

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 window title is 'Write Cheques - Chequing'. The 'BANK ACCOUNT' dropdown is set to 'Chequing' and the 'ENDING BALANCE' is '114,196.40'. The 'PAY TO THE ORDER OF' field contains 'Dobson's Properties'. The 'DATE' is '12/31/2012' and the amount is '\$ 1,638.50'. The memo field contains 'One thousand six hundred thirty-eight and 50/100*****'. The 'Expenses' table shows a total of '\$1,450.00' and 'Items' of '\$0.00'. The 'Expenses' table has columns for ACCOUNT, TAX, AMOUNT, MEMO, CUSTOMER/JOB, and BILLABLE?. The first row shows 'Rent' with a tax of 'S' and an amount of '1,450.00' with the memo 'Monthly Rent'. At the bottom, there are buttons for 'Save & Close', 'Save & Now', and 'Clear'. There are also fields for 'G/T On Purchase 5.0% 5.0%' with a value of '72.50' and 'Edit', and 'P/T On Purchase 9.0% 9.0%' with a value of '116.00'.

3 Tell QuickBooks what you're paying for.

4 Enter the amount of the cheque.

5 Save the cheque.