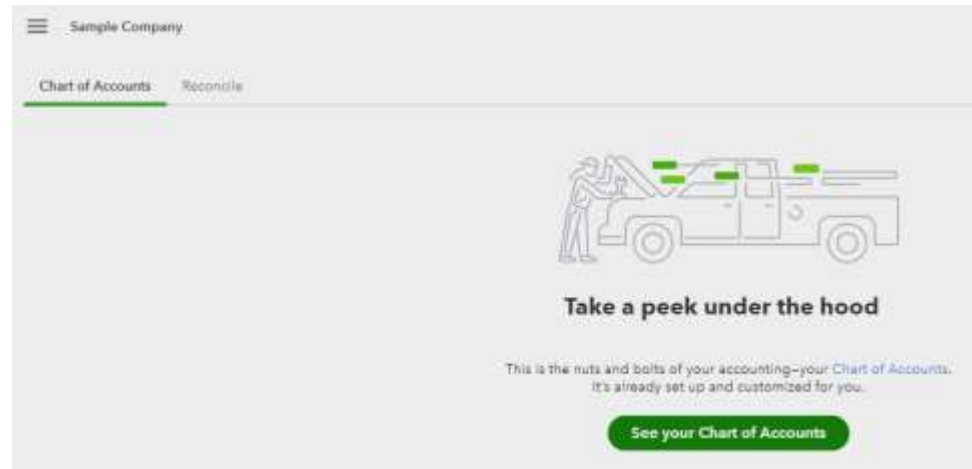
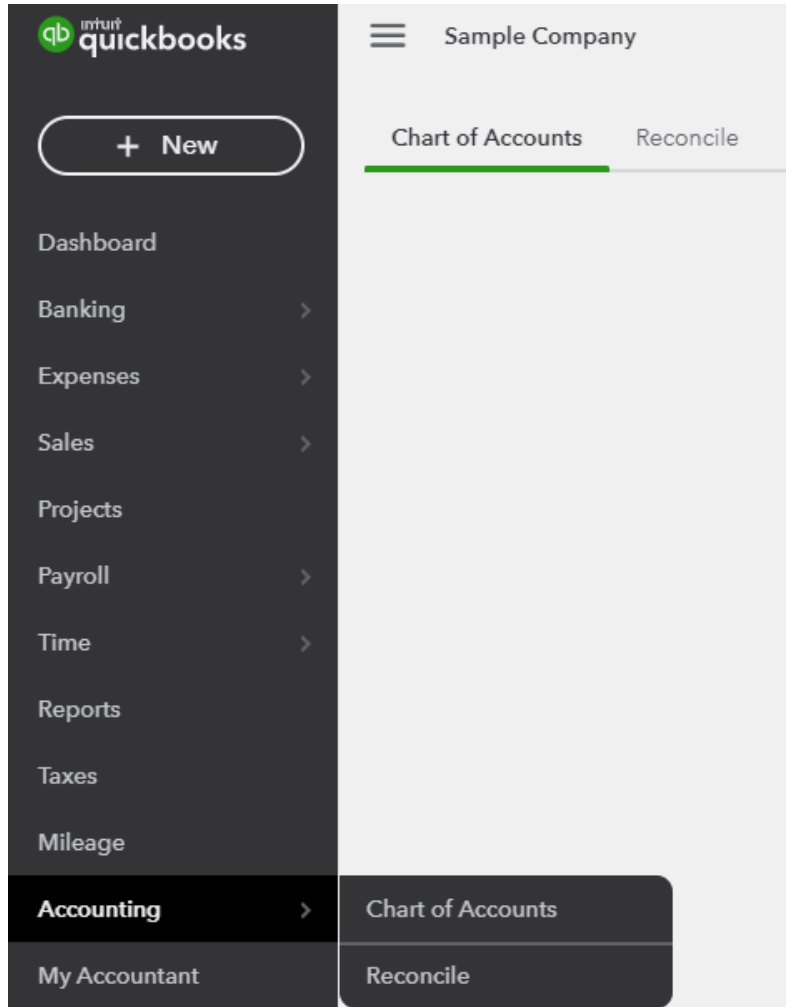


To get a memo on your printed check you need to do these steps first **BEFORE** printing your check.



If this window appears just click on “See your Chart of Accounts”

# Quickbooks Online

# Print Memo on Check

Sample Company My Experts Help Search Notifications Settings

Chart of Accounts Reconcile

### Chart of Accounts

[Run Report](#) [New](#)

Filter by name:  All

NAME	TYPE	DETAIL TYPE	QUICKBOOKS BALANCE	BANK BALANCE	ACTION
Checking	Bank	Checking	1,201.00	-3,621.93	<a href="#">View register</a>

On the Bank Account which the check is to be printed or being paid with, click on "View Register"

Sample Company My Experts Help Search Notifications Settings C

Chart of Accounts Reconcile

[Back to Chart of Accounts](#)

### Bank Register

Checking Bank Balance - \$3,621.93

ENDING BALANCE [Reconcile](#) **\$1,201.00**

Go to: 1 of 1 < First Previous 1-44 of 44 Next Last >

▼ All Print Share Settings

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT	✓	BALANCE
02/14/2021				\$900.00			\$1,201.00
02/03/2021	CC-Credit	Mastercard					\$2,101.00
	Cash Purch	Job Expenses:Job Materials:Plants and Soil		\$23.50			\$2,124.50
01/31/2021	76	Pam Seitz		\$75.00			\$2,124.50
	Expense	Legal & Professional Fees					\$2,124.50



# Quickbooks Online

# Print Memo on Check

Click on the “Payee” of the check you would like to add a memo to.

The screenshot shows the QuickBooks Online interface for a 'Sample Company'. The 'Bank Register' is open for the 'Checking' account, showing a 'Bank Balance' of -\$3,621.93 and an 'ENDING BALANCE' of \$1,201.00. A table of transactions is displayed, with the following data:

DATE	REF NO. TYPE	PAYEE ACCOUNT	MEMO	PAYMENT	DEPOSIT	BALANCE
02/14/2021		Mastercard		\$900.00		\$1,201.00
02/03/2021		Tania's Nursery		\$23.50		\$2,101.00
		Job Expenses:Job Materials:Plants and Soil				
01/31/2021	76	Pam Seitz	Memo	75.00	Deposit	2,124.50
		Legal & Professional Fees				

Yellow arrows point from the text below to the 'Pam Seitz' payee field and the 'Memo' field in the table. Another yellow arrow points from the text below to the 'Save' button at the bottom right of the interface.

The “Memo” field is now available.

Add your Memo then “Save”