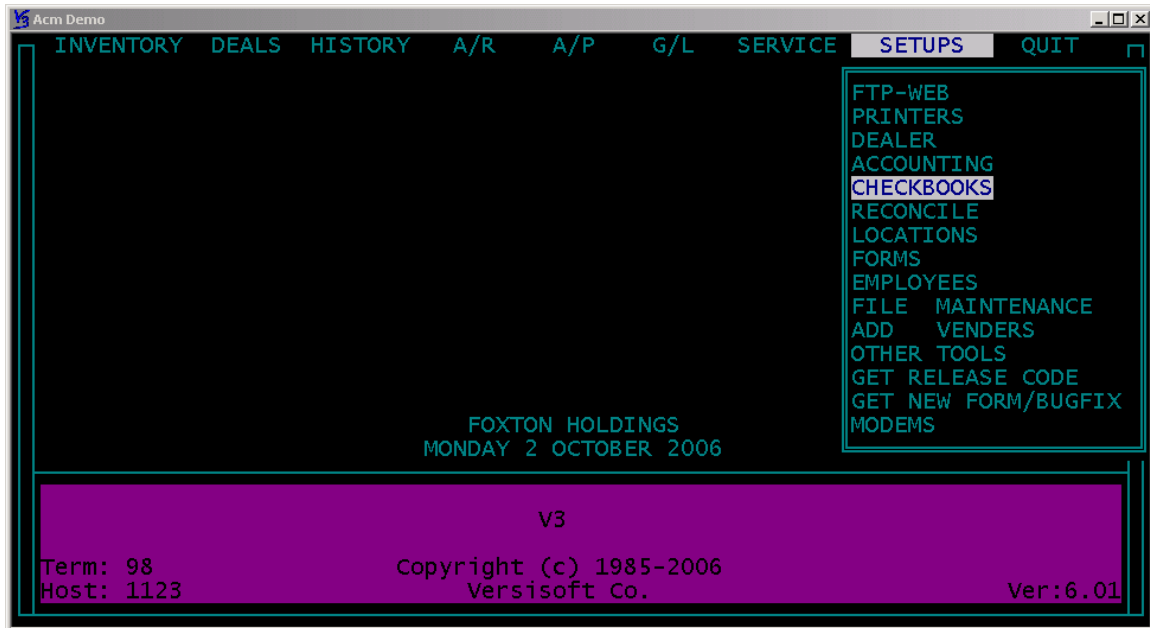
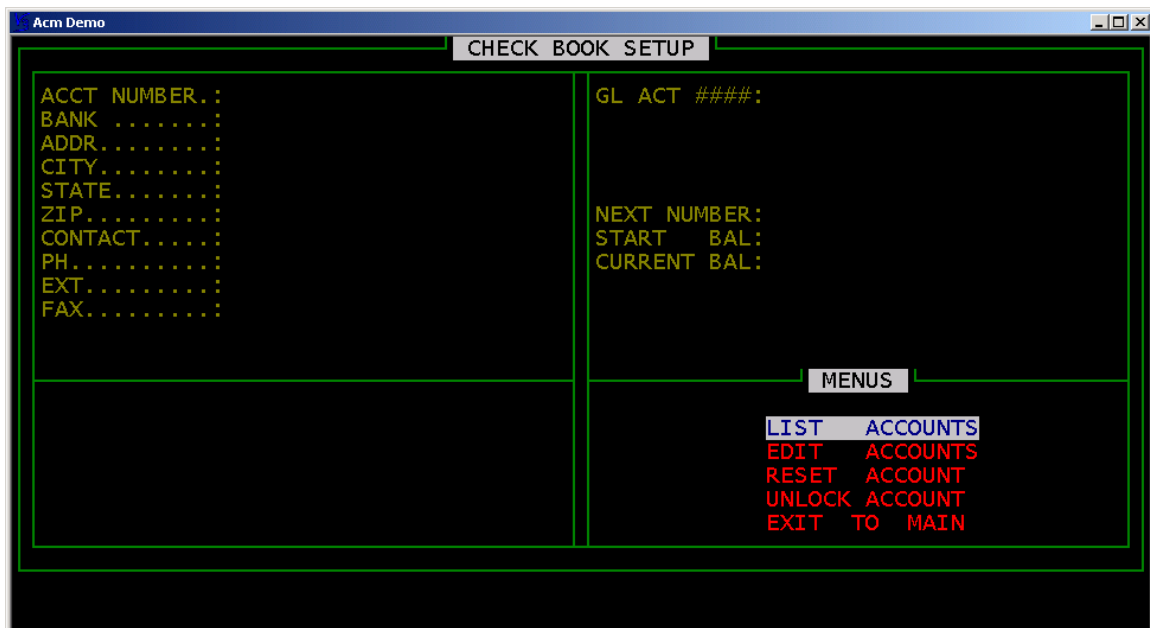




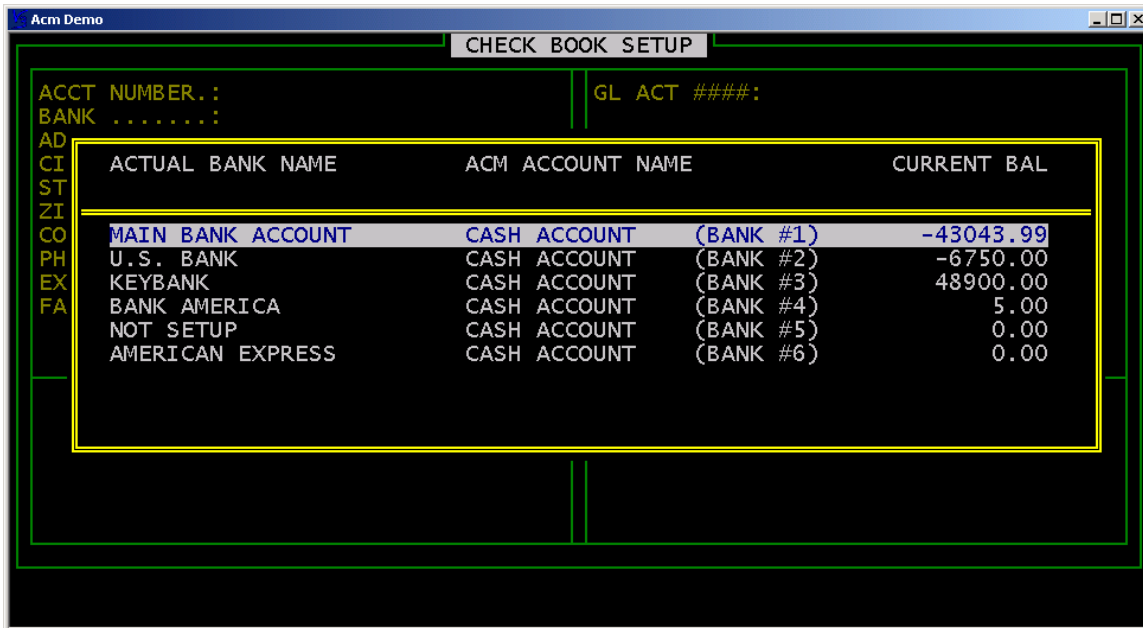
SETUP CHECKBOOKS



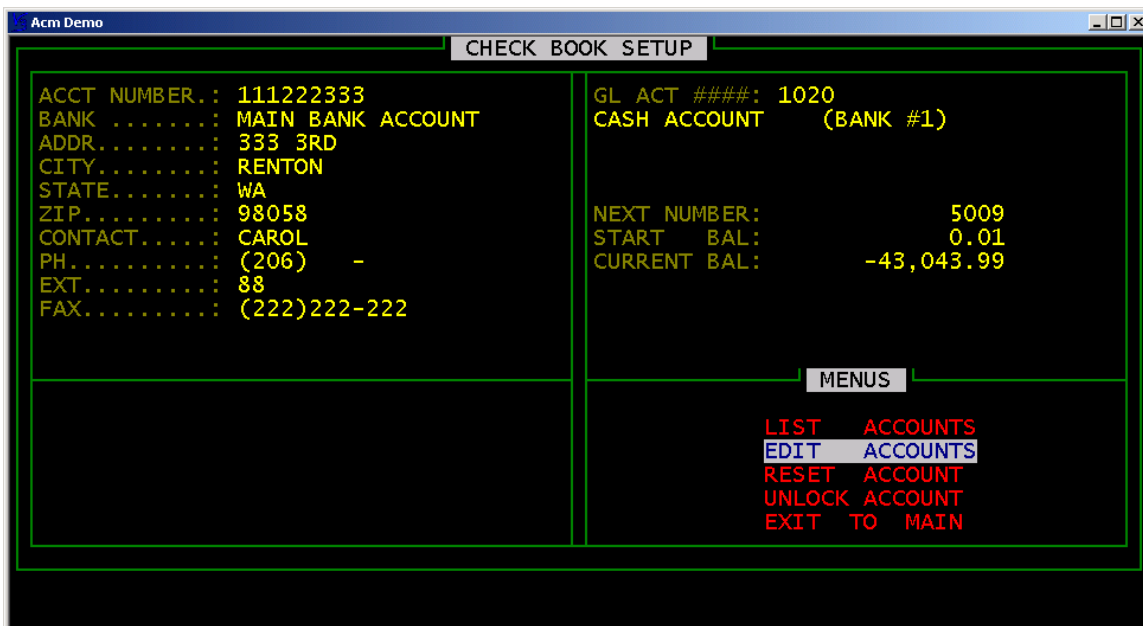
The **CHECKBOOK SETUPS** allows you to setup up to six different bank accounts. Your main bank account should be set up bank account #1.



LIST ACCOUNTS: highlight and press enter to list your bank accounts.



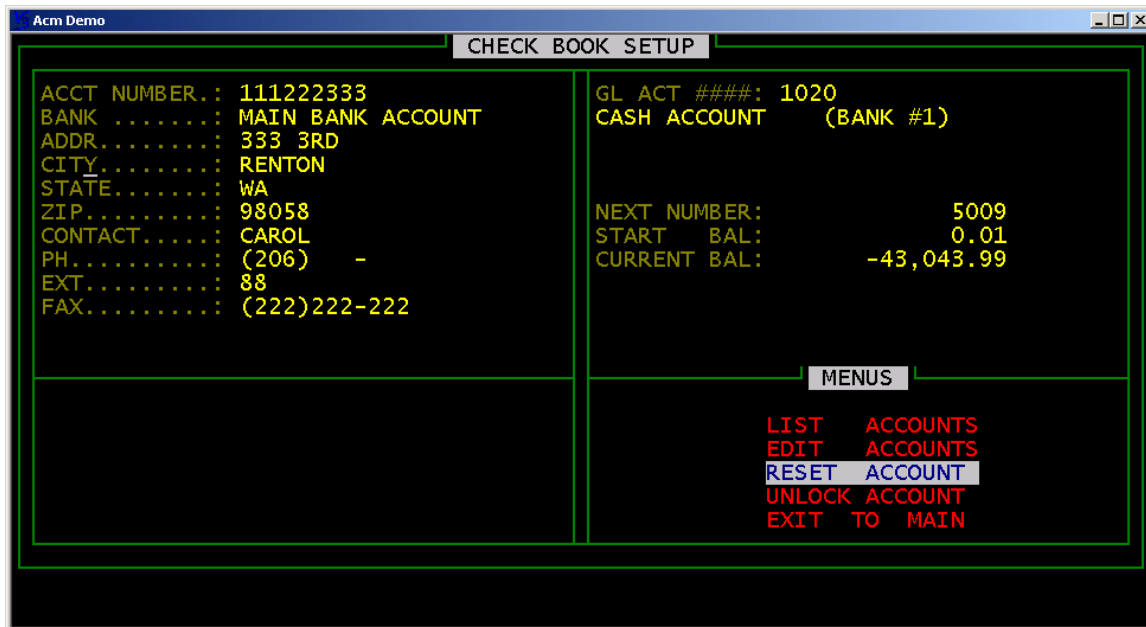
Use arrows keys to scroll to the bank account and press enter to choose.



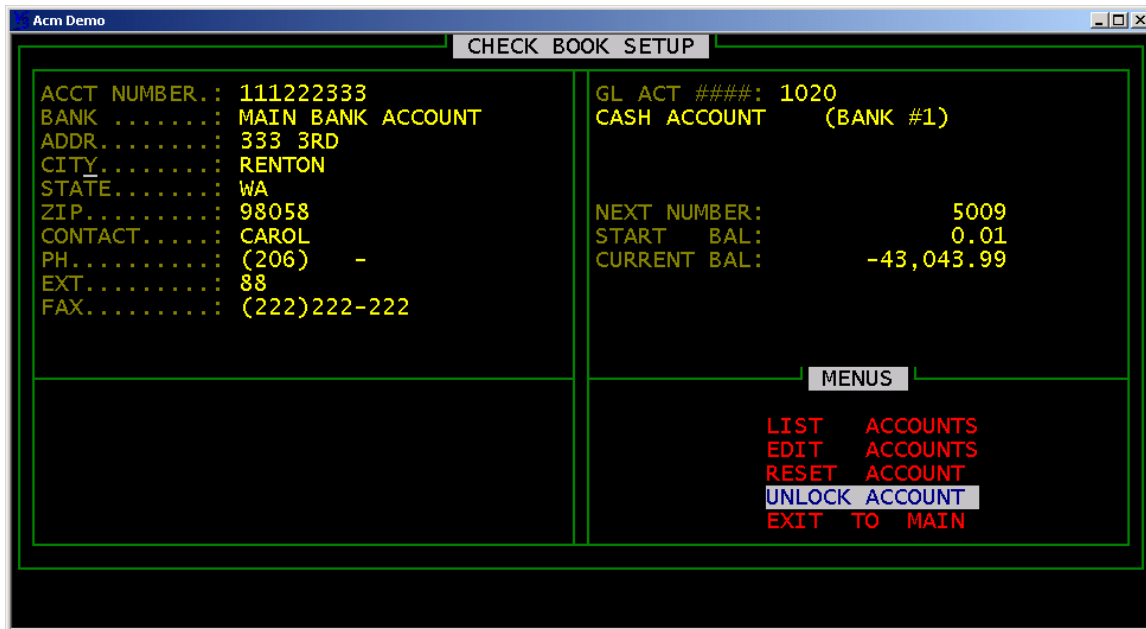
EDIT ACCOUNTS: once you have the account on the screen you want to edit; arrow down to **EDIT ACCOUNTS** and press enter. Complete the fields.

****Helpful note:** When setting up an account for the first time please enter the bank name that you would have appear when writing a check, i.e. “Main Checking Account” or “Trust Account Keybank”.

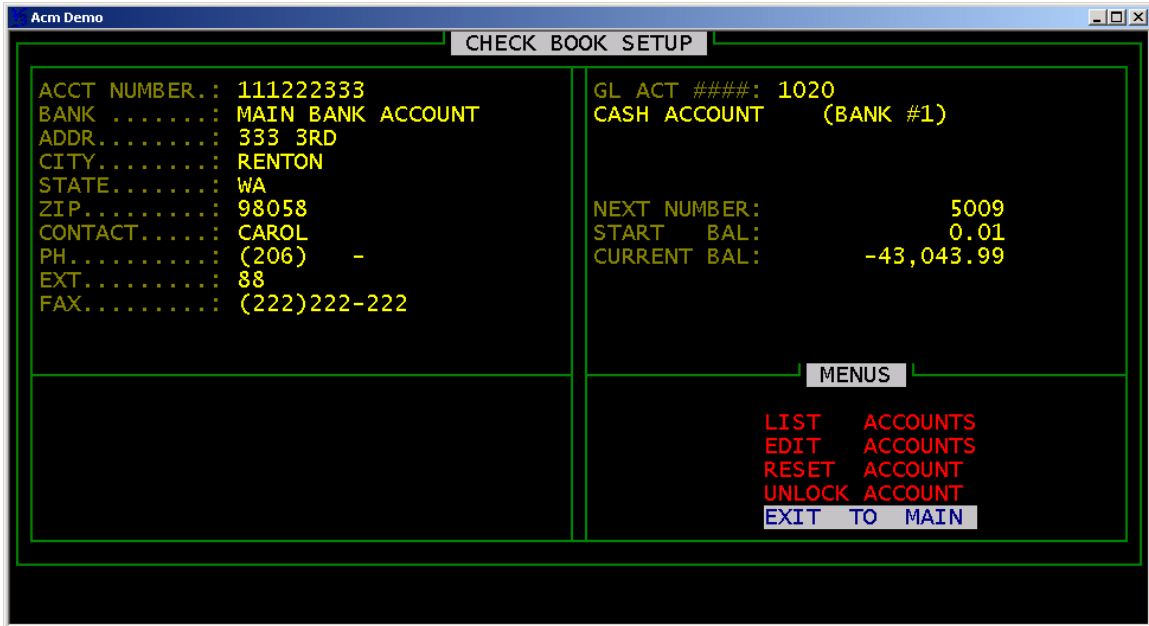
Helpful note: When setting up and account for the first time the **START BAL will set the register balance for the account as well as post journal entry for the beginning balance.



RESET ACCOUNT: This menu selection will delete all transactions in bank register and reset the bank balance to zero. Be careful this function does not do any accounting functions.



UNLOCK ACCOUNT: This menu selection will unlock a bank account that has been locked by another user that was in the bank account last and did not exit the software properly.



EXIT TO MAIN: Exits you to the main menu.

V3 software notes:
