

Checks

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

Checks

Screen Location - Main Menu > Banking > Checks > Print

Overview

The **Checks** module (part of Check Writer) allows users to create, print, view, and manage outgoing checks from company bank accounts. It supports bill payments, manual checks, and other disbursements, with direct integration to the General Ledger and vendor invoices.

Checks Screen

This screen is used to enter, edit, and print checks. It is accessed via the **Checks** tab in the Bank Account maintenance screen.

Check Writer

Bank Account: Crooked Creek Bank

Bank Accounts | Checks | Deposits | Adjustments

HaulWare Trucking, Inc.
 15640 NE Fourth Plain Blvd. Suite 200
 Vancouver, WA 98682
 Phone: (360) 896-6699

PRINTED
BILL PAYMENT

2526

Date: 5/18/2026 Amount: \$100.00

Pay One Hundred and 00/100 *****Dollars

To The Order Of: Big Bens Broken Concrete Dump
 62 Southfork Road
 Walnut Grove, CA 95621

Crooked Creek Bank

Memo

☐ Void ☐ Print Check

Pay To: XYZ Factoring Co. 05/18/2026 \$100.00
 Supplier: Big Bens Broken Concrete Dump Invoice #: 260515-02 05/18/2026 \$100.00 \$0.00
 \$100.00

Create Stub Remit Advice
 Check Stub GL Account
 Clear Print Marks
 0 Marked

Check 14 of 25 of 25 | No Filter | Search

New Delete Find Print Register Invoice Done

Key Elements:

1. **Bank Account** (Dropdown): Select the bank account from which the check is issued.
2. **Check Header Information:**
3. **Check Number** (e.g., 2526)
4. **Date**
5. **Amount**
6. **Pay To:** Vendor or payee name (linked to supplier records).
7. **Address:** Payee mailing address.
8. **Memo:** Description or reference for the check.
9. **Invoice / Bill Payment Details:** Shows linked invoices being paid (amount, invoice number, etc.).
10. **Print Check** checkbox and status indicators (e.g., PRINTED, BILL PAYMENT).

Action Buttons (Right Panel):

1. **Create Stub, Remit Advice, Check Stub**
2. **GL Account**
3. **Clear Print Marks**

Bottom Action Buttons:

1. **New:** Create a new check.
2. **Delete:** Delete the current check (use with caution).
3. **Find:** Search for existing checks.
4. **Print:** Print the check.
5. **Register:** Open the Check Register for the selected bank account.
6. **Invoice:** Link or view associated invoices.
7. **Done:** Close the screen.

How to Access

1. Navigate to **Banking > Bank Accounts**.
2. Select the desired bank account.
3. Click on the **Checks** tab.
4. Use **New** to create a check or double-click an existing check to edit/view it.

Common Uses

1. Creating and printing checks for vendor bill payments.
2. Recording manual or handwritten checks.
3. Viewing check history for a specific bank account.
4. Linking checks to specific invoices or purchase orders.

5. Generating remittance advice or check stubs.

Tips

1. Ensure the correct **Bank Account** is selected before creating a check.
2. Use the **Register** button to view all check activity and perform reconciliations.
3. Checks can be linked to open invoices for accurate accounts payable tracking.
4. Printed checks are marked accordingly; use **Clear Print Marks** if reprinting is needed.
5. The system automatically updates the next check number and posts transactions to the General Ledger upon printing/posting.

Please call or [Email](#) us for Information on this topic.