## **Format Checks**

Last Modified on 07/13/2023 12:57 pm CDT

## To set up your account to print checks:

- 1. From the menu to the left, click **Administration**.
- 2. Select Manage Check Format. The Manage Check Format page opens.

🐐 > Administration > Manage Check Format	
Location of Check VS check stub(s) Top Third	
Not A Check Memo Ridditional Center Name	Draggable and Key events
Check Format 1001 Check Date	Drag any check element to it's approximate position on your printed checks. Note: The visual position of these elements on this screen is only an approximation. Print a test check often as you move elements. For precision, click on the field and use the arrow keys to move the boxes.
Written Amount 55 Amount	Note: check stubs always print with the same format, so you can only control the layout of the check portion of your printed checks
Center Address Elity, ST, Zp	
Print Test Check Save	
Use of this function to change the way your checks print. Be sure to print a test check to verify your changes. If you print direct deposit vouchers, they will print with this same format, except no signature is printed for direct deposits.	
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- 3. Click the Location of Check VS Check Stub(s) drop-down menu and choose from the following:
  - Top Third
  - Middle Third
  - Bottom Third
- 4. In the **Not a Check** and **Check Format** sections, drag and drop each field to match the format of the checks you already have.
- 5. When finished, click Save.
- 6. Click **Print Test Check**. We recommend you print the first few tests to plain white paper and compare them to an actual check.

To have a signature print on checks automatically:

- 1. Place a blank white piece of paper on top of an actual check and sign the paper in the exact same place as you would on the check. Use a dark, felt-tip pen, and ensure your signature size is the same as it would be on an actual check.
- 2. Scan the image and email it to support@kidkare.com.