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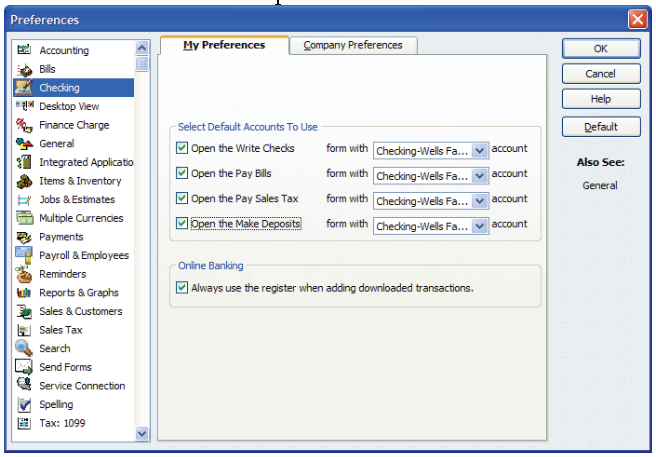
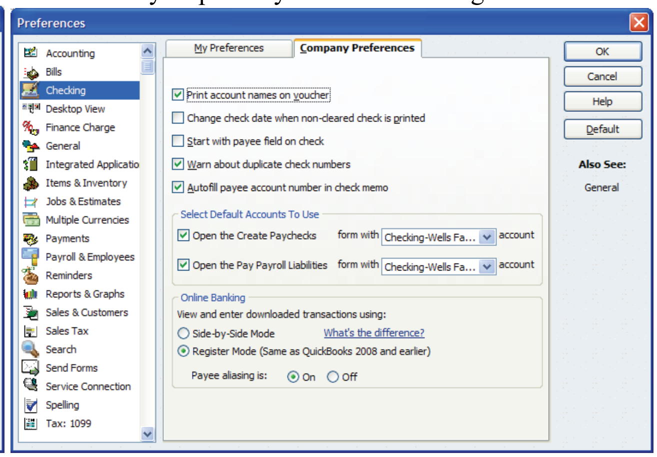
Training & Support • Consulting • Bookkeeping • Supplies

Writing and Printing Checks from QuickBooks

1. Set Preferences via the top menu Edit->Preferences. This is a one time only step. Use your own Checking Account.





2. You can write and print a check from QuickBooks two different ways.
   A.) Direct Entry: To record a manually written check or to write a live check.

   B.) Accounts Payable: To pay a bill that's already entered into QuickBooks.

3. Direct Entry will be used below: Open Check Register via the top menu Banking->Use Register. Select the appropriate bank account register.

4. The last row of the register allows you to enter in a new check. The column headings (and the light grey print within the fields) indicate what data to enter:
   Date: mm/dd/yyyy
   Check #: (optional). Enter the check # if the check has already been written or will not be printed. Enter the * to print.
   Payee: The person or organization to whom the check is written to.
   Payment Amount: as 0.00
   Account: the general ledger account to allocate the cost to.
   Memo is optional.

5. If you need to allocate the cost to multiple general ledger accounts, click the "Splits" button just below the register.

6. Click "Record" button, unless you need to allocate cost to QuickBooks Items. If so, double-click the CHK area just below the check # field, then click "Items" tab. Enter relevant info. Click "Save and Close" button.

7. Place checks in your printer. You'll need to test how your printer pulls paper through to determine the following:
   What direction? So that the checks data doesn't print upside down on the check;
   Whether face up or down? So the check data prints on the correct side of the check;
   What order? Put the checks into the paper tray so that the lowest check number will print first.

8. To print checks, from the top menu File->Print Forms->Checks. Select the appropriate bank account; enter the correct starting (first) check number. All checks in the list will be set to print unless you un-check.

9. Click "Ok" button, select printer, and "Voucher" check style, Number of copies = 1. Click "Print" button.

10. At the "Print Checks Confirmation" dialog, verify if all of the paper checks printed properly, if not, click on each check that did not and print again starting at step #7 above.