

VersaCheck X1

Accounting & Checks Quick Start Guide

STEP 1 How to INSTALL

1. Disable any virus protection software and firewalls on your computer; restart your computer if prompted.
2. We recommend that you update your operating system files before installing VersaCheck®. Click **Start**, click **Control Panel**, and then click **Security**. Click **Check for updates**. Download all files recommended by Microsoft® and restart your computer.
3. **Windows 7 & Vista Users:** Insert the CD into your DVD/CD-Rom drive. Click 'Open folder to view files,' right-click 'autorun,' select 'Run as administrator.'

Windows XP/2000 Users: If installation does not begin automatically, double click on the file autorun.exe on the DVD/CD-ROM.

4. After installation, click the "VersaCheck®" icon on your desktop to launch your program.



5. After installing VersaCheck®, please repeat installation procedure to install your copy of Infinity Business Cards & ProLabels from the VersaCheck® Productivity Solutions CD.

FOR NETWORK CONNECTIVITY

Install VersaCheck AND Active Check SERVER on your server.
Install VersaCheck AND Active Check CLIENT on each client.

Active Check Server Setup

Please make sure you are entering your standard network logon (including the domain name) in the following format:
Username: Domain name\User name (e.g. WORKGROUP\Admin)

Peer-to-peer network environment

Please make sure you are entering your windows logon including the machine name in the following format:

Username: Machine name\User name (e.g. MyComputer\Owner)
Password: Your password.

To print **Secure Bank Compliant Checks** you will need:

- A Validated Bank Account(s)
- Validated Security Check Paper & magnetic (MICR) black ink

VersaCheck® includes what you need to fulfill banking regulations while keeping your bank account safe.

Please follow the instructions in **STEP 2 & STEP 3** to begin.

STEP 2 Account & Check SETUP

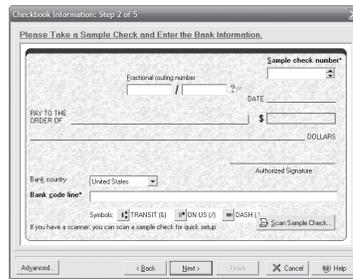
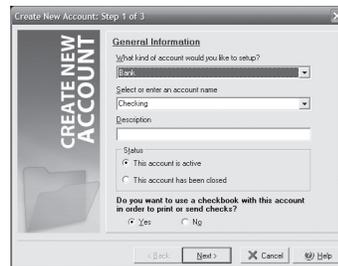
1. Open VersaCheck® using the desktop icon. 
Have an existing pre-printed blank check from your bank with your bank information and MICR line, which can be found at the bottom of the check.

MICR line  

2. Set up a financial account and checkbook. You must first set up an account in VersaCheck® before you can write and print checks.

Financial Account Setup:

For first time users, follow the 3-step new account wizard. Complete all entries and click on "Finish." The Checkbook Information wizard will automatically open.



Checkbook Setup:

Follow the 6-step Checkbook Information wizard. This will allow you to name the account, enter MICR line and enter bank information. Click on the **Help** button for detailed instructions.

Note: Each account only needs to be set up once.

3. Financial Account Validation:

Before you print your first check your bank account access authority will be validated. This process is interactive and results in a \$0.01 micro-transaction on your bank account which you can track online.

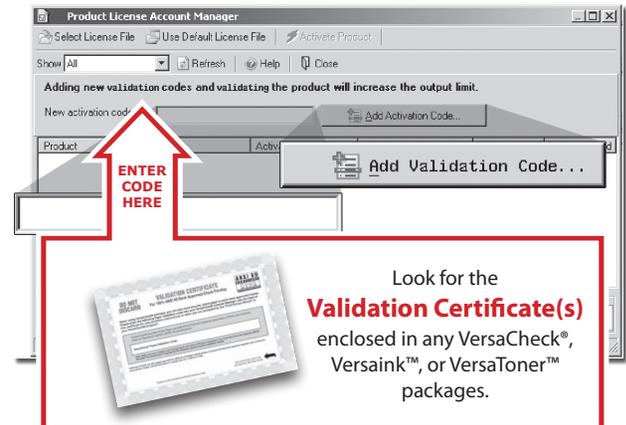
Once you have reported back the associated transaction number you have demonstrated account authority and validation is completed.



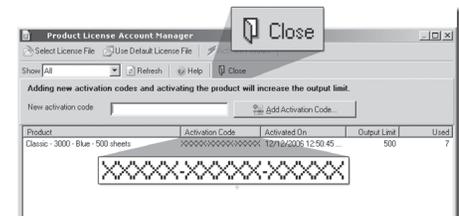
AT NO STAGE WILL USERS BE REQUIRED TO ENTER SENSITIVE PERSONAL INFORMATION

STEP 3 Bank COMPLIANCE

1. From the VersaCheck® menu on the top, left corner of the screen, click **Tools/Manage Product Licenses** and then click **Product License Manager**. That will open the VersaCheck® License Account Manager window.
2. Enter a Validation Code, click **Add Validation Code** and follow the wizard. Repeat this step to add additional Validation Codes. Click **Close** when finished.

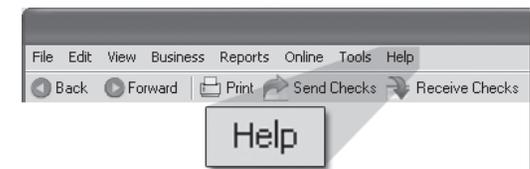


3. Your VersaCheck® blank check paper, VersaInk™ or VersaToner™ is now validated with VersaCheck®. Click **Close**.



User's MANUAL

The complete VersaCheck® User's Manual is in electronic format and can be found by clicking **Help** on the main menu bar.



You can also obtain instructions for a specific feature by pressing the F1 key.

ESTIMATES, INVOICES & CUSTOMER PAYMENTS

CREATE ESTIMATES:

On the Business menu, click **New Estimate**. Click the **New** button. Fill out the **General** and **Items** tabs. Click **Save, Print** or **Email**.

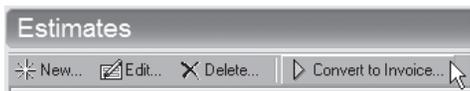


CREATE INVOICES:

On the **Business** menu, click **New Invoice**. Fill out the **General** and **Items** tabs. Click **Save, Print** or **Email**.

TO CONVERT AN ESTIMATE INTO AN INVOICE:

On the **Business** menu, click **Estimate List**. Right click **Estimate** and choose **Convert to Invoice**.



RECORD A CUSTOMER PAYMENT:

On the **Business** menu, click **Apply Customer Payment**. Choose your customer - **Outstanding Invoices** are automatically displayed. Fill out and click **OK**.

Customer: Computer Superstore
 Payment date: 11/24/2008
 Amount: 5.25
 Check/card number: 3254
 Deposit to: Business Checking Account #1
 Memo: Full Payment

Outstanding Invoices					
Pay Date	Type	Number	Amount	Due Date	Amount Due
11/24/2008	Invoice	2	5.25	11/24/2008	5.25

PURCHASE ORDERS & VENDOR BILLS

CREATE PURCHASE ORDERS:

On the **Business** menu, click **New Purchase Order**. Fill out the **General** and **Items** tabs. Click **Save, Print** or **Email**.

RECORD A VENDOR PAYMENT:

On the **Business** menu, click **Vendor's Bills**. Click the **New** button. Fill out and Click **Save**.



TO ASSOCIATE A PURCHASE ORDER WITH A BILL:

On the **Business** menu, click **Vendor's Bills**. Click the **New** button.



Click the **Select P.O.** button. Select your PO and click **OK**. Fill out and click **Save**.



How to PRINT from VersaCheck®

Click on the **Write Checks** button. Select your checking account from the drop-down menu in the upper left-hand corner. Simply fill out the fields of the check, then click **Record**. Click **+New Check** for each additional check. Your check will be placed in the register. To print checks, click on **Print** from the **File** menu.



Write Checks

Personal Checking Account | Account | + New Check | X Delete Check

Personal Checking Account | Account | West Bank | Number | Print

578 Ave Sta | San Diego, CA 92101 | 619-230-4666 | Date

619-555-1812

PAY TO THE ORDER OF: Union Bank of California | Amount: 955.40

NINE-HUND: Roco's Pet Groomers \$27.65 | DOLLARS

Memo: Café Frano \$15.50

Reference: ALDON Shoes \$503.72

Category: Jay's Electronics \$265.13

Bill: Fresh Grocer \$176.48

To Print or To S: Tarzana Music \$75.25 | Split... | Record | Cancel

Bellvue Flowers \$108.30

How to create CHECK DRAFTS

Accept checks instantly by phone, fax or email using the 'Draft' feature. Click on the **Address Book** button and click on **New**. This will launch the Payee/Payor Setup window. Complete all entries on the **General** and **Financial** tabs and click **OK**. To create and print the check draft, click on **Business** from the main tool bar and select **Collect Checks/Drafts**. Select the payor from the drop-down Payor list, enter the check amount and click on **Record**. To print drafts, simply print from the **File, Print Checks** menu and use the **Check Drafts** tab.



To set up the 'Draft' feature you will need:

- An Approved Merchant Partner (AMP) plan from gValidate.com
- Payor accounts validated by gValidate.com

(Feature available in Gold, Platinum, Enterprise and Pro versions)

How to EMAIL CHECKS

Send, Receive, and Process checks via EMAIL.

Click on the **Receive E-mail Checks** icon



To **RECEIVE** email checks - click the **Request Checks** button to request a check from a payor. Once the payor has sent the check, click the **Get Checks** button to display & print their check.

To **SEND** email checks - click on the **Write Checks** button. Fill out the check and choose the **To be e-mailed** button, then click **Record**. Click on the **Send Checks** button to send your check.

How to ORDER SUPPLIES

1 (303) 532-4738 | versacheck.com

CHECK PAPER:

VersaCheck® Security Check Refills meet Check Payment Systems Association (CPSA) and American National Standards Institute (ANSI) X9 check processing specifications.



MAGNETIC INK & TONER:

Magnetic Ink Character Recognition (MICR) VersaInk™ and VersaToner™ meet ANSI X9 Check Processing specifications.



CHECK PRINTERS:

Loaded with bank compliant VersaInk™/VersaToner™



How to REGISTER

Register online instantly & conveniently:

1. Open VersaCheck®
2. Click **Help|VersaCheck (Version) Registration**
3. Follow on-screen instructions

How to CONTACT

VersaCheck.com

SALES: 303-532-4738 sales@versacheck.com

SUPPORT: 303-532-4738 versacheck.com/web/support

621 17th Street, Denver CO 80293
 P: 303-532-4738 F: 303-532-4406 www.versacheck.com