STATEMENT FIELD POSITIONING

Choose **01** for Management Menu
Choose **02** for Branch Management Menu
See option **12** in the Statement Positioning Fields

The following routine is designed to allow the user to control the positioning of statement information.
Various single letter codes are available with preset values and these can be manipulated to control the row and column position of the specified statement fields.

The following codes are available...

{What letter codes are displayed here is entirely dependent on what is present for individual office. The code here is setup in the actual Branch Master (F)lag, (S)tatement section under the Statement Width category}

Which Code would you like to edit: *{note, if you enter a code that does not yet exist you will have the opportunity to enter a new code with new settings}*

ACTUAL CHEQUE PORTION INFORMATION

PRINT CHEQUE NUMBER: **(1)**
CHEQUE NUMBER ROW: **(2)**
CHEQUE NUMBER COLUMN: **(3)**
PRINT BRANCH INFO: **(4)**
BRANCH INFO ROW: **(5)**
BRANCH INFO COLUMN: **(6)**
PRINT BYLINE: **(7)**
BYLINE ROW: **(8)**
BYLINE COLUMN: **(9)**
WHAT IS THE BYLINE: **(10)**
PRINT AMOUNT 1: **(11)**
AMOUNT 1 ROW: **(12)**
AMOUNT 1 COLUMN: **(13)**

PRINT DATE: **(14)**
CHEQUE DATE ROW: **(15)**
CHEQUE DATE COLUMN: **(16)**
PRINT AMOUNT 2: **(17)**
AMOUNT 2 ROW: **(18)**
AMOUNT 2 COLUMN: **(19)**
PRINT CLIENT INFO: **(20)**
CLIENT INFO ROW: **(21)**
CLIENT INFO COLUMN: **(22)**

PRINT 2ND BRANCH INFO: **(23)**
2ND BRANCH INFO ROW: **(24)**
2ND BRANCH INFO COLUMN: **(25)**

PRINT WORD DATE: **(109)**
PRINT DATE ID: **(110)**
DATE FMT: **(111)**
PRINT DOL. SIGN:**(112)**

ACTUAL REMITTANCE ADVICE HEADER PORTION

PRINT INVOICE NUMBER: **(26)**
INVOICE NUMBER ROW: **(27)**
INVOICE NUMBER COLUMN: **(28)**
PRINT INVOICE DATE : **(29)**
INVOICE DATE ROW: **(30)**
INVOICE DATE COLUMN: **(31)**
PRINT INVOICE AMOUNT: **(32)**
INVOICE AMOUNT ROW: **(33)**
INVOICE AMOUNT COLUMN: **(34)**
PRINT BRANCH INFO: **(35)**
BRANCH INFO ROW: **(36)**

PRINT CLIENT INFO: **(38)**
CLIENT INFO ROW: **(39)**
CLIENT INFO COLUMN: **(40)**
PRINT CLIENT NUMBER: **(41)**
CLIENT NUMBER ROW: **(42)**
CLIENT NUMBER COLUMN: **(43)**

BRANCH INFO COLUMN: **(37)**

MIDDLE HEADER FIELDS PRESENT ON BOTH CHEQUES AND REMITTANCES

PRINT BRANCH HEADER INFO: **(44)**
BRANCH HEADER INFO ROW: **(45)**
BRANCH HEADER INFO COL: **(46)**
PRINT CLIENT HEADER INFO: **(47)**
CLIENT HEADER INFO ROW: **(48)**
CLIENT HEADER INFO COL: **(49)**
PRINT HEADER CLIENT NUM: **(50)**
HEADER CLIENT NUMB ROW: **(51)**
HEADER CLIENT NUMBER COL: **(52)**
PRINT HEADER DATE: **(53)**
HEADER DATE ROW: **(54)**
HEADER DATE COLUMN: **(55)**
PRINT HEADER PAGE NUMBER: **(56)**
HEADER PAGE NUMBER ROW: **(57)**
HEADER PAGE NUMBER COL: **(58)**
PRINT HEADER WEEK NUMBER: **(59)**
HEADER WEEK NUMBER ROW: **(60)**
HEADER WEEK NUMBER COL: **(61)**
PRINT HEADER STATEMNT TYPE: **(62)**
HEADER STATEMENT TYPE ROW: **(63)**
HEADER STATEMENT TYPE COL: **(64)**

COLUMN DISPLAY POSITION

COLUMN 0 : **(65)**
COLUMN 2 : **(66)**
COLUMN 5 : **(67)**
COLUMN 8 : **(68)**
COLUMN 10 : **(69)**
COLUMN 15 : **(70)**
COLUMN 18 : **(71)**
COLUMN 23 : **(72)**
COLUMN 35 : **(73)**
COLUMN 38 : **(74)**
COLUMN 40 : **(75)**
COLUMN 43 : **(76)**
COLUMN 44 : **(77)**
COLUMN 45 : **(78)**
COLUMN 50 : **(79)**
COLUMN 53 : **(80)**
COLUMN 55 : **(81)**
COLUMN 56 : **(82)**
COLUMN 57 : **(83)**
COLUMN 58 : **(84)**
COLUMN 59 : **(85)**
COLUMN 60 : **(86)**
COLUMN 62 : **(87)**
COLUMN 65 : **(88)**
COLUMN 66 : **(89)**
COLUMN 70 : **(90)**
COLUMN 70a: **(91)**
COLUMN 71 : **(92)**
COLUMN 74 : **(93)**
COLUMN 75 : **(94)**
COLUMN 79 : **(95)**
COLUMN 80 : **(96)**
COLUMN 81 : **(97)**
COLUMN 82 : **(98)**
COLUMN 85 : **(99)**

MISCELLANEOUS

START ROW: **(100)**
NUMBER OF LINES: **(101)**
PICTURE SIZE 1: **(102)**
PICTURE SIZE 2: **(103)**
COMMISSION ROW: **(104)**
COMMISSION COLUMN: **(105)**
ROW FOR TOTALS: **(106)**
CHEQUE LINES: **(107)**
ADJUSTMENT FOR CHEQUE ONLY: **(108)**
PRINT ACTUAL COMMISSION RATE:**(113)**

1. Will you be printing a cheque number on the cheques (Yes or No).
2. If you are printing a cheque number indicate the row.
3. If you are printing a cheque number indicate the column.
4. Will you be printing Branch Info (basically the header) top left corner of a cheque(Yes or No).
5. If you are printing Branch Info indicate the row.
6. If you are printing Branch Info indicate the column.
7. Will you be printing a Byline on the cheque (Yes or No).

8. If you are printing a Byline indicate the row.
9. If you are printing a Byline indicate the column.
10. Enter the Actual Byline. An example of a Byline is something like COLLECTION AGENCIES ACT. TRUST ACCOUNT
11. Will you be printing Amount 1. Amount 1 is the value of the cheque that normally appears in the little box on the left hand side (Yes or No).
12. If you are printing Amount 1 indicate the row.
13. If you are printing Amount 1 indicate the column.
14. Will you be printing the date (Yes or No).
15. If you are printing the date indicate the row.
16. If you are printing the date indicate the column.
17. Will you be printing Amount 2. Amount 2 is the value of the cheque that normally appears in the middle of the cheque surrounded by *'s and the word EXACTLY(Yes or No).
18. If you are printing Amount 2 indicate the row.
19. If you are printing Amount 2 indicate the column.
20. Will you be print the Client Info. This is who the cheque is payable to (Yes or No).
21. If you are printing the Client Info indicate the row.
22. If you are printing the Client Info indicate the column.
23. Will you be printing the 2nd Branch Info section. On applicable statements this is the Branch Info that prints in the middle of the whole statement just above the Itemized section (Yes or No).
24. If you are printing the 2nd Branch Info section indicate the row.
25. If you are printing the 2nd Branch Info section indicate the column.

26. Will you be printing an Invoice Number on the Remittances (Yes or No).
27. If you are printing an Invoice Number indicate the row.
28. If you are printing an Invoice Number indicate the column.
29. Will you be printing a date on the Invoice (Yes or No).
30. If you are printing a Date indicate the row.
31. If you are printing a Date indicate the column.
32. Will you be printing the Amount of the Invoice (Yes or No).
33. If you are printing the Amount indicate the row.
34. If you are printing the Amount indicate the column.
35. Will you be printing Branch Info on the Invoice (Yes or No).
36. If you are printing the Branch Info indicate the row.
37. If you are printing the Branch Info indicate the column.
38. Will you be printing the Client Info on the Invoice (Yes or No).
39. If you are printing the Client Info indicate the row.
40, If you are printing the Client Info indicate the column.
41. Will you be printing the Client Number on the Invoice (Yes or No).
42. If you are printing the Client Number indicate the row.
43 If you are printing the Client Number indicate the column.

44. Will you be printing the Branch Header Info. This is the Branch Name and address that normally appears in the middle of cheques and remittances (Yes or No).
45. If you are printing the Branch Header Info indicate the row.
46. If you are printing the Branch Header Info indicate the column.
47. Will you be printing the Client Header Info. This is the Client Name that normally appears in the middle of the cheques and remittances (Yes or No).
48. If you are printing the Client Header Info indicate the row.
49. If you are printing the Client Header Info indicate the column.
50. Will you be printing the Header Client Number. This normally prints in the middle of typical cheques and remittances (Yes or No).
51. If you are printing the Header Client Number indicate the row.
52 If you are printing the Header Client Number indicate the column.
53. Will you be printing the Header Date. This is usually a date range that prints in the middle of typical cheques and remittances (Yes or No).
54. If you are printing the Header Date indicate the row.
55. If you are printing the Header Date indicate the column.
56. Will you be printing the Header Page Number. This usually prints in the middle of a typical cheque or remittance (Yes or No).
57. If you are printing the Header Page Numbers indicate the row.
58. If you are printing the Header Page Numbers indicate the column.
59. Will you be printing the Week Number. This usually prints in the middle of cheques and remittances. It only applies to Weekly statements (Yes or No).
60. If you are printing the Week Number indicate the row.
61 If you are printing the Week Number indicate the column.
62. Will you be printing the Header Statement Type. This usually prints in the middle of typical cheques and remittance and refers to Paid Us or Direct labeling (Yes or No).
63. If you are printing the Header Statement Type indicate the row.
64. If you are printing the Header Statement Type indicate the column.

65. Column 0 typically used as starting position for Dates
66. Column 2 typically used as the starting position for the Cheque Total on bottom of statements.
67. Column 5 typically used as the starting position for the Debtor Name and Debtor Number.
68. Column 8 typically used as the starting position for the middle VOID line that fills in the cheque area of multiple page statements.
69. Column 10 typically used as the starting position for the top and bottom VOID line that fill in the cheque area of multiple page statements.
70. Column 15 typically used as the starting position for the Remit Total on the bottom of statements.
71. Column 18 typically used as the starting position for Client Reference 1.
72. Column 23 typically used as the starting position for Client Reference 2.
73. Column 35 is not currently used.
74. Column 38 typically used as the starting position for the Codes.

75. Column 40 typically used as the starting position for amounts in the Paid Us column.
76. Column 43 typically used as the starting position for the column PAID US label used went printing non preformatted statements.
77. Column 44 is not currently used.
78. Column 45 typically used as the starting position for printing the first date of the date range that is part of the statement header.
79. Column 50 typically used as the starting position for amounts in the Paid You column.
80. Column 53 typically used as the starting position for the column PAID YOU label used when printing non preformatted statements.
81. Column 55 used to print the "-" separating the date ranges on the header.
82. Column 56 used as the starting position for printing the second date of the date range that is part of the statement header.
83. Column 57 used to print the date on the actual cheque for statement form 6 only.
84. Column 58 used to print the date on the actual cheque for statement form 9 only.
85. Column 59 is not currently used.
86. Column 60 typically used as the starting position for amounts in the Commission Withheld column.
87. Column 62 typically used as the starting position for the column COMMISSION label used when printing non preformatted statements.
88. Column 65 used to print the Branch date on the top of the Invoices for statement form 9 only.
89. Column 66 is not currently used.
90. Column 70 typically used as the starting position for amounts in the Due Us column.
91. Column 70a used to print the amount on the actual cheque for statement form 6 only.
92. Column 71 is not currently used.
93. Column 74 typically used as the starting position for the column DUE US label used when printing non preformatted statements.
94. Column 75 is not currently used.
95. Column 79 typically used as the starting position for amount in the Due You column.
96. Column 80 used to position the template #####.## for the Due You column when printing the test statement.
97. Column 81 used as the starting position for the statement type labeling of Paid Us or Direct on the header.
98. Column 82 typically used as the starting position for the column DUE YOU label used when printing non preformatted statements.
99. Column 85 typically used as the starting position for printing the Tax labels.

100. Starting Row of the Itemized portion of standard combined statements.
101. Number of lines in the Itemized portion of standard combined statements.
102. Template form used for displaying numbers on the statement.
103. Template form used for displaying non amount information on the statement.

104. Row where the commission amount is printed.
105. Column where the commission amount is printed.
106. Row for where the Totals are printed.
107. Number of Lines an Actual Cheque spans when the print Cheque only option is used.
108. Number of lines that adjusts the row positioning of itemized statements when the Itemized section only is printed.
109. To print the actual word DATE on the cheques if required (Yes or No).
110. To print the date id on the cheques if required. The default Date ID is "MMDDYYYY", unless a different Date ID is placed in DATE FMT -see item 111. (Yes or No).
111. Date Format of display on the cheques if required. (see item 110)
112. To print the $ on the cheques if required (Yes or No).
113. For offices that wish to print the commission rate of the payment on the statement (Yes or No).