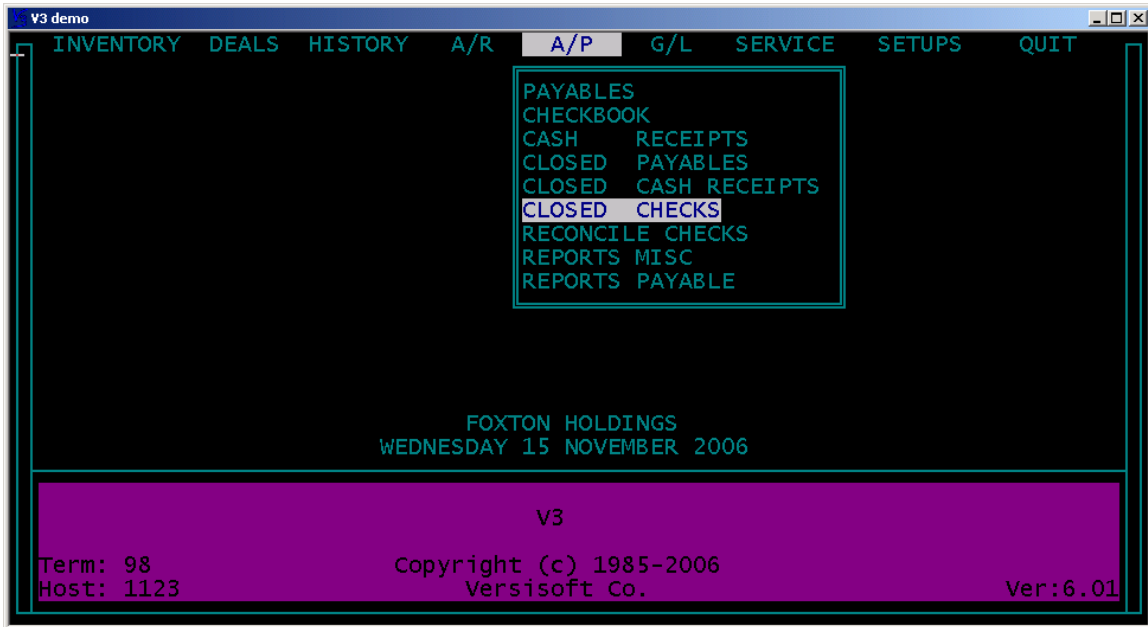


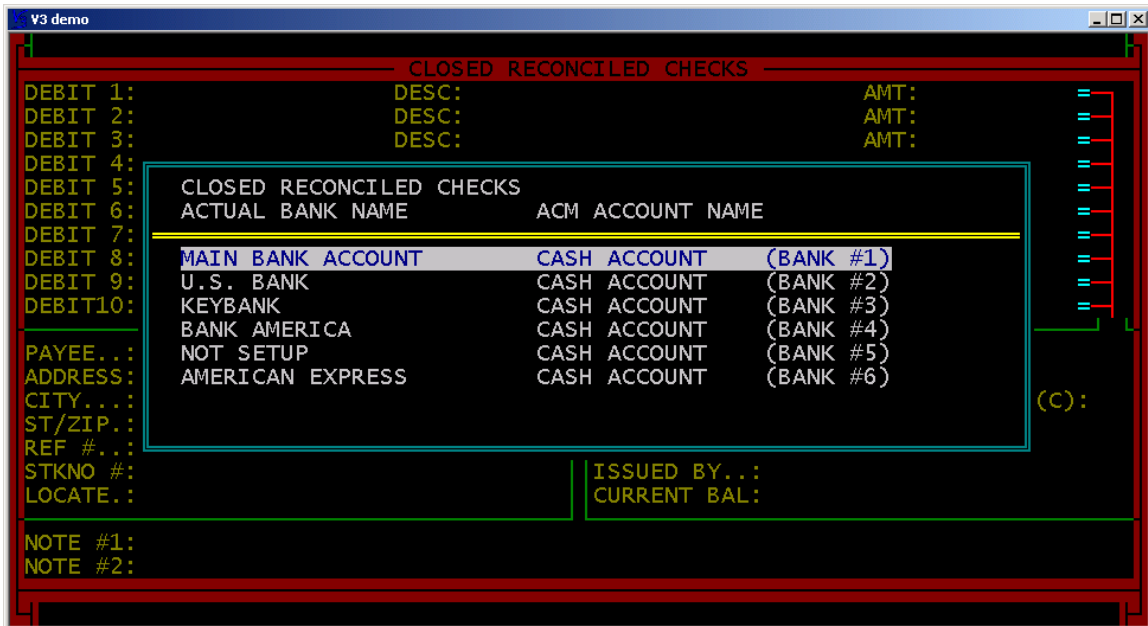


CLOSED CHECKBOOK

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.

```
V3 demo
----- CLOSED RECONCILED CHECKS -----
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:

NOTE #1:
NOTE #2:

FIND CHECK      REPRINT      EXIT TO MAIN
```

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.

```
V3 demo
----- CLOSED RECONCILED CHECKS -----
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:      =

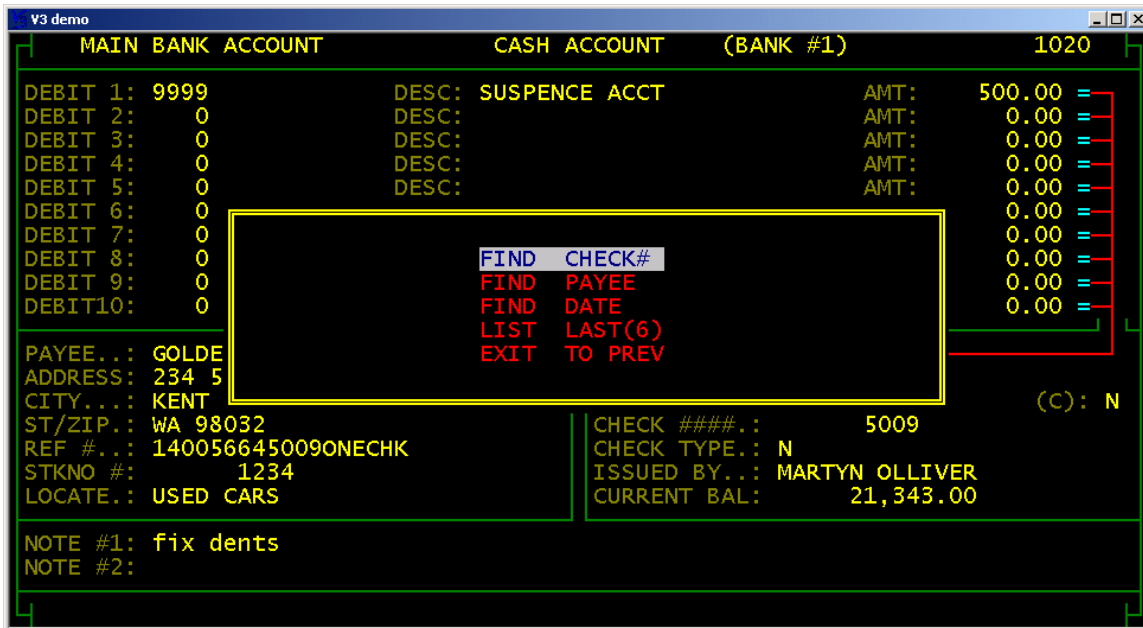
PAYEE..:
ADDRESS:
CITY...:
ST/ZIP.:
REF #..:
STKNO #:
LOCATE.:

CHECK #...:
CHECK TYPE.:
ISSUED BY..:
CURRENT BAL:

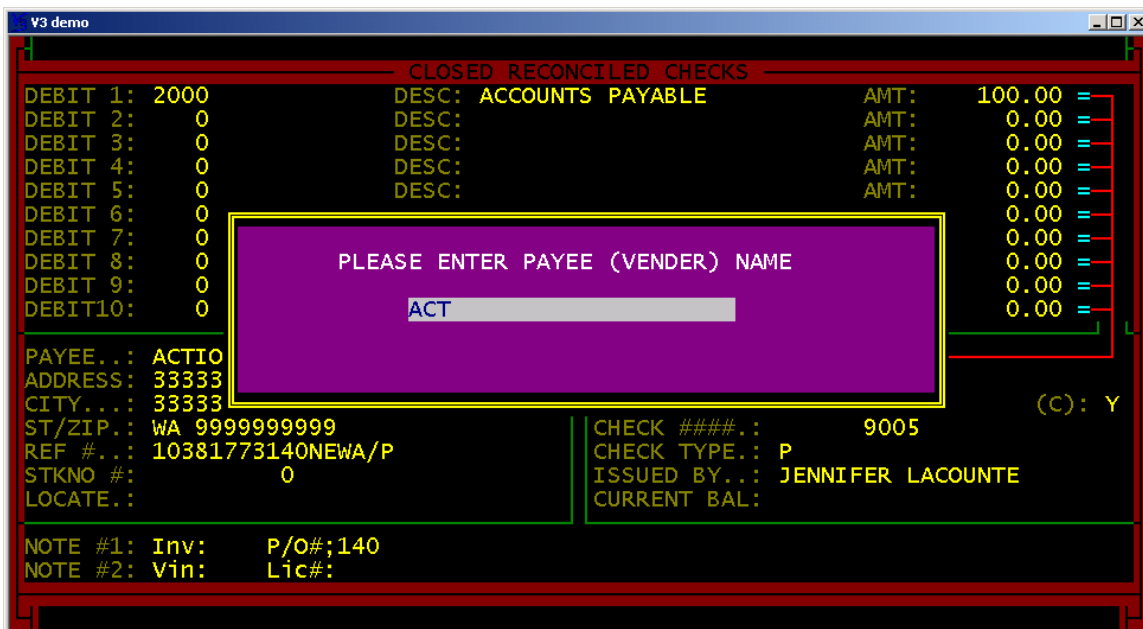
NOTE #1:
NOTE #2:

FIND CHECK#
FIND PAYEE
FIND DATE
LIST LAST(6)
EXIT TO PREV

(C):
```



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.

V3 demo

CLOSED RECONCILED CHECKS

DEBIT 1: 2000 DESC: ACCOUNTS PAYABLE AMT: 100.00 =

Chk Number	Chk Date	Payable To	Check Decrease	Deposit Increase	Cleared
9005	02/02/1999	ACTION LOCKSMITHS	100.00	0.00	Y
9007	02/02/1999	ACTION LOCKSMITHS	100.00	0.00	Y
5074	12/01/1999	ACTION LOCKSMITHS	150.00	0.00	Y
5023	01/19/2000	AMERICAN EXPRESS	992.65	0.00	Y
5069	11/24/1999	AMERICAN EXPRESS	1926.07	0.00	Y
2	11/20/2002	ATT PHONE CORP	0.00	0.00	Y
50008	04/16/1999	AUTO & TRUCK WAREHOU	5000.00	0.00	Y
5042	11/28/1999	AUTO KNIGHT	1950.00	0.00	Y
0	10/26/1999	BANK AMERICA	0.00	4600.00	Y
0	01/25/1999	BEGIN BALANCE	0.00	7500.00	Y
0	03/22/1999	BEGIN BALANCE	0.00	1000.00	Y
0	08/19/1999	BEGIN BALANCE	0.00	10000.00	Y
0	11/20/2002	BEGIN BALANCE	0.00	0.01	Y
5017	11/11/1999	BOEING CREDIT UNION	3000.00	0.00	Y
5066	11/30/1999	BUZZ WILLIAMS	2679.54	0.00	Y

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

V3 demo

CLOSED RECONCILED CHECKS

DEBIT 1: 2000 DESC: ACCOUNTS PAYABLE AMT: 100.00 =

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.: ACTION LOCKSMITHS

ADDRESS: 33333333333333333333333333333333

CITY...: 33333333333333333333333333333333

ST/ZIP.: WA 9999999999

REF #.: 10381773140NEWA/P

STKNO #: 0

LOCATE.:

CHECK AMT.: 100.00 =

CHECK DATE.: 02/02/1999 (C): Y

CHECK ####.: 9005

CHECK TYPE.: P

ISSUED BY.: JENNIFER LACOUNTE

CURRENT BAL:

NOTE #1: Inv: P/O#;140

NOTE #2: Vin: Lic#:

FIND CHECK REPRINT EXIT TO MAIN

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 . . . :			
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:
