

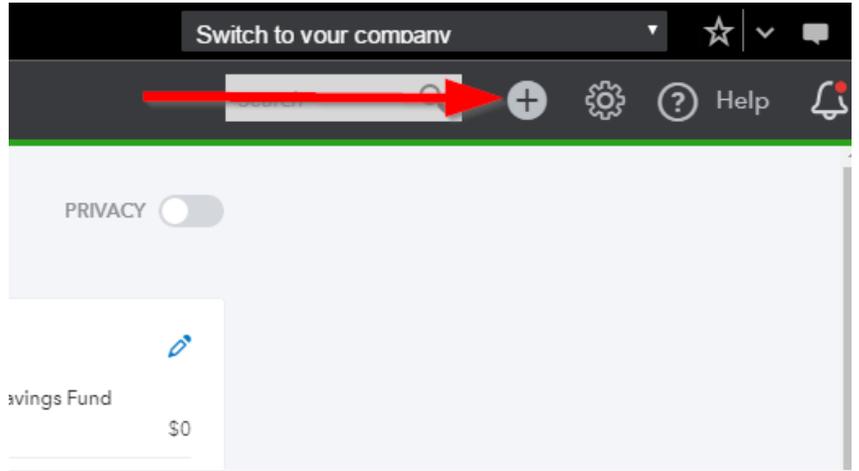
Instructions for Entering Checks in QuickBooks Online

PROCESS/PROCEDURE

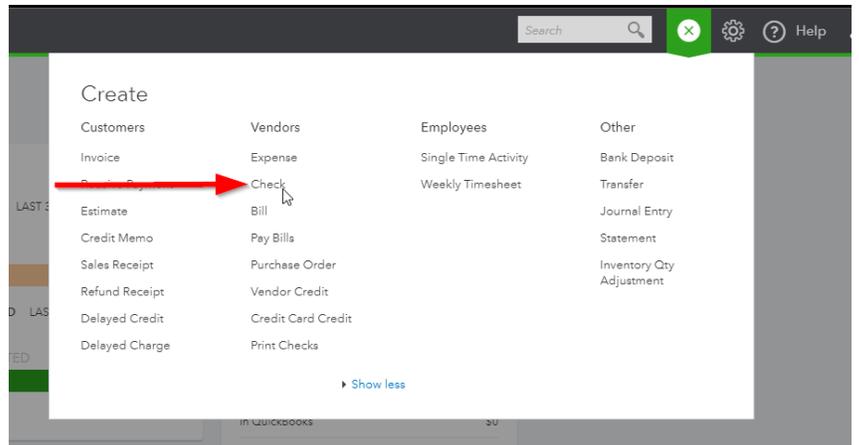
Instructions for Entering Checks in QuickBooks Online

INSTRUCTIONS

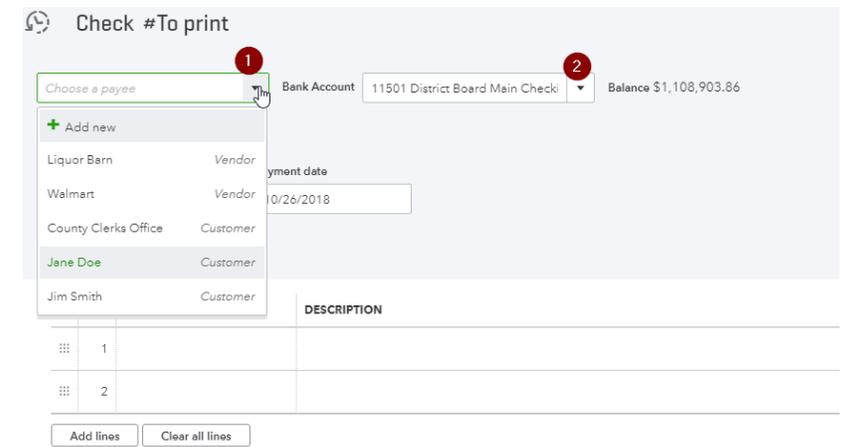
1. Select the **Dashboard** click the **Plus icon (+)** at the top right-hand corner of the screen.



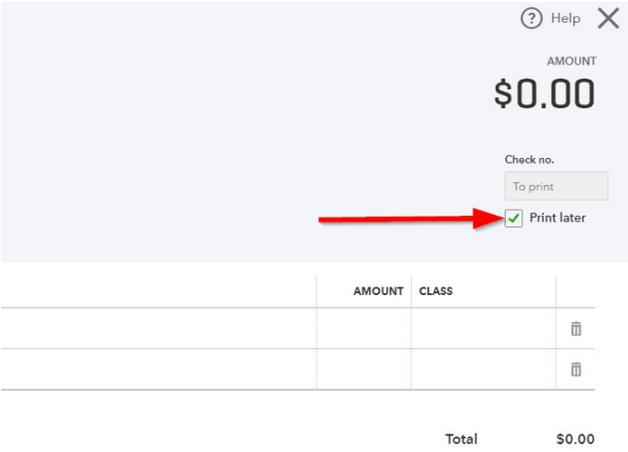
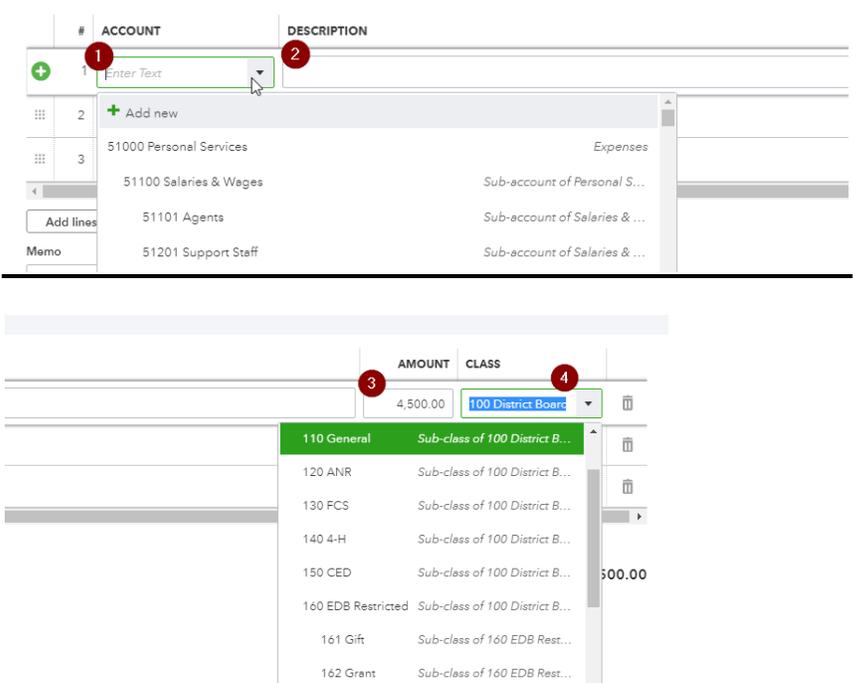
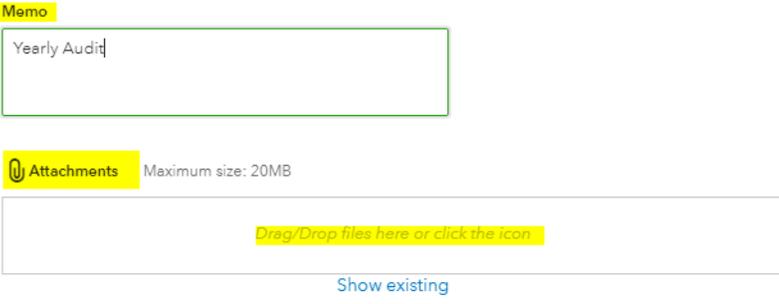
2. Under the **Vendors** section, Choose **Check**.



3. Choose payee and the bank account where the money will be withdrawn.
 - Make sure to choose the correct bank account.



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<p>4. Select Print Later if you want to print the check.</p> <ul style="list-style-type: none"> • Leave the Check number blank <p>Note: If checks are being <u>hand written</u>, enter the check number here and make sure that the “print later” box is <u>NOT CHECKED.</u></p>	 <p>The screenshot shows the top right portion of the check entry form. The amount is \$0.00. Below the amount, there is a 'Check no.' field and two buttons: 'To print' and 'Print later'. The 'Print later' button has a checkmark and is highlighted with a red arrow.</p>
<p>5. Complete the check fields.</p> <ul style="list-style-type: none"> • Select the Expense Account the charge will be recorded in. (i.e. Board Expense) • Type a brief description of each charge. • Enter the Amount of each charge • Choose a Class this charge will be categorized as. 	 <p>The screenshot shows the account and class selection process. The 'ACCOUNT' field is highlighted with a red circle 1, and the 'DESCRIPTION' field is highlighted with a red circle 2. A dropdown menu is open, showing various accounts like '51100 Personal Services' and '51101 Agents'. The 'AMOUNT' field is highlighted with a red circle 3, and the 'CLASS' field is highlighted with a red circle 4. A dropdown menu is open for the class, showing options like '110 General' and '120 ANR'.</p>
<p>6. Use the Memo field for any notations you would like to make appear on the check.</p> <ul style="list-style-type: none"> • In the Attachments field, upload a scanned copy or a picture of the invoice and payment voucher. 	 <p>The screenshot shows the 'Memo' field with the text 'Yearly Audit' and the 'Attachments' field with the text 'Maximum size: 20MB'. Below the attachments field, there is a button that says 'Show existing'.</p>

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7. Select Save and Close (or Save and New to write another check).	
TIPS & TRICKS	
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CONTACT INFO	
Contact District Support Staff or the Extension Financial Operations team, with any questions or issues.	