Enter a New Check (Page 152)

Start by opening the Checkbook file. Go the the Functions menu and choose New Check, or type Cmd/Ctrl-E. Think of **E** for **E**nter.

A new Payment record is added to the Checkbook file. The next Check Number is automatically assigned and you are now in the Payment window with the cursor in the cell for the Check Date. Enter a different date then hit the Tab key, or tab to accept today's date and move to the Pay to: cell.

If you've previously written a check to this person from this checking account, choose their name from the Pay to: popup menu, or type in their name. The Pay to: will look for the name in the Contacts file Company field for a match and display the Company's address that will be used on the check when print-ed. Press the Opt/Alt key and click and hold the Pay to: popup to get a choice list of Vendors in your Contacts file. Those that have a Contacts Category of "Vendor" are displayed. Press Tab to move on to the Memo.

Enter any other information such as Memo or Notes. You can type in a Chart of Account name or number, or choose the appropriate account or account number from either popup menu. Enter the amount then Save (Cmd/Ctrl-S).

And so on...

To print the check choose Print This Check from the Print popup button located on the right side of the windows. (Note: to set your Default check form, first hold down the Opt/Alt key then click on the Printed popup and choose a Check form.)

If your Check Number isn't correct, choose Reset Auto Numbering from the Number popup menu.

If you have the Vendor (Pay to: name) entered into your Contacts file in the Company cell, and have used Special Numbers for that Company's (Vendor's) Credit Limit or the three Vendor Special Number options, those special numbers are automatically entered for you.