

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 VAT in QuickBooks, use the File VAT window to pay your VAT owing (not the Write Cheques window).
- If you subscribe to QuickBooks Payroll, use the Payroll Centre to create payroll payments (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 - Current' window in QuickBooks. The window title is 'Write Cheques - Current'. The menu bar includes 'Main' and 'Reports'. The toolbar contains icons for 'Find', 'New', 'Save', 'Delete', 'Create a Copy', 'Memorise', 'Print', 'Print Later', 'Amts Inc VAT', 'Enter Time', 'Clear Spills', and 'Recalculate'. The 'BANK ACCOUNT' dropdown is set to 'Current' and the 'ENDING BALANCE' is '76,479.64'. The 'PAY TO THE ORDER OF' field is 'Kristina Gibson'. The 'NO.' is '243', the 'DATE' is '16/12/2012', and the 'AMOUNT' is '65.00'. The payee address is 'Kristina Gibson, Filbeck, Bedfordshire MK35 2UF'. The 'MEMO' field is empty. The 'Expenses' table shows a total of £55.32. The table has columns for 'ACCOUNT', 'VAT', 'AMOUNT', and 'MEMO'. The first row is 'Printing and Reproduct...' with an amount of '55.32' and 'Advertising' in the memo. The 'Total VAT' is '9.68'. The 'Save & Close' button is highlighted in blue.

ACCOUNT	VAT	AMOUNT	MEMO
Printing and Reproduct...	S	55.32	Advertising

3 Tell QuickBooks what you're paying for.

4 Enter the amount of the cheque.

5 Save the cheque.