Selecting a Check Template

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This guide gives recommendations for selecting a check template that will work easily with your aACE system. It is intended for advanced users.

When you order checks to use with aACE, keep these guidelines in mind. The template should have:

- Only *one* check per page
- A three-part format (i.e. top, middle, or bottom)
- *Fewer* lines on the page
  Note: This minimizes the need for [adjustments to the print layout](https://aace6.knowledgeowl.com/help/editing-print-layouts) (https://aace6.knowledgeowl.com/help/editing-print-layouts).

At [ChecksForLess.com](https://www.checksforless.com/) (https://www.checksforless.com/), you can browse QuickBooks-compatible laser voucher checks. Most of these will work smoothly with aACE, such as this example:
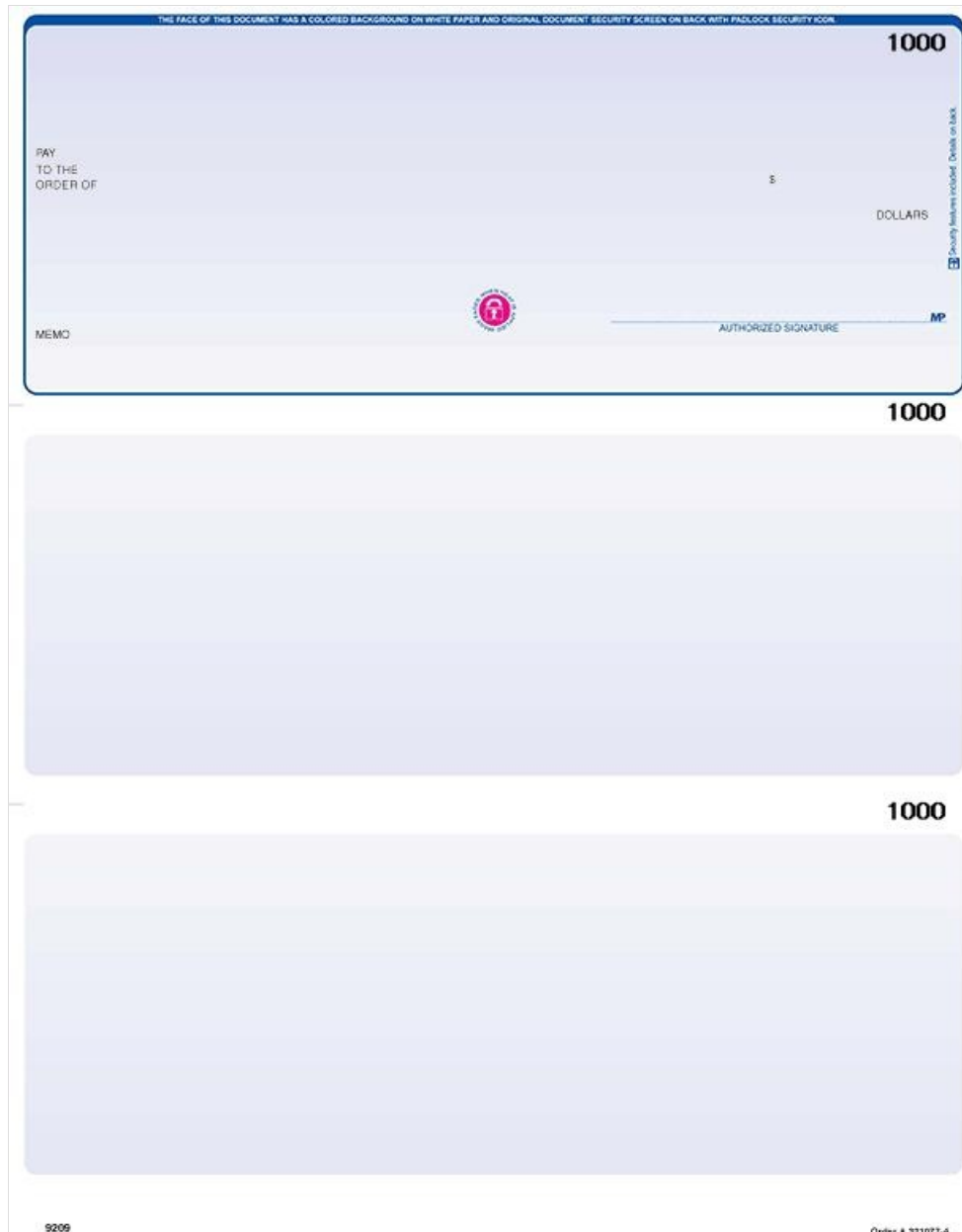
Configuring Check Printouts

When you start printing checks (https://aace6.knowledgeowl.com/help/printing-checks) with a new template (or need to troubleshoot printouts), carefully adjust and test the relevant preferences.

Navigate from Main Menu > Accounting > Accounting Preferences > Accounting Settings > Edit. The Check Processing section provides several controls for configuring check printouts:
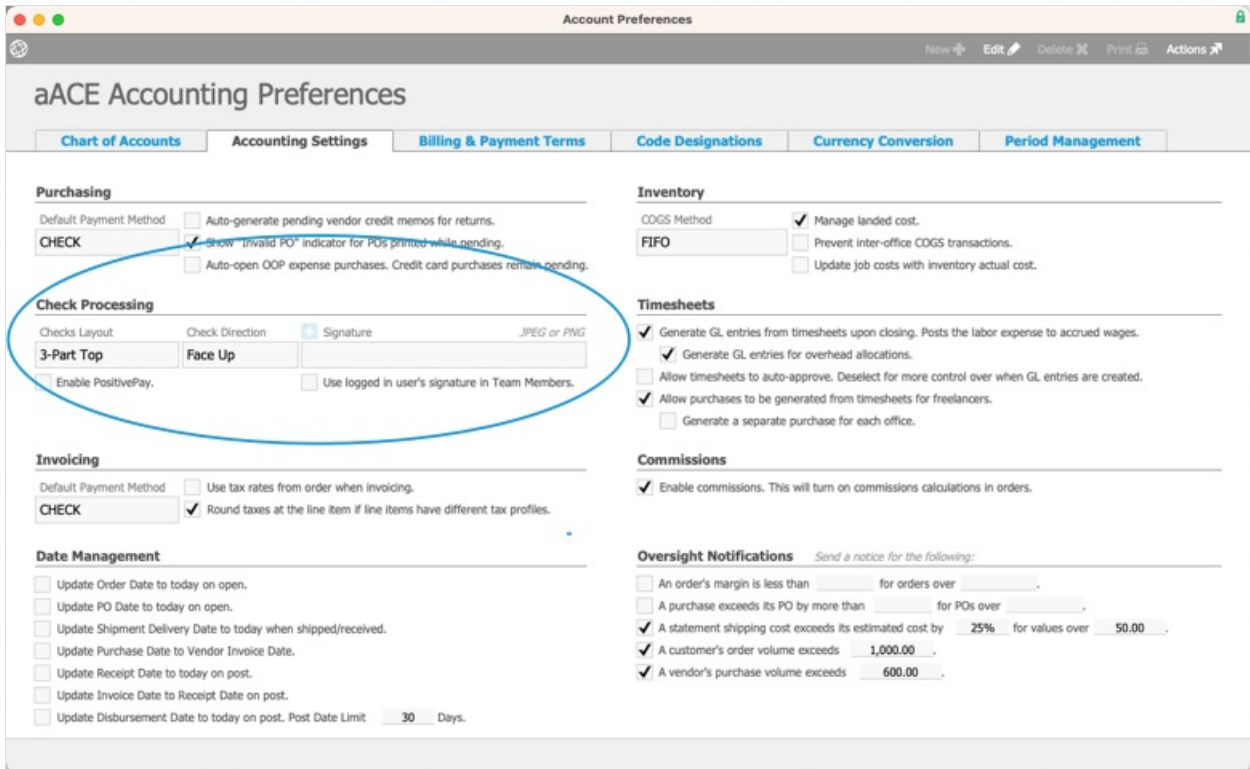
- Checks Layout — Select the format for how your check template is divided.
- Check Direction — Select what side of the paper your printer prints on (i.e. Face Up or Face Down).
- Signature — Select a correctly sized image to use for check signature lines.
  Note: You can also mark the related flag to use various signature images linked to individual team member records instead of a single image.

Keep in mind that checks and other preprinted papers may require adjustments to the print layout (https://aace6.knowledgeowl.com/help/editing-print-layouts) or to your printing preferences.