

WRITE CHECKS

Select Checks on the Icon Bar

Write Checks - Checking

Bank Account: Checking Ending Balance: 0.00

No. To Print
Date: 01/02/2008
\$ 127.49

Pay to the Order of: Verizon

One hundred twenty-seven and 49/100***** Dollars

Address: Verizon
P.O. Box 218
Newtown, PA 19054

Memo: 215-579-1465

Expenses: \$127.49 Items: \$0.00 Online Payment: To be printed:

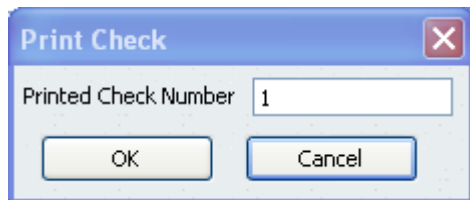
Account	Amount	Memo	Customer:Job	Billable?
Telephone & Fax Expense	127.49			

Buttons: Clear Splits, Recalculate, Save & Close, Save & New, Clear

- Bank Account = Account from which the check will be issued
- No. = check no. or To Print – to be printed in a batch
- Date = date of the check
- Pay to the Order of = start typing the name and will prefill
- \$ = total amount of the check
- Memo = prefills account no. After the account number, record invoice no or other details
- Account = type in the account name or expense account should prefill
- If you want to split the amount into two or more accounts, create a second line entry and split the amounts
- Amount = \$
- Memo = details

PRINT SINGLE CHECKS

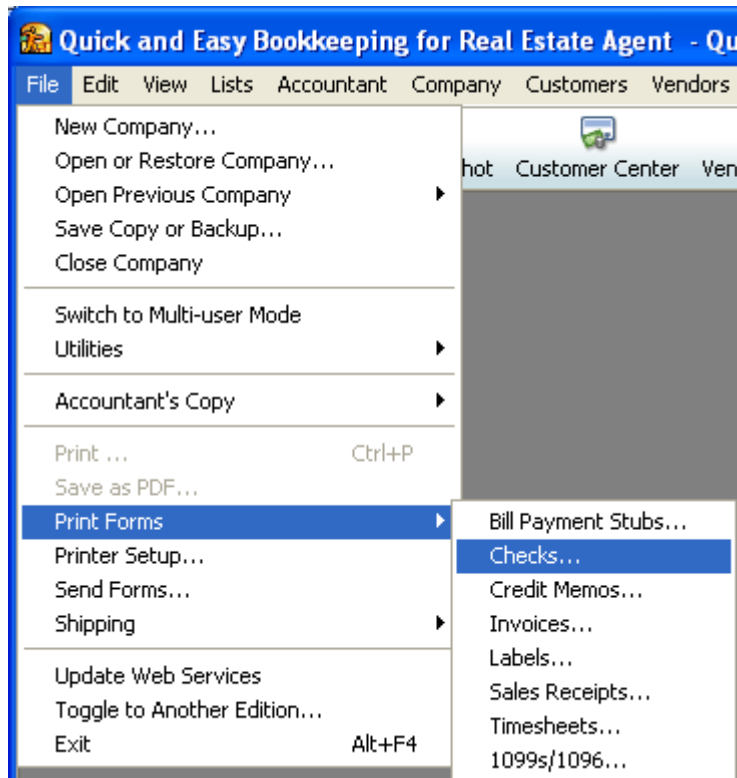
- Select print on top of the check
- Enter the check number



- Click OK
- Follow the steps for printer name and click on Print

PRINT A BATCH OF CHECKS

- Click File on Menu Bar
- Select Print Forms
- Click Checks...



- Bank Account = Account from which the checks were issued
- First Check Number = first check number to be printed
- Select the checks to be printed

Select Checks to Print

Bank Account: First Check Number: [Learn about QuickBooks checks](#)

Select Checks to print, then click OK.
There is 1 Check to print for \$127.49.

<input checked="" type="checkbox"/>	Date	Payee	Amount
<input checked="" type="checkbox"/>	01/02/2008	Verizon	127.49

OK
Cancel
Help
Select All
Select None

- Click OK
- Follow the steps for printer name.... And click on Print

REPORT FOR WRITTEN CHECKS

- Click Reports
- Select Banking
- Click Check Detail

Check Detail

Modify Report... Memorize... Print... E-mail Export... Hide Header Refresh

Dates Custom From 06/01/2008 To 07/30/2008 Sort By Default

Quick and Easy Bookkeeping for Real Estate Agent
Check Detail
 June 1 through July 30, 2008

Type	Num	Date	Name	Account	Paid Amount	Original Amount
▶ Check	1	07/30/2008	National Associa...	Petty Cash		-299.00 ◀
				Training & Education ...	-299.00	299.00
TOTAL					-299.00	299.00
Check	2	06/15/2008	AppleBees	Petty Cash		-34.92
				Client 100% deductible	-34.92	34.92
TOTAL					-34.92	34.92
Check	4	07/30/2008	Discover 8486	Checking		-296.33
				Discover 8486	-296.33	296.33
TOTAL					-296.33	296.33
Check	5	06/15/2008	National Associa...	Checking		-400.00
				Association Dues	-400.00	400.00
TOTAL					-400.00	400.00