



**SedonaOffice**  
**Accounts Payable**  
**Check Printing Forms**

**March 2021**

# Confidentiality Statement

All information contained in this document is provided in confidence and shall not be published or disclosed wholly or in part to any other party without the expressed prior written permission of Bold Group. It shall be held in safe custody at all times. These obligations shall not apply to information which is published or becomes known legitimately from sources other than Bold Group.

## Acknowledgments

The information contained in this document represents the current view of Bold Group on the issues discussed as of the date of publication. Bold Group must continuously respond to the changing market conditions; therefore, it should not be interpreted to be a commitment on the part of Bold Group. Bold Group cannot guarantee the accuracy of any information presented after the date of publication.

This paper is for informational purposes only. The system descriptions and diagrams contained within should be used as guidelines only. Each Bold Group installation might require modifications to meet specific requirements. **BOLD GROUP MAKES NO WARRANTIES, EXPRESS, OR IMPLIED IN THIS DOCUMENT.**

Microsoft and Windows are either registered trademarks or trademarks of Microsoft Corporation in the United States and/or other countries. Likewise, the other products, services, and company names referred to in this document, to include all trademarks or registered trademarks of their respective owners, are all hereby acknowledged.

## Copyright

© 2003 – 2021 Bold Group. All Rights Reserved.

Registered Office: 4050 Lee Vance Drive, Colorado Springs, CO 80918 USA

# CONTENTS

- ABOUT THIS DOCUMENT..... 4**
- CHECK PRINTING FORMS OVERVIEW ..... 5**
- SAMPLE STANDARD CHECK FORMS..... 6**
  - CS04 Form (Deluxe Top)..... 6*
  - CS05 Form (Deluxe Middle)..... 7*
  - CS06 Form (Deluxe Bottom)..... 8*
- SAMPLE CUSTOM CHECK FORMS ..... 9**
  - CC01 Form ..... 9*
  - CC03 Form ..... 10*
  - CC04 Form ..... 11*
  - CC05 Form ..... 12*
  - CC06 Form ..... 13*
  - CC07 Form ..... 14*
  - CC09 Form ..... 15*
  - CC10 Form ..... 16*
  - CC11 Form ..... 17*
- CHECK STOCK ORDERING FORM ..... 18**

# About This Document

This document provides examples of accounts payable check printing forms that are available in SedonaOffice.

# Check Printing Forms Overview

The SedonaOffice Accounts Payable module allows users to print checks directly from the application. There are three standard three-part checks available to all SedonaOffice customers. There are also several custom check forms available. Each of the custom forms was developed for a specific SedonaOffice customer. Your company may use any of the custom forms, however, if the customer for whom the form was designed, commissions us to make any changes, we do not notify the entire SedonaOffice customer base of said changes. Basically, using custom check forms is at your own risk.

The three standard SedonaOffice check forms are designed to print on the Safeguard 4001 check stock.

<b>SedonaOffice Check Form Number</b>	<b>Where the Check Prints on the 3-part check stock</b>
CS04	Top
CS05	Middle
CS06	Bottom

You may opt to purchase check stock where the check prints at the top, middle or bottom of the three-part check. On the last page of this document is an order form for purchasing the Safeguard 4001 check stock from our preferred provider. Your company may order check stock from another provider as long as the form is printed exactly to the specification of Safeguard form 4001.

Some of the custom forms were designed as a three-part check and some are a two-part check. Further, some of the custom forms were designed specifically for companies outside the United States. Samples of all available check printing forms are included in this document.



**Note** – the examples of the various check printing forms provided in this document are not to scale, so do not order check stock based upon these examples. You are able to print an actual sample of any of the available forms from the SedonaOffice/Accounts Payable/Print Checks option.

# Sample Standard Check Forms

## CS04 Form (Deluxe Top)

This three-part check prints the check at the top followed by a remittance in the middle and at the bottom.

2033			
9/20/2017	\$135.00		
*****One Hundred Thirty*Five Dollars and Zero Cents*****			
ADI 544 Greer Plymouth, MI 48170			
Acct# 102235			
ADI	09/20/2017 2033		
<b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
1620	8/6/2017		135.00
		Check Amount:	135.00
ADI		09/20/2017 2033	
<b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
1620	8/6/2017		135.00
		Check Amount:	135.00

# CS05 Form (Deluxe Middle)

This three-part check prints a remittance at the top, the check in the middle, and another remittance at the bottom.

	ADI	09/20/2017	2034
<b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
1427	8/10/2017		50.00
		Check Amount:	50.00
2034			
		9/20/2017	\$50.00
****Fifty Dollars and Zero Cents*****			
ADI 544 Greer Plymouth, MI 48170			
Acct# 102235			
	ADI	09/20/2017	2034
<b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
1427	8/10/2017		50.00
		Check Amount:	50.00

# CS06 Form (Deluxe Bottom)

This three-part check prints a remittance at the top and the middle, followed by the check at the bottom.

ADI	09/20/2017	2035
<b>Bills Paid Allocation</b>		
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>
1342	8/11/2017	<b>Amount Applied</b> 873.81
		Check Amount: 873.81
ADI	09/20/2017	2035
<b>Bills Paid Allocation</b>		
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>
1342	8/11/2017	<b>Amount Applied</b> 873.81
		Check Amount: 873.81
		2035
	9/20/2017	\$873.81
****Eight Hundred Seventy*Three Dollars and Eighty*One Cents*****		
ADI 544 Greer Plymouth, MI 48170		
Acct# 102235		



# Sample Custom Check Forms

## CC01 Form

This two-part check was developed for a company in Canada and would only be used by companies operating in that country. On the bottom half of the check where the check amount is printed in words, CAD will automatically print after the amount, indicating the check is in Canadian currency.

1452	13/08/2017	152.35	0.00	152.35
------	------------	--------	------	--------

2037

09-20-2017

\*\*\*\*\*152.35

\*\*\*\*ONE HUNDRED FIFTY-TWO 35/100 CAD

ADI  
544 Greer  
Plymouth, MI 48170

# CC03 Form

This three-part check will print a remittance at the top and the middle, followed by the check at the bottom of the form.

ADI	09/20/2017	2036	
<b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
1445	8/11/2017		1,534.50
		Check Amount:	1,534.50
ADI	09/20/2017	2036	
<b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
1445	8/11/2017		1,534.50
		Check Amount:	1,534.50
		0 9 2 0 2 0 1 7	
		****One Thousand Five Hundred Thirty-Four 50/100 DOLLARS****	\$*****1,534.50
ADI	544 Greer		
	Plymouth, MI 48170		
Acct# 102235			

# CC04 Form

This three-part check will print a remittance at the top and the middle, followed by the check at the bottom of the form.

ADI	09/20/2017	2039	
<b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
1854	8/13/2017		134.22
		Check Amount:	134.22
ADI	09/20/2017	2039	
<b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
1854	8/13/2017		134.22
		Check Amount:	134.22
		09 20 2017	
****One Hundred Thirty-Four 22/100 DOLLARS*****		\$*****134.22	
ADI	544 Greer		
	Plymouth, MI 48170		
	Acct# 102235		

# CC05 Form

This three-part check prints a remittance at the top, the check in the middle, and another remittance at the bottom.

8/13/2017	2754	506.55	506.55
Check: 2040	09/20/2017	ADI	506.55
			2040
**FIVE HUNDRED SIX AND 55/100 DOLLARS*****			
			09/20/2017
			\$506.55
ADI			
544 Greer			
Plymouth, MI	48170		
Acct#	102235		
8/13/2017	2754	506.55	506.55
Check: 2040	09/20/2017	ADI	506.55

# CC06 Form

This three-part check prints a remittance at the top, the check in the middle, and another remittance at the bottom.

8/14/2017	1836	1,636.91	1,636.91
Check: 2041 09/20/2017 ADI			1,636.91
			2041
		DATE 09-20-2017	
		MM DD YYYY	
			\$ ****1,636.91
**ONE THOUSAND SIX HUNDRED THIRTY-SIX AND 91/100 DOLLARS*****			
ADI			
544 Greer			
Plymouth, MI 48170			
Acct# 102235			
8/14/2017	1836	1,636.91	1,636.91
Check: 2041 09/20/2017 ADI			1,636.91

# CC07 Form

This three-part check was developed for a company in Canada and would only be used by companies operating in that country. A remittance prints at the top, followed by the check in the middle, and a second remittance at the bottom of the form. On the remittances, the word Cheque is print rather than the US terminology of Check.

VENDOR #: ADI ADI		20/09/2017	
		CHEQUE #: 2043	
<b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
2150	8/14/2017		157.35
Check Amount:			157.35
20 09 2017			
**ONE HUNDRED FIFTY-SEVEN AND 35/100 DOLLARS*****			
			****157.35
ADI 544 Greer Plymouth, MI 48170			
Acct# 102235			
VENDOR #: ADI ADI		20/09/2017	
		CHEQUE #: 2043	
<b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
2150	8/14/2017		157.35
Check Amount:			157.35

# CC09 Form

This two-part check was developed for a company in Ireland and prints on size A4 paper and would only be used by companies operating in a country supporting this paper size.

ADI 544 Greer Plymouth, MI 48170									
				2045				20/09/2017	
1381	8/15/2017		1,534.01					1,534.01	
									1,534.01
9/20/2017	Zero	Zero	One	Five	Three	Four			
ADI 544 Greer Plymouth, MI 48170								***1,534.01	

# CC10 Form

This three-part check prints the check at the top, followed by a remittance in the middle and bottom of the form. This form is only available to SedonaOffice customers installed with version 6.1.55 and greater.

	2272026	
	3/10/2021	\$100.00
****One Hundred Dollars and Zero Cents*****		
ADI 544 Greer Plymouth, MI 48170		
ADI	3/10/2021	2272026
<b>Bills Paid Allocation</b>		
<b>Bill #</b>	<b>Date</b>	<b>Amount Applied</b>
14147	2/25/2021	100.00
		<b>Check Amount:</b> 100.00
ADI	3/10/2021	2272026
<b>Bills Paid Allocation</b>		
<b>Bill #</b>	<b>Date</b>	<b>Amount Applied</b>
14147	2/25/2021	100.00
		<b>Check Amount:</b> 100.00



# CC11 Form

This three-part check prints the check at the top followed by a remittance in the middle and at the bottom of the form. This form is only available to SedonaOffice customers installed with version 6.1.55 and greater.

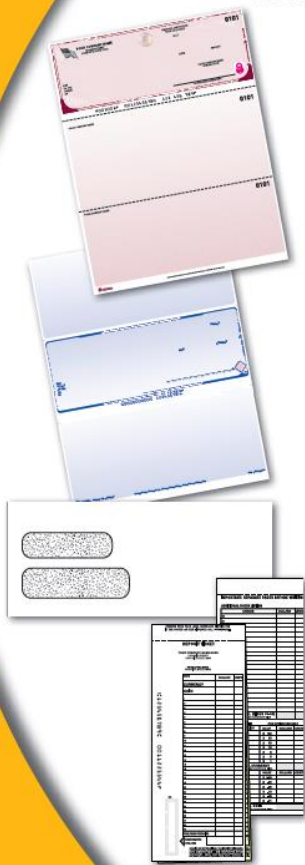
			03/10/2021
United Parcel Service		**21.00	
TWENTY-ONE AND 00/100 *****			
United Parcel Service			
P.O. BOX 7247-0244			
Philadelphia, PA 19170			
<b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
2019-07-19	7/22/2019		21.00
			<b>Check Amount:</b> 21.00
 <b>Bills Paid Allocation</b>			
<b>Bill #</b>	<b>Date</b>	<b>Discount Taken</b>	<b>Amount Applied</b>
2019-07-19	7/22/2019		21.00
			<b>Check Amount:</b> 21.00

# Check Stock Ordering Form

**M. J. Mock & Associates**  
 800-962-4435 • Fax 937-438-0190 • [mocksales@safeguardmpg.com](mailto:mocksales@safeguardmpg.com)

We are now working with **Matt Mock of Safeguard** for all of our clients' check needs. With your first order, you have the choice of 150 free deposit tickets or 500 self-seal double-window envelopes. Please fill out the attached e-form and or call **800-962-4435**.

The recommended check to order is style 4001 with the check on top, in the middle, or on the bottom. They will work with the **SedonaOffice** print format. You may also fax an existing check to 937-438-0190 or email it to [mocksales@safeguardmpg.com](mailto:mocksales@safeguardmpg.com). Your order will be completed by phone.



### CHECK IMPRINT INFORMATION:

COMPANY NAME:

ADDRESS:

CITY:  STATE:  ZIP:

BANK NAME:

ROUTING NUMBER:

ACCOUNT NUMBER:

STARTING NUMBER:  QUANTITY:

COLOR/STYLE: *(Click One)*

HOLOGRAM						
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
STANDARD LINEN			STANDARD MARBLE			
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
STANDARD SQUARE JAPANESE		STANDARD PARCHMENT		STANDARD GRADUATED		
<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

SIGNATURE LINES:  1  2

IMPRINT:  ABOVE SIGNATURE LINE  BELOW SIGNATURE LINE  NONE

SIGNATURE LINE IMPRINT:

CHECK PLACEMENT:  TOP  MIDDLE  BOTTOM

CONTACT  PHONE  EMAIL

### YOUR CHOICE:

FREE! 500 SELF-SEAL DOUBLE-WINDOW ENVELOPES  
**OR**  
 FREE! 150 DEPOSIT TICKETS (SELECT HOW MANY PARTS)

ROUTING NUMBER:

FREE LOGO IMPRINT IN BLACK INK, IF REQUESTED. EMAIL REQUEST TO [MOCKSALES@SAFEGUARDMPG.COM](mailto:MOCKSALES@SAFEGUARDMPG.COM). PROOF PURCHASE REQUIRED.

ADDITIONAL COMMENTS:



**SUBMIT**

© 2011 Safeguard Business Systems, Inc. Safeguard and the centurion head design are registered trademarks of Safeguard Business Systems, Inc. All other logos are the intellectual property of their respective owners. 08/11