Checks and Forms 101

AccountEdge Basic

AccountEdge Pro

AccountEdge Network Edition

AccountEdge Pro for Windows

priority

Your forms reflect who you are

The forms you produce are your company's image in the eyes of your customers and vendors. Think about the vendors you work with and how they bill you, or how your customers pay your bills. When you hold a stack of bills in your hand, what impression do they give you of your vendors? When you receive a check from your customers, what impression is made of them? In many cases, how you look on paper is how your business associates perceive you.

AccountEdge Checks and Forms products are 100% guaranteed compatible with all AccountEdge software. This brochure will help you integrate your forms into your business so you can improve your image and get paid faster.

This document will help you understand:

- How forms play a part in your business
- How to choose the correct forms for your business
- How to order forms
- How to customize your checks and forms
- How to file and store your printed forms

How forms play a part in your business

With AccountEdge you will invoice your customers for your products or services. You will also pay your vendors for products and services received. Using the power of the database underneath AccountEdge, you can automate these important processes to help you:

- Reduce errors
- Save time
- Make repetitive processes more efficient
- Create a paper trail for all transactions

By entering all your customer and vendor information in the Card List, your checks and invoices will be produced based on the information already in your software. No more writing checks by hand and no more hard-to-read invoices. With AccountEdge customized and computer-generated forms there is less chance for mistakes, misunderstandings or disputes. By maintaining these records, you can also print and mail statements to your customers, providing them with an up-to-date report of how much they owe you.

You've taken the first step toward time- saving automation by purchasing AccountEdge software. You'll save time by being able to print all your checks or invoices simultaneously. Printing 10 invoices or checks is certainly much faster than writing them by hand. This gives you an increased level of control over your cash flow and billing. If this saves you an hour a week, it will equal over a week a year. Remember, time is money.

Finally, the paper trail created (in addition to the complete set of reports available) by your check stubs and copies of invoices will help you and your accountant track all your income and expenses. All the forms generated in AccountEdge represent transactions recorded into your accounting system. All those transactions, and the debits and credits behind them, are available via AccountEdge

software's reporting system and inquiry screens. Having a proper paper trail of these transactions (and data file backups) is an investment worth making.

How to choose the right forms for your business

AccountEdge software allows for a wide range of choices in compatible checks and forms. This brochure includes all the forms available to help you select the forms that are right for you. You can also visit our forms website at accountedge.com/forms.

Your Printer

The first step is to determine what type of printer you will be using. You will most likely be using one of the following types:

- An inkjet printer (uses ink cartridges)
- A laser printer (uses toner cartridges)

If you have an inkjet or laser printer, you will typically select 1-part forms or 1-up checks. These forms have one part, are not attached together and contain one check or invoice per page.   You can get some collated 2 part forms for these printers. With these forms, you would need to change your computer's print settings to print 3 of each form.

If you have a dot matrix (impact) printer, you will need continuous forms. These are the forms that have the detachable parts, holes on the sides and come in 2-3-4 and 5 part forms. Impact printers are not as popular as they used to be, primarily because of the network ability and quality of laser and inkjet printers.

You cannot use continuous forms in an inkjet or laser printer. You can use inkjet or laser forms on an impact printer, but that can be a frustrating experience. Keep in mind, AccountEdge software is a database, you can always choose to reprint any document, form or report. Having multiple physical copies of forms is not a necessity, especially if you keep a good set of printed reports and backups of your AccountEdge company file.

Your products and services

Depending on the type of products and services you offer, we have different forms available for you. You can choose from item based forms, service based forms or multipurpose forms for your invoices.

For checks, you can choose to have check stubs or not, and select a different color check for each bank account.

Finally, you can create your own custom look. AccountEdge Checks and Forms can help you design a custom look for your forms that includes:

- Different sizes
- A variety of colors
- Backside printing
- Choice of paper colors/weights
- Special fonts and typestyles

- Marginal words
- Custom logos
- Hole punches, perforations and much more!

Custom forms do an excellent job of showing off your company image. Your customers, vendors and prospects will remember your forms and immediately see your organization as one that is built on quality. Never miss an opportunity to convey a positive impression of your business.

Use the AccountEdge Checks and Forms featured in this brochure to select the right forms for you. Keep in mind that you have plenty of choices based on your type of printer, type of services or product offered and the look and feel of your output. For as long as you are in business, you will likely be purchasing checks and invoices to print. This is an important opportunity to create a professional, consistent image for your business - forever.

How to order the right AccountEdge checks, forms and tax forms

Ordering AccountEdge Forms and Tax Forms is easy:
- Click the Order button, located at bottom left side of the Spend Money or Pay Bills window, in AccountEdge.
- The toll free number for AccountEdge Checks and Forms is 800-878-0370.
- You can fax your order to 800-261-1499.
- You can visit our online store at accountedgechecks.com

NOTE: **When ordering genuine AccountEdge - compatible forms** Be sure to mention key code NEWCUST and save 25%, get free standard ground shipping within the Continental US on your first order of checks or envelopes.

To determine what quantity of forms you need in the first year, follow this simple formula:

- How many of each form do you issue in a month?
- Add 50% to that number
- Multiply by 12 and round up to the nearest 500
- That is the number of forms you should order.

For example, if you write 50 checks a month: 50 + 50% = 75 x 12 months = 900 checks

Round that up to 1,000 – that's how many checks you should order. Repeat the process for each type of form you plan to order.

When do you reorder your forms? That's easy, when you are 80% through your current inventory. But, prior to reordering, take 5 minutes to review your current forms.

Ask yourself:
- Have you had any problems with them?
- Are you ready to add color, text, logos, graphic or other custom elements?
- Do your forms match your letterhead, business cards and other collateral materials?
- Have you taken advantage of the customization options within your AccountEdge software?

How to Customize Checks and Forms

All forms in AccountEdge software are customizable. For checks, go to the Banking Command Center and select Print Checks and select Advanced Filters. For invoices, go to the Sales Command Center and select Print Invoices and select Advanced Filters.

Click the Customize button at the bottom of the window and this is where you will customize your forms. To begin, you start by customizing the existing Plain Paper form or the Pre-Printed form. These fields are integrated with the program so the appropriate information will be filled in the fields when placed on the check.

You can also add, move & delete existing fields, create your own text boxes, add your own logo and insert vertical & horizontal lines.

Once customized to your liking, click Save Form As, and name your new form template. The next time you open the Print Checks or Print Invoices window, your new template will appear in the Selected Form drop down menu along with the default Plain Paper form and Pre-Printed forms.

Customer Statements are customized in the same way as explained above for checks and forms.

Refer to your AccountEdge documentation for detailed help in customizing your specific forms. You can also work with an independent AccountEdge Certified Consultant in your community. AccountEdge Certified Consultants are experts in helping you get the most out of your AccountEdge product. A list of these local professionals is online at http://www.accountedge.com/locator/.

How to properly file and manage your printed forms

What do you do with all these forms after the fact? Since you have a computerized system, the need for copies of each document is minimized.

If you choose multiple part forms, you'll obviously keep one copy in your records.

For customer invoices, you can:
- File copies of invoices by customer – one folder for each client *or*
- File copies of invoices by date – one folder for each week or month *or*
- File copies of invoices by form number – one folder for each hundred or so forms

For check stubs, you can:
- File check stubs along with your paid bills, by vendor or form number *or*
- Keep check stubs by month

Whatever system you choose to use, keep in mind there are internal control issues, security issues, and tax implications that will make easy access to these records necessary. Each year, you'll want to move all these records to storage and keep them for up to seven years. Check with your accountant and get their advice on what you should keep and for how long.

Also, be careful where you store your inventory of unused forms, especially your checks. Do not give anyone the opportunity to access these forms. Be sure to store them in a flat, dry space for better results. When you add more forms to your printer, be sure to 'fan' them out to let the paper breathe.

Your forms represent you and your business. Having customized, professional, compatible, 100% guaranteed forms is an investment in your future success, not an expense. Taking advantage of the

capabilities of AccountEdge software can help you create just the look you want to convey. Tying that look into the rest of your collateral materials and your website is easy to do and very flexible.

With AccountEdge Checks and Forms you can be confident
that you made the right choice, 100% guaranteed

Ten reasons to choose AccountEdge Checks and Forms

1 **100% compatible with AccountEdge products**

AccountEdge Checks and Forms are 100% guaranteed to work with AccountEdge software.

2 **FREE standard logo**

Add a little pizzazz to your forms and checks. Get a free standard logo printed in black on your checks and forms when you order from AccountEdge Checks and Forms.

3 **100% Guaranteed acceptance**

AccountEdge checks exceed the acceptance standards established by the American Banking Association. Your checks are 100% guaranteed to be accepted by every bank, savings and loan, credit union, and any other financial institutions.

4 **Guaranteed satisfaction**

If you are not completely satisfied with your order for any reason, just return the unused items and we will refund your money or replace the products free of charge.

5 **Free samples**

Not sure? Request a free sample of the line of forms for your AccountEdge product before you buy your forms.

6 **Great service**

Toll-free ordering. Just call toll-free 800-878-0370. Be sure you mention the key code NEWCUST to receive 25% discount plus free shipping on your first order. You can also order online at accountedge.com/forms.

7 **Professionally designed**

AccountEdge forms and checks have been designed by our forms professionals to project a solid business image to your customers and clients.

8 **Custom forms**

Create your own custom look. Do you have an idea or know exactly what you want in a custom form or check? Tell us and we'll design the form around your requirements.

9 **Speedy delivery**

Your order will ship in 2-3 business days.

10 **Security**

Security features exceed banking industry requirements, including Check 21.

ACCLIVITY

Order your Checks and Forms: Call 800-878-0370 or go to www.accountedgechecks.com