



Version 7 User's Guide

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## CheckWriter™ Overview:

Your check drafting software runs from just one main screen. All of the controls you will use will be accessible from here.

TO PRINT THIS PAGE, RIGHT CLICK & SELECT PRINT

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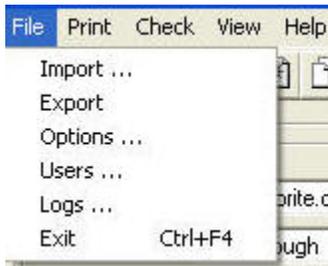
-----Table View

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**File Menu:** Alt + F

**IMPORT:**[Top](#)

This feature allows you to import the following file types:

- .txt file
- .csv file
- CheckWriter™ 5.xx database with contents
- CheckWriter™ 4.xx database with contents
- WebDebit™ Import file

**There are 4 steps involved in importing -**

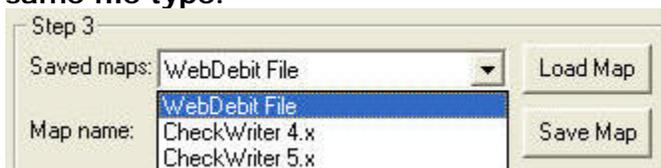
**First, select your file:**



**Second, Choose the delimiter, text qualifier or enter your own, then select if you want to skip the first row upon import [if the first row is the field names]**



**Third, Choose a pre-made field map for upgrades, or the WebDebit import file - or map the fields manually below and then title your map and save it for later use on the same file type.**



Column	Name	DBColumn
1	'First Name Last Name'	ContactName
2	'Company Name'	CompanyName
3	'Address Line one and	Address
4	'City Name'	City
5	'ST'	State
6	'PostCode'	PostalCode
7	'Pho-nen-umber'	Phone
8	'email@address.com'	Email

If you are upgrading from 4.xx to 5.xx, select to import the CheckWriter 4.x file.

**Last, Click Import Data. If you have a large file, be sure to wait until you get the success message.**



**If you have a large file, be sure to wait until you get the success message.**



If you are using the WebDebit import feature, please read the following:

**Below is a sample import file:** [Top](#)

Your Internet form, or shopping cart should be configured to output to a text file much like this one. Support on this feature is limited to successfully importing the sample file below. No support is available for user files.

If you cut and paste the file below to a text file, and save it as something.txt, you will be able to use CheckWriter's WebDebit™ Import feature to automatically enter this sample check.

---

```
"First Name Last Name", "Company
Name", "Address Line one and Two", "City
Name", "ST", "PostCode", "Pho-nen-
umber", "email@address.com", "CredtiCardNo.
", "exp", "Name of the Bank", "Bank
City", "ST", "Fraction
Code", "1234", "01234567890", "123456789", "M
EMO FIELD", "Ulimited Data for Notes
Field", "Notes", "Notes", "Comments price
field must be 4th to last
field", "19.99", "18 Apr
2001", "04:05:57", "24.144.19.251"
```

**Field order key: [do not use this for a sample file]**

```
"First Name_Last Name", "Company Name", "Address Line one and Two", "City
Name", "ST", "PostCode", "Pho-nen-umber", "email@address.com", "CredtiCardNo.", "exp", "Name of
the Bank", "Bank City", "ST", "Fraction Code", "1234", "account_number", "routing_number", "MEMO
FIELD Optional", "Ulimited Data for Notes Field", "Notes", "Notes", "Comments price field must be
4th to last field", "TOTAL_USD", "1 Jan 2006", "ANY_required", "ANY_required"
```

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**Sample Generic Form:**

[Top](#)

To get the Generic WebDebit™ form that comes with the BestDeal package, [click here](#). A new form is available that resembles a check [here](#).

If you want to save it to your hard drive to manipulate the form, just go to the FILE menu on your browser (Netscape or Internet Explorer) and select save.

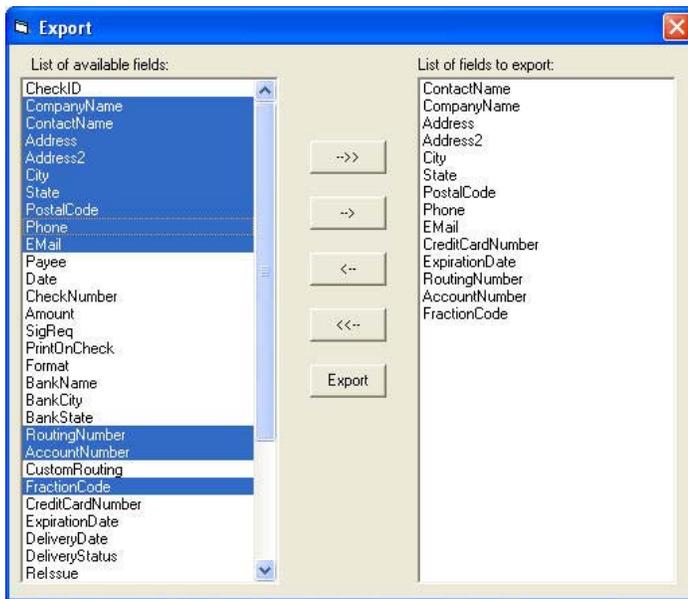
You are responsible for configuring the form and the submit button. You are also responsible for the security of the form. If you cannot configure the form, or do not know how, or if you do not have a secure server and need one, yourfavorite.com can provide both design and hosting services for the generic form for a very low cost. We can also provide a shopping cart that works with CheckWriter.

[Shopping carts](#) and [Order Forms](#) are available by clicking [HERE](#).

**EXPORT:**

[Top](#)

The easiest way to export your entire database in any order you wish is using the export feature from the File Menu. Simply map the export order and click Export - choose a file format, text or csv and save.



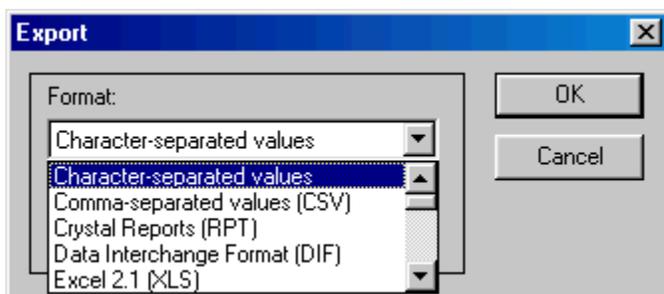
### **ALTERNATIVE EXPORT:**

You can also export data from CheckWriter, by switching to TABLE MODE. This has more limited mapping, but will export just the reports you run.

Use the search features to select the group of records you wish to export. Next go to the file menu and select Export.

The program will prompt you to title the export file. Next click open. CheckWriter will then create a CSV file or text .txt file depending on your selection.

You can also export right from the Print Menu. After you select your group of checks or drafts for display in Table Mode, click the export icon on the tool bar just to the right of the printer icon and the following screen will display.



Select the export file type of your choice and click OK. This will save to just about any file type available.

### **OPTIONS MENU:**

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The user fields can be titled anything you choose and are fully searchable. Simply enter any name you choose for user field 1 or 2 and this name will appear on the record view for any entry.

Use this section if you want default information filled in for each new check. Say you always pay checks to yourself, enter your name or company name in the payee field and you will not need to fill it in each time. If you print multiple checks on the same account, your own perhaps, then enter your account information here as well.

Checking or un-checking the "Use Default Account Information" box will activate and deactivate this feature.

#### File Path options:

[Top](#)

Only use these options with the assistance of technical support. Database path is available on the

Network and Enterprise Edition only.

### Font Options:

[Top](#)

You can change the MICR font, the signature font, or the check face font to fit your needs. We suggest you leave this section alone, as everything is pre-set and if unaltered, your drafts will print properly and be fully compliant with all banking regulations

We recommend you use MICR E13 B 12 pt which is the default for the MICR.

We recommend you use Brush Script MT, Italic 22 pt for the signature font.

We recommend you use ARIAL 10 pt. for the check font.

### Security **USERS MENU:**

[Top](#)

The default Username and Password for all versions is 'admin' and 'admin'.

For the Single User Version, you can change the password, but not the username or options. All Single User Version have just one user 'admin' and all permissions are pre-set.

For the Network Edition and Enterprise Edition, you

can choose to create new users and you can assign any level of permissions to these users.

To create a new user, up to the total number of licenses you have, click the New User button and enter any username and any password, then click Save.



To set permissions for each user, uncheck the boxes that correspond to the functions you want to lock out.

In the example below, the user has been locked out of the most compromising functions such as Export, Options, Users, Logs, Blank Check printing, the ability to Delete a record and the ability to alter the Payee.

Security Settings		
<b>- File -</b>	<b>- Customer Information -</b>	<b>- Draft Information</b>
<input checked="" type="checkbox"/> Import	<input checked="" type="checkbox"/> Company	<input checked="" type="checkbox"/> Date
<input type="checkbox"/> Export	<input checked="" type="checkbox"/> Contact name	<input checked="" type="checkbox"/> Draft #
<input type="checkbox"/> Options	<input checked="" type="checkbox"/> Address	<input checked="" type="checkbox"/> Amount
<input type="checkbox"/> Users	<input checked="" type="checkbox"/> Address 2	<input type="checkbox"/> Payee
<input type="checkbox"/> Logs	<input checked="" type="checkbox"/> City	<input checked="" type="checkbox"/> Memo
<b>- Print -</b>	<input checked="" type="checkbox"/> State	<input checked="" type="checkbox"/> Delivery Status
<input type="checkbox"/> Blank Check	<input checked="" type="checkbox"/> Zip	<input checked="" type="checkbox"/> Delivery Date
<input checked="" type="checkbox"/> Draft	<input checked="" type="checkbox"/> Phone	<input checked="" type="checkbox"/> Print On Check
<input checked="" type="checkbox"/> Invoice	<input checked="" type="checkbox"/> Email	
<input checked="" type="checkbox"/> Register		
<b>- Check -</b>	<b>- Transaction Type -</b>	<b>- Bank Information</b>
<input checked="" type="checkbox"/> New	<input checked="" type="checkbox"/> Routing	<input checked="" type="checkbox"/> Fraction Code
<input checked="" type="checkbox"/> Duplicate	<input checked="" type="checkbox"/> Account	<input checked="" type="checkbox"/> Name
<input checked="" type="checkbox"/> Reissue Draft	<input checked="" type="checkbox"/> Custom Draft	<input checked="" type="checkbox"/> City
<input checked="" type="checkbox"/> Save	<input checked="" type="checkbox"/> Credit Card #	<input checked="" type="checkbox"/> State
<input type="checkbox"/> Delete	<input checked="" type="checkbox"/> Exp Date	
	<input checked="" type="checkbox"/> Signature	

[It is **strongly recommended** with the Network Edition and the Enterprise Edition to always lock out the Delete function - except for the administrator, as this could cause database locking. If all users do have permission to delete, deleting should be done only when a single user is connected.]

### **USER LOGS:**

Click on 'Logs...' in the file menu to see a detailed log of each user, the date and time the logged in and what they did. The log will show the changes made to each record, and includes all fields.

LogID	UserID	LogAction	LogDate	UserName
51	1	MODIFY	4/27/2007	admin
50	1	DELETE	4/27/2007	admin
46	1	MODIFY	4/27/2007	admin
47	1	DUPLICATE	4/27/2007	admin
48	1	MODIFY	4/27/2007	admin
49	1	MODIFY	4/27/2007	admin
24	1	MODIFY	4/27/2007	admin
25	1	MODIFY	4/27/2007	admin
26	1	MODIFY	4/27/2007	admin
27	1	MODIFY	4/27/2007	admin
28	1	MODIFY	4/27/2007	admin
29	1	MODIFY	4/27/2007	admin
30	1	MODIFY	4/27/2007	admin

## Print Menu:

### **BLANK CHECK:**

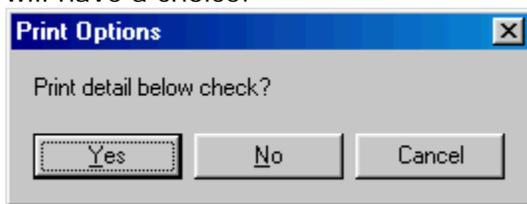
[Top](#)

This command allows you to print a totally blank check with no amount, payee, signature or pay to the order of, however, you can print the account name and the bank routing and account number, allowing you to print blank personal or business checks that can be used at retail locations or to pay bills.

### **CHECK:**

[Top](#)

Select this option to print a check draft from the record you select. After selecting this option you will have a choice:



Select yes and CheckWriter™ will print a top check, a check stub duplicate check on the middle portion and a receipt that can be inserted into a standard #10 business envelope on the bottom portion.

Select No and CheckWriter™ will print 3-per page checks. This should be used only with 3-per page check stock during a batch print.

### **INVOICE:**

[Top](#)

Select this option and CheckWriter™ will print an invoice for the selected record. You can tri-fold this invoice to fit a standard #10 window envelope.

### **REGISTER:**

[Top](#)

Select this option and CheckWriter will print the register for the current selection of records. If you have a large number of records, you may want to

split up printing by selecting categories. The register report also calculates totals.

## Check Menu: Alt + C

### **NEW:** [Top](#)

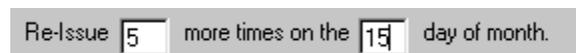
New allows you to add a fresh, never before entered customer profile into the database. When you select this option an empty record appears. You may begin adding, and use TAB to move between fields.

### **DUPLICATE:** [Top](#)

This allows you to make a new, or duplicate copy of an existing check without re-entering data. Select this option and CheckWriter™ will enter new payment data in the notes field and queue the new check to print. Be sure to update amount and check number fields manually. The date will update automatically and the check number will advance by 1 automatically. Never overwrite old data or you will lose the history in your database.

### **REISSUE CHECKS:** [Top](#)

This allows you to set up monthly or periodic billing. Simply enter the number of payments to be made and the day of the month the payments are due in the records you wish to bill. Then, when you want checks to issue, select reissue checks from the check menu and all checks within the specified date range will be queued to print.



Re-Issue  more times on the  day of month.

An entry such as above would issue 5 more checks on the 15th of each month. After reissue was selected, it would change to 4 and 15.

### **SAVE:** Ctrl + S [Top](#)

Use this option to save an existing entry after it has been updated.

### **DELETE:** Ctrl + D [Top](#)

Use this option to remove all traces of a customer's record in the database. The program will ask you for conformation before deleting a customer record.

### **FIRST:** [Top](#)

This function will automatically go to the first record in the database.

### **PREVIOUS:** [Top](#)

This function will automatically go to the previously

viewed record in the database.

**NEXT:** [Top](#)

This function will automatically go to the next record in the database.

**LAST:** [Top](#)

This function will automatically go to the last record in the database

## View Menu:

**TABLE VIEW:** [Top](#)

Select this view to see all records as a table. This is where you perform searches and do batch billing and printing.

**RECORD VIEW:** [Top](#)

Switch to record view to enter new customers, scroll, or view any selected record from table view.

## Help Menu:

**CHECKWRITER HELP:** [Top](#)

Click this option to view the manual.

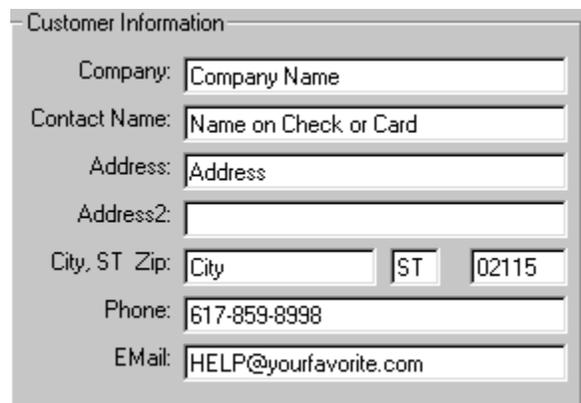
**ABOUT:** [Top](#)

Click this option to see version and system data.

**EXIT:** [Top](#)

Select Exit to quit the program. Restarting will require a password.

## Customer Information:



The screenshot shows a window titled "Customer Information" with the following fields:

Company:	Company Name		
Contact Name:	Name on Check or Card		
Address:	Address		
Address2:			
City, ST Zip:	City	ST	02115
Phone:	617-859-8998		
E-Mail:	HELP@yourfavorite.com		

**Company:** [Top](#)

Enter the name of the company writing the check. You can select to print or not print this information

on the face of the check. [required or contact name required]

**Contact** [Top](#)

Enter the customer's name in this blank, this information can be included or excluded from the face of the check, just like "Company." [required or company name required]

**Address:** [Top](#)

Put Street Adders of customer here. Include any unit numbers on this line also (i.e. 84 Gainsborough St., Suite 105W) This is what will appear on the check in the address box. [strongly suggested but not required]

**City, State, Zip:** [Top](#)

Enter the city, the state and the zip code of the customer in the respective fields. [strongly suggested but not required]

**Phone:** [Top](#)

Enter the customer's primary phone number. [strongly suggested but not required]

**E-mail Address:** [Top](#)

Insert the customer's E- mail address here. [not required]

## Record View Entry Screen:

**Transaction Type:** [Top](#)

Transaction Type	
<input checked="" type="radio"/> Standard Check	Routing: 123456789 Account: 1234567890
<input type="radio"/> Custom Check	
<input type="radio"/> Credit Card	Number: Exp. Date: Signature: Not Required

**Standard:** [Top](#)

Standard format is:

C00123C A011000206A 1234567890C

which is the same as

A011000206A 1234567890C 00123C

and can be written either way.

Select standard format if you get any check with a 9 Digit routing number, 6-14 digit account number, and any number check number. 99% of your checks will be like this.

**Routing Number:** [Top](#)

Enter the customer's bank routing number, usually 9 characters. This can be easily differentiated from the account number by looking at the fraction code which has the routing information in a similar format.

Routing numbers are always between the |: symbols like this |:011075150|:

Version 5.0 and later have a built-in routing number verification routine that will run the check digit of the routing number against a mathematical formula. If this formula matches the check digit, your routing number is a possible match.

On rare occasions, this utility will be wrong. Some credit unions and older branches still use NON STANDARD routing numbers that do not comply with the formula. It is always best to double check if the routing number does not verify. [the routing number is required to process a valid check or draft]

**Account Number:** [Top](#)

Enter the customer's account number in this blank. Usually 10 numbers. [account number required to process a valid check or draft]

**NOTE:** If the routing number and account number have the 'D' or " symbol or take on an unusual format, you should select **Non-Standard** format.

**Non-Standard:** [Top](#)

Use this option for **Non-Standard** checks from

- Credit Unions
- International Checks
- Alternative Accounts
- Money Market Account Checks
- Other Non-Standard formats that use MICR

**CUSTOM CHECK:** [Top](#)

If you receive check information that does not come in the standard format, you will need to build the account encoding yourself.



Draft Information			
Date:	3/28/99	Delivery Status:	
Check #:	123	Delivery Date:	
Amount:	\$100.00	Print on Check:	Company ▼
Payee:			
Memo:	MEMO FIELD		

**Date:** [Top](#)

This will automatically update to today's date when you are updating a record, but if no updates are made it will remain the date of last update. You can change this field at will. [automatic and required]

**Check #:** [Top](#)

Enter the check number the customer wished to use for payment. You can use 0000 if there is no check number available. This will appear as 0 in the check number field, but all check numbers will print as 4 digits or more on the check face. Leading zeros beyond 4 characters are dropped automatically. [required that at least 0000 be entered]. CheckWriter prints drafts to regulation with check numbers up to 8 digits. If you are drafting a check with a check number that is longer than 8 digits, enter the first 8 digits from the right - so if the check number were 123456789 you would use check number 23456789.

**Amount:** [Top](#)

Enter the amount of the check you are writing. [required]

**Payee:** [Top](#)

Here you can override the default payee and enter any payee you wish. This is what will appear in the **Pay to the order of** field on the check. [required]

**Delivery Date:** [Top](#)

Use this field to enter the date the product was or should be delivered. This is a reference field only and does not effect check printing. Many people use this field to do monthly billing. You can search for the bill date and charge all customers with a delivery date of that day. [not required or part of the draft]

**Delivery Status:** [Top](#)

Use this field to update the status of a delivery. This is a reference field only and does not effect check printing. [not required or part of the draft]

**Print On Draft:** [Top](#)

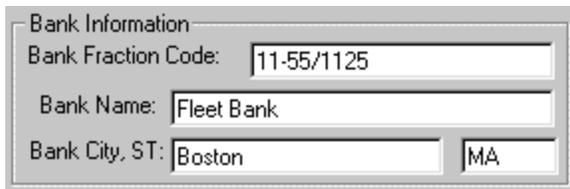
CheckWriter will automatically print the company name on the draft if both company and contact are entered. If you enter just a contact name, CheckWriter will automatically print only the contact name. The same applies if you enter only the company name, CheckWriter will know to print the company name on the draft.

To change this manually, use the Print on Draft drop down box to select if the draft is to display the person's name or the company name in the top left of the check. The default is **Print on Draft: Company**.

**Memo:** [Top](#)

This information will be printed on the memo section of the check and on the stub, mailer stub and invoice. [not required - will print on face of check]

## Bank Information:



Bank Information	
Bank Fraction Code:	11-55/1125
Bank Name:	Fleet Bank
Bank City, ST:	Boston MA

**Bank Name:** [Top](#)

If the customer is paying by check the name of the customer's bank goes here. This is printed on the face of the check. If the customer pays by credit card, you may choose to enter the card type or bank name here. [advised but not required - if unknown lookup in RoutingTool]

**Bank City:** [Top](#)

Enter the city or town, and state the customer's bank is in. This will also print on the face of the check. [not required]

**Fraction Code:** [Top](#)

Enter the fraction at the top of the customer's check. It should look something like this (5-20/110) Note: If you have multi-line fractions such as:

5-201/4587 (32)

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0254921100

It should be entered as only the top number. Omit

the bottom code. This is not necessary to process the check.

Some checks will not have a fraction code at all, this is also okay. Use the fraction if it is available, but if not, your draft will still be processed. [fraction code not required]

**Notes:** [Top](#)

This section can be used for absolutely anything. Take notes here to cut and paste into check fields, make account notations for future reference, type anything here, even paste info in about your customers. This will not appear on the check, but will appear on the invoices. Duplicate check history is stored here as well.

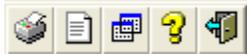
**Toolbars:** Key [Top](#)



SEARCH | NEW | DUPLICATE CHECK | SAVE | DELETE



FIRST | PREVIOUS | REC'D# of TOTAL | NEXT | LAST



PRINT DRAFT | INVOICE | TABLE/RECORD VIEW | HELP | EXIT

-----

**Record View Searches:**



Search by any field in the database.

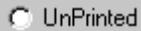


Showing all records may make reporting or printing large batches unmanageable.

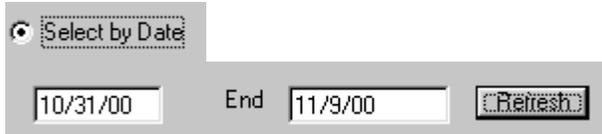


Try to narrow your search. This is more manageable:



 UnPrinted

Searching for unprinted checks will bring up checks just imported, checks queued after re-issue, or manually entered checks that have not yet been printed.

 Select by Date  
10/31/00    End    11/9/00    Refresh

Select a date range to view and run checks or reports based on this criteria.

## Quick Searches:

 To do a quick search, use the binoculars toolbar button. Put your cursor in any field, then click the button, enter the search criteria.

For example, to search for a record in zip code 02115, click the zip code field in the software's main screen, then click the binoculars. Enter 02115 and then search - All records matching your search will be displayed for you to scroll through, or flip to table mode and run a report or export from the results.

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