

QUICKBOOKS ONLINE BASICS:

Creating & Printing Checks

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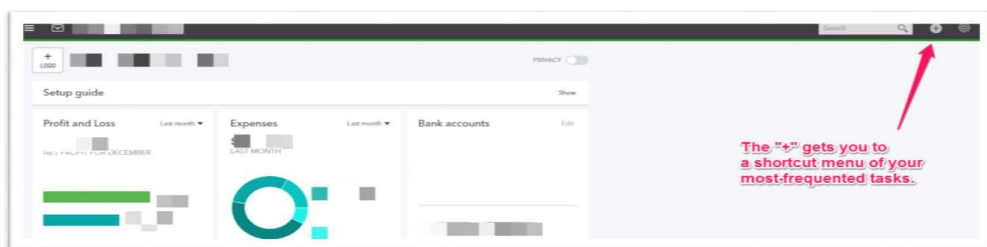


QBO BASICS

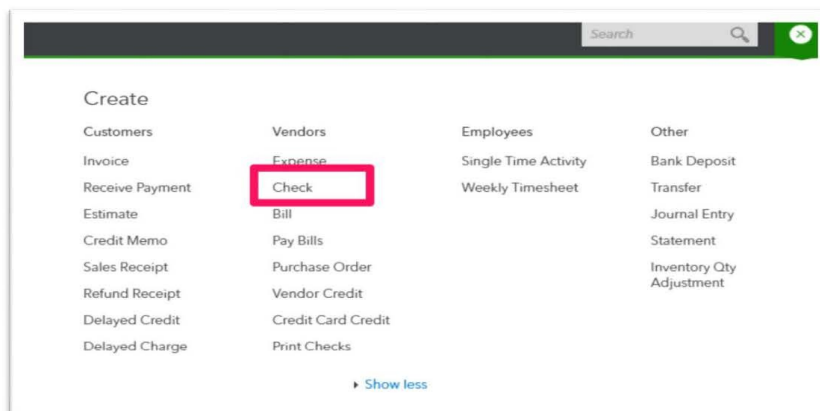
HOW TO CREATE AND PRINT A CHECK

START ON YOUR HOME SCREEN

1. Select the "+" button in the top right hand corner of your home screen.



2. Select the "check" option.



3. This will take you into the check form.

Creating & Printing Checks

- A. Use the drop-down arrow to select the vendor. Use "add new" if needed.
- B. This is the default account that the money comes out of. Click drop-down arrow and change if necessary.
- C. Payment Date
- D. Check mark "Print later" if you will be printing on check stock. This will automatically clear out the "check number".
- E. Click in the "Account" field to select the proper account. It may already pre-populate for you. Use the description field as needed (like the memo field).
- F. Enter the amount.
- G. Total will populate here.

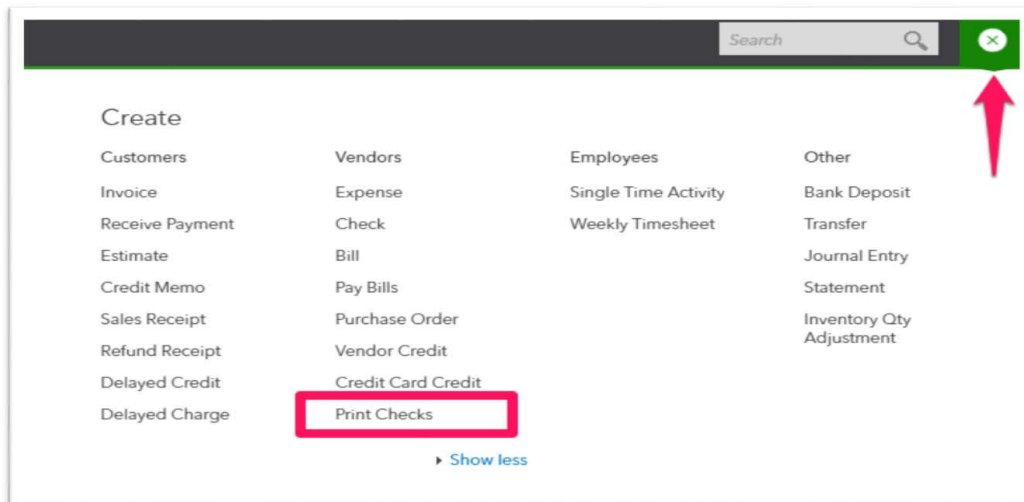
The screenshot shows the 'Check #31736' form. At the top, there is a 'Choose a vendor' dropdown menu with a green checkmark and callout 'A'. Below it is the '103 General Fund Account' dropdown with a green checkmark and callout 'B'. The 'Payment date' is set to '01/21/2017' with a green checkmark and callout 'C'. A 'Print later' checkbox is checked with a green checkmark and callout 'D'. The 'Account details' table has two rows: the first row has a green checkmark and callout 'E' in the 'ACCOUNT' column, and the second row has a green checkmark and callout 'F' in the 'AMOUNT' column. The 'Total' field at the bottom right shows '\$0.00' with a green checkmark and callout 'G'.

- H. This is the only check you wish to print, use this option.
- I. Select "save and new" if you intend to write another check. Otherwise, select the down arrow and select "save and close".

The screenshot shows the bottom of the form. On the left, there is a 'Print check' button with a green checkmark and callout 'H'. On the right, there is a 'Save and new' button with a green checkmark and callout 'I'. Below these buttons is a dark bar with the text 'Print check', 'Order checks', 'Make recurring', and 'More'.

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4. If you chose to "batch" print multiple checks at once, once you have completed creating all the checks needed, you will want to go to the "print checks" option. This can be accessed again from the "+" shortcut menu at the top right of the screen. Then select "Print Checks".



Then just follow the wizard to print your checks.

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Let's talk about how we can help you
achieve your goals.

CALL FOR A *FREE*
CONSULTATION TODAY.

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