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**CIMS Financial Management System  
Summary of Enhancements and Changes**

Version 6.00

**Released May 2008**

This edition applies to Version 6.00 of the Comprehensive Information Management System (CIMS) Financial Management System (FMS) software solution and to all subsequent releases and modifications until otherwise indicated in new editions or updates.

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# 1

## Overview

This document provides information about the enhancements and changes made in the Comprehensive Information Management System (CIMS<sup>®</sup>) Financial Management System (FMS<sup>™</sup>) software for Version 6.00 that affect end user documentation. Use this document in conjunction with the following CIMS documents:

- *CIMS<sup>®</sup> Financial Management System User's Guide, Release 5.09*
- *CIMS<sup>®</sup> Financial Management System Year End User's Guide, Release 5.09*

The online help text provides most of the information needed to use the programs on a daily basis. Use the instructions in this printed document to familiarize yourself with the functions and screens or when you have a question that the online help does not address.

To see current publications and software notices, use the Weidenhammer InfoLink bulletin board services on the Internet as your electronic source of information about CIMS software. You can access the InfoLink Web site using a personal computer, communications software, and a modem. The InfoLink Web site is available 24 hours a day, 7 days a week at <http://www.hammer.net/infolink/>. You can download a copy of this and other pertinent documents from this site.

To use the available documentation, review the following:

- The Technical Bulletin portion of the Release Documents for the CIMS Financial Management System Version 6.00 for a list of all changed and new objects in this release.
- The instructions in this document to learn about the changes in the programs that affect the user interface and documentation.
- The online help text for questions that arise while you are using the software.

# Overview of Changed and New Information

This section summarizes the Financial Management System Version 6.00 changes and enhancements that affect the user documentation.

## Program Enhancements and Changes

The following enhancements and changes are provided in this release:

**CDS.610 – Check Writer.** Added a laser-alignment program for checks printed on a laser printer.

**PUR.301 – Maintain Vendor Records.** Added the ability to restrict access to the Direct Payment option to manager-level users.

**PUR.410 – Purchase Order Input.** Changed the field length of the Unit Cost field to thirteen digits with six decimal positions.

**PUR.410PC – Print Purchase Orders in Account Detail.** Added the ability to convert the purchase order spooled file to a PDF document (electronic file) that can be emailed to the vendor.

**PUR.410P2C – Print Purchase Orders in Account Summary.** Added the ability to convert the purchase order spooled file to a PDF document (electronic file) that can be emailed to the vendor.

**PUR.420 – Purchase Order Requisition Input.** Changed the field length of the Unit Cost field to thirteen digits with six decimal positions.

**GNL.901S – Test Financial Setup Status.** Updated in the *CIMS Financial Management System Year-End User's Guide Release 5.09* to verify that keywords are carried forward from the previous fiscal year to the new fiscal year; or, for clients where there is no prior fiscal year, that the required keywords are defined for the current fiscal year.

See [Chapter 2, “Program Enhancements and Changes,”](#) on page 4 for further information.

## Overview

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### Error Messages

The following error messages are new to the Financial Management System Version 6.00.

- Added to CDS.610 – Check Writer
  - CDS 1005 Cannot Select Laser Alignment Unless Using a Laser Check Program
  - CDS 1006 This Change Will Force a Line Adjustment to Negative
  - CDS 1007 Line Total Count Cannot Exceed 50
  - CDS 1008 Print Alignment Check should be “N” When Using A Laser Form
  - CDS 1009 Line Spacing Must Be Greater Than Zero

See [Chapter 3, “Error Messages,” on page 18](#) for further information.

### 1099 Processing

The *Financial Management System Year End User’s Guide* no longer contains instructions for 1099 processing. Refer to pages iii, iv, 1, 2, and 71-88 of the *Processing 1099s for 2007 User’s Guide* for detailed information on this topic.

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# 2

## Program Enhancements and Changes

This chapter describes the program enhancements and changes that affect CIMS Financial Management System user documentation and functionality.

The following table lists the programs that were modified and the sections of the user documentation modified to reflect the program changes.

Table 2-1. Program / documentation modifications cross-reference

Program	Procedure	Page
CDS.610 – Check Writer	Printing Checks	<a href="#">see page 15</a>
GNL.901S – Test Financial Setup Status (Updated in the <i>FMS Year-End User's Guide Release 5.09</i> )	Reviewing the Year End Checklist	<a href="#">see page 7</a>
	Testing the Status of the FMS Setup	<a href="#">see page 7</a>
PUR.301 – Maintain Vendor Records	Maintaining Your Vendor Records	<a href="#">see page 8</a>
	Maintaining Direct Payment/ Miscellaneous Information	<a href="#">see page 9</a>
PUR.410 – Purchase Order Input	Selecting the Purchase Order	<a href="#">see page 10</a>
	Completing the Purchase Order Line Page	<a href="#">see page 11</a>
PUR.410PC – Print Purchase Orders in Account Detail PUR.410P2C – Print Purchase Orders in Account Summary	Printing Purchase Order	<a href="#">see page 12</a>
PUR.420 – Purchase Order Requisition Input	Completing the Purchase Order Requisition Line Page	<a href="#">see page 9</a>

In addition to the program changes, the File Allocation Design section ([see page 5](#)) of the user documentation was also modified.

# File Allocation Design

Replace this page in the *CIMS Financial Management System User's Guide* beginning on page 7.

Three new programs were added to number 3.

To protect the integrity of posted invoices and check writer processing, access to the following programs is temporarily disabled under the circumstances described.

1. While ACP.660 – Invoice Batch Posting is running, you will not be able to run the following programs until the posting process is complete:
  - CDS.401 – Manual Check Entry
  - CDS.421 – Check Voider
  - CDS.610 – Check Writer
  - CDS.626 – Bank Reconciliation File Purge
  - CDS.620 – Bank Statement Input
  - CDS.674 – Load Bank Reconciliation File
2. If any one of the following programs is running,
  - CDS.401 – Manual Check Entry
  - CDS.421 – Check Voider
  - CDS.610 – Check Writer
  - CDS.674 – Load Bank Reconciliation File

The following programs will not run until processing is complete:

- ACP.660 – Invoice Batch Posting
- CDS.610 – Check Writer
- CDS.626 – Bank Reconciliation File Purge

## **Program Enhancements and Changes**

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3. If any one of the following programs is running,
- CDS.610 – Check Writer
  - CDS.626 – Bank Reconciliation File Purge

- |  |
|--|
| <ul style="list-style-type: none"><li>• PUR.301 – Maintain Vendor Records</li><li>• PUR.410 – Purchase Order Input</li><li>• PUR.450 – Purchase Order Approval or Lookup</li></ul> |
|--|

The following programs may not run until processing is complete:

- ACP.660 – Invoice Batch Posting
- CDS.401 – Manual Check Entry
- CDS.421 – Check Voider
- CDS.610 – Check Writer
- CDS.620 – Bank Statement Input
- CDS.674 – Load Bank Reconciliation File

# Reviewing the Year End Checklist

Use this section in addition to page 32 in the *CIMS Financial Management System Year End User's Guide*.

GNL.901S – Test Financial Setup Status program was updated to verify that keywords are carried forward from the previous fiscal year to the new fiscal year.

# Testing the Status of the FMS Setup

Use this section in addition to page 46 in the *CIMS Financial Management System User's Guide*.

GNL.901S – Test Financial Setup Status was updated to verify that keywords are carried forward from the prior fiscal year to the new fiscal year or, for clients where there is no prior fiscal year, that the required keywords are defined for the current fiscal year. A warning message will print on the report indicating which keyword is not set up.

For clients where there is no prior fiscal year, this program will verify that the required keywords are defined for the current fiscal year.

**NOTE:** Required keywords now match those in maintenance program GNL.201 - Define Account Code Keywords.

List of required keywords:

- BACKUP\_WITHHOLD
- CASH\_DISCOUNT
- DEPRECIATION
- ENCUMBRANCE
- ENCUMBRANCE\_EMS
- ENCUMBRANCE\_PY
- FREIGHT
- FUND\_BALANCE
- INTERFUND
- INTERFUND\_EMS
- PAYABLE
- SALES\_TAX
- TRADE\_DISCOUNT

# **Maintaining Your Vendor Records**

Use this page in addition to page 151 in the *CIMS Financial Management System User's Guide*.

A new switch setting was added to PUR.310 - Maintain Vendor Records in ACS.310 – Menu Item Definition that allows the system administrator to restrict access to the Direct Payment option to manager-level users.

## **Switch Setting**

Switch Settings in the ACS application affect the way a program operates. You can use ACS.310 – Menu Item Definition to review the switch settings for PUR.301 – Maintain Vendor Records.

The new switch for this program is:

### **Disable F13=Direct Payment/Miscellaneous for Staff Users?**

For Staff-level users, the Direct Payment button displays only if the Disable F13=Direct Payment/Miscellaneous for Staff Users? switch is set to N (No) in ACS.310 – Menu Item Definition. Manager-level users always have access to the Direct Payment button. The default for the new option is Y (Yes).

Refer to the *CIMS Application Control System User's Guide* for information about switch settings.

## Program Enhancements and Changes

# Completing the Purchase Order Requisition Line

Use this section in addition to page 171 in the *CIMS Financial Management System User's Guide*.

In PUR.420 – Purchase Order Requisition Input, the Unit Cost field length was increased to 13 numeric digits, 7 to the left of the decimal point and 6 to the right of the decimal point. This new length matches the unit cost length in the CIMS Warehouse Management System (WHS).

Figure 2-1. Purchase Order Requisition Input – PUR.420L. 11

**Purchase Order Requisition Input** Ref: PUR.420L.11 - FY 08

PD Requisition  RPO  Vendor  P/O Total   
Line Total

CMD	Qty Ordered	UM	Description	Unit Cost
BEGIN				
->	12	EA	TEST SCREEN GNL.601L	6.55
0002.000	12	EA	TEST SCREEN GNL.601L	9.99

  

Qty   Unit Cost \$  ←

Description

Account

Freight \$  Tax  % Vendor Part

Trade Discount \$  or  % WHS Part

Cancelled

# Selecting the Purchase Order

Use this section in addition to page 184 in the *CIMS Financial Management System User's Guide*.

The Auto Next Record? option was added to the Purchase Order Input — PUR.410 .01 page. Use this option to add multiple purchase order records for the same vendor without returning to the command page (PUR.410 .01).

The following figure illustrates this screen change.

Figure 2-2. Purchase Order Input – PUR.410 .01

The screenshot shows a software window titled "Purchase Order Input" with a reference "Ref: PUR.410 .01 - FY 07". The window is divided into two main sections: "Select" and "Search by".

**Select Section:** Contains two input fields: "Vendor" and "Purchase Order" (with "POA8" entered). Below these fields are buttons for "Add", "Change", "Delete", "Lookup", "Index", and "End".

**Search by Section:** Contains a list of radio button options for searching: "Purchase Orders by Number" (selected), "Purchase Orders by Vendor Number", "Purchase Orders by Requisition Number", "Blanket Purchase Orders by Number", "Vendors by Name", and "Vendors by Vendor Number". A "Search" button is located at the bottom right of this section.

**Bottom Bar:** Contains an "OK" button on the left and an "Auto Next?" dropdown menu on the right, which is currently set to "No". A black arrow points to this dropdown menu from the right side of the page.

# Program Enhancements and Changes

## Completing the Purchase Order Line Page

Use this section in addition to page 190 in the *CIMS Financial Management System User's Guide*.

In PUR.410 – Purchase Order Input, the Unit Cost field length was increased to 13 numeric digits, 7 to the left of the decimal point and 6 to the right of the decimal point. This new length matches the unit cost length in the CIMS Warehouse Management System (WHS).

Figure 2-3. Purchase Order Input – PUR. 410L. 11

**Purchase Order Input** Ref: PUR.410L.11 - FY 08

Purchase Order  POA8 Vendor  P/O Total   
Line Total

CMD	Qty Ordered	UM	Description	Unit Cost
BEGIN				
->	12	EA	SCHOOL ITEMS - SMALL	9.99
0002.000	24	EA	SCHOOL ITEMS - MEDIUM	12.95
0003.000	16	EA	SCHOOL ITEMS - LARGE	23.98
0004.000	20	EA	SCHOOL BUILDING ITEMS - LARGE	49.89
0005.000	12	EA	BEGINNING FRENCH	29.95
0006.000	24	EA	BEGINNING GERMAN	32.50
0007.000	5	EA	SMALL NOTEBOOKS	2.39
0008.000	60	EA	THREE SUBJECT NOTEBOOKS	4.95
0009.000	36	EA	5 SUBJECT NOTEBOOKS	6.95
0010.000	12	EA	REEMS OF PRINTER PAPER	11.99

Qty   Unit Cost (\$)  Received   
Description  Paid   
Account  Canceled   
Freight (\$)  Tax(%)  Vendor Part  WHS Part   
Trade Disc. (\$)  or(%)

Continue

# Printing Purchase Orders

Use this section in addition to pages 211–213 in the *CIMS Financial Management System User's Guide*.

The option to create PDF (electronic) purchase orders was added to programs PUR.410PC – Print Purchase Orders in Account Detail and PUR.410P2C – Print Purchase Orders in Account Summary.

You can use either PUR.410PC – Print Purchase Orders in Account Detail or PUR.410P2C – Print Purchase Orders in Account Summary to print purchase orders. Use these programs to:

- Print purchase orders that you have never printed
- Print purchase orders that you changed after they were printed
- Print duplicate copies of printed purchase orders
- Create PDF purchase orders in the IFS Directory PO\_clientID that you can email to the vendor

Figure 2-4. Print Purchase Orders in Account Detail – PUR. 410O. 01

Print Purchase Orders in Account Detail Ref: PUR.410O.01 - FY 08

**Record Selection Options**

Document ID: POA8

PO Type:

Single \*\*  Unprinted \*\*\*  Revised \*\*\*  Open \*\*\*  All Types \*\*\*  Create PDF \*\*\*\*\*

Print All  Include Closed POs?

Revised Date: 5/05/08

Range of Purchase Orders

From: To:

\*\*\* Single print requires a valid P/O number to be entered in FROM field.

\*\*\* These print types require either a valid number range or a "\*" response to Print All.

\*\*\*\*\* Create PDF will support the entry of a single P/O number in the FROM field or a valid number range.

OK Exit Cancel Reset

Cancel?

## Program Enhancements and Changes

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### PDF Purchase Order Process

When a PDF purchase order is created, it is stored in a vendor sub-folder in the PO\_clientID directory. The following naming conventions are used. Use the IBM WRKLNK to access the directory.

- For the vendor sub-folder, the naming convention is Vxxxxxxxx, where xxxxxxxx is the vendor number.
- For the PO PDF file, the naming convention is POyyyyyyyyzzzz, where yyyyyyyy is the PO number and zzzz is the Document ID.

**Note:** If you request to create a PDF file for the same PO number multiple times, the originally created file is overwritten.

Use the file transfer method you choose to download the file to your PC. Instructions for downloading using FTP are included below.

**NOTE:** Remember to remove the PDF files from the PO\_clientID folder on a regular basis as this directory can become large and difficult to maintain.

### Downloading the PDF File Using ftp

If you created a purchase order PDF file, follow these steps to download the file from the iSeries system to your personal computer.

To download the file:

1. From your desktop, open an MS-DOS window.

Select **Start | Run**, type **command**, and press **Enter**.

Or

Select **Start | Run | Command Prompt**

2. Type the following command:

```
ftp xxxx
```

where xxxx is the network name of the iSeries system to which you are connecting. If the name is not known to your system, enter the actual TCP address, for example:

```
ftp 195.114.090.89
```

3. Press **Enter**. A User prompt displays.
4. Type your iSeries user ID and press **Enter**. A Password prompt displays.
5. Type your iSeries password and press **Enter**. A logon confirmation message displays, followed by an **ftp>** prompt.

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6. Type this command at the **ftp>** prompt and press **Enter**.

```
asc
```

7. A message confirming that the representation type is ASCII displays.

8. Type this command at the **ftp>** prompt:

```
get /PO_clientID/Vxxxxxxxx/POyyyyyyyyzzzz.PDF c:\temp\aaaa.PDF
```

where xxxxxxxxx is the vendor number, yyyyyyyyyy is the purchase order number, zzzz is the purchase order document ID, and aaaa is your name of the file.

9. Press **Enter** to start the file transfer. When it is complete, a confirmation message displays.
10. Type **quit** at the **ftp>** prompt and press **Enter**.
11. Type **exit** at the MS-DOS prompt and press **Enter** to return to the desktop.

## Program Enhancements and Changes

# Writing Checks

Use this section in addition to pages 233–239 in the *CIMS Financial Management System User's Guide*.

The option to align laser checks was added to CDS.610 – Check Writer.

Figure 2-5. Check Writer Control Options – CDS.6100.11

**Bank Information**  
Bank ID: MAGNA    Bank Account Number: 995590309    Forms ID: APCK

**Checkwriter Options**  
Minimum Check Amount: .01  
Date for Checks: 5/28/08  
Pay Only Invoices on Voucher:   
Pay Only Invoices NOT on Voucher:   
Pay Only Invoices in Fund:   
Pay Only Invoices Older Than (Days):   
Pay Only Invoices At Or Above Priority Level: 0  
Pay Only Invoices With A Cash Discount:

**Print Options**  
 Print Checks  
 Print Schedule Only  
 Print Alignment Check  
 Print Checks in Alphabetical Order  
 Change Laser Check Line Spacing  
Check Writer Program: CDS610PL  
Copies of Schedule: 1  
Copies of Register: 1

**Hold/Pay Options**  
 Pay All Invoices Unless Marked "Hold"  
 Pay Only Invoices Marked "Pay"     Prompt for Hold/Pay Items

OK    Exit    Cancel    Cancel?

If the Run Checkwriter From Program field in CDS.100 - Define Bank Accounts is set to CDS610PL, select the Change Laser Form Line Spacing option to vertically adjust the alignment for laser printers by moving each separate line up or down the check.

**NOTE:** If the Change Laser Form Line Spacing option is left blank, and the Run Checkwriter From Program field in CDS.100 - Define Bank Accounts is set to CDS610PL, the current values for check alignment are used for laser printing.

If the Run Checkwriter From Program field in CDS.100 - Define Bank Accounts is not set to CDS610PL, the Change Laser Check Line Spacing option is not used; you should leave this option blank.

When you click OK and the Change Laser Check Line Spacing option is selected, CDS.610 – Check Writer Control Options – page CDS.6100.12 appears.

## Program Enhancements and Changes

### Defining the Laser Check Line Spacing Options

Use this page, CDS.6100.12, to vertically adjust the line spacing for laser checks. The values on the screen represent the number of blank lines before each data line.

Figure 2-6. Check Writer Control Options – CDS.6100.12

	Lines Before Printing		
	Current	New	Previous
Check Date / Number	5	0	5
Written Pay Amount / Check Amount	4	0	4
To The Order Of	1	0	1
Direct Payment Message Line	3	0	3
Remittance Information Column Header	3	0	3
First Line of Remittance Information Detail	2	0	2
Total Lines Used	18		

Test Check Print Defaults

Output Queue: AZHP4345  Hold

Library: QUSRSYS

Buttons: OK, Exit, Cancel, Defaults, Previous, Save, Test, Next

To define the laser check line spacing options:

1. For each **Laser Check Line** item you want to adjust, type the line spacing value in the **New** column.
2. Click **OK** to calculate the **Total Lines Used** and replace the **Current** line settings with the **New** line settings. If you increase or decrease the line spacing values on a specific line, the next unchanged line below the changed line automatically adjusts to maintain the current positions.

**Note:** The maximum number of lines that can be used for check alignment is 50.

3. In the **Output Queue** field, type the name of the output queue you will use for your line spacing test check. You can enter up to 10 characters.
4. In the **Library** field, type the name of the output queue library. You can enter up to 10 characters.
5. The **Hold** field defaults to blank, indicating that the line spacing test check will print immediately. Select this option to hold the line spacing test check to print it at a later time.
6. Click **Save** to save your changes.

**Note:** You can click **Defaults** to reset the **Current** and **Previous** fields back to the system-shipped defaults, or you can click **Previous** to copy the **Previous** field values into the **Current** field values.

## **Program Enhancements and Changes**

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7. Click **Test** to print a test check.
8. Click **Next** to continue to the next page. If the **Prompt for Hold/Pay Items** check box was:
  - Selected on CDS.6100.11, the **Check Writer Hold/Pay Line Input – CDS.610L.11** page appears.
  - Not selected on CDS.6100.11, a submittal prompt appears.
9. To pay (or hold) only one invoice to this vendor, type the invoice number in the **Invoice** field and click **OK**.

Or

To pay (or hold) all invoices to this vendor, type **\*ALL** and click **OK**. The line you completed appears at the top of the page, with an associated line number. The fields at the bottom are cleared so you can enter information about another invoice or vendor.

Click **End**, when you have held or paid all necessary invoices.

10. Click **End** to exit the line command page. A submittal prompt appears.

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# 3

## Error Messages

This release includes the following new error messages for existing programs. These messages are not included in the *CIMS Financial Management System User's Guide*.

### Message CDS 1005

#### **CDS 1005 - CANNOT SELECT LASER ALIGNMENT UNLESS USING A LASER CHECK PROGRAM**

This message is new to program CDS.610 – Check Writer.

This message displays when the Change Laser Check Line Spacing field on the CDS.610 – Check Writer Control Options page – CDS.6100.11 is selected, and the Run Checkwriter From Program field in CDS.100 - Define Bank Accounts is not set to CDS610PL for the Bank ID, Bank Account, and Check Forms ID you are processing. You can adjust the check line spacing only when printing the checks on a laser printer using program CDS610PL.

You must resolve this error before printing the checks.

### Message CDS 1006

#### **CDS 1006 - THIS CHANGE WILL FORCE A LINE ADJUSTMENT TO NEGATIVE**

This message is new to program CDS.610 – Check Writer.

This message displays if you make an adjustment in the New column for a Laser Check Line on the CDS.610 – Check Writer Control Options page – CDS.6100.12, and the adjustment sets the Current Line Spacing value for any check line to a negative number.

You must resolve this error before printing the checks.

## **Error Messages**

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### **Message CDS 1007**

#### **CDS 1007 - LINE TOTAL COUNT CANNOT EXCEED 50**

This message is new to program CDS.610 – Check Writer.

This message displays if the Total Lines Used on the CDS.610 – Check Writer Control Options page – CDS.610O.12 is greater than 50.

You must resolve this error before printing the checks.

### **Message CDS 1008**

#### **CDS 1008 - PRINT ALIGNMENT CHECK SHOULD BE "N" WHEN USING A LASER FORM**

This message is new to program CDS.610 – Check Writer.

This message displays when the Print Alignment Check field on the CDS.610 – Check Writer Control Options page – CDS.610O.11 screen is selected, and the Run Checkwriter From Program field in CDS.100 - Define Bank Accounts is set to CDS610PL for the Bank ID, Bank Account, and Check Form ID you are processing. You can only print an alignment check when not printing checks on a laser printer.

You must resolve this error before printing the checks.

### **Message CDS 1009**

#### **CDS 1009 - LINE SPACING MUST BE GREATER THAN ZERO**

This message is new to program CDS.610 – Check Writer.

This message displays if you adjust the laser check line spacing in the New column for a laser check line on the CDS.610 – Check Writer Control Options page – CDS.610O.12 that adjusts the Current column line spacing to "0".

You must resolve this error before printing the checks.



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