



QuickBooks Online

How to Record a Check:

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

qb QuickBooks

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by Paige - Apr 11, 2014
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Sign In

User ID

Password

Remember my user ID

Sign In [Can't access your account?](#)

2 - Click on



3 - Click on “Check”

A screenshot of a software application's 'Create' menu. The menu is displayed on a blue background with white text. At the top, there is a search bar with three icons: a magnifying glass, a plus sign, and a clock. Below the search bar, the word 'Create' is written in a large font. The menu is organized into four columns: 'Members', 'Vendors', 'Employees', and 'Other'. Each column contains a list of options. The 'Check' option under the 'Vendors' column is circled in red. At the bottom right of the menu, there is a 'Show less' link with a right-pointing arrow.

Members	Vendors	Employees	Other
Invoice	Expense	Single Time Activity	Bank Deposit
Receive Payment	Check	Weekly Timesheet	Transfer
Estimate	Bill		Journal Entry
Credit Memo	Pay Bills		Statement
Sales Receipt	Purchase Order		
Refund Receipt	Vendor Credit		
Delayed Credit	Credit Card Credit		
Delayed Charge			

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”**

The screenshot shows a financial entry form with several fields highlighted by red circles:

- Pay to the order of:** IRWA HQ
- Bank Account:** 1002 CASH & BANK:Checking - B
- Balance:** \$0.00
- AMOUNT:** \$1,000.00
- Mailing address:** IRWA HQ
- Expense date:** 05/15/2014
- check no.:** 102
- Print later:**
- ACCOUNT:** 5100 COURSE EXPENSES:CO
- DESCRIPTION:** C100 Expenses
- AMOUNT:** 1,000.00
- CLASS:**

Buttons: Add lines, Clear all lines

Total \$1,000.00

Memo

A close-up of the bottom of the form showing two buttons: "Save and close" (highlighted with a red circle) and "Save and new" with a dropdown arrow.

5 – Click on

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

	#	ACCOUNT	DESCRIPTION
⋮	1	5100 COURSE EXPENSES:CO	C100 Expense
⋮	2		

[Add lines](#) [Clear all lines](#)

Memo

 **Attachments** Maximum size: 25MB

sop - online quickbooks - how to record a check - new qbs.pdf (546.0 kb) x

Drag/Drop files here or click the icon

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