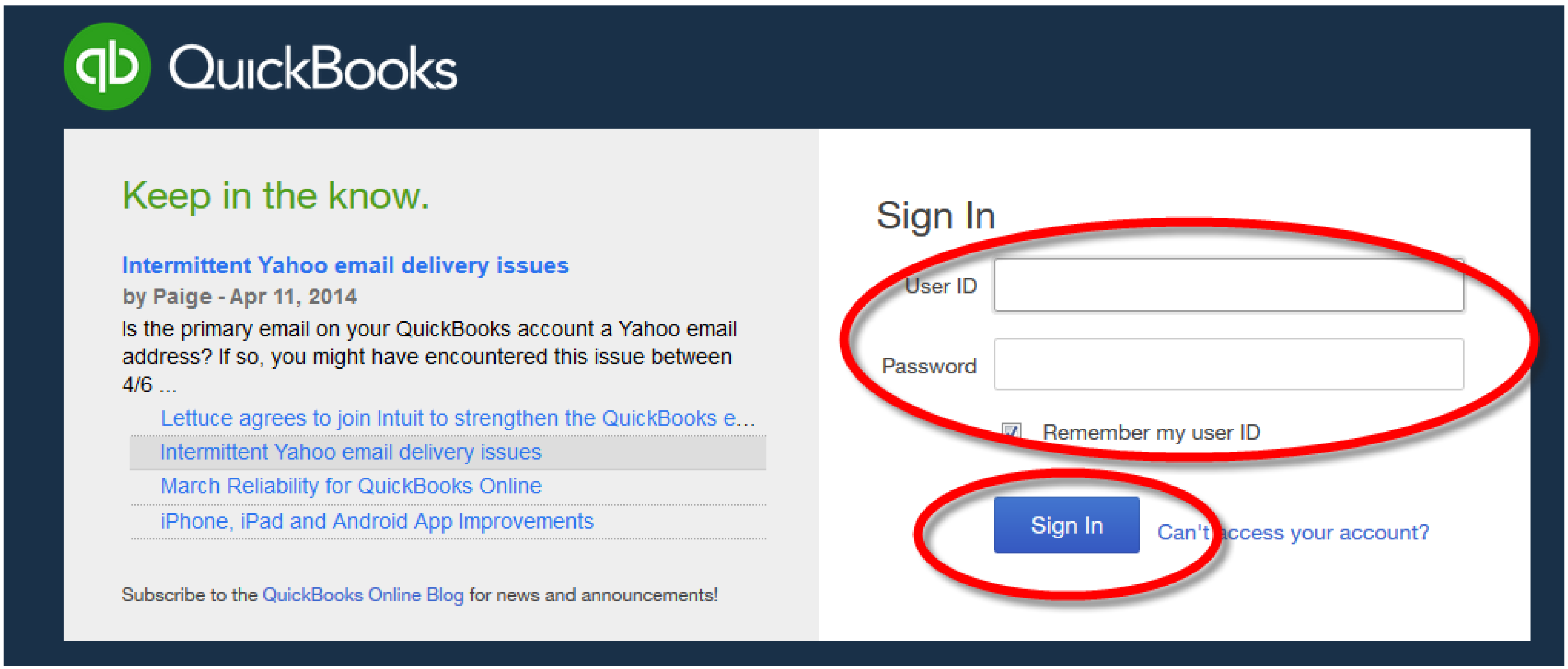
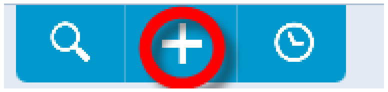
QuickBooks Online

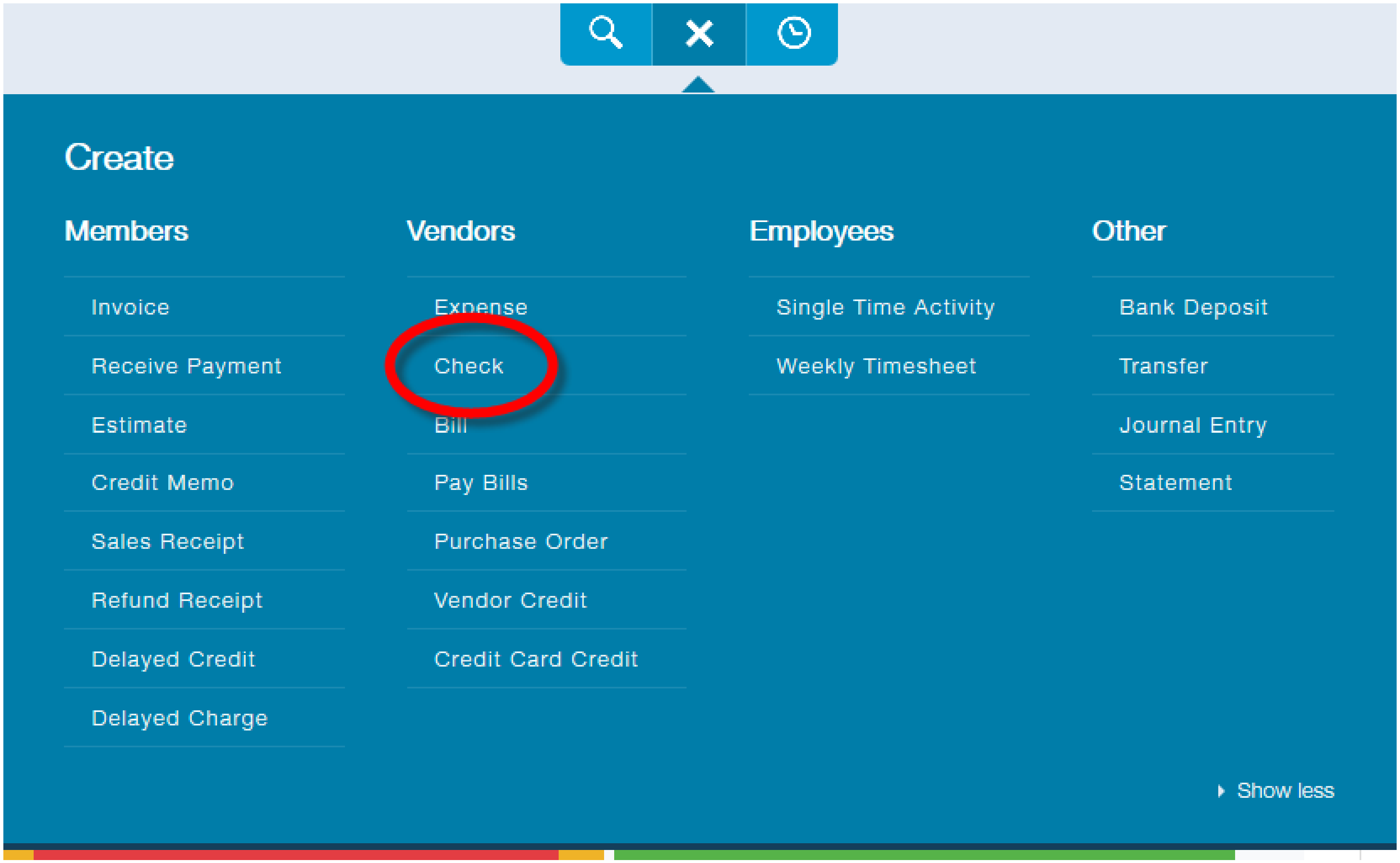
How to Record a Check:

1 – Login to your chapter QuickBooks Online, Enter your User ID & Password



2 - Click on 

3 – Click on [“Check”]



NOTE: Please make sure you include a proper description for all entries.

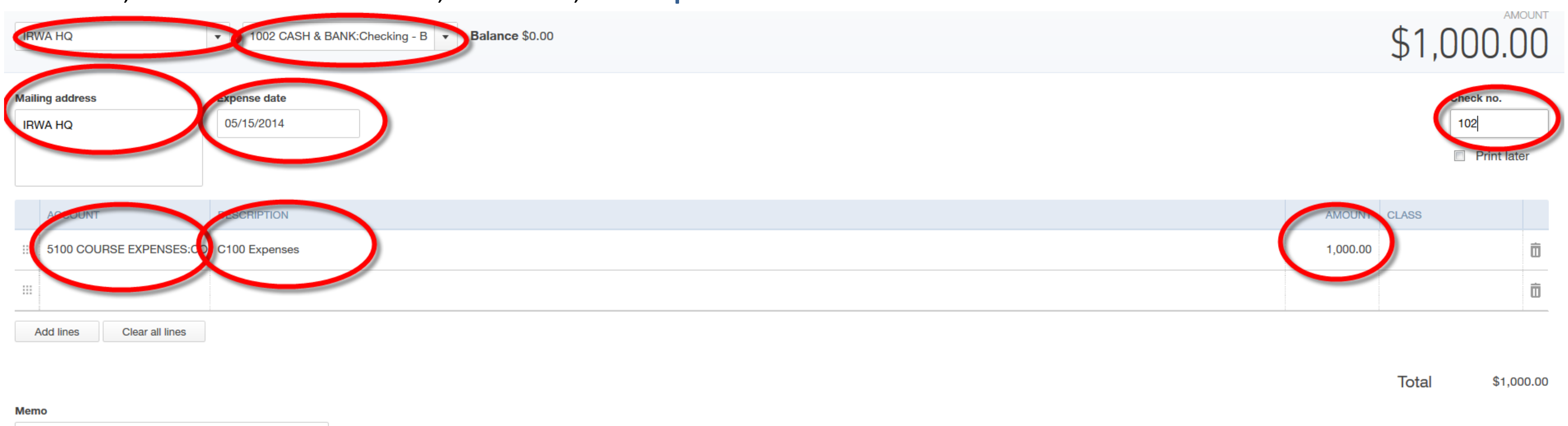
Sample Descriptions

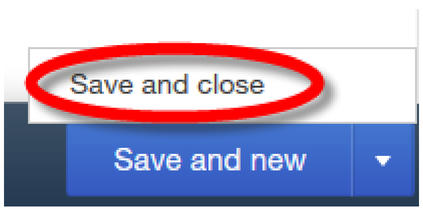
C100 05/01-04/2012 Facilitator Expense

2012 Seattle, WA Conference Expense

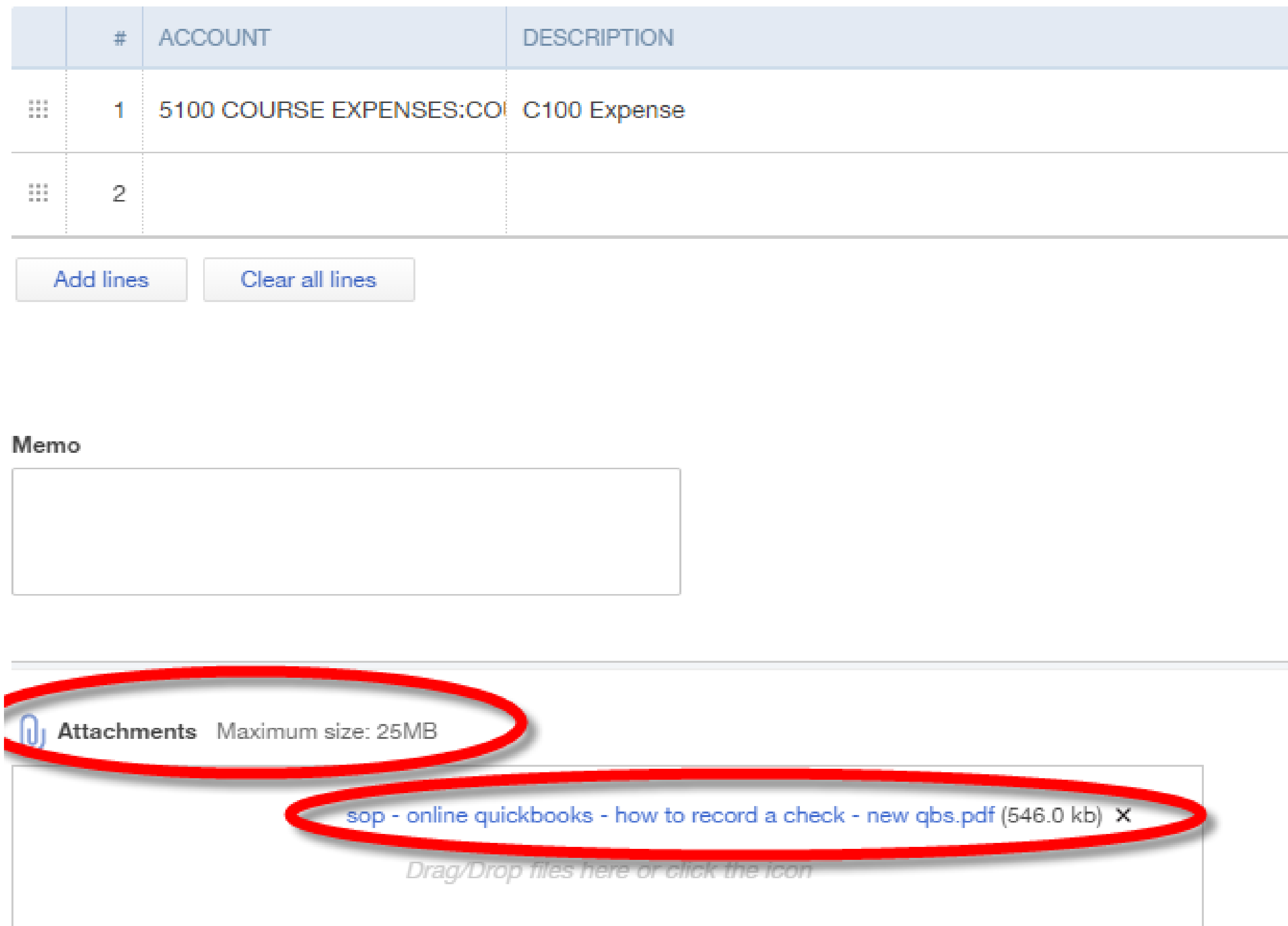
Donation to RWIEF

4 - Select proper **“Pay to the order of”**, **“Bank Account”,** QBs enters next check number by itself, if not enter the **“Check #”, “Date”, “Amount”**, enter or select **“Account”**, **“Amount”**, **“Description”**



5 – Click on 

6 – You can scan and attached any supporting documentation to your QBs by dragging it to the **"Attachments"** box.



Note: If not sure about which account is the most proper account for your transaction, please call IRWA HQ at 310-527-9387.