

TELE CHECK

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WRITING A CHECK

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Getting Started

Tele Check uses two styles of checks, they are blank 3.25 inches by 8.50 inches with or without a removable stub. You may obtain them from many different sources or from Contractors Business Services Toll free 1-888-769-2858 ; E-mail cbscbscbs@aol.com; or visit <http://members.aol.com/cbscbscbs> or from Easy Desk Software http://members.aol.com/qikneasy/check_or.htm or E-mail qikneasy@aol.com.

RECEIVING A CHECK

To receive a check you will be using the CHECK menu only!

When you are receiving a check you may enter the information in the boxes in the lower window without clicking on anything. If you have any information on the screen or in any of the boxes click on CHECK and then NEW then enter the information.

Next click on INSERT CHECK and fill in the edit boxes. First select the INSERT PAYEE, then select NO SIGNATURE REQUIRED if this applies, and then select the type of authorization i.e. Phone, Fax, or E-mail. Then fill in the remaining boxes. Then click DISPLAY and check the information on the new check. If you need to edit any of the information you must first click on INSERT CHECK and then you may edit the check. Now Click on NOTES and make your entries. If you forget to click on NOTES the window will appear automatically when you click on PRINT. Click on enter when you are finished with this window. A customer number will be assigned automatically for the purpose of searching in the future. Then click on PRINT and print your check.

WRITING MY CHECK

For this feature you will be using MY CHECK in the menu bar.

The first thing you will have to do is setup your check, see the SETUP help file.

After your check has been setup click on the MY CHECK in the menu bar, then on NEW, and then on INSERT CHECK. Now select INSERT SIGNATURE if you are using a bitmap or a preprint signature. Then fill in the blank boxes, click DISPLAY when you are done. If you need to edit, click on INSERT CHECK first and then edit and click DISPLAY. You can then click PRINT.

A log will be kept of all your checks. Your balance will be adjusted and your check numbers will be recorded. The next time you print a check the next check number will be used.

DEPOSITS

To enter a deposit you will need your password if you have set one up. You will need to click MY CHECK and the MAKE DEPOSIT. Fill in the blanks and click OK. You can enter a longer memo than the size of the window. Your balance will be logged and updated.

WITHDRAWAL

To enter a withdrawal you will need your password if you have set one up. You will need to click MY CHECK and the MAKE ADJUSTMENTS. Fill in the blanks and click OK. You can enter a longer memo than the size of the window. Your balance will be logged and updated.

BALANCES

To enter a withdrawal you will need your password if you have set one up. You will need to click MY CHECK and the VIEW BALANCE

NOTES

When you are receiving a check you will want to make notes of what the check is for, from whom, and how it was verified, etc. This can be done at anytime before printing. If you forget, the note box will appear before printing. You can not close the window unless an account number has been entered. If you click on EXIT the screen will clear and the information in the lower window will disappear.

ROUTE #

On the bottom of the check is a nine digit number starting and ending with A enter those numbers in the route box.

ACCOUNT#

The account number can be any number of digits ending with C enter those numbers in the account box. Be sure not to include the check number with the account number

CHECK #

Then enter the check number in the check number box.

BRANCH

The branch number is 1 to 3 digits long and usually next to a series of small numbers in the upper right corner or next to the bank name in the bottom left corner. If you are unsure of what numbers are where you can enter a number in a box and click display. If the branch number is divided by **D** you do not need to use it, i.e. 843**D**98706**C** enter it as 84398706**C**

Lastly, enter the country code in the small box in the bottom right window. This number is usually 1.

Keeping a record_____

When you print a check a log will be started and stored. You may view the log to see what checks were printed when.

Each check that you print will also generate a file with all the information that was printed on the check.

To search for these records or to view a log see the LOGS AND RECORDS help file.