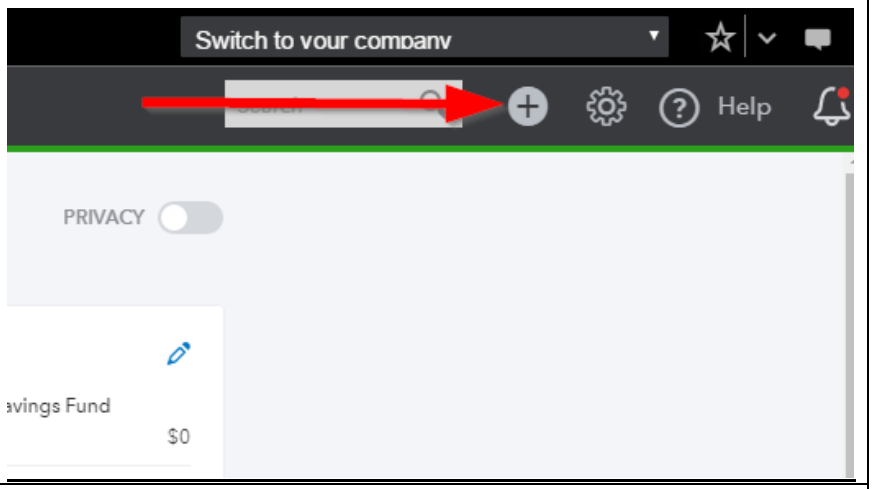
Instructions for Printing Checks in QuickBooks Online

PROCESS/PROCEDURE

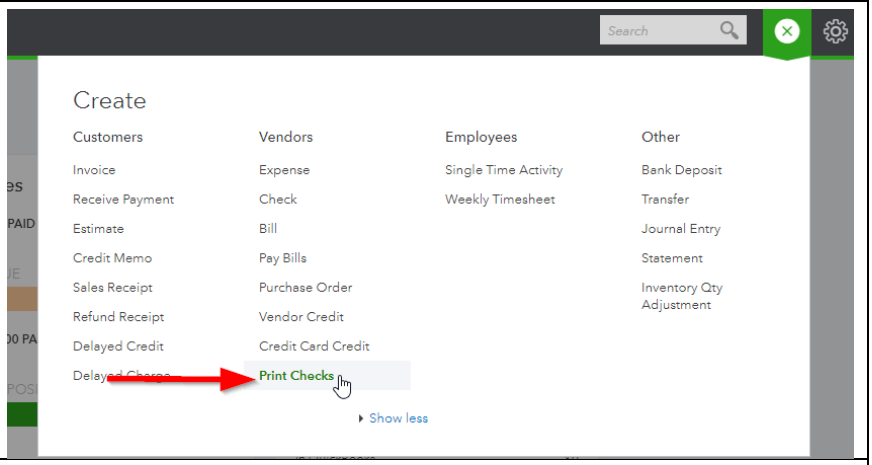
Instructions for printing checks in QuickBooks Online

INSTRUCTIONS

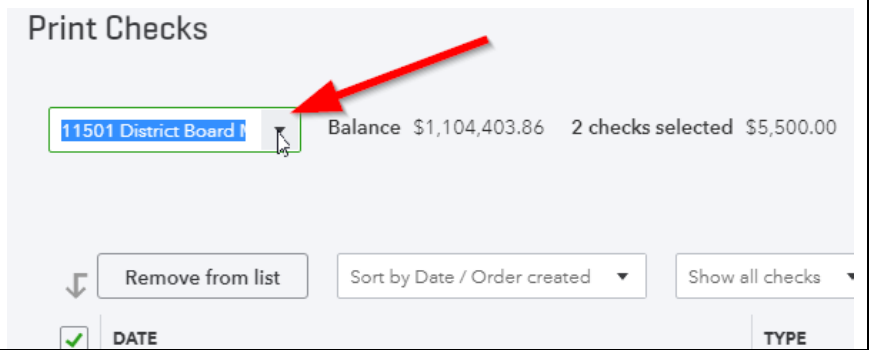
1. Select the **Plus icon (+)** at the top.



2. Under Vendors, Choose **Print Checks.**



3. Choose the Bank Account containing the checks to print.
   - Review the balance and the number of checks that are ready to be printed.



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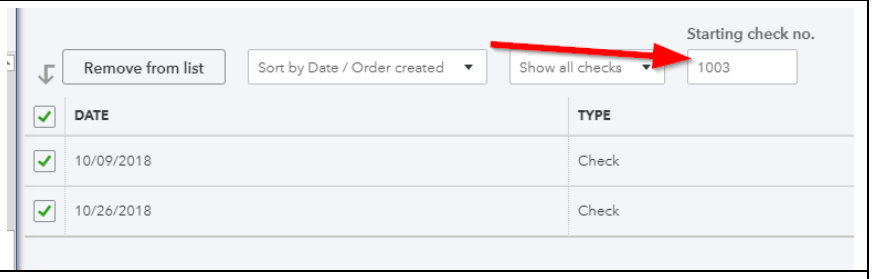
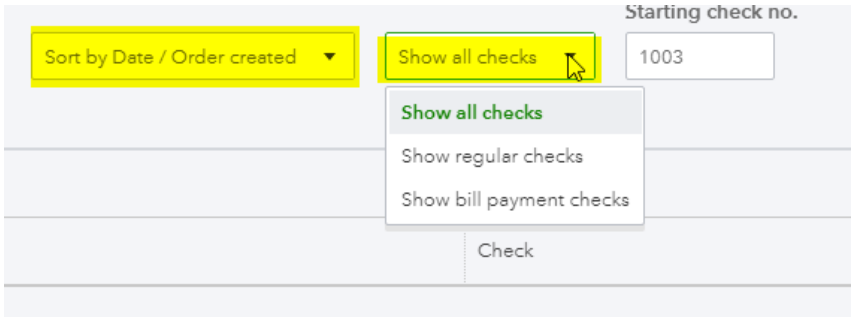
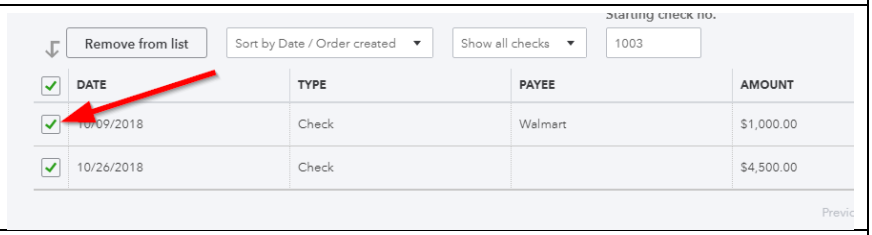
4. In the **Starting check no.** field, enter a number that matches the first number on your checks in the printer. (Avoid special characters such as % and #)	
5. To help find the checks in the list, you can: • Select the Sort by drop-down and choose how you want to display the checks in the list. For example, Sort by Date/Payee sorts checks first by date and then by payee within the same date. • Select the Show drop-down and choose "Show all checks"	
6. Select the checks to print by checking the box at the far left of the check.	
7. Select **Preview and Print**.	
8. Follow the instructions in the Preview printing checks window. 9. Fill in the **Did the check(s) print Ok?** Window.	
For more info, follow this link:	https://community.intuit.com/articles/1145494-how-to-print-checks

TIPS & TRICKS

CONTACT INFO

Contact District Support Staff or the Extension Financial Operations team, with any questions or issues.

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