

Compatible Check Forms for Datatech Accounting Software

This document has been prepared for new customers that need to order checks compatible with any Datatech Accounting Software, existing customers that need to order new checks (e.g. switch to laser checks from dot matrix) and forms companies that need information on the check formats that our Datatech software supports to provide their customers with compatible forms.

This document only covers full page checks for use in laser or ink jet printers. Continuous checks for printing on a dot matrix printer are supported but we strongly encourage all customers to use laser forms. If you need information on compatible dot matrix checks, please contact Datatech Customer Support.

Standard Check Format

The standard check format used by Datatech Accounting software is a full page check (8 1/2" by 11") with a 3.5" high check at the top with a 3.5" stub in the middle and a 4" stub at the bottom. This is a multiple purpose check that can be used for both payroll and vendor checks.

Check Layout

Datatech Accounting software will print the following information on checks:

- Amount in words: 2.25" from the top of the page, prints between 0.75" from the left edge of the page and 0.65" from the right edge of the page.
- Check Date: 1.6" from the top of the page, 5.25" from the left edge of the page.
- Check Amount: 1.6" from the top of the page, right justified at 7.7" from the left edge of the page.
- Pay To Name/Address: 2.2" from the top of the page, 1" from the left edge of the page.

This is a check printed on a sample check provided by The Advance Group:

ORIGINAL CHECK HAS MICRO PRINTING IN THE SIGNATURE LINE AND RED CHECK NUMBERS IMAGE THROUGH TO THE BACK OF SHEET

ORDER THIS CHECK FROM
THE ADVANCE GROUP
2930 N. MAROA AVE.
FRESNO, CA 93704-5607
(559) 227-1192 • (800) 522-5758
FAX (559) 227-1196

2 ANY BANK
ANY CITY
11-23
4567

CHECK NO. 3

*****ONE THOUSAND THIRTY-TWO AND 00/100 DOLLARS*****

PAY TO THE ORDER OF

DATE 01/13/2009 AMOUNT *\$1,032.00

Peltzer Enterprises, Inc.
17396 Avenue 344
Visalia, CA 93292-9120

1 NON-NEGOTIABLE
AUTHORIZED SIGNATURE IMP

(Only the check portion is shown here. The MICR numbers are not shown on the sample but must be preprinted.)

Preprinted Information

At a minimum the following should be preprinted on the check:

- Company Name/Address and/or Logo
- Bank Information: Name/Address/City, Routing Number
- Check Number
- The words “Pay to the Order Of”, “Date”, “Amount”
- A signature line
- Bank account, routing number, and check number in MICR font at bottom of the check

Additional items can be preprinted on the check of course, including security features, additional signature line, and other text (e.g. “Void after 30 days”, “Authorized Signature”, etc.). Simply avoid placing these where the check information will be printed by our program.

Sequence of Check Numbers

Checks may either need to be printed in descending order or ascending order, depending on the customer's check printer. A printer that pulls sheets from a bin where the checks are face up will need to have checks number in ascending order (i.e. smallest check number on top). A printer that needs the checks to be face down (typically ink jet printers), the checks must be in descending order (i.e. largest check number on top, smallest check number on bottom).

Stubs

The two stubs should be blank except for the top ¼” of each stub. This space is reserved for the company name/address information to be preprinted, along with the check number. Datatech Accounting software will not print in this area.

Other Equivalent Forms

The Safeguard SF16001 format (ACCPAC compatible) is compatible with the standard check printing format of any Datatech Accounting software product.

NEBS check form 9085-1 (Simply Accounting, MYOB, and ACCPAC compatible) is compatible with the standard check printing format of any Datatech Accounting software product.

Variations

The check and middle stub can be swapped (top stub, middle check, bottom stub) as long as the check layout is the same. (The vertical measurements given above should be made relative to the top of the check.)

Alternative Check Layouts

Several variations on the standard check layout are built into the Datatech Accounting Software. These include:

“Standard 2”

This is a slight variation on the standard format:

- Amount in words: 1.2” from the top of the page, prints between 0.75” from the left edge of the page and 0.65” from the right edge of the page.
- Check Date: 1.5” from the top of the page, 5.25” from the left edge of the page.
- Check Amount: 1.5” from the top of the page, right justified at 7.75” from the left edge of the page.
- Pay To Name/Address: 2.1” from the top of the page, 1” from the left edge of the page.

“Peachtree”

Similar to the standard layout with the date/amount and amount in words lines flipped:

- Check Date: 1.3” from the top of the page, 5.25” from the left edge of the page.
- Check Amount: 1.3” from the top of the page, right justified at 7.75” from the left edge of the page.
- Amount in words: 1.8” from the top of the page, prints between 0.75” from the left edge of the page and 0.65” from the right edge of the page.
- Pay To Name/Address: 2.25” from the top of the page, 1” from the left edge of the page.

“Famous”

Similar to the Peachtree format, but adds and account number and check number:

- Account Number: 1.0” from the top of the page, right justified at 4.35” from the left edge of the page.
- Check Date: 1.0” from the top of the page, 4.7” from the left edge of the page.
- Check Number: 1.0” from the top of the page, right justified at 6.35” from the left edge of the page.
- Check Amount: 1.0” from the top of the page, right justified at 7.5” from the left edge of the page.
- Amount in words: 1.65” from the top of the page, 0.75” from the left edge of the page.
- Pay To Name/Address: 2.2” from the top of the page, 1” from the left edge of the page.

“Quickbooks”

Quickbooks/Quicken checks are also compatible with Datatech Accounting Software:

- Check Date: 0.7” from the top of the page, 7.25” from the left edge of the page.
- Pay To Name: 1.35” from the top of the page, 1.25” from the left edge of the page.
- Check Amount: 1.35” from the top of the page, right justified at 7.8” from the left edge of the page.
- Amount in words: 1.65” from the top of the page, prints between 0.5” from the left edge of the page and 0.9” of the right edge of the page.
- Pay To Name/Address: 2.1” from the top of the page, 1” from the left edge of the page.

All check layouts can be adjusted vertically. For instance, if everything that prints on the check needs to be shifted down 0.25", a vertical margin adjustment can be entered into the program to do that. If only some items need to be shifted vertically, or horizontal adjustments are needed, a custom check format should be used.

Custom Check Formats

In addition to the preprogrammed check formats available in Datatech Accounting, any full page laser check layout can be supported by setting up a custom check format. This can be done by the customer or with assistance from Datatech Customer Support. (A voided copy of the check must be provided to Datatech for our support personnel to create the custom format.)

The Custom Check Format option is on the Tools menu. Full instructions on setting up a custom check format may be found in the online help. By using a custom check format, you are able to tell the program exactly where on the check you want information printed. Aside from handling any check layout, the custom check format option allows the customer to:

- Print a single larger stub instead of two stubs.
- Choose font and font size settings for check printing.
- Print a signature automatically on the check.
- Customize the information printed on payroll check stubs.

Blank Check Stock Printing

Datatech Accounting Software also handles printing checks on "blank" check stock. (This is an extra cost option.) Blank check stock printing is often used by payroll or bookkeeping services so that they do not have to switch checks in and out of the printer. The software prints all of the required information on the check depending on the which company they are working in.

Blank check stock printing requires the use of a custom check format. The blank check stock normally only has the words "PAY TO THE ORDER OF", "DATE" and "AMOUNT" preprinted, along with a signature line. If these are not preprinted, the software can print them.

A special magnetic toner must be used when printing on blank check stock. The numbers at the bottom of the check (check number, bank account number, and bank routing number) must be printed in a special machine readable font (MICR). This font is not installed automatically when the Datatech Accounting software is installed, so it must be installed on each computer that will be printing checks.

In addition to printing the MICR numbers at the bottom of the check, the program can print the company name address, a logo stored in a BMP, GIF, JPG, or TIFF file, the bank account name/address/routine number, the check, a heading line on the stubs, the words "PAY TO THE ORDER OF", "DATE", and "AMOUNT", and a signature line.