

Checkbooks

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Menu option is: **Setup > Checkbooks.**

All payments are assigned to a checkbook. A checkbook designates the G/L cash account as well as the check form used when checks are printed.

Checkbook ID: A unique number assigned to the checkbook by the computer.

Description: The description or name of the checkbook.

Active: Check the box if this checkbook is active.

Sort order: Allows you to establish the order active checkbooks will be displayed when processing a payment. Numbers are not required to be sequential, so you may leave spaces between numbers for future new checkbooks. This sort order affects the display only and may be changed at any time.

General

Check# length: The maximum length for check numbers.

Max amount for signature: If a number other than zero is specified then the signature on printed checks will not print if the check amount exceeds this amount.

Check number handling: The way in which check numbers are defaulted or forced.

Next check#: The next check number to be printed.

Order checks by: Choose to print checks in order of vendor ID, vendor name, or amount.

Print comments on stub: Determines if comments will be printed on the check stub. If not checked, invoice lines are combined and print only the invoice#, date, and total amount on the stub. An option to print a total invoice amount (if an invoice has multiple lines to print) can be set on the [check form](#).

Cash Accounts: Defines all possible G/L cash accounts for this checkbook. Do not specify the fund. You can check which account to default, if any.

Non-A/P Cash Accounts: This button is available if A/P Options (General tab) is set to use G/L Bank Rec. If there are any additional G/L cash accounts, other than those already listed for AP purposes, that should be included when displaying activity for this checkbook for bank rec purposes, add those G/L accounts here. Enter the entire account number string (including fund). Non-A/P cash account/s (entire account number string) listed must be unique to the checkbook.

Bank Information: This information is available to be printed on check forms. Required only if using blank check forms. If needing more than one address line, use Ctrl+ENTER to move to the next line.

Formats

Check form: The format or layout checks will print as. (Maintained in Setup > Check Forms)

Bank rec import: The import format for importing a file from the bank to automatically clear checks from this checkbook. (Maintained in Setup > Imports > Bank Reconciliation Imports)

Positive pay format: If using positive pay, choose the format to use. (Maintained in Setup > Exports > Positive Pay Formats)

EFT format: If transmitting EFT payments for deposit directly to vendors' bank accounts, select the bank-required format. (Maintained in Setup > Exports > EFT File Formats)

Auto-generate due to/from entries: This is an optional setting. Click [here](#) for details.
