

Sage 50 Setup

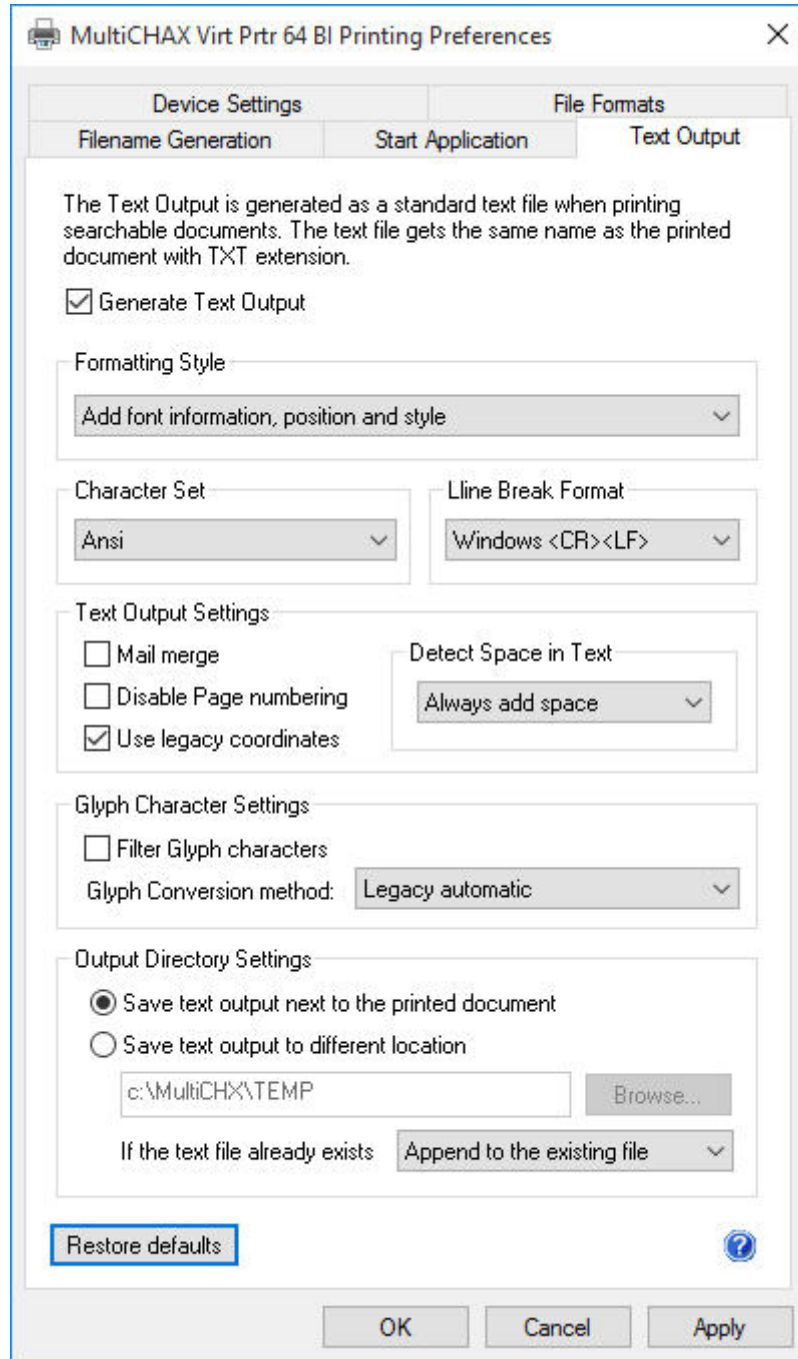
Sage 50

Overview

Sage 50 (formerly known as Peachtree) has been widely used in the global market as one of the premiere accounting software products. MultiCHAX has supported Sage accounting products (Sage 50, 100, 300) since early 2000s.

Printer Driver Setup

1. Open the Control Panel
2. Select Printers and Devices
3. Right click on MultiCHAX Virtual Printer and select Printer Preferences
4. Select the Text Output Tab



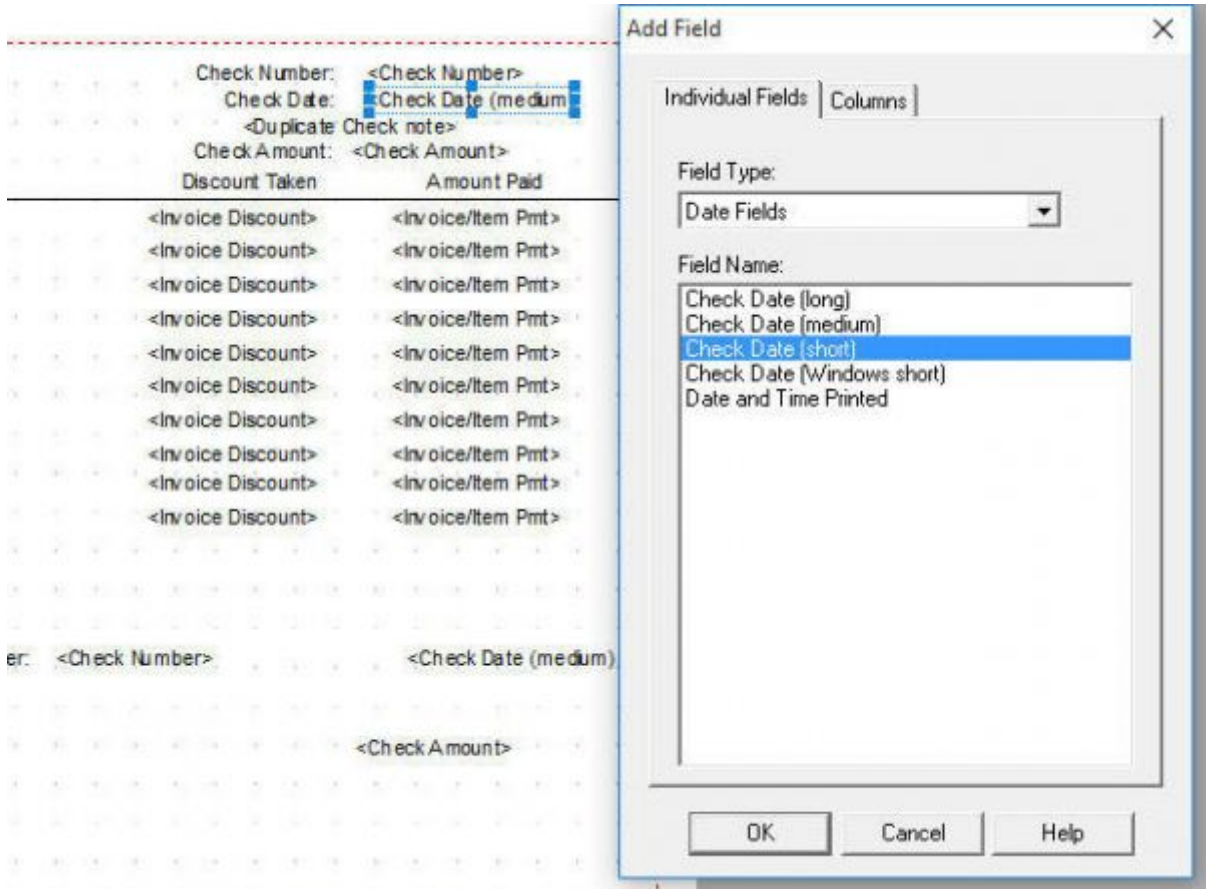
5. Enable box "Use legacy coordinates" under Text Output Settings
6. Change Glyph Conversion method to "Legacy Automatic"
7. Select the Device Settings tab and change the graphic resolution to 100 x 100
8. Enable "force printer DPI"
9. Click OK to save

Create a new Sage 50 check form

To create a new Sage 50 check form:

1. Open Sage 50
2. Click on *Reports and Forms*
3. Select *Checks*

4. Choose one of the pre-defined OCR forms (we recommend the **OCR Multi-Purpose AP Laser**) then click *Customize*
5. For payroll checks, select the **Payroll Checks** form type then click *Customize*
6. Right click on the check date field as shown below and select *Change Field*
7. Select Check Date (short) and OK



8. Save the custom form as "MultiCHAX" (save the form as MultiCHAX AP or Payroll depending on usage)

Printing checks from Sage 50

You may select to *Write Checks*, *Pay Bills* or *Print Payroll Checks*.

Once a check has been set to print, please follow these instructions:

1. In the write checks screen, click PRINT
2. Click on **Select Form** and choose the new custom form called **MultiCHAX**, then OK

Print Forms: Disbursement Checks

Form

First check number: 10215

Use this form: MultiCHAX

Number of copies: 1

Replace Item ID with: <Do Not Replace>

Set up check printing defaults

Printer

Name: MultiCHAX Vitr Pitr 64 BI

Type: Vitr Print MultiCHAX 64 BI

Where: MCVPitPort

Comment:

Print

Print Preview

Print Sample

Form Design

Cancel

Help

Printer Setup

3. Click on **Printer Setup** and select the **MultiCHAX Virtual Printer**, then OK
4. Click on **Print**

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