

Checks

Category: Banking | Created: May 04, 2026 | Updated: September 01, 2026

Print Checks Dialog

Check Layout: **Check-Top** Printer: **UniPrint** ☐ Show Printer Options

Print Options

☐ Company Info	☐ Check Number
☐ Routing Code	☐ Check Date Text
☐ Pay Text	☒ Check Date
☐ Pay To	☐ Check Amount Text
☒ Pay Amount	☒ Check Amount
☐ To The Order Of Text	☐ Dollars Text
☒ Vendor Info	☐ Bank Info
☐ Memo Text	☐ Signature Line
☐ Memo	☐ MICR
☐ Memo Line	

Print Choices

☐ Current Check Only ☐ Date Range ☐ Check Number Range ☒ **Marked Checks**

☒ Clear Print Marks After Printing

Print **Cancel**

1. **Check Layout:** Select the check layout to use, Check on Top, Middle, or Bottom. - This will load the saved settings for this check style.
2. **Printer:** Select the printer to print to
3. **Company Address Block:** Comes from Setup -> Company Setup
4. **Bank Routing Number:** Comes from Banking -> Bank Accounts
5. **Check Number** - Where the check number will print.
6. **Vendor Address Block** - Vendor or Remit To address to print for Windowed Envelops.
7. **Bank Information** - Bank Name and Address from Bank Accounts.
8. **Print Options:** These options correspond to the Check Layout Items. If selected the Item will Print on the check, otherwise the item will not.
Note: If the item is not selected to print it will also not show on the screen.
9. **Print Choices:**
10. **Current Check Only** - Prints just the current check.
11. **Date Range** - Prints all checks dated within the given range.
12. **Check Number Range** - Prints checks between the given check numbers.
13. **Marked Checks** - Prints all checks marked to be printed.
14. **Clear Print Marks after Printing** - Clears the print check flag after printing the check

Note: You can select any of the Layout Items by clicking it. Then using the



Arrow Keys on your Keyboard, you can move the Item Left, Right, Up, or Down. If you had made any changes to the current selection you will be prompted to save them before leaving the screen.

Please call or [Email](#) us for Information on this topic.