



System Settings | Check and Receipt Format Setup



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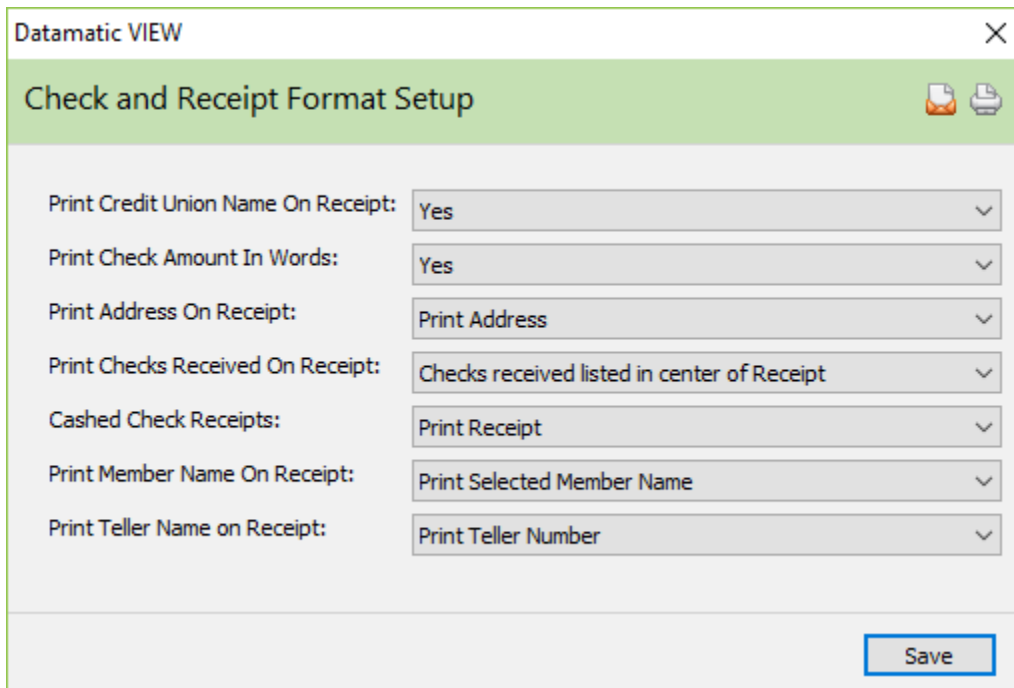
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CHECK AND RECEIPT FORMAT SETUP

Overview

The **Check and Receipt Format Setup** defines the information printed on Credit Union Checks and Receipts.

The **Check and Receipt Format Setup** is located in [\[Main Ribbon > System Settings Check and Receipt Format Setup\]](#).



Field	Comments	
Print Credit Union Name on Receipt	Include Credit Union name on receipts (for Credit unions who don't have customized receipts)	
	No	
	Yes	
Print Check Amount in Words	Include check amount in words (for Credit Unions not using Check Signers)	
	No	
	Yes	
Print Address on Receipt	Include Credit Union Address on receipt (for Credit Unions who don't have customized receipts).	
	Print Address	
	Do not Print Address	
Print Checks Received on Receipt	Defines how Checks Received are printed on Dot-Matrix receipts	
	No check received listed on Receipt	Print only the total of all checks received
	Checks received listed on right side of Receipt	Print the individual checks in the upper right corner of the receipt

Field	Comments	
	Checks received listed in center of Receipt	Print individual checks in the upper portion of the receipt
Cashed Check Receipts	Determines if receipts are printed when cashing non member checks	
	Print Receipt	
	Do Not Print Receipt	
	Print CU Copy Only	
Print Member Name on Receipt	Defines name to be printed on the receipt	
	Print Primary Member Name	
	Print Selected Member Name	
Print Teller Name on Receipt	For thermal receipts only	
	Print Teller Name	
	Print Teller Number	