

Question: How Do I Unlock Checks for Printing?

1. Go To Administration | Setup | Banking | House Bank Accounts Screen

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2. Scroll to the right and you will see a Locked Checks Printing Column

🗁 House Bank Accounts - Setup														
	#	Bank Code	Country	Branch	Account No.	Control Key	Next Check No.	G/L Account	G/L Interim Account	Street	Block	City	Lock Checks Printing	
1	1	BNY	US	Main	145-4267-6703		2	➡ 11220000-01-001-01				New York	🗾 🚽 🗹	
Ĩ	2	BOA	US	Main	100-3443-7867			➡ 11200000-01-001-01				New York		▼
Ĵ	3	CITI	US	Main	300-4562-7690			➡ 11210000-01-001-01				New York		
	4	HSBC	US	Main	200-4554-6756			➡ 11230000-01-001-01				New Tork		
	5	8												
Ĩ									Uncheck the 'Locked Checks					
Ĵ									Printing' box ar	Printing' box and update.				
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Uncheck the Lock Checks Printing box. You will now be able to print checks.



