

## Hand Checks

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PrintBoss Hand Checks are checks printed independently of the accounting software. They are used like a checkbook for paying charges such as COD amounts or purchases from a local store. Hand Checks print with the MICR, bank information, and company information, but require the date, payee, and amount to be filled in by hand.

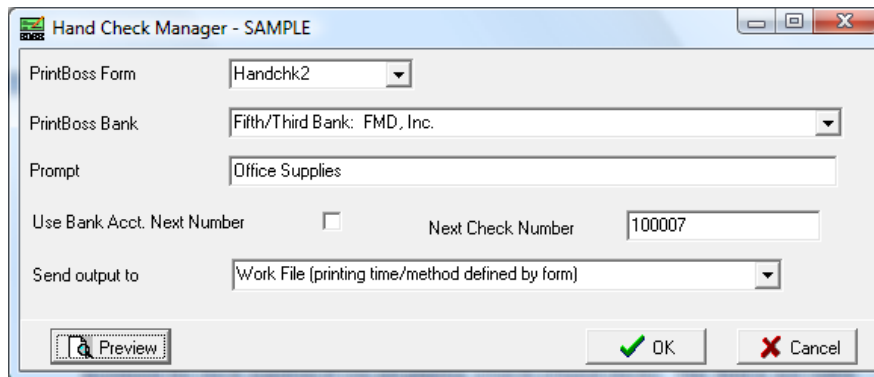
There is no limit to the number of hand check specifications you can create. Each file specifies a bank record, the PrintBoss form, and the method for numbering the checks. The creation, modification, and printing of hand checks are treated as a Utility.

### NOTE:

Printing hand checks from PrintBoss will NOT update the HAS database. For this reason, we suggest you use a different series of check numbers with hand checks.

## CREATING/EDITING HAND CHECK SPECS

1. Open the PrintBoss Master Application.
2. Click on the **Utilities** menu and select **Hand Checks**. A list of hand check specs defined by others may appear in the Hand Check Selection window. Otherwise, the list will be blank.
3. Select a hand check from the list or click the **Create** button and enter a **Name** for the hand check of 8 characters or less.
4. Click **OK**. The new name appears in the **Hand Check Selection** list.
5. Select your hand check and click the **Editor** button.
6. Fill in the following fields.



- a. **PrintBoss Form** – In almost all cases, this should be set to either the **HandChk2** or **HandChk3** form. HandChk2 has lines drawn to indicate where to write the payee name and amount while HandChk3 does not. Payee information, date, and amount can be entered at the print stage on the **Print Individual Checks with Payee** tab.
- b. **PrintBoss Bank** – Select an existing bank record from the drop down menu.
- c. **Prompt** – Enter a description that is helpful to confirm the selection of this particular bank record.

- d. **Use Bank Acct. Next Number** – Check this option to use the *Next Check Number* field from the *Bank Record* in the *PrintBoss Bank List*. This is the recommended method. Remember that PrintBoss will NOT update the accounting software with these check numbers.
- e. **Next Check Number** – Manually enter the next check number for this hand check. PrintBoss will increment the check numbers if you are printing more than one hand check. This field is not visible when *Use Bank Acct. Next Number* is selected.
- f. **Send output to** – Choose from the following:
  - i. **Printer** –Send the hand check(s) directly to the printer. No work or archive file is created.
  - ii. **Work File** –Process the hand check(s) using the form's settings for print time, copies, and archiving.



See Training Notes entitled *Form Files* for more information on form settings.

7. Select **Preview** to view the check layout before printing.
8. Click **OK** on the Hand Check Manager window when you are finished making changes.

#### NOTE:

Typically there should be one Hand Check file created for each bank record that will print hand checks.

## PRINTING HAND CHECKS

1. Open the PrintBoss Master Application.
2. Click on the **Utilities** menu and select **Hand Checks**. A list of hand check specs appear in the **Hand Check Selection** dialog. If the list is blank or the hand check needed is not in the list, return to *Creating/Editing Hand Check Specs* for instructions on how to create a hand check.
3. Select the desired hand check and click **Print**. The specification fields are displayed in the Hand Check Manager dialog, though most of the specs cannot be edited.

4. Confirm the value in the **Next Check Number** field if it is displayed. This field is only available when the *Use Bank Acct. Next Number* is NOT checked under the Edit button.
5. There are two tabs on this window:
  - a. **Print Series for Checkbook** – Enter the **Number** of blank hand checks to print.
  - b. **Print Individual Checks with Payee** – Enter payee information, amount, date, and memo for a single check before printing. These fields are optional.
6. Click **Preview** to view the check before printing. Preview will allow you to select a PrintBoss bank if you did not specify one under the Edit button. Close the preview to print the hand check(s).
7. Click **Print** to begin printing hand checks.