

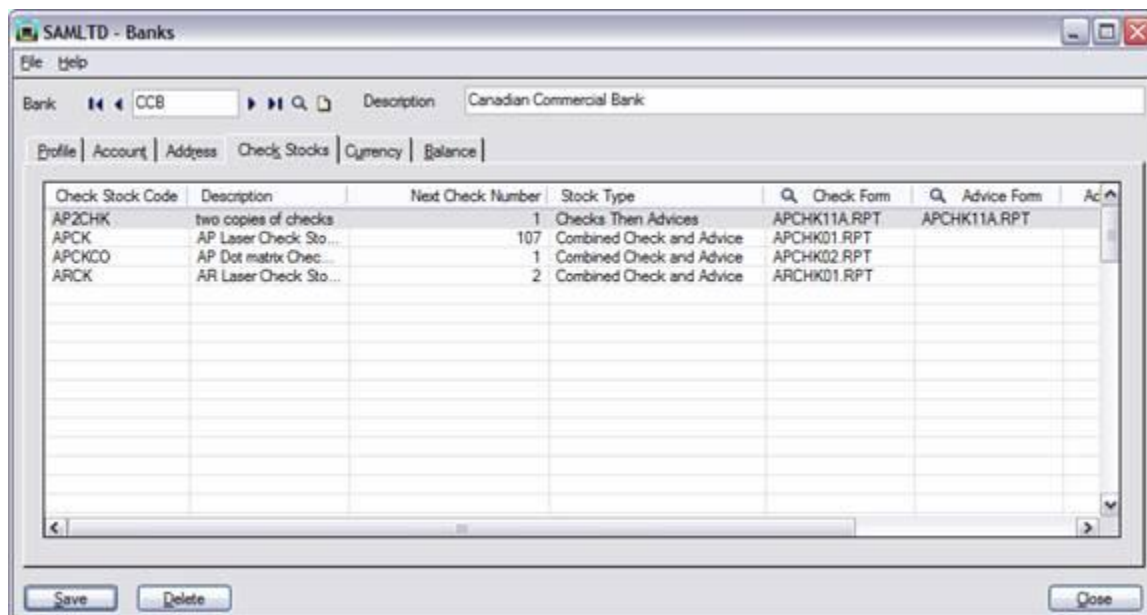
Accpac Tips and Tricks
Prepared by: Jeruzalski Computer Services Ltd.

How to print two copies of a check and eliminate the need to photocopy

Bank set up:

In Common Services/ Bank Services / Banks select the bank code, click on the Check Stocks tab and press insert to create a new check stock code; in the example below we named the new code AP2CHK and the description is two copies of check

Under the Check Form and Advice Form select the specification for your check



Printing the checks:

Before printing the checks select the check stock you created (AP2CHK) and verify that next check number, and check form are correct to use for printing.

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Check Status	Check Number	Payee Code	Payee Name	Vendor Name	Check Amount	Check
Not Printed	0	1400	Coastal Heating ...	Coastal Heating ...	755,482.06	CAD
Not Printed	0	1200	Chloride Systems	Chloride Systems	149.41	CAD

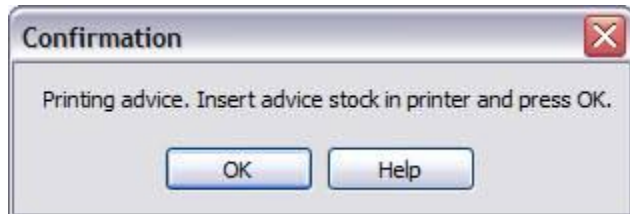
You will get a warning to insert the check stock.

After printing you will get a message box inquiring if the checks were printed correctly

If you choose Yes you are reminded to insert the advice stock in the printer. Remove any remaining check paper from the printer and insert white paper to print the checks copies on.

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After printing has finished, you are asked if the advices were printed correctly. If you choose yes, the check information is immediately posted to Bank Services and the Print Checks dialog box closes. If you choose No you can changes the status of the checks and reprint only advices or both the checks and advices

When you've finished printing checks, click Close.

Print the reports that you require for your audit trail (for example, the Check Register).