

Article Outline	Print cheque amount-in-words including correct currency and decimal descriptor (cents) portions	
Article Date	2018/10/11	
Knowledge Type	Enquiry: General How to	
Knowledge Activity	Configuration	
Application Version	V7.20.4.000	
Application Edition	<input checked="" type="checkbox"/> Evolution Standard / Sage 100 Evolution	<input checked="" type="checkbox"/> Evolution Premium / Sage 200 Evolution
Primary Module	General Ledger	
Secondary Module	General Ledger	
Knowledge Source	Incoming Customer Query	

### Description of Enquiry

This article explains how to properly print/display the cheque amount-in-words including the relevant currency unit and decimal descriptor (e.g. Cents) values.

The default cheque amount-in-words value may currently display as below

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FOUR HUNDRED FIFTY-EIGHT AND 25/100	**458.25

However, the format below may be preferred instead.

Notice the correct relevant currency unit (e.g. RAND) and decimal descriptor (e.g. CENT) values.

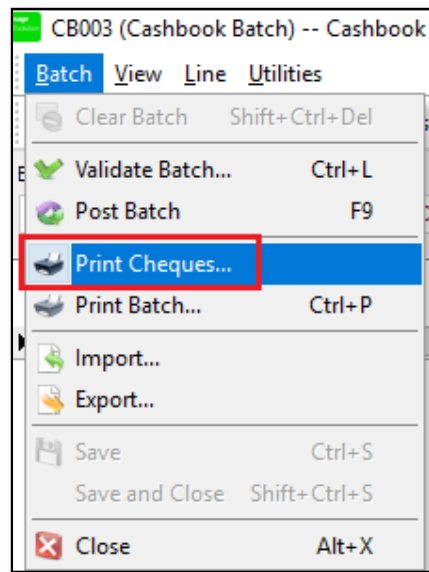
**J SMITH**	11/10/2018
FOUR HUNDRED FIFTY-EIGHT RAND AND TWENTY-FIVE CENT	**458.25

### Solution / Details

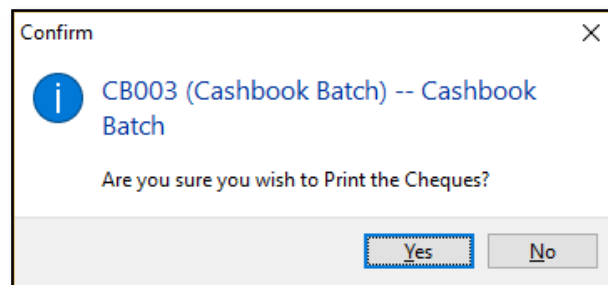
Apply the following steps to achieve the above:

1. The Evolution company should be at least on version 7.20.8 or higher. Please upgrade if not yet done so.

2. On the main cashbook screen after entering the relevant transaction lines, go to **Batch | Print Cheques**

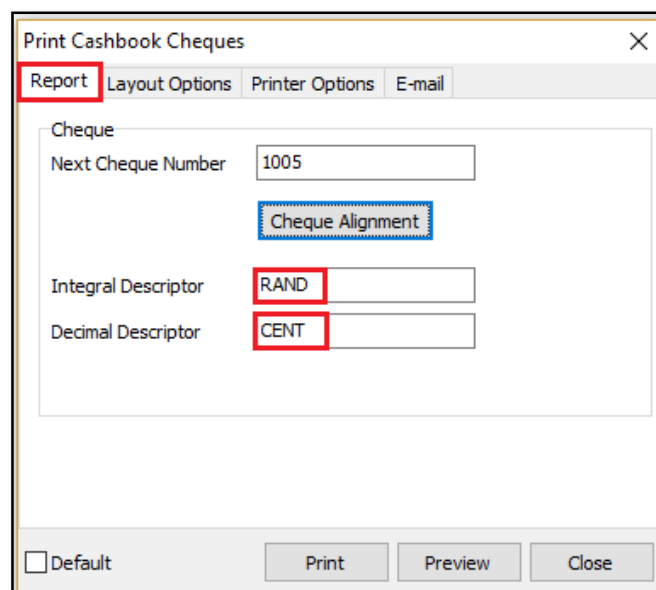


3. Click **Yes** on the message below.



4. On the **Print Cashbook Cheques | Report** screen enter the relevant currency (Integral Descriptor) value and **Decimal Descriptor** values below

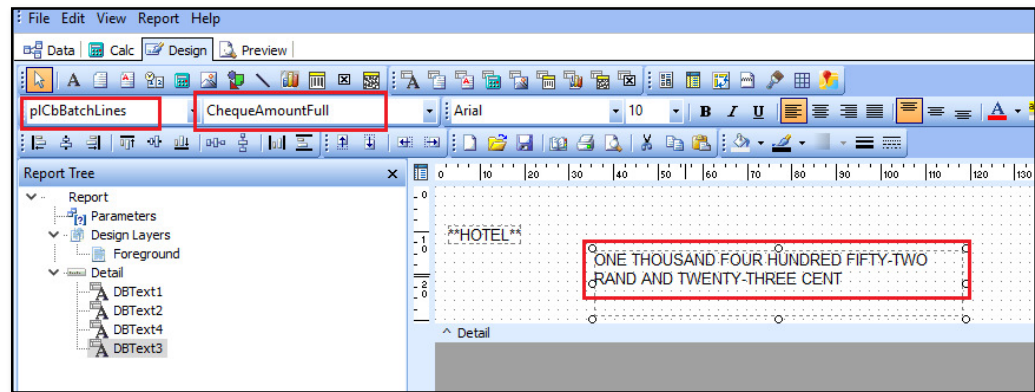
For example, in South Africa the values below are used.



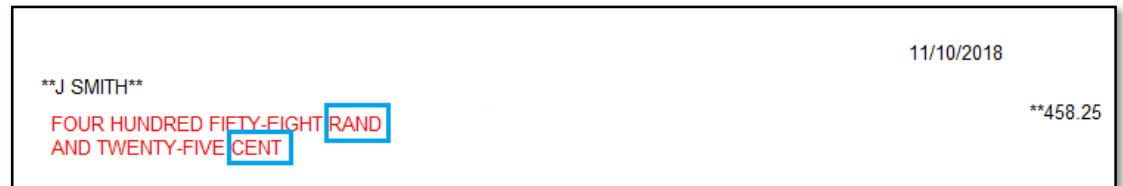
- On the above screen, click on the **Layout Options** menu and open the **Design** screen (of your own current customized layout, or copy the standard layout if starting from the beginning).
- Insert the following **DBText** field in the relevant location on the Design screen (and replace the current amount-in-words field with this new field).



- Select the two DBText field values as indicated below.



- Save the changes made on the layout (File | Save).
- When the cheque is finally printed, the correct amount-in-words values should now display.



**Disclaimer:** These articles refer to possible solutions and a platform to share information. Each article describes a method that solved a query (knowledge gathered from previous sites) and how Sage Evolution should operate. These articles make reference to a specific Sage Evolution version, however the thought process can be generalised. Please note the information contained in these articles should be treated as guidelines and adapted to accommodate differences in business processes and IT environments. Articles may not be applicable to all environments. If this article did not resolve your query please contact the Sage Evolution Support Department directly on: +86 (0) 112 6837.