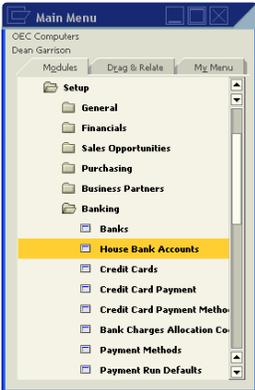
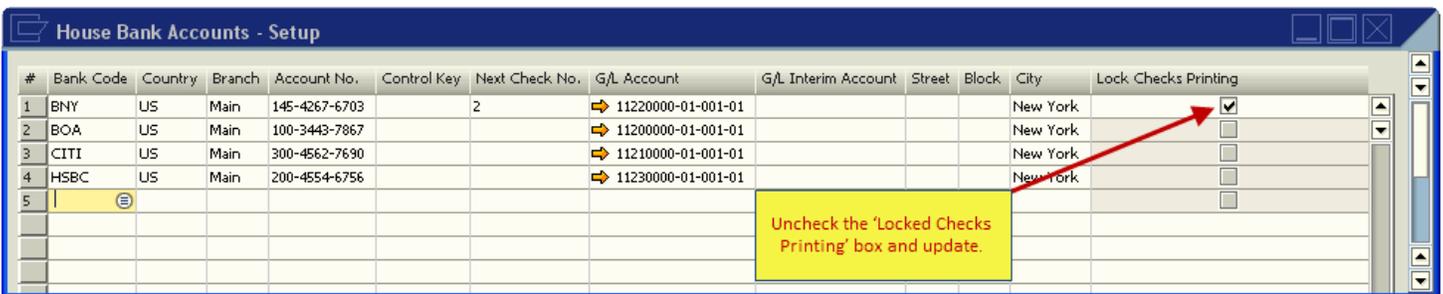


Question: How Do I Unlock Checks for Printing?

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



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



| # | 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 | BNY | US | Main | 145-4267-6703 | | 2 | 11220000-01-001-01 | | | | New York | <input checked="" type="checkbox"/> |
| 2 | BOA | US | Main | 100-3443-7867 | | | 11200000-01-001-01 | | | | New York | <input type="checkbox"/> |
| 3 | CITI | US | Main | 300-4562-7690 | | | 11210000-01-001-01 | | | | New York | <input type="checkbox"/> |
| 4 | HSBC | US | Main | 200-4554-6756 | | | 11230000-01-001-01 | | | | New York | <input type="checkbox"/> |
| 5 | | | | | | | | | | | | <input type="checkbox"/> |

Uncheck the Lock Checks Printing box. You will now be able to print checks.