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Printing Checks & Invoices (Batch) in QuickBooks 2000

1. To enter more than one check and have them printed later be sure that you put a check in the box in the middle right side of the form. This indicates that it needs to be printed. Do this by putting the pointer on the box and right click the mouse. Remove the check in the same manner. Select **Next** or **Save & New** to enter another check. Select **Save & Close** when done entering.

Write Checks - Checking

Bank Account: Checking Ending Balance: 1,816.73

Pay to the Order: _____

Address: _____

Memo: _____

Expenses: \$0.00 Items: \$0.00 Online Payment: To be printed:

Account	Amount	Memo	Customer:Job	Class

Clear Splits Recalculate Save & Close Save & New Clear

Prepare for tax filing with Intuit's Year-End Guide.

- Put a check in the box in the bottom left corner of the invoice form indicating it needs to be printed. Do this by putting the pointer on the box and right click the mouse. Remove the check in the same manner. Select **Next** or **Save & New** to enter another invoice. Select **Save & Close** when finished.

Create Invoices

Customer:Job: _____ Class: _____ Form Template: Landscaping Invoice

INVOICE

TO: _____

DATE: 12/15/2003 INVOICE NO.: 34

TERMS: _____ DUE DATE: 12/15/2003

ITEM	DESCRIPTION	QTY	RATE	AMOUNT Tax

Customer Message: _____ Tax: (0.0%) 0.00

Total: 0.00

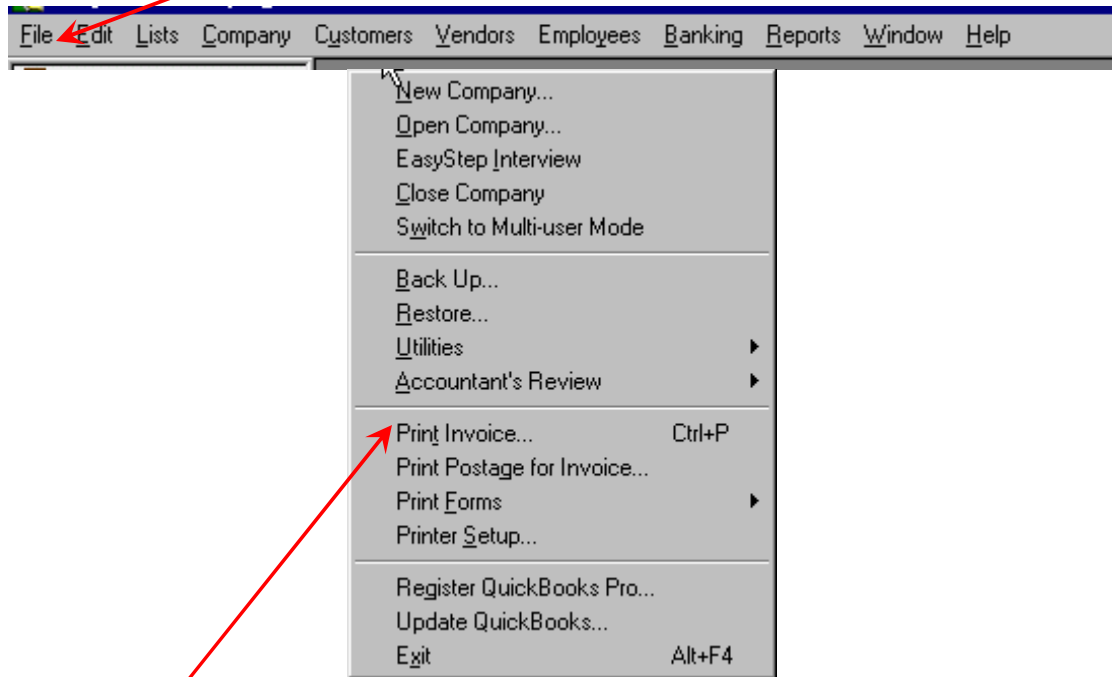
To be printed Customer is Taxable Balance: 0.00

Memo: _____ Save & Close Save & New Clear

Authorize credit card payments with QuickBooks. No additional hardware required.



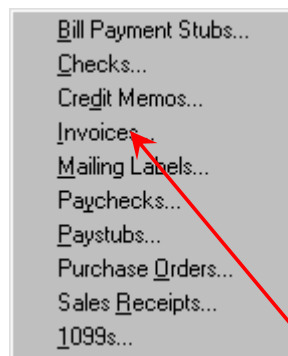
Select the **File** Option. The following drop-down menu will be displayed.



This print option will display the form that is currently being displayed. For instance, if the create invoice window is open the command says **Print Invoice**. If the write checks window is open the command will say **Print Checks**.

You may select the **Print Forms** command to display all of your options.

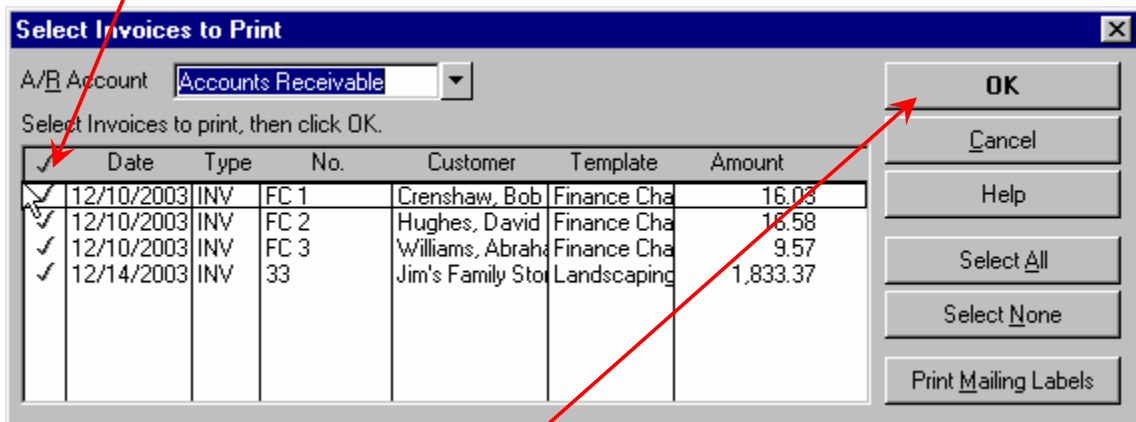
When you select **print forms** the following drop-down menu will be displayed.



Select the option that you need. Let's say we select **Invoices**. The following screen will be displayed for the printing of invoices. Note: The only invoices that will be displayed in the following window are the invoices that were checked **To Be Printed**.



- Below are the invoices that were checked to be printed. Select or de-select the invoices to be printed by checking in the box under the checkmark. Do this by putting the pointer in the check mark column and right click the mouse or press the space bar next to the one that is being selected or deselected.



When you are done then select **OK** to print the selected invoices.

- The procedure is the same for selecting or deselecting checks to be printed.
- NOTE: There are two separate printing options for payroll checks and vendor checks. See the list from the drop-down box below.

