

Writing Checks

Cash Basis

This procedure explains how to prepare non-payroll checks, using the Cash method of posting expenses. For **Payroll and Payroll Liability Checks**, review Payroll procedures. For **Bill Payment checks and the accrual method of posting expenses**, review Accounts Payable and Bills procedure.

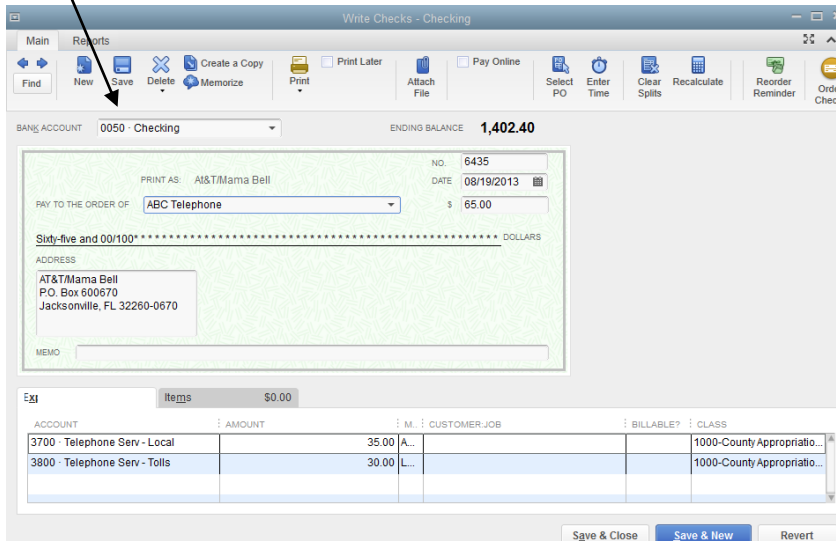
Create a Check Transaction (Cash Basis)

Be sure to record the appropriate Account and Class numbers for each check on the Expenses tab.

- Select **Banking** from the menu bar. (or, select the Write Checks icon from the QuickBooks home page)
- Select **Write checks**
- Select the correct bank account (checking or savings).
- Enter a checkmark preceding "**Print later**" box (above the check) to allow QuickBooks to control and track all check numbers. (This is recommended) When ready, multiple checks can be printed.

Note: If the expense will be paid by **bank transfer**, then do not select "Print Later." Enter EFT (electronic funds transfer) or DD (direct deposit) in the check number field. Review the Direct Deposit procedure, section "Direct Bank Transfer for Vendor or Employee Payment".

- Select a name from the drop-down list in the **Pay to the Order** field. (If the name is not on the drop-down list, **Quick Add** the name by typing in the name and pressing the [Tab] key or by selecting **<Add New>** from the drop-down list.)
- Enter the total amount of the check in the **Amount** field.
- Fill in the **Memo** field (optional). Information to appear on the check.
- Select appropriate **Account** number (s).
- Enter the **amount** of the expense.
- Describe the expense in the **2nd Memo** Field. Information will appear on ledger report
- Skip the Customer: Job field.
- Enter the appropriate **Class code for expense account** (or income accounts). Liability accounts (such as tax and benefit liabilities) are **not** assigned a class code and are typically paid in the liability section. This would subtract the amount twice from reports.
- Review data and click **Save & Close** to record the check or click **Save & New** to record the check and enter another check.



The screenshot shows the 'Write Checks - Checking' window in QuickBooks. The 'Main' menu bar includes options like 'New', 'Save', 'Delete', 'Create a Copy', 'Print', 'Print Later', 'Attach File', 'Pay Online', 'Select PO', 'Enter Time', 'Clear Splits', 'Recalculate', 'Reorder Reminder', and 'Order Check'. The 'BANK ACCOUNT' is set to '0050 - Checking' with an 'ENDING BALANCE' of '1,402.40'. The check form shows 'PRINT AS: AT&Mama Bell', 'NO.: 6435', 'DATE: 08/19/2013', and 'PAY TO THE ORDER OF: ABC Telephone' for '\$ 65.00'. The amount is written as 'Sixty-five and 00/100'. The address is 'AT&Mama Bell, P.O. Box 600670, Jacksonville, FL 32260-0670'. Below the check form, the 'Items' table is visible with two entries:

ACCOUNT	AMOUNT	M.	CUSTOMER:JOB	BILLABLE?	CLASS
3700 - Telephone Serv - Local	35.00	A...			1000-County Appropriatio...
3800 - Telephone Serv - Tolls	30.00	L...			1000-County Appropriatio...

At the bottom, there are buttons for 'Save & Close', 'Save & New', and 'Revert'.

Printing Checks – one or multiple checks

After completing the check transaction, if the "Print later" option is selected, the transactions will be added to the list of checks waiting to be printed under **File, Print Forms, Checks**.

If only one check will be printed, then select the Print button at top of the check transaction screen and continue with the prompts to send the check to the printer.

Trial Pass for Multiple Checks Report

Check transactions that include the "Print Later" option will be batched or grouped for later printing. Before printing the checks, the Trial Pass for Checks report located in the Memorized Reports list may be reviewed for accuracy.

Before printing the check(s)

- Select **Reports, Memorized Reports, Trial Pass for Checks**.
- Print the report or review it on the screen to make sure all the information is correct.
- If **corrections** need to be made,
 - Double-click on the transaction in the report to review the details and make necessary correction. Save the transaction.
 - Or, go to Banking, Use Register, select the check that needs to be changed and then edit the transaction.

When you are ready to print the check

Select **File, Print Forms, Checks**.

- Confirm that the **date** and **check number** are correct.
- Select the checks that you wish to print. Click OK.

Multiple Check Printing

A group of checks can be prepared and then processed for printing at a later time. You can **Select All** to print them all or you can **Select None** (removes all check marks) and **Select only the check** or checks that you want to print

The screenshot shows a dialog box titled "Select Checks to Print". At the top, there is a "How Do I?" help button. Below that, there are two input fields: "Bank Account" with a dropdown menu showing "0050 · Checking" and "First Check Number" with a text box containing "10886". Below these fields is the instruction "Select Checks to print, then click OK." and a table of checks. The table has three columns: "Date", "Payee", and "Amount". Each row has a checkmark in the first column. The total amount is shown as 1,619.98. On the right side of the dialog, there are five buttons: "OK", "Cancel", "Help", "Select All", and "Select None".

✓	Date	Payee	Amount
✓	09/28/2001	Best Buy Co., Inc.	1,619.98
✓	09/28/2001	Bornhop, Gail	24.80
✓	09/28/2001	Goellner Printing & Office Supply	558.00
✓	09/28/2001	Mow-Hawk Lawn Care Service, Inc.	272.00
✓	09/28/2001	McCarthy Pest & Termite Control, Inc.	58.00
✓	09/28/2001	Office Depot Credit Plan	584.10
✓	09/28/2001	Pitney Bowes, Inc.	178.45
✓	09/28/2001	Sigmund Television	12.50