

Check Templates

Custom check templates are available if the client needs an additional check format. This option is available from Lists > Checking Accounts > Check Formats.

The name of the check template you select here will default to the Template Filename (custom check format) on the Check Formats window.

Check Templates	All custom check templates display in the list. Templates are divided into groups (Top Check, Middle Checks, etc.). Click on a template to display the check on the Preview tab.
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The Preview tab shows the check format visually. Items displaying in brackets are pre-printed fields on the check stock.

The Details tab contains information on the check type, perforations in lines and inches, and the template filename.

What the Buttons Do

OK	Click OK to select this template as the custom check format. The template file name will display on the Check Formats window.
Print	Click Print to print a full screen view of the check template.

Tips

- Check template formats are designed for pre-printed check stock according to the details of the template (specifically, the perf measurements). If you plan to use a custom check template, use the client's **pre-printed check stock** as the guide in selecting the appropriate template. Custom check template formats will not fit standard blank stock checks.