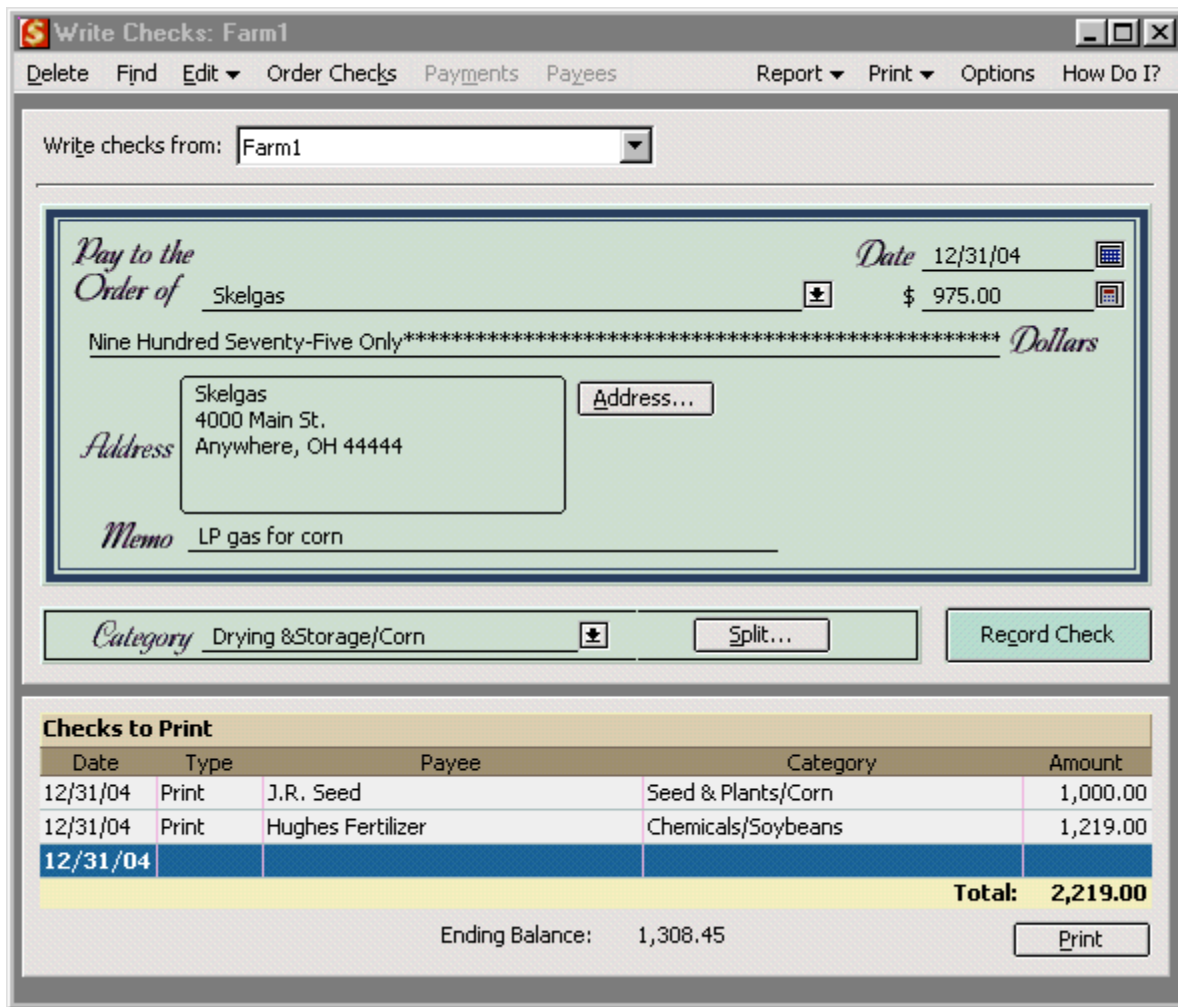

Check Writing

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, class 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 definitely 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:

1. Open the check account register you want to write checks from.
2. To open the *WRITE CHECKS:account* window, from the menu bar **Click Cash Flow, Click Write Checks**. The *WRITE CHECKS* window can be accessed by **Clicking Check** in the main toolbar if added. See **Setting Up the Main Toolbar** in the **Getting Started** chapter.



3. Within the *WRITE CHECKS:account* window, the toolbar buttons are:

- Delete** - delete the current check,
- Find** - locate checks in the register,
- Edit** - edit the selected transaction,
- Order Checks** - buy Quicken checks on the web,
- Payments** - view the scheduled transactions list,
- Payees** - view the online payee list,
- Report** - create a report or graph,
- Print** - print checks,
- Options** - change check settings,
- How Do I** - help on tasks,
- X** - close the Write Checks window.

In the *WRITE CHECKS: account* window toolbar, **Click Options** to review the settings for check writing options. These were set back in the **Getting Started** chapter under the section of **Program Option Settings for Quicken 2004, Write Checks**. These settings can be left as is or changed at any time to suit your preferences.

4. Complete the check just as you would a hand-written check by entering the date, payee and the amount. The check memo is optional. If you plan to use window envelopes (another time saver), enter the payee's name and address in the address box.
5. Enter the category(ies) and class(es). The check can have multiple categories and classes recorded by **Clicking Split** and making the appropriate entries.
6. 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.
7. Checks can be edited until they are printed. To edit a check, **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 a blank line in the **Checks to Print** list.
8. Checks can also be memorized and used at a later time without having to re-enter all the information. **Click Edit, Click Memorize** will memorize the check and all the information you have entered up to the point you memorize it. Memorized checks can be edited in the *MEMORIZED TRANSACTION LIST* window like another memorized transaction. **Click Cash Flow, Memorized Transaction List** will open the *MEMORIZED TRANSACTION LIST* window. The **Memorized Transaction List** can also be added to the main toolbar to open this window.

9. By choosing Recall Memorized Transactions under the Quick Fill tab in Quicken Preferences, Quickfill, 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. Quick Fill will bring in the information memorized and you simply need to change any fields that need changed.

Printing Checks with Quicken

1. Checks must be ordered from your bank, Intuit or another supplier. When you purchased your copy of Quicken, information about checks and window envelopes from Intuit were included as part of the package.
2. Before printing checks the first time, go to the menu bar, **Click File, Click 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 bubble jet or laser printer) and the type of checks you will be using.
3. 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.
- 4a. Checks can be printed from the *WRITE CHECKS:account* window by **Clicking Print** on the toolbar and **Clicking Checks** which opens the *SELECT CHECKS TO PRINT: account* window.
- 4b. If you are not in the *WRITE CHECKS:account* window, **Click File, Click Print Checks** to open the *SELECT CHECKS TO PRINT: account* window.
5. In the *SELECT CHECKS TO PRINT:account* 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.

A SUGGESTION - 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.