

POs: Fast Flow!



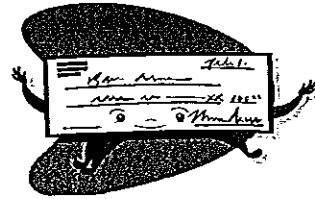
Steps for Printer PO's:

- Select **PO's Menu**.
 - Choose **"New PO"**.
 - Enter **"P"** for **Print** as the PO number (if necessary), enter PO information.
 - Press the **"Save"** button to save each PO.
 - Select **PO's Menu**.
 - Choose **"Print PO's"**.
 - Verify first PO # to Print (if incorrect, enter the correct PO # and tab).
 - Verify selected POs to be printed.
 - Press **"Preview PO"**.
 - PO will display as a preview, click on the **Printer Icon** when ready to print.
 - Press **"Post PO"** if all printed correctly.
 - This completes posting and printing POs.
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Steps for Manual PO:

- Select **PO's Menu**.
- Choose **"New PO"**.
- Enter the **PO date** and the **PO number** (if necessary), enter PO information.
- Press the **"Save"** button to save each PO.
- Select **PO's Menu**.
- Choose **"Post PO's"**.
- Verify selected POs to be posted.
- Press **"Post"**.
- This completes posting of the PO.

Checks: Fast Flow!



Steps for Printer Checks:

- Select **Checks Menu**.
- Choose **“New Check”**.
- Enter **“P”** for **Print** as the check number (if necessary), enter check information.
- Press the **“Save”** button to save each check.
- Select **Checks Menu**.
- Choose **“Print Checks”**.
- Verify **First Check # to Print** (if incorrect, enter the correct check # and tab).
- Verify selected checks to be printed.
- Load check forms into printer.
- Press **“Preview Checks”**.
- Checks will display as a preview, click on the **Printer Icon** when ready to print.
- Press **“Post Checks”** if all checks printed correctly.
- This completes posting and printing checks.

Steps for Manual Checks:

- Select **Checks Menu**.
- Choose **“New Check”**.
- Enter the **check date** and the **check number** (if necessary), enter check information.
- Press the **“Save”** button to save each check.
- Select **Checks Menu**.
- Choose **“Post Checks”**.
- Verify selected checks to be posted.
- Press **“Post”**.
- This completes posting of the checks.

Receipts: Fast Flow!



Steps for Printer Receipts:

- Select **Receipts Menu**.
 - Choose **“New Receipt”**.
 - Enter **“P”** for **Print** as the receipt number (if necessary), enter receipt information.
 - Press the **“Save”** button to save each receipt.
 - Select **Receipts Menu**.
 - Choose **“Print Receipts”**.
 - Verify **First Receipt # to Print** (if incorrect, enter the correct receipt # and tab).
 - Verify selected Receipts to be printed.
 - Load receipt forms into printer.
 - Press **“Preview Receipts”**.
 - Receipts will display as a preview, click on the **Printer Icon** when ready to print.
 - Press **“Post Receipts”** if all receipts printed correctly.
 - This completes posting and printing Receipts.
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Steps for Manual Receipts:

- Select **Receipts Menu**.
 - Choose **“New Receipt”**.
 - Enter the **receipt date** and the **receipt number** (if necessary), enter receipt information.
 - Press the **“Save”** button to save each receipt.
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Steps to Post All Receipts/Deposits:

- Select **Receipts Menu**.
- Choose **“Post Deposits”**
- Select the receipts you want to post in the deposit.
- Verify/Edit the Deposit ID number.
- Press **“Post Deposit”**.
- Deposit Analysis Report will display as a preview, click the **Printer Icon** to print.
Always Print!
- This completes posting the deposit.