

Check Format

Click one of the Check Format buttons from Checking Account to establish the way checks should be printed for this account and application.

Check Style

Print Client Logo	Select this check box to print a logo (to the left of the client's name) on the check. The logo can be stored in a bitmap (.bmp) file. Click the Logo button to select a logo for this client's checks.
Print Client Name and Address	Select this check box to print the client's name and address on the checks. If the client uses pre-printed check stock with the client's name and address, do not select this box.
Check Numbers	Select this check box to print sequential check numbers on the checks. The last check number used is stored on the Checking Account window. If the client uses check stock with pre-printed numbers, do not select this box. Remember also that in Client Write-Up and Client Checkbook, you can customize your check entry window to skip the check number (Preferences from the Edit menu in Check Entry and Check Register) if the client uses pre-printed checks.
Signature Lines	Select this check box to print a line of text above the signature and/or below the signature. If you do not want to use this feature, do not select this box.
Print Bank Name and Location	Select this check box to print the bank name and address on the checks. If the client uses pre-printed check stock with the bank's name and address, do not select this box.
Print Branch	Select this check box to print the bank branch name on the checks. If the client uses pre-printed check stock, or the bank does not have a branch, do not select this box.
Print MICR Info	Select this check box to print the MICR on the bottom of the check. If you plan to print the MICR you must have a magnetic toner cartridge in your laser printer.
Print Signatures	Select this check box to print the digitized signatures on the checks. To select the actual digitized signature for printing, click the Signatures button. If the client plans to sign the checks manually, do not select this box.
1 Signature Line	Click this button to print one text line in the signature area of the check. If you did not turn Print Signature Lines on, this option is not available.
2 Signature Lines	Click this button to print two text lines in the signature area of the check. If you did not turn Print Signature Lines on, this option is not available.
If exceed max	Select this check box if you are printing two signature lines and if you want the signature line text to print above and below the signature line if the check exceeds the maximum check amount (entered in Checking Account). If you did not select 2 Signature Lines, this option is not available.
Above Signature	Enter the text that you want to display above the signature area.
Below Signature	Enter the text that you want to display below the signature area.

Paper Format

Click one of these two options to identify the paper format.

Single Sheet	Click Single Sheet if the client uses laser checks.
Continuous Feed	Continuous checks (non-laser checks printed on pre-printed forms using a tractor feed) are not available at this time.

Check Stubs

Click one of these buttons to identify the check stub type used by your check stock.

One Stub	Click One Stub for a single stub check. One Stub checks are not available in Accounts Payable.
Two Stubs	Click Two Stubs for a double stub check.
Template Filename	Click Template Filename to print a custom check stub. If you select to print a custom check stub, click the Check Templates button to preview and select the custom format.

Include Employee Benefits on Stub

This section is available for Payroll checks only. If you select a two-stub check format, select up to two benefits for printing because of space considerations. If you select a one-stub or custom check format, all benefits options are available for printing. Benefits information includes the accrual rate, prior hours (carryover), accrued hours, hours taken, and available hours.

Vacation Hours	Select this check box to print the employee's vacation information for the pay period on the check stub.
Sick Hours	Select this check box to print the employee's sick hours information for the pay period on the check stub.
User-Benefit 1-3	Select one or all of the three user-defined check boxes to print this information on the check stub. User-defined descriptions for these employee benefits are entered on the Options tab of Payroll Client Setup.

Include Employer Name and Address on Stub

This section is available for Payroll checks only. If you select the option to "Print Employer Information in the Memo Location," the employer name and address will print on the employee paycheck stub next to the Net Check amount. Memo information will not print on the paycheck stub if the Employer Information checkbox is selected.

What the Buttons Do

Logo	If you plan to print the client's logo on their checks, click the Logo button to select the appropriate file. This button is only available if you select Print Client Logo in the Check Style section of this window.
MICR	Click the MICR button to see the format in which the check number, the transit number, and the account number will be printed on the check. This option is available if you need to make any changes to the MICR format for this client's checks. This button is only available if you select Print MICR Information in the Check Style section of this window.
Signatures	If you plan to print digitized signatures on this client's checks, click the Signatures button to select the appropriate file. The button is only available if you select Print Digitized Signatures in the Check Style section of this window.