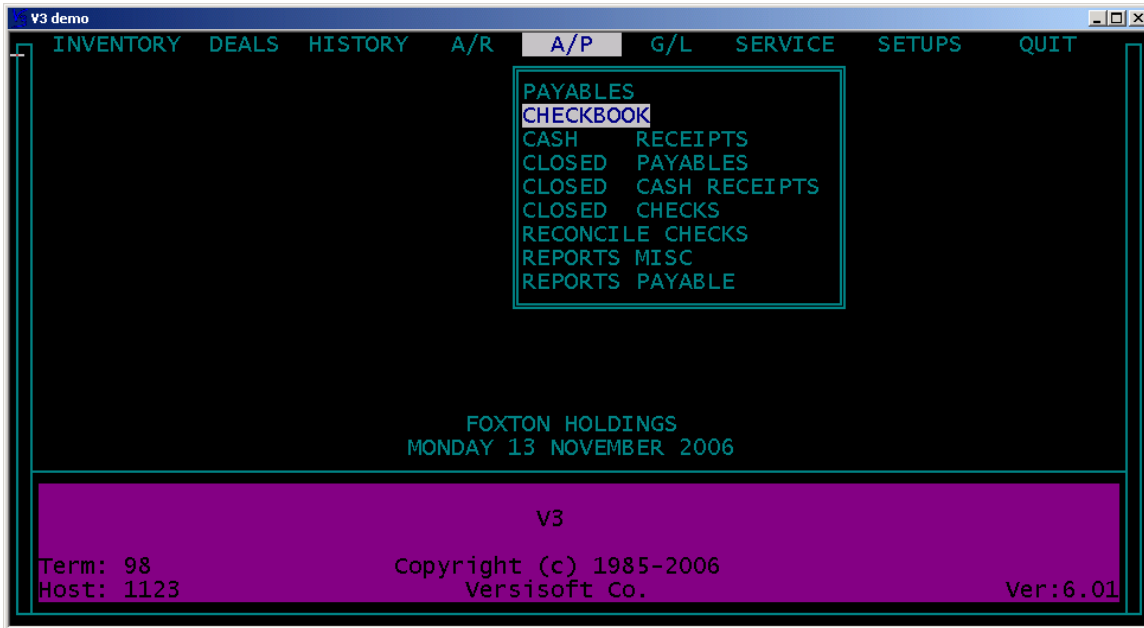


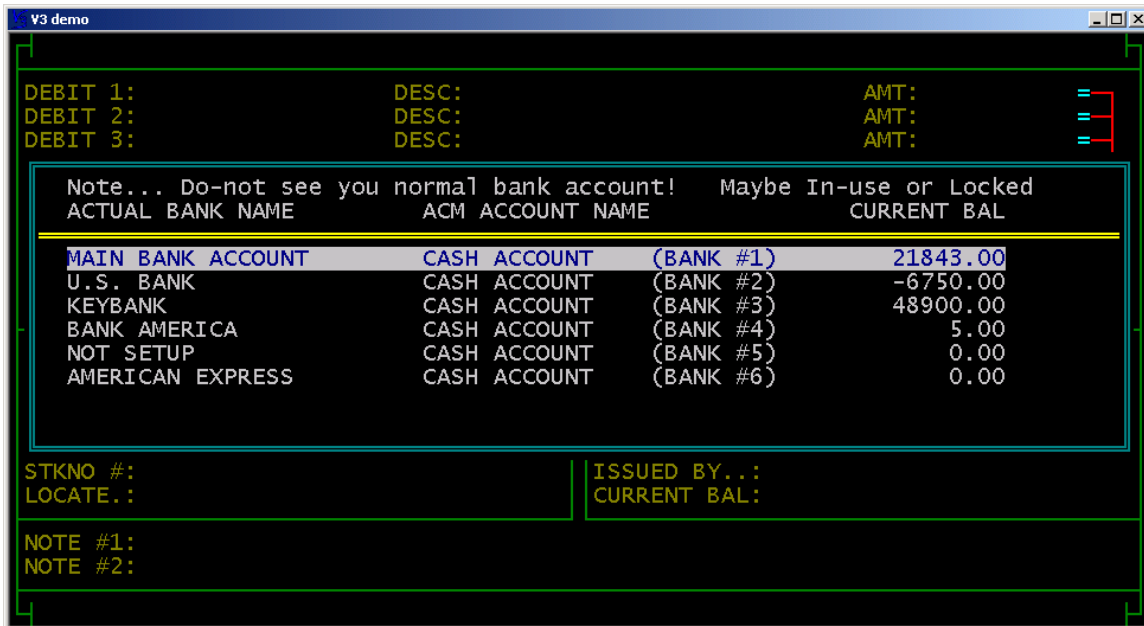


CHECKBOOK

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

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

NOTE #1:
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: =

Uses the next check # to write check.

Enter non check transaction.

SELECT CHECK NUMBER SEQUENCE

USE NEXT CHECK #
ATM/ONLINE PAYMENT
CHANGE NEXT NUMBER
ABORT CHECK WRITING

Edit the next check number.

Exit check writing without posting.

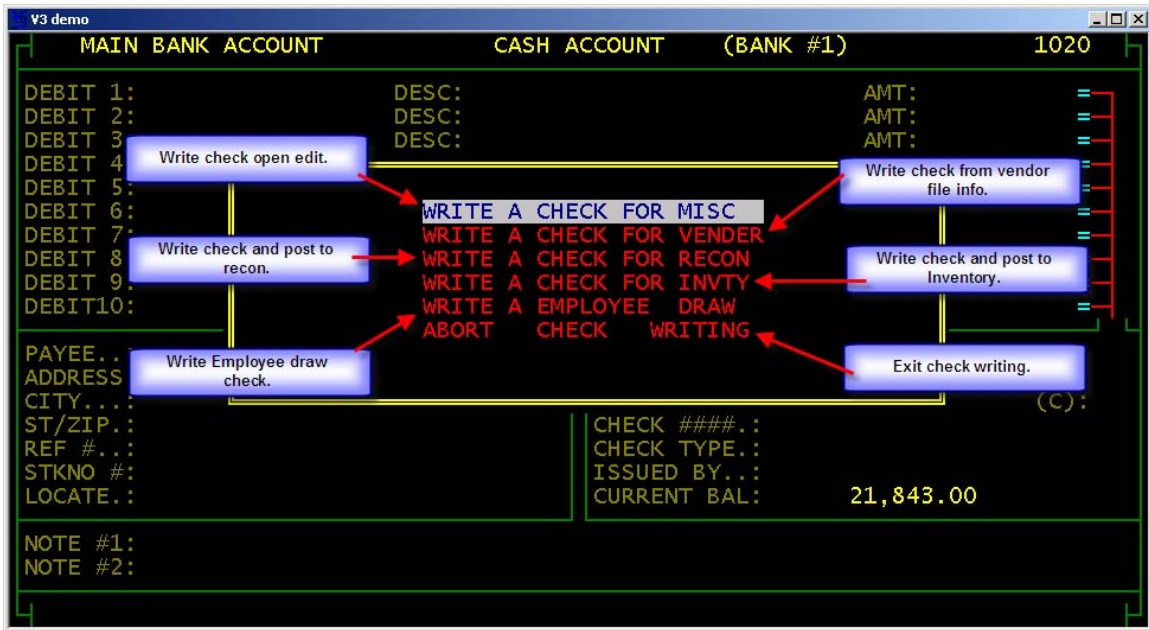
Next Check Number: 5009
Note: ATM/ONLINE pymt will always use check #1

CHECK ####. :
CHECK TYPE. :
BY.. :
BAL: 21,843.00

NOTE #1:
NOTE #2:

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="margin: 0; border-collapse: collapse;"> <tr> <td style="border: 1px solid black; padding: 2px;">FIND CHECK#</td> </tr> <tr> <td>FIND PAYEE</td> </tr> <tr> <td>FIND DATE</td> </tr> <tr> <td>LIST LAST(6)</td> </tr> <tr> <td>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)**.

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..: GOLDE

ADDRESS: 234 5

CITY...: KENT

ST/ZIP.: WA 98032

REF #..: 140056645009ONECHK

STKNO #: 1234

LOCATE.: USED CARS

CHECK ####.: 5009

CHECK TYPE.: N

ISSUED BY..: MARTYN OLLIVER

CURRENT BAL.: 21,343.00

(C): N

NOTE #1: fix dents

NOTE #2:

PLEASE ENTER PAYEE (VENDER) NAME

GOL

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

V3 demo

MAIN BANK ACCOUNT CASH ACCOUNT (BANK #1) 1020

DEBIT 1: 9999 DESC: SUSPENCE ACCT AMT: 500.00 =

| Chk Number | Chk Date | Payable To | Check Decrease | Deposit Increase | Balance | Clr |
|------------|------------|------------------|----------------|------------------|-----------|-----|
| 5009 | 11/13/2006 | GOLDEN HAMMER | 500.00 | 0.00 | 21343.00 | N |
| 5007 | 02/09/2006 | JENNIFER DOE | 200.00 | 0.00 | -42793.99 | N |
| 5004 | 12/03/2003 | VERSIDATA SYSTEM | 200.00 | 0.00 | -29593.99 | N |
| 5008 | 08/01/2006 | YOUNKER NISSAN | 250.00 | 0.00 | -43043.99 | N |

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.

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 . . : | | | |
| ADDRESS: | | | |
| CITY . . . : | | | |
| ST/ZIP . . : | | | |
| REF # . . . : | | | |
| STKNO #: | | | |
| LOCATE . . : | | | |
| | CHECK DATE . . : | (C): | |
| | CHECK #####: | | |
| | CHECK TYPE . . : | | |
| | ISSUED BY . . . : | | |
| | CURRENT BAL: | 21,343.00 | |
| NOTE #1: | | | |
| NOTE #2: | | | |
| FIND CHECK | EDIT CHECK | WRITE CHECK | MORE OPTION |
| | | | EXIT TO MAIN |

EXIT TO MAIN: Exits you to the main menu.

V3 software notes:
