

Check Alignment

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Before printing Accounts Payable checks for the first time you will need to test to make certain the check form is properly aligned on your check stock.

The same instructions within this topic should be followed if a new or different printer will be used to print checks. Not all printers use the exact same margin settings, so always test on plain white paper before printing real checks.

Follow the instructions below and on the following pages to align the check image.

1. From the Accounts Payable menu, select the Print Checks option.
2. The Print Checks form will be displayed. Click on the Margins button located at the lower right of the form.
3. The Check Fields Adjustment form will be displayed. This form displays a sample check layout. Test printing should be done on plain white paper and then hold the test page up to the light with a sheet of check stock behind to view the alignment.

The entire check image may be moved up, down, left and right. The vertical alignment arrows are on the left side of the check layout and the horizontal alignment arrows are below the check layout. Each mouse click from any of the alignment arrow buttons is equivalent to 1/64th of an inch, so it make take several clicks to get the check layout in the proper position to fit on the check stock.

After making your vertical or horizontal changes, click on the Apply button and then click the Test button to print a sample with your changes.

This make take several attempts until the check is properly aligned.

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4. The check will appear in preview mode. Click on the Print and Close button to send to your default check printer.

If the alignment is correct, you may want to write down your adjustment settings in the event you change to a different printer in the future. Make certain to click the Apply button to save your settings.

If the alignment is incorrect, repeat the steps above until the check image is properly aligned.