

## CHAPTER 8- CHECK WRITING AND PRINTING

The ability to write and print checks with the computer is one of the features of a computerized record keeping program like Quicken. The program also allows the payee's name and address to be printed on the check so window envelopes can be used to further simplify the process of paying bills. Writing checks with the computer allows the bills to be paid, the transaction information (date, payee, amount, category, tag and memo) to be recorded in the check register and the checks printed all at one time. Plus your farm records are constantly up-to-date.

The ability to write checks represents one of the biggest time saving features associated with computerized record keeping. You should consider computerized check writing if your business requires you to write a large number of checks and/or you spend a significant amount of time on bookkeeping for the business. To write checks with Quicken follow the steps outlined below:



**Open the check account register you want to write checks from.**

**From the menu bar**

**Click Tools**

**Click Write and Print Checks, to open the *Write Checks*: account name window.**

Date	Type	Payee	Category	Amount

Complete the check just as you would a hand-written check by entering the date, payee and the amount. If you plan to use window envelopes, enter the payee's

## CHAPTER 8- CHECK WRITING AND PRINTING

name and address in the address field. When the check is recorded, Quicken will add the address to the Memorized Payee list.

**Enter a memo as needed in the field provided below the Bill Pay Address.**

**Enter a Category/Subcategory in the box provided below the Memo field. The check can have multiple categories and tags recorded.**

**Click the Split icon and make the appropriate entries. The Tag can only be added here by entering in the Split Transaction window.**

**The final step is to Click Record Check. When the check is recorded, it is added to the list of Checks to Print at the bottom of the screen.**

Checks can be edited until they are printed. To edit a check complete the following steps:

**Click on the check in the Checks to Print list and it will come back into the check writing screen.**



**After making the correction(s), Click Record Check.**

**To bring a blank check into the check writing screen, Click on the New Check button.**

Checks are memorized and used at a later time without having to re-enter all the information. Memorized checks can be edited in the “Memorized Payee List” window like another memorized transaction. Click Tools, Memorized Payee List will open the “Memorized Payee List” window.

**Note:** By choosing Recall memorized payees under the QuickFill section in the main menu bar Edit, Preferences, you will be able to save time when writing checks. A Memorized Check filled out with Payee, amount, address, etc. will be recalled the next time you type in that payee name. QuickFill will bring in the information memorized and you simply need to change any fields that need changed.

### Printing Checks with Quicken

**Checks must be ordered from your bank, Intuit or another supplier.**

Before printing checks the first time, go to the menu bar:

**Click File, Printer Setup, Click For Printing Checks.**



This opens the “Check Printer Setup” window where you select the printer to be used, whether your checks are continuous (used with a dot matrix printer) or page oriented (used with a ink jet or laser printer) and the type of checks you will be using.

## CHAPTER 8- CHECK WRITING AND PRINTING

Checks can be printed at any time after they have been written in the check writing window.

In the number column of the check register, the word Print will appear until the check is printed at which time a check number will be placed in the Num column.

**Checks can be printed from the “Write Checks: account” window**

**Click Print on the toolbar to open the “Select Checks to Print: account” window.**

**If you are not in the “Write Checks: account” name window**

**Click File, Print Checks to open the “Select Checks to Print: account” window.**

**In the “Select Checks to Print: account” window name window, specify the number of the first check to be printed, what checks to print, the style of checks being used and how many checks are on the first page.**

**Once the necessary information has been specified, Click OK to print the checks selected.**

*Note:* print several fictitious checks on a blank piece of paper to determine that all the printer and check settings are correct before using the pre-printed checks. After printing the fictitious checks, be sure to delete them from the checking account register.