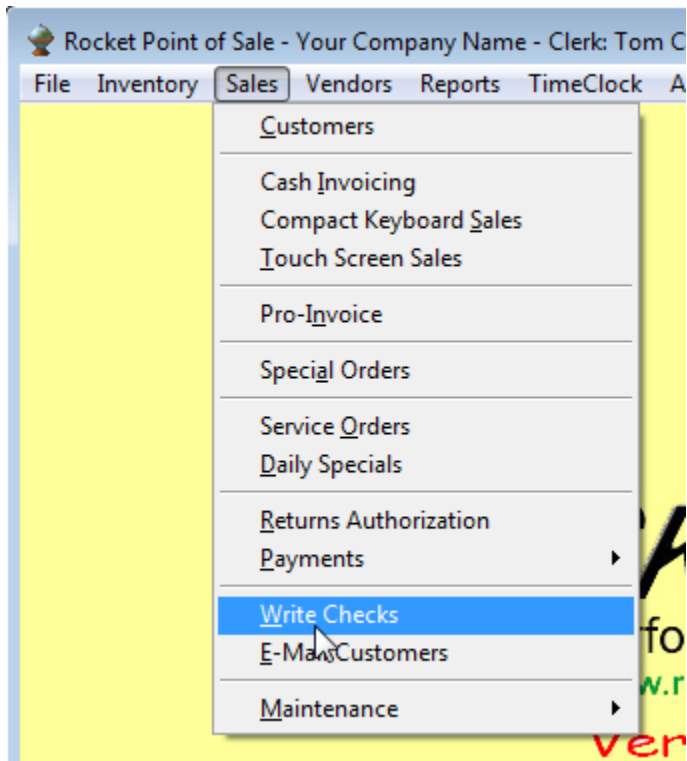


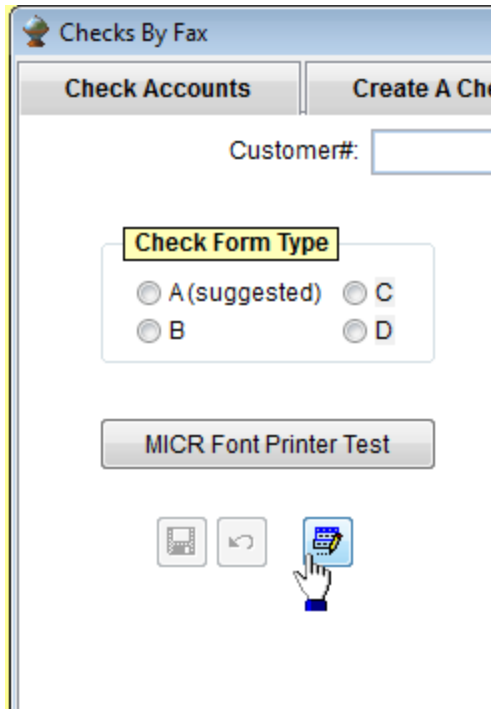
## Using the Check Writing Feature of Rocket Point of Sale

If you sell items by phone or over the internet, using the built in Check Writing feature of the Rocket Point of Sale can make your life a lot easier.

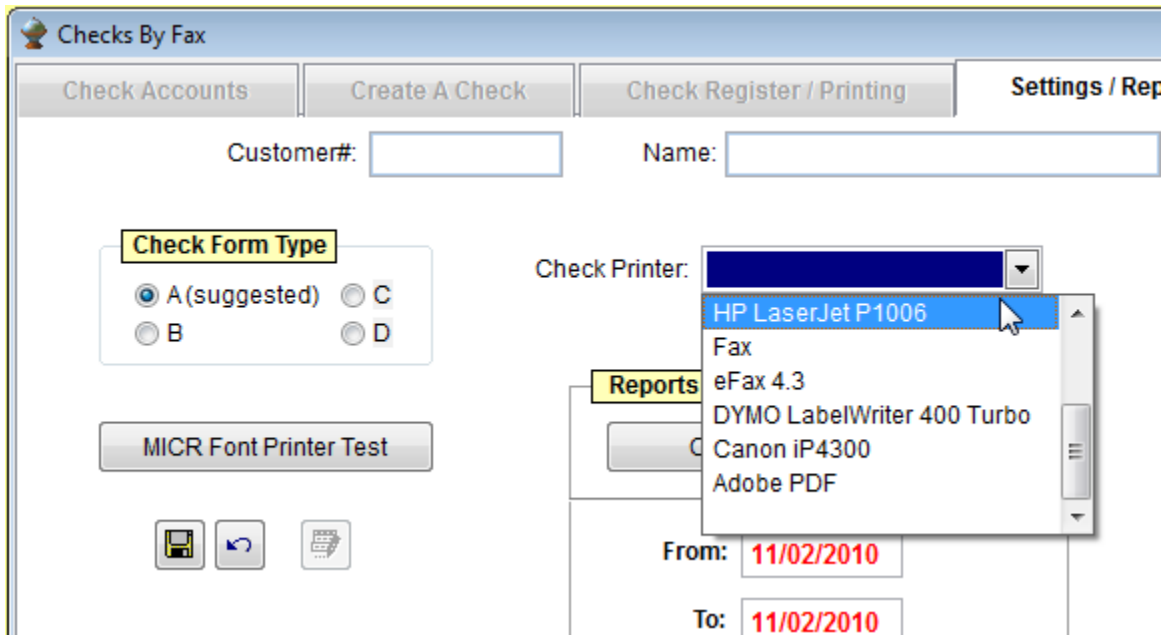
First thing you need to do is go to the Check Writing screen



Once there, click the Edit button and then select your printer. This should be a laser printer.




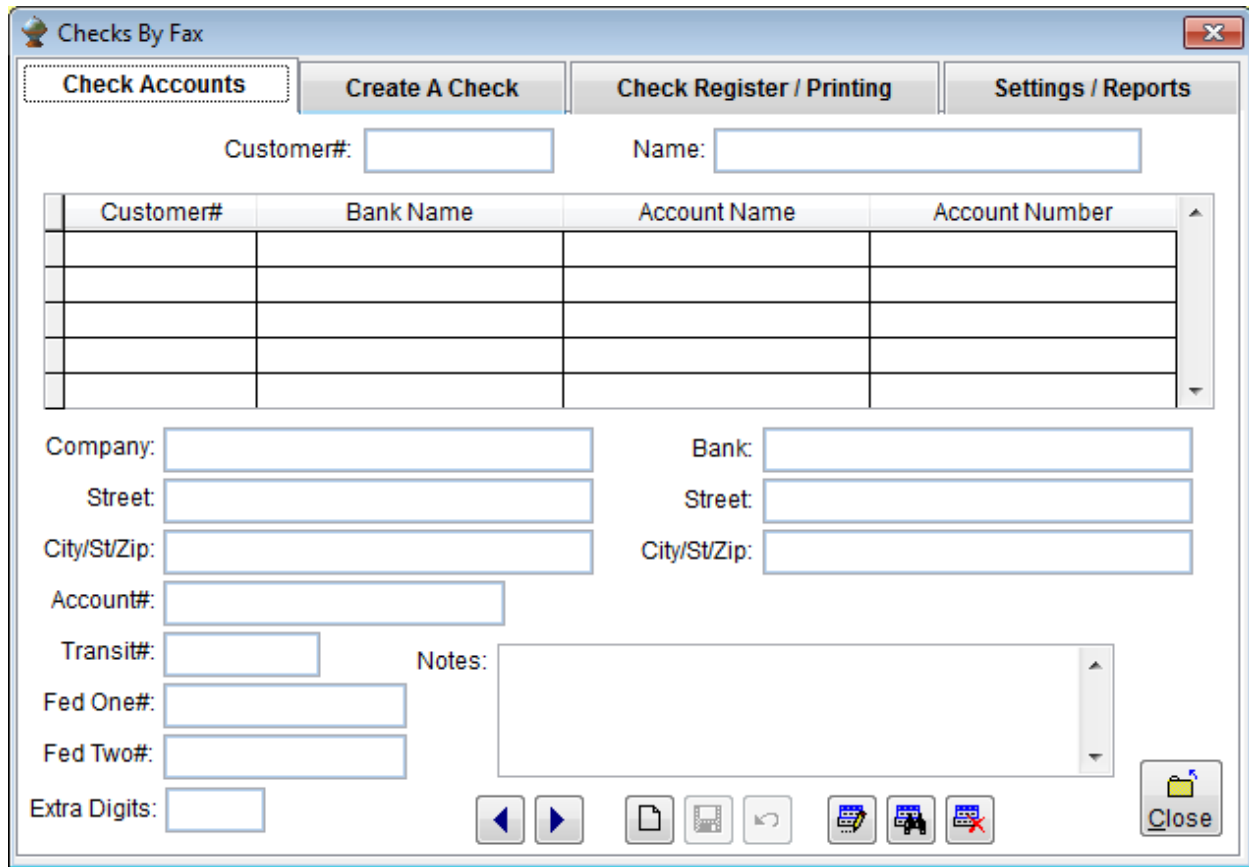
Your printer's list will be different than the one listed below.



Once you select your printer, click the save button



Once a customer faxes you a copy of a check or emails you a copy of a check, go to the screen below and add the customer, notice you only need to do this once. Click the New button 

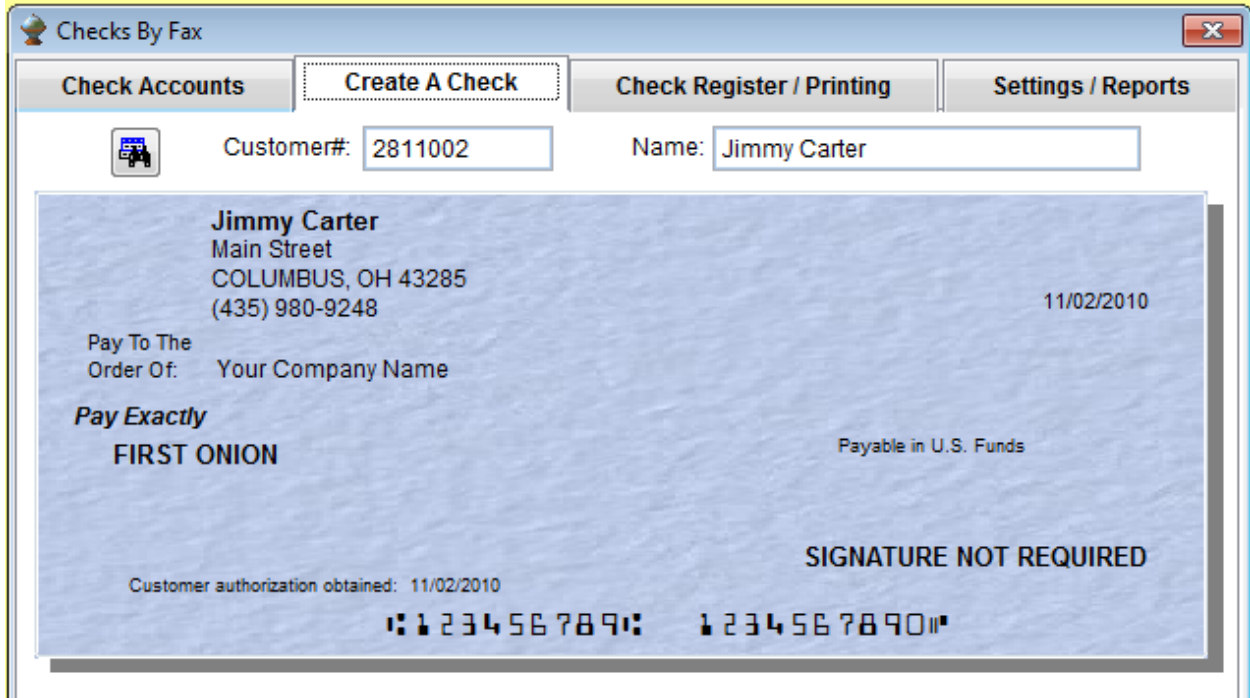


Customer#	Bank Name	Account Name	Account Number

The search screen will open. Select the customer you will be accepting checks from (they must have been setup previously in the customer area). Enter all the appropriate information and the numbers from their check. If an existing Transit# existing, the bank information will be entered for you.

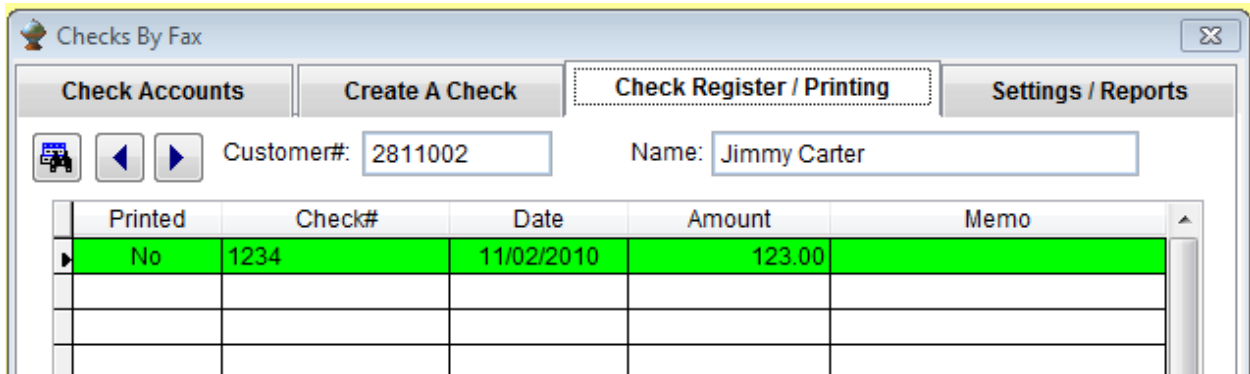
Once this information is entered, if you look on the Create A Check tab, you should see an image similar to the customers check.

You can add a check here or do a sale, tender it as a check and a check will be created automatically for you.

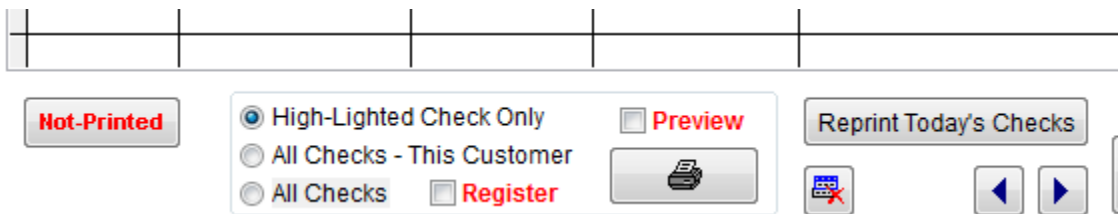


Once your check is tendered or added at the above screen, return the Check Writing screen, click the button Checks Needing Printed. You will be directed to the first customer that needs a check printed.

You will notice the Printed column says No. Click on this line



Once you do, the below area lights up.



You now have a choice; just print this check, all checks for this customer (that hasn't been printed) or all customers.

Enter you three part check paper into your laser printer. **This paper is available at most office supply houses and is used by other check printing software.**

You can also print a Register, all checks you're printing.

Once you click the printer icon, all the selected checks will print out.

You can now deposit these checks at your bank.

We have been using this routine for over 10 years with many different banks and have had no problems with any bank not excepting the checks.

If your printer messes up or you put the check paper in the wrong way, you can reprint all the checks again with the Reprint Today's Checks button.