Using paper checks to pay bills

Quicken facilitates the creation and printing of checks directly through the software. This feature helps to streamline the process of managing financial transactions by ensuring that all details are recorded accurately in one step. It is suitable for users managing both personal and business accounts.

Writing Checks

To efficiently process payments via Quicken, users can write checks using a simple form within the software. This eliminates the need for double entry and reduces the risk of errors. Here's how to write a check in Quicken:

1. Navigate to **Tools > Write and Print Checks** or press **Ctrl + W**.
2. Select the account from which the check will be drawn.
3. Enter the payee's name in the **Pay to the order of** field.
4. Input the amount in the dollar field.
5. Optionally, add the payee's address and a memo. **Note**: Avoid entering confidential information in the memo if using a window envelope.
6. If necessary, activate an extra message box for confidential notes by going to **Edit > Preferences > Write Checks** and checking **Allow Entry of Extra Message on Check**.
7. Optionally, select a category for the transaction.
8. Click **Record Check**.

Printing Checks

Printing checks directly from Quicken helps ensure that all financial records are consistent and easily trackable. This process also allows for customization, such as adding a business logo to checks. Here's how to set up and print checks:

1. Go to **File menu > Printer Setup > For Printing Checks**.
2. To include a logo, click **Logo Select Logo**, choose your file, and click **Open**.
3. Confirm your settings and choose **File menu > Print Checks**.
4. Verify that **Print Your Logo** is selected if desired in the printing dialog.

Managing Check Numbers

Quicken automatically handles the numbering of checks to comply with banking standards. This feature helps in tracking payments and avoiding issues with bank transactions. Below are the steps to manage and customize check numbers:

- Quicken assigns prenumbered checks to meet banking requirements. The software updates the check number in your register after printing.
- Customize your check number series to avoid duplication, particularly if you use personal checks along with Quicken checks.

Ordering Checks

Ordering the correct checks that are compatible with Quicken is essential for smooth printing and banking transactions. Here's how to order the right checks:

1. Visit the Quicken Checks website to choose from various styles and colors.
2. Navigate to **Tools menu > Write and Print Checks** and click **Order Checks** in the dialog box.
3. Quicken checks meet banking standards and are guaranteed for compatibility with printers and banks.

Additional Tips

For users who often write checks away from their main office or home, Quicken provides options to accommodate such needs. This ensures all transactions are recorded consistently, regardless of the location. Steps for handling special check cases include:

- For postdated or away-from-home checks, adjust the date or fill in checks manually and later record them in Quicken.
- Set up reminders for check reordering via **Tools menu > Alerts Center > Setup tab > Banking section**.

These procedures will help Quicken users manage their check transactions efficiently and maintain accurate financial records.

ⓘ **Note for our Canadian Customers**

The following terms will be different in the Canadian releases of Quicken.

Canada: "Cheque" / United States: "Check"
Canada: "Colour" / United States: "Color"
Canada: "Centre" / United States: "Center"
Canada: "Realise" / United States: "Realize"
Canada: "Behaviour" / United States: "Behavior"
Canada: "Analyse" / United States: "Analyze"

What can I do?

- [How do I write a check in Quicken?](#)

- How do I print a logo on my checks?
- How do I order checks and supplies for use with Quicken?