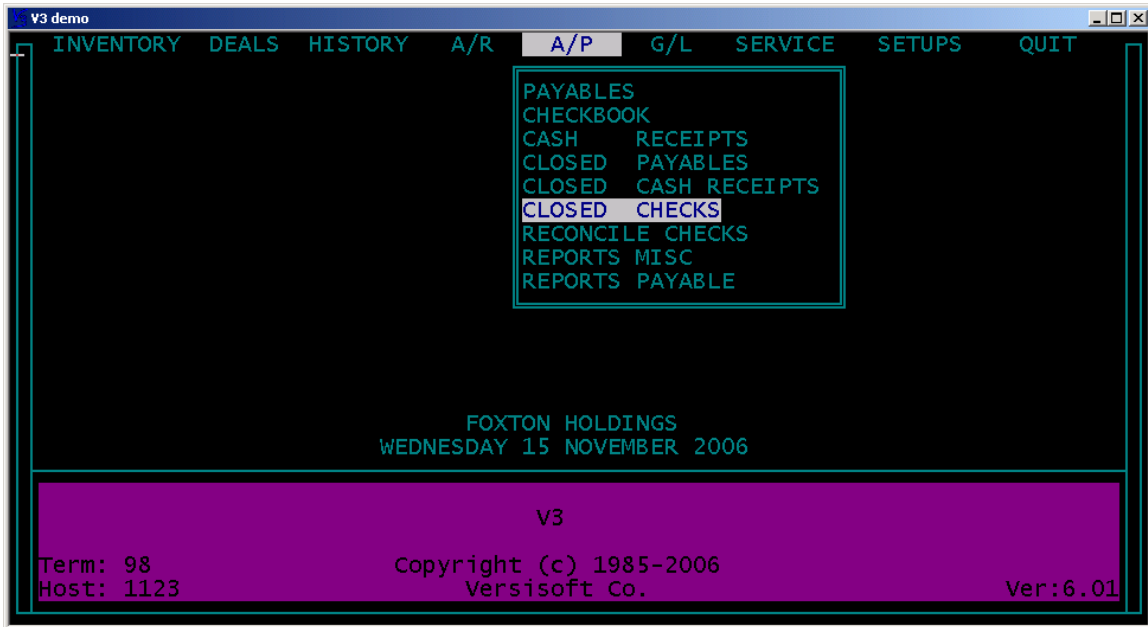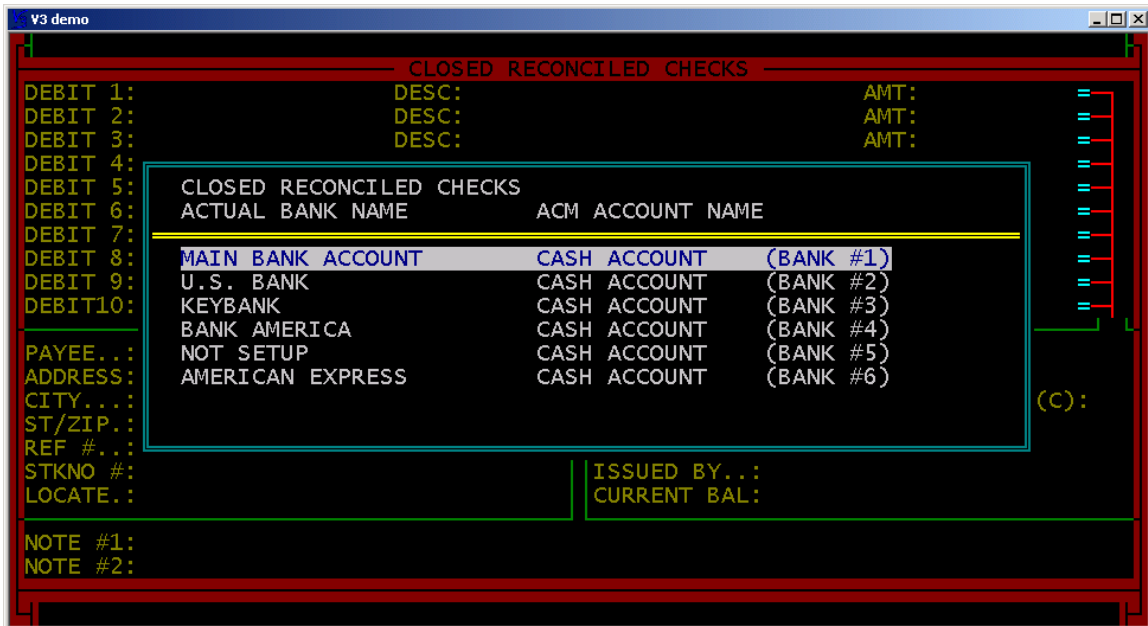 **CLOSED CHECKBOOK**

The **CLOSED CHECKBOOK** module holds the reconciled checks and acts as a history file.

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

Highlight the target bank account and press enter to access.

The **CLOSED CHECKBOOK** module acts as your history register. All reconciled checks and deposit transactions are held in the **CLOSED CHECKBOOK** module. Highlight and press enter on **FIND CHECK** to find a transaction.

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.

There is an option to **REPRINT** a check or the transaction may be viewed on screen.

```
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...:                       CHECK DATE.:                  (C):
ST/ZIP.:                       CHECK ####.:
REF #..:                       CHECK TYPE.:
STKNO #:                       ISSUED BY..:
LOCATE.:                       CURRENT BAL:       21,343.00

NOTE #1:
NOTE #2:

   FIND CHECK      EDIT CHECK      WRITE CHECK     MORE OPTION    EXIT TO MAIN
```
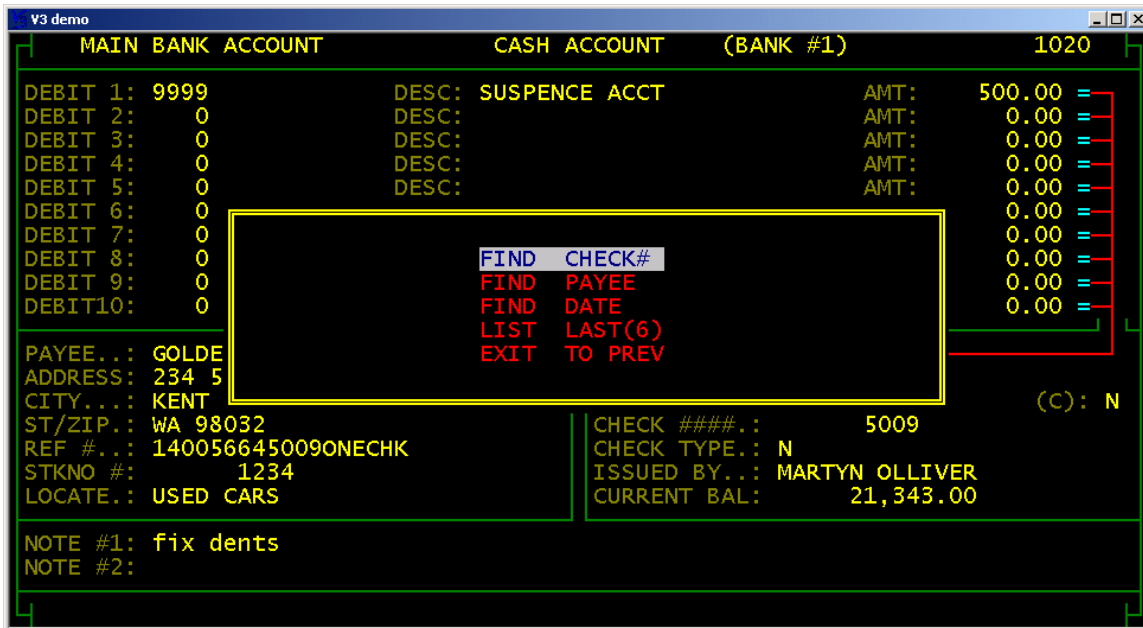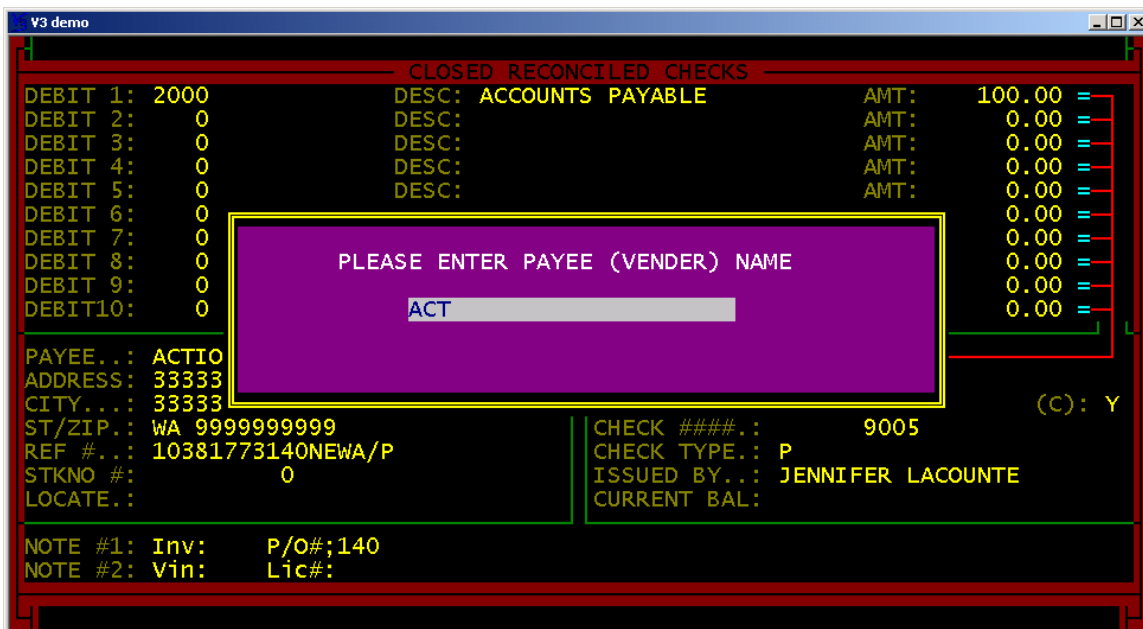
EXIT TO MAIN: Exits you to the main menu.

V3 software notes:

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