



Check Loading

Printing checks is easier with a few preprinting tests. It is dependent upon the type of checks and the printer being used. The Check Loading menu contains instructions on loading checks as well as a print test option.

1. Click **Go to > Financial > Check Loading**. See Figure 1.

Single page check loading instructions:

Basically, there are two types of laser printers. One type requires that forms be placed in the paper tray face up. The second type requires that forms be placed in the paper tray face down.

This is not a problem EXCEPT, with pre numbered forms such as check blanks. All printers feed from the top of the paper tray. If the forms are loaded face up, all is well. Check blank number one will be used before check blank number 2, then check blank number 3, etc.

However, if the forms are inserted face down (for explanation purposes, assume check blanks 1 thru 10 were placed in the paper tray), because the printer pulls the sheets from the top of the stack, the printer would first pull check blank 10, then blank 9, then 8, etc. The program would however be assuming it is printing check 1, then 2, then 3, etc. Needless to say, quite a mess!

The answer to the problem, if your printer loads face down, is to re-shuffle the blanks so that the top sheet on the paper stack (even though face down) is still check blank 1, the next check blank is 2 (face down), etc.

If you have any questions, please call your program support contact.

Not sure of your printer's paper loading orientation? Write 'TOP' and 'FRONT' a piece of paper, place in printer tray and click the [Print Test] button below.

Print Test Return

Figure 1. Check Loading

2. Read the instructions. They are very helpful in understanding what needs to be considered when printing checks without problems.
3. The main issue is if the printer prints on the top side of the paper in the tray or on the back side. The **Print Test** button helps determine which side is used. Write "top

front” on a piece of plain paper. Place it face up in the printer tray. Click the **Print Test** button and review the page after it prints.

4. Is “top front” printed on the same side of the paper as the handwritten “top front?” Is it the same orientation? Is it printed right-side up or upside down relative to the handwritten words? Make adjustments as needed. Make a note of how checks are loaded after determining the proper way to load checks.
5. There should not be a problem printing checks if the checks are loaded face up in the paper tray. Just place the stack of numbered checks face up in the paper tray. Make sure the top is oriented in the appropriate direction for the printer.
6. Checks may need to be restacked if the paper is loaded face down in the paper track. Restack checks so that the number one is face down and on top of the stack, number two is face down and beneath number one, etc. Note that most preprinted checks do not come this way. In addition, make sure that the top of the check is oriented in the appropriate direction for the printer.