



Design Forms

Overview

Introduction Design Forms are used when submitting an order that requires specific placement of information on such items as checks, forms or stamps.

Design Forms can be created for various products like; endorsement stamps, deposit tickets, envelopes and checks. When placing an order that requires specific placement information, that order *will not* be started at the plant until the design form has been completed and transmitted through CMS. For best results, when placing an order that will require a design form, create and transmit that design form simultaneous to the order.

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Design Form Definition Basics

Introduction Below are a few of the definitions that will help in familiarizing you with field names in the design forms of CMS.

Reference your CMS manual for additional field name and descriptions.

Arabic Prefix/Suffix – Number that may proceed or follow the check sequencing numbers

Base Neg - A number that reflects the layout of a check. This is based on the type of software the customer is using and allows all information entered in to the software to be properly lined up with the check. One Base Neg can serve numerous software types and product numbers. To determine the Base Neg number, one needs the software used by the customer. It can then be cross referenced with the product.

Collation – The order in which checks are stacked; this is determined by the way they feed through the printer; the choices are Standard (low number of top, face up); Non-Standard (low number on bottom, face up); T (low number on bottom, face down) for more information see samples attached

Compatibility Guide – A function within CMS that allows the user to 1)find software compatibility 2) determine the base neg for a particular laser product 3)determine which products work with which software and which base neg

Dupe - Dupe Required indicates the type of Duplicate associated with the product. Enter the Dupe Type even if it is part of the product name. For example, ACK35A with BPD2 and CKD11DBPD, in both cases BPD2 and BPD must be entered in the DUPE REQ field.

Electro - Optional field. The format for a One Write Check. Viewed in the Electro book. If you do not specify an Electro Type, you receive the default Electro that applies to the ordered product. To specify an Electro Type, refer to the Electro Book for a list of the STANDARD Electro Codes that may be transmitted through Telecomm. The Electro Book lists what you receive with each electro code.

Logo – The logo used by the bank or customer. Can be found in the Logo Cut Book or in the Distributor Intranet <http://safeguard-systems.com/library/eforms/cutbook/> - <http://safeguard-systems.com/library/ef>

MICR Ruler - A standard ruler with markings on one side to assist in reading the MICR line of a check



REM BOX - ** Laser Products Only **STUB AREA

Indicates where the customer name will appear. Only enter the Stub area information if it is changing.

**** One-Write Checks Only **REMIT BOX Remittance Box Type is an optional field.**

New Design Forms: To use the Remittance Box that corresponds with the electro, leave the field blank. Refer to the Electro book, the default Remittance Box is listed to the right of the electro. If you do not want the default, enter the remittance box code.

Repeat with Change Design Forms: If there is a change, enter the remittance box code.

Signature Information - Information related to what the customer may want written above/below the Signature line of a check and the number of Signatures required

Special Instructions – Any special information the plant should have related to the design form. Information includes: mailing of logo under separate cover. Enter any Special Instructions for processing the Design Form, in <F8> Special Instructions Use this field to help clarify some change already entered on the Design Form. **IMPORTANT:** When ordering laser checks/forms with NONSTANDARD numbering, make a note in this field. Design Form Special Instructions will be transmitted to the plant through Telecomm.

Start # - The start number for a particular order. If a reorder, the number will automatically calculate from the last number of the previous order. This does NOT include the Arabic Prefix/Suffix

Stub - This is the check stub that is maintained by the check writer or individual receiving the check. (i.e. the top of a payroll check or the information piece of a check refund) These lines are available for the Stub Area name and address information. Seventy spaces are available on each line.