

SIMPLY PRINT CHECKS

User Manual

Version 1.3.3

checks.toolguys.app

1. Welcome

Simply Print Checks lets you print business checks the simple way: fill in a payee, an amount, and a memo, then print a complete check laid out correctly on standard three-part business check stock. Every check you print is confirmed and recorded automatically, cash payments can be tracked right alongside your checks, and the built-in Reports tool prints or exports your history whenever you need it.

This manual covers everything from installation to printing your first check, managing vendors, recording cash, running reports, and adjusting the print layout for new styles of check stock.

2. Getting Started

2.1 Subscribe

Simply Print Checks requires an active subscription. Visit checks.toolguys.app to choose a monthly or yearly plan, or start with a free 3-day trial. After you subscribe, your login details are emailed to you.

2.2 Download and Install

Download the installer from the Download section of checks.toolguys.app.

Run the downloaded file and follow the prompts. Setup places Simply Print Checks and its Reports tool in your Start menu and adds a desktop shortcut.

2.3 Sign In

The first time you open Simply Print Checks, enter the login ID and password from your subscription email. You only need to do this once: the app stays signed in on your computer, and it keeps working even when you are temporarily offline.

If you ever have to change your computer or reenter the username and password, contact us at hello@toolguys.app and we'll walk you through the process.

3. The Main Window

Everything you need to print a check is on one screen.

Date: 8/20/2026

VENDOR/RECEIVER **NUMBER**

Acme Office Supply 1015

ADDRESS

1500 Commerce Way

Suite 210

San Diego CA 92101

AMOUNT ☐ **SECURE CHECK** **PRINTER**

1845.00 Brother MFC-L2700DW seri

MEMO

Invoice # 2041

CATEGORY

Inventory

SAVE VENDOR

CLEAR

PRINT REPORT

PRINT CHECK

SAVE TO CASH

The Simply Print Checks main window

3.1 Fields

Field	What it does
DATE	Today's date, printed on the check automatically.
VENDOR/RECEIVER	Who the check is payable to. Pick a saved vendor from the drop-down list, or type a new name.
NUMBER	The number of the check you are about to print. It advances automatically after each successful print, and you can change it at any time to match your check stock.
ADDRESS	The payee's address, printed on the check stubs for your records. It fills in automatically when you pick a saved vendor.
AMOUNT	The payment amount. The written-out dollar text on the check is generated for you.
SECURE CHECK	When checked, the payee name and amount print in a special tamper-resistant font.
MEMO	The memo line, printed on the check and stubs. It starts with "Invoice # " so you can simply type the invoice number.

CATEGORY	The expense category recorded with this payment (Inventory, Payroll, Rent, and so on). Type your own to create a new category.
PRINTER	The printer your checks are sent to.

3.2 Buttons

Button	What it does
SAVE VENDOR	Saves the current name and address to your vendor list for one-click use next time.
CLEAR	Clears the form so you can start a new check.
PRINT REPORT	Opens the Reports tool (see Section 8).
PRINT CHECK	Prints the check on the selected printer and records it after you confirm it printed correctly.
SAVE TO CASH	Records a cash payment in your transaction history without printing anything (see Section 6).

4. Printing a Check

Simply Print Checks is designed for standard three-part business check stock: the check itself on the top third of the page, with two record stubs below it.

1. Load a sheet of check stock in your printer.
2. Choose or type the payee in **VENDOR/RECEIVER**.
3. Confirm the check **NUMBER** matches the check in the printer.
4. Enter the **AMOUNT** and finish the **MEMO** line.
5. Pick a **CATEGORY** for your records.
6. Click **PRINT CHECK**.

After the page prints, the app asks: “Did the check print correctly?”

- **Yes** — the transaction is recorded, and the check number advances for the next check.
- **No** — choose **Reprint** to print the same check again, or **Void** to record the check as voided. Voided checks stay in your history, so every check number is always accounted for in your reports.

Nothing is recorded until you confirm the print, so a paper jam never puts a phantom check in your records.

5. Working with Vendors

Simple Check Printer

Date: 8/20/2026

VENDOR/RECEIVER

Acme Office Supply

Acme Office Supply

Golden State Insurance

Harbor Point Property Mgmt

Suite 210

San Diego

CA

92101

NUMBER

1015

SAVE VENDOR

CLEAR

PRINT REPORT

AMOUNT

1845.00

☐ SECURE CHECK

PRINTER

Brother MFC-L2700DW seri

MEMO

Invoice # 2041

CATEGORY

Inventory

PRINT CHECK

SAVE TO CASH

Choosing a saved vendor fills in the address automatically

Vendors you pay regularly can be saved once and reused with a click. Type the name and address, then click SAVE VENDOR. The next time, just pick the vendor from the drop-down list and the address fills in automatically.

To update a saved vendor, pick it from the list, change the address, and click SAVE VENDOR again.

6. Recording Cash Payments

Paid someone in cash? Keep it in the same transaction history as your checks. Enter the payee name and the amount, then click SAVE TO CASH. The payment is recorded with today's date and appears in your reports alongside printed checks.

- Cash entries are filed under the CASH category automatically and are recorded with check number 0000, since no real check was used.
- Loan payments are the exception: if the category is set to Loan and you have typed a check number, both are kept, so a loan payment made by check is recorded against its actual check number.

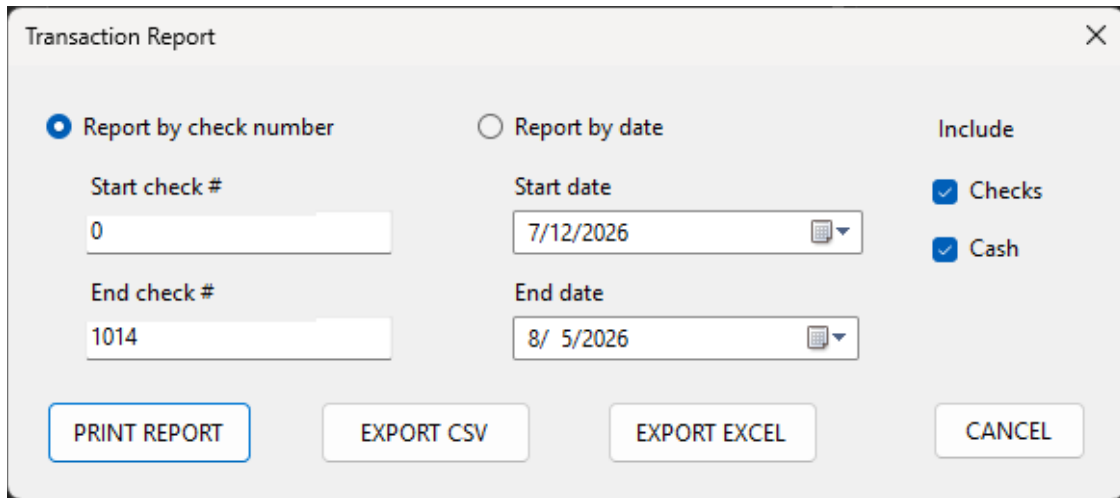
7. Categories

Every payment is recorded with an expense category, which keeps your reports organized. The built-in categories are Inventory, Payroll, Utilities, Licensing, Food, Miscellaneous, Purchases, Supplies, Repair/Maintenance, Loan, Fees, Insurance, Rent, and Services.

Need something else? Just type it in the CATEGORY box. New categories are remembered automatically and appear in the drop-down list from then on.

8. Reports

Click PRINT REPORT on the main window (or open Simply Print Checks Reports from the Start menu) to pull up your transaction history.

A screenshot of the 'Transaction Report' dialog box. It has a title bar with a close button (X). Inside, there are two radio buttons: 'Report by check number' (selected) and 'Report by date'. Below 'Report by check number' are two text input fields: 'Start check #' with the value '0' and 'End check #' with the value '1014'. Below 'Report by date' are two date input fields: 'Start date' with the value '7/12/2026' and 'End date' with the value '8/ 5/2026'. To the right of these fields is an 'Include' section with two checked checkboxes: 'Checks' and 'Cash'. At the bottom, there are four buttons: 'PRINT REPORT', 'EXPORT CSV', 'EXPORT EXCEL', and 'CANCEL'.

The report options window

- **Report by check number** — pull every transaction in a range of check numbers, or
- **Report by date** — pull everything recorded between two dates.

Use the Include boxes to limit the report to printed checks, cash entries, or both. Then choose what to do with it:

- **PRINT REPORT** — print a clean, formatted report on any printer.
- **EXPORT CSV** — save the report as a CSV file that opens in any spreadsheet program.
- **EXPORT EXCEL** — save the report as an Excel workbook.

Reports work even when you are offline, because your transaction history is stored on your computer.

9. Supporting New Check Styles

Out of the box, Simply Print Checks is laid out for standard three-part business check stock. If your checks print slightly out of position, or you switch to a different style of check stock, you can adjust exactly where every field prints — no update required.

The layout lives in a plain text file named `checklayout.ini`. Every position is in millimeters from the top-left corner of the page: increasing an X value moves that field right, and increasing a Y value moves it down.

- A copy is installed next to the program, and a personal copy is created automatically at `%APPDATA%\CheckPrinting\checklayout.ini` the first time the app runs. If both exist, the personal copy's values win.
- If everything prints correctly but the whole page is shifted, adjust the two global values `PrintOffsetXmm` and `PrintOffsetYmm` instead of moving each field.
- Edit the file in Notepad, save it, and restart Simply Print Checks to see the change.
- If the file is ever damaged, delete the personal copy — the app falls back to its built-in layout and creates a fresh file.

Tip: change one value at a time and print on plain paper, holding the page over a real check against a bright light to verify the alignment before using check stock.

If you are having trouble aligning the fields for your checks, please contact us at hello@toolguys.app and we will help you.

10. Updates and Backups

- **Automatic updates** — Simply Print Checks checks for new versions automatically and offers to install them. You always see what changed before updating.
- **Cloud backup** — every transaction is backed up to your account over the internet, so a computer crash or replacement never costs you your records. When you sign in on a new computer, your history is restored automatically.
- **Offline use** — if your internet connection drops, keep printing. Transactions are saved locally and sync to your account when the connection returns.

11. Troubleshooting and Support

Problem	What to do
My printer is not in the list	Make sure the printer is installed in Windows and turned on, then restart Simply Print Checks.
Fields print slightly out of place	Adjust PrintOffsetXmm / PrintOffsetYmm in checklayout.ini (see Section 9).
I use a different style of check stock	Edit the field positions in checklayout.ini (see Section 9).
The check printed badly (smeared, jammed)	Answer No to the confirmation prompt, then choose Reprint to try again or Void to record the check as voided.
I can't sign in	Check your login ID and password against your subscription email. If your subscription has lapsed, renew at checks.toolguys.app .
I got a new computer	Install Simply Print Checks, sign in with your existing account, and your transaction history is restored automatically.

Still stuck? Email us at hello@toolguys.app — we're happy to help.