Wellspring Software

Training Notes

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 that can be created. 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 accounting software's 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. Long names may be truncated based on the width of the Hand Check Selection window.
4. Click **OK**. The new name appears in the **Hand Check Selection** list.
5. Select your hand check and click the **Editor** button.
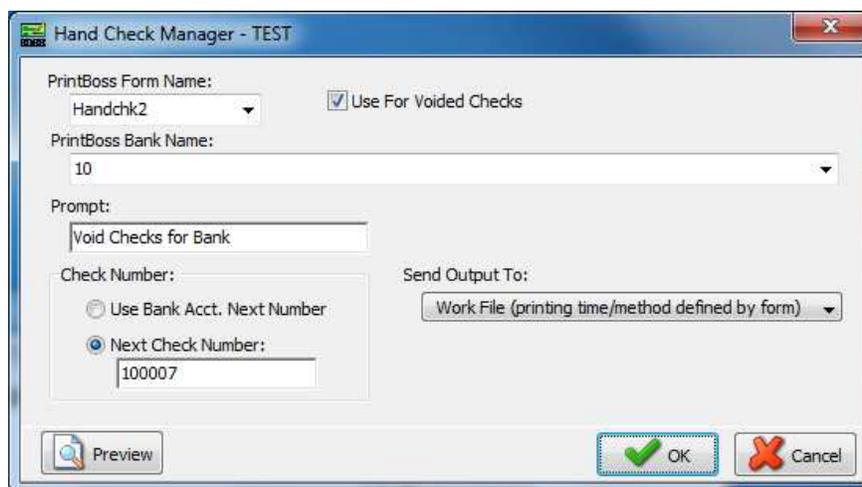
6. Fill in the following fields.
   a. **PrintBoss Form** – In almost all cases, this should be set to either the **HandChk2** or **HandChk3** form. HandChk2 has lines drawn to indicate where to write the payee name and amount while HandChk3 does not. Payee information, date, and amount can be entered at the print stage on the **Print Individual Checks with Payee** tab.
   b. **Use For Voided Checks** – Check this box if you are creating Void checks for your bank for testing.
   c. **PrintBoss Bank Name** – Select an existing bank record from the drop down menu or choose **{Request}** to prompt for a bank when viewing or printing this hand check.
   d. **Prompt** – Enter a description that is helpful to confirm the selection of this particular hand check. Reference to the bank is often helpful.

- e. **Check Number –** Choose from the following:
  - i. **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.
  - ii. **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. QuickBooks users must use this option.
- 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. QuickBooks users must use this option.
  - ii. **Work File** –Process the hand check(s) using the form's settings for print time, copies, and archiving. This is the recommended setting.

📖   See Chapter 9, *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 appears 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* above 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. This can be changed through the Editor.
5. There two tabs on this window. The second tab is suppressed when 'Use For Voided Checks' is selected in the Editor.
    a. **Print Series for Checkbook** – Enter the **Number** of blank hand checks to print. This is typically used to print Void checks for the bank.
    b. **Print Individual Checks with Payee** – Enter payee information, amount, date, memo, and advice notes 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 {Request} was specified for this spec or the bank does not exist. Close preview to print the hand check(s).
7. Click **Print** to begin printing hand checks.

Setting Amount Conditions for Hand Checks

Amount Range conditions can be used with Hand Checks as long as the Test Range is specified. (See Chapter 9, *Form* Files, AmntRange conditional command). For Example:

#[Flagged, {BFlag1}][AmntRange, 0.01, 0, {HChkAmnt}]Line 4.7, 9.5, 8.149, 9.5, B,

#[AmntRange, 0.01, 0, {HChkAmnt}]Text 6.425C, 9.500, 'Arial/8', ÷Two Signatures Required for Amounts Over $10,000÷

The first example prints a second signature line when the 2nd Signature Line check box is selected in the bank record and the check amount is at least $0.01. The second example prints the specified text when the check amount is at least $0.01. In both cases, the test amount is specified as the {HChkAmnt} variable since {DocAmnt} is not used on Hand Check forms.