

### Checks

#### To Write a Check:

- 1) From the HOME page choose 'Checks'
- 2) If necessary, change the Bank Account
- 3) Choose the Vendor, Customer, Employee or Other Name in the 'Pay to the Order of' field
- 4) If the name is new, select <add new> at the top of the drop down list, choose the name type, click OK, fill in the basic information and click OK
- 5) Enter the date of the check in the Date field and change the check number if necessary
- 6) If the Vendor record contains an account number, the account number will appear in the check's memo field—if desired include an invoice number or other reference number after or instead of the account number
- 7) There are two tabs, Expenses and Items, about halfway down the screen:  
If the bill is for an expense use the Expenses tab -  
Select the appropriate general ledger Account for the expense (e.g. a Verizon bill would go under Telephone Expense);
  - Enter the Amount;
  - Include a brief description in the memo field e.g. 'quarterly cleaning charges 3/1 through 5/31';
  - If the expense can be attributable to a specific customer, select the appropriate Customer:Job;
  - If the expense can be attributable in definite portions to multiple jobs, input a line (Account, Amount, Memo, Customer:Job) for each customer.  
If the bill is for inventory that was purchased use the Items tab (do not use if Purchase Orders have been entered—see Receive Inventory) -
  - Select the appropriate inventory Item:
  - Enter the Quantity:
  - If required, edit the Description, Cost & Amount columns; If the item can be attributable to a specific job, select the appropriate Customer:Job.
- 8) Click Save & Close

### To Print the Check:

- 1) If the print option was not selected when creating the check, open the check and from top menu bar select File and Print Check
- 2) A pop up window Print Check will appear, confirm the check number and click OK
- 3) A pop up window Print Checks will appear, choose the desired style and click Print
- 4) A pop up window Did check(s) print OK? will appear, click OK

-or-

- 1) From the HOME page choose 'Print Checks'
- 2) A pop up window Select Checks to Print will appear containing a list of all the checks ready to be printed, each check will have a checkmark on the right indicating it has been selected
- 3) To de-select a particular check, click on it
- 4) Click OK , a pop up window Print Checks will appear, choose the desired style and click Print
- 5) A pop up window Did check(s) print OK? will appear, click OK