## Instructions for Printing Checks in QuickBooks Online

PROCESS/PROCEDURE									
Instructions for printing checks in QuickBooks Online									
INSTRUCTIONS									
1. Select the <b>Plus icon (+)</b> at the top.	Switch to vour company	<ul> <li>★ × ■</li> <li>(?) Help</li> </ul>							
	avings Fund \$0								
2. Under Vendors, Choose <b>Print</b> Checks.	Create Customers Vendors Employees Invoice Expense Single Time Activity Receive Payment Check Weekly Timesheet PAID Estimate Bill Credit Memo Pay Bills Sales Receipt Purchase Order Refund Receipt Vendor Credit Delayed Credit Credit Credit Delayed Credit Credit Memo Piration Credit Delayed Credit Credit Credit Delayed Credit Credit Memo Piration Credit Delayed Credit Credit Memo Piration Credit Delayed Credit Credit Memo Piration Credit	ch Q S S							
<ul> <li>3. Choose the Bank Account containing the checks to print.</li> <li>Review the balance and the number of checks that are ready to be printed.</li> </ul>	Print Checks         11501 District Board           Balance \$1,104,403.86         2 check         Remove from list         Sort by Date / Order created	ks selected \$5,500.00							

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4.	In the <b>Starting check no.</b> field, enter a number that matches the first number on your checks in the printer. (Avoid special characters such as % and #)		✔         Remove from list         Sort by Date / Order creation           ✔         DATE           ✔         10/09/2018           ✔         10/26/2018	eated ¥	Show all checks TYPE Check Check	Startir 1003	ng check no.	
<ul><li>5.</li><li>•</li><li>6.</li></ul>	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" Select the checks to print by checking the box at the far left of the check.		Sort by Date / Order created  Show all checks Show regular checks Show bill payment checks Check Check				AMOUNT	
			✓         10/09/2018         Check           ✓         10/26/2018         Check		Walmart		\$1,000.00 \$4,500.00 Previc	
7.	Select Preview and Print.		Preview and print					
8. 9.	Follow the instructions in the Preview printing checks window. Fill in the <b>Did the check(s) print Ok?</b> Window.							
	For more info, follow this link:	<u>h</u>	https://community.intuit.com/articles/1145494-how-to-print-checks					
TIP	TIPS & TRICKS							
COI	CONTACT INFO							
Contact District Support Staff or the Extension Financial Operations team, with any questions or issues.								