



The main toolbar is active in ALL views.

Checks

This is where you can pay your bills.

A / R	Category	Collection	Deal	EOD	InvenCount	MOP	Prod Code	Tank Charts	REPORTS
A/R Invoice	Chart/Accts	Contacts	Dept's	EOD Gas	Master	Notes	Purchases	TimeCard	Print #10 Envelope
Blue Law	Checks	Customer ID	Employee	FeeCharge	Menu	PLU	Softkey		FUNCTIONS

If You Are Using Accounts Payable, DO NOT ADD Checks.

- 1) From the Main Accounts view click on 'Checks'.
- 2) Click on the 'A' to bring it into Add mode.

Edit Record: Check Main

Check Deposit

Rec 1 Acc# 2 Check 1 Date 08/06/2008 Bank Rec Date 00-00-0000

GL#	Dept#	INVOICE#	Note	Amount	Deduction	Extension	
1	13			.00	.00	.00	Add

Job# 1

Job#	GL#	DEPT#	INVOICE	NOTE	AMOUNT	DEDUCTION	EXTENSION
	1	13	156265498562	chocolate	0.00	0.00	0.00

DATAMAHERS, INC

219 S. JOHNSON ST.

MACOMB IL 61455-

TOTAL .00

Void This Check Print Check

Void Ck Rec Nbr 0

1 of ?

- 3) Fill in...
 - a. The General Ledger # (GL#) field.
 - b. Dept# Field.
 - c. Invoice # Field.
 - d. Note field.
 - e. Amount and Deduction.
 - f. Then Click 'Add' on the Right hand side.