

Section: Banking  
Lesson: Writing A Check

THIS SECTION: BANKING

THIS LESSON...

**WRITING A CHECK**

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**BANKING SECTION OF THE COURSE**

- ~ Money . Most basic concept of business and non-profits
- ~ Track flow of money in and out
- ~ Start with the bank account
- ~ Primary way to Write a Check

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**WRITING A CHECK**

~ % print checks in QB +

**IN QUICKBOOKS™...**

1. Write by hand and record
2. Always use QB to prepare and print checks
3. Use a mix of both

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### Two Sets Of Checkbooks?

- ~ One to take with you (duplicates)  
- 4 digits / start with 1000
- ~ One to print on at the office  
- 5 digits / start with 20000
- ~ Use different starting numbers for each set



**STAR TIP**

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### Write Our First Check...

Check to *Sult Advertising*

- ~ For promotional lawn signs
- ~ Check #1464
- ~ Date . 12/16/xx
- ~ Amount . \$250.00
- ~ Account . Advertising Expense



Larry's Landscaping

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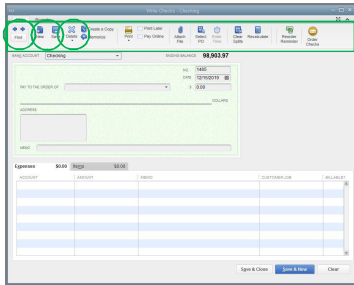

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### Write Our First Check...

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**Delete vs. Void**

- ~ Delete removes all history of the item
- ~ Void leaves it in QB but changes amount to \$0

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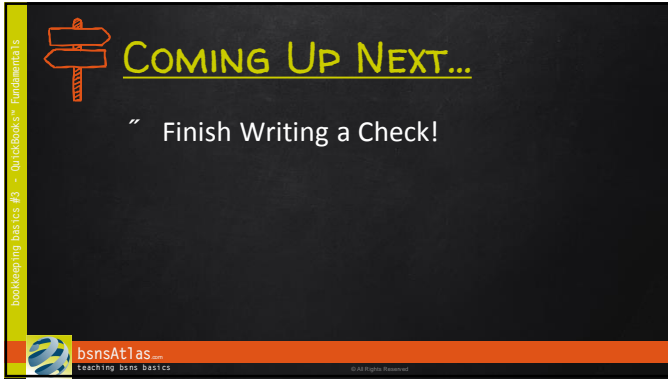
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