

PrintBoss is shipped ready to interface with QBO (aka QuickBooks Online). Here are a few guidelines to help with the integration:

Use Internet Explorer

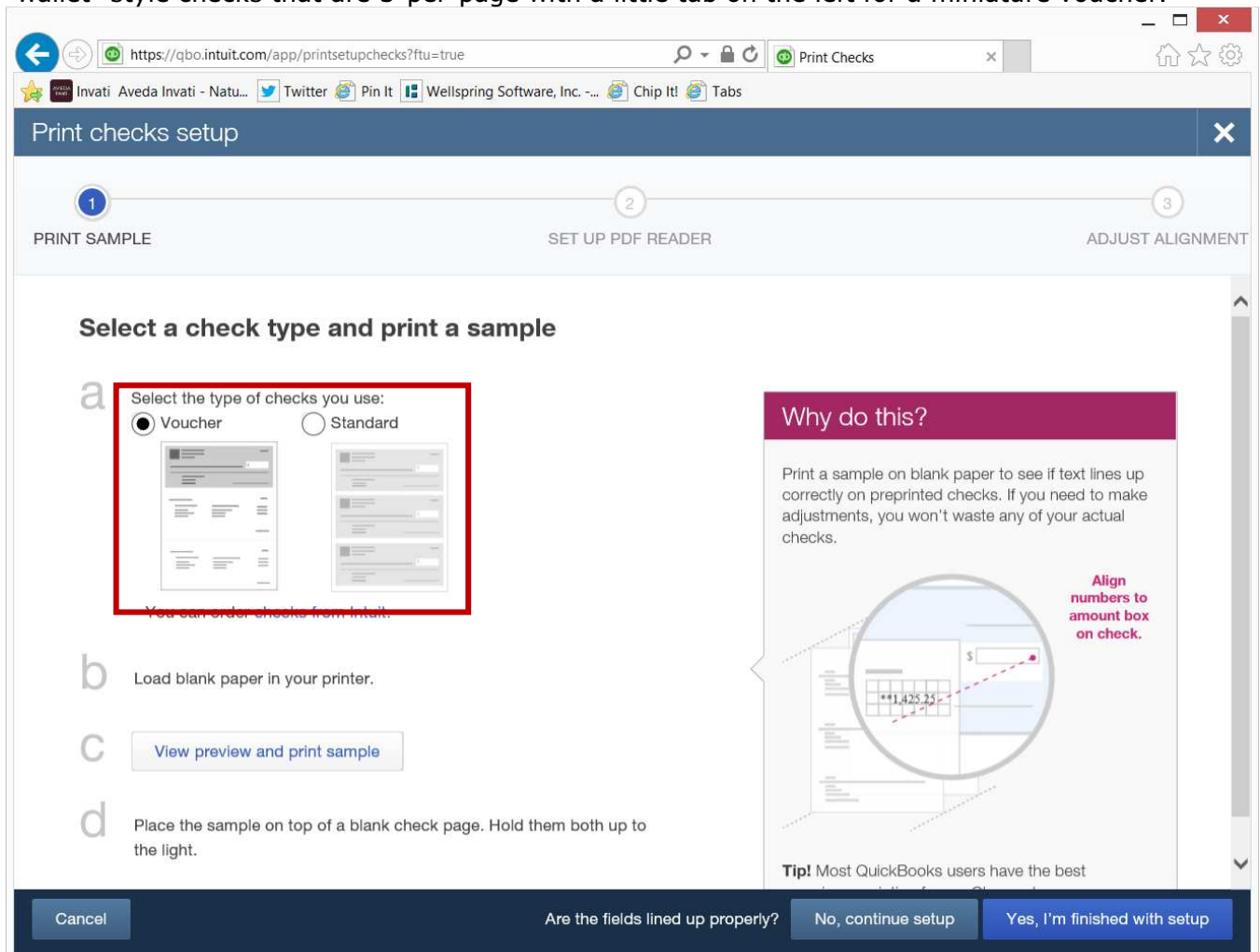
For best results, use Internet Explorer.

Select the proper "style" of check

1. When going into the Print Checks dialog of QBO, select the "Print setup" option found at the very bottom of your screen:

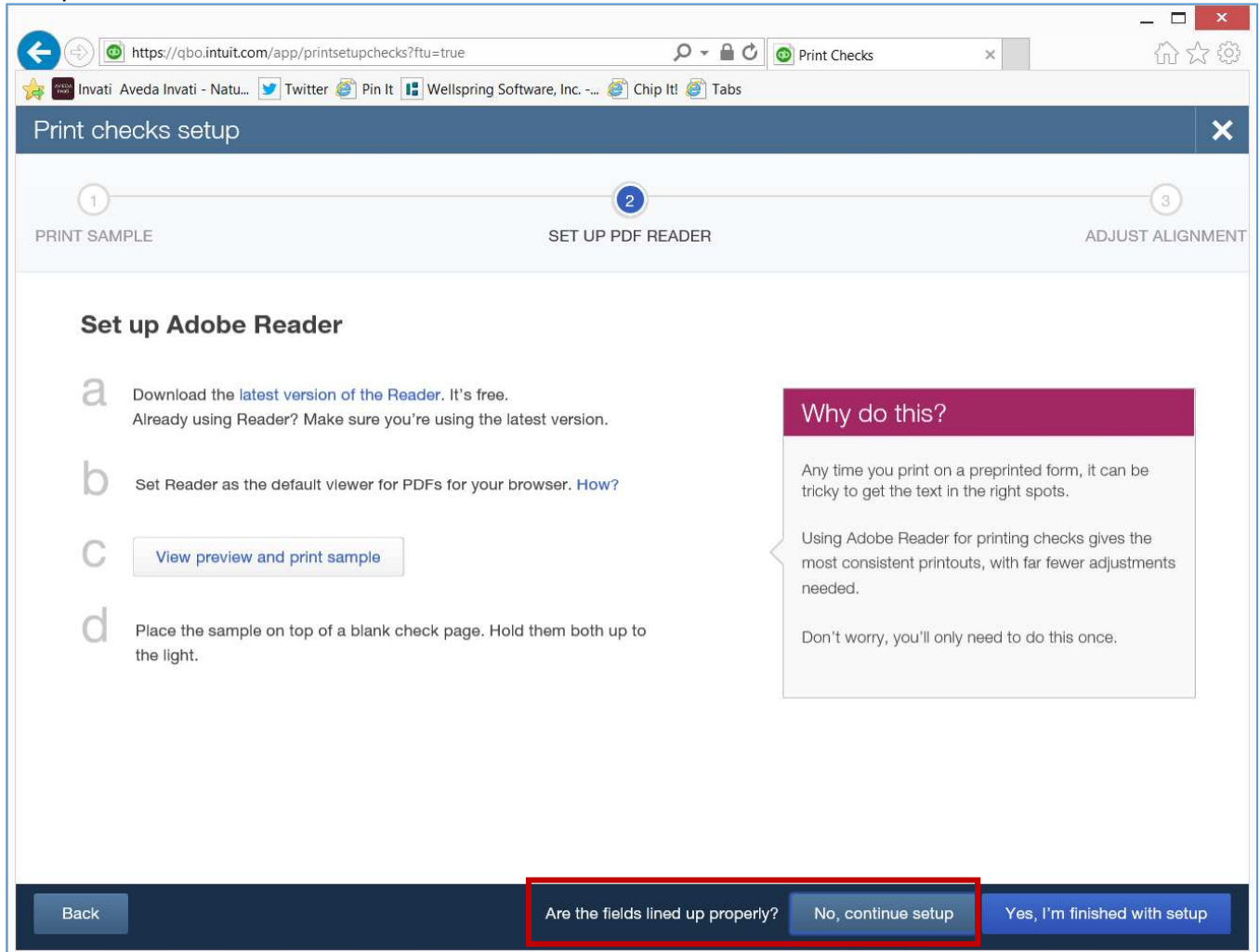


2. Select the proper style of check. Voucher style is for business checks with a stub. Standard is for "wallet" style checks that are 3-per-page with a little tab on the left for a miniature voucher.



Adjust the printer offsets in QBO

1. In QBO, at the point of printing checks, select the option at the bottom of your screen to Continue Setup:



2. On the "Fine-tune alignment" screen, take note of your current horizontal & vertical values used for your pre-printed stock. To use PrintBoss, set both values to zero:

Print checks setup

1 PRINT SAMPLE 2 SET UP PDF READER 3 ADJUST ALIGNMENT

Fine-tune alignment

a Drag the grid inside the large square to the place where it appears on your printout. This lets QuickBooks figure out how to adjust the alignment.

Horizontal Vertical [What do these numbers mean?](#)

Important

Printing with Reader? In the preview, click the **printer** icon and set these options in the Paper Size & Handling section:

- Actual size
- Choose paper source by PDF page size
- Auto portrait/landscape

Printing with your browser? In the Print window, be sure to print using *actual size*.

This means you may need to clear any options or properties that *scale, shrink, or fit to size*.

Back Finish setup

Print checks to the correct printer

1. In QBO, at the point of printing checks, select the option at the bottom of your screen to Preview and print:

Print Checks

Checking Balance \$12,122.56 1 checks selected \$165.34 Add check

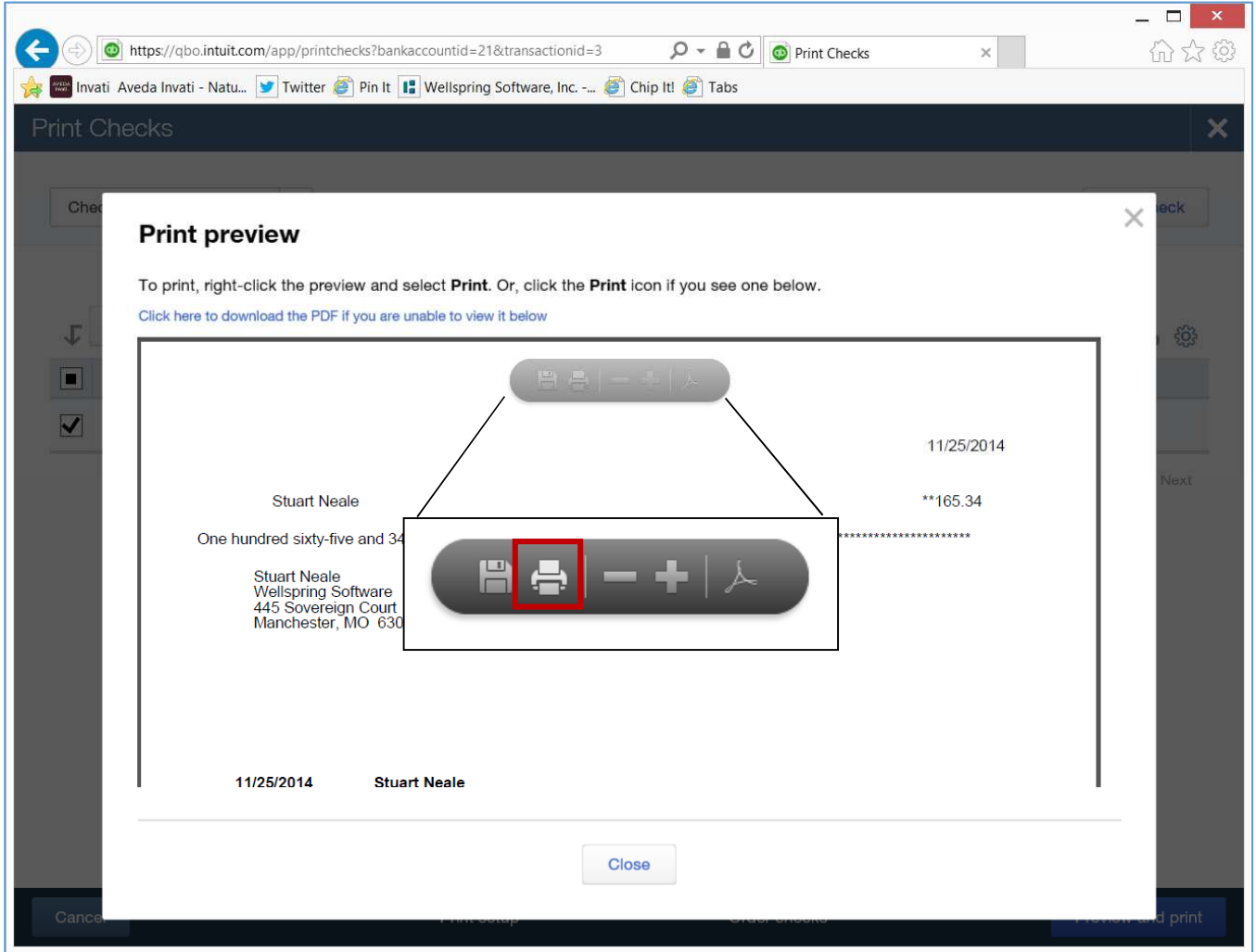
Remove from list Sort by Date / Order created Show all checks Starting check no. 30001

<input type="checkbox"/>	DATE	TYPE	PAYEE	AMOUNT
<input checked="" type="checkbox"/>	11/25/2014	Check	Stuart Neale	\$165.34

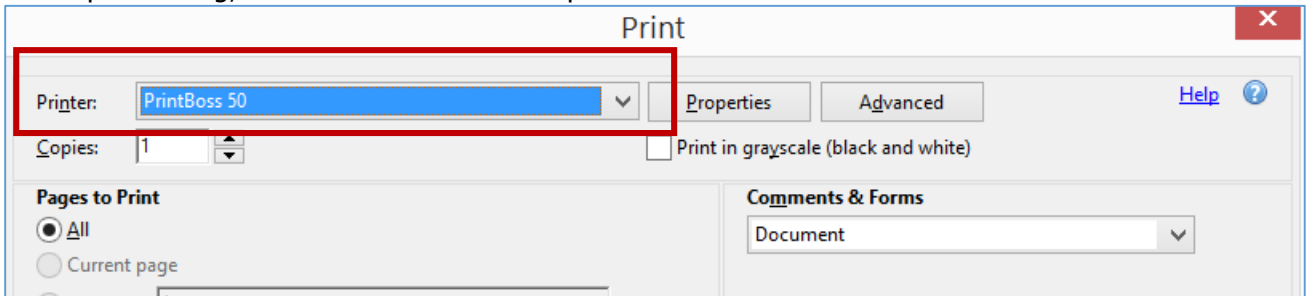
Previous 1-1 Next

Cancel Print setup Order checks **Preview and print**

2. In the print preview dialog, click on the printer icon:



3. In the print dialog, select the "PrintBoss 50" printer



4. In the print dialog, select the page size of "Actual Size". If you do not have this option, select "None".

