

# Write Checks

## Overview

You may write checks at any time. **Jewel** will do all the accounting the same whether or not you choose to have your printer do the actual writing (printing) of the checks or if you write them by hand. If you hand write them, you will do everything on this window as usual, except that you will use plain paper to print on. This provides your copy of necessary records to keep. Please read the [Tips](#) below.

## NOTICE:

This is NOT the place to write your monthly conference remittance check. The remittance of tithes and other conference funds is part of the monthly closing, and this check is written in the **Remit to Conference** step. For help with remittance, see [Remit to Conference](#).

## Tips

- You will save a lot of errors and work if you let **Jewel** write your checks.
- You can use blank check forms such as MIPS Versa Check form #1000. This form has one check at the top of the letter size page. The second panel is a stub to go to the payee. The third panel is the stub to be retained for your records.
- The check forms are readily available at most office supply stores and are inexpensive. This check is the one used by Quicken, QuickBooks, MS Money, MAS90, MY Checkbook, MYOB and others. Available in different colors. Considering the convenience, this is a wise choice!
- Before purchasing blank check forms, see if your bank is one of the few that still

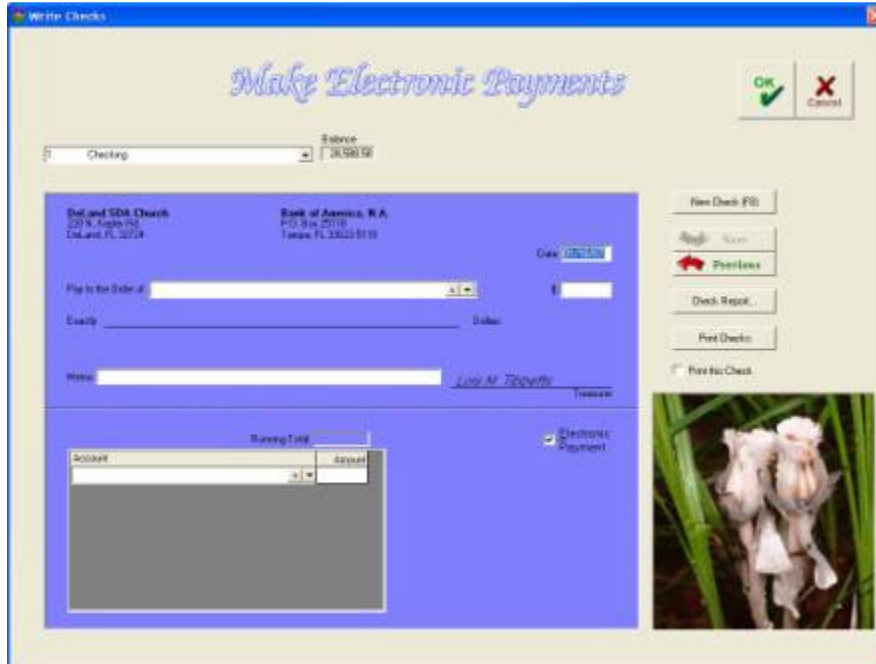
requires magnetic MICR ink on their checks. If they do, you will need to use their check forms.

- Do NOT use pre-printed checks. **Jewel** will print ALL information onto the check including your church name and address, the banks name and address, your check number, date, amount, payee and memo. Only your signature will need to be added.
- Pre-printed checks CAN be used if you wish by checking the box "Using Preprinted Checks." Go to Maintenance and the tab Accounts.
- Check information can be edited by going to the Main Menu Bar and select **Maintenance**, then **Edit Accounts**. In the left window click on the appropriate bank account. Click **Edit** to add or update information.

## Electronic Payment

On the stub portion of the check is a checkbox that allows you to make an electronic payment without using a check number. Check this box to go to **Electronic Check**. The Screen will change to make the **Electronic check**.

All other features of check writing remain the same.



## Checking Account

First, verify or select the bank account you want the check to be drawn on. It is listed at the top of the window.

## Balance

Balance is the amount of money in the bank account. This figure is updated as soon as a check is written - you click **OK** or **New Check**.

## Check Writing

1. The check shows the name of your church and bank and their addresses as you have them in the **Properties**. If anything is incorrect, go to the main window and choose **Maintenance**, Properties. Other check information is added or edited as described in the

**Tips** above.

2. You will need to enter the beginning check number on the first check you write. After that the check number is automatic! You may change it, but this will affect your sequencing and can cause you confusion in the future.
3. The date is automatically set to the present date. If it is incorrect, then your computer's system date is incorrect and should be reset. If you choose, the date can be edited to any date - but remember that depositing a post dated check is illegal.
4. Type a payee or choose one from the list using the down arrow button on the right of the field. A new payee may be added to your database by using the **+** button. Press **Enter**.
5. The dollar Amount of the last check written to this vender is automatically entered. Over-type the dollar amount for the check that is wrong. Press **Enter**. The amount will be printed out in words on the line following.
6. Type what you want for the memo and press **Enter**.
7. Choose the Account and enter the Amount. If the check amount is from more than one Account, then press **Enter** and choose another Account etc.
8. **Canada only:** Enter the **GST Amount**.

### **Blank Check**

To print a blank check, edit the Check # and Date if necessary, and leaving all else blank, click **OK**.

### **Voiding Checks**

To void a check, enter "Void" in "Pay to the Order Of." For more information, see [Voiding Checks](#).

### **Edit a check that has been printed**

A check may be edited and reprinted until the month end closing in which it was written.

### **Cancel Edit / Edit**

**Cancel Edit** prevents accidental changing of checks already prepared. **Edit** allows the check information to be edited (changed).

### **New Check**

Click on **New Check**(or press **F8**) to leave this check and begin writing another check.

### **Next Check**

Click on **Next Check** to move forward (to higher check numbers) in the list of checks already written.

### **Previous Check**

Click on **Previous Check** to move back (to lower check numbers) in the list of checks already written.

## Check Report

Click on **Check Report** to go to the **Check Report** window for viewing or printing a list of checks.

## Print

**Caution:** Clicking on **Print** will send the checks to the printer. Before you click the button, be sure to: 1) Turn on the printer. 2) Have blank checks properly placed in the printer. Then press **Print**.



## All Checks Printed Correctly

If all checks printed correctly, then exit here.

## A PROBLEM occurred

If a check did not print correctly, the printer jammed, or some other problem occurred, then click here. But FIRST, click the **down** arrow and select the last check number that DID print correctly. NOW press the button.

## Print This Check

This box should be checked if you want the check printed, or not checked if it is not to be sent to the printer. Remember, the lower portion of the check is your record of this check and should be printed on plain paper even if you hand write your checks.

## Tips

- Print This Check: This box can be preset as checked (to always print new checks) or unchecked (to not print new checks). See **Maintenance, Properties, General** tab.
- RE-PRINTING CHECKS: To print a check again, click on the **Print This Check** box to put a check mark in the box. This will include it in the next printing.

## Tips

- The check stub bottom has your documentation of each check. Attach this stub to any documentation of this transaction such as purchase receipts, invoice or bill. These should be stored in numerical order as permanent records (for 6 years).
- To end a check writing session without printing the checks, use the **Cancel** button.

Remember to click **New Check** first. If a check is on the screen when clicking **Cancel**, that check will be lost-canceled.

- Returning to this **Write Checks** window at a later time will permit you to print any un-printed checks.

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## OK

Clicking on the **OK** button produces the same sequence of the printing process as described in [Print](#) above. If you do not want to print your checks at this time, use the **Cancel** button to leave this window.

## Cancel

Use of the **Cancel** button is the only way to leave this window and not print the checks.

Clicking the **Cancel** button will delete the current check on the screen in edit mode. To save the check, click on **New Check** or press **F8** and then click **Cancel**.

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