Check Register

Category: Register | Created: June 12, 2026 | Updated: September 01, 2026

Check Register

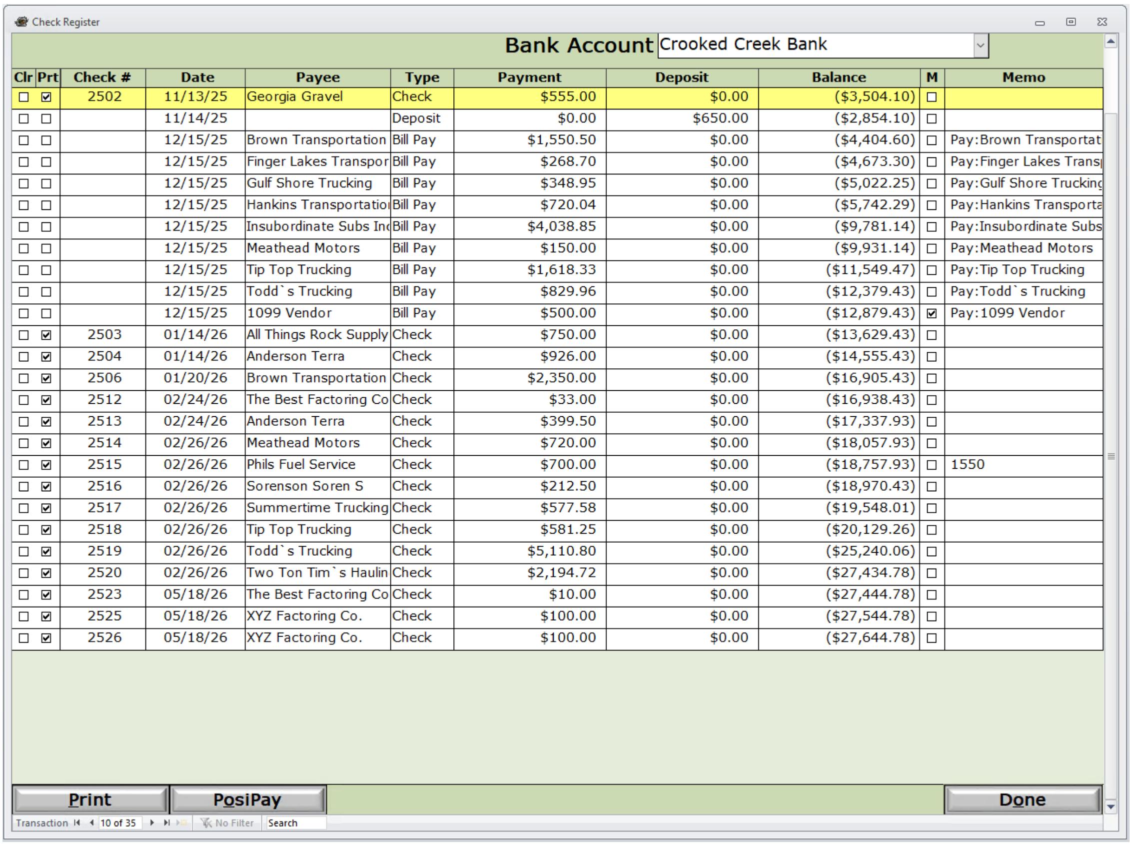
Screen Location - Main Menu > Banking > Register

Overview

The **Check Register** provides a complete, chronological transaction history for a selected bank account. It displays all checks, deposits, bill payments, adjustments, and other activity, allowing users to review balances, mark items as cleared, and perform bank reconciliations.

Check Register Screen

This screen shows all transactions for the selected bank account in a detailed register format.



Check Register

Bank Account: Crooked Creek Bank

Clr	Prt	Check #	Date	Payee	Type	Payment	Deposit	Balance	M	Memo
☐	☑	2502	11/13/25	Georgia Gravel	Check	$555.00	$0.00	($3,504.10)	☐	
☐	☐		11/14/25		Deposit	$0.00	$650.00	($2,854.10)	☐	
☐	☐		12/15/25	Brown Transportation	Bill Pay	$1,550.50	$0.00	($4,404.60)	☐	Pay:Brown Transportat
☐	☐		12/15/25	Finger Lakes Transpor	Bill Pay	$268.70	$0.00	($4,673.30)	☐	Pay:Finger Lakes Trans
☐	☐		12/15/25	Gulf Shore Trucking	Bill Pay	$348.95	$0.00	($5,022.25)	☐	Pay:Gulf Shore Truckinc
☐	☐		12/15/25	Hankins Transportatio	Bill Pay	$720.04	$0.00	($5,742.29)	☐	Pay:Hankins Transporta
☐	☐		12/15/25	Insubordinate Subs In	Bill Pay	$4,038.85	$0.00	($9,781.14)	☐	Pay:Insubordinate Subs
☐	☐		12/15/25	Meathead Motors	Bill Pay	$150.00	$0.00	($9,931.14)	☐	Pay:Meathead Motors
☐	☐		12/15/25	Tip Top Trucking	Bill Pay	$1,618.33	$0.00	($11,549.47)	☐	Pay:Tip Top Trucking
☐	☐		12/15/25	Todd`s Trucking	Bill Pay	$829.96	$0.00	($12,379.43)	☐	Pay:Todd`s Trucking
☐	☐		12/15/25	1099 Vendor	Bill Pay	$500.00	$0.00	($12,879.43)	☑	Pay:1099 Vendor
☐	☑	2503	01/14/26	All Things Rock Supply	Check	$750.00	$0.00	($13,629.43)	☐	
☐	☑	2504	01/14/26	Anderson Terra	Check	$926.00	$0.00	($14,555.43)	☐	
☐	☑	2506	01/20/26	Brown Transportation	Check	$2,350.00	$0.00	($16,905.43)	☐	
☐	☑	2512	02/24/26	The Best Factoring Co	Check	$33.00	$0.00	($16,938.43)	☐	
☐	☑	2513	02/24/26	Anderson Terra	Check	$399.50	$0.00	($17,337.93)	☐	
☐	☑	2514	02/26/26	Meathead Motors	Check	$720.00	$0.00	($18,057.93)	☐	
☐	☑	2515	02/26/26	Phils Fuel Service	Check	$700.00	$0.00	($18,757.93)	☐	1550
☐	☑	2516	02/26/26	Sorenson Soren S	Check	$212.50	$0.00	($18,970.43)	☐	
☐	☑	2517	02/26/26	Summertime Trucking	Check	$577.58	$0.00	($19,548.01)	☐	
☐	☑	2518	02/26/26	Tip Top Trucking	Check	$581.25	$0.00	($20,129.26)	☐	
☐	☑	2519	02/26/26	Todd`s Trucking	Check	$5,110.80	$0.00	($25,240.06)	☐	
☐	☑	2520	02/26/26	Two Ton Tim`s Haulin	Check	$2,194.72	$0.00	($27,434.78)	☐	
☐	☑	2523	05/18/26	The Best Factoring Co	Check	$10.00	$0.00	($27,444.78)	☐	
☐	☑	2525	05/18/26	XYZ Factoring Co.	Check	$100.00	$0.00	($27,544.78)	☐	
☐	☑	2526	05/18/26	XYZ Factoring Co.	Check	$100.00	$0.00	($27,644.78)	☐	

Print PosiPay Done

Transaction 10 of 35 No Filter Search

Key Elements:

1. **Bank Account** (Dropdown): Switch between different company bank accounts.
2. **Transaction Columns**:
3. **Clr**: Checkbox to mark transaction as cleared (for reconciliation).
4. **Prt**: Indicates if the check has been printed.
5. **Check #**: Check number or reference for non-check transactions.
6. **Date**: Transaction date.
7. **Payee**: Vendor or recipient name.
8. **Type**: Transaction type (Check, Deposit, Bill Pay, Adjustment, etc.).
9. **Payment**: Outgoing amounts (checks, bill pays, adjustments).
10. **Deposit**: Incoming amounts.
11. **Balance**: Running balance after each transaction.
12. **M**: Additional marker/flag.
13. **Memo**: Description or reference notes.

Bottom Controls:

1. **Print**: Print the check register report.
2. **PosiPay**: Export or process positive pay file (for fraud prevention).
3. **Done**: Close the register.
4. Navigation controls, filter, and search bar at the bottom.

How to Access

1. Navigate to **Banking > Bank Accounts**.
2. Select the desired bank account.
3. Click the **Register** button (available on Bank Accounts, Checks, Deposits, and Adjustments screens).

Common Uses

1. Reviewing complete transaction history for a bank account.
2. Performing monthly bank reconciliations (marking cleared items).
3. Investigating specific payments or deposits.
4. Printing register reports for accounting records.
5. Exporting data for positive pay services.
6. Verifying running balances and transaction details.

Tips

1. Use the **Clr** column to mark transactions as cleared during bank reconciliation.
2. The running **Balance** column helps quickly identify discrepancies.
3. Yellow highlighting often indicates uncleared or unreconciled items.
4. Use the search and filter options to locate specific transactions quickly.
5. Transactions from Checks, Deposits, Adjustments, and Manual Journal Entries all appear in the register.

Please call or Email us for Information on this topic.