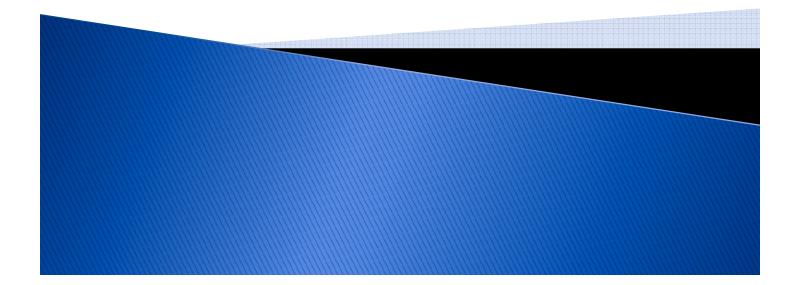
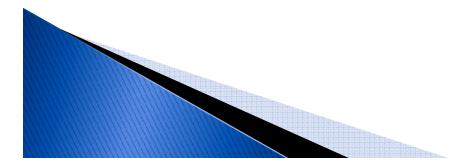


# Install Notes PrintBoss & QuickBooks Online



After you have installed PrintBoss software and before printing checks the following must be done:

- 1. Designate the check printer in **PrintBoss**
- 2. Enter your Bank Account information in **PrintBoss**
- 3. Verify the required **PrintBoss** settings and other common settings
- 4. Setup Online Printing in QuickBooks Online



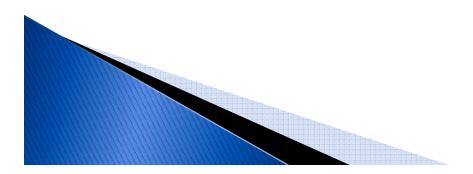




Section 1

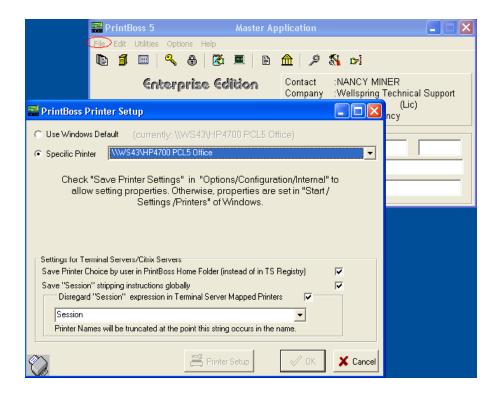


Designate the check printer



### **Open PrintBoss to the Master Application by running PB32.exe**

### Go to FILE/PRINTER SETUP



- Select the driver matching the Laser Jet printer.
- The PCL5e is recommended when available.
- DO NOT select the "PrintBoss" printer here.
- This setting is workstation specific.

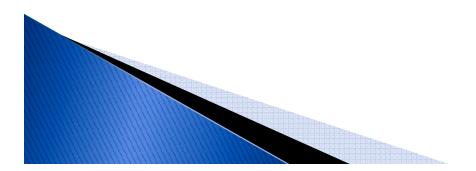
### Click OK when done.





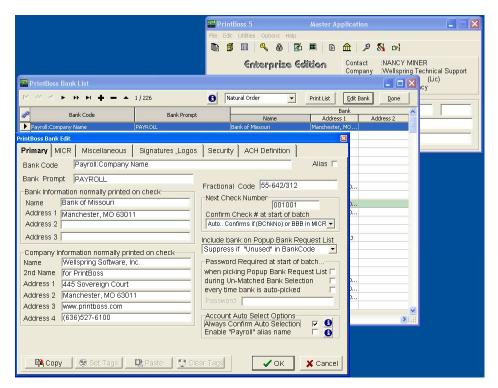
**Section 2** 

# >>> Enter your Bank Account information in **PrintBoss**



# Go to EDIT/BANK LIST

When you load PrintBoss, there are ten (10) Bank Account profiles. Additional Bank Account profiles display when you click the `+' symbol. An unlimited number of Bank Account profiles can be available. Contact Wellspring Software for more information.



<u>NOTE</u>: If you print vendor checks and payroll checks from the same bank account, you must enter the account in the PrintBoss list twice - once for vendor checks and once for payroll checks.

**Click** on Unused Bank01 to highlight it.

Next, click on Edit Bank.

The PrintBoss Bank Edit screen will open.

Begin entering the specific bank information that will print on your check.

continue...



### **Primary Tab:**

		PrintBoss 5	1.0	optication	X
		File Edit Utilities Options		A 2 5 5	
			ise Edition	Contact :NANCY M	IINER 3 Technical Support
PrintBoss Bank List					(Lic) Cy
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ank Code	Bank Prompt	Name	Addres		
Payroll:Company Name	PAYROLL	Bank of Missouri	Manchester	Automotion and	
PrintBoss Bank Edit		1 1		×	
Primary MICR Miscellaneous	Signatures Logos	Security ACH Definit	ion		
Bank Code Payroll:Company N	lame		Alias 🗂		
Bank Prompt PAYROLL				1	
Bank Information normally printed (	on check	Fractional Code 55-64	2/312	D	
Name Bank of Missouri		Next Check Number	01001	0	
Address 1 Manchester, MO 6301	1	Confirm Check # at star		D	
Address 2		Auto Confirms if (BChkNo	)} or BBB in MICR 👻		
Address 3		Include bank on Popup B	lank Request List	J	
- −Company Information normally prin		Suppress if "Unused" in			
Name Wellspring Software, Ir		Password Required at s	tart of batch		
2nd Name for PrintBoss		when picking Popup Bar	nk Request List 🗖		
Address 1 445 Sovereign Court		during Un-Matched Bank		D	
Address 2 Manchester, MO 6301	1	every time bank is auto-	picked 🗖	Duri	
Address 3 www.printboss.com		Password			
Address 4 (636)527-6100		Account Auto Select Op	tions 📃 👝 🔊		
		Always Confirm Auto Sel Enable "Pavroll" alias na		Landar **	
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#### BANK CODE (VENDOR CHECKS)

Enter the QuickBooks bank ID for this account followed by a colon and the company name as it appears in QuickBooks. Ex: Bank:Company A

#### **BANK CODE** (PAYROLL CHECKS)

Enter the word Payroll followed by a colon and the company name as it appears in QuickBooks.

Ex: Payroll:Company A

BANK PROMPT (VENDOR CHECKS)

Enter AP or some word to remind you these are vendor checks

#### BANK PROMPT (PAYROLL CHECKS)\*

Enter PR or some word to remind you these are payroll checks

\* Create a Bank Account for Payroll in PrintBoss ONLY when Payroll has a different bank account number from the AP bank account number.

#### BANK NAME AND ADDRESS

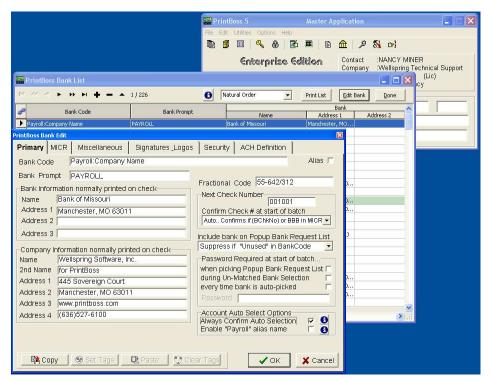
Fill in the bank information for this bank record

**COMPANY NAME AND ADDRESS** Fill in the company information for this bank record

Continue on next page.



### **Primary Tab cont.:**



#### **Fractional Code**

Fill in the fractional code for this bank. This number often follows the pattern 12-345/678

#### **Next Check Number**

Fill in the next check number for this bank account or leave blank and PrintBoss will enter a value after the first check run

#### **Confirm Check Number at start of batch**

"Auto.. Confirms if {BChkNo} or BBB in MICR

#### **Always Confirm Auto Bank Selection**

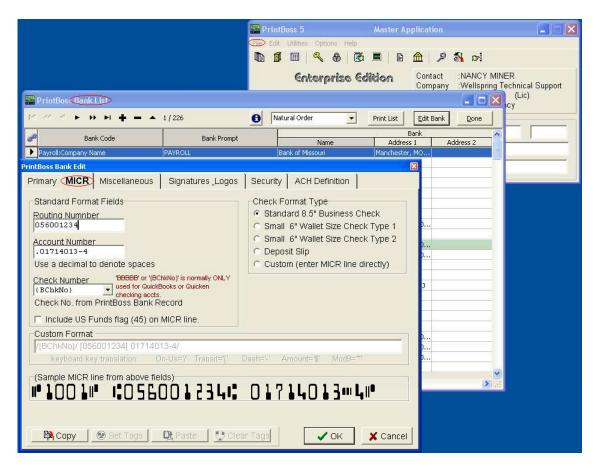
Select this option when:

• Payroll is run for this checking account i.e. the company is not using a separate bank account for payroll

More than one company runs checks from this account



# **MICR Tab:**



#### **Routing Number**

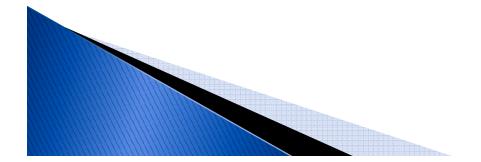
Enter the bank account routing number

#### **Account Number**

Enter the bank account number

#### Check Number

{BchkNo} or BBBBBB or BBBBBBBB





### **MISCELLANEOUS TAB:**

	Prim	Boss 5 Master A	pplication	
	File (Edit			
		<b>Enterprise</b> Edition	Contact :NANCY MINER Company :Wellspring Techni	cal Support
PrintBoss Bank Lis			Company :Wellspring Techni L D N (Li Icy	
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Bank Code	Bank Prompt	Name Addre	Bank ss 1 Address 2	1
Payroll:Company Name	PAYROLL	Bank of Missouri Mancheste		
PrintBoss Bank Edit				
Primary MICR Miscellaneous	Signatures Logos Security	ACH Definition		
Miscellaneous Information	Values	Miscellaneous Flags Description Values		
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1 Misc Field 1 US Fi	und	1 2nd Signature Line	J	
2 Misc Field 2		2 Misc Flag 2	<u>)</u>	
3 Misc Field 3		3 Misc Flag 3		
4 Misc Field 4		4 Misc Flag 4	3	
5 Deposit MICR		5 Misc Flag 5		
Special Items Canadian Style Date/Amount			Dinn	
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Copy 💿 Set Tags	🕵 Paste 🛛 💭 Clear Tags	✓ OK X Cancel		

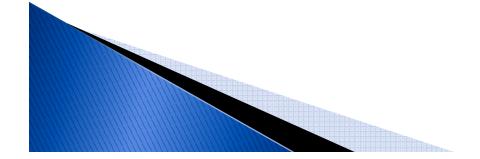
#### MISC FLAG 1

Check this box if this account should always have a second LINE for signatures

#### **CANADIAN STYLE DATE/AMOUNT**

Check this box if the CPA06 standards should apply to this account

CLICK **OK** WHEN FINISHED.



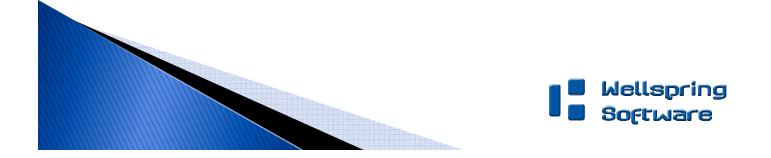


### SIGNATURE\_LOGOS TAB:

		PrintBoss 5	Master Application	
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PrintBox Bank List				
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ank Code	Bank Prompt	Name	Bank Address 1 Addres	52
Payroll:Company Name	PAYROLL	Bank of Missouri	Manchester, MO	
intBoss Bank Edit Primary   MICR   Miscellaneous	Signatures Logos	Security ACH Definition		
Graphic Objects File Name	Position Options		Size D	
Logo Properties	× 0.300 Y 7.750	Hi 0.00 0.90	50	
Signature Properties	× 5.000 × 9.975	HI 0.00 3.00 Lo 0.00 0.60	100	
Signature 2 Properties	X 5.100 Y 9.250	HI 0.00 3.00 Lo 0.00 0.60	100	
🛱 Copy 🛛 👻 Set Tags	🔃 Paste 🛔 💭 Clear	Тадs 🗸 ОК		

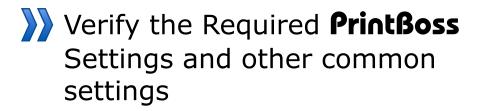
Fill in the information on this tab if you are using a signature or logo that you want to print on your check.

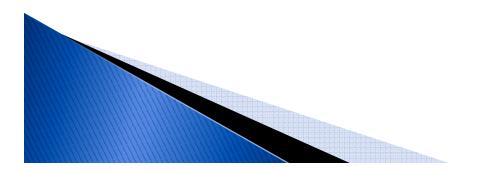
For more specifics, refer to the **PrintBoss** user manual.





### Section 3





# Go to OPTIONS/CONFIGURATION

### SETTINGS TAB:

NOTE: If your organization has a Citrix or Terminal Server environment, please visit our website <u>www.printboss.com</u> for specific install steps.

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PrintBoss Configurations	Dialog				
Settings Internal Menus	Legacy				
MICR Offset Adjustment	MICR Adjust Wizard	Non-M	ICR Offset Adjustme	Portrait	
Private Folder Names Work Files		Archive Files	Set Gl	obally 🔽	
{WinUserName}	•	{WinUserNar		•	
Allow temporary folder change	when browsing work file.	Allow tempo	orary folder change wł	hen browsing archive.	
		Request List	Private File	1	
		<common></common>		<u> </u>	
Enable PrintBoss Windov		887 - C			
Always Capture Settings Request List determines Fo		apture Offsets		December 1	
Form (RegList)		66 Y -193	Defa Vse	Default Offsets	
Bank (NONE)	Print	Boss Printer Dr.	iver settings have be	een moved to the	
"PB#INFO" flag overrides at		ons / PrintBoss	Driver Settings" diar	log.	
Allow Fragmented PB#INFO					
			🗸 ок	X Cancel	

#### **MICR offset adjustment**

- This utility is used to adjust the MICR line placement.
- The settings are workstation/user specific.
- Default values are 0.

#### Set Globally

Checked

#### Work Files Private Folder Name

{WinUserName}

#### **Always Capture Settings**

Form: {ReqList}
Bank : (Grayed out)
PB#INFO Overrides Above: Checked
Allow fragmented PB#INFO line: Unchecked

Allow Fragmented PB#INFO line: Checked



# Go to OPTIONS/PrintBoss Driver Settings

	PrintBoss 5	Master Application	
		🦥 🔳 🖻 🏦 👂	
PrintBoss Driver Settings	Enterprise	Edition Contact Company	:NANCY MINER y :Wellspring Technical Support
PrintBoss Directory C:\Pmti	Boss - Enterprise 		ettings Save Location
C Use Driver Port F Appe	nd To Transfer File Test F TErr.log I Load PB32.exe	Capture Mode Capture Disa Flag Trigger Always Capt	Required
PB NT40 Driver Special Settings	32Stub.exe" exists al Registry "Run" rr Registry "Run"	Coperate in A	List Settle Time b Delete Secs
PB 50 Driver Special Settings 50 Driver Spool Dir (ComAppD	Allow Editing 🔽	Test	Vender Method

#### **Transfer File:**

C:\Transfer\{WinUserName}

#### Append to Transfer File:

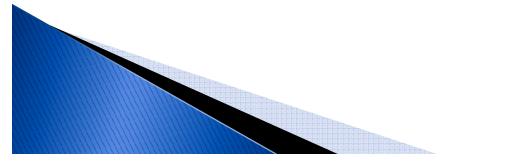
Unchecked

#### **Configurations Settings Save Location:**

Local Registry & User Registry (Standard)

#### **Capture Mode:**

Always Capture





# NOTE FOR QUICKBOOKS ONLINE USERS:

QuickBooks Online does not have an option to print the company name on your **PrintBoss** check.

Please disable the **PrintBoss** 'QB Voucher Check Alert' message so it will not interrupt your print process.

			PrintB	oss 5 Master Application	
			File Edit	Utilities Options Help	
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2	Form	/ Bank Request List Manage	er		
M	44	< ► ≫ ► <b>+ - </b> <	×	🕒 Export 🛛 🐴 Import 🛛 🎇 Sort 🖉 🛃 Edit	✓ Done
<i>i</i>	Active	Prompt	Form	Bank	Auto Pick
	•	QB Invoice 3	QB_Inv3	{NONE}	
	<b>v</b>	QB OnLine Voucher Check	QB_olCk1	{REQUEST}	
	<b>v</b>	QB Standard 3up	QB_sCk1	{DocBank}	
	<b>v</b>	QB Voucher Check	QB_Chk4	{REQUEST}	
(	D	QB Voucher Check Alert	{AlertMsg}	{NONE}	
I		QB Voucher Image Alert	{AlertMsg}	{NONE}	
_	<b>v</b>	QB Voucher Image Check	QB_CkVI1	{ChkAcct}:{CompName}	
	1 <b>.</b>				

Open PrintBoss to the Master Application by running PB32.exe.

Click on the Options and select Form/Bank Request List.

Locate the **QB Voucher Check Alert** entry.

**Remove** the check mark from the Active column.

Click Done when finished.



# **Other Common Settings**

### GO TO EDIT \FORMS \(HIGHLIGHT FORM) \EDITOR

**QB\_olCk1** is used for both vendor and payroll voucher style checks for QuickBooks Online.

### Additional QuickBooks forms:

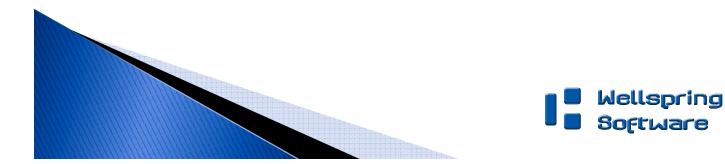
**QB\_Chk4** is used for both vendor and payroll voucher style checks for QuickBooks.

**QB\_CKVI1** is used for the Canadian version of QuickBooks to print vendor and payroll voucher style checks.

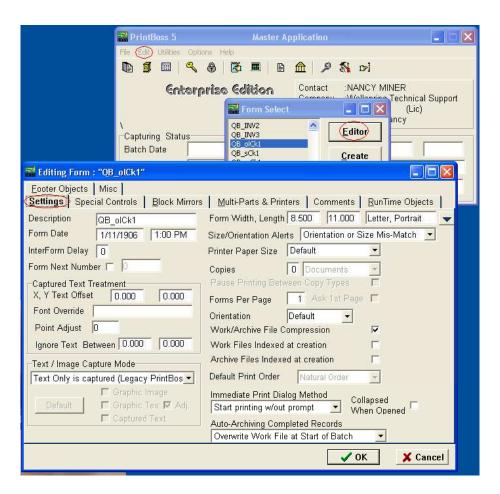
**QB\_Dpst2** and **QB\_Dpst1** are used to print deposit slips using the standard deposit slip printed from QuickBooks.

**QB\_Inv3** is used to print invoices directly from QuickBooks.

**Qkn\_chk2** is used for both vendor and payroll checks for Quicken.



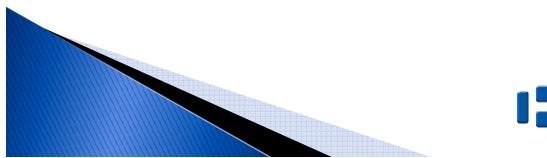
### QB\_olCk1 Settings Tab:



**Copies:** 0 (or increase if more copies are needed)

#### **Auto-Archiving Completed Records:**

- > Default is set to Overwrite Work File at Start of Batch.
- Click on the drop down menu to make a different selection.
- Choices with "0" will display a Days till Archiving option to allow you to choose a specific number of days.





### MULTI-PARTS & PRINTERS TAB:

These settings apply to the **Form** unless the Printer & Tray Selections **Saved In** option is set to **Independent**. Press the F1 key while viewing this tab to learn more about the save options.

PrintBoss 5	Master Application	
File Edit Utilities Options	Help	
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Capturing Status Batch Date	QB_INV2 QB_INV3 QB_olCk1 QB_olCk1 QB_olCk1 Creat	
Editing Form : "QB_olCk1"		
<u>F</u> ooter Objects   Misc   Settings   Special Controls   <u>B</u> lock Mirrors <	Multi-Parts & Printers Comments	RunTime Objects
Copies Print Time Destination Printer/Devi	ce* Source Tray*	Copy Name
Original Immediate 👱 <default print<="" printboss="" td=""><td>ter&gt; Default</td><td></td></default>	ter> Default	
< mil		
Printer & Tray Selections Saved In Clocally> Each User Must Set his own. * "Destination Printer/Device" and "Source Tray" are stored/retrieved local to this PC and User	lCurrentPrinter	
Only	🗸 ol	K X Cancel

#### **Print Time:**

Set to "Immediate" for the Original.

- Review Auto-Archiving settings to avoid lost documents if this option is set to Batch.
- (See user manual or press F1 while viewing the Settings tab for more information).

#### **Destination Printer:**

This option is used to send a copy to a designated printer other than the PrintBoss default printer.

#### Source Tray:

Print on paper from the selected tray. This is based on the printer listed in the Destination Printer column. The tray names may change if the printer selection changes.

#### Copy Name:

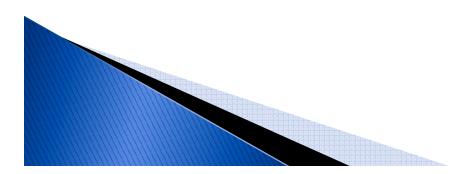
This is a user editable field to identify copies other than the Original.





**Section 4** 

Setup Online Printing in QuickBooks Online



# **Check Printing:**

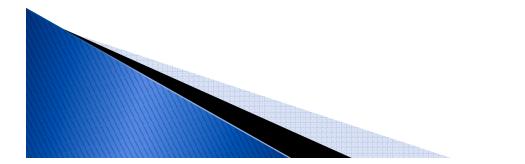
When printing from QuickBooks Online, **PrintBoss** will automatically know which **PrintBoss** form to use. The **PrintBoss** program will open and prompt you to select the correct bank account. Once a bank account is selected, **PrintBoss** will prompt you to confirm the check number. If the number is not correct, correct it at this time to match the check number in QuickBooks.

If the following warning message appears:

"You have printed a document to PrintBoss that is NOT recognized by PrintBoss. Specifically, no entry in the 'Form / Bank Request List' matches this format.

PrintBoss is ignoring this document."

Make sure that the VOUCHER style of check is selected within QuickBooks and that the check amount is at least \$0.01.





# Check Printing in QuickBooks Online Edition

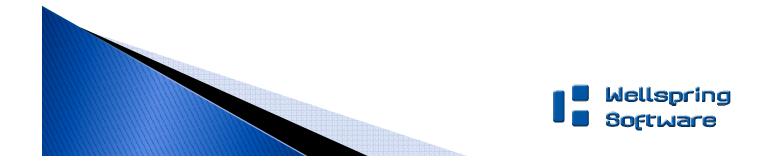
🖉 QuickBooks Online Edition - Cra	ig's Design & Landscaping Services - Windows Internet Explorer		
GO 🗢 💿 https://qbo.intuit.com/	c5/v31.187/515635451/frameset	💌 🔒 🐼 🖘 🔀	<mark>ا م</mark>
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QuickBooks	Questions before you buy? Call 1-800-286-6800	Home   My Account   Help   Find	Logout <b>INŤUIŤ</b> .
Online Edition	Company Customers Vendors Employees	(Banking) Reports	
Write Checks	Recent 🔻		How Do I?
Spin 31	Bank Account: Example Bank Checking 🔽 Balance: \$304.24	To be printed	S. William
SULLE SU	Pay to the Computers by Jenni	Check # : 109 Date: 01/25/2010 III Amount 200.00	SULLE
SELECTE SE	Two hundred and 00/100 ********************************	******	
andre an	Middlefield, CA 94482 Memo: test account The Memo appars on printed checks.	FIE	
SULLE SU	#         Account Which?         Amount Description 2           1 Equipment         200.00           2         V           3         V	Customer Why2 Billables Taxs	
SELECTION SE	Image: Contract of the second seco		
SINTE SI	Related Activities and Information	ALL STATES	

#### Select Banking

Choose Write Checks

Enter your check information

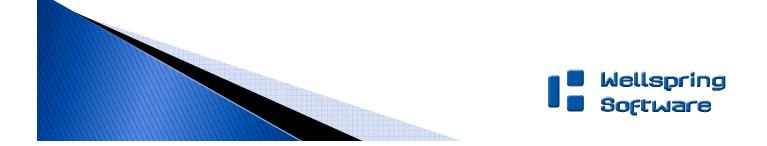
Click Save and Print...



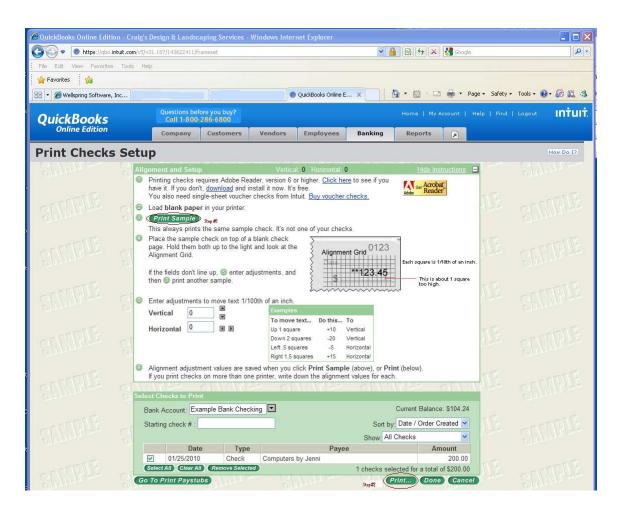
# Check Printing in QuickBooks Online Edition

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QuickBooks	Questions be Call 1-800	ore you buy? 286-6800							Logout Intuit.
Online Edition	Company	Customers	Vendors	Employees	Banking	Reports			
Print Checks S	etup								How Do 1?
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- TTTE									

Click Set Alignment on the Print Checks Setup window



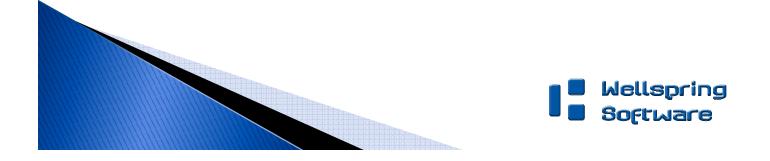
# Check Printing in QuickBooks Online Edition



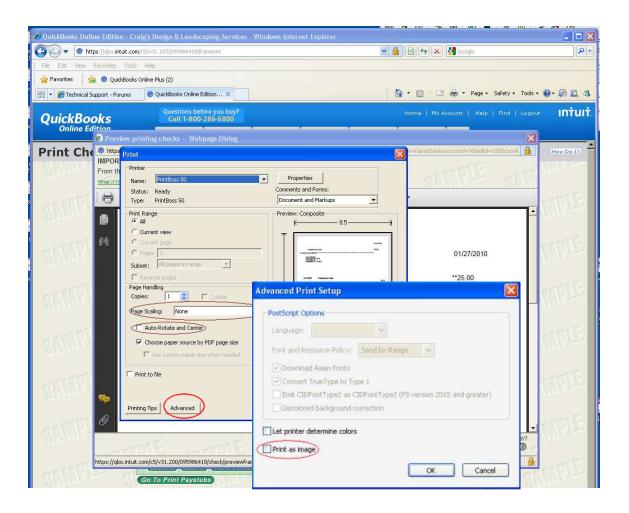
In the extended window that opens,

**Click** 3. Print sample.

**Click** Print... at the bottom of the window.



### CHECK PRINTING IN QUICKBOOKS ONLINE EDITION



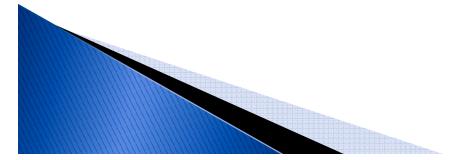
#### IN THE PRINT DIALOG, CHOOSE THE FOLLOWING SETTINGS:

PRINTBOSS 50 PRINTER DRIVER

#### Adobe Reader 6 and greater printing options:

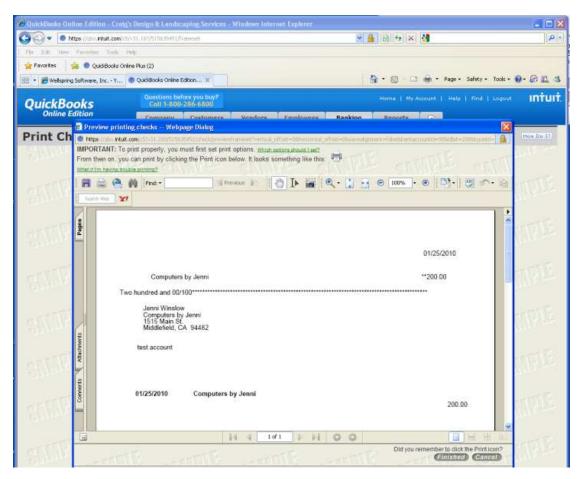
PAGE SCALING = NONE AUTO-ROTATE AND CENTER = UNCHECKED ADVANCED PRINT AS IMAGE = UNCHECKED

CLICK **OK** 





### CHECK PRINTING IN QUICKBOOKS ONLINE EDITION



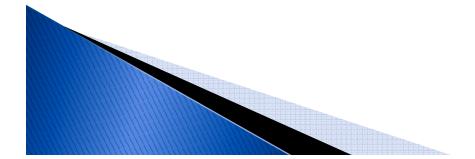
In the window that opens, choose PB form: **QB Online Voucher Check.** 

In the next window that opens, choose the correct **Bank Account**.

An image of the check will appear. It will be a top voucher check. PrintBoss will format the check to a bottom check when printed.

QuickBooks Online will ask you confirm the print job.

Click **OK** to confirm.





### Invoice Setup Note: requires PrintBoss Enterprise Edition

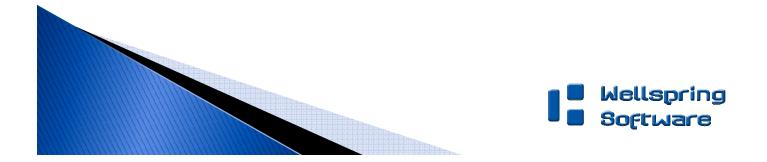
			PrintBoss 5	Master A	pplication		
			File Edit Utilities Options	Help			
				) 🔀 🔳 🗎 🖻	A 🖉	😽 🕞	
			Enterpri	ise Edition	Contact Company	:NANCY MINE :Wellspring Te	ER echnical Support
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Note: **PrintBoss Enterprise Edition** is required to print graphic images coming from QuickBooks Online Edition.

### Open **PrintBoss**

GO TO OPTIONS/FORM BANK REQUEST LIST MANAGER

Verify that the **Blank Form Auto Default** alert is checked Active and Auto Pick.



### PRINT INVOICES FROM QUICKBOOKS ONLINE

Qu	ickBooks	Questions b Call 1-80	efore you buy? 0-286-6800								Intuit
- 4	Online Edition	Company	Customers	Vendors	Employees	Banking	Reports	5			
Crea	te Invoice Recent .	1								Customize	How Do I?
20	Balance Due: \$120.00										
	Invoice Status										
-	Payments: No payments mad	le yet. Full amo	unt still due. Recei	ve Payment for t	his Customer.						
- Fall	Customer: Diego Rodriguez	li pr		iej.	1700 a se	Palation	June -	Pollin .	μo –	Palata	Jacob
ST.	Bill To Diego Rodriguez							Invoice Dat 02/26/201		nvoice # 2	TE
el.	321 Channing Palo Alto, CA 94303	~						Terms Net 30		Due Date 03/28/2010	
- 25										Crew #	<u>M</u> E
	New Charges: # Product/Service			Descr	iption			Qty	Rate	Amount Ta	ax
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	-	<u> </u>					Sub	otal of new	ohormooi	120.00	
C.	More Lines X Clear All Lin	nes							- -		E.
(a)	Customer Message			Customer is	<b>T</b> 11		Change Accou		Subtotal:	120.00	
	Thank you for your business great day!	and have a	I	Customer is Taxable Su		\$0.00	-	Tax	8 %: Total:	0.00	
G		¥	I	How does tax	work?						175
8	Memo: Type a summary of this transac	tion to appear on the	customer's next statemen	E S	MPLE	SEIT	PLE	De			<b>FIE</b>
8	Delete Void					Save	Print Send	Preview	Make	Recurring	
	Related Activities and	Information									
© 2010 I	Intuit Inc. All rights reserved.								(	🙀 Feedback   B	log   Support

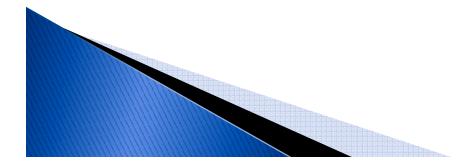
Select Customers menu.

Choose Create Invoice

In the window that opens, choose a customer

Input your own test data

Click **Print** in the toolbar.





### PRINT INVOICES FROM QUICKBOOKS ONLINE CONT.

What if for the loss his his station?	ou must first set print options. <u>What settion market int?</u> clong the Print icon below. It looks something like this:		The New De L
Page Harding Costone: Page Marching Costone: Page Marching Page Marching	50 Comments and Forse: Document and Markups Foreign: Composite Foreign: Composite For	Craig's Design Craig's Design Exandecepting Invoice Date 02/26/2010 DEFANS OUE DATE Net 30 03/28/2010	

#### IN THE PRINT DIALOG, CHOOSE THE FOLLOWING SETTINGS:

PRINTBOSS 50 PRINTER DRIVER

#### ADOBE READER 6 AND GREATER PRINTING OPTIONS:

PAGE SCALING = NONE AUTO-ROTATE AND CENTER = UNCHECKED ADVANCED PRINT AS IMAGE = UNCHECKED

#### CLICK **OK**

