



Q-Checks

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Summary

Q-Checks allows for check printing on blank check stock. Blank check stock means that all information on the check, such as firm name, bank name, check numbers and the MICR line at the bottom, are printed at the time of cutting the check. A perk of using blank check stock is that if a check gets messed up during printing, it can be reprinted with the same check number and the messed up one can just be shredded. Can be used to print checks from all active bank accounts. No more switching check stock when printing checks from multiple bank accounts.

Supplies

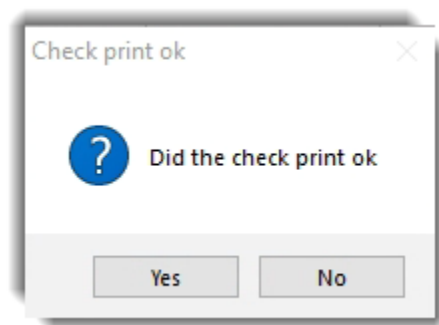
Firms will need to purchase a dedicated printer. You will need to make sure MICR toner cartridges are available for a specific printer before purchase of a printer. The Customer Service team can order MICR ink toner cartridges, and blank check stock and ship to firms.

Remember to set the next check number in the bank accounts.

Once setup is complete and supplies received firms will need to deposit test checks to their bank to ensure the setup is correct and readable by the bank.

Printing Q-Checks

Create costs, remit, etc. checks as firm normally creates the only difference is you are not printing the entire check. Click **[Bookkeeping]** → **[Print check menu]**. Choose the bank acct. To print one check click on the check you want to print then click **[Print one]** → Click **[Yes]** to print now → **Print to Printer now** popup → click **[Yes]** to print → Popup **Check print ok Did the check print ok**. We recommend that you wait to click **Yes** or **No** to this popup until the check or checks have printed. If there are any printer issues the user can click **[No]** and the checks will still be in the print check que for printing. If print completed successfully click **[Yes]**.



Once the checks have printed successfully, close the pdf.

When choosing the print option for checks the adobe page scaling must always be set to NONE or Actual Size, no page scaling.

