

Check Printing Options

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In Agvance, one check number sequence is maintained for each checking G/L account. Some companies may have more than one location printing checks from the same checking account, or several printers may be used for check printing at a single location. In that case, boxes of pre-printed checks are divided up between the printers, and each printer has its own range of check numbers.

Because Agvance can only keep track of one set of check numbers per checking account, it is necessary to go to the printer to verify what the next check number is and manually type it into Agvance. This can be inconvenient, and, if the printer is shared between several Users, there is a risk of two people grabbing the same check number.

Companies in one of the situations above have several options for facilitating their check number management. Summaries of each option are listed below. Contact SSI Support for more details.

PrintBoss

PrintBoss is a solution developed by [Wellspring software](#) that allows check printing onto blank or partially pre-printed check stock. PrintBoss shows as an option in the list of printers and uses templates to determine the final look of printed checks. The check number can be printed on the paper as the check itself is printed, which eliminates any numbering issues.

Benefits

- Allows check printing with a single number sequence across all check printers for your company without changing the Agvance setup
- Can accommodate blank check stock or partially pre-printed checks
 - Bank account number is not exposed until the check prints
 - Switch banks without making the check stock obsolete
- Print a signature right on the checks
- Flexible enough to handle check writing requirements for Canada and other special situations

Drawbacks

- Some auditors are concerned about blank check stock (positive pay may help this).
- Special ink is required to print the checks which entails a dedicated check printer.

Note: This is only required if the micr info is not preprinted.

Sample PrintBoss Checks

[American Check](#) 

[Canadian Check](#) 

Separate G/L Accounts

Separate G/L Accounts could be set up in Agvance to represent each check number range. Each of these G/L Accounts would be set up as a checking account, and Users would pick the account that represents their range of check numbers.

Benefits

- No additional equipment or software is required

Drawbacks

- Most Users would have to select the checking account each time in order to get the right sequence; it would not default
- Screens in Agvance that display the checking account balance would not display an accurate balance
- Checkbook reconciliation would have to be handled in a special way
- Some initial setup may be required to combine the checking account balances and activity on reports
- May have to periodically make Journal Entries using administrative splits to combine balances

More Printers

Some companies have worked around this issue by giving each User who prints checks their own printer. The check number still has to be manually entered time a check is printed, but the next number can be determined without having to get up.

Benefits

- No changes required to Agvance setup
- No additional software is needed

Drawbacks

- Additional printers have to be purchased
- Still have to manually type the check number every time