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# **Check Printing Changes**

**CANADIAN PAYMENTS ASSOCIATION  
ASSOCIATION CANADIENNE DES PAIEMENTS**

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**STANDARD 006:  
SPECIFICATIONS FOR IMAGEABLE MICR-ENCODED CHEQUES AND  
OTHER MICRENCODED DOCUMENTS**

**Created: May 25, 2006**

**Last Update: March 5, 2007**

## **Overview**

The Canadian Payments Association (CPA) has published new specifications for Canadian cheques in preparation for the transition to image-based clearing.

As of **June 30<sup>th</sup>, 2007** all cheque images will need to conform to new specifications and standards to ensure efficient capture of data for image-based clearing system. Additional information on the new specifications can be found at:

[http://www.cdnpay.ca/news/new\\_cheque\\_specs.asp](http://www.cdnpay.ca/news/new_cheque_specs.asp).

### **NEW! Deadline for Adopting New Cheque Specifications Extended**

As of May 12, 2006, the deadline for adopting the new cheque specifications has been extended to **June 30, 2007** in order to allow businesses more time to make the necessary changes to their cheques and modify or update their softwares involved in cheque production.

This timeline will continue to ensure that cheques are "image-friendly" in preparation for the transition to image-based clearing.

## **Part I: Ordering New Cheques:**

Some Financial Institutions have mandated the 3.2 'recommendation' below to place the cheque at the bottom of the page, therefore rendering the popular "**Check with Stub on Top and Bottom**" format as no longer compliant.

**You should verify the new formats with your financial institution.**

***If your bank will no longer be supporting this cheque format and you wish to maintain a 2 stub cheque format, you must upgrade to version 8 in order to utilize the stub/stub/cheque format which is not available in version 7.5.***

***Please Contact Momentum Support to review the upgrade process.***

### ***CPA Reference: Section 3.2 of Overview of Changes***

***Any detachable statements should be placed at the top or left of the cheque.***

*Detachables on the bottom or right increase the incidence of damaged MICR lines or Convenience Amount Fields on cheques due to irregular tears when they are removed. Therefore, it is strongly recommended that they be placed at the top or left of the cheque.*

## **Part II: System Generated Field Formatting:**

There should typically be only two system generated fields that are suspect to a format change in the Great Plains system:

### **Check Date**

**CPA Reference: Section 1.6 of Overview of Changes**

*Adoption of a numeric date field in one of three specified formats (YYYYMMDD, MMDDYYYY or DDMMYYYY). Field indicators must be printed below the date field to indicate which format is being used. Bilingual date field indicators are accommodated for cheques using the ISO date format (YYYYMMDD);*

*Spaces or dashes are allowed between the elements making up the date (e.g. 2005 08 25, or 2005-08-25). However slashes (i.e. “/”) are **not** permitted as they may hinder Intelligent Character Recognition (ICR) software from capturing the date effectively.*

### **Check Amount**

**CPA Reference: Section 1.7 of Overview of Changes**

*The pre-printed dollar symbol (\$) may be placed either to the left or the right of the Convenience Amount Rectangle (i.e. the amount in figures).*

*Reference: Sections 5.4.2 and 5.4.3*

*The placement of the dollar symbol generally varies between English and French Canada. ICR engines can be programmed to recognize either one.*

**Review the following 3 options to determine what best suits your facility.**

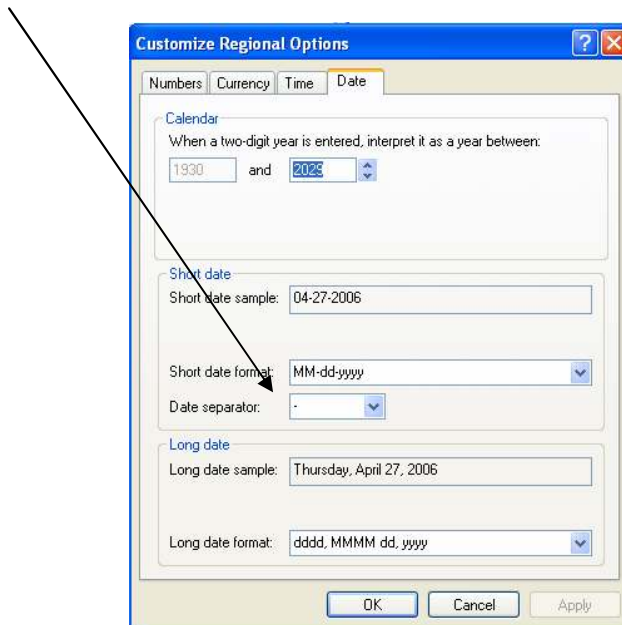
## Part III: Modifications to your new cheque format:

### **Option #1: Change Regional Settings**

The easiest way to make these date format change is to simply change the computer's regional settings "Short Date Format" and the "Date Separator" on the PC where the cheques are generated. This new Date format will be used for the check dates.

**Note: This will impact all of the reports and other applications on you PC.**

1. (Control Panel->Regional Settings and Languages Options->Customize->Date)

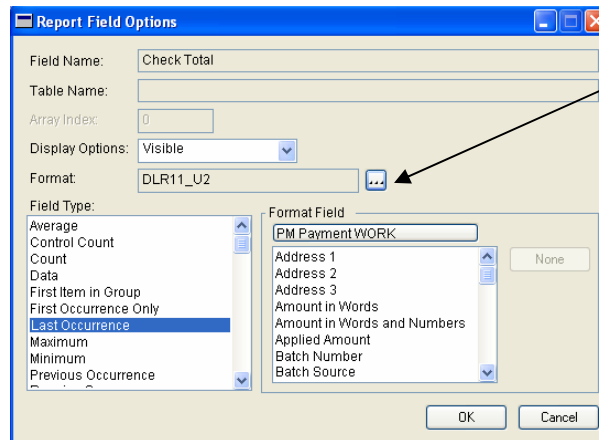


2. If your facilities' cheques have this pre-printed dollar sign (\$) then you'll need to modify your cheque in the Report Writer to remove the \$ sign.

#### **BUSINESS CHEQUE – FRONT (not to scale)**

The image shows a business cheque form. The date field is pre-printed with a grid for Y Y Y M M D D and a dollar sign (\$) followed by a dashed box for the amount. An arrow from the second step points to the dollar sign.

- a. Backup your Reports.dic
- b. Launch the Report Writer for the Dynamics Product and select the modified cheque report format you are currently using.
- c. Click on the Layout Button.
- d. Locate (typically in the F2 Section of the report) and double-click on the **Check\_Total** field to assign the new **DLR11\_U2 format** by clicking on the ellipse button (...)



- e. Save and close report.
- f. Test and verify that the changes are successful
- g. **Congratulations**, you have now completed the changes required.

## **Option #2: Import new Modified Report**

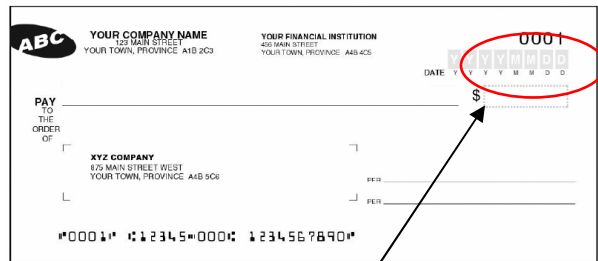
For what ever reason if changing the System Regional Settings is not possible, then you'll need to implement a brand new modified report.

1. Backup your existing Reports.dic
2. **Import the new check format:**
  - **MBS-Great Plains Version 7.5 Clients:** Report Writer Import using the "**Check with Stub on Top and Bottom**" from **v7.5 Reports.dic**  
\*\* Download **CPA Check Formats.exe** from <http://support.momentumhealthware.com>
  - **Dynamics GP 8.0 & 9.0 Clients:** Import new report customization package from the Customization Maintenance window.  
\*\* Download **CPA V8 & V9.zip** from <http://support.momentumhealthware.com>

3. Replace the “**Calc Date**” field (located in the F2 Section of the report) with one of the appropriate calculated fields based on the physical layout on your new cheque.

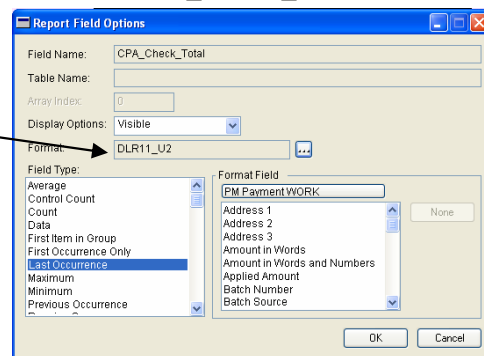
- a. *CPA\_Date\_MMDDYYYY*
- b. *CPA\_Date\_DDMMYYYY*
- c. *CPA\_Date\_YYYYMMDD*

**BUSINESS CHEQUE – FRONT (not to scale)**



4. Depending whether the new cheque has a pre-printing currency symbol you may need to replace the **Check\_Total** field (includes \$ sign) with the new **CPA\_Check\_Total** calculated field which does not include a \$ sign.

- i. Double click on the **CPA\_Check\_Total** to assign the **DLR11\_U2** format.



5. Align the layout to your physical cheque and printer drivers. The entire check will likely require re-alignment.
6. If you've made any other changes (e.g. Facility Logo, signatures, etc) you'll need to recreate those changes as well.
7. In a Test Company Process at least two cheques in a batch to ensure the page breaks are resetting properly.
8. **Congratulations**, you have now completed the changes required.

### **Option #3:**

If you are unable to modify your own cheque format using the Great Plains Report Writer module, then please contact Momentum Support to schedule some customization services.