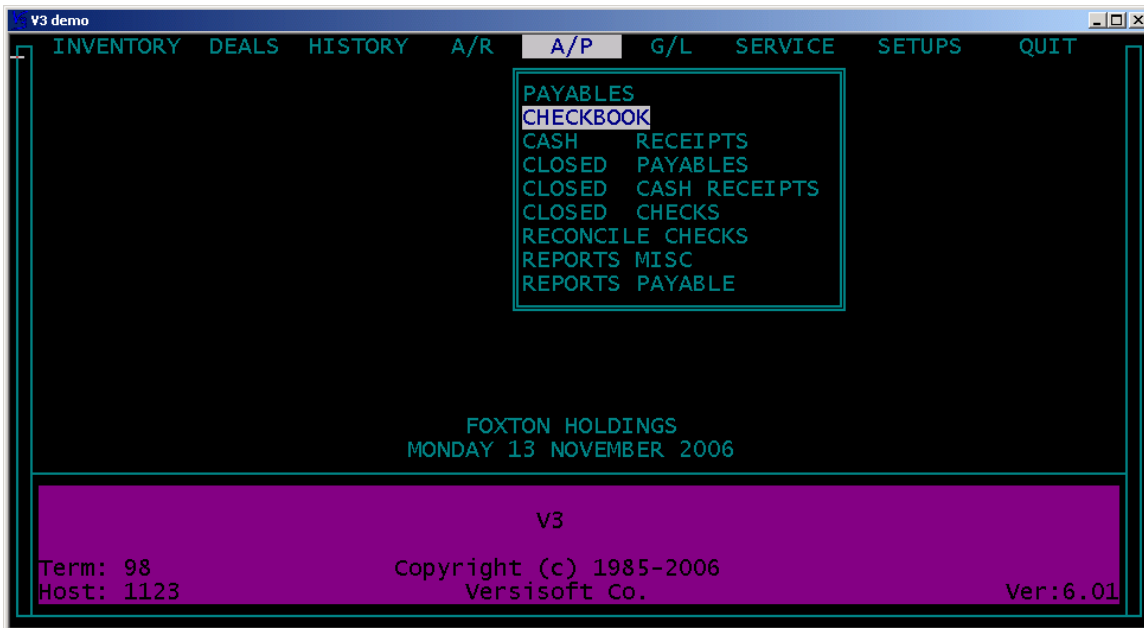


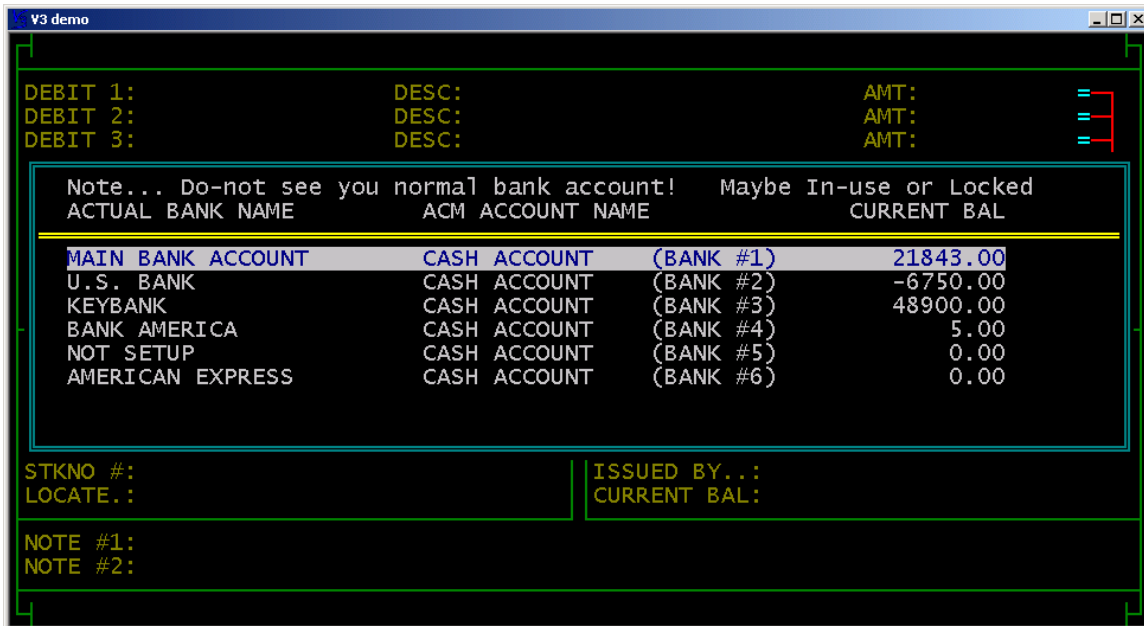


CHECKBOOK

The **CHECKBOOK** module holds up to six accounts. The module allows for printing, transferring funds between accounts and easy reconciliation. The accounts must be set up in the prior to use under **SETUPS, CHECKBOOKS**.



Go to **A/P** and then to **CHECKBOOK** to access the accounts.



Highlight the target bank account and press enter to access.

V3 demo

MAIN BANK ACCOUNT CASH ACCOUNT (BANK #1) 1020

DEBIT 1: DESC: AMT: =

DEBIT 2: DESC: AMT: =

DEBIT 3: DESC: AMT: =

DEBIT 4: DESC: AMT: =

DEBIT 5: DESC: AMT: =

DEBIT 6: DESC: AMT: =

DEBIT 7: DESC: AMT: =

DEBIT 8: DESC: AMT: =

DEBIT 9: DESC: AMT: =

DEBIT10: DESC: AMT: =

PAYEE..: CHECK DATE.: (C):

ADDRESS: CHECK ####.: CHECK TYPE.: ISSUED BY..: CURRENT BAL: 21,843.00

CITY...: REF #..: STKNO #: LOCATE.: NOTE #1:

ST/ZIP.: NOTE #2:

FIND CHECK EDIT CHECK **WRITE CHECK** MORE OPTION EXIT TO MAIN

The **CHECKBOOK** module acts as your current register. All open and un-reconciled checks and deposit transactions are held in the **CHECKBOOK** module. Highlight and press enter on **WRITE CHECK** to enter a new transaction.

V3 demo

MAIN BANK ACCOUNT CASH ACCOUNT (BANK #1) 1020

DEBIT 1: DESC: AMT: =

DEBIT 2: DESC: AMT: =

DEBIT 3: DESC: AMT: =

DEBIT 4: DESC: AMT: =

DEBIT 5: DESC: AMT: =

DEBIT 6: DESC: AMT: =

DEBIT 7: DESC: AMT: =

DEBIT 8: DESC: AMT: =

DEBIT 9: DESC: AMT: =

DEBIT10: DESC: AMT: =

PAYEE..: CHECK DATE.: (C):

ADDRESS: CHECK ####.: CHECK TYPE.: ISSUED BY..: CURRENT BAL: 21,843.00

CITY...: REF #..: STKNO #: LOCATE.: NOTE #1:

ST/ZIP.: NOTE #2:

SELECT CHECK NUMBER SEQUENCE

USE NEXT CHECK #

ATM/ONLINE PAYMENT

CHANGE NEXT NUMBER

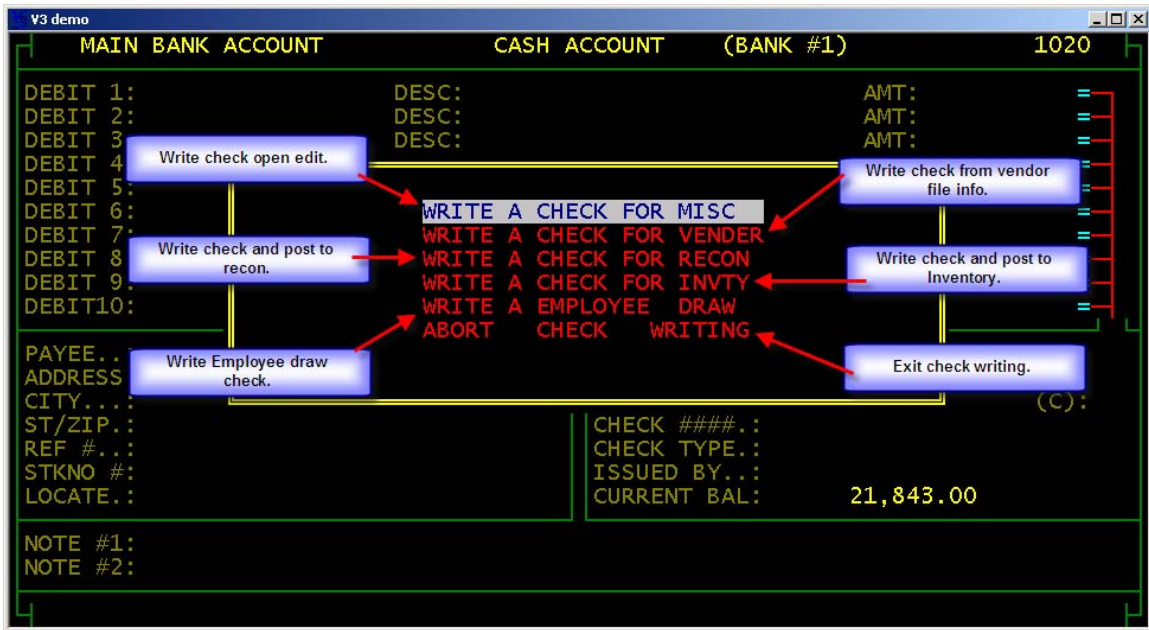
ABORT CHECK WRITING

Next Check Number: 5009

Note: ATM/ONLINE pymt will always use check #1

Note the next check number.

Highlight and press enter on **USE NEXT CHECK #** to continue writing standard check.



WRITE A CHECK FOR VENDER pulls the vender information including the GL Accounts setup as defaults in the vender file.

WRITE A CHECK FOR RECON posts the check and the Recon in inventory.

WRITE CHECK FOR INVENTORY posts the check and the Inventory in inventory.

WRITE EMPLOYEE DRAW posts the check and the draw to the Commission file.

WRITE A CHECK FOR MISC is used for all other check writing purposes. To continue writing checks highlight and press enter.

V3 demo

MAIN BANK ACCOUNT		CASH ACCOUNT (BANK #1)		1020
DEBIT 1:	0	DESC:		AMT: 0.00 =
DEBIT 2:	0	DESC:		AMT: 0.00 =
DEBIT 3:	0	DESC:		AMT: 0.00 =
DEBIT 4:	0	DESC:		AMT: 0.00 =
DEBIT 5:	0	DESC:		AMT: 0.00 =
DEBIT 6:	0	DESC:		AMT: 0.00 =
DEBIT 7:	0	DESC:		AMT: 0.00 =
DEBIT 8:	0	DESC:		AMT: 0.00 =
DEBIT 9:	0	DESC:		AMT: 0.00 =
DEBIT10:	0	DESC:		AMT: 0.00 =

PAYEE.. :
ADDRESS:
CITY... :
ST/ZIP. :
REF #.. :
STKNO #:
LOCATE. :

CHECK DATE. : (C):
CHECK ####. :
CHECK TYPE. :
ISSUED BY.. :
CURRENT BAL: 21,843.00

NOTE #1:
NOTE #2:

Up to ten debit GL accounts may be split on one check. Enter the amount for each split and press Page down key to skip to **PAYEE**. If the **GL** Software is not being utilized use GL account 9999 to continue through check and complete fields as designated.

V3 demo

MAIN BANK ACCOUNT		CASH ACCOUNT (BANK #1)		1020
DEBIT 1:	9999	DESC: SUSPENCE ACCT		AMT: 500.00 =
DEBIT 2:	0	DESC:		AMT: 0.00 =
DEBIT 3:	0	DESC:		AMT: 0.00 =
DEBIT 4:	0	DESC:		AMT: 0.00 =
DEBIT 5:	0	DESC:		AMT: 0.00 =
DEBIT 6:	0	DESC:		AMT: 0.00 =
DEBIT 7:	0	DESC:		AMT: 0.00 =
DEBIT 8:	0	DESC:		AMT: 0.00 =
DEBIT 9:	0	DESC:		AMT: 0.00 =
DEBIT10:	0	DESC:		AMT: 0.00 =

Continue printing check. →

Hand write check. →

Edit check number to be printed. →

Discontinue check writing. →

NEXT CHECK #: 5009

PRINT CHECK NOW
HAND WRITE CHECK
EDIT CHECK NUM
ABORT CHECK

PAYEE.. : GOLDEN HA
ADDRESS: 234 5TH A
CITY... : KENT
ST/ZIP. : WA 98032
REF #.. :
STKNO #: 1234
LOCATE. : USED CARS

CHECK ####. : 5009 (C):
CHECK TYPE. :
ISSUED BY.. :
CURRENT BAL: 21,843.00

NOTE #1: fix dents
NOTE #2:

HAND WRITE CHECK option allows the check to be posted into the register without physically writing check.

MAIN BANK ACCOUNT		CASH ACCOUNT	(BANK #1)	1020
DEBIT 1:	9999	DESC: SUSPENCE ACCT	AMT:	500.00 =
DEBIT 2:	0	DESC:	AMT:	0.00 =
DEBIT 3:	0	DESC:	AMT:	0.00 =
DEBIT 4:	0	DESC:	AMT:	0.00 =
DEBIT 5:	0	DESC:	AMT:	0.00 =
DEBIT 6:	0	DESC:	AMT:	0.00 =
DEBIT 7:	0	DESC:	AMT:	0.00 =
DEBIT 8:	0	DESC:	AMT:	0.00 =
DEBIT 9:	0	DESC:	AMT:	0.00 =
DEBIT10:	0	DESC:	AMT:	0.00 =
PAYEE..: GOLDEN HAMMER		CHECK AMT..:		500.00 =
ADDRESS: 234 5TH AVE		CHECK DATE..:		11/13/2006 (C): N
CITY...: KENT		CHECK ####.:		5009
ST/ZIP.: WA 98032		CHECK TYPE.:		N
REF #..: 140056645009ONECHK		ISSUED BY..:		MARTYN OLLIVER
STKNO #: 1234		CURRENT BAL:		21,343.00
LOCATE.: USED CARS				
NOTE #1: fix dents				
NOTE #2:				
FIND CHECK EDIT CHECK WRITE CHECK MORE OPTION EXIT TO MAIN				

To **EDIT CHECK** after it is posted to register, highlight and press enter on **EDIT CHECK** while on the target check.

MAIN BANK ACCOUNT		CASH ACCOUNT	(BANK #1)	1020
DEBIT 1:	9999	DESC: SUSPENCE ACCT	AMT:	500.00 =
DEBIT 2:	0	DESC:	AMT:	0.00 =
DEBIT 3:	0	DESC:	AMT:	0.00 =
DEBIT 4:	0	DESC:	AMT:	0.00 =
DEBIT 5:	0	DESC:	AMT:	0.00 =
DEBIT 6:	0	DESC:	AMT:	0.00 =
DEBIT 7:	0	DESC:	AMT:	0.00 =
DEBIT 8:	0	DESC:	AMT:	0.00 =
DEBIT 9:	0	DESC:	AMT:	0.00 =
DEBIT10:	0	DESC:	AMT:	0.00 =
PAYEE..: GOLDEN HAMMER		CHECK AMT..:		500.00 =
ADDRESS: 234 5TH AVE		CHECK DATE..:		11/13/2006 (C): N
CITY...: KENT		CHECK ####.:		5009
ST/ZIP.: WA 98032		CHECK TYPE.:		N
REF #..: 140056645009ONECHK		ISSUED BY..:		MARTYN OLLIVER
STKNO #: 1234		CURRENT BAL:		21,343.00
LOCATE.: USED CARS				
NOTE #1: fix dents				
NOTE #2:				

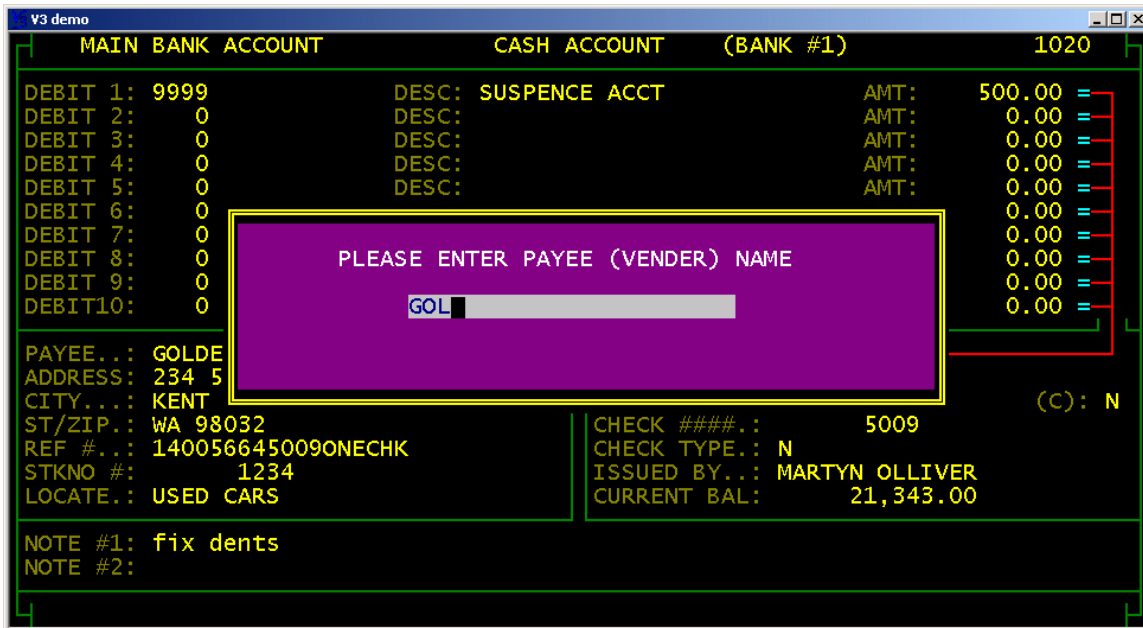
Only the highlighted fields are editable.

MAIN BANK ACCOUNT		CASH ACCOUNT	(BANK #1)	1020
DEBIT 1:	9999	DESC: SUSPENCE ACCT	AMT:	500.00 =
DEBIT 2:	0	DESC:	AMT:	0.00 =
DEBIT 3:	0	DESC:	AMT:	0.00 =
DEBIT 4:	0	DESC:	AMT:	0.00 =
DEBIT 5:	0	DESC:	AMT:	0.00 =
DEBIT 6:	0	DESC:	AMT:	0.00 =
DEBIT 7:	0	DESC:	AMT:	0.00 =
DEBIT 8:	0	DESC:	AMT:	0.00 =
DEBIT 9:	0	DESC:	AMT:	0.00 =
DEBIT10:	0	DESC:	AMT:	0.00 =
PAYEE..: GOLDEN HAMMER		CHECK AMT..: 500.00 =		
ADDRESS: 234 5TH AVE		CHECK DATE.: 11/13/2006 (C): N		
CITY...: KENT		CHECK ####.: 5009		
ST/ZIP.: WA 98032		CHECK TYPE.: N		
REF #..: 140056645009ONECHK		ISSUED BY..: MARTYN OLLIVER		
STKNO #: 1234		CURRENT BAL: 21,343.00		
LOCATE.: USED CARS				
NOTE #1: fix dents				
NOTE #2:				
FIND CHECK EDIT CHECK WRITE CHECK MORE OPTION EXIT TO MAIN				

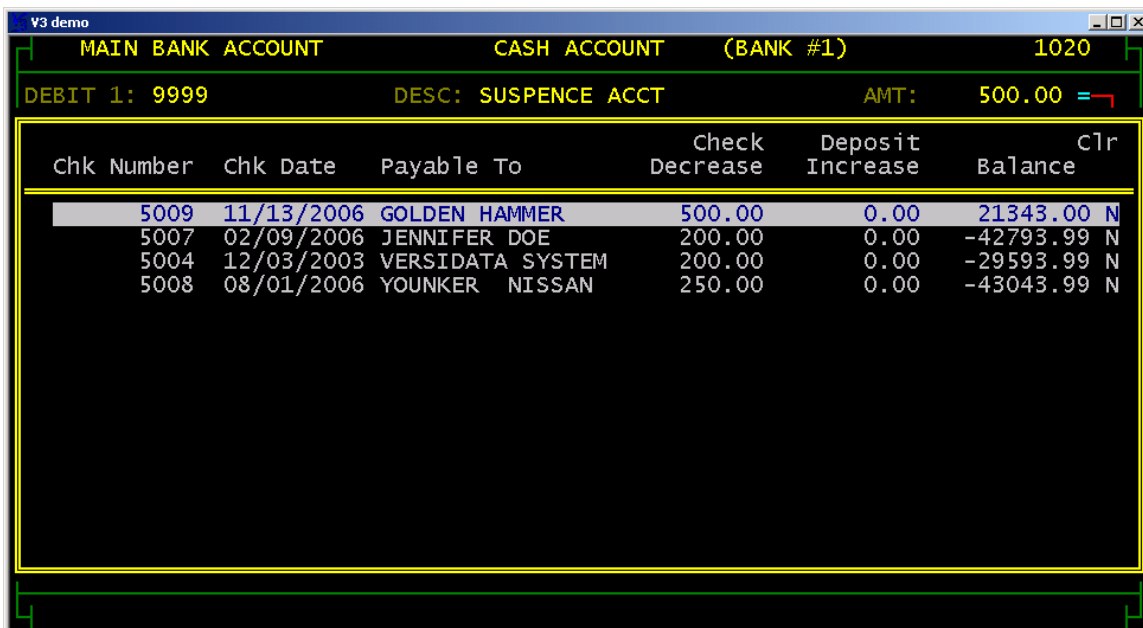
To **FIND CHECK** in the register highlight and press enter on **FIND CHECK**.

MAIN BANK ACCOUNT		CASH ACCOUNT	(BANK #1)	1020					
DEBIT 1:	9999	DESC: SUSPENCE ACCT	AMT:	500.00 =					
DEBIT 2:	0	DESC:	AMT:	0.00 =					
DEBIT 3:	0	DESC:	AMT:	0.00 =					
DEBIT 4:	0	DESC:	AMT:	0.00 =					
DEBIT 5:	0	DESC:	AMT:	0.00 =					
DEBIT 6:	0	DESC:	AMT:	0.00 =					
DEBIT 7:	0	DESC:	AMT:	0.00 =					
DEBIT 8:	0	DESC:	AMT:	0.00 =					
DEBIT 9:	0	DESC:	AMT:	0.00 =					
DEBIT10:	0	DESC:	AMT:	0.00 =					
PAYEE..: GOLDE		CHECK ####.: 5009		(C): N					
ADDRESS: 234 5		CHECK TYPE.: N							
CITY...: KENT		ISSUED BY..: MARTYN OLLIVER							
ST/ZIP.: WA 98032		CURRENT BAL: 21,343.00							
REF #..: 140056645009ONECHK									
STKNO #: 1234									
LOCATE.: USED CARS									
NOTE #1: fix dents									
NOTE #2:									
<div style="border: 2px solid yellow; padding: 10px; display: inline-block;"> <table style="border-collapse: collapse;"> <tr> <td style="background-color: #e0e0e0; padding: 2px;">FIND CHECK#</td> </tr> <tr> <td style="padding: 2px;">FIND PAYEE</td> </tr> <tr> <td style="padding: 2px;">FIND DATE</td> </tr> <tr> <td style="padding: 2px;">LIST LAST(6)</td> </tr> <tr> <td style="padding: 2px;">EXIT TO PREV</td> </tr> </table> </div>					FIND CHECK#	FIND PAYEE	FIND DATE	LIST LAST(6)	EXIT TO PREV
FIND CHECK#									
FIND PAYEE									
FIND DATE									
LIST LAST(6)									
EXIT TO PREV									

To **FIND CHECK** highlight and press enter on the search method of choice which include, **FIND CHECK#, PAYEE, DATE, LIST LAST (6)**.



To find by **PAYEE** enter the first few characters of the **PAYEE** name and press enter.



Highlight and press enter on the target check to call onto the screen.

V3 demo

MAIN BANK ACCOUNT		CASH ACCOUNT	(BANK #1)	1020
DEBIT 1:	9999	DESC: SUSPENCE ACCT	AMT:	500.00 =
DEBIT 2:	0	DESC:	AMT:	0.00 =
DEBIT 3:	0	DESC:	AMT:	0.00 =
DEBIT 4:	0	DESC:	AMT:	0.00 =
DEBIT 5:	0	DESC:	AMT:	0.00 =
DEBIT 6:	0	DESC:	AMT:	0.00 =
DEBIT 7:	0	DESC:	AMT:	0.00 =
DEBIT 8:	0	DESC:	AMT:	0.00 =
DEBIT 9:	0	DESC:	AMT:	0.00 =
DEBIT10:	0	DESC:	AMT:	0.00 =

PAYEE..: GOLDEN HAMMER	CHECK AMT..: 500.00 =
ADDRESS: 234 5TH AVE	CHECK DATE.: 11/13/2006 (C): N
CITY...: KENT	CHECK ####.: 5009
ST/ZIP.: WA 98032	CHECK TYPE.: N
REF #..: 140056645009ONECHK	ISSUED BY..: MARTYN OLLIVER
STKNO #: 1234	CURRENT BAL: 21,343.00
LOCATE.: USED CARS	

NOTE #1: fix dents
NOTE #2:

FIND CHECK EDIT CHECK WRITE CHECK MORE OPTION EXIT TO MAIN

For additional options go to **MORE OPTION** and press enter.

V3 demo

MAIN BANK ACCOUNT		CASH ACCOUNT	(BANK #1)	1020
DEBIT 1:		DESC:	AMT:	=
DEBIT 2:		DESC:	AMT:	=
DEBIT 3:		DESC:	AMT:	=
DEBIT 4:		DESC:	AMT:	=
DEBIT 5:		DESC:	AMT:	=
DEBIT 6:		DESC:	AMT:	=
DEBIT 7:		DESC:	AMT:	=
DEBIT 8:		DESC:	AMT:	=
DEBIT 9:		DESC:	AMT:	=
DEBIT10:		DESC:	AMT:	=

PAYEE..:	ENTER NSF CHECK	(C):
ADDRESS:	ENTER BANK FEES	
CITY...:	ENTER VOID CHECK	
ST/ZIP.:	ENTER FUNDS TRANSFER	
REF #..:	WASTE CHECK NUMBER	
STKNO #:	RE-PRINT CHECK	
LOCATE.:	EXIT TO MAIN	

NOTE #1:
NOTE #2:

CHECK TYPE.:
ISSUED BY..:
CURRENT BAL: 21,343.00

Enter bank fees to the register.
Enter check number into register without writing check.
Enter returned item to the check and A/R register.
Void checks.
Transfer funds to another register.
Re-print check due to printer error.
Exit to the MAIN MENU.

When utilizing the GL Accounting software generally most checks will be written out of the **PAYABLES** module. GL Accounts may be set up as defaults in the **VENDER** module and will save time in looking up accounts when writing checks.



EXIT TO MAIN: Exits you to the main menu.

V3 software notes:
