

## Write cheques:

If you use your debit card or cash to buy something, use the Write Cheques window to record the purchase. Also use the Write Cheques window if you handwrite a cheque, or want to print a cheque.

- Don't use the Write Cheques window to pay bills you entered in QuickBooks. When you're ready, use the Pay Bills window.
- If you track sales tax in QuickBooks, use the File Sales Tax window to pay your tax owing (not the Write Cheques window).
- If you subscribe to QuickBooks Payroll, use the Payroll Centre to create pay cheques (not the Write Cheques window).

To start, go here: **Banking > Write Cheques.**

1 Select the bank account you're writing the cheque from.

2 Select the payee.

The screenshot shows the 'Write Cheques - Chequing' window in QuickBooks. The interface includes a menu bar with options like 'Main', 'Reports', 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Memorize', 'Print', 'Print Later', 'Attach File', 'Select PO', 'Enter Time', 'Clear Splits', 'Recalculate', 'Batch Transactions', 'Reorder Reminder', and 'Order Cheques'. The main form area contains the following fields and sections:

- BANK ACCOUNT:** 'Chequing' (highlighted with a red line from step 1).
- ENDING BALANCE:** 'CAD 114,196...'.
- PAY TO THE ORDER OF:** 'Dobson's Properties' (highlighted with a red line from step 2).
- NO. TO PRINT:** '1'.
- DATE:** '12/31/2018'.
- AMOUNT:** 'CAD 1,522.50' (highlighted with a red line from step 2).
- MEMO:** 'One thousand five hundred twenty-two and 50/100...'.
- ADDRESS:** 'Dobson's Properties, 4202 England Road, Ottawa, ON, K3K 2K3'.
- Expenses:** A table with columns for ACCOUNT, TAX, AMOUNT, MEMO, CUSTOMER, JOB, BL., and CLASS. The first row shows 'Rent' with a tax of '5', amount of '1,450.00', memo of 'Monthly Rent', and class of 'Office Admin'.
- GST (ITC):** '5.0%' with a value of 'CAD 72.50'.
- Buttons:** 'Save & Close', 'Save & New' (highlighted with a red line from step 5), and 'Clear'.

3 Tell QuickBooks what you're paying for.

4 Enter the amount of the cheque.

5 Save the cheque.