



Article # 1104

Technical Note: Understanding Custom Paper Size in AccountMate

Difficulty Level: Beginner Level AccountMate User
Intermediate Microsoft Windows User

Version(s) Affected: AccountMate 8 for SQL and Express
AccountMate 7 for SQL, Express and LAN
AccountMate 6.5 for SQL, MSDE and LAN

Module(s) Affected: AR, AP, PR

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DESCRIPTION

Although laser and ink-jet technology printers have become the most commonly used printers, checks and even customer statements are still frequently printed on dot matrix printers. Checks for dot-matrix printers typically do NOT measure 8 ½ X 11 inches. AccountMate products provide for dot matrix checks and statements that measure 9 ½ by 7 inches (8 ½ by 7 inches between perforations). It is, therefore, important that users understand how to configure their computers to use custom paper sizes.

SOLUTION

AccountMate products' printed documents utilize the Microsoft Windows printing capability to handle form size. If it is your intention to use dot matrix printers for printing documents you should verify that the necessary form sizes are available. The following information is intended for use only as a guide; your system may be different. Your IT professional should be your primary resource for information about configuring Windows.

Step 1: Verify that the correct printer driver is present; if it is not, install it. If you are connected to a local area network topology, be sure that the correct printer driver has been installed in the server AND in all the workstations from which you will be printing.

Step 2: Set up custom form sizes by accessing the Print Server Properties of the Printer Setup function in the Windows installation on the computer which hosts the printer. If the printer is physically connected to your workstation, you must perform this action only on that computer.

Step 3: If you are connected to a local area network, share the printer with the appropriate users.

Each time you print from AccountMate, you must select the appropriate paper size immediately prior to printing the document that requires the custom form size. This article guides you in configuring your printer with the correct custom form size. You may need to consult your IT Professional for different Windows configuration.

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