

Standard Check Formats

What's the purpose of this setup step?

This is a good time to review the standard check (report) formats in Control to see if they will work for your business. We've listed below the images and style numbers for a few different manufacturers. Compare these to the checks you use for the business (and payroll if you purchased that module). If these formats will work for you, there's nothing else to do now. If these formats will NOT work for you, contact your point-person in the Startup Dept to get a cost estimate for creating custom check format for your business.

After you have reviewed the provided information about check formats, we will guide you through the process of changing the check format so you are able to do so in the event that you should wish to.

Cyrious has intentionally utilized very common check formats. This means you can purchase these checks from a number of sources. These sources are not meant to be a formal recommendation but are provided for your convenience.

	Check-Stub-Stub	Stub-Check-Stub
Control includes templates to print the following laser check formats by default:		
Multi Business Systems http://www.multibusinesssystems.com/	BC-100B (Cyrious/QuickBooks Format)	Call for info. Not a problem.
Deluxe Business Forms http://www.deluxeforms.com/	#880971 and 881064	#881013

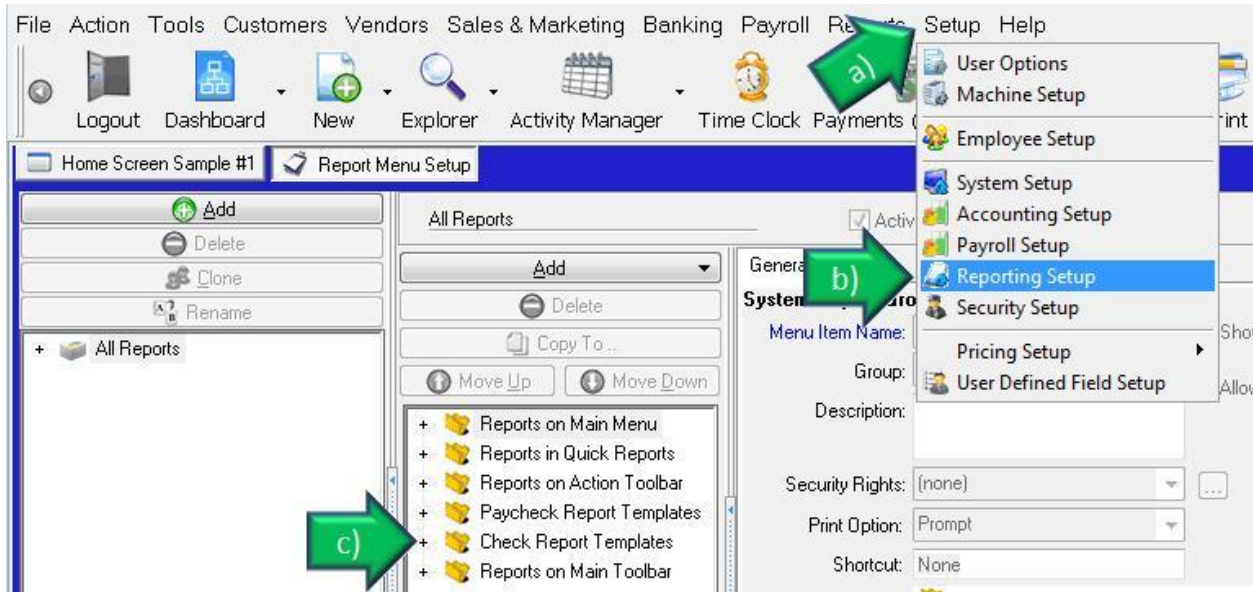
Other formats may be accommodated, but will require a customized report template by Cyrious' implementation department. Contact your point-person in the Startup Dept to get a cost estimate for creating custom check format for your business.

Envelopes: Multi Business Systems has double window envelopes available as follows:

- BCDW-9 (Standard); or,
- BCDW-9SS (Self-Sealing).

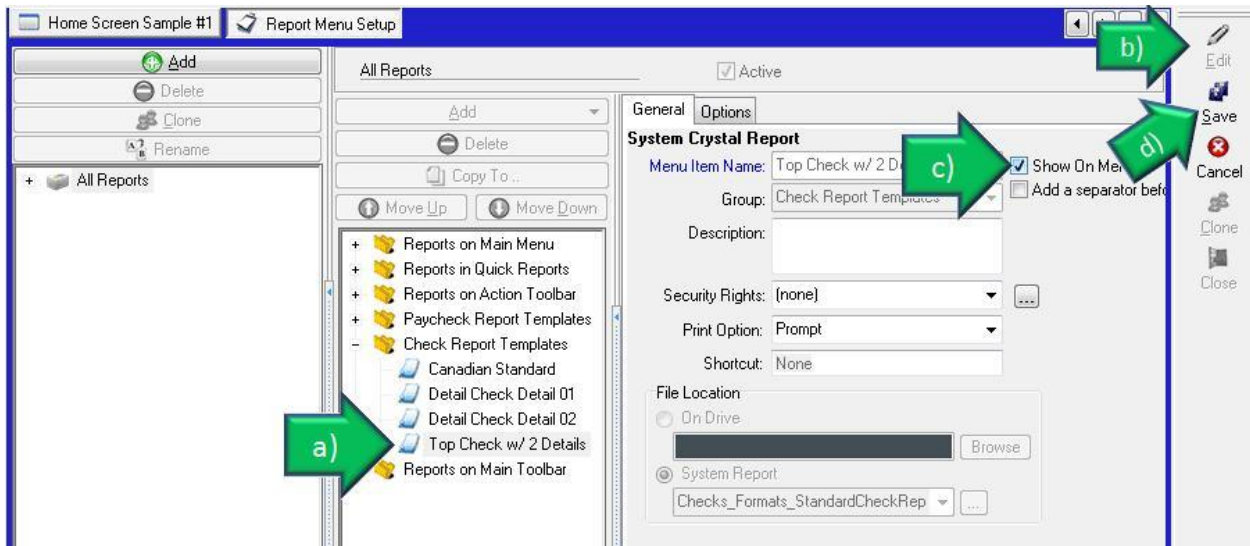
To learn how to change the default check template, follow these steps.

- 1) To find the check templates in Control:
 - a) Click on **Setup**.
 - b) Click on **Reporting Setup**.
 - c) Click on the + next to **Check Report Templates** option.



2) In order to change from the default template:

- a) Click **Top Check w/ 2 Details**.
- b) Click **Edit**.
- c) Uncheck **Show on Menu**.
- d) Click **Save**.



3) To select your preferred template (in our example, we will select Detail Check Detail 01):

- a) Click on the preferred template.
- b) Click **Edit**.
- c) Check **Show on Menu**.
- d) Click **Save**.

