



Microsoft® Business Solutions–Great Plains®

**Multilingual Checks**

Release 8.0

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# Introduction

Welcome to Multilingual Checks (ML Checks), a tool you can use to print the check amount in words, in languages other than the system language. For example, a company in France may want to print the check amount in words in Portuguese on the checks for its vendors in Portugal. You can use Multilingual Checks to set up the currency terminology for a currency ID, assign a default language for a checkbook, and select and print checks in different languages. The different languages available are Arabic, English, French, Portuguese and Spanish.

This introduction is divided into the following sections:

- [What's in this manual](#)
- [Symbols and conventions](#)
- [Additional resources](#)

## What's in this manual

This manual is designed to give you an in-depth understanding of how to use the features of Multilingual Checks and how it integrates with the Great Plains system. The manual is divided into the following chapters:

- [Chapter 1, "Setup and Cards"](#) provides information on how to enable multilingual checks, set up currency terminologies and set up a default language for a checkbook.
- [Chapter 2, "Transactions"](#) provides information on how to select and print the payables checks batch and payables transactions in different languages.

## Symbols and conventions

This manual was written using U.S. English. For definitions of unfamiliar terms, see the glossary in this manual or refer to the glossary in Great Plains online help

This manual uses the following symbols to make specific types of information stand out.

Symbol	Description
	The light bulb symbol indicates helpful tips, shortcuts and suggestions.
	The warning symbol indicates situations you should be especially aware of when completing tasks.

Convention	Description
<i>Installation</i>	Italicized type indicates the name of a section or procedure.
File >> Print	The ( >> ) symbol indicates selections to make from a menu. In this example, from the File menu, choose Print.

## Additional resources

You can refer to the Great Plains documentation to learn more about Payables Management.

Use the following tools to learn how to use Great Plains. Besides online help, many of the documentation resources are provided in Adobe Acrobat .PDF files.

### **Online help**

You can select topics from the contents of the help file, use the index to type and locate the name of a window or entry, or search the contents of the help file for associated topics.

**Contents** To locate topics within the Contents, choose Help >> Contents to open the Contents topic in the help. You can expand and collapse the structures to see additional entries. The Contents is arranged by module, and lists the main topics for each module in the help. The Contents also lists other help files that contain information for additional products.

**Index** To find information about a window that's not currently displayed, choose Help >> Index, then type the name of the window and choose Display.

**Search** To search for topic within the help contents, select the Search tab and type a keyword to search for. Choose List Topic.

**Favorites** To save the reference to a topic from your help contents, select a topic from the contents and then select the Favorites tab. Choose Add.

### **About this window**

To view overview information about the current window, related procedures, and descriptions of its fields, buttons, and menus, choose Help >> About This Window, or press F1.

### **Printable manuals**

Choose Help >> Printable Manuals to access manuals that you can view online or print to a printer. The manuals are available in Adobe Acrobat .PDF format.

### **Documentation on the Web**

Choose Help >> Documentation on the Web to go to CustomerSource, where the following resources and components are available.

**Sample reports** Samples of predefined Great Plains reports that you can view online or print to a printer are available in Adobe Acrobat .PDF format. Samples of customized versions of some reports also are available on our Web site.

**Current implementation and update information** Current information, such as released service packs and the most current update instructions, will be posted here.

**Developer documentation and resources** The most recent documentation and updated information for developers will be posted here.

### **Orientation training**

Tutorials that show you how to complete basic procedures within Great Plains are available by choosing the Orientation Training selection in the Help menu (Help >> Orientation Training).

### **CustomerSource Web Site**

Choose Help >> CustomerSource Web Site to access CustomerSource, where you can access support resources and tools to improve your business processes and practices.

### **Products and Services**

For information about the product support options available to you, refer to the Great Plains Services Guidebook, which is available in Adobe Acrobat .PDF format. Choose Help >> Products and Services >> Guide to Services.

You also can choose Help >> Products and Services to access the following resources:

- Order business forms
- E-business Solutions
- Year-End Updates
- Payroll Tax Updates

### **What's New**

For information about enhancements that were added to Great Plains since the last major release, choose Help >> What's New.



# Chapter 1: Setup and Cards

Use the following information to enable multilingual checks, set up the currency terminologies and a default language for the checkbook.

This information is divided into the following sections:

- [Enabling Multilingual Checks](#)
- [Setting up currency terminology](#)
- [Setting up the default checkbook language](#)

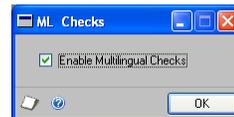
## Enabling Multilingual Checks

Use the ML Checks window to enable multilingual checks. Enabling multilingual checks will allow you to print checks in multiple languages. This feature is specific to a company.

You can start using multilingual checks only after enabling it in this window.

### To enable Multilingual Checks:

1. Open the ML Checks window.  
(Tools >> Setup >> Company >> Company >> Options >> Extras menu>> Additional >> ML Checks)



2. Mark the Enable Multilingual Checks option to enable the multilingual checks feature for printing the checks in different languages.

You need to mark the Multilingual option for each company for which you want to print the checks in multiple languages.

If you unmark the Enable Multilingual Checks option, the multilingual checks feature will not be available for the company user logged in and all the multilingual checks setup information will be deleted.

3. Choose OK to save the changes and close the window.

## Setting up currency terminology

Use the information in this section to specify the appropriate currency unit, unit-subunit connector and currency subunit for a language specific to a currency ID.

This window opens only if the Enable Multilingual Checks option is marked in the ML Checks window. Refer to [Enabling Multilingual Checks](#) on page 5 for more information.

If currency terminology information has not been set up for a language, the "amount in words" will display blank spaces for currency unit, unit-subunit connector and currency subunit.

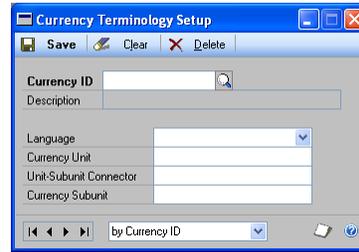
You can set up the currency terminologies in different languages for each currency ID. Also, you can delete the currency terminologies set up anytime.



*If you delete the currency ID, the currency terminologies specific to that currency ID will be deleted.*

### To set up currency terminology:

1. Open the Currency Terminology Setup window.  
(Tools >> Setup >> System >> Currency >> Extras menu >> Additional >> Currency Language  
(Tools >> Setup >> System >> Currency Language)



2. If you have opened this window from the Extras menu, the Currency ID will display default values from the Currency Setup window. You can select a different currency ID, if you want.

If you have not opened this window using the Extras menu, enter or select a currency ID.

3. If you have opened this window from the Extras menu, the description for the currency ID will be displayed from the Currency Setup window (Tools >> Setup >> System >> Currency).

If you have not opened this window from the Extras menu, the description for the selected currency ID will be displayed.

4. Select the language for the currency ID, whether Arabic, English, French, Portuguese or Spanish.
5. Enter the currency unit that will appear on the printed checks for the selected language. For example, the currency unit for US dollar would be "Dollars".
6. Enter the word that will connect the currency unit and currency subunit when you print the checks. For example, the unit subunit connector for US dollar would be "And".
7. Enter the currency subunit that will appear on the printed checks. For example, the subunit currency for US dollar would be "Cents".

If the currency terminologies have already been saved for the selected language in the Currency Setup window, the values are displayed by default in the respective fields. You can override these values.

If you have selected the same language for the currency ID as the system language, the Currency Unit, Unit-Subunit Connector and Currency Subunit

fields will display default values from the Currency Setup window. The currency units for Arabic language will never be displayed as default values.

If you have not entered values for either the currency Unit, Unit-Subunit Connector or Currency fields, a warning message will be displayed asking if you want to proceed. If you choose Yes, the payables computer checks will be printed with the values you have entered when you select to print the checks or will print blank values if no values have been set up.

8. Choose Save to save the values entered in this window.
9. Choose Delete to delete the currency terminologies set up for a language.

## Setting up the default checkbook language

Use the Default Language Setup window to assign a default language to a checkbook. The language selected in this window will be used as the default language for the payables computer checks batches and to payables transaction checks assigned to this checkbook. During transaction entry, you can override the language that you have assigned to a checkbook in this window.

This window opens only if you have marked the Enable Multilingual Checks option in the ML Checks window and entered or selected a checkbook ID in the Checkbook Maintenance window. Refer to [Enabling Multilingual Checks](#) on page 5 for more information.

If you close the Checkbook Maintenance window, the Default Language Setup window also closes, without saving the changes.



*If you delete the checkbook ID set up in the Checkbook Maintenance window, all the multilingual setup information for that checkbook will be deleted.*

### To set up the default checkbook language:

1. Open the Default Language Setup window.  
(Cards >> Financial >> Checkbook >> Extras menu >> Additional >> Checkbook Language Setup)



2. The Checkbook ID and Description fields display default values from the Checkbook Maintenance window.
3. Mark the Multilingual option to assign a default language to the checkbook. You can unmark the Multilingual option for a checkbook anytime.

The Language field becomes available when you mark this option and you can then select a default language for the checkbook ID.

If you mark or remark the multilingual option, the Language field will be blank unless a language is selected.

4. Select whether the default language for the checkbook is Arabic, English, French, Portuguese or Spanish. This field will be available only if you have marked the Multilingual option.

If you select a language for which you have not set up currency terminologies, an alert message will be displayed.

5. Choose OK to assign the selected language to the checkbook and close the window.

If you have marked the multilingual option, but not selected a language for a computer checks batch, an alert message is displayed when you choose OK. If you choose Yes for the message, the multilingual option will be unmarked.

## Chapter 2: Transactions

Use the following information to select a language for the payables checks batch and payables transactions.

This information is divided into the following sections:

- [Selecting and printing a language for a payables check batch](#)
- [Selecting and printing a language for a payables transaction entry](#)
- [Voiding and reprinting printed checks](#)
  - [Reprinting a check from the Payables Transaction Entry window:](#)
  - [Voiding and reprinting a check from the Print Payables Checks window:](#)

### Selecting and printing a language for a payables check batch

Use the Payables Batch Language window to select a language for a payables check batch. The checks in a payables checks batch will be printed in the language selected in this window. If you do not assign a language to a payables check batch using this window, it will be assigned the language specified in the Default Language Setup. If you have not set up a default language for a checkbook in the Default Language window, the amount in words will be printed blank in the checks.

This window opens only if the Enable Multilingual Checks option is marked in the ML Checks window. Refer to [Enabling Multilingual Checks](#) on page 5 for more information.

You must select a batch ID in the Payables Batch Entry window to open this window.

You can select to print in a language only for a computer checks batch.

This window will not open if you have marked the European Funds Transfer option in the Company Setup Options window (Tools >> Setup >> Company >> Company >> Options) and selected Bank Transfer as the payment method in the Payables Batch Entry window.

You can print checks in different languages for refund checks for sales if the Auto-open Print Payables Checks option is marked in the Refunds Checks Setup window (Tools >> Setup >> Sales >> Refund Checks).



*If you close the Payables Batch Entry window or the Print Payables Checks window, the Payables Batch Language window also closes, without saving the changes.*

**To select and print a language for a payables check batch:**

1. Open the Payables Batch Language window  
(Transactions >> Purchasing >> Batches >> Select a Computer Checks batch >> Extras menu >> Additional >> Payables Batch Language)  
Transactions >> Purchasing >> Print Checks >> Select a computer checks batch >> Extras menu >> Additional >> Payables Batch Language  
Transactions >> Purchasing >> Select Checks >> Print Checks >> Extras menu >> Additional >> Payables Batch Language  
Transactions >> Purchasing >> Edit Checks >> Print Checks >> Select a computer checks batch >> Extras menu >> Additional >> Payables Batch Language  
Transactions >> Sales >> Refund Checks >> Select Checks Batch ID zoom >> Extras menu >> Additional >> Payables Batch Language)



2. The Batch ID field displays default values from the Payables Batch Entry window or the Print Payables Checks window.
3. Mark the Multilingual option to print the payables checks batch in different languages. The Language field becomes available when you mark this option and you can then select a language for the payables checks batch.

You can also print checks for the checkbook for which the Multilingual option is not marked in the Default Language Setup window.

4. Select whether the language for the checkbook is Arabic, English, French, Portuguese or Spanish. You can select a language only if the Multilingual option is marked.

If you have marked the Multilingual option and assigned a language to the checkbook in the Default Language Setup window, the Multilingual option is marked and the language is displayed in this window, by default. You can select a different language for the payables check batches, if you want. You can override the language set up in this window in any of the transaction windows, but the last point of override will be the Print Payables Checks window.

If currency terminology information has not been set up in the Currency Terminology window for the language you have selected in this window, the “amount in words” will display blank spaces for currency unit, unit-subunit connector and currency subunit.

You have to change a language in which the check is printed before printing the check as it cannot be changed once the check is printed. You can select any of the 9 formats for printing the checks in different languages. Refer to Great Plains documentation for more information on check printing formats.



*To print the checks in the payables checks batch in Arabic, make sure to choose the Arabic (U.A.E.) option from the language bar (in the task bar) before printing the checks.*

- Choose OK to save the changes and close the window.

If you have marked the multilingual option, but not selected a language for a computer checks batch, an alert message is displayed when you choose OK. If you choose Yes for the message, the multilingual option will be unmarked.

## Selecting and printing a language for a payables transaction entry

Use the information in this section to assign a language to a payables check. The checks will be printed in the language that you select in the Payables Transaction Language window. If you do not assign a language to a payables check using this window before printing the checks, the checks will be assigned the default checkbook settings specified in Default Language Setup. If you have not set up a default language for a checkbook in the Default Language window, the amount in words will be printed blank in the checks.

You can also select a checkbook ID in the Payables Check Entry window for which you have not set up a language in the Default Language Setup window.

This window will open only if you have marked the Enable Multilingual Checks option in the ML Checks window. Refer to [Enabling Multilingual Checks](#) on page 5 for more information.



*If you close the Payables Check Entry window, the Payables Transaction Language window also closes, without saving the changes.*

### To select and print a language for a payables transaction entry:

- Open the Payables Transaction Language window (Transactions >> Purchasing >> Transaction Entry >> Click expansion button >> Extras menu >> Additional >> Payables Transaction Language)



- The Check Number field displays default values from the Payables Check Entry window.
- Mark the Multilingual option to print the payables checks in different languages. The Language field becomes available when you mark this option and you can then select a language for the check number.
- Select the language to print the checks whether it is Arabic, English, French, Portuguese or Spanish. You can select a language only if the Multilingual option is marked.

If you have marked the Multilingual option and assigned a language to the checkbook in the Default Language Setup window, the Multilingual option is marked and the language is displayed in this window, by default. You can

select a different language for the payables checks at the time of printing checks, if you want.

If the currency terminology information has not been set up in the Currency Terminology window for the language you have selected, the “amount in words” that is displayed in the printed check will display blank spaces for currency unit, unit-subunit connector and currency subunit.

You can select any of the 9 formats for printing the checks in different languages. Refer to Great Plains documentation for more information on check printing formats.



*To print the checks in the payables checks batch in Arabic, make sure to choose the Arabic (U.A.E.) option from the language bar (in the task bar) before printing the checks.*

5. Choose OK to save the changes and close the window.

If you have marked the multilingual option, but not selected a language for a computer check, an alert message is displayed when you choose OK. If you choose Yes for the message, the multilingual option will be unmarked.

## Voiding and reprinting printed checks

You can reprint a check with the same options once it is printed, using the following procedures. You can reprint a check in different formats. Refer to Great Plains documentation for more information on check printing formats.



*To print the checks in the payables checks batch in Arabic, make sure to choose the Arabic (U.A.E.) option from the language bar (in the task bar) before printing the checks.*

### Reprinting a check from the Payables Transaction Entry window:

When you reprint a check, the reprinted checks will be the same as the previously printed check with a different check number, even if you have deleted the currency terminologies set up for that language or unmarked the Enable Multilingual option in the ML Checks window.

If you want to reprint a check in a different language, you must post, void and reenter the transaction in the Payables Transaction Entry window, and then print the check.

### Voiding and reprinting a check from the Print Payables Checks window:

When you reprint a check, the reprinted checks will be the same as the previously printed check with a different check number, even if you have deleted the currency terminologies set up for that language or unmarked the Enable Multilingual option in the ML Checks window.

If you want to reprint a posted check in a different language, you have to void the transaction in Great Plains, build the batch, select a different language and then print the checks.

If you want to reprint an unposted check in a different language, you must void the printed check, create and build a new batch in the Select Payables Checks window and then print the check.



# Glossary

## **Checkbook ID**

The alphanumeric sequence used to identify a checkbook. These ID's have to be unique.

## **Currency**

Any form of money, including bills and coins, used as a medium of exchange in a country.

## **Currency ID**

The alphanumeric sequence used to identify a currency. These ID's have to be unique. For example, the currency ID for U.S. dollars can be Z-US\$.

## **Currency subunit**

The secondary denomination of a country's medium of exchange. For example, the currency subunit for U.S. dollar would be "Cents".

## **Currency terminology**

The terms used to print the currency units, subunits and the unit-subunit connector in words.

## **Currency unit**

The primary denomination of a country's medium of exchange. For example, the currency subunit for U.S. dollar would be "Dollar".

## **Multilingual**

Printing check amounts in words in different languages.

## **Payables Checks batch**

A payables check batch has all the payables payment transactions with the payment method as check and they can be saved, printed or posted directly.

## **Payables computer checks**

Checks that are auto calculated and printed using the accounting system.

## **Unit-Subunit connector**

The word that will connect the currency unit and subunit when a check is printed. For example, the unit subunit connector for U.S. dollar would be "And".

## **Void printed checks**

The process of reversing the effect of a printed computer check.



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