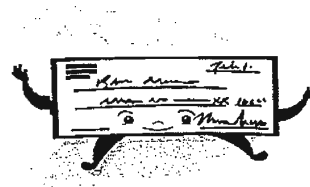


## Checks: Fast Flow!



### Steps for Printer Checks:

- Select **Checks Menu**.
- Choose “**New Check**”.
- “**PRINT**” should default as the check number. Enter check information.
- Click the “**Save**” button to save each check.
- Click the **PRINT** icon or Select **Checks Menu** and choose “**Print Checks**”.
- Verify First Check # to Print (if incorrect, enter the correct check # and tab).
- Select checks to be printed.
- Load check forms into printer.
- Remember the 3P’s - Click “**Preview Checks**” – *1<sup>st</sup> P*
- Checks will display as a preview, click on the **Printer Icon** when ready to print – *2<sup>nd</sup> P*.
- Click “**Post Checks**” if all checks printed correctly – *3<sup>rd</sup> P*.
- When the confirmation message displays, click “**Yes**” if checks printed correctly or “**No**” if they did not.
- This completes posting and printing checks.

### Steps for Manual Checks:

- Select **Checks Menu**. <
- Choose “**New Check**”. <
- Enter the **check date** and the **check number** (if necessary). Enter check , information. ,
- Click the “**Save**” button to save each check. ,
- Select **Checks Menu**. <
- Choose “**Post Checks**”. <
- Select checks to be posted. ,
- Click “**Post**”. <

## Receipts: Fast Flow!



### Steps for Printer Receipts:

- Select **Receipts Menu**.
- Choose **“New Receipt”**.
- **“PRINT”** should default as the receipt number. Enter receipt information.
- Click the **“Save”** button to save each receipt.
- Click the **PRINT** icon or Select **Receipts Menu** and choose **“Print Receipts”**.
- Verify First Receipt # to Print (if incorrect, enter the correct receipt # and tab).
- Select Receipts to be printed.
- Load receipt forms into printer.
- Remember the 3P’s – Click **“Preview Receipts”** – *1<sup>st</sup> P*
- Receipts will display as a preview, click on the **Printer Icon** when ready to print – *2<sup>nd</sup> P*.
- Click **“Post Receipts”** if all receipts printed correctly – *3<sup>rd</sup> P*.
- When the confirmation message displays, click **“Yes”** if receipts printed correctly or **“No”** if they did not.
- This completes posting and printing Receipts.

### Steps for Manual Receipts:

- Select **Receipts Menu**.
- Choose **“New Receipt”**.
- Enter the **receipt date** and the **receipt number** (if necessary). Enter receipt information.
- Click the **“Save”** button to save each receipt.

### Steps to Post All Receipts/Deposits:

- Select **Receipts Menu**.
- Choose **“Post Deposits”**
- Select the receipts you want to post in the deposit.
- Verify/Edit the Deposit ID number.
- Click **“Post Deposit”**.
- Deposit Analysis Report will display as a preview, click on the **Printer Icon** when ready to print. **Always Print!**
- This completes posting the deposit.