

Qslip - User Guide - Table of Contents

- This A PDF version of this User Guide at version 2.50, January 30, 2013.

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Qslip - User Guide - First Run of Qslip

1. The 60-day trial period is commenced.
2. If you have purchased a license for Qslip, select "License Qslip" from the "Help" menu to enter your License Name and Key. After the trial period expires, Qslip will still function normally, but printed output will be partially obscured by a watermark. Entering a valid Qslip license will remove the watermark.
3. Qslip prompts for a file to open.
4. If you have already exported a deposit file from a supported accounting application such as QuickBooks, you may open it. Otherwise, you can open a sample from the "..\Qslip1\Samples" folder, or select "New" from the "File" menu (or click the "New" button) and create a new deposit.
5. Qslip opens ready to use:

This screenshot shows one of the samples opened which uses a deposit slip format that includes a built-in background style for printing complete deposit slips on plain paper.

Qslip 2.50

File Edit Window Help

Deposit Slip File: StyleA-70chks-cashback.txt (created: 1/17/13 2:39 PM)

Deposit Info Checks Slip Format Customer List

Deposit Summary from Import File

Bank Account: Bus Bank Acct

Deposit Total \$311,451.63

Deposit Slip

Deposit Date 11/21/2012

Currency Total 163.00

Coin Total 1.33

Cash Total \$164.33

Checks Total \$311,387.30 70 checks

Sub Total \$311,551.63

Cash Back 100.00

Deposit Total \$311,451.63

Current Slip format: Built-in Format A (2-sided)

Current Printer: Brother HL-5340D series

C:\ProgramData\Qtools\Qslip2\Samples\StyleA-70chks-cashback.txt

Close

Deposit Slip

Report

Print

Print...

Preview

Print Sides:

Both

Side 1 only

Side 2 only

Duplex H2H

Duplex H2T

Preview

DEPOSIT TICKET

My Name
1234 Any Street
Anytown, AS 99999

ABC BANK
1234 Any Street
Anytown, AS 99999

DATE 11/21/2012

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Signature

SCAN HERE FOR LIBR-CASH

		DOLLARS	CENTS
CURRENCY		163	00
COIN		1	33
CHECKS			
1 12-333		1478	39
2 16-49		10989	27
3 17-22		158	94
4 16-9837		9528	21
5 12-333		1478	39
6 16-49		10989	27
7 17-22		158	94
8 16-9837		9528	21
9 17-22		158	94
10 17-22		15	34
11 12-333		1478	39
12 16-49		10989	27
13 17-22		158	94
14 16-9837		9528	21
15 12-333		1478	39
16 16-49		10989	27
17 17-22		158	94
18 16-9837		9528	21
19 17-22		158	94
20 17-22		15	34
21 12-333		1478	39
22 16-49		10989	27
23 17-22		158	94
24 16-9837		9528	21
25 12-333		1478	39
26 16-49		10989	27
27 17-22		158	94

TOTAL 70

DEPOSIT TOTAL \$

3

11

- Set the layout options for your deposit slip format or use a built-in complete format.
- Set layout positions for your deposit slip format or use a built-in complete format.

8. Test [printing a deposit slip](#).

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Qslip - User Guide - Importing

1. [Importing from QuickBooks \(all desktop versions\)](#)
2. [Importing from QuickBooks Online](#)
3. [Importing from other applications](#)
4. [Optimizing the import process](#) (includes command-line parameters)
5. [Import errors](#)

Qslip - User Guide - User-Entered Deposits

Use this method when you are not importing deposit information from another application.

1. Select "New" from the "File" menu, or click the



button.

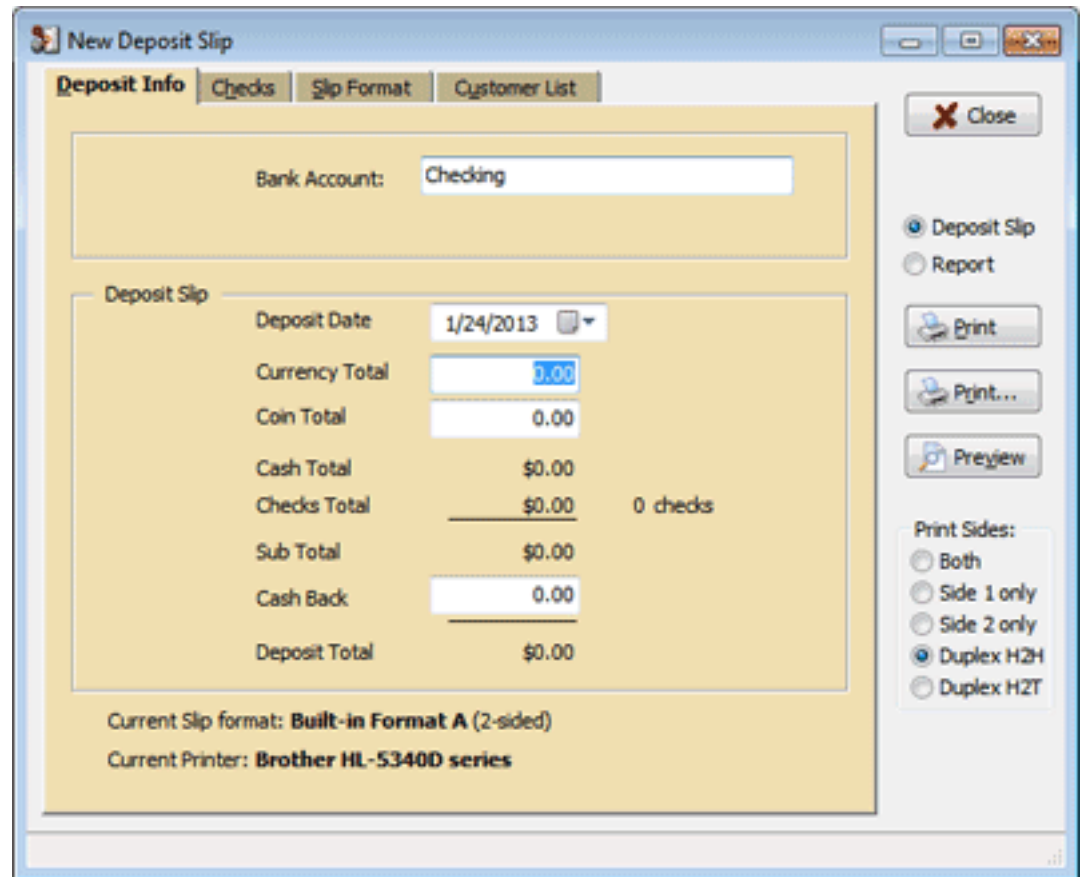
2. The Deposit Date is set to the current date - you may change this.

3. Set the Currency Total (paper money).

4. Set the Coin Total.

5. Enter Cash Back (optional).

6. [Change the Slip Format](#) (if necessary)

A screenshot of the 'New Deposit Slip' window in the Qslip application. The window has a title bar and four tabs: 'Deposit Info', 'Checks', 'Slip Format', and 'Customer List'. The 'Deposit Info' tab is active. It contains a 'Bank Account' field with 'Checking' selected. Below this is a 'Deposit Slip' section with a table of fields: 'Deposit Date' (1/24/2013), 'Currency Total' (0.00), 'Coin Total' (0.00), 'Cash Total' (\$0.00), 'Checks Total' (\$0.00) with '0 checks' to its right, 'Sub Total' (\$0.00), 'Cash Back' (0.00), and 'Deposit Total' (\$0.00). At the bottom, it shows 'Current Slip format: Built-in Format A (2-sided)' and 'Current Printer: Brother HL-5340D series'. On the right side of the window, there are buttons for 'Close', 'Deposit Slip' (selected), 'Report', 'Print', 'Print...', and 'Preview'. Below these are 'Print Sides' options: 'Both', 'Side 1 only', 'Side 2 only', 'Duplex H2H' (selected), and 'Duplex H2T'.

7. Enter checks.

If the customer list feature is enabled, customer name and bank number will be auto-filled based on previous entries.

- Use the TAB key to move across through fields.
- Use the ENTER key to move down the items in a column. (In [Preferences](#), you can set the ENTER key to act the same as TAB key.)
- Pressing CTRL+INSERT will insert a blank row above the current row.
- Pressing CTRL+DELETE will delete the current row.
- Checkboxes above columns determine which columns are active when TABBING through fields to help speed data entry.
- Clicking the column headers will sort the list based on the column.

Customer/Payer	Memo	Method	Check No.	Bank No.	Amount
Tom Jones		Check	1568	12-333	1357.98
Lipton at Law		Check	42989	91-119	13564.62
Rojo's Hairstyling		Check	546988	16-66	

2 Checks \$14,922.60

8. Click "Preview" to verify the deposit information.

9. [Print](#) the deposit slip.

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Qslip - User Guide - Slip Formats

Slip Formats contain all the information required to print the deposit information onto a specific deposit slip style and layout. There are many formats included with Qslip, which can be used as-is or copied and modified.

1. [Setting, Creating & Editing Slip Formats](#)
 2. [Setting Layout Options](#)
 3. [Setting Layout Positions](#)
 4. [Testing layout and options settings](#)
- [Example](#): Setting up custom slip formats for 2 bank accounts and 2 printers, and assigning them to import filenames.

Qslip - User Guide - Using Slip Backgrounds

- Built-in Backgrounds are used to print complete deposit slips. The background prints the generic part of a deposit slip, such as lines and labels.
- Image Backgrounds allows JPEG image files to be printed on the slip.

Slip Background tab:

Built-in Backgrounds:

At this time there are two Styles available:

- Style A: Vertical business style, 2-sided. Use this style to support a large number of deposit items.
- Style B: Horizontal style, 1-sided. Use for deposits with 18 or less items.

The background elements of each style will automatically adjust to many modifications to the slip format.

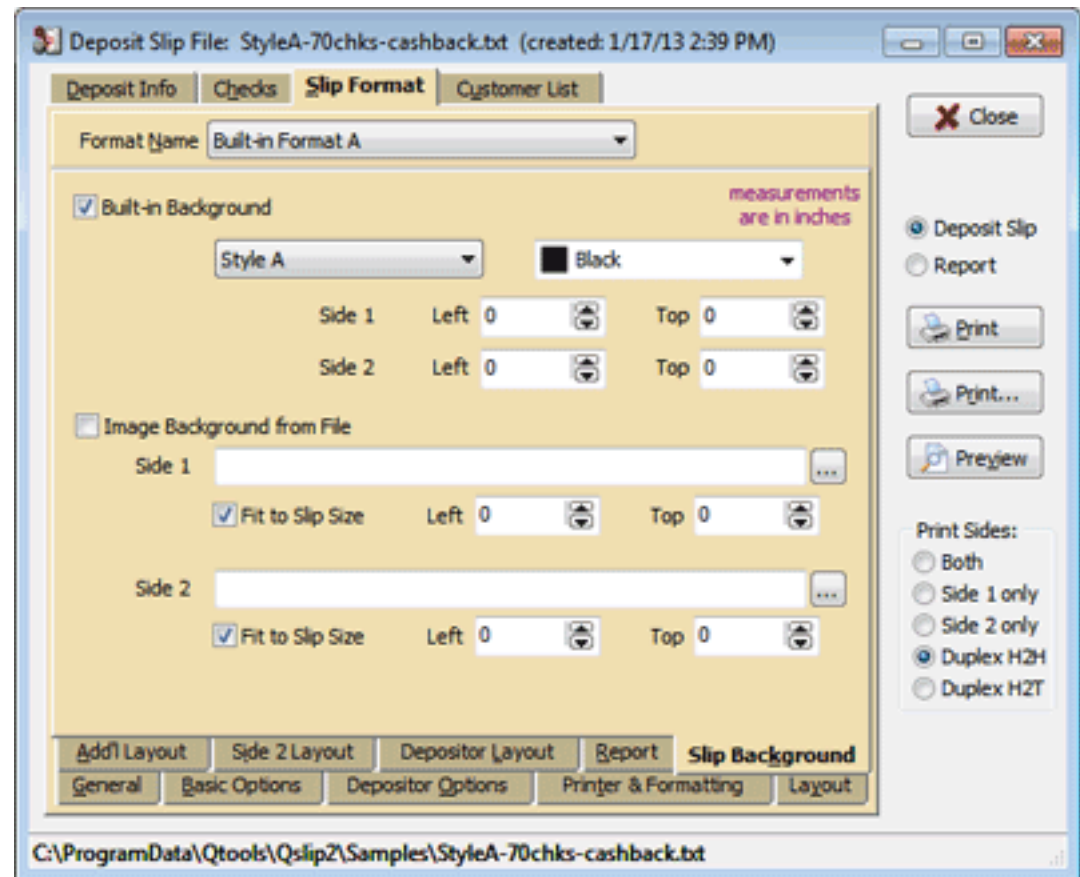
If you wish to modify one of the Built-in slip formats, we recommend using the "Create New or Copy" button to make a copy on which to make changes.

A color can be assigned to the background to print the elements lighter on black & white printers, or in color. Please check with your bank.

Left and Top adjustments will move all background elements relative to the deposit information. Normally they should be left at Zero.

See the [Depositor Options setup page](#) for more information about printing your bank and account information on the deposit slip.

Image Background from File:



JPEG format image files can be used as a complete background using the "Fit to Slip Size" option; or as a logo, etc. Use the browse "..." button to set a path to a JPEG file. Use the Left and Top values to position the upper-left corner of the image.

Built-in Format Specifications

Built-in Format A:

Uses Style A background.

3 3/8 x 8 1/2 inches.

Vertical business style with typical fields.

2-sided.

Cash back capable.

Maximum 74 checks (30 front, 44 back)

Configured to print to bottom edge of letter size (8.5x11 inch) paper for easy printing and cutting. Will auto-duplex on capable printers.

[Click an image to view full size](#)

FRONT

DEPOSIT TICKET

My Name
1234 Any Street
Anytown, AS 99999

ABC BANK
1234 Any Street
Anytown, AS 99999

DATE 11/21/2012
DEPOSITS MAY NOT BE AVAILABLE FOR DEBIT WITHDRAWALS

CURRENCY 163 00
COIN 1 33

CHECKS

	CHECKS	DOLLARS	CENTS
1	12-333	1478	39
2	16-49	10989	27
3	17-22	158	94
4	16-9837	9528	21
5	12-333	1478	39
6	16-49	10989	27
7	17-22	158	94
8	16-9837	9528	21
9	17-22	158	94
10	17-22	15	34
11	12-333	1478	39
12	16-49	10989	27
13	17-22	158	94
14	16-9837	9528	21
15	17-22	158	94
16	17-22	15	34
17	12-333	1478	39
18	16-49	10989	27
19	17-22	158	94
20	16-9837	9528	21
21	17-22	158	94
22	17-22	15	34
23	12-333	1478	39
24	16-49	10989	27
25	17-22	158	94
26	16-9837	9528	21
27	17-22	158	94
28	17-22	15	34
29	12-333	1478	39
30	16-49	10989	27
31	17-22	158	94
32	16-9837	9528	21
33	17-22	158	94
34	17-22	15	34
35	Total from other side	177935	60
36	Cash Cash Received	100	00
37	TOTAL \$	311451	63

CHECKS AND OTHER ITEMS ARE SUBJECT TO DEBIT SUBJECT TO THE POLICY OF THE FINANCIAL INSTITUTION OR ITS MEMBER CREDIT AGENCIES.

BACK

ADDITIONAL CHECK LISTING

	CHECKS	DOLLARS	CENTS
1	12-333	1478	39
2	16-49	10989	27
3	17-22	158	94
4	16-9837	9528	21
5	12-333	1478	39
6	16-49	10989	27
7	17-22	158	94
8	16-9837	9528	21
9	17-22	158	94
10	17-22	15	34
11	12-333	1478	39
12	16-49	10989	27
13	17-22	158	94
14	16-9837	9528	21
15	12-333	1478	39
16	16-49	10989	27
17	17-22	158	94
18	16-9837	9528	21
19	17-22	158	94
20	17-22	15	34
21	12-333	1478	39
22	16-49	10989	27
23	17-22	158	94
24	16-9837	9528	21
25	12-333	1478	39
26	16-49	10989	27
27	17-22	158	94
28	16-9837	9528	21
29	17-22	158	94
30	17-22	15	34
31	12-333	1478	39
32	16-49	10989	27
33	17-22	158	94
34	16-9837	9528	21
35	12-333	1478	39
36	16-49	10989	27
37	17-22	158	94
38	16-9837	9528	21
39	17-22	158	94
40	17-22	15	34
41			
42			
43			
44			
45	TOTAL \$	177935	60

FORWARD TO OTHER SIDE

Built-in Format A - All Fields:

Uses Style A background.

3 3/8 x 8 1/2 inches.

Vertical business style with all fields.

2-sided.

Cash back capable.

Maximum 70 checks (26 front, 44 back)

Configured to print to bottom edge of letter size (8.5x11 inch) paper for easy printing and cutting. Will auto-duplex on capable printers.

FRONT

DEPOSIT TICKET

My Name
1234 Any Street
Anytown, AS 99999

ABC Bank

DATE 11/21/2012

DEPOSITS MAY NOT BE AVAILABLE FOR WITHDRAWAL

	DOLLARS	CENTS
CURRENCY	163	00
COIN	1	33
CASH TOTAL	164	33
CHECKS		
1 12-333	1478	39
2 16-49	10989	27
3 17-22	158	94
4 16-9837	9528	21
5 12-333	1478	39
6 16-49	10989	27
7 17-22	158	94
8 16-9837	9528	21
9 17-22	158	94
10 17-22	15	34
11 12-333	1478	39
12 16-49	10989	27
13 17-22	158	94
14 16-9837	9528	21
15 12-333	1478	39
16 16-49	10989	27
17 17-22	158	94
18 16-9837	9528	21
19 17-22	158	94
20 17-22	15	34
21 12-333	1478	39
22 16-49	10989	27
23 17-22	158	94
24 16-9837	9528	21
25 12-333	1478	39
26 16-49	10989	27
CHECKS VOID THIS SIDE	123590	27
TOTAL FROM OTHER SIDE	187797	03
SUBTOTAL	311351	63
CASH CASH RECEIVED	100	00
TOTAL \$	311451	63

CHECKS AND OTHER DEPOSITS ARE SUBJECT TO DEPOSIT AGENT'S DISCRETION. IF YOU CANNOT COMMENCE DEPOSIT OF ANY DEPOSIT, AGENT'S DISCRETION.

BACK

ADDITIONAL CHECK LISTING

CHECKS	DOLLARS	CENTS
1 17-22	158	94
2 16-9837	9528	21
3 17-22	158	94
4 17-22	15	34
5 12-333	1478	39
6 16-49	10989	27
7 17-22	158	94
8 16-9837	9528	21
9 12-333	1478	39
10 16-49	10989	27
11 17-22	158	94
12 16-9837	9528	21
13 17-22	158	94
14 17-22	15	34
15 12-333	1478	39
16 16-49	10989	27
17 17-22	158	94
18 16-9837	9528	21
19 12-333	1478	39
20 16-49	10989	27
21 17-22	158	94
22 16-9837	9528	21
23 17-22	158	94
24 17-22	15	34
25 12-333	1478	39
26 16-49	10989	27
27 17-22	158	94
28 16-9837	9528	21
29 12-333	1478	39
30 16-49	10989	27
31 17-22	158	94
32 16-9837	9528	21
33 17-22	158	94
34 17-22	15	34
35 12-333	1478	39
36 16-49	10989	27
37 17-22	158	94
38 16-9837	9528	21
39 17-22	158	94
40 17-22	15	34
41 TOTAL \$	187797	03

Built-in Format A - 100 items:

Uses Style A background.

3 3/8 x 8 1/2 inches.

Vertical business style with typical fields.

2-sided.

Cash back capable.

Maximum 100 checks (40 front, 60 back)

Configured to print to bottom edge of letter size (8.5x11 inch) paper for easy printing and cutting. Will auto-duplex on capable printers.

FRONT

DEPOSIT TICKET

My Name
1234 Any Street
Anytown, AS 99999

ABC BANK

DATE 1/17/2013

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL.

Signature

12345678910 9876543210987

DATE WHEN NEXT DEPOSIT

TOTAL

100

DEPOSIT

TOTAL \$ 445,003.33

		DOLLARS	CENTS
CURRENCY		100	00
COIN		1	00
CHECKS			
1	12-000	1,470	00
2	16-00	10,000	00
3	17-22	100	00
4	16-0001	8,520	00
5	12-000	1,470	00
6	16-00	10,000	00
7	17-22	100	00
8	16-0001	8,520	00
9	17-22	100	00
10	17-22	10	00
11	12-000	1,470	00
12	16-00	10,000	00
13	17-22	100	00
14	16-0001	8,520	00
15	12-000	1,470	00
16	16-00	10,000	00
17	17-22	100	00
18	16-0001	8,520	00
19	17-22	100	00
20	17-22	10	00
21	12-000	1,470	00
22	16-00	10,000	00
23	17-22	100	00
24	16-0001	8,520	00
25	12-000	1,470	00
26	16-00	10,000	00
27	17-22	100	00
28	16-0001	8,520	00
29	17-22	100	00
30	17-22	10	00
31	12-000	1,470	00
32	16-00	10,000	00
33	17-22	100	00
34	16-0001	8,520	00
35	12-000	1,470	00
36	16-00	10,000	00
37	17-22	100	00
38	16-0001	8,520	00
39	17-22	100	00
40	17-22	10	00
41	12-000	1,470	00
42	16-00	10,000	00
43	17-22	100	00
44	16-0001	8,520	00
45	12-000	1,470	00
46	16-00	10,000	00
47	17-22	100	00
48	16-0001	8,520	00
49	17-22	100	00
50	17-22	10	00
51	12-000	1,470	00
52	16-00	10,000	00
53	17-22	100	00
54	16-0001	8,520	00
55	12-000	1,470	00
56	16-00	10,000	00
57	17-22	100	00
58	16-0001	8,520	00
59	17-22	100	00
60	17-22	10	00
Total Cash		200,000	00
OTHER CASH			
UNRECORDED			
TOTAL \$		445,000	00

Checks and other items are subject to deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreement.

BACK

ADDITIONAL CHECK LISTING

CHECKS	DOLLARS	CENTS
1 12-000	1,470	00
2 16-00	10,000	00
3 17-22	100	00
4 16-0001	8,520	00
5 12-000	1,470	00
6 16-00	10,000	00
7 17-22	100	00
8 16-0001	8,520	00
9 17-22	100	00
10 17-22	10	00
11 12-000	1,470	00
12 16-00	10,000	00
13 17-22	100	00
14 16-0001	8,520	00
15 12-000	1,470	00
16 16-00	10,000	00
17 17-22	100	00
18 16-0001	8,520	00
19 17-22	100	00
20 17-22	10	00
21 12-000	1,470	00
22 16-00	10,000	00
23 17-22	100	00
24 16-0001	8,520	00
25 12-000	1,470	00
26 16-00	10,000	00
27 17-22	100	00
28 16-0001	8,520	00
29 17-22	100	00
30 17-22	10	00
31 12-000	1,470	00
32 16-00	10,000	00
33 17-22	100	00
34 16-0001	8,520	00
35 12-000	1,470	00
36 16-00	10,000	00
37 17-22	100	00
38 16-0001	8,520	00
39 17-22	100	00
40 17-22	10	00
41 12-000	1,470	00
42 16-00	10,000	00
43 17-22	100	00
44 16-0001	8,520	00
45 12-000	1,470	00
46 16-00	10,000	00
47 17-22	100	00
48 16-0001	8,520	00
49 17-22	100	00
50 17-22	10	00
51 12-000	1,470	00
52 16-00	10,000	00
53 17-22	100	00
54 16-0001	8,520	00
55 12-000	1,470	00
56 16-00	10,000	00
57 17-22	100	00
58 16-0001	8,520	00
59 17-22	100	00
60 17-22	10	00
Total Cash	200,000	00
OTHER CASH		
UNRECORDED		
TOTAL \$	445,000	00

Printed by
OTHER CASH

Built-in Format B:

Uses Style B background.

8 1/2 x 3 1/2 inches.

Horizontal business style with typical fields.

1-sided.

Cash back capable.

Maximum 18 checks

Configured to print to top edge of letter size (8.5x11 inch) paper for easy printing and cutting.

DEPOSIT TICKET

My Name
1234 Any Street
Anytown, AS 99999

Date: 4/30/2012
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Signature: _____
SIGN ABOVE FOR LESS CASH

ABC BANK
Anytown, AS 99999

CASH TOTAL		90=7000		16=49	
91-119	56.76	90-8150	22.90	16-49	171.42
90-3919	2.80	90-8150	6.44	16-49	100,198.53
90-3482	28.26	16-66	32.33		
91-119	32.00	16-66	19.18		
16-49	184.79	16-7000	303.32		
16-105	297.77	91-119	161.63		

Checks and other items are required for deposit
subject to the provisions of the Uniform Commercial
Code or any applicable state law or agreement.

TOTAL ITEMS: 15

DEPOSIT TOTAL: \$101,358.65

⑆ 1 234 56 789 ⑆ 987654321098 ⑆

Built-in Format B - All Fields:

Uses Style B background.

Horizontal business style with all fields.

1-sided.

Cash back capable.

Maximum 15 checks

Configured to print to top edge of letter size (8.5x11 inch) paper for easy printing and cutting.

DEPOSIT TICKET

My Name
1234 Any Street
Anytown, AS 99999

Date: 4/30/2012
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Signature: _____
SIGN ABOVE FOR LESS CASH

ABC BANK
Anytown, AS 99999

CURRENCY		90=7000		16=49	
COIN	0.90	90-8150	22.90	16-49	171.42
CASH TOTAL	28.90	90-8150	6.44	16-49	100,198.53
91-119	56.76	16-66	32.33		
90-3919	2.80	16-66	19.18		
90-3482	28.26				
91-119	32.00				

Checks and other items are required for deposit
subject to the provisions of the Uniform Commercial
Code or any applicable state law or agreement.

TOTAL ITEMS: 15

DEPOSIT TOTAL \$ 101,358.65

⑆ 1 234 56 789 ⑆ 987654321098 ⑆

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Qslip - User Guide - Printing

1. [Printing complete deposit slips on plain paper](#)
2. [Printing on pre-printed deposit slips](#)

Qslip - User Guide - Saving Deposit Info to File

Saving a deposit slip in Qslip saves it to a Qslip formatted file which can be loaded back into Qslip. This allows you to save any changes you have made to a deposit.

- "Save" will save without prompting (unless the deposit is new and unnamed) to the current filename and location.
- "Save As..." will allow you to name the file and set its location.
- When the file is re-opened, any editing restrictions will still be in effect depending on whether the deposit was an import from an accounting application, or created in Qslip.

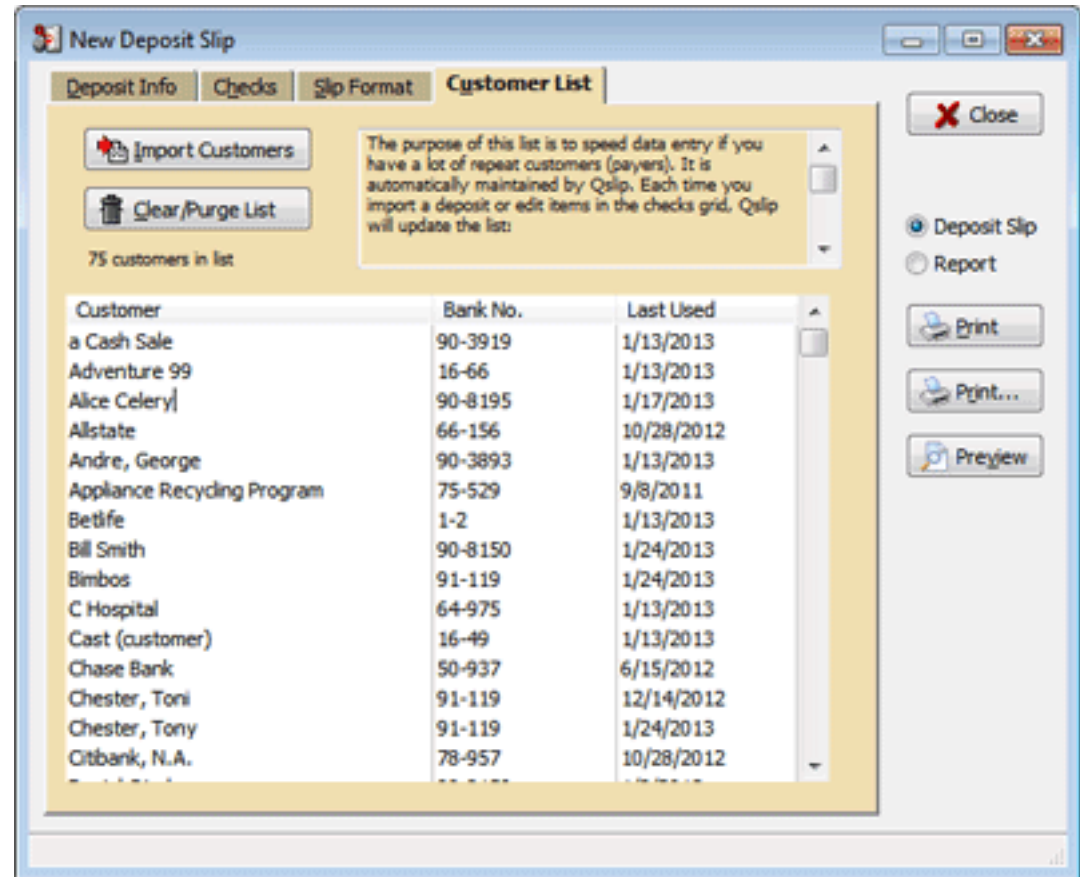
Qslip - User Guide - Customer List Feature

The purpose of the customer list feature is to speed data entry. It is automatically maintained by Qslip, so you shouldn't need to worry about it. However, the tab page shown here allows you to edit and purge the list if you choose, as well as import from an external list.

To delete a single entry in the list, select it and then press CTRL+DELETE.

The import option is useful under two circumstances:

- If you import deposit information and you have an existing list of customers and bank numbers. By importing this customer list, the bank number will be inserted by Qslip for each customer, so you won't have to enter the bank number in the memo field when receiving payments in QuickBooks. (Please note: even without using this customer import, you only need to enter bank numbers in QB the once for each customer, since they will be stored in Qslip for subsequent use).
- If you manually enter deposit information into Qslip to create deposits, importing a customer list will speed data entry on first use of a customer in Qslip.

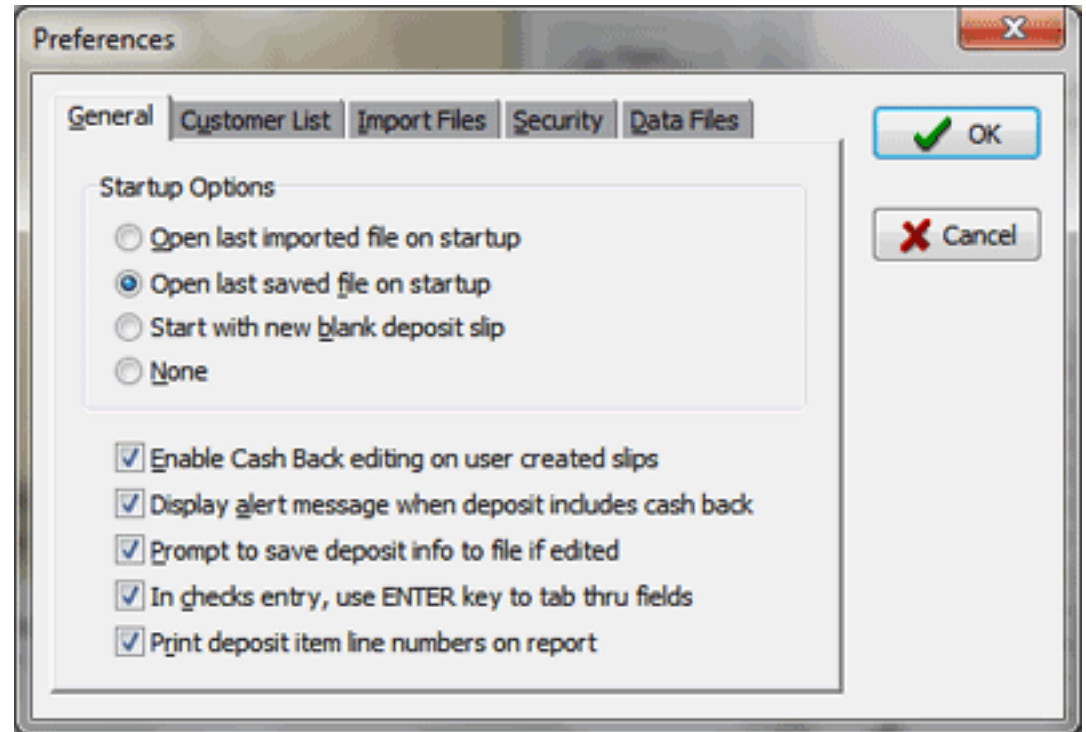


The import file must have tab-delimited columns, and a header as row 1 with a column named "customer" and optionally a column named "bankno" -- all other columns will be ignored. The QB Customer List export, in IIF format is an acceptable format.

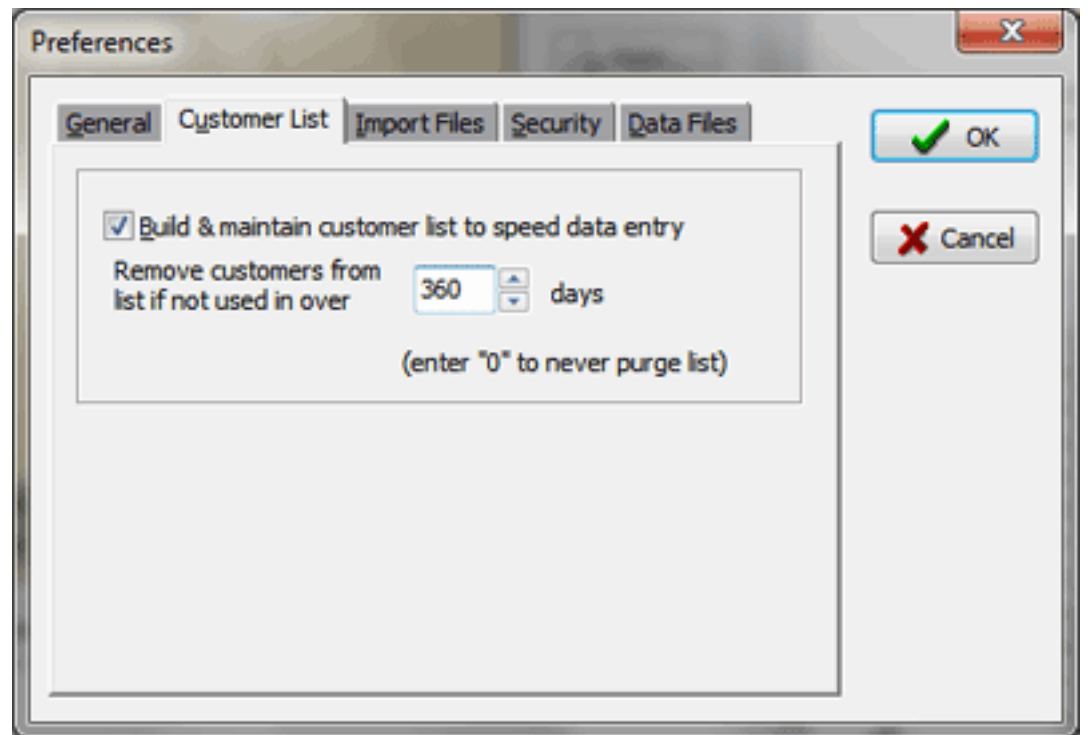
You can disable the customer list feature in [preferences](#).

Qslip - User Guide - Setting Preferences

General Preferences



Customer List Preferences



Import Files Preferences

Preferences

General Customer List Import Files Security Data Files

Parsing & Display Payment Methods

QBooks only

- ☒ Get Bank Numbers from Memo field
note: use a comma to separate bank# from other memo text (eg. "16-149,your memo" or ",your memo" if not entering a bank# for the item).
- ☒ Remove Job Names from Customer Names
- ☒ Combine check numbers with "P" as first character
- ☐ Remove split check identifier "P" from check numbers
- ☐ Itemize Cash and Coin line items on Deposit Report

OK Cancel

Preferences

General Customer List Import Files Security Data Files

Parsing & Display Payment Methods

Payment Methods as Checks

MoneyOrder
Money Order
TravelersCheck
Travelers Check

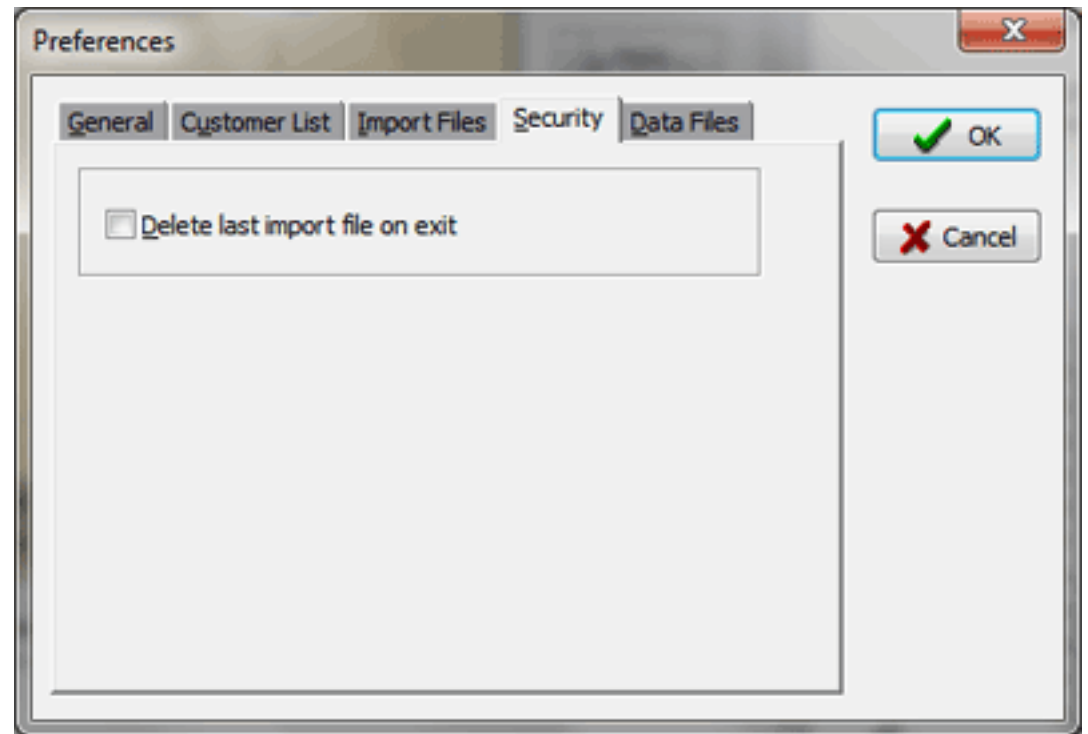
Payment Method names in this list will be treated as **CHECK** type payments, which will not trigger a warning or have the Payment Method name inserted in the memo field of the checks grid and report.

Enter one (1) name per line.

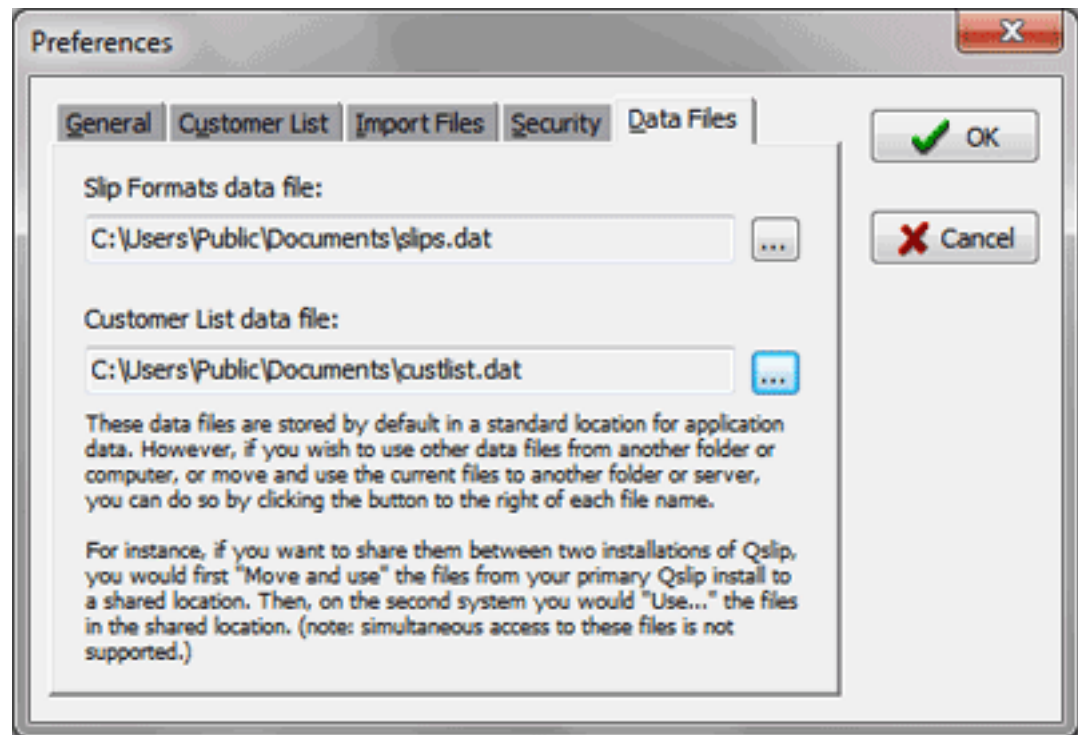
Will match without regard to character case (ie. MONEY will match Money).

OK Cancel

Security Preferences



Data File Preferences



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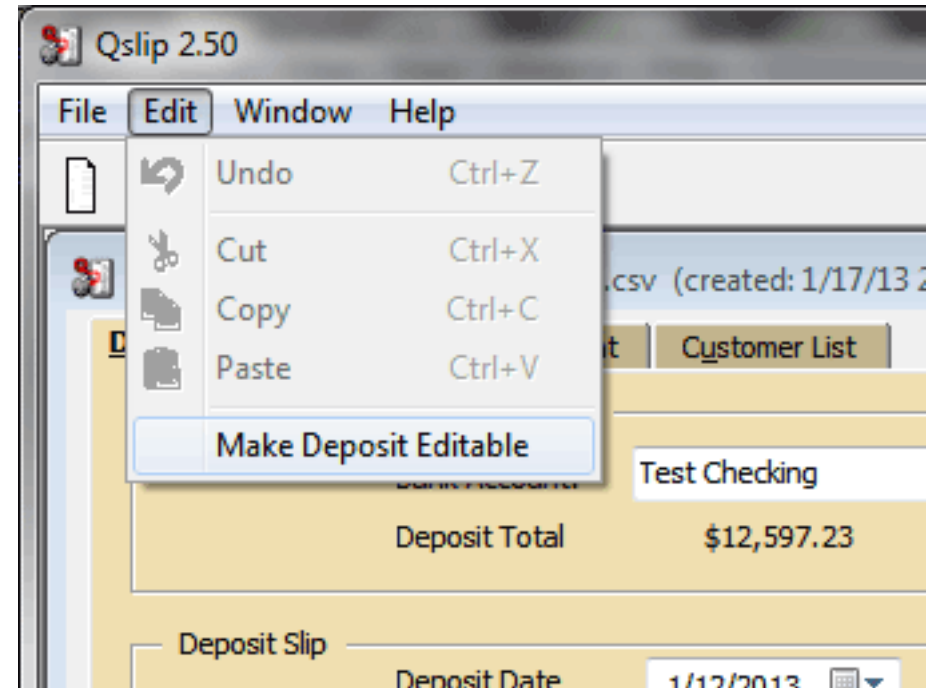
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Qslip - User Guide - Utilities

Make Deposit Editable.

Imported deposits are, by default, set to mostly read-only. Only the date and some values (e.g. check and bank numbers) can be edited. This is to maintain consistency with the source application data.

If you must edit locked elements of an imported deposit, select the "Make Deposit Editable" item on the Edit menu.



Find Samples folder:

Provides the option to have the next open file dialog point to the sample deposit files included with Qslip.

Convert Deposit Files to CSV:

Converts deposit files saved in Qslip to reports in comma-separated format. Allows selection of multiple files to combine. Creates 2 files -- a detailed transaction file, and a summary by customer. Can be opened in Excel for further formatting and printing.

Backup Slip Formats data file:

Creates a copy of the file that holds Slip Formats data and provides a dialog to name and save to your desired backup location.

Restore Slip Formats data file:

Overwrites the existing Slip Formats data file with the selected file. It must be a properly formatted file, such as a previous backup.

Add Slip Formats from file:

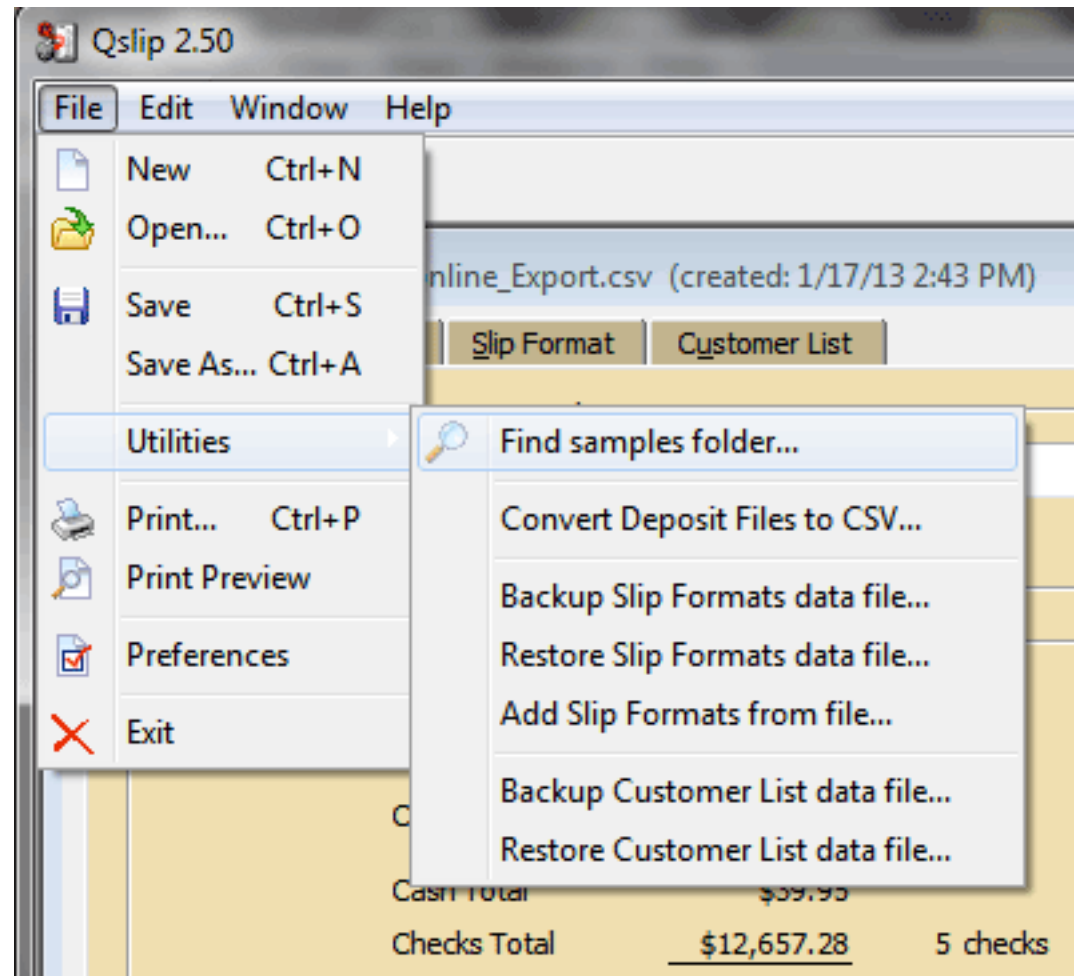
Adds Slip formats to the existing (target) Slip Formats data file from the selected source file. It must be a properly formatted file, such as a previous backup, or a file from another user. Only Slip Formats with names that differ from Formats in the target file will be added. Same named formats are ignored, with no changes made to them in the target file.

Backup Customer List data file:

Creates a copy of the file that holds Customer List data and provides a dialog to name and save to your desired backup location.

Restore Customer List data file:

Overwrites the existing Customer List data file with the selected file. It must be a properly formatted file, such as a previous backup.



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Qslip - User Guide - Command-Line Parameters

Passing files and options on command line. Using this feature, a Windows shortcut can be created that will launch Qslip and load the file. Just add a shortcut to the Qslip executable including the filename to open (put a space between the 2 paths: ie. "C:\Program Files\Qtools\Qslip2\Qslip.exe C:\Data\Qbooks\Deposit.txt")

This is most useful if you regularly print to more than one deposit slip format. By using the appropriate "Filename that will have this format assigned" setting in Qslip when exporting the deposit, you can setup shortcuts to each deposit export file (be sure to create an export file before trying to create the shortcut).

This feature can also be used to run Qslip from another application and automate its printing process using the switches. See [Importing from other applications](#) for information on generic import formats that can be passed to Qslip.

The Slip Format can be set using the second parameter. This overrides any Slip Format assignment based on the filename. This override lasts for the entire Qslip session, so you must close Qslip to clear this override setting. If this causes problems use the filename format assignment method instead.

Parameters:

1. Deposit data filename (full path required).
2. Deposit slip format name. (optional)

Switches: (must be after above file references. All are optional.)

-autoprint	Sends loaded slip to printer.
-autoprintsilent	Closes Qslip after printing, and suppresses most warning dialogs.
-nocustlist	Disables Qslip customer list usage.
-copies=n	Sets number of copies to print.
-printreport	Prints deposit report instead of deposit slip.

Place quotes around any parameter that contains spaces.

Example:

"C:\Program Files\Qtools\Qslip2\Qslip.exe" "C:\Program Files\Qtools\Qslip1\Samples\depBD81.TXT"

"Deluxe BD43" -autoprintsilent

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*** REVISION HISTORY for Qslip ***

v2.50 (1/17/13):

- New Feature: Built-in deposit slip backgrounds can be used to print complete deposit tickets, instead of pre-printed deposit slips.
- New Feature: A JPEG image file can be used for either the background for the entire slip, or for a logo or other graphic. See the new "Slip Background" tab for settings.
- New Feature: For printers that support duplexing (auto 2-sided printing), there is now the option to select Duplex Head-to-Head or Duplex Head-to-Toe printing. This is only recommended when printing to full-size sheets, since small deposit slips may jam in auto-duplexers. The setting is stored with each slip format.
- New Feature: Printer resolution can now be set and stored with each slip format.
- New Feature: Depositor Options for Account Number and Other Text can now be rotated 90 degrees.
- New Feature: Depositor information can be copied from other slip formats. Use button next to Name field.
- New Feature: Imported deposits can be made fully editable by selecting the "Make Deposit Editable" item on the Edit Menu.
- New Feature: Support for importing deposits from QuickBooks Online Deposit Detail report.
- New Feature: Preference setting for display of cash back alert.

v2.21 (9/17/12):

- New Feature: Utility added to the "File|Utilites" menu, providing capability to add additional Slip Formats from a file. Useful for sharing slip formats.

v2.20 (9/12/12):

- New Feature: Four utilities added to the "File|Utilites" menu, providing

backup and restore of Slip Formats and Customer List data files. Useful for backup purposes, or when migrating Qslip to a new computer.

- Minor changes to support Windows 8.

- Windows 2000 is now minimum supported operating system.

Windows 95/98/Me/NT4 no longer supported.

v2.10 (8/18/09):

- New Feature: Payment Method column added to Checks Grid displays imported value or allows entry on user-entered deposits. Value is now stored in Qslip format files when saving a deposit. Useful for users that wish to distinguish between various payment methods such as CHECK, MONEY ORDER, TRAVELERS CHECK, etc. When entering checks manually into the Checks Grid, the method will default to "Check" if left blank.

- New Feature: Text cut off by narrow columns in the Checks Grid now display the full text in a hint bubble when mouse pointer is over cell.

- New Feature: Added warning dialog when attempting to enter more checks than supported by current deposit slip format.

v2.03 (4/10/09):

- New Feature: Option to select which side of a 2-sided deposit slip to print (Both, Side 1 or Side 2).

- New Feature: New preference setting to "Load last saved file on startup." (default setting is still "Load last imported file on startup")

- Bugfix: Generic CSV import was not accepting files with quoted headers.

v2.02 (5/31/07):

- New Feature: Deposit Slip side 1 and side 2 print orientation can now be set independently.

- New Feature: QuickBooks Comma-Separated file format (*.csv) is now supported.

- New Feature: Option to select whether zero amounts print "0.00" or blank (previous behavior and default is "0.00"). See the "Printer & Formatting" tab page of a slip format to set this option.

-New Feature: Previously, Qslip would display a warning dialog for every item in an import file with a payment method other than CASH or CHECK. Now a user editable list is available to add payment methods that will be treated as checks ("Money Order" is in this list by default), so no warning is displayed. In addition, now even when multiple items are found that require warning, only one warning dialog is issued at the end of the import. To use this feature, see the new tab page named "Payment Methods" on the "Import Files" tab page of the Preferences dialog (found on the File menu).

-New Feature: Actual imported Payment Method can now optionally be printed on Deposit Slip next to amounts (see new CheckBox on Slip Format settings).

-New Feature: Capability added to set the location of the Slip Format Settings and Customer List data files. This can be used to keep these files in location of your choosing such as a different folder or on a server. You can also use this feature to share these files among multiple installations of Qslip, however Qslip is not designed for simultaneous multi-user access and changes to these files may be lost if used simultaneously. To use this feature, see the new tab page named "Data Files" on the Preferences dialog (found on the File menu).

-Bugfix: "Save As..." for deposit data was not correctly updating the newly saved filename. Subsequent saves would still write to the original filename.

-Bugfix: Fix "index out bounds" error if a deposit file was opened while another deposit file was already open displaying the checks grid, and print preview showing.

v2.01 (2/13/07):

-Bugfix: Entering values into layout position dimensional controls was not working properly after 2.00 release.

v2.00 (1/8/07):

-Changes to support Windows Vista (which also improve security

on Windows XP and Windows 2000).

- New Feature: Dynamic preview of changes to deposit information and slip format settings. Preview displays at startup if it was open at previous Qslip exit.

- New Feature: Checks and Customer Lists can now be sorted by clicking on column header.

- New Feature: Tech Support Info Tool on Help menu. Collects application and system information to email to Qtools support to aid in troubleshooting.

- New Feature: Detection and warning if a second instance of Qslip is started. If you run concurrent instances of Qslip, deposit slip formats and customer list data will be overwritten by each instance. Changes made in one instance will be lost if the other instance is closed after it.

- If the Windows DPI is changed, such as setting to use Large Fonts, Qslip windows now size correctly.

- Many small interface fixes and improvements.

- Bugfix: The first time some dialogs appeared (New Slip Format, Preferences, etc.) they could be out of view at smaller screen resolutions, which would make Qslip appear to lock-up. These dialogs are now always centered on Qslip window.

- Printed output is now partially obscured if trial period has expired and a valid license key has not been purchased and entered.

- Files that store slip formats (slips.dat), customer list (custlist.dat), and license information (Qslip.qlic) are now located in the common application data folders available to all users. These files should be backed up regularly.

On Windows versions prior to Vista (XP, 2000, etc.):

\Documents and Settings\All Users\Application Data\Qtools\Qslip2

On Windows Vista:

\ProgramData\Qtools\Qslip2

v1.60 (9/12/06):

-Bugfix: Printing was failing with error message "Divide by Zero" when printing to some printers when certain other printers are set as the Windows default printer.

v1.59 (8/1/06):

-Bugfix: Save As dialog was not recalling last saved folder.

v1.58 (6/12/06):

-New feature: Utility to convert deposit files saved in Qslip to comma-separated format. Allows selection of multiple files to combine. Creates 2 files -- a detailed transaction file, and a summary by customer. Located on the Utilities sub-menu of the File menu.

v1.57 (3/18/06):

-Bugfix: Bank Account name was not being saved or read correctly for deposits created in Qslip (imported deposit files not affected).

v1.56 (10/12/05):

-New feature: Option to print deposit item line numbers on report. (see preferences)

-Bugfix: Allow blank BankNo entry - now entering a space character will prevent auto-fill of customer's bankno from customer list.

v1.55a (8/19/05):

-Bugfix: Manual checks entry was limited to number of visible lines in data entry window (v1.55 only).

v1.55 (8/15/05):

-New feature: Option to disable column(s) to speed check entry.

-New feature: Option in preferences to use [ENTER] key to tab through fields when entering checks.

- New: For users not importing data, when Qslip is first started it now recalls the last Slip Format used in previous session.
- Bugfix: Fixed issues in dropdown boxes which first appeared in version 1.50.
- Bugfix: Fixed Generic CSV import errors if first or last column blank.

v1.51 (4/21/04):

- New feature: Option to itemize cash line items on deposit report for imported deposits. (see Preferences).

v1.50 (3/6/04):

- Minor updates to better handle folder searching for recent QB versions.
- Updated installer for better WinXP compatibility.
- After installation and first run by a user with Power User or Admin rights, can now be run by users with "User" group rights.

v1.40 (12/12/03):

- New feature: Generic CSV and TAB import formats added.
- New feature: Add additional command line capabilities to set Slip Format, automatically print, etc.
- Bugfix: Currency, Coin and Cash Back edit controls gave floating point error on entry if displaying a thousands separator.
- New: Deposit Report font size for header and items can be set independently.

v1.33 (1/12/03):

- Handle change in deposit file format for QB 2003.
- Made Bank Account name editable.
- Store customer names even if Bank No. is blank.

v1.30 (2/28/01):

- New Feature: Add Depositor Info to printing options - Name and Address, Account#, Bank and Address, custom Other Text.

- New Feature: Preferences option to remove split check identifier "p" from check numbers on QB import. Default setting is OFF.

- New Feature: Preferences option of whether to combine split checks. Default is ON.

v1.20 (6/21/00):

- New Feature. Support added for QuickBooks native deposit slip format.

- New Feature. Multi-column deposit slip support.

- New Feature. Printable deposit report.

- New Feature. Cash Back amount is now printed on deposit slip.

- New Feature. Qslip maintained customer list to speed data entry: recalls bank numbers on imported deposits, and performs auto-fill of customer name and bank number on user-entered deposits.

v1.18 (3/6/00):

- Bugfix. Occasional Access Violation error when closing Preferences dialog.

- Bugfix. "Duplicate File Load Name not allowed" error sometimes inaccurate.

- New Feature. Stronger validation of "slips.dat" file and data.

v1.17b (1/8/00):

- Bugfix. Removed bug-checking code left from trouble shooting previous bug.

v1.17a (1/8/00):

- Bugfix. In rare cases an "invalid floating point operation" error would abort printing or previewing a deposit slip. This only affected v1.17.

v1.17 (12/8/99):

- New Feature. Any combination of Customer Name, Memo, Bank # and/or Check # can be printed on the slip.

- New Feature. Filename can be passed to Qslip on command line.

- Bugfix. Y2K error if a pre-2000 deposit slip opened on or after 1/1/2000.

- New Feature. Allow Max Checks to be set to zero to enable printing on back of deposit slip only.

- Bugfix. Crashed if system had no default printer.

v1.16 (2/22/99):

- Bugfix. The security setting in preferences "delete last import file on exit" will now only delete valid files that Qslip can open. Before the fix, whatever file that was last attempted to be opened using the Qslip File Open dialog would be deleted on exit (if the preference was enabled by user; the default setting is disabled).

- New Feature. Utilities menu item to set File Open dialog to samples folder.

- New Feature. Cash Back editable on user-created deposit slips, plus option in preferences to disable or enable this feature.

- New Feature. Option in preferences to start with a new blank deposit on startup, or open last viewed deposit file.

v1.15 (1/1/99):

- New Feature. QB99 support added. Accommodates both 2 and 4 digit years in the deposit date field, and handles the new Cash Back option.

- New Feature. Support added for tab-delimited QuickBooks export files.

v1.14 (10/27/98):

- Bugfix. Import files with no check number values could fail with an "Access Violation..." error.

v1.13 (10/15/98):

- Bugfix. Cancelling the "New Format" dialog was changing the current format to the first one in list.

- New feature. The "slips.dat" file, which stores the slip formats, is now not overwritten when doing an upgrade over a current install. Instead, a file called "newslips.dat" is placed in the program directory. The first time Qslip is run, this file is merged with any existing "slips.dat" file, and any formats with same name are not merged. This allows users to upgrade without losing any new or modified slip formats, and also will allow additional slip formats to be released and installed separately.

- New feature. An option to print Check Numbers instead of Bank Numbers on the deposit slip.

v1.12 (8/29/98):

- Bugfixes.

v1.11 (8/25/98):

- Bugfixes and new features.

v1.01 (7/23/98):
-First release.

Qslip - User Guide - Known Problems & Workarounds

1. Under Windows 2000 & XP, Qslip must be installed by a user with administrator rights. Windows Vista/Win7/Win8 will request and requires elevation to administrator rights for installation. After installation, Qslip can be run with standard user rights.
2. Multiple users attempting to run the Qslip application from a network drive will receive a "Hardware has changed - please re-enter your registration key" message. Although Qslip works fine in a network environment, and can access files anywhere on the network, the application itself must be installed on each workstation that will run it.

Qslip - User Guide - Printers List & Fixes

Most printers that work with Windows should work fine with Qslip. This list is meant to aid trouble-shooting.

Printers Known to Work with Qslip

1. Brother HL-5340
2. Canon BJC-7000, BJC-5000, i9900
3. Epson ActionLaser
4. Epson EPL-6000
5. HP 5L series
6. HP 6L series
7. HP 820C series
8. HP 4000 series
9. Lexmark Color Jetprinter 1020
10. Lexmark E210

Printers that have problems outputting from Qslip

1. HP 722c - bypass tray feed problem reported by some users (use main tray)
2. HP 895cse - bypass tray feed problem reported by some users (use main tray)

Qslip - User Guide - Setting Layout Options

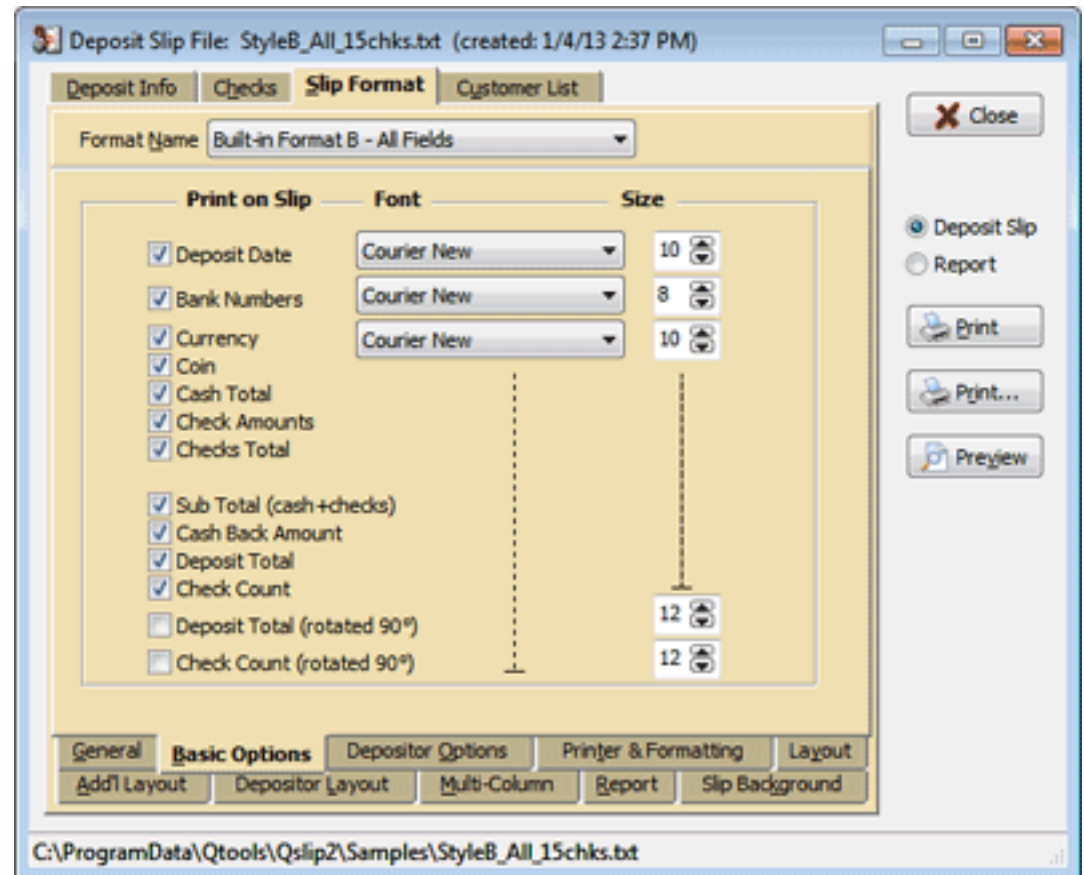
Select the Basic Options tab.

Select the fields you want printed on your deposit slips under "Print on Slip." Unchecked items will not be printed.

Choose the fonts. The amount font must be a TrueType, fixed-width font in order to print properly, such as "Courier New."

Set the font sizes (in points) that best fit your deposit slip format.

These positions for these fields are set on the Layout & Add'l Layout tab pages.



If the deposit slip is set as 2-sided, there will be additional items to set.

The positions for these fields are set on the Side 2 Layout tab page.

Deposit Slip File: StyleA-70chks-cashback.txt (created: 1/17/13 2:39 PM)

Deposit Info | Checks | **Slip Format** | Customer List

Format Name: Built-in Format A

Side 2 1	Print on Slip	Font	Size	Side 1 2
<input checked="" type="checkbox"/> Deposit Date		Courier New	10	
<input checked="" type="checkbox"/> Bank Numbers		Courier New	8	8
<input checked="" type="checkbox"/> Currency		Courier New	9	
<input checked="" type="checkbox"/> Coin				
<input type="checkbox"/> Cash Total				
<input checked="" type="checkbox"/> Check Amounts				9
<input checked="" type="checkbox"/> Checks Total				
<input checked="" type="checkbox"/> Side 2 Checks Total on Side 1				
<input type="checkbox"/> Sub Total (cash+checks)				
<input checked="" type="checkbox"/> Cash Back Amount				
<input checked="" type="checkbox"/> Deposit Total				
<input type="checkbox"/> Check Count				
<input checked="" type="checkbox"/> Deposit Total (rotated 90°)			12	
<input checked="" type="checkbox"/> Check Count (rotated 90°)			12	

General | **Basic Options** | Depositor Options | Printer & Formatting | Layout

Add'l Layout | Side 2 Layout | Depositor Layout | Report | Slip Background

Print Sides:

- ☐ Both
- ☐ Side 1 only
- ☐ Side 2 only
- ☒ Duplex H2H
- ☐ Duplex H2T

Close

Print

Print...

Preview

C:\ProgramData\Qtools\Qslip2\Samples\StyleA-70chks-cashback.txt

Select the Depositor Options tab.

Set which fields to print using the check boxes.

Edit the field values for you or your company, and your bank. (Click the "..." button next to the Name field to copy all the fields data from another Slip Format)

Make font and font size changes, if necessary.

This information will print on the deposit report regardless of the "Print on Slip" setting.

The positions for these fields are set on the Depositor Layout tab page.

Built-in Background Styles used for printing complete deposit slips use the OTHER TEXT field for encoding the MICR line for transit number and account number.

Use an existing deposit slip as a guide, or check with your bank for their required format.

Use the letters a, b, c, d to print the MICR symbols.

The screenshot shows the QslipZ software interface. The main window is titled "Deposit Slip File: StyleA-70chks-cashback.txt (created: 1/17/13 2:39 PM)". The "Slip Format" tab is selected, showing a "Format Name" dropdown set to "Built-in Format A". Below this, there are sections for "Print on Slip" and "Font" settings. The "Print on Slip" section includes checkboxes for "Name", "Address", "Bank Name", and "Address", each with a text input field and a "Print on Slip" checkbox. The "Font" section includes a "Font" dropdown set to "Arial" and a "Size" dropdown set to "10". The "Depositor Options" tab is also visible at the bottom, showing options for "General", "Basic Options", "Depositor Options", "Printer & Formatting", and "Layout". The "Depositor Options" tab is currently selected, showing options for "Add Layout", "Side 2 Layout", "Depositor Layout", "Report", and "Slip Background".

a = **⋮**

b = **⋮**

c = **⋮**

d = **⋮**

(Since many banks now include optical scanning of deposit slips, the built-in styles that print complete deposit slips should be accepted by your bank. However, some banks still require printing with magnetic ink. If your bank rejects your deposit slip due to this you may want to consider purchasing magnetic toner for printing your deposit slips. Or use Qslip to print onto a conventional pre-printed deposit slip.)

Select the Printer & Formatting tab.

Set the extra character spacing for amounts. This is primarily used to align digits with the pre-printed boxes or columns on some deposit slip formats. (0 is default spacing, 100 is twice normal, 200 is 3 times normal, and so on).

(enabling Decimal Point and/or Thousands Separator will disable extra character spacing.)

Select the printer you wish to print your deposit slips.

Set the printer resolution (optional).

Set the orientation if necessary.

Set the overall Horizontal and Vertical alignment. This will move the entire deposit info image left-right, up-down. This also lets you leave your printer set to standard 8.5" x 11" paper, which allows printing closer to some edges of the deposit slip.

This setting is very important when you want to position your deposit slip image on your pre-printed slip. It moves all the fields equally. Use it to offset the printed image to the position your printer feeds your deposit slip.

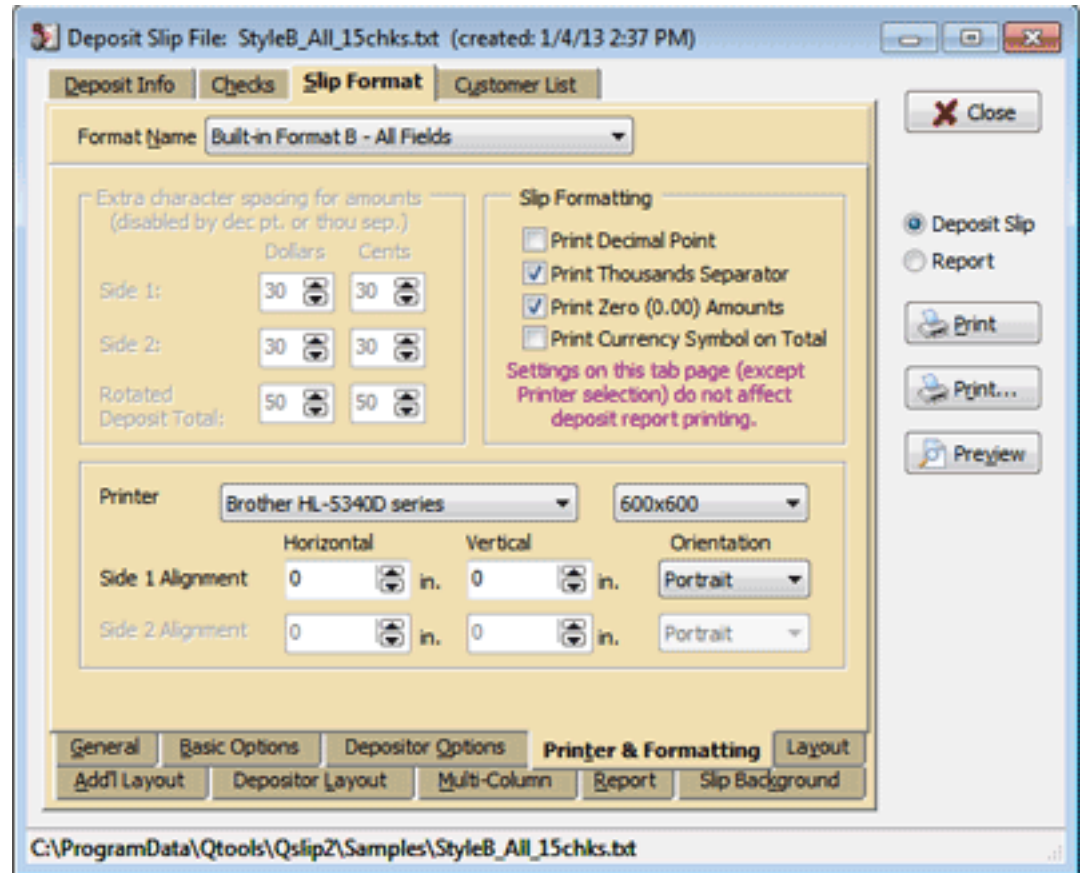
Slip Formatting:

Print Decimal Point: If your pre-printed deposit slip does not include a vertical line in the items section separating dollars and cents, enable this feature. For built-in complete deposit slips, you can choose either setting.

Print Thousands Separator: All amounts will display a thousands separator (e.g. 9,999.99).

Print Zero (0.00) Amounts: For any values that are zero, when this option is checked 0.00 will be printed, if unchecked nothing will be printed (blank).

Print Currency Symbol on Total: The Deposit Total and Rotated Deposit Total will print a currency symbol. For pre-printed deposit slips, disable if a currency symbol is pre-printed. For built-in complete deposit slips, you can choose either setting, but check with your bank.



If the deposit slip is set as 2-sided, the Side 2 character spacing and Alignment controls will be enabled.

Deposit Slip File: StyleA-70chks-cashback.txt (created: 1/17/13 2:39 PM)

Deposit Info Checks **Slip Format** Customer List

Format Name: Built-in Format A

Extra character spacing for amounts

	Dollars	Cents
Side 1:	30	30
Side 2:	30	30
Rotated Deposit Total:	70	70

Slip Formatting

- ☐ Print Decimal Point
- ☐ Print Thousands Separator
- ☐ Print Zero (0.00) Amounts
- ☐ Print Currency Symbol on Total

Settings on this tab page (except Printer selection) do not affect deposit report printing.

Printer: Brother HL-5340D series 600x600

	Horizontal	Vertical	Orientation
Side 1 Alignment	0 in.	0 in.	Landscape
Side 2 Alignment	0 in.	0 in.	Landscape

General Basic Options Depositor Options **Printer & Formatting** Layout

Add'l Layout Side 2 Layout Depositor Layout Report Slip Background

C:\ProgramData\Qtools\Qslip2\Samples\StyleA-70chks-cashback.txt

Close

Deposit Slip ☒ Report ☐

Print Print... Preview

Print Sides:

- ☐ Both
- ☐ Side 1 only
- ☐ Side 2 only
- ☒ Duplex H2H
- ☐ Duplex H2T

Next: [Set the Layout Positions](#) your deposit slip layout.

[Back to Slip Formats](#)
[Back to Table of Contents](#)

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Qslip - User Guide - Set Layout Positions

Grab a ruler and a blank pre-printed deposit slip

- For best results, make all measurements to the nearest 32nd of an inch.
- Skip any items not used on your slip format (eg. Checks Total) -- they will appear grayed-out.
- You may enter decimal or fractional amounts in the measurement edit controls (decimals will be converted to the nearest fraction).

Layout:

These items reference fields enabled on the Basic Options tab page.

Set the value for Number of Checks to the exact number of check lines on the front of the deposit slip.

Measure the overall width and height of the slip, and enter values in Slip Width and Height.

Set the Horizontal Positions: Measuring from the left edge of the slip, to the points marked in blue, enter the corresponding values.

Set the Vertical Positions: Measuring from the top edge of the slip, to the points marked in red, enter the corresponding values.

Deposit Slip File: StyleA-70chks-cashback.txt (created: 1/17/13 2:39 PM)

Deposit Info Checks **Slip Format** Customer List

Format Name Built-in Format A

Slip Width 3 3/8 Height 8 1/2 measurements are in inches

1 1/2 1 5/8

2 25/32 2 1/4

1 1/4 2 7/16

2 15/16 2 3/4

7 1/4

7 1/2

7 15/16

Date 12/31/98 Deposit Ticket (side 1)

Currency 1234567 00

Coin 1234567 12

Bank No. 12-12345 1234567 12

Checks 12-12345 1234567 12

Checks Total 1234567 12

Deposit Total 1234567 12

Number of Checks 30

General Basic Options Depositor Options Printer & Formatting **Layout**

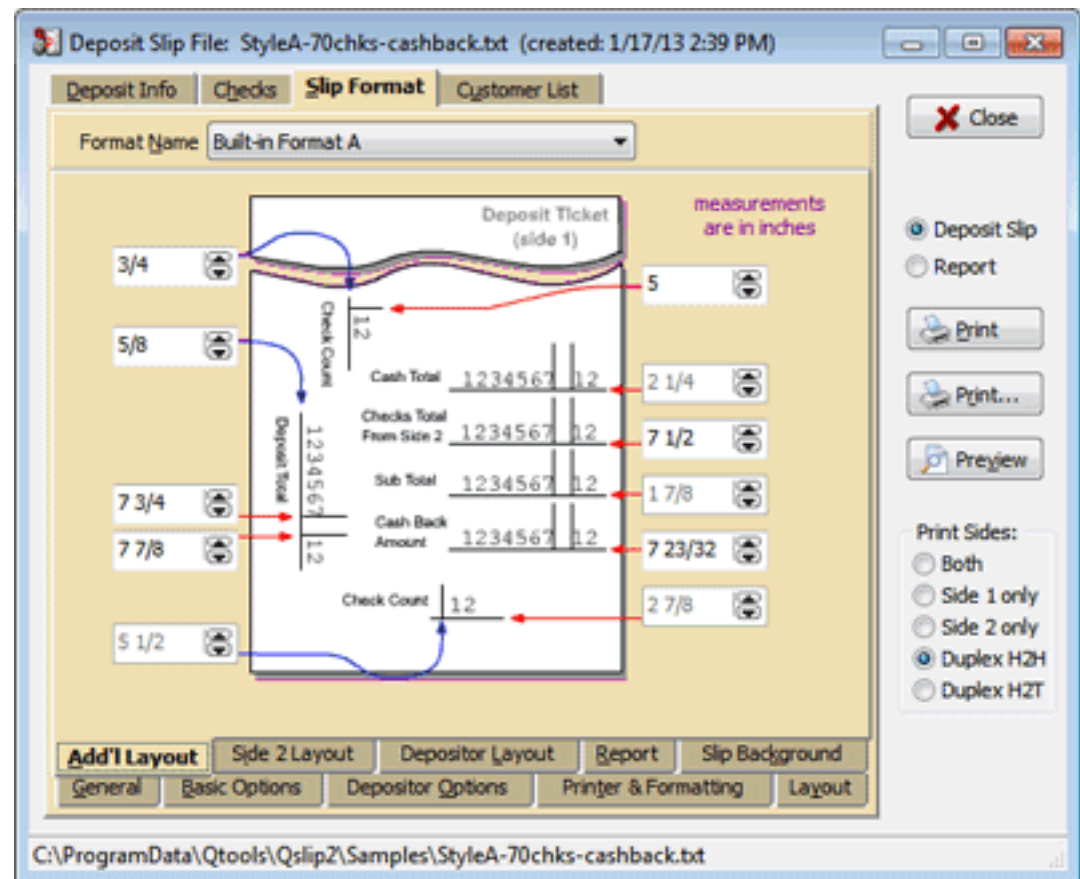
Add Layout Side 2 Layout Depositor Layout Report Slip Background

Print Sides: Both Side 1 only Side 2 only Duplex H2H Duplex H2T

C:\ProgramData\Qtools\Qslip2\Samples\StyleA-70chks-cashback.txt

These items reference fields enabled on the Basic Options tab page.

Set the Vertical Positions: Measuring from the top edge of the slip, to the points marked in red, enter the corresponding values.



Depositor Layout:

These items reference fields enabled on the Depositor Options tab page.

Set the Horizontal Positions: Measuring from the left edge of the slip, to the points marked in blue, enter the corresponding values.

Set the Vertical Positions: Measuring from the top edge of the slip, to the points marked in red, enter the corresponding values.

Note: For fields with the 90° rotation option enabled, the Vertical position is the start of the text, and the Horizontal position in the baseline.

Deposit Slip File: StyleA-70chks-cashback.txt (created: 1/17/13 2:39 PM)

Format Name: Built-in Format A

measurements are in inches

1 9/16

1/4 2 11/16

1 1 1/16

1/4 2 11/16

Deposit Ticket (side 1)

Name: My Name Here

Account No.: 123 456789

Bank Name: ABC BANK

Other: Custom info here

Print Sides:

- ☐ Both
- ☐ Side 1 only
- ☐ Side 2 only
- ☒ Duplex H2H
- ☐ Duplex H2T

Buttons: Close, Deposit Slip, Report, Print, Print..., Preview

Navigation: Add Layout, Side 2 Layout, Depositor Layout, Report, Slip Background, General, Basic Options, Depositor Options, Printer & Formatting, Layout

Path: C:\ProgramData\Qtools\Qslip2\Samples\StyleA-70chks-cashback.txt

If the format is 2-sided:

These items reference fields enabled on the Basic Options tab page.

Set the value for Max Checks to the exact number of check lines on the back of the deposit slip.

Set the Horizontal Positions: Measuring from the left edge of the slip, to the points marked in blue, enter the corresponding values.

Set the Vertical Positions: Measuring from the top edge of the slip, to the points marked in red, enter the corresponding values.

Deposit Slip File: StyleA-70chks-cashback.txt (created: 1/17/13 2:39 PM)

Deposit Info Checks **Slip Format** Customer List

Format Name Built-in Format A

measuresments are in inches

Deposit Ticket (side 2)

Bank No.

Checks 12-12345 1234567 12

..Checks 12-12345 1234567 12

Checks Total 1234567 12

Number of Checks 44

1 7 7/8 8 5/32

Print Sides:

☐ Both

☐ Side 1 only

☐ Side 2 only

☒ Duplex H2H

☐ Duplex H2T

Print Preview

Close

General Basic Options Depositor Options Printer & Formatting Layout

C:\ProgramData\Qtools\Qslip2\Samples\StyleA-70chks-cashback.txt

If the format is Multi-Columned:

Follow the special instructions in the box at the bottom of the tab page.

This feature is primarily included in order to print to the QB native format, however it can be used to print to other multi-columned slips.

The built-in format Style B uses these settings.

The screenshot shows the 'New Deposit Slip' dialog box with the 'Slip Format' tab selected. The 'Format Name' is set to 'Built-in Format B'. The settings are as follows:

- Number of Columns: 3
- Number of Checks in First Column: 6
- Number of Checks in Last Column: 5
- Column Width: 1 15/16
- Baseline of 1st Check in right-most column: 19/32

A note states: 'Note: These settings apply to side 1 only.' A pink text annotation says 'measurements are in inches'.

Special instructions for multi-column formats are provided in a scrollable box:

- On the "Layout" tab:
 - 1. Set the values for baselines of first and last checks by measuring their positions in the first column.
 - 2. Set the values for the positions of Bank Numbers, Dollars and Cents using the right-most column.
- On the "Options" tab:
 - 1. Be sure to uncheck any items that don't appear on the slip.

The bottom of the dialog has tabs for 'Add'l Layout', 'Depositor Layout', 'Multi-Column' (selected), 'Report', and 'Slip Background'. Below these are sub-tabs: 'General', 'Basic Options', 'Depositor Options', 'Printer & Formatting', and 'Layout'. On the right side, there are buttons for 'Close', 'Deposit Slip' (selected), 'Report', 'Print', 'Print...', and 'Preview'.

[Back to Slip Formats](#)
[Back to Table of Contents](#)

Qslip - User Guide - Importing from QuickBooks

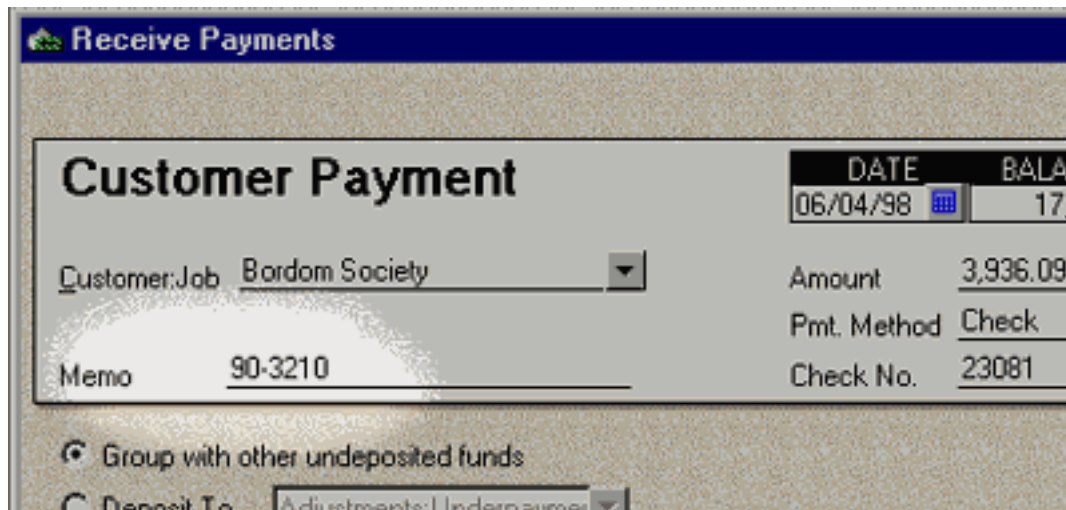
Prior to exporting from QuickBooks

1. (optional) When receiving checks, enter the Bank Number from the checks in the memo field in the "Receive Payments" or "Cash Sales" windows.

Qslip will read this from the QB export file.

If you have the customer list feature enabled in Qslip, you can skip entering the bank number here if the customer (and bank number) are in Qslip's customer list.

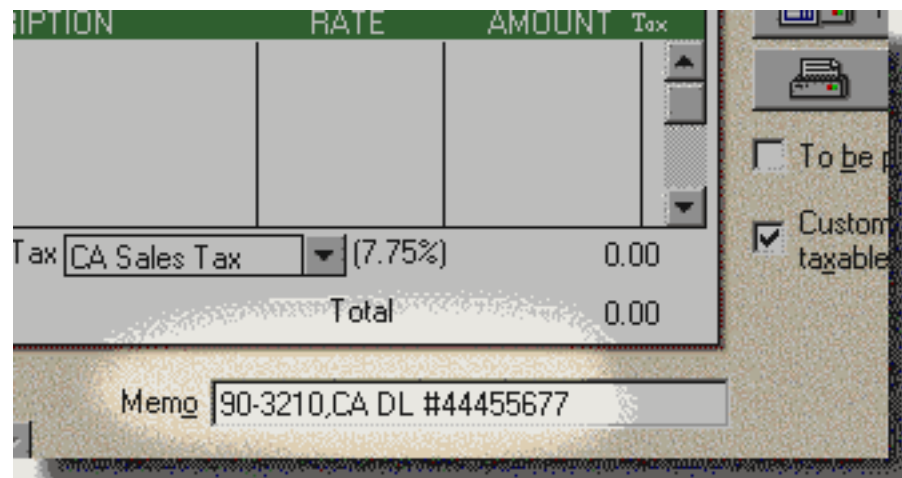
A stay-on-top customer list viewer (QViewer) is included with Qslip. It can be handy to keep it open while entering payments received in QBooks -- a quick glance will let you know whether you can skip entering the bank number for a customer.



2. (optional) If you have other info that you wish to place in the memo field, place it *after* the Bank Number, separated by a comma.

Qslip will read the Bank Number from the QB export file, placing the text after the comma into Qslip's Memo field.

If you are not entering a bank number, place a comma before any memo text you wish to enter.

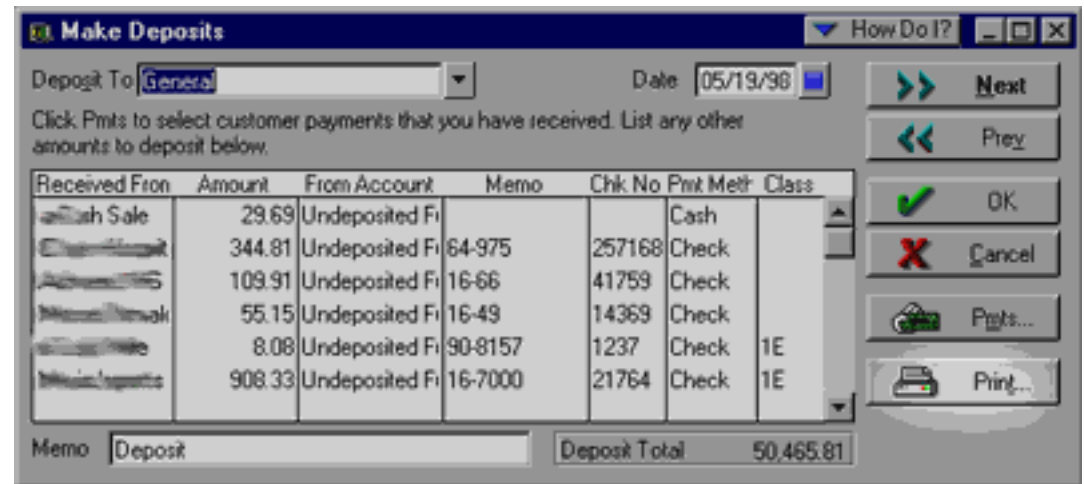


3. If you need to assign a single check to more than one payment received transaction, preface the Check Number with a "p"

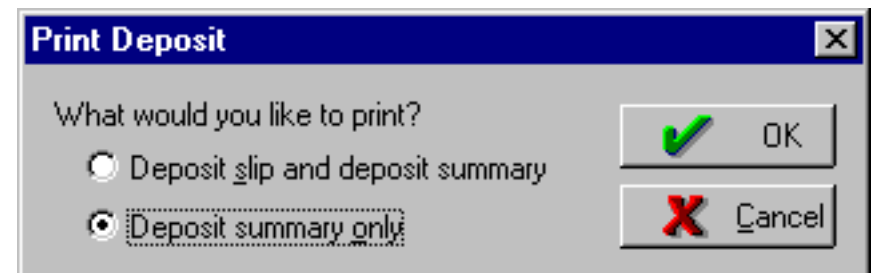
character (eg. p23081) each time it is entered. Qslip will combine the separate transactions into one check item for the deposit.

Export from QuickBooks

1. At the "Make Deposit" window, after selecting items for deposit, click the "Print" button.



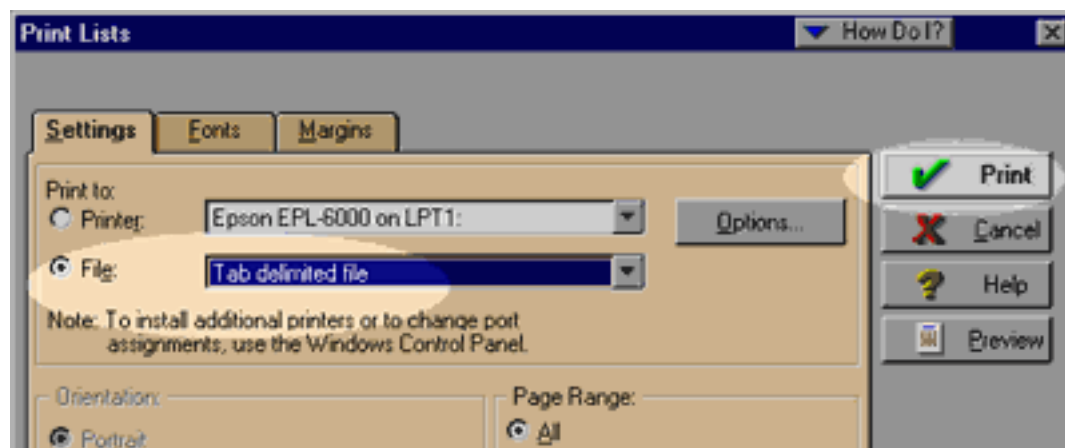
2. In QB99 and above, select "Deposit summary only" when this dialog appears.



3. In the next window, select the "File" radio-button, and ensure "Tab delimited file" or "Comma delimited file" is the selection next to it.

You can use the "ASCII text file" type, but field information may be truncated.

4. Click "Print."



5. Type a name for the file to create, or select one from the list of files. If you always use the same name (eg. deposit.txt), Qslip will load it on startup, saving you the extra step of loading it into Qslip.

6. Click "Save." (if you select a file from the list, you will receive a prompt asking if you want to overwrite the file - choose yes).

note: QuickBooks99 and prior always default to the QuickBooks program folder for this dialog.



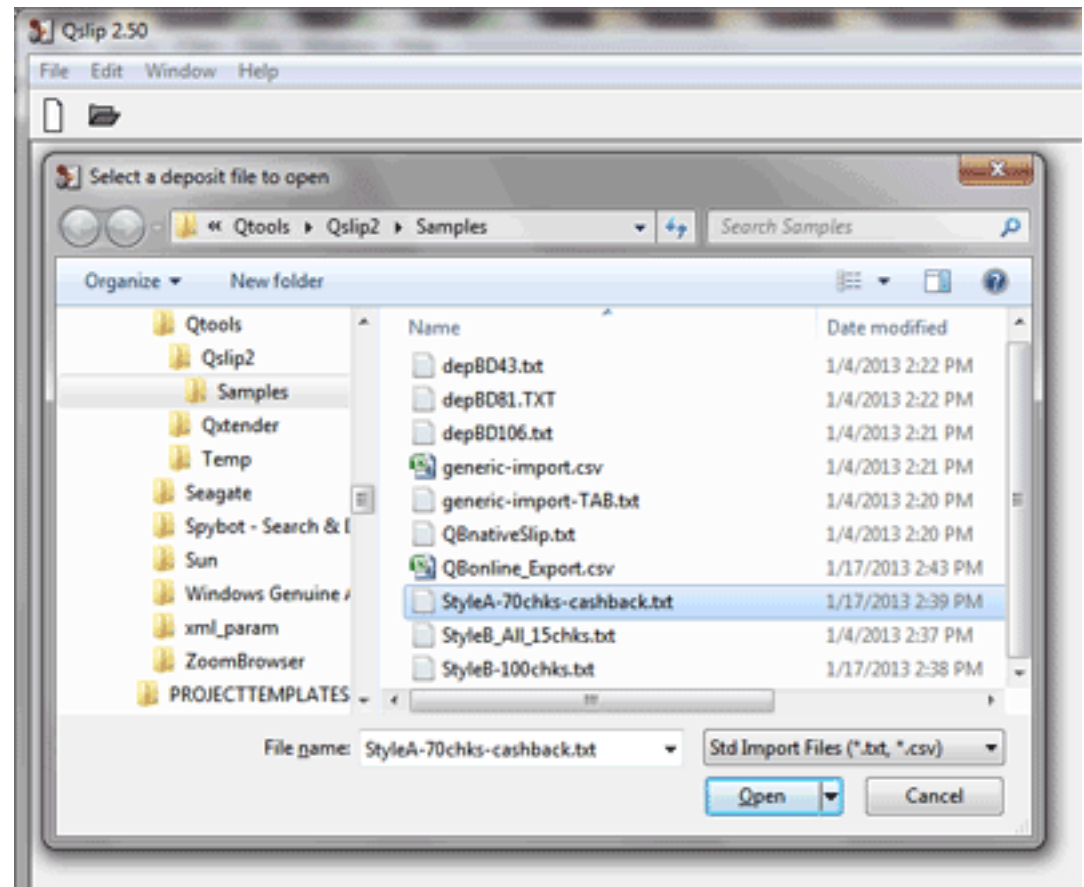
7. The Export file has now been created, and you can run Qslip immediately (or later).

Import to Qslip


1. Run Qslip. If this is the first time, you will get an open file dialog. Open the file you exported from QuickBooks.

Subsequently, when you run Qslip, it will open the last file you had open before exiting, skipping this step.

You can also open a file at any time while Qslip is running.



2. The selected file (or last viewed file) is loaded into Qslip. If this is not the file you exported from QuickBooks, select

"Open" from the "File" menu or click the  and use the dialog to open the file you exported.

Any [discrepancies in the import file](#) will be displayed in a warning dialog.

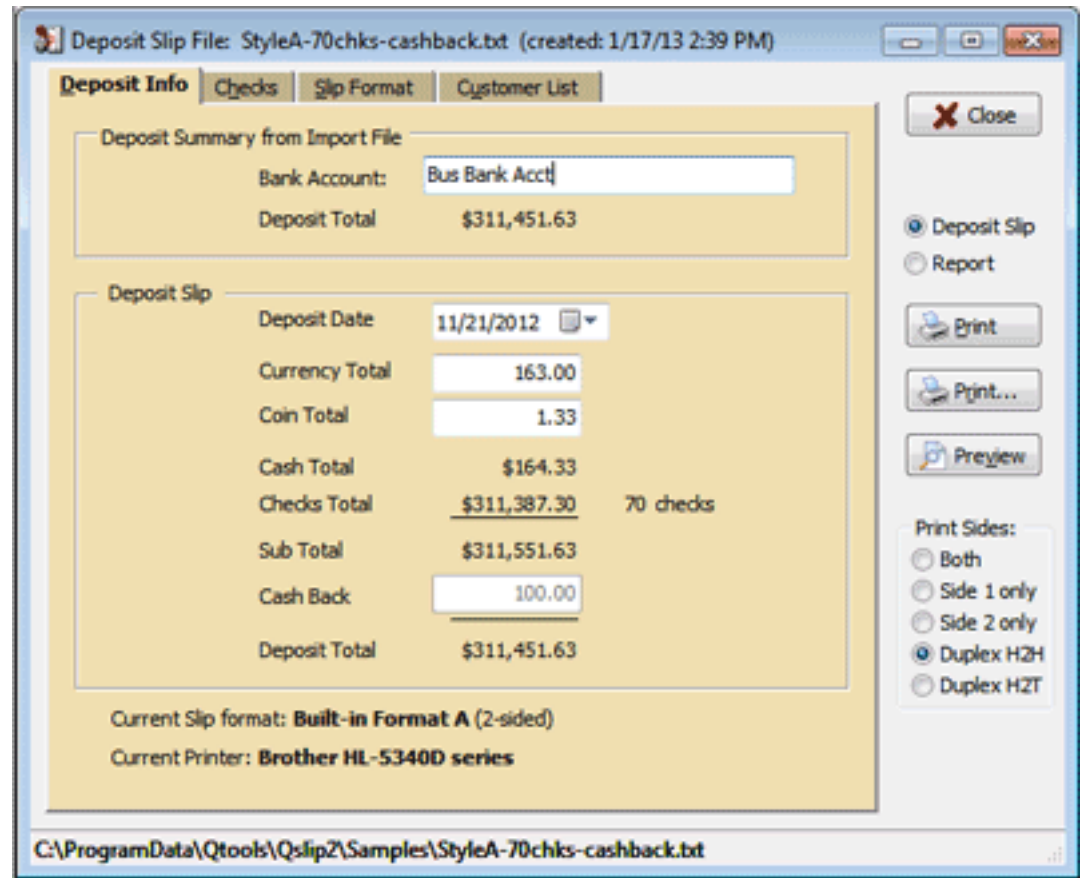
The import stage is complete. Now you can get ready to print a deposit slip.

The QuickBooks Bank Account and Deposit Total are shown for reference.

3. (optional) You may change the date.

4. Set the currency and coin amounts. Editing one will change the other, so that currency + coin = cash total.

The current slip format and printer are displayed at the bottom for reference. If not correct, [select the proper format](#).



The screenshot shows the Qslip software interface for a deposit slip. The title bar reads "Deposit Slip File: StyleA-70chks-cashback.txt (created: 1/17/13 2:39 PM)". The interface has four tabs: "Deposit Info", "Checks", "Slip Format", and "Customer List". The "Deposit Info" tab is active, showing a "Deposit Summary from Import File" with "Bank Account: Bus Bank Acct" and "Deposit Total: \$311,451.63". Below this is a "Deposit Slip" section with a table of values: "Deposit Date: 11/21/2012", "Currency Total: 163.00", "Coin Total: 1.33", "Cash Total: \$164.33", "Checks Total: \$311,387.30 (70 checks)", "Sub Total: \$311,551.63", "Cash Back: 100.00", and "Deposit Total: \$311,451.63". At the bottom, it states "Current Slip format: Built-in Format A (2-sided)" and "Current Printer: Brother HL-5340D series". On the right side, there are buttons for "Close", "Deposit Slip" (selected), "Report", "Print", "Print...", and "Preview". Below these are "Print Sides" options: "Both", "Side 1 only", "Side 2 only", "Duplex H2H" (selected), and "Duplex H2T". The status bar at the bottom shows the file path: "C:\ProgramData\Qtools\Qslip2\Samples\StyleA-70chks-cashback.txt".

Deposit Summary from Import File	
Bank Account:	Bus Bank Acct
Deposit Total	\$311,451.63

Deposit Slip	
Deposit Date	11/21/2012
Currency Total	163.00
Coin Total	1.33
Cash Total	\$164.33
Checks Total	\$311,387.30 70 checks
Sub Total	\$311,551.63
Cash Back	100.00
Deposit Total	\$311,451.63

Current Slip format: Built-in Format A (2-sided)
Current Printer: Brother HL-5340D series

Print Sides:
☐ Both
☐ Side 1 only
☐ Side 2 only
☒ Duplex H2H
☐ Duplex H2T

C:\ProgramData\Qtools\Qslip2\Samples\StyleA-70chks-cashback.txt

5. (optional) If you haven't entered some or all of the Bank or Check Numbers for the checks in QuickBooks, you can enter them now.

Deposit Slip File: StyleA-70chks-cashback.txt (created: 1/17/13 2:39 PM)

Deposit Info Checks Slip Format Customer List

Edit Imported Deposit Information (Memo, Method, Check # or Bank #)

Customer/Payer	Memo	Method	Check No.	Bank No.	Amount
Tom Jones	This is a m	Check	1423	12-333	1478.39
Larry David		Check	1638	16-49	10989.27
Ralph Anderson		Check	19683	17-22	158.94
SKF		Check	6958887	16-9837	9528.21
Tom Jones	This is a m	Check	1423	12-333	1478.39
Larry David		Check	1638	16-49	10989.27
Ralph Anderson		Check	19683	17-22	158.94
SKF		Check	6958887	16-9837	9528.21
Ralph Anderson		Check	19683	17-22	158.94
Ralph Anderson		Check	19683	17-22	15.34
Tom Jones	This is a m	Check	1423	12-333	1478.39
Larry David		Check	1638	16-49	10989.27
Ralph Anderson		Check	19683	17-22	158.94
SKF		Check	6958887	16-9837	9528.21
Tom Jones	This is a m	Check	1423	12-333	1478.39
Larry David		Check	1638	16-49	10989.27
Ralph Anderson		Check	19683	17-22	158.94
SKF		Check	6958887	16-9837	9528.21
70 Checks					\$311,387.30

Close

Deposit Slip
Report

Print

Print...

Preview

Print Sides:
☐ Both
☐ Side 1 only
☐ Side 2 only
☒ Duplex H2H
☐ Duplex H2T

C:\ProgramData\Qtools\Qslip2\Samples\StyleA-70chks-cashback.txt

6. [Print.](#)

Close

☒ Deposit Slip
☐ Report

Print

Print...

Preview

Print Sides:
☐ Both
☐ Side 1 only
☐ Side 2 only
☒ Duplex H2H
☐ Duplex H2T

Preview

DEPOSIT TICKET

My Name
 1234 Any Street
 Anytown, AS 99999

ABC BANK
 1234 Any Street
 Anytown, AS 99999

DATE 11/21/2012
DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Signature _____
 SEE HERE FOR LESS CASH

TOTAL ITEMS **70**
 DEPOSIT TOTAL \$ **3**

112345678910
 987654321098

	DOLLARS	CENTS
CURRENCY	163	00
COIN	1	33
CHECKS:		
1 12-333	1478	39
2 16-49	10989	27
3 17-22	158	94
4 16-9837	9528	21
5 12-333	1478	39
6 16-49	10989	27
7 17-22	158	94
8 16-9837	9528	21
9 17-22	158	94
10 17-22	15	34
11 12-333	1478	39
12 16-49	10989	27
13 17-22	158	94
14 16-9837	9528	21
15 12-333	1478	39
16 16-49	10989	27
17 17-22	158	94
18 16-9837	9528	21
19 17-22	158	94
20 17-22	15	34
21 12-333	1478	39
22 16-49	10989	27
23 17-22	158	94
24 16-9837	9528	21
25 12-333	1478	39
26 16-49	10989	27
27 17-22	158	94
28 16-9837	9528	21

25	12-333	1478	39
26	16-49	10989	27
27	17-22	158	94
28	16-9837	9528	21
29	17-22	158	94
30	17-22	15	34
Total from other side		177935	60
Less cash received		100	00
TOTAL \$		311451	63

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreements.

[Back to Table of Contents](#)

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Qslip - User Guide - Importing from QuickBooks Online

Prior to exporting from QuickBooks Online

1. Enter Bank Numbers in Memo (optional): When receiving checks, enter the Bank Number from the checks in the memo field in the "Receive Payments" or "Sales Receipt" screens.

Qslip will read this from the QB export file. (This feature can be disabled in [preferences](#))

If you have the customer list feature enabled in Qslip, you can skip entering the bank number here if the customer (and bank number) are in Qslip's customer list.

A stay-on-top customer list viewer (QSviewer) is included with Qslip. It can be handy to keep it open while entering payments received in QBooks -- a quick glance will let you know whether you can skip entering the bank number for a customer.

2. Enter other memo text (optional): If you have other info that you wish to place in the memo field, place it *after* the Bank Number, separated by a comma.

Qslip will read the Bank Number from the QB export file, placing the text after the comma into Qslip's Memo field.

If you are not entering a bank number, place a comma before any memo text you wish to enter.

Examples:

- 16-24, memo with bank number
- ,memo without bank number

3. Handle Split Checks (optional): If you need to assign a single check to more than one payment received transaction, preface the Check Number with a "p" character (eg. p23081) each time it is entered. Qslip will combine the separate transactions into one check item for the deposit. (This feature can be disabled in [preferences](#))

Export from QuickBooks Online

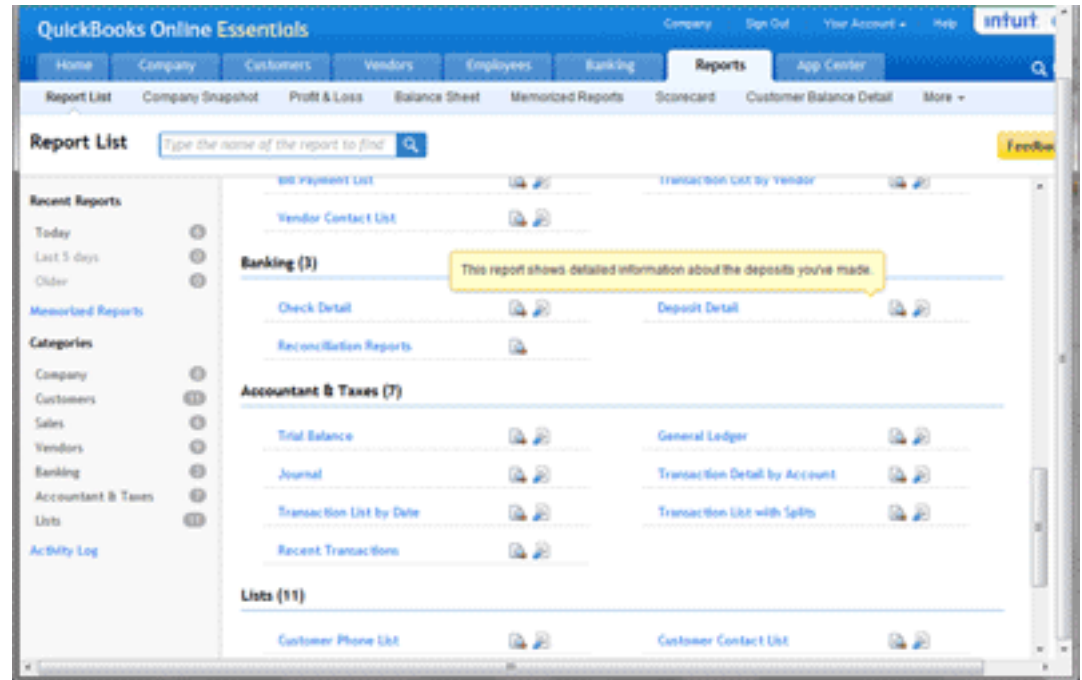
You cannot create a deposit information file directly from the "Banking | Deposit" screen. First create your deposit there, then run a customized Deposit Detail report, export it to Excel, save to a comma-separated (CSV) file from Excel, and open that file in Qslip.

Modify Deposit Report

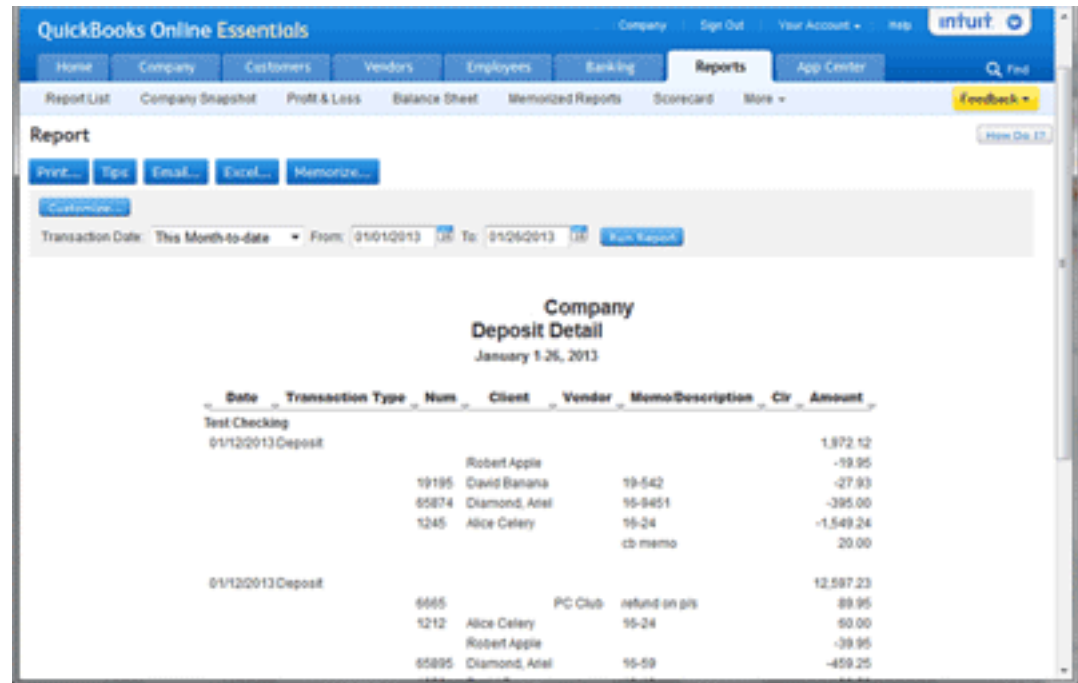
The default Deposit Detail report must be modified to include additional information (columns), which you can save for future use -- so this is a one-time only operation.

To create a customized report:

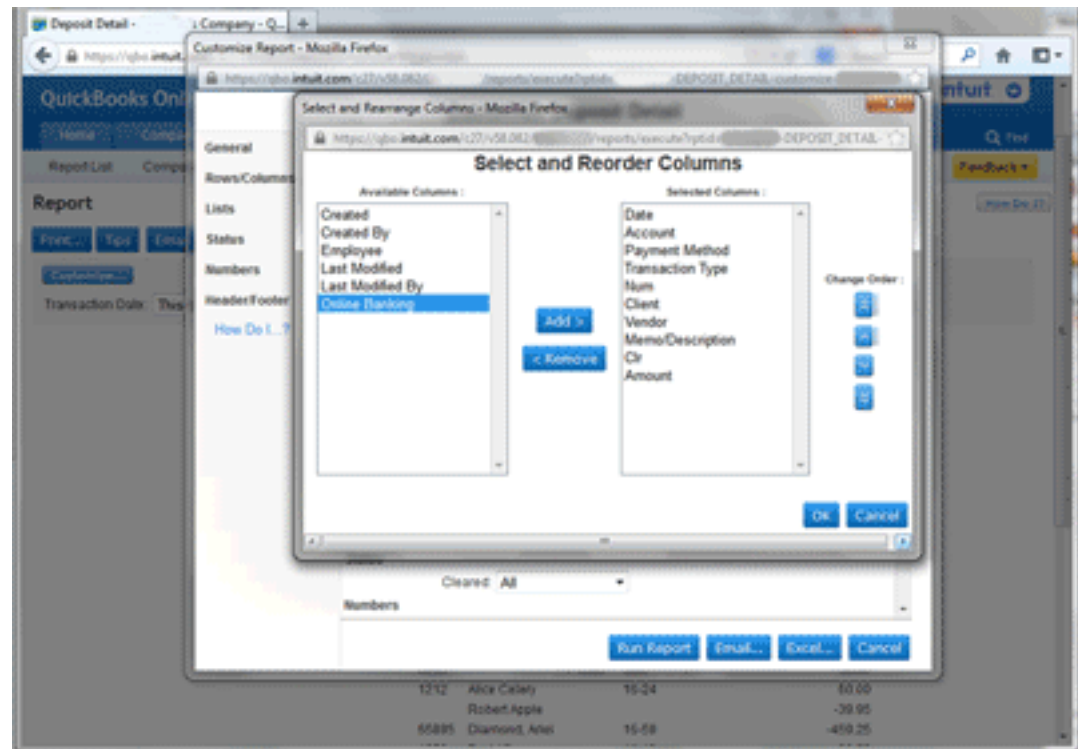
1. Run the default Deposit Detail report.



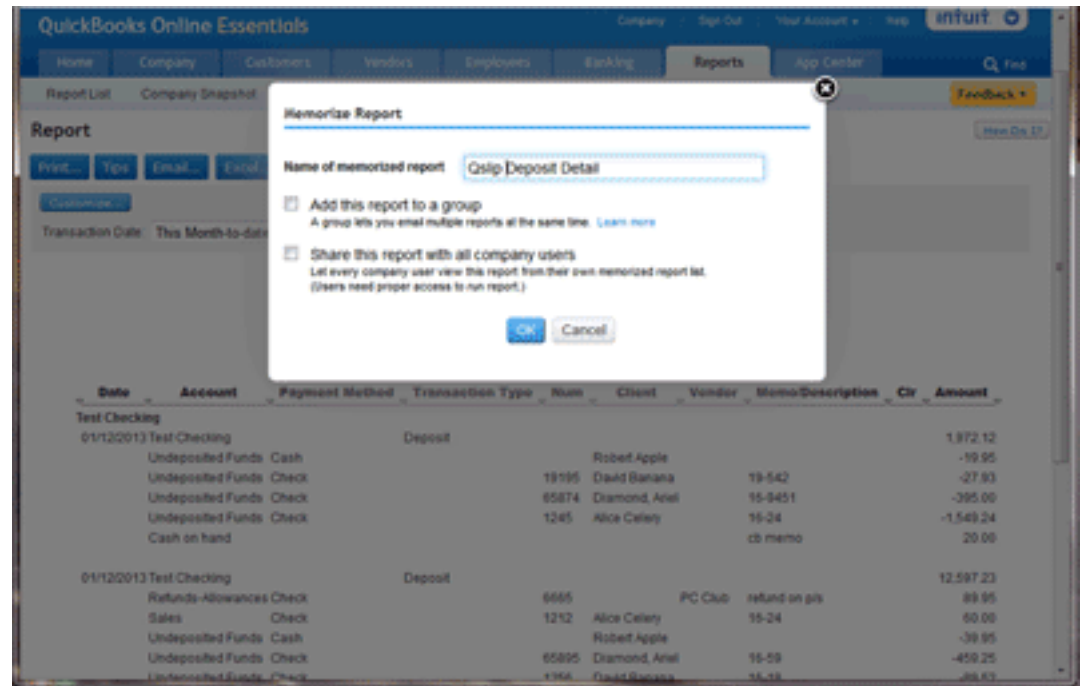
2. Change "Transaction Date:" to "Today" (optional)
3. Click the "Customize..." button.



4. Click the "Change Columns..." button.
 - o Add "Account"
 - o Add "Payment Method"
 - o Verify that the following columns are included in the "Selected Columns:" list (others will be ignored):
 - Date
 - Payment Method
 - Account
 - Transaction Type
 - Num
 - Client
 - Vendor
 - Memo/Description
 - Amount
5. Click "OK" to save the added columns.
6. Click "Run Report" to save the changes and rebuild the report.



7. Click "Memorize..." and give the report a name such as "Qslip Deposit Detail."
8. Click "OK" to save the report.

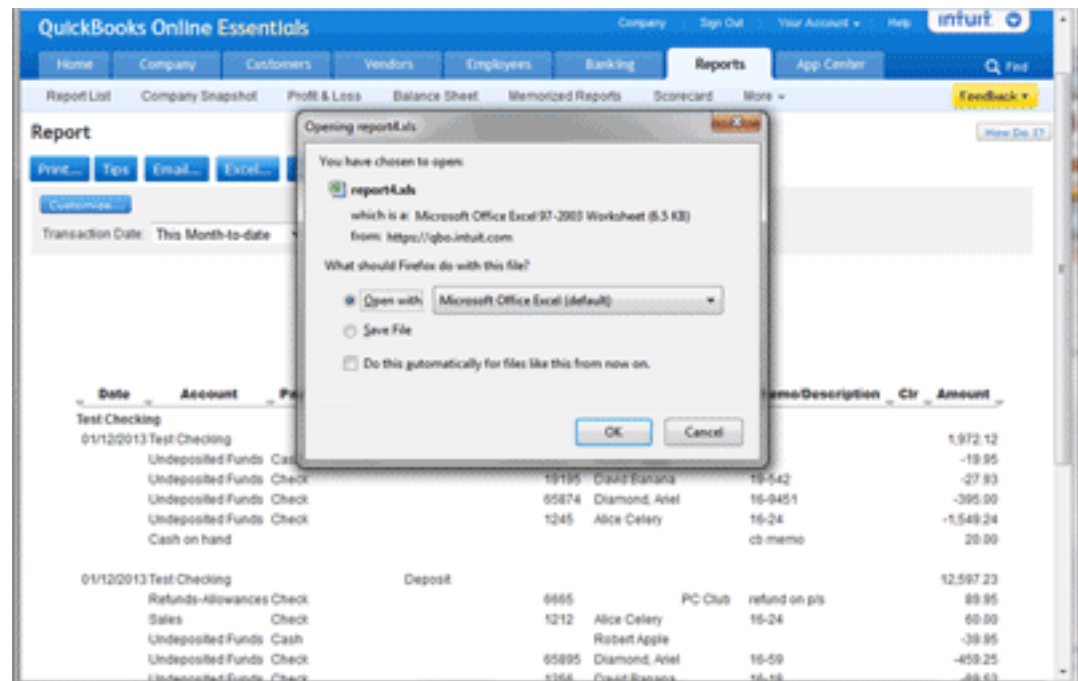


Once you have created the custom report, the process for exporting it to a file is as follows:

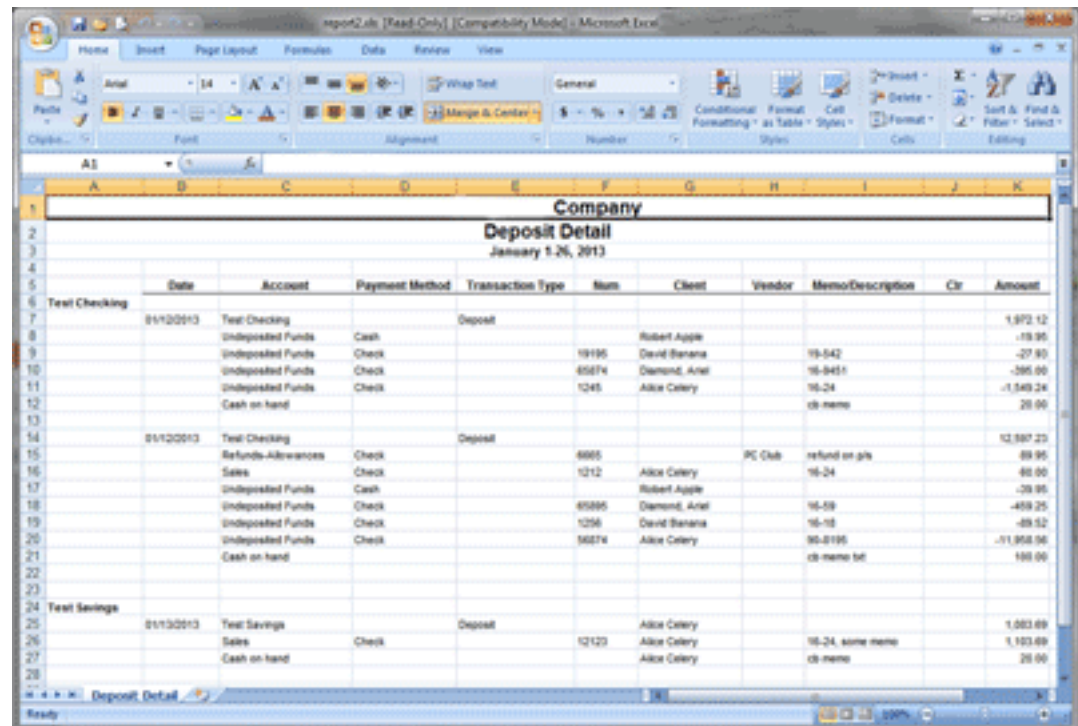
Export a Deposit Report to Excel

1. Create and save a deposit on the "Banking | Deposit" screen.
2. Select "Reports | Memorized Reports", select your "Qslip Deposit Detail" report, and click "Run Report."
3. Verify that the deposit for which you want to print a deposit slip is in the report. If there are other deposit transactions in the report, that is OK -- Qslip will prompt you to select one upon import.

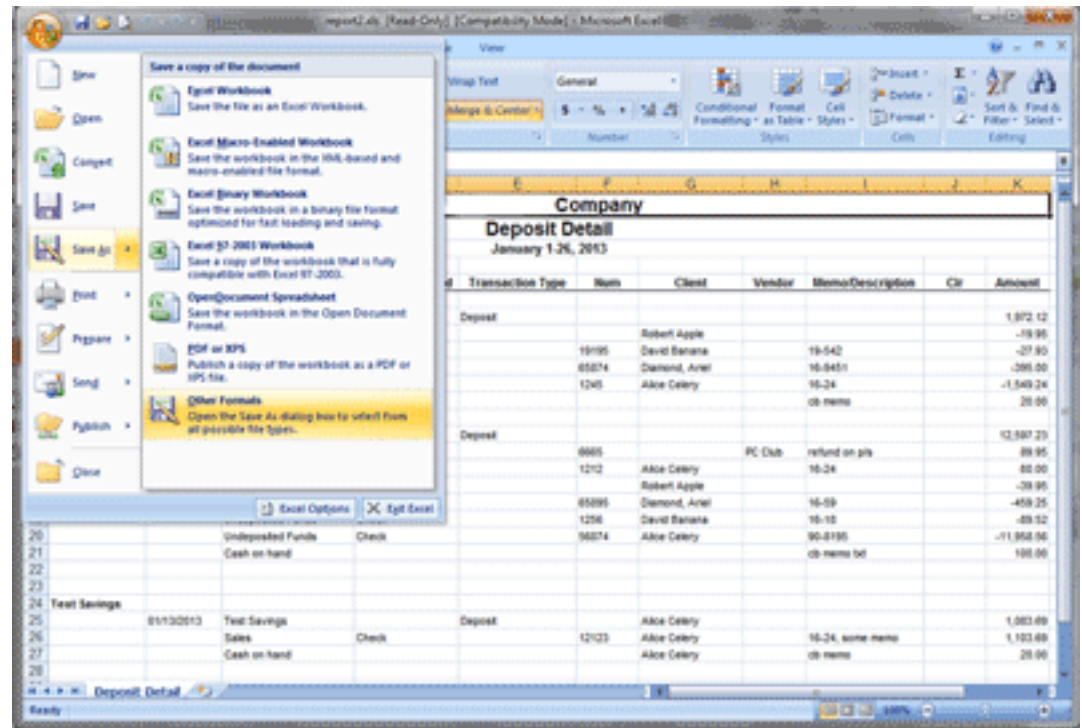
- Click "Excel..." and either have it open directly in Excel, or save the file and open it manually with Excel.



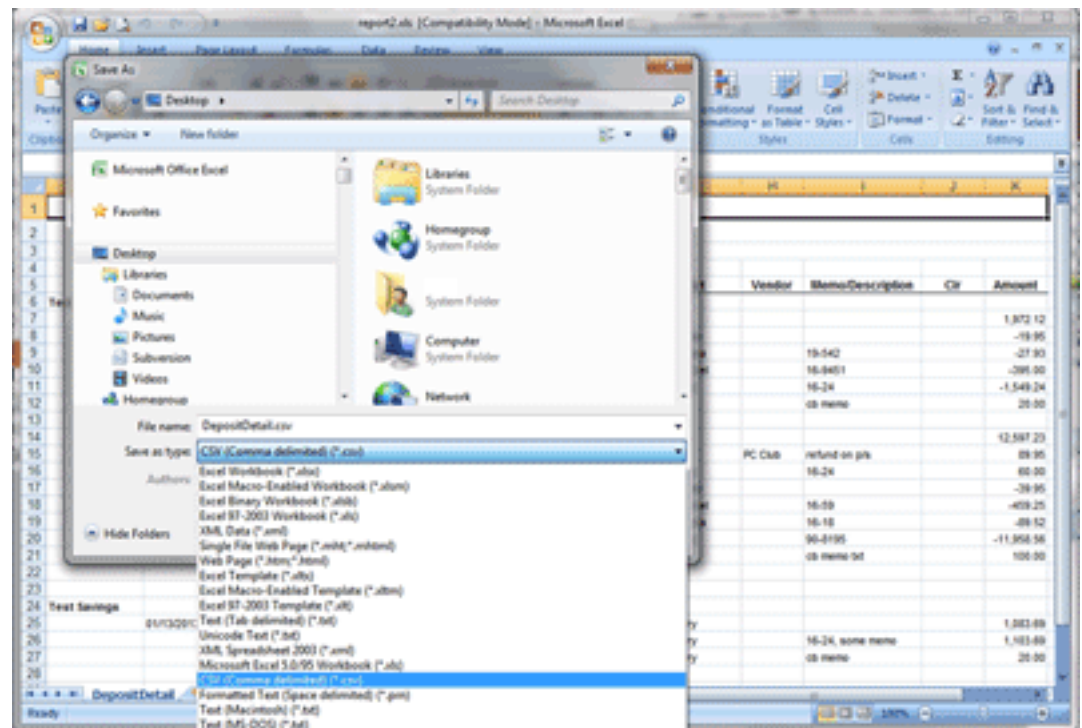
- With the report open in Excel, choose "Save As...".



If you hover over Save As, a sub-menu will display. Choose "Other Formats."



6. Change the "Save as type:" to "CSV (Comma delimited) (*.csv)".
7. Choose a folder in which to save, from which you will open it in Qslip.
8. Name the file however you want. (If you use the same name each time, Qslip can be set to open it each time it starts, assign the correct slip format).
9. Click the "Save" button.



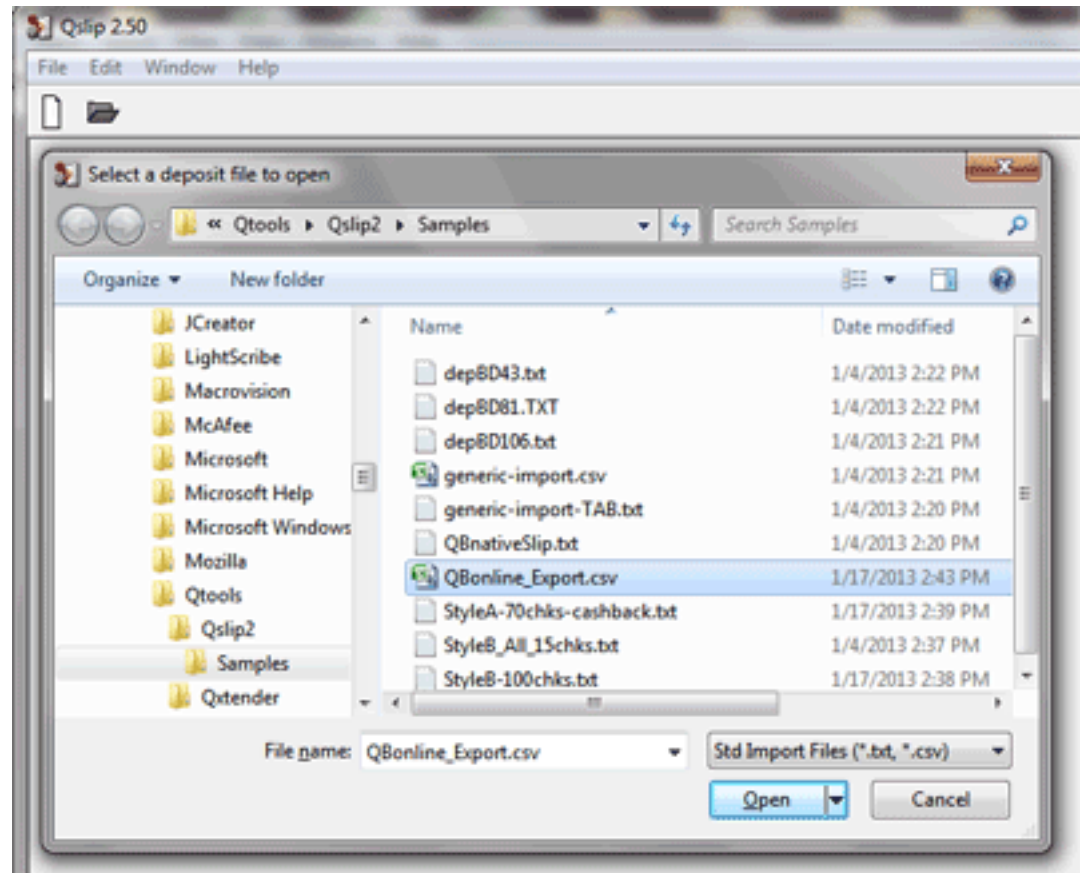
The Export file has now been created, and you can run Qslip immediately (or later).

Import to Qslip

1. Run Qslip. If this is the first time, you will get an open file dialog. Open the file you exported from QuickBooks Online.

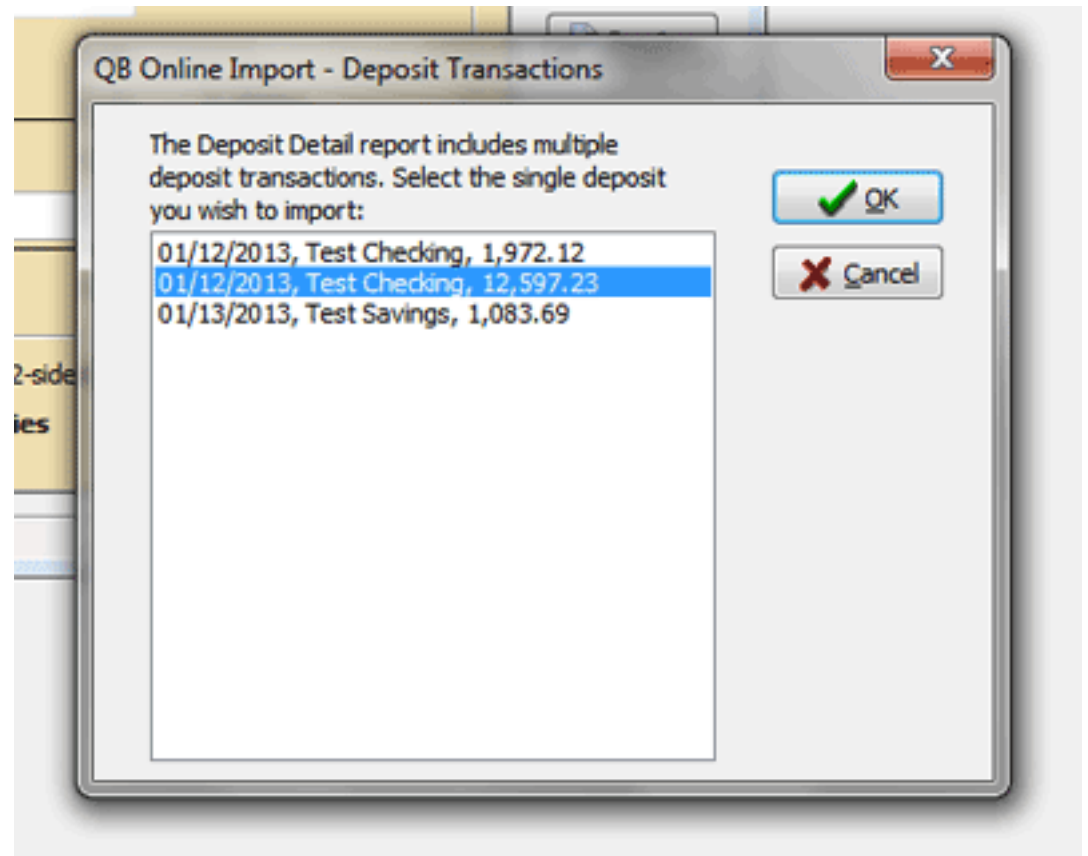
Subsequently, when you run Qslip, it will open the last file you imported, skipping this step. (This feature can be controlled in [preferences](#))


You can also open a file at any time while Qslip is running.



If there is more than one deposit transaction in the imported report, a dialog will display listing each transaction.

Select the one you want and click "OK" to continue.



2. The file is loaded into Qslip. If this is not the file you exported from QuickBooks Online, select "Open" from the "File" menu or click the  and use the dialog to open the file you exported.

Any [discrepancies in the import file](#) will be displayed in a warning dialog.

The import stage is complete. Now you can get ready to print a deposit slip.

The QuickBooks Bank Account and Deposit Total are shown for reference.

3. Verify Date. You may change the date to when deposit will be made.

4. Verify Cash. Set the currency and coin amounts, if necessary. Editing one will change the other, so that currency + coin = cash total.

5. Verify Slip Format. The current slip format and printer are displayed at the bottom for reference. If not correct, [select the proper format](#).

The screenshot shows a software window titled "Deposit Slip File: QBOnline_Export.csv (created: 1/17/13 2:43 PM)". It has four tabs: "Deposit Info", "Checks", "Slip Format", and "Customer List". The "Deposit Info" tab is active, displaying a "Deposit Summary from Import File" and a "Deposit Slip" section.

Deposit Summary from Import File

Bank Account:	Test Checking
Deposit Total	\$12,597.23

Deposit Slip

Deposit Date	1/25/2013	
Currency Total	39.00	
Coin Total	0.95	
Cash Total	\$39.95	
Checks Total	\$12,657.28	5 checks
Sub Total	\$12,697.23	
Cash Back	100.00	
Deposit Total	\$12,597.23	

Current Slip format: **Built-in Format A (2-sided)**
Current Printer: **Brother HL-5340D series**

On the right side of the window, there are buttons for "Close", "Deposit Slip" (selected), "Report", "Print", "Print...", and "Preview". Below these is a "Print Sides:" section with radio buttons for "Both", "Side 1 only", "Side 2 only", "Duplex H2H" (selected), and "Duplex H2T". The status bar at the bottom shows the file path: "C:\ProgramData\Qtools\Qslip2\Samples\QBOnline_Export.csv".

6. Add/Edit item details. (optional) If you haven't entered some or all of the Bank or Check Numbers for the checks in QuickBooks Online, you can enter them now.

Deposit Slip File: QBOnline_Export.csv (created: 1/17/13 2:43 PM)

Deposit Info **Checks** Slip Format Customer List

Edit Imported Deposit Information (Memo, Method, Check # or Bank #)

Customer/Payer	Memo	Method	Check No.	Bank No.	Amount
PC Club	refund on	Check	6665	16-689	89.95
Alice Celery		Check	1212	16-24	60.00
Diamond, Ariel		Check	65895	16-59	459.25
David Banana		Check	1256	16-18	89.52
Alice Celery		Check	56874	90-8195	11958.56

5 Checks \$12,657.28

Close

Deposit Slip
Report

Print
Print...
Preview

Print Sides:
Both
Side 1 only
Side 2 only
Duplex H2H
Duplex H2T

C:\ProgramData\Qtools\Qslip2\Samples\QBOnline_Export.csv

7. Print.

Preview

Close

Deposit Slip
Report

Print
Print...
Preview

DEPOSIT TICKET

My Name
1234 Any Street
Anytown, AS 99999

ABC BANK
1234 Any Street
Anytown, AS 99999

DATE 1/25/2013


DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Sign

DOLLARS CENTS

DATE 1/25/2013

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

 Preview

Print Sides:

- ☐ Both
☐ Side 1 only
☐ Side 2 only
☒ Duplex H2H
☐ Duplex H2T

Signature _____

SCAN HERE FOR LESS CASH

TOTAL
ITEMS 5DEPOSIT
TOTAL \$ 12597.23

⑆123456789⑆ 987654321098⑈

		DOLLARS	CENTS
CURRENCY		39	00
COIN		0	95
CHECKS:			
1 16-689		89	95
2 16-24		60	00
3 16-59		459	25
4 16-18		89	52
5 90-8195		11958	56
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
Total from other side			
Less cash received		100	00
TOTAL \$		12597	23

Checks and other items are received for deposit subject to the provisions of the Uniform Automated Clearing Act and its amendments.

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Qslip - User Guide - Importing from Other Applications

Qslip can also import deposit data from generic comma-separated (CSV) or tab-delimited (TXT) files. The headers and rules are the same for each, only the delimiter structure is different. CSV files must use double-quotes around fields that contain a comma character. TAB files do not require any quoting. In either case, field-enclosing quotes will be stripped. Headers and PmtMethod types are not case-sensitive. Order of columns is not important with one exception: the PmtMethod column must NOT be the last column.

A special PmtMethod type named ACCT lets you import the bank account name to which the deposit will be made, the deposit total and date. Put the name of the account in the DocNo column. Put the date for the deposit in the BankNo column (or leave blank for current date). Put the deposit total in the AMOUNT column to cause Qslip to compare its internally calculated total to this amount (leave blank or zero to skip). Only one row of this type should be in the file, otherwise only first one will be used.

The following columns and headers are required (additional columns will be ignored):

HEADER	ACCEPTABLE DATA
	Must be one of CASH,COIN,CHECK,CASHBACK or ACCT
PmtMethod	(Any other will be treated as a check with warning. See Preferences Import Files Payment Methods for more options.)
DocNo	Check number (eg. 12345) or account name for ACCT
BankNo	Bank number (eg. 16-49) or date (m/d/yy) for ACCT
RcdFrom	Customer name (or name of check issuer)
Memo	Any text

Amount

Amount in format 1234.00 or 1,234.00 or \$1,234.00

Sample CSV file

PmtMethod,DocNo,BankNo,RcdFrom,Memo,Amount

Cash,,,Tom Jones,,163.00

Coin,,,Larry David,,1.33

Check,1423,12-333,Tom Jones,"This is a memo with, comma",1478.39

Check,1638,16-49,Larry David,,"\$10,989.27"

Check,19683,17-22,Ralph Anderson,,158.94

Cash,,,RLI Ltd,,13.44

Check,6958887,16-9837,SBF,,,"9,528.21"

CashBack,,,,,100

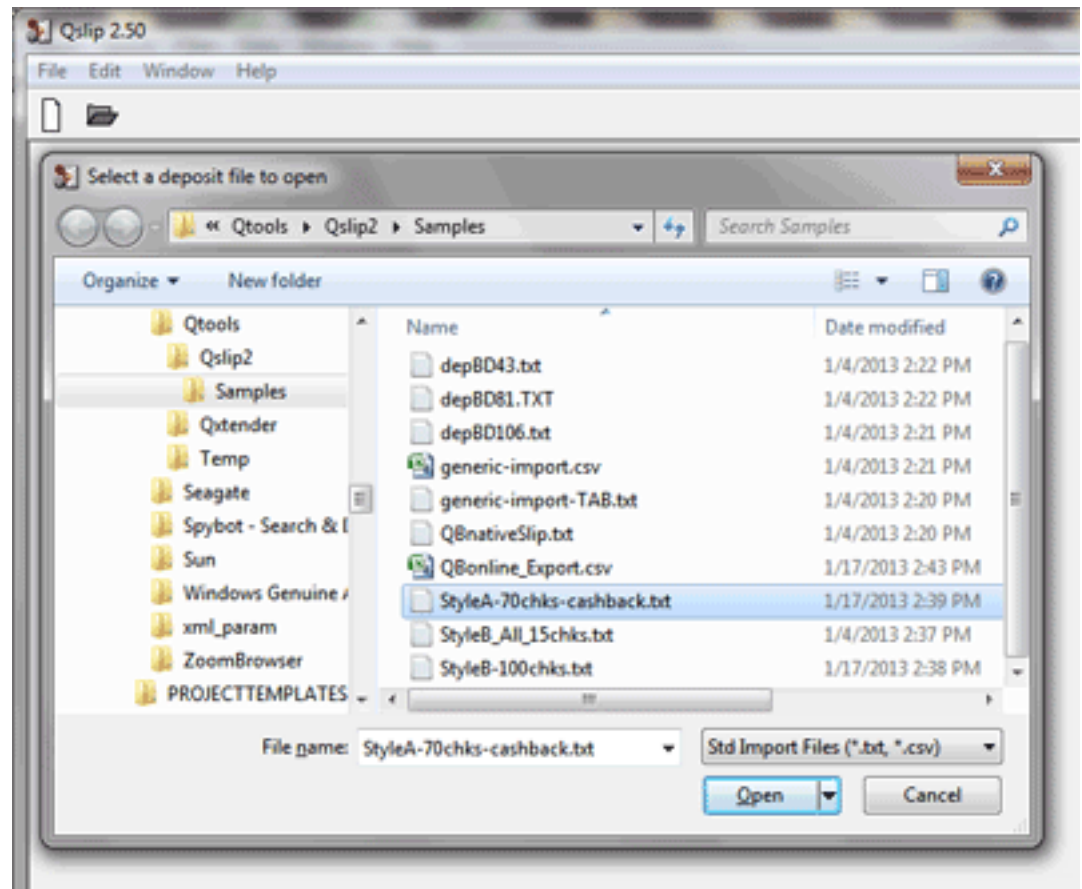
Acct,Checking,12/31/02,,,22232.58

Import to Qslip

1. Run Qslip. If this is the first time, you will get an open file dialog. Open the file you exported from your application.

Subsequently, when you run Qslip, it will open the last file you had open before exiting, skipping this step.

You can also open a file at any time while Qslip is running.



2. The selected file (or last viewed file) is loaded into Qslip. If this is not the file you exported from your application, select "Open" from the "File" menu or click the  and use the dialog to open the file you exported.

Any [discrepancies in the import file](#) will be displayed in a warning dialog.

The import stage is complete. Now you can get ready to print a deposit slip.

If you included an ACCT row in the file, The Bank Account and Deposit Total are shown for reference.

3. (optional) You may change the date.

4. Set the currency and coin amounts. Editing one will change the other, so that currency + coin = cash total.

The slip format is displayed at the bottom for reference. If this is not correct, [select the proper format](#).

The screenshot shows a software window titled "Deposit Slip File: StyleA-70chks-cashback.txt (created: 1/17/13 2:39 PM)". It has four tabs: "Deposit Info", "Checks", "Slip Format", and "Customer List". The "Deposit Info" tab is active, displaying a "Deposit Summary from Import File" and a "Deposit Slip" section.

Deposit Summary from Import File

Bank Account:	Bus Bank Acct
Deposit Total	\$311,451.63

Deposit Slip

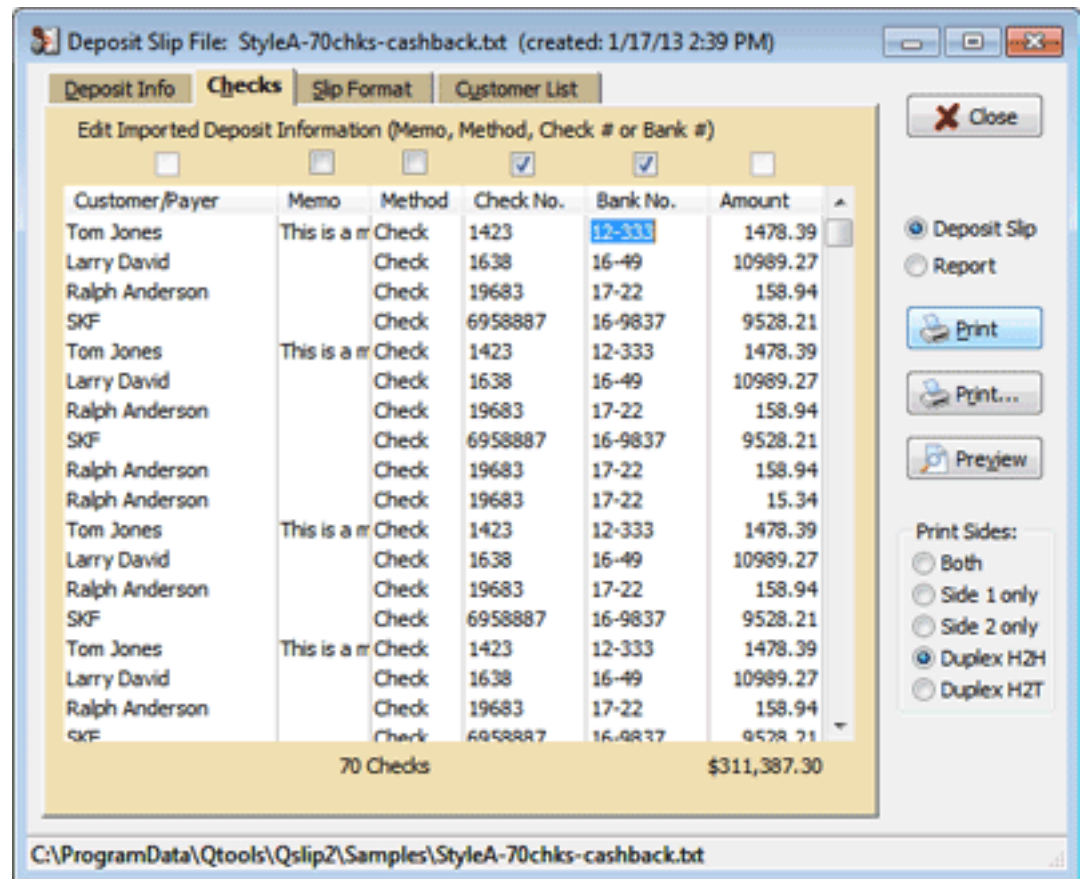
Deposit Date	11/21/2012	
Currency Total	163.00	
Coin Total	1.33	
Cash Total	\$164.33	
Checks Total	\$311,387.30	70 checks
Sub Total	\$311,551.63	
Cash Back	100.00	
Deposit Total	\$311,451.63	

Current Slip format: **Built-in Format A (2-sided)**
Current Printer: **Brother HL-5340D series**

On the right side of the window, there are buttons for "Close", "Deposit Slip" (selected), "Report", "Print", "Print...", and "Preview". Below these buttons is a "Print Sides:" section with radio buttons for "Both", "Side 1 only", "Side 2 only", "Duplex H2H" (selected), and "Duplex H2T".

The status bar at the bottom shows the file path: C:\ProgramData\Qtools\QslipZ\Samples\StyleA-70chks-cashback.txt

5. (optional) If some or all of the Bank or Check Numbers for the checks were not in the deposit data, you can enter them now.



6. Ensure the correct Slip Format is selected.
7. (first time only) [Setup](#) your deposit slip layout and [adjust](#) it for printing.
8. [Print](#).

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Qslip - User Guide - Import Optimizing

1. Enter Bank Numbers from checks in the memo field in QuickBooks.
2. Use the same filename each time you export a deposit.
3. Name the export file with a name that matches the Slip Format's "Filename that will have this format assigned."

Qslip will load the file on startup and apply the correct Slip Format. All you will have to do is place a blank deposit slip in your printer, possibly edit the coin & currency amounts, click "Print" in Qslip - and you're done!

4. Pass files on the command line. ([more info...](#))

Qslip - User Guide - Import Errors

- Qslip checks import files for errors and integrity, and warns of any findings.
- If any of the User Actions does not solve your problem [contact Qtools Support](#).

QuickBooks

ERROR	Qslip Action	User Action
Invalid (or corrupt) file format.	file will not be imported.	Export the deposit from QuickBooks again.
Any items not Cash or Check (eg. VISA, etc.).	file will be imported so that you can note problem item(s).	Correct the error in QuickBooks and export the deposit again.
Deposit total given by import file does not match actual total of items.	file will be imported so that you can note problem item(s).	Export the deposit again.
There are more checks in the import file then the number allowed in the Max Checks setting in Qslip	file will be imported so that you can change settings, or note error for correction in QuickBooks.	Select a Slip Format that will handle the number of checks. -or- Edit the deposit in QuickBooks and reduce the number of checks, then export it again.

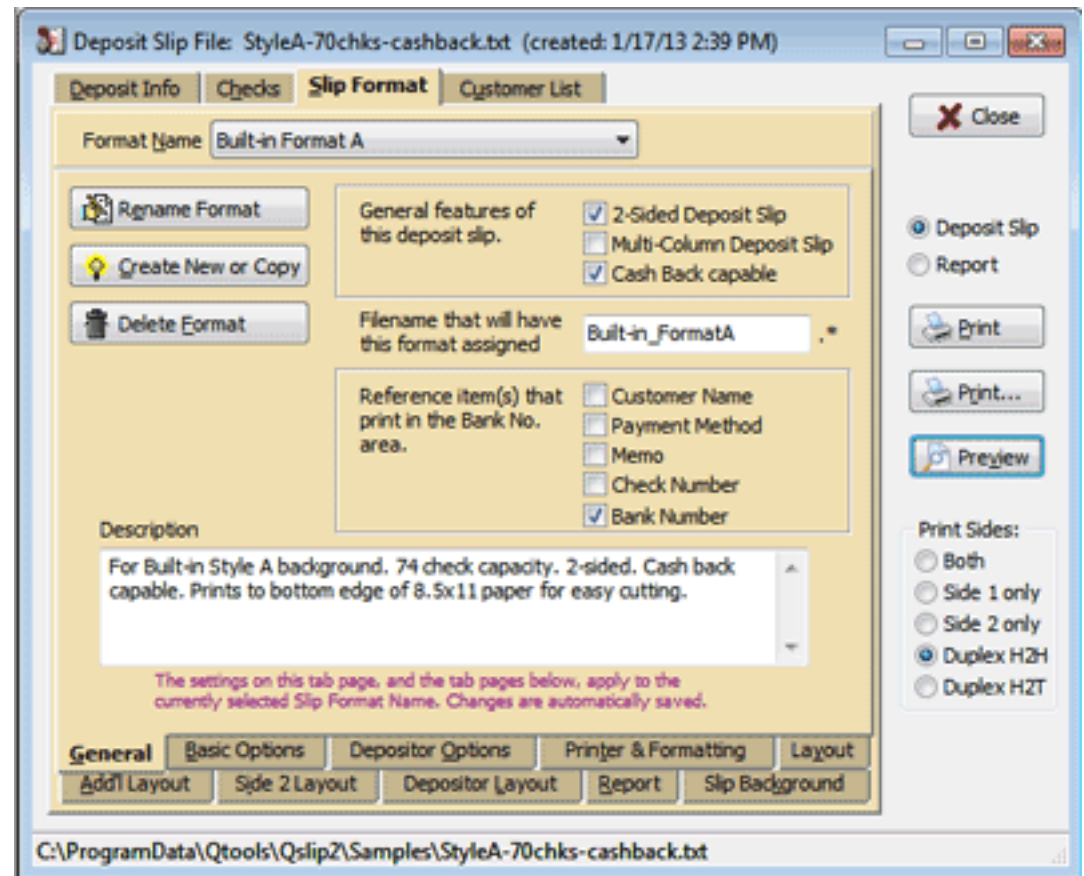
Qslip - User Guide - Setting the Slip Format

Select a format from the drop-down list.

The "Filename that will have this format assigned" lets you assign the displayed format to import files using that name plus any extension (such as ".txt").

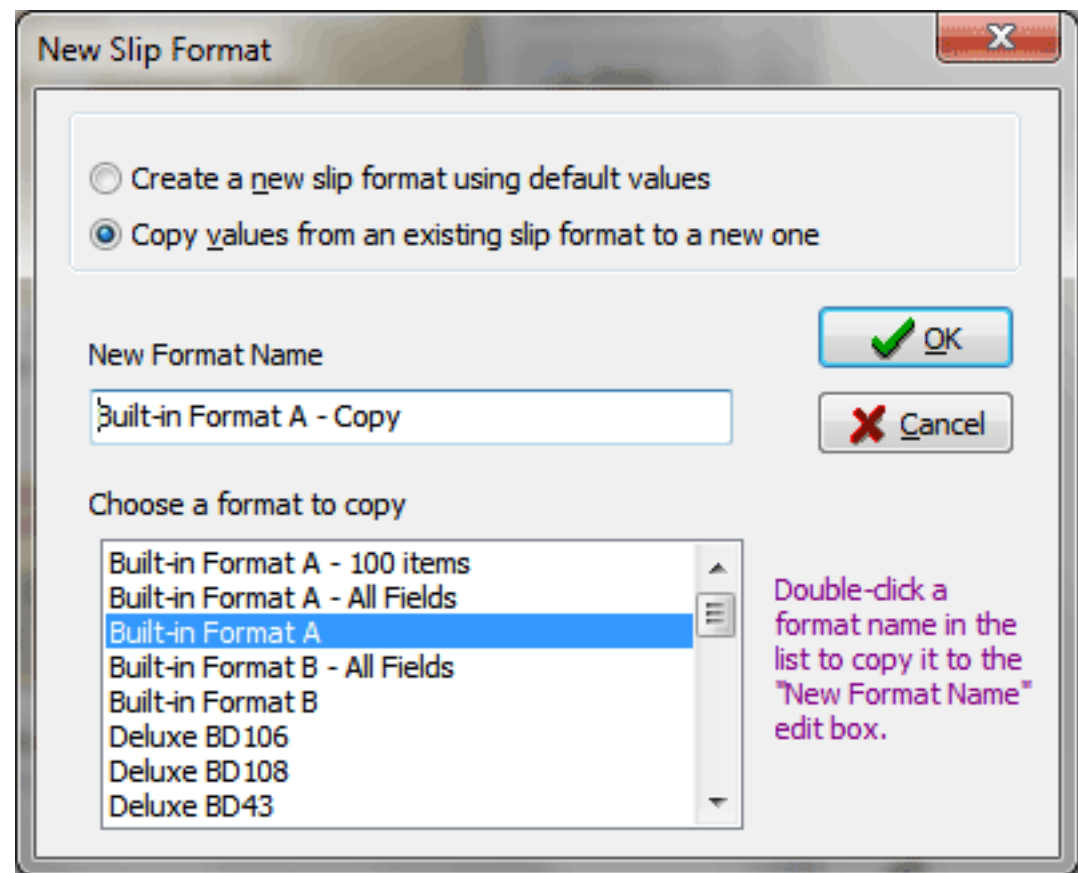
Any changes to the format settings on this tab page and the subsequent options and layout pages apply to the currently selected Slip Format, and are automatically saved before selecting another format, previewing, printing or closing Qslip.

To create a new slip format, enter a new name or click the "Create New Format" button, then...



Creating New Formats

To create a new format based on values from an existing format, select that option, enter a name for the new slip, select the format to copy and click "OK".



The image shows a 'New Slip Format' dialog box with a title bar and a close button (X). It contains two radio buttons for selection: 'Create a new slip format using default values' (unselected) and 'Copy values from an existing slip format to a new one' (selected). Below these is a text field labeled 'New Format Name' containing 'Built-in Format A - Copy'. To the right of this field are 'OK' and 'Cancel' buttons. Below the text field is a list box labeled 'Choose a format to copy' with the following items: 'Built-in Format A - 100 items', 'Built-in Format A - All Fields', 'Built-in Format A' (highlighted), 'Built-in Format B - All Fields', 'Built-in Format B', 'Deluxe BD 106', 'Deluxe BD 108', and 'Deluxe BD 43'. To the right of the list box is a purple instruction: 'Double-click a format name in the list to copy it to the "New Format Name" edit box.'

New Slip Format

☐ Create a new slip format using default values

☒ Copy values from an existing slip format to a new one

New Format Name

Built-in Format A - Copy

OK

Cancel

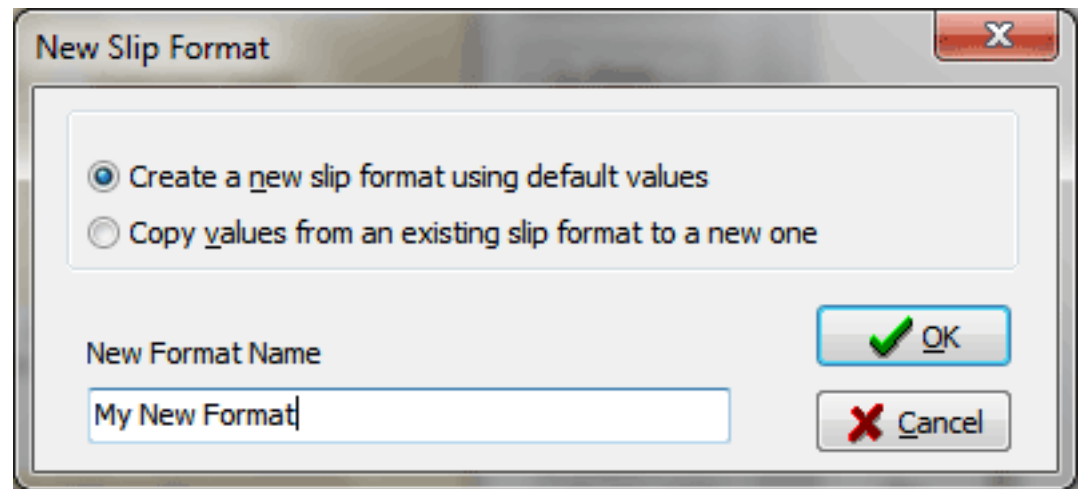
Choose a format to copy

- Built-in Format A - 100 items
- Built-in Format A - All Fields
- Built-in Format A
- Built-in Format B - All Fields
- Built-in Format B
- Deluxe BD 106
- Deluxe BD 108
- Deluxe BD 43

Double-click a format name in the list to copy it to the "New Format Name" edit box.

-OR-

To create a new slip format, starting with default values, select that option, enter a name for the new slip and click "OK".



Next: [Set the Layout Options](#) your deposit slip layout.

[Back to Slip Formats](#)
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Qslip - User Guide - Testing Layout & Options Settings

Use this testing method when printing to pre-printed deposit slips.

Test the individual field positions

1. Print a deposit slip with real or dummy data (either a sample included with Qslip, or a deposit of your own) to standard 8.5" x 11" paper.
2. Place a blank pre-printed deposit slip over the standard sheet.
3. Hold up to the light, align the date field, and note positions of other items.
4. Make [adjustments to field positions](#) values as necessary and retest.

Test the overall alignment

If printer feeds deposit slips in center (most laser printers):

1. Fold the standard sheet vertically in half.
2. Fold the blank pre-printed deposit slip in half vertically.
3. Place the slip over the standard sheet, aligning the folds and the top edges.
4. Hold up to the light and note positions.
5. Make [adjustments to the Vertical and Horizontal alignment](#) values as necessary and retest.

If printer feeds deposit slips at one side (many inkjet printers):

1. Depending upon which side the printer feeds, either set the Horizontal Adjustment value to near zero, or a value that will shift the slip image to the other side of the page.
2. Make [adjustments to the Vertical and Horizontal alignment](#) values as necessary and retest.

[Print](#) a test to a blank pre-printed deposit slip

1. Check alignment and adjust as necessary.

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Qslip - User Guide - Example

Let's say you have 2 bank accounts, one with Wells Fargo and the other with Bank One. The deposit slips are different. In addition, you want the option to use either of 2 printers.

1. Click the "new" button on the "Slips" tab of Slip Format setting section to [create a new slip format](#) in Qslip to match the first bank account's pre-printed deposit slip, if it isn't among those included with Qslip, using the first printer. Name the slip format descriptively, such as "WellsFargo-HP5L".
2. Enter a short, descriptive name in the "Filename that will have this format assigned" box, such as "depwf5l".
3. Set the [Layout Options](#) and [Positions](#).
4. Once you have it printing properly, click the "new" button again, name the new slip format to identify that it will use a different printer, such as "WellsFargo-Epson6000"; choose the option to "Copy values from any existing format to a new one" and select the new slip format you created above; change the file assignment name to, for example, "depwfe6"; change the printer on the "Add'l Options" tab to the second printer; [test the settings](#) since you might need to adjust the side 1 and side 2 alignment.
5. Repeat items 1 - 4 above for the second bank account, using "BankOne" in place of "WellsFargo" for the format names, and something like "depb1..." for the file assignment names.

You now have 4 custom slip formats that can be assigned to import files, simply by naming the file appropriately (e.g. depwf5l.txt) during export from the accounting applications such as QuickBooks. When you open the file in Qslip, the correct slip format (and printing device) will be assigned.

Remember, you can always print the current deposit info with any available slip format by selecting it from the drop down list on the "Slips" tab of the "Slip Format" section.

ADDITIONAL CHECK LISTING

	CHECKS:	DOLLARS	CENTS
1	12-333	1 4 7 8	3 9
2	16-49	1 0 9 8 9	2 7
3	17-22	1 5 8	9 4
4	16-9837	9 5 2 8	2 1
5	12-333	1 4 7 8	3 9
6	16-49	1 0 9 8 9	2 7
7	17-22	1 5 8	9 4
8	16-9837	9 5 2 8	2 1
9	17-22	1 5 8	9 4
10	17-22	1 5	3 4
11	12-333	1 4 7 8	3 9
12	16-49	1 0 9 8 9	2 7
13	17-22	1 5 8	9 4
14	16-9837	9 5 2 8	2 1
15	12-333	1 4 7 8	3 9
16	16-49	1 0 9 8 9	2 7
17	17-22	1 5 8	9 4
18	16-9837	9 5 2 8	2 1
19	17-22	1 5 8	9 4
20	17-22	1 5	3 4
21	12-333	1 4 7 8	3 9
22	16-49	1 0 9 8 9	2 7
23	17-22	1 5 8	9 4
24	16-9837	9 5 2 8	2 1
25	12-333	1 4 7 8	3 9
26	16-49	1 0 9 8 9	2 7
27	17-22	1 5 8	9 4
28	16-9837	9 5 2 8	2 1
29	17-22	1 5 8	9 4
30	17-22	1 5	3 4
31	12-333	1 4 7 8	3 9
32	16-49	1 0 9 8 9	2 7
33	17-22	1 5 8	9 4

31	12-333	1 4 7 8	3 9
32	16-49	1 0 9 8 9	2 7
33	17-22	1 5 8	9 4
34	16-9837	9 5 2 8	2 1
35	12-333	1 4 7 8	3 9
36	16-49	1 0 9 8 9	2 7
37	17-22	1 5 8	9 4
38	16-9837	9 5 2 8	2 1
39	17-22	1 5 8	9 4
40	17-22	1 5	3 4
41			
42			
43			
44			
Forward to other side	TOTAL \$	1 7 7 9 3 5	6 0

DEPOSIT TICKET

My Name

1234 Any Street
Anytown, AS 99999

ABC BANK

1234 Any Street
Anytown, AS 99999

DATE 11/21/2012

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Signature _____

SIGN HERE FOR LESS CASH

TOTAL
ITEMS 70

		DOLLARS	CENTS
	CURRENCY	1 6 3	0 0
	COIN	1	3 3
	CHECKS:		
1	12-333	1 4 7 8	3 9
2	16-49	1 0 9 8 9	2 7
3	17-22	1 5 8	9 4
4	16-9837	9 5 2 8	2 1
5	12-333	1 4 7 8	3 9
6	16-49	1 0 9 8 9	2 7
7	17-22	1 5 8	9 4
8	16-9837	9 5 2 8	2 1
9	17-22	1 5 8	9 4
10	17-22	1 5	3 4
11	12-333	1 4 7 8	3 9
12	16-49	1 0 9 8 9	2 7
13	17-22	1 5 8	9 4
14	16-9837	9 5 2 8	2 1
15	12-333	1 4 7 8	3 9
16	16-49	1 0 9 8 9	2 7
17	17-22	1 5 8	9 4
18	16-9837	9 5 2 8	2 1
19	17-22	1 5 8	9 4
20	17-22	1 5	3 4
21	12-333	1 4 7 8	3 9
22	16-49	1 0 9 8 9	2 7
23	17-22	1 5 8	9 4

1:1234567891: 987654321098

20	17-22	1 5	5 4
21	12-333	1 4 7 8	3 9
22	16-49	1 0 9 8 9	2 7
23	17-22	1 5 8	9 4
24	16-9837	9 5 2 8	2 1
25	12-333	1 4 7 8	3 9
26	16-49	1 0 9 8 9	2 7
27	17-22	1 5 8	9 4
28	16-9837	9 5 2 8	2 1
29	17-22	1 5 8	9 4
30	17-22	1 5	3 4
	Total from other side	1 7 7 9 3 5	6 0
	Less cash received	1 0 0	0 0
	TOTAL \$	3 1 1 4 5 1	6 3

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreements.

DEPOSIT
TOTAL \$ 3 1 1 4 5 1 . 6 3

109811

ADDITIONAL CHECK LISTING

	CHECKS:	DOLLARS	CENTS
1	17-22	1 5 8	9 4
2	16-9837	9 5 2 8	2 1
3	17-22	1 5 8	9 4
4	17-22	1 5	3 4
5	12-333	1 4 7 8	3 9
6	16-49	1 0 9 8 9	2 7
7	17-22	1 5 8	9 4
8	16-9837	9 5 2 8	2 1
9	12-333	1 4 7 8	3 9
10	16-49	1 0 9 8 9	2 7
11	17-22	1 5 8	9 4
12	16-9837	9 5 2 8	2 1
13	17-22	1 5 8	9 4
14	17-22	1 5	3 4
15	12-333	1 4 7 8	3 9
16	16-49	1 0 9 8 9	2 7
17	17-22	1 5 8	9 4
18	16-9837	9 5 2 8	2 1
19	12-333	1 4 7 8	3 9
20	16-49	1 0 9 8 9	2 7
21	17-22	1 5 8	9 4
22	16-9837	9 5 2 8	2 1
23	17-22	1 5 8	9 4
24	17-22	1 5	3 4
25	12-333	1 4 7 8	3 9
26	16-49	1 0 9 8 9	2 7
27	17-22	1 5 8	9 4
28	16-9837	9 5 2 8	2 1
29	12-333	1 4 7 8	3 9
30	16-49	1 0 9 8 9	2 7
31	17-22	1 5 8	9 4
32	16-9837	9 5 2 8	2 1
33	17-22	1 5 8	9 4

31	17-22	1 5 8	9 4
32	16-9837	9 5 2 8	2 1
33	17-22	1 5 8	9 4
34	17-22	1 5	3 4
35	12-333	1 4 7 8	3 9
36	16-49	1 0 9 8 9	2 7
37	17-22	1 5 8	9 4
38	16-9837	9 5 2 8	2 1
39	12-333	1 4 7 8	3 9
40	16-49	1 0 9 8 9	2 7
41	17-22	1 5 8	9 4
42	16-9837	9 5 2 8	2 1
43	17-22	1 5 8	9 4
44	17-22	1 5	3 4
TOTAL \$		1 8 7 7 9 7	0 3

Forward to
other side

DEPOSIT TICKET

My Name
1234 Any Street
Anytown, AS 99999

ABC Bank

DATE 11/21/2012

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Signature _____

SIGN HERE FOR LESS CASH

TOTAL
ITEMS 70

DEP
TOT

		DOLLARS	CENTS
	CURRENCY	1 6 3	0 0
	COIN	1	3 3
	CASH TOTAL	1 6 4	3 3
	CHECKS:		
1	12-333	1 4 7 8	3 9
2	16-49	1 0 9 8 9	2 7
3	17-22	1 5 8	9 4
4	16-9837	9 5 2 8	2 1
5	12-333	1 4 7 8	3 9
6	16-49	1 0 9 8 9	2 7
7	17-22	1 5 8	9 4
8	16-9837	9 5 2 8	2 1
9	17-22	1 5 8	9 4
10	17-22	1 5	3 4
11	12-333	1 4 7 8	3 9
12	16-49	1 0 9 8 9	2 7
13	17-22	1 5 8	9 4
14	16-9837	9 5 2 8	2 1
15	12-333	1 4 7 8	3 9
16	16-49	1 0 9 8 9	2 7
17	17-22	1 5 8	9 4
18	16-9837	9 5 2 8	2 1
19	17-22	1 5 8	9 4
20	17-22	1 5	3 4
21	12-333	1 4 7 8	3 9
22	16-49	1 0 9 8 9	2 7

⑆123456789⑆ 987654321098

20	17-22	1 5	3 4
21	12-333	1 4 7 8	3 9
22	16-49	1 0 9 8 9	2 7
23	17-22	1 5 8	9 4
24	16-9837	9 5 2 8	2 1
25	12-333	1 4 7 8	3 9
26	16-49	1 0 9 8 9	2 7
	Checks total this side	1 2 3 5 9 0	2 7
	Total from other side	1 8 7 7 9 7	0 3
	Subtotal	3 1 1 5 5 1	6 3
	Less cash received	1 0 0	0 0
	TOTAL \$	3 1 1 4 5 1	6 3

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreements.

DEPOSIT
TOTAL \$ 3 1 1 4 5 1 . 6 3

098

ADDITIONAL CHECK LISTING

	CHECKS:	DOLLARS	CENTS
1	12-333	1,478	39
2	16-49	10,989	27
3	17-22	158	94
4	16-9837	9,528	21
5	12-333	1,478	39
6	16-49	10,989	27
7	17-22	158	94
8	16-9837	9,528	21
9	17-22	158	94
10	17-22	15	34
11	12-333	1,478	39
12	16-49	10,989	27
13	17-22	158	94
14	16-9837	9,528	21
15	12-333	1,478	39
16	16-49	10,989	27
17	17-22	158	94
18	16-9837	9,528	21
19	17-22	158	94
20	17-22	15	34
21	12-333	1,478	39
22	16-49	10,989	27
23	17-22	158	94
24	16-9837	9,528	21
25	12-333	1,478	39
26	16-49	10,989	27
27	17-22	158	94
28	16-9837	9,528	21
29	17-22	158	94
30	17-22	15	34
31	12-333	1,478	39
32	16-49	10,989	27
33	17-22	158	94
34	16-9837	9,528	21
35	12-333	1,478	39
36	16-49	10,989	27
37	17-22	158	94
38	16-9837	9,528	21
39	17-22	158	94
40	17-22	15	34
41	12-333	1,478	39
42	16-49	10,989	27
43	17-22	158	94
44	16-9837	9,528	21
45	12-333	1,478	39

41	12-333	1,478	39
42	16-49	10,989	27
43	17-22	158	94
44	16-9837	9,528	21
45	12-333	1,478	39
46	16-49	10,989	27
47	17-22	158	94
48	16-9837	9,528	21
49	17-22	158	94
50	17-22	15	34
51	12-333	1,478	39
52	16-49	10,989	27
53	17-22	158	94
54	16-9837	9,528	21
55	12-333	1,478	39
56	16-49	10,989	27
57	17-22	158	94
58	16-9837	9,528	21
59	17-22	158	94
60	17-22	15	34
TOTAL \$		266,903	40

Forward to
other side

DEPOSIT TICKET

My Name
1234 Any Street
Anytown, AS 99999

ABC BANK

DATE 1/17/2013

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Signature _____

SIGN HERE FOR LESS CASH

TOTAL
ITEMS 100

		DOLLARS	CENTS
	CURRENCY	163	00
	COIN	1	33
	CHECKS:		
1	12-333	1,478	39
2	16-49	10,989	27
3	17-22	158	94
4	16-9837	9,528	21
5	12-333	1,478	39
6	16-49	10,989	27
7	17-22	158	94
8	16-9837	9,528	21
9	17-22	158	94
10	17-22	15	34
11	12-333	1,478	39
12	16-49	10,989	27
13	17-22	158	94
14	16-9837	9,528	21
15	12-333	1,478	39
16	16-49	10,989	27
17	17-22	158	94
18	16-9837	9,528	21
19	17-22	158	94
20	17-22	15	34
21	12-333	1,478	39
22	16-49	10,989	27
23	17-22	158	94
24	16-9837	9,528	21
25	12-333	1,478	39
26	16-49	10,989	27
27	17-22	158	94
28	16-9837	9,528	21
29	17-22	158	94
30	17-22	15	34
31	12-333	1,478	39

112345678910987654321098

28	16-9837	9,528	21
29	17-22	158	94
30	17-22	15	34
31	12-333	1,478	39
32	16-49	10,989	27
33	17-22	158	94
34	16-9837	9,528	21
35	12-333	1,478	39
36	16-49	10,989	27
37	17-22	158	94
38	16-9837	9,528	21
39	17-22	158	94
40	17-22	15	34
Total from other side		266,903	40
Less cash received			
TOTAL \$		445,003	33

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreements.

DEPOSIT
TOTAL \$ 445,003.33

1098

DEPOSIT TICKET

My Name

1234 Any Street
Anytown, AS 99999

Date 4/30/2012

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Signature _____

SIGN ABOVE FOR LESS CASH

ABC BANK

Anytown, AS 99999

	CASH TOTAL	28.90
	CHECKS:	
1	91-119	56.76
2	90-3919	2.80
3	90-3482	28.26
4	91-119	32.00
5	16-49	184.79
6	16-105	297.77

7	90-7003	11.62
8	90-8150	22.90
9	90-8150	6.44
10	16-66	32.33
11	16-66	19.18
12	16-7000	303.32
13	91-119	161.63

14	16-49	171.42
15	16-49	100,198.53
16		
17		
18		
	Subtotal	101,558.65
	Less cash received	200.00

Checks and other items are received for deposit
subject to the provisions of the Uniform Commercial
Code or any applicable collection agreement.

TOTAL
ITEMS 15

DEPOSIT
TOTAL \$101,358.65

⑆ 123456789⑆ 987654321098⑈

DEPOSIT TICKET

My Name
1234 Any Street
Anytown, AS 99999

Date 4/30/2012

DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL

Signature
SIGN ABOVE FOR LESS CASH

ABC BANK
Anytown, AS 99999

	DOLLARS	CENTS
CURRENCY	28	00
COIN	0	90
CASH TOTAL	28	90
CHECKS:		
1 91-119	56	76
2 90-3919	2	80
3 90-3482	28	26
4 91-119	32	00

5 16-49	184	79
6 16-105	297	77
7 90-7003	11	62
8 90-8150	22	90
9 90-8150	6	44
10 16-66	32	33
11 16-66	19	18

12 16-7000	303	32
13 91-119	161	63
14 16-49	171	42
15 16-49	100,198	53
Checks total	101,529	75
Subtotal	101,558	65
Less cash received	200	00

Checks and other items are received for deposit
subject to the provisions of the Uniform Commercial
Code or any applicable collection agreement.

TOTAL
ITEMS 15

DEPOSIT
TOTAL \$ 101,358.65

⑆123456789⑆ 987654321098⑈

Qslip - User Guide - Printing on Plain Paper

1. Ensure the current Slip Format is one that uses a Slip Background to print the entire ticket. (There are several built-in formats that can be used as-is, or copied and modified).
See the [Depositor Options setup page](#) for more information about printing your bank and account information on the deposit slip.
2. Printing will use the printer's default tray or bypass tray, which should be loaded with plain paper of the appropriate size. Standard letter size (8.5x11) is recommended.
3. If it is a 2-sided deposit slip, set the "Print Sides" option:
 - o Both: Qslip will prompt you to reinsert the deposit slip in order to print side 2.
 - o Side1 or 2: Prints the selected side only.
 - o Duplex H2H: Auto-duplexing printers are set head-to-head duplex.
 - o Duplex H2T: Auto-duplexing printers are set head-to-toe duplex.
4. Click "Print" in Qslip.

(optional) If the preview window is not visible, click the "Preview" button to see the deposit slip as it will be printed.

The screenshot shows the Qslip software interface. On the left is a control panel with a 'Close' button, radio buttons for 'Deposit Slip' (selected) and 'Report', and buttons for 'Print', 'Print...', and 'Preview'. Below these are 'Print Sides' options: 'Both' (selected), 'Side 1 only', and 'Side 2 only'. The main window is titled 'Preview' and displays a 'DEPOSIT TICKET' form. The form includes fields for 'My Name' (1234 Any Street, Anytown, AS 99999), 'ABC BANK' (1234 Any Street, Anytown, AS 99999), and 'DATE' (11/21/2012). A disclaimer states 'DEPOSITS MAY NOT BE AVAILABLE FOR IMMEDIATE WITHDRAWAL'. A table shows the deposit amount: CURRENCY 163.00, COIN 1.33, and CHECKS: 1 12-333 147.83, 2 16-49 109.89. A 'Signature' line is also present.

	DOLLARS	CENTS
CURRENCY	163	00
COIN	1	33
CHECKS:		
1 12-333	147.83	39
2 16-49	109.89	27

- Print Sides:
- ☐ Both
 - ☐ Side 1 only
 - ☐ Side 2 only
 - ☒ Duplex H2H
 - ☐ Duplex H2T

1:123456789: 987654321098"

SCAN HERE FOR USS-CASH

TOTAL
ITEMS 70

DEPOSIT
TOTAL \$ 311451.63

COIN		1	33
CHECKS:			
1	12-333	1478	39
2	16-49	10989	27
3	17-22	158	94
4	16-9837	9528	21
5	12-333	1478	39
6	16-49	10989	27
7	17-22	158	94
8	16-9837	9528	21
9	17-22	158	94
10	17-22	15	34
11	12-333	1478	39
12	16-49	10989	27
13	17-22	158	94
14	16-9837	9528	21
15	12-333	1478	39
16	16-49	10989	27
17	17-22	158	94
18	16-9837	9528	21
19	17-22	158	94
20	17-22	15	34
21	12-333	1478	39
22	16-49	10989	27
23	17-22	158	94
24	16-9837	9528	21
25	12-333	1478	39
26	16-49	10989	27
27	17-22	158	94
28	16-9837	9528	21
29	17-22	158	94
30	17-22	15	34
Total from other side		177935	60
Less cash received		100	00
TOTAL \$		311451	63

Checks and other items are received for deposit subject to the provisions of the Uniform Commercial Code or any applicable collection agreements.

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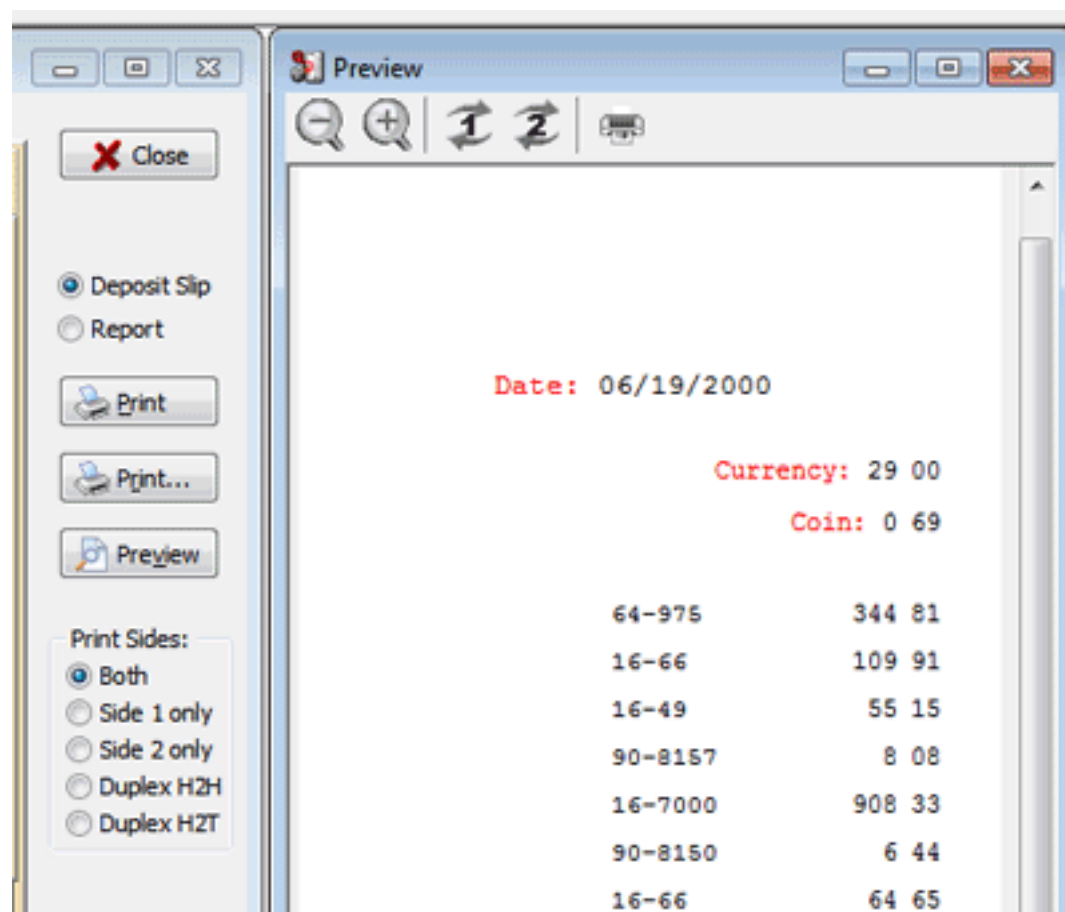
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Qslip - User Guide - Printing on Pre-printed Deposit Slips

1. Place a blank pre-printed deposit slip in the envelope bypass or any adjustable tray of your printer and adjust the guides to fit your slip.
2. If it is a 2-sided deposit slip, set the "Print Sides" option:
 - o Both: Qslip will prompt you to reinsert the deposit slip in order to print side 2.
 - o Side1 or 2: Prints the selected side only.
 - o Duplex H2H*: Auto-duplexing printers are set head-to-head duplex.
 - o Duplex H2T*: Auto-duplexing printers are set head-to-toe duplex.
(*not recommended for small pre-printed deposit slips)
3. Click "Print" in Qslip.

(optional) Prior to printing, if the preview window is not visible, click the "Preview" button to see the deposit information as it will be printed. Text in red on the preview does not print on the slip -- it's just for reference.



16-7000	908 33
90-8150	6 44
16-66	64 65
91-119	958 98
1-2	278 00
16-7000	1047 62
16-24	163 43
16-49	39 04
90-3919	2 80
91-119	58 08
90-3893	7 94
16-247650	2410 69
Side 2 Checks Total:	
Deposit Total:	
5	32
0	
4	
6	
5	
8	
1	

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