

CheckWriter Quick Start

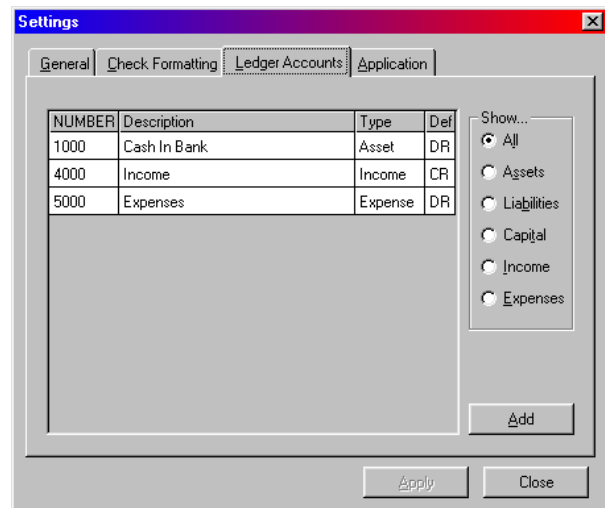
Here is a minimal guide to first using CheckWriter.

Initial Setup

As initially installed, CheckWriter has three ledger accounts and one vendor. You will probably want to set up your ledger accounts and vendors before using the application.

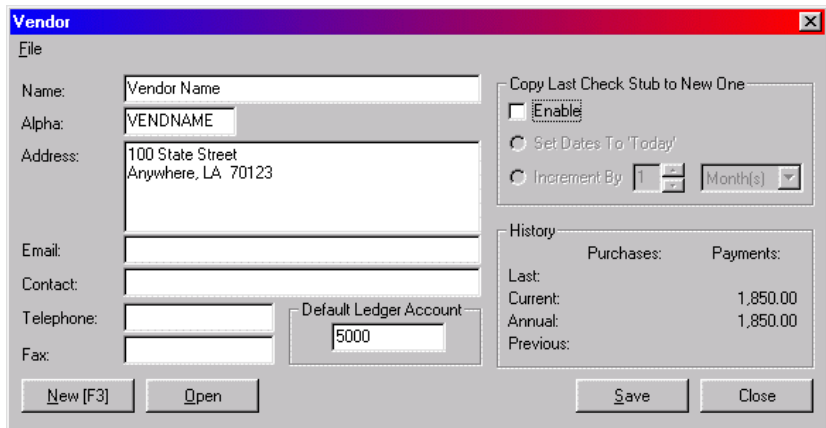
Adding ledger accounts

1. Select **File> Settings** and the 'Ledger Accounts' tab.
2. Click **Add**.
3. Enter the account number, description, type, and whether it is normally a debit or credit account. (Usually assets and expenses are debits; liabilities, capital, and income credits.)
4. Click **Apply**. Repeat from Step 2 for all your accounts.



Adding vendors

1. Press **F9** or select **File> Vendors**.
2. Press **F3** or select **File> New**. Reply **Yes** to add a new vendor.
3. Fill in the vendor information. The most important are the name, address, and default ledger account you want



CheckWriter to use for stub lines for this vendor's checks (e.g. your office-supplies expense account for your office-supplies vendor).

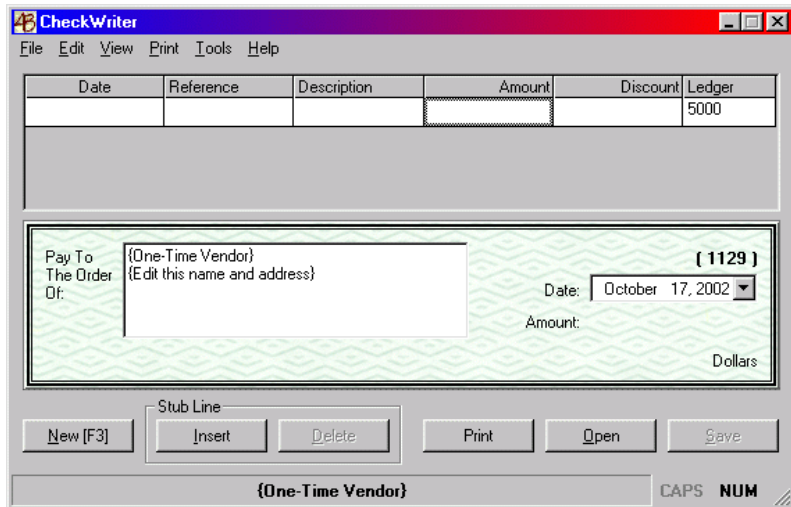
4. Click **Save** or select **File> Save** to save the new vendor. Repeat from Step 2 for each of your vendors.

Note CheckWriter's single initial vendor is '{One-Time Vendor}'. This is the vendor you use when you write a check for a vendor that you will use only once and for whom don't want to maintain individual records. *You can not change the information for or remove the One-Time Vendor.* You enter the name and address for one-time vendors when you create the check. See below.

Note With vendors for whom you pay bills regularly with the same stub information – such as utilities – you may want CheckWriter to *copy* the stub from the vendor's last check to the new one. Just check **Enable** in the box titled **Copy Last Check Stub to New One**. You can also set whether you want CheckWriter to use "Today" (the date you enter the new check) or to increment the date, again, based on the previous check's stub.

Creating a check

1. Press **F3** or select **File> New**. CheckWriter will prompt you to select a vendor.
2. Select the vendor. CheckWriter will clear the previous stub and check information, fill in the vendor name and address, and put the focus in the amount column of the first stub line.
3. Enter an amount. This is the minimum information needed for a check, a vendor and an amount. If this is all you need, skip to Step 6.
4. Enter a description for the stub line (optional). Usually, this is a good idea as it gives your vendor a reference to which he will apply your payment.
5. Edit the vendor name and/or address (optional, except for one-time vendor). *You must do this for a one-time vendor.*
6. Press **Alt+S** or click **Save** or select **File> Save** to save the check. You must save the check to the database before printing it.



Note CheckWriter launches into a new-check mode, as if you had selected **File> New** as soon as the application finished launching. While we generally feel that a specific instruction is better procedure than assuming anything, you can use this design as a quick way to create a check. Just...

1. Launch CheckWriter
2. Enter an amount (and description or other stub information);
2. Press **Ctrl+F9** to select a vendor (or type in the name and address for a 'one-time vendor'); and
3. Press **Ctrl+P** to save and print the check!

Printing checks

- To print the 'current' check (one that you have just created and displays on the main CheckWriter window), press **Ctrl+ P** or click **Print**. CheckWriter will display the main Print Check(s) window. Press **Enter** or click **Print** to print it.
- To print a *batch* of checks that you have already created, select **Print> Check(s)**. Select only the checks you want to print and click **Print**.

Note To set the check-numbering sequence, select **File> Settings** and the **General** Tab and enter the Last Check Number.

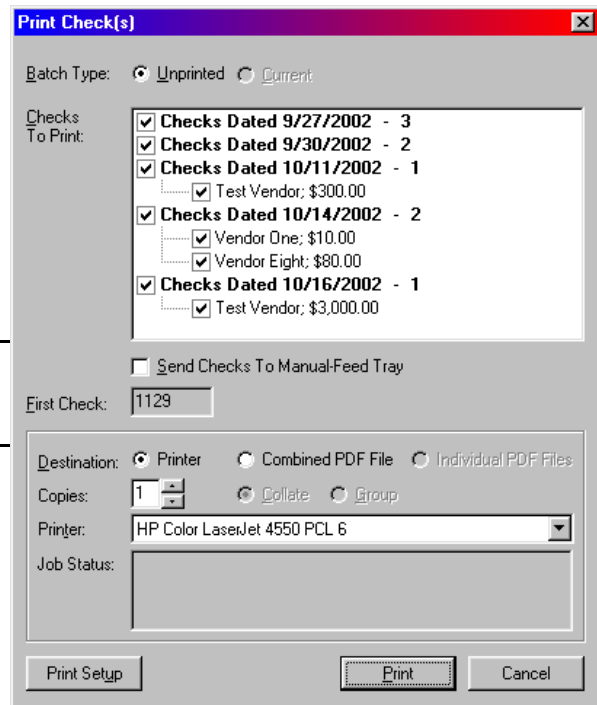
“Reprinting” checks and printer jams

Printing a check creates an original *numbered* document. You can not simply “reprint” a check without creating a new original numbered document.

When printing, the application creates all the documents for the checks you select and then sends them to the printer. If your printer jams, there is a procedure you can go through to “reverse” this process for the checks that did not print:

First, *void all the checks that did not print*. Select **Tools> Void Printed Check(s)** and be sure to check **Mark As Unprinted**. (See “Voiding Printed Checks” below.) Then, reset the last check number printed. Select **File> Settings**, the **General** tab, change “Last Check”, and click **Apply**. Now, you can just reselect and print the checks as you did earlier (see above).

Note: You should void *all* the checks through the end of the current numbering sequence. If you void checks in the middle of the sequence, and reset the last check number, and try to assign an existing check number, the application will recognize this and not let you print checks with those same numbers.



Editing an *unprinted* check

To change the information on a check you have already created, click **Open** (or select **File> Open**) and select the check. Edit the information exactly as you would a newly created check and save as usual.

To change the vendor for a check, press **Ctrl+ F9** or select **Edit> Change Vendor** and choose the other vendor. *Do not just re-type the vendor name and address.* Though doing that will change *that one check*, the check will remain assigned to the original vendor, and that's probably not what you mean to do.

Deleting an unprinted check

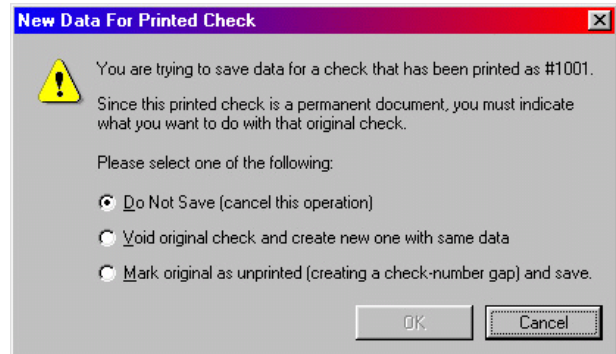
An unprinted check is not part of your permanent record. Just select **File> Delete** to delete it. Once you have printed a check, you can no longer delete it (see below).

Editing a *printed* check

Printing a check creates an official document and permanently assigns a check number. You can not change anything about that check without first dealing with that original document.

There are two ways to proceed, depending on whether you want to leave a record of the printed check behind as 'voided' or not.

- The better business bookkeeping is to *void* the original check and leave a record of that in your database.
- The 'shortcut' method, less rigorous but still accurate, is to simply 'mark' the original check as *unprinted*; then you can edit the data and re-print the check and CheckWriter will assign a new check number. (This method leaves a gap in your check-number sequence.)



The procedure for editing an printed check is the same, regardless of which method you choose.

1. Make your changes to the check, as you would with one that had not been printed (see *Editing an unprinted check* above).
2. Click **Save** as usual. CheckWriter will display a window similar to the this:
 - If you want to void the original check, leaving a record of that in your database, and create a new check with all the information on the screen (as if you had just entered it from scratch), select **Void original check and create new one with same data**.
 - To simply mark the original check as unprinted and save your changes, click the third radio button. Again, this will leave a gap in your check numbering.

If you have changed your mind or made a mistake, press **Esc** or click **Cancel** or just leave the first radio button selected, and CheckWriter will make no changes to your database.

Of course, in all cases, you must immediately destroy the original check.

Entering deposits

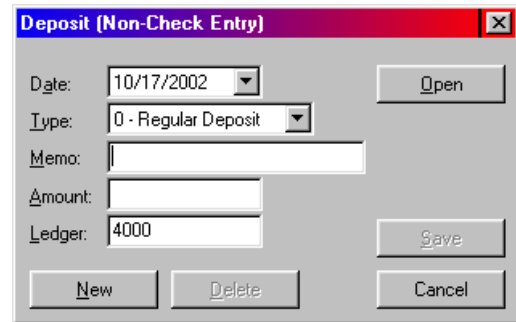
If you want CheckWriter to maintain a facsimile of your checkbook, you can enter deposits made to your checking account.

1. Press **F5** or select **File> Deposits**.
2. Fill in the appropriate information

CheckWriter will default to today's date, a Regular Deposit, and the default ledger account for deposits. So, in most cases, you just need to fill in a memo note (perhaps something to identify the deposit) and the amount.

3. Press **Enter** or click **Save**.

- To enter a series of deposits, click **New** and repeat the process. You can also use this function to add other charges (such as check printing), ATM withdrawals, or other debits or credits.
- To edit or delete a deposit you have saved earlier, click **Open** on the 'Deposit' window, select the deposit to retrieve it, and then edit and save – or click **Delete** to delete it.



Reconciling checks

CheckWriter includes a utility that lists a beginning balance, deposits, checks, and other transactions (see 'Entering deposits' above), and calculates the running and ending balances – a facsimile of both your bank's account statement and a hand-maintained checkbook.

Select **Tools > Reconcile Bank Statement** for this option. Enter a beginning statement date and balance.

CheckWriter will list only *unreconciled* checks. This is a way for you to review your bank balance at any time.

To print a 'hard copy' of this, click **Print**.

To reconcile your database to the bank's statement:

1. Make sure all the checks that have cleared the bank are marked (and the ones that haven't aren't)
2. Make sure you have entered all your deposits (and other debits or credits).
3. Once you have matched the facsimile with the bank's statement, print a 'hard copy' for your records (optional).
4. Click **Save**. CheckWriter will flag the indicated checks as *reconciled* and save the statement date and balance as the 'last' ones, ready for the next month's reconciliation.

	Date	Description	Credits	Debits	Balance
	1/1/2002	Balance Last Statement			
✓	10/1/2002	Regular Deposit	1,234.00		1,234.00
✓	10/11/2002	1134		750.00	484.00
✓	10/11/2002	1135		1,100.00	(616.00)
✓	10/14/2002	1131		90.00	(706.00)
✓	10/15/2002	1132		50.00	(756.00)
✓	10/15/2002	1133		60.00	(816.00)
✓	10/15/2002	1100		1,100.00	(1,916.00)
✓	10/15/2002	1000		1,000.00	(2,916.00)
	2/1/2002	Balance This Statement			(2,916.00)

Destination: Printer Combined PDF File Individual PDF Files
Copies: 1 Collate Group
Printer: HP Color LaserJet 4550 PCL 6
Job Status:

Print Setup Print Save Cancel

Voiding printed checks

Once you have printed a check, it is a permanent part of the paper trail. To void or remove it, select **Tools> Void Printed Check(s)**. The application will display the 'Void Printed Check(s)' window. Since CheckWriter does not use batches of checks, only **History** will be available.

1. Enter the date on which you printed the checks originally.
2. Leave **Leave Voided Check In History** checked unless you want no record of the printed checks in the database, and you don't mind a gap in the check numbering. We recommend this method as the better business bookkeeping.
3. Check **Mark As Unprinted** if you are voiding a check because it did not print properly. See "Printing Checks" above..
4. In the usual way, mark the checkboxes for the checks you want voided.
5. Click **OK** to continue.

CheckWriter will back out all voided amounts from vendor subtotals.

Other options

Reports and other CheckWriter options are similar to our other applications. Basic common sense applies.