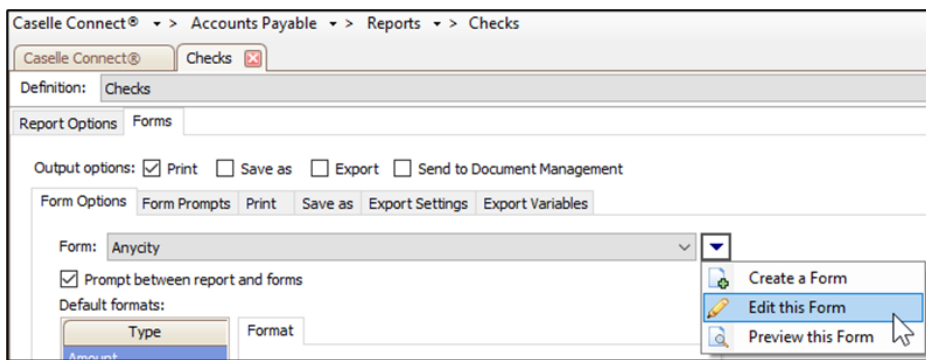


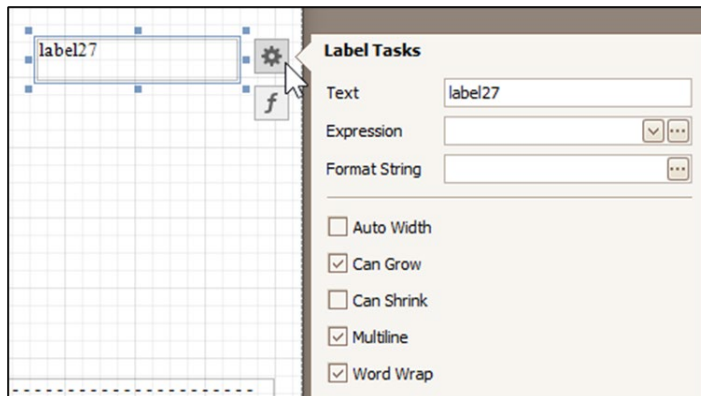
Adding miViewPoint Check Numbers on Check Form

How to add in Connect (2023.02 and later)

1. Accounts Payable - Reports - Checks
2. Select the check to modify and go to the 'Forms' tab
3. Select the desired form and select 'Edit this Form'



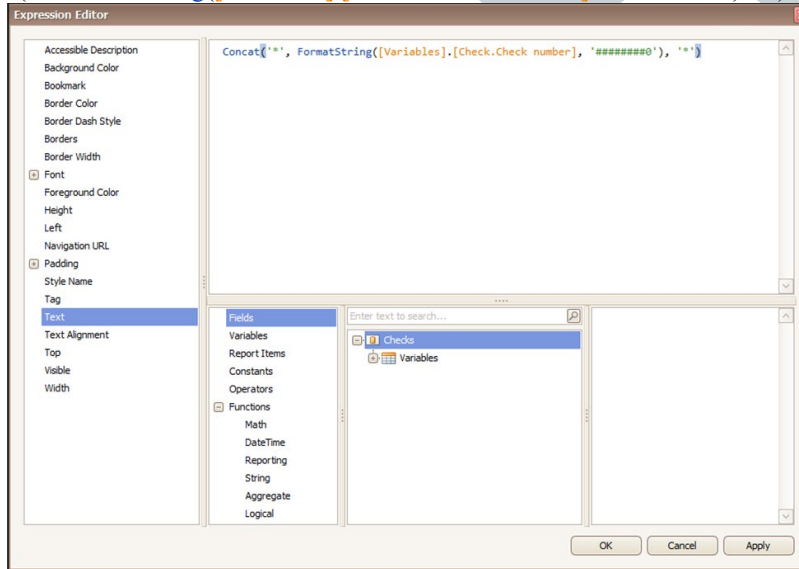
4. Select the option for Label 
5. Select the desired location for the miViewPoint check layout
 - a. Hold down the left mouse button and drag to the right to create the desired size box.
 - b. Release the left mouse button and select the setting icon.



- c. Change/Edit the fields.

1. Text: mVP Check Number

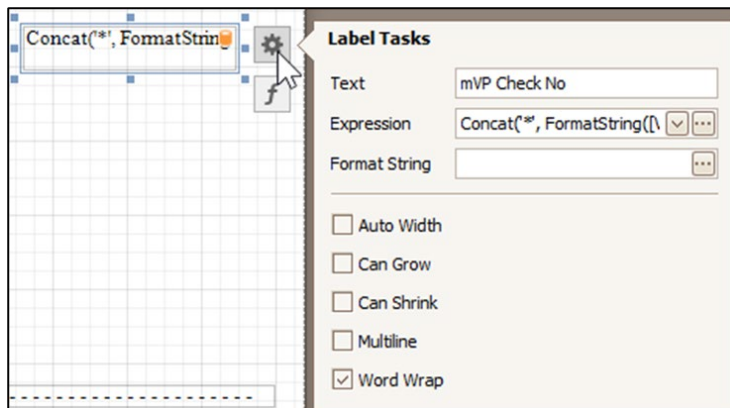
2. Expression: Click on the ellipsis box and add: `Concat('*', FormatString([Variables].[Check.Check number], '#####0'), '*')`



3. Click OK.

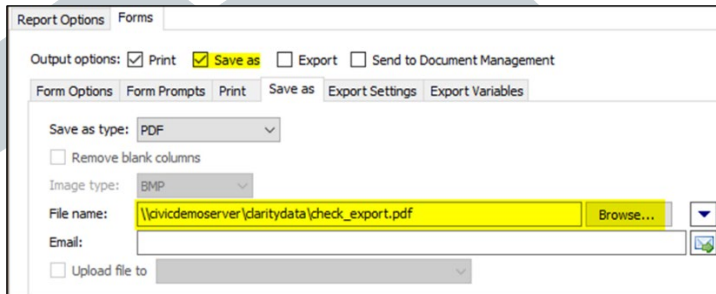


6. Click Save for the form - Exit.



7. On the forms tab, select the 'Save as' radial box - select the 'Save as' tab.

8. Enter the file location.



Report Options Forms

Output options: ☒ Print **☒ Save as** ☐ Export ☐ Send to Document Management

Form Options Form Prompts Print **Save as** Export Settings Export Variables

Save as type: PDF

☐ Remove blank columns

Image type: BMP

File name: \\civildemoserver\claritydata\check_export.pdf Browse...

Email:

☐ Upload file to

9. Save the changes to the report.