## How to Print QuickBooks Checks on Blank Stock in One Step

### (For Windows Only)

Never order expensive pre-printed blank checks for QuickBooks. With <u>ezCheckPrinting software</u> and QuickBooks virtual printer, you can save money on check printing easily.

2 ezCheckPrinting QB version can works with QuickBooks online, 2017, 2016, 2015 and previous versions on Windows machines.

2 You can print **checks and stubs** on blank stock in one step.

2 You can print Pre-printed check with MICR encoding to fill in manually later

I You can print checks with logo, signature and extra labels.

2 You can print check draft to collect fund via phone, fax and internet

ezCheckPrinting single user version can support multiple accounts on the same machine with no extra charge. We also have multiple-user network version avaiable for customers who need to print QB checks from multiple machines.

I No monthly fee and annual fee.

Note: For **QuickBooks online** version customers, ADOBE or ADOBE compatible PDF reader is required to print checks correctly. Otherwise, you may get "Index was out of bounds of array" or other error. Learn more here

You can print QuickBooks checks on blank stock in one step! EzCheckPrinting works with QuickBooks online, desktop and network versions.

#### Step 1: Install both ezCheckPrinting and Virtual Printer for QuickBooks.

To print checks from QuickBooks and Quicken (no matter desktop version, network version or online version), you need to install both ezCheckPrinting and Virtual Printer on your local machine

You can try ezCheckPrinting and virtual printer for free with no obligation before purchasing. However, the trial version will print TRIAL images on checks. You can purchase the key code later to remove it. All the data you entered in the trial version will stay there.

1.1 Download ezCheckPrinting application <u>http://www.halfpricesoft.com/check\_printing\_software\_download.asp</u>

1.2 Download ezCheckPrinting virtual Printer for QuickBooks <u>http://www.halfpricesoft.com/business\_check\_software/quickbooks\_check\_writer\_dowload.asp</u>

# Step 2: Run ezCheckPrinting application at least once and print a test check to make sure both ezCheckPrinting and your printer work

2.1 Start ezCheckPrinting

The virtual printer will call ezCheckPrinting CheckPrint() function to print check(s) from QuickBooks and Quicken. So you need to run ezCheckPrinting software at least once before you can print checks from QuickBooks.

You can click the desktop shortcut to start ezCheckPrinting application.



If you have not purchased the key code, you can use the trial version.

| Linter the key                           | you received on purchasing the product.   |
|--|---|
| License Key                              | 00001/00001/00001/00001   |
| If you a<br>key, er<br>click "<br>not se | Register Now<br>already purchase the<br>ther the keycode and<br>Register Now". You will<br>e this screen next time. |

#### 2.2 Set up Account

For testing purpose, you can use the test data without setting up your bank account. If you need to set up bank account or customize your check, **please make sure you checked the option to use blank stock on check set up screen**. You can access this screen by clicking ezCheckPrinting top menu "Settings", then the sub menu "check setup". You can select **"Top"** or **"3-per-page"** for check position field.

| ezCheckPrinting, Account: A Good test, C                      | heck Format: 3-per-Page, Data          |
|---|--|
| File Settings Accounts Print Checks                           | Report Order Checks Impor              |
| Check Setup   | 3 4                                    |
| Layout Setup  |  |
| Stub Setup  |  |
| 100 Somewhe   | any PIDS                               |
| Nowhere, CA   |  |
| (111)111-111  | 1                                      |
| Check Setup   |  |
| Check Setun (A  | Good test)                             |
| ✓ Use Blank Check Stock (Uncheck it to use pre-print check sl | Please make sure you                   |
| Bank Information  | checked this option to use             |
| Bank Name: My Bank  | blank stock                            |
| Information: 123 Bank Road                                    | MICR Font Equivalent                   |
|   | A=1; B=1 <sup>1</sup> C= 11 D= 11      |
|   | Preview                                |
|   | **000001125** \$123450789\$0123450789* |
| Routing Number: 123456789                                     | Images<br>Signature Image Path:        |
| Bank Account: 0123456789#                                     | signature.jpg 🛛 … 🥥                    |
| Check Information   | Logo Image Path:                       |
| Current Check No: 1125  | HPS.jpg                                |
|   | Company Information                    |
| Offset Left 0.00 - Offset Right 0.00 -                        | Sample Company                         |
| Offset Up 0.00 + Offset Down 0.00 +                           | 100 Somewhere Rd.                      |
| Check Position 3-per-Page   Print Check Alignment             | Nowhere, CA 90000                      |
| Top<br>Middle   | (111) 111-1111                         |
| 3-per-Page Update   | 2 Help                                 |
| For QuickBooks (Quicken at                                    | ock printing on blank                  |
| stock you can choose Ton                                      | ar 3-per-page option                   |
| ***DO NOT choose middle                                       | or bottom ontion ***                   |
| Do Not choose inidule   | or bottom option.                      |

#### 2.3 Add and print one test check

You can find more details here.

#### **P** How to set up check account and print first check

http://www.halfpricesoft.com/articles/sb-check-printing-software-add-logo.asp

#### **P** How to add new bank account

http://www.halfpricesoft.com/business-blog/post/2011/11/28/How-to-add-new-checkaccount.aspx

#### Step 3: Print checks from QuickBooks on blank stock in one step.

3.1 Start QuickBooks and print checks as usual. On print check option screen, select
 EzCheckPrinting QuickBooks Virtual Printer as the current printer

Note: **If you are using QuickBooks online version, please open QuickBooks with IE or Edge browsers. The latest Chrome cannot support ADOBE PDF reader.** If you are using Windows 10 now, please click here to view how to use IE on Windows 10 from Microsoft site.

You MUST select **voucher check** or **1 per page** format in this step. If you need to print checks in different formats such as 3-per-page, you can specify the check format inside ezCheckPrinting in **step 2.2**. (Learn more <u>about how to print checks on 3-per-page sheets</u>)

- For desktop version

|                                  |                                     | Print  | Checks                         |                      |        | ×    |
|----------------------------------|-------------------------------------|--|--------------------------------|----------------------|--------|------|
| ou have 1 check to               | print for \$100                     | ).00   |                                | und instants         |        | 122  |
| <u>S</u> ettings                 | Eonts                               | Partial Page   | select vin                     | ual printer          | 3      |      |
| Printer name:                    | ezCheckPrinti                       | ng Quickbooks Driv   | er on O                        | Ontions              | Prin   | ıt   |
|                                  |                                     |  |                                | optonom              | Cano   | :el  |
| Printer type:                    | Page-oriented                       | l (Single sheets)  | ¥                              |                      | Hel    | p    |
| Note: To install a<br>assignment | dditional printe<br>ts, use the Win | rs or to change por<br>dows Control Pane   | t<br>I.                        |                      | Log    | o    |
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#### - For online version

| QuickB     | ooks O                             | nline Pl                | us                                  |                    |                  |       |
|------------|------------------------------------|-------------------------|-------------------------------------|--------------------|------------------|-------|
| Home       | Com                                | pany                    | Custon                              | ners               | Vend             | ors   |
| Write Cheo | :k Cre                             | dit Card Exp            | ense                                | Cash Ex            | pense            | Dej   |
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|            | ▼ 11/2<br>▼ 11/2                   | 5/2013<br>5/2013 S      | elect 1                             | 2<br>3<br>per page | option           |       |
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If you are using trial version, you will see the key input pop up window. Once you enter the key code, you will not see it again.

You should copy and paste the key code including "-" for ezCheckPrinting virtual printer here. (Note: the key codes for ezCheckPrinting and virtual printer are different. When you purchase ezCheckPrinting QuickBooks version, you will see two key codes in the key message. Please use the right one)



**3.3** You can switch account and printer in this step

|   | and milers                            |                    |
|---|---------------------------------------|--------------------|
| lease select check a                          | ccount for QB check in                | nport              |
| PNC Bank.mdb                                  |                                       | •                  |
| first check number:                           |                                       |                    |
|   |                                       |                    |
|   | Leave it blank to                     | use default number |
| lease select your prin                        | Leave it blank to                     | use default number |
| lease select your prin<br>Brother MFC-8690DW  | Leave it blank to<br>ter<br>/ Printer | use default number |
| Please select your prin<br>Brother MFC-8690DW | ter<br>/ Printer                      | use default number |

If you cannot see the pop up screen in step 3.2 or 3.3, you can check your status bar. Usually you can click the ezCheckPrinting virtual printer icon on status bar to make it visible.



**3.4** Print preview check. If you like the result, click the printer icon to print QuickBooks checks on blank stock.



#### Still have questions?

1. If you are using QuickBooks online verison, please make sure you are using ADOBE or ADOBE compatible PDF driver as the default PDF printer for your browser. Otherwise, you may get "Index out of bounds of array" error when you print the checks. You can <u>learn more here</u>

2. If you need to print checks today, you can also follow this 2-step guide to write checks first.

#### How to print checks on blank stock - 2-step Guide



3. If you have still have questions, you can also check the **FAQs** page or contact us at <u>services@halfpr</u> as soon as possible.

You will never waste your pre-printed checks when you change your bank or move to a new location. Printing checks with ezCheckPrinting software is easier, cheaper, safer and faster with free test drive.

ezCheckPrinting allows customers to design and print professional checks with MICR encoding and logo on blank stock. Virtual Printer is the optional add-on for QuickBooks and Quicken customers. It allows QuickBooks and Quicken users to print checks on blank stock in one step.

If you have not installed this software, you can download and try it free with no obligation and no credit card needed.

This check printing software is compatible with Windows 10, 8, 7, XP, Me, 2003, 2000, Vista system. It compatible with QuickBooks/Quicken Online & Desktop Version 2016, 2015, 2014, 2013, 2012 and other versions.

-Buy Now

Download Now

#### **Related Links:**

- Quick Start Guide: How to print QuickBooks Checks
- How to set up check account and customize your check with logo
- I How to change the check number
- How to Print QuickBooks Compatible MICR Blank Checks
- How to Add Extra Information to Checks and Stubs
- How to Print Checks in Different Formats
- Tips on Printing Checks for QuickBooks