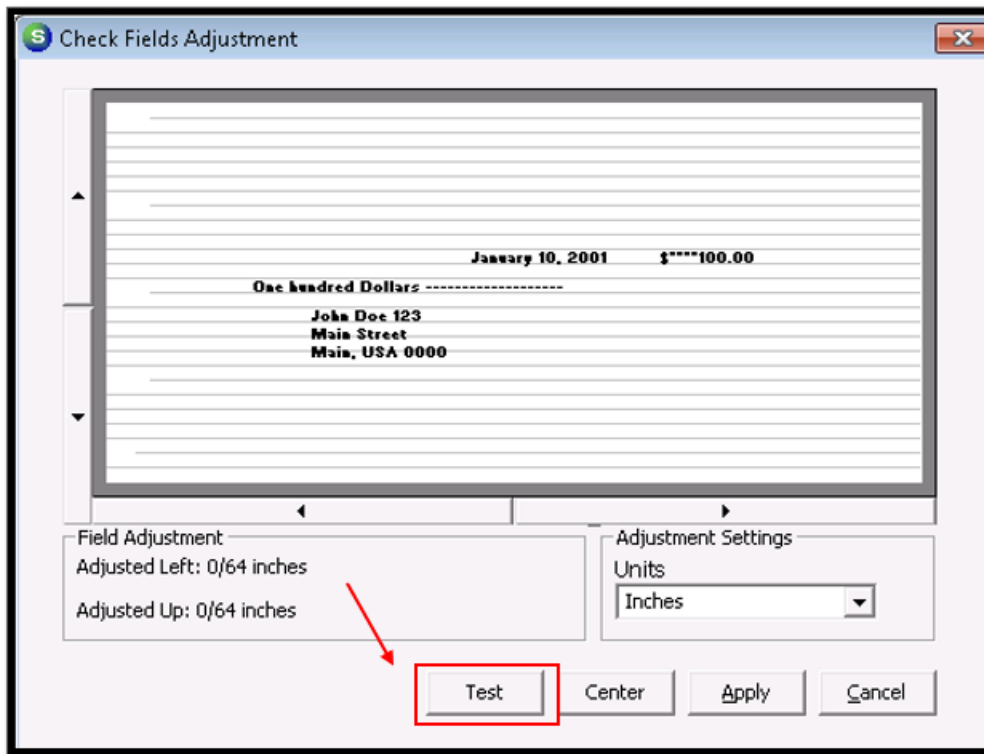
Note the current Margins that are set for that Bank Account under Field Adjustments and Adjustment Settings. This is for reference only.



Use the black arrows on the left side to adjust the information up and down.
Use the black arrows on the bottom to adjust the information left and right.



Once you have made changes, click on Test.

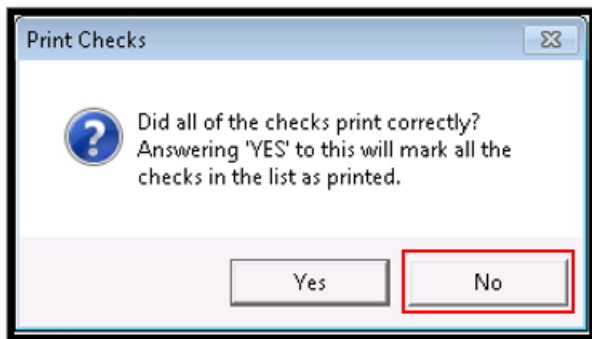


This will print out a Test check on Plain Paper.

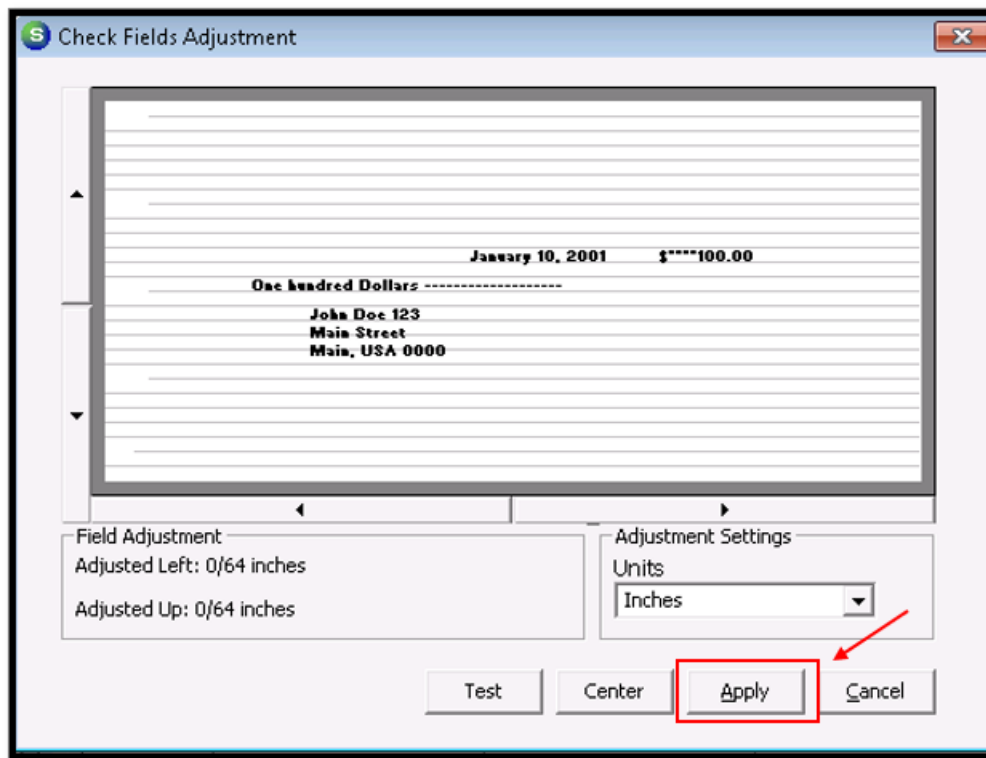
Hold the Test check in front of an actual check to see if it lines up correctly.

After reviewing the check information, select Close on the Print Preview screen.

A pop-up window will appear asking if the checks printed correctly, select No.



If the Check information is aligned correctly select Apply.



If the Check information is still not aligned correctly continue adjusting the margins until the information is aligned to the check form. Select Apply.