How to Write and Print Checks

1. Once on the home page, select the middle symbol – it will appear as a "+" sign and then change to an "x" sign after it has been selected. It is at this screen that making a bank deposit, creating a journal entry, etc. can be selected.
2. Choose "check" as shown under the vendors' category.
3. Another screen will appear which will provide the following information that you will need to input.

4. The bank is selected from the "Bank Account" drop down choices. Select the bank account that is used to write and print checks – currently, it is JPM Chase Bank.

5. The vendor name is selected from the drop-down menu to the left of the bank used to record this check. The vendors that appear in this list are from those vendors that you have entered into QuickBooks. If none have been entered, then there will be no selection to make. A new vendor will need to be added to the vendor list. See the following screen on how to add a new vendor.

6. Select "Add New" and the following pop-up screen will appear.
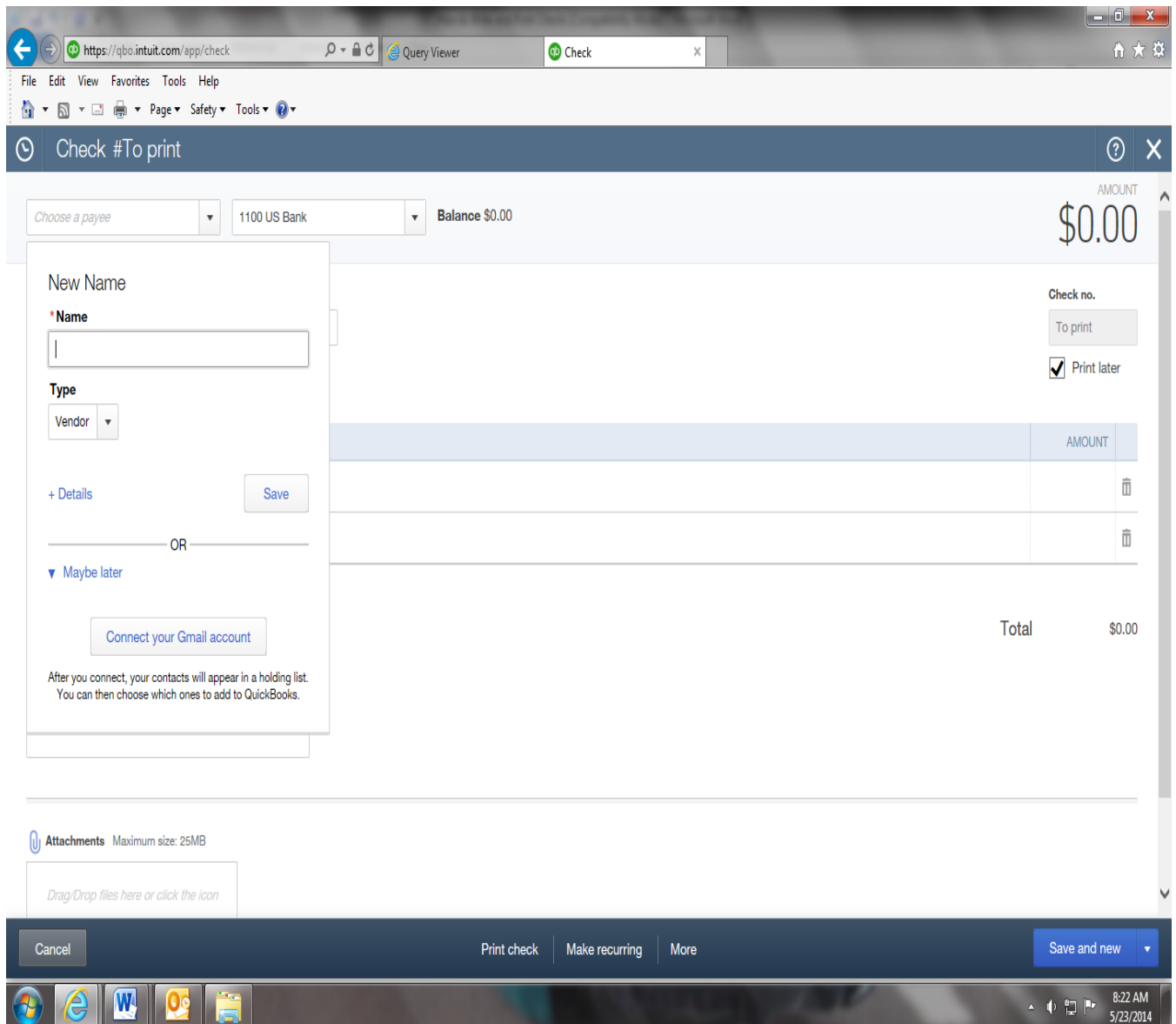
7. Type in the name of the vendor that you want to add. Then select "Add All Info", this will pop up a window for entering the vendor information: i.e. name, address and phone number.

8. AAA has been selected and its information has been added. Remember to include as much detail as needed – for instance, the address, phone number etc. See the following screen shot for details.
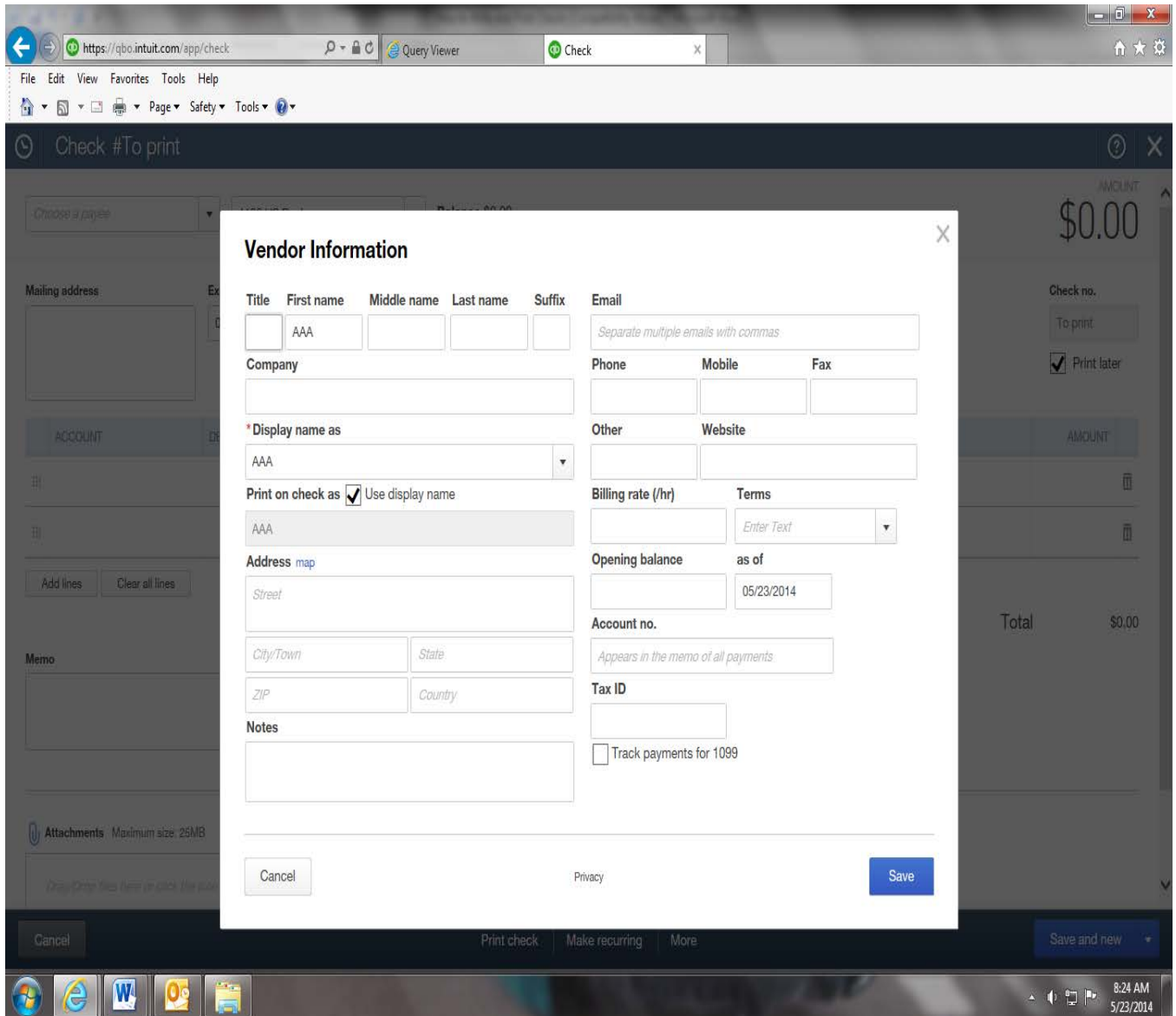
9. Remember to "**Save**" your new vendor and then the pop-up screen will close.
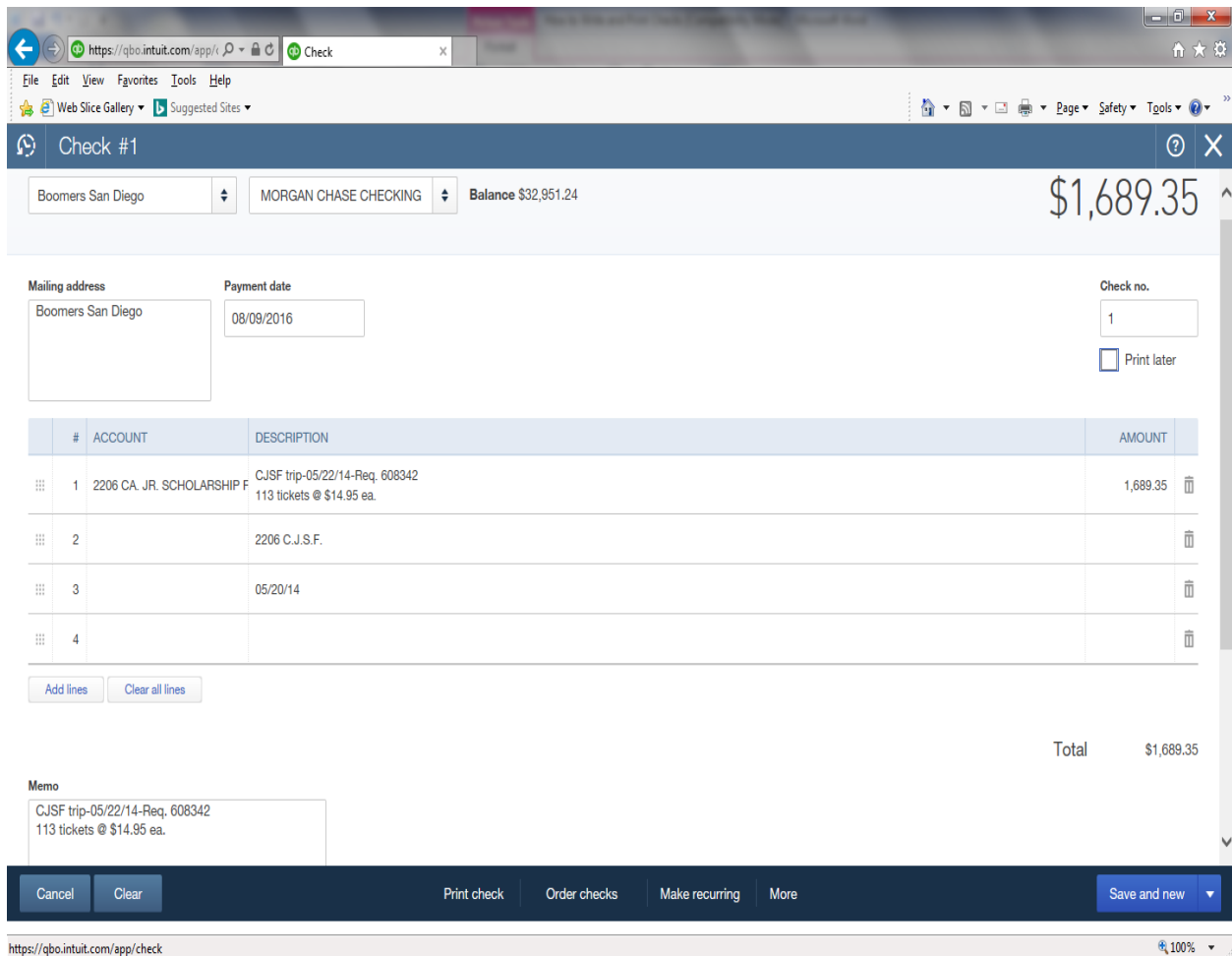
10. Boomers San Diego was selected and the address was populated based on the information that had been entered into the "Vendor Information" pop-up screen above. QuickBooks only knows what today's date is and will always use it when checks are prepared.

11. Type in the amount due as indicated on the original invoice in the "Amount" to be paid to the vendor.

12. Add desired information to the "Memo" section as shown above.

13. Select the account that is responsible for the payment of this invoice and add details to the "Description" section for your reference. This info is useful as it is retained in QB, and it will be printed on the check and on the stub you keep with your records.

14. Once this information has been completed, you will need to select the blue button called "**Save and New**" and/or "**Save and Close**." If you are entering more than one check to be printed, just select save and new, then continue with your next check.

15. Once you are ready to print your check/checks you may click the blue Print Checks at the bottom of the page. **If this is your first time printing, please see alignment and setup section below.**
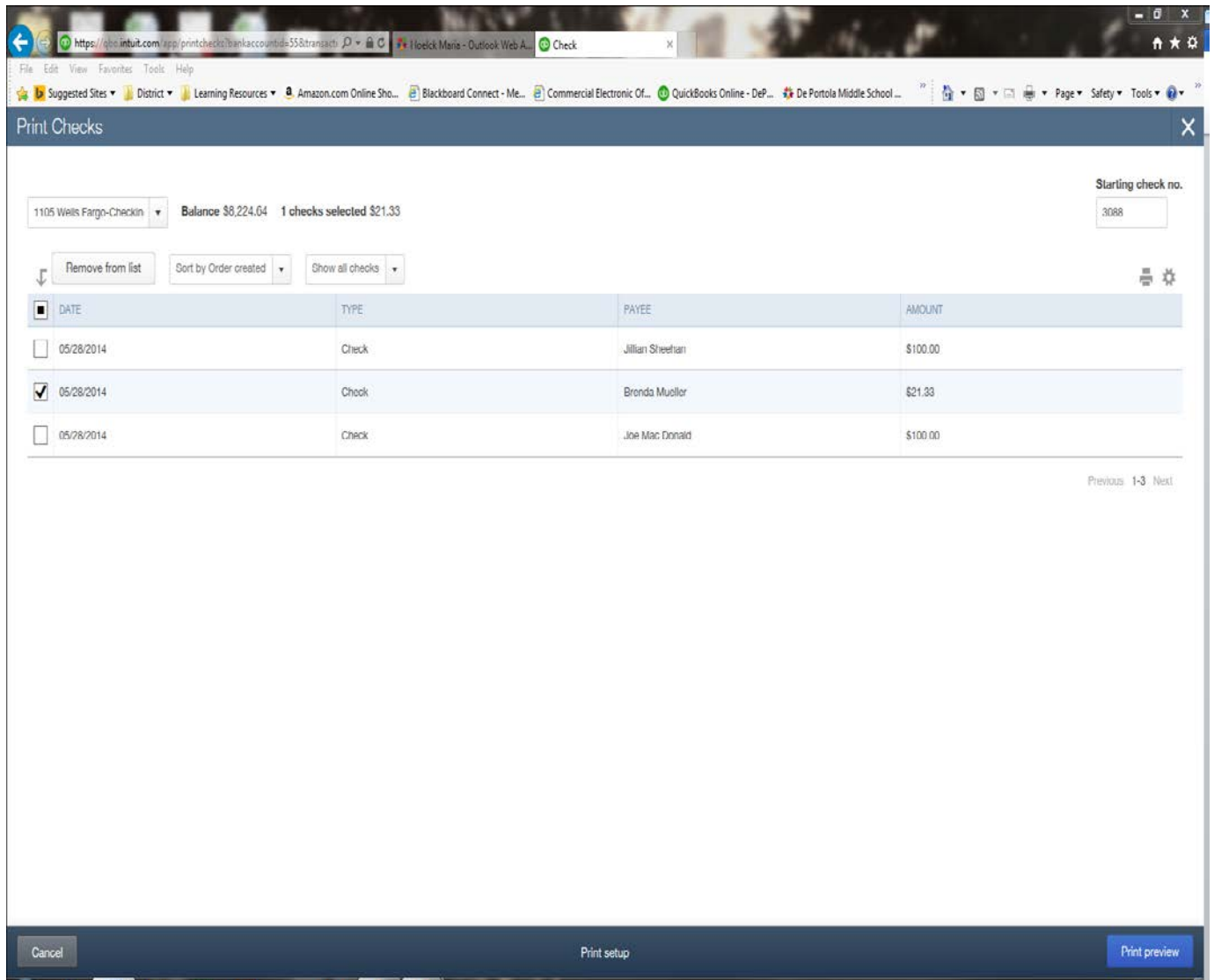
16. This screen will open. Verify that the check number you are trying to print is in the "Starting Check No." box. If so, click "**Print Preview**" in the lower righthand corner of this screen. If not, **verify why***, and enter the correct check number. The following box will pop-up. Click the print icon in the dark grey bar and your check will print. At this point you may print one check or a series of checks. Check each/all the checks you want to print.

*Verify why - you may have printed on a blank piece of paper just to check that the check was alligned correctly, but QB thought you printed an actual check. Or, you may have put a check in the printer and printed a word document on it by mistake. Void this check and enter the number of the next consecutive # check.
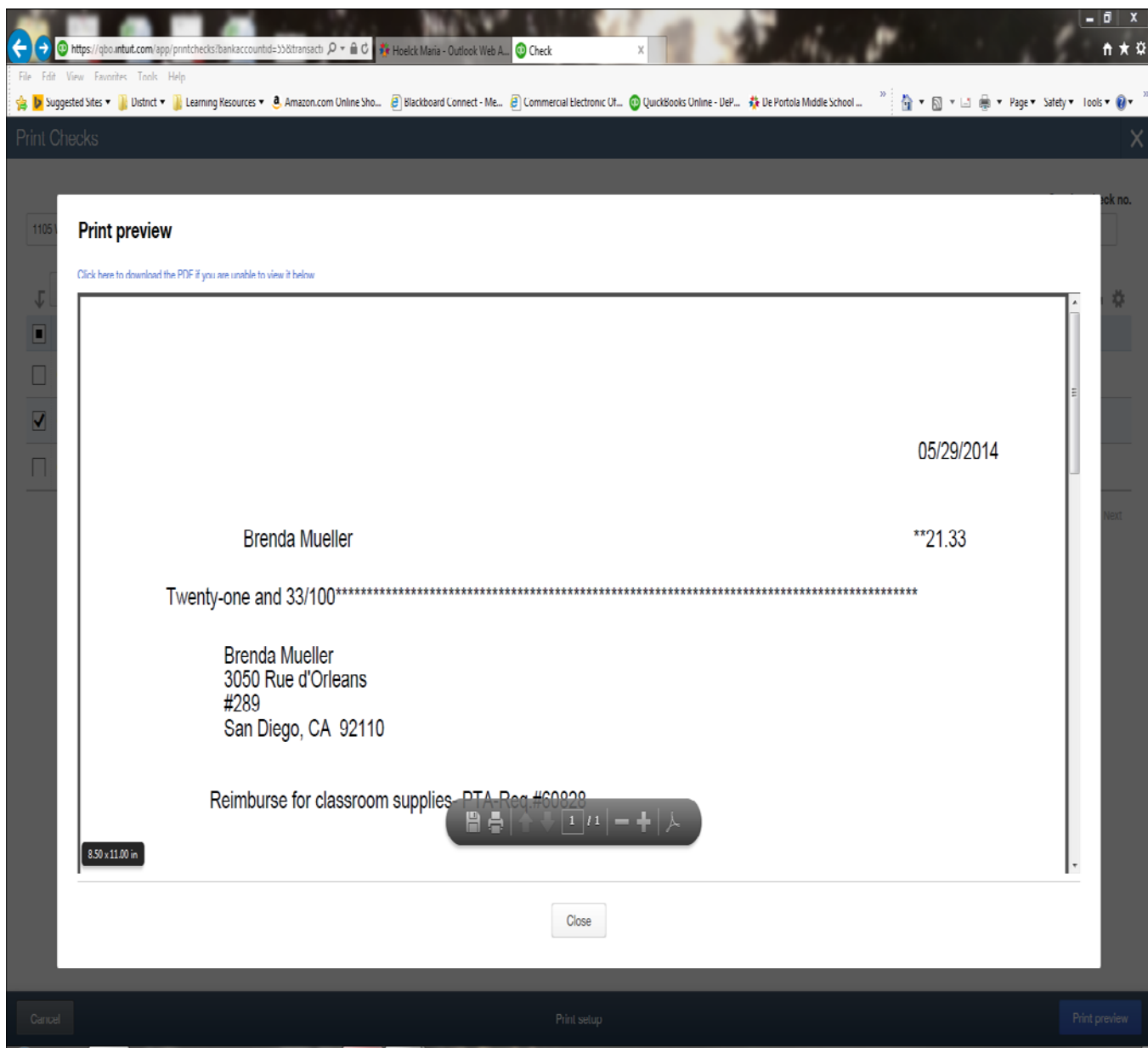
17. Once your check is printed, click the grey box "Close" at the bottom of the page. The following page will pop up.
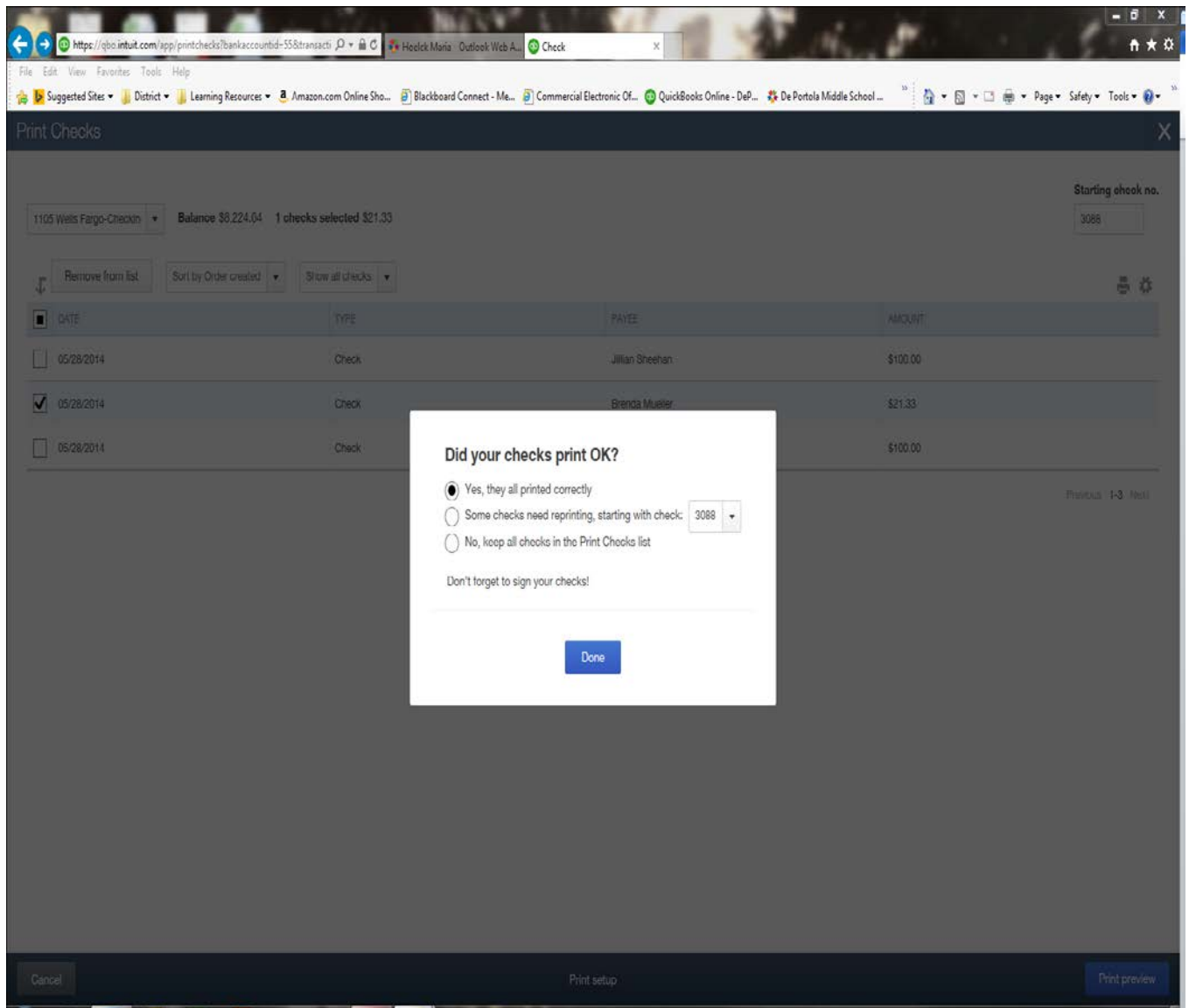
18. The box above will pop-up, if your check(s) printed correctly, then click the blue box "**Done**." You are done printing your check(s).
19. You may enter as many checks as you want before chosing to print. Once you choose to print, you may chose to print all at once or to print each one individually. Make sure to verify the starting and ending check number(s) and that they are placed in the corect numerical order in your printer.
20. If you enter checks and wait to print at a later time, you will access your saved check(s) as shown in the following screen.

21. Select "Expenses" located under the Transactions selection. In the upper righthand corner, select the grey box "Print Checks" and follow the instructions as outlined in #16 through #19 above.

Check alignment and set up--for first time check printing or for new printers

1. Follow instructions as detailed. (You need to verify you have Adobe Reader, version 6 or higher. See instructions in window.) Once you are correctly aligned, click "Yes, I'm finished with setup" located in the lower righthand side of the screen. You will not need to do this procedure again unless you get a new printer.
2. Select whether you have voucher or standard checks - I believe all sites have voucher checks.
3. Using a plain piece of paper, click "Print Sample". Once this sample prints, put it behind your check voucher to check your alignment. Follow instructions to enter corrections. Re-print sample until you are satisfied with your alignment. Adjustments will be set once you print a check satisfactorily - no need to realign again unless you change printers.
4. This alignment is particular to each printer, so if you get a new printer or change printers for any reason, you will need to run this realignment procedure for each new printer.