

Just Checking for Mac help

Version 3.0.8

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Opening the Program

Just Checking for Mac is an application to help you manage your checking accounts and print checks.

Once you install Just Checking for Mac, you can run it by using clicking the Launchpad on your



dock and then click the Just Checking icon

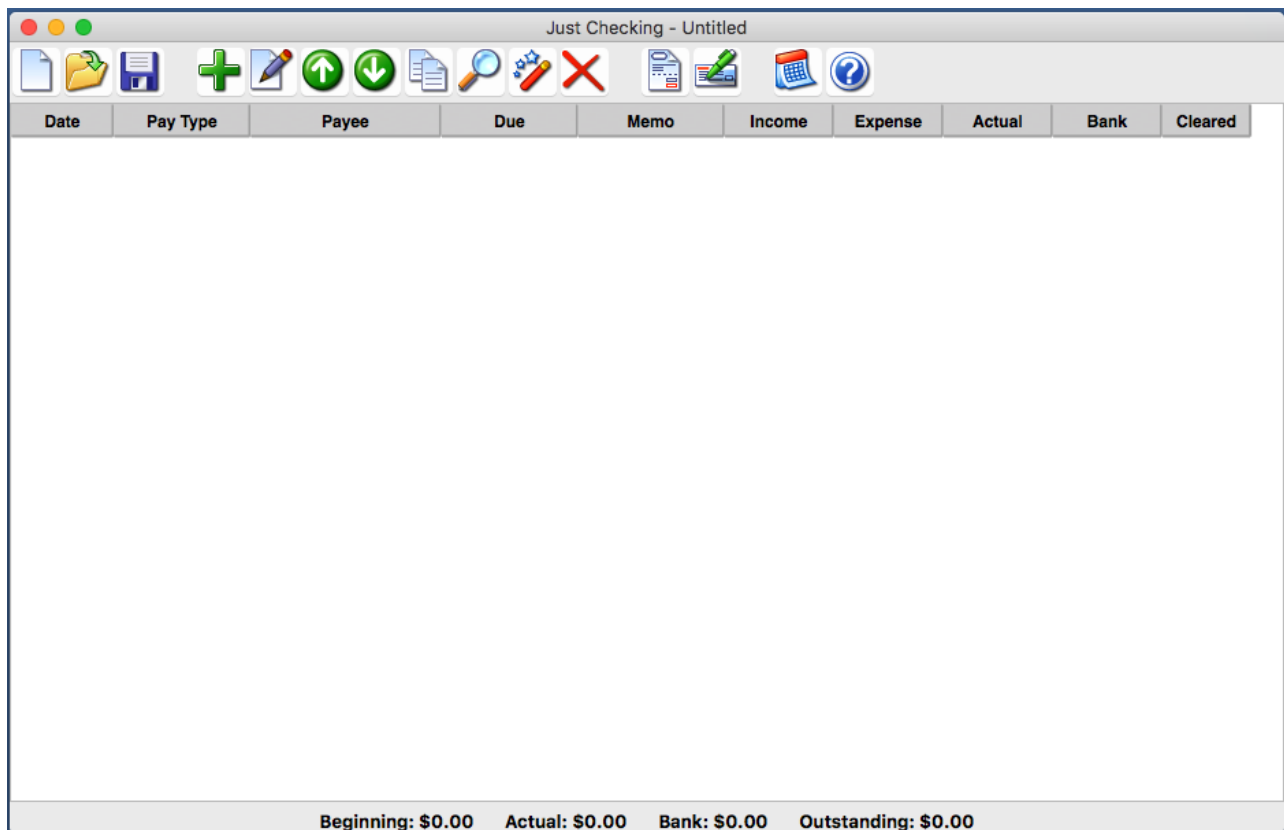


Making a Dock icon


Once you have it open, you can make an icon to stay on the dock. To do that, right-click the icon in your dock and choose Options. Then click Keep in Dock. You can do a right-click on a touchpad if you press the touchpad with two fingers if you aren't familiar with the command.

Program Main Screen

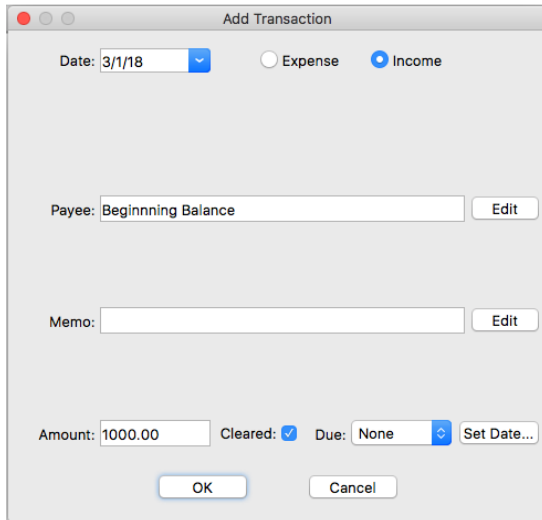
When the program opens, it will appear like this



Entering Transactions

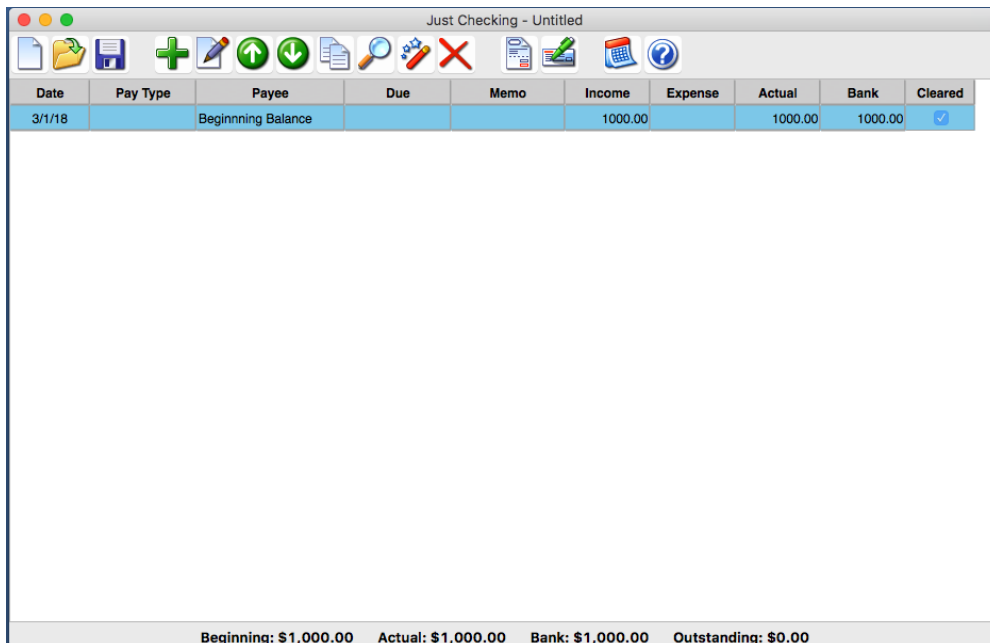
You can now begin entering transactions. Use the  button to enter a new transaction

It is best to start with your current balance. Change the date to the date of the balance. Hopefully your beginning balance is positive, so click Income. Enter a name for the Payee. We just use Beginning Balance. Enter the amount of your beginning balance. Check "Cleared" since the transactions representing this amount have cleared the bank. Click OK when done.




The screenshot shows a dialog box titled "Add Transaction". It has a date dropdown set to "3/1/18", radio buttons for "Expense" and "Income" (with "Income" selected), a "Payee" field containing "Beginning Balance", a "Memo" field, an "Amount" field with "1000.00", a "Cleared" checkbox that is checked, a "Due" dropdown set to "None", and a "Set Date..." button. At the bottom are "OK" and "Cancel" buttons.

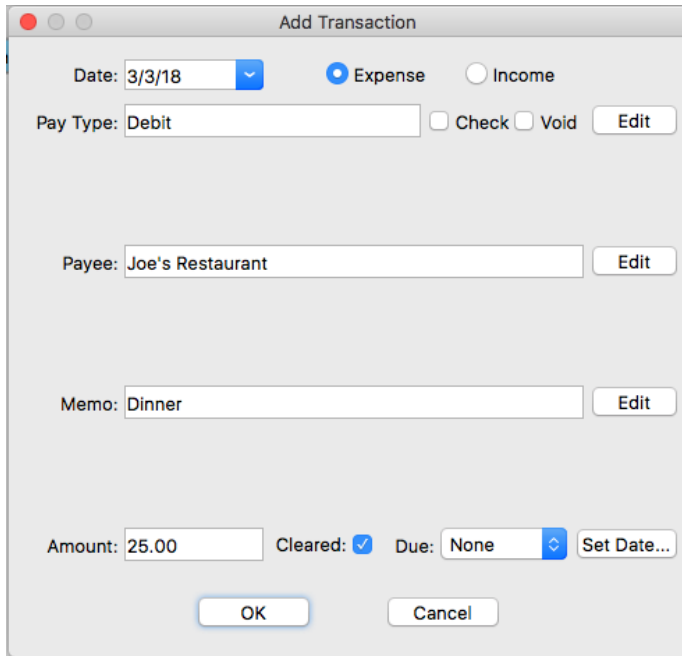
The transaction now shows in the register. Notice how the Actual and Bank columns are updated. Actual means that all transactions are figured in since this is your real balance. Bank is the balance based on cleared transactions. The totals at the bottom of the screen are the totals based on all transactions from the top to the bottom. Beginning is determined from the first transaction in the register. Outstanding is the uncleared total.



Date	Pay Type	Payee	Due	Memo	Income	Expense	Actual	Bank	Cleared
3/1/18		Beginning Balance			1000.00		1000.00	1000.00	<input checked="" type="checkbox"/>

Beginning: \$1,000.00 Actual: \$1,000.00 Bank: \$1,000.00 Outstanding: \$0.00

Suppose the next day we go to a restaurant and the cost is 25 and we use our bank check card as a debit so it automatically clears the bank. We use the  button again. Be sure to check Expense.



Add Transaction

Date: 3/3/18 Expense Income

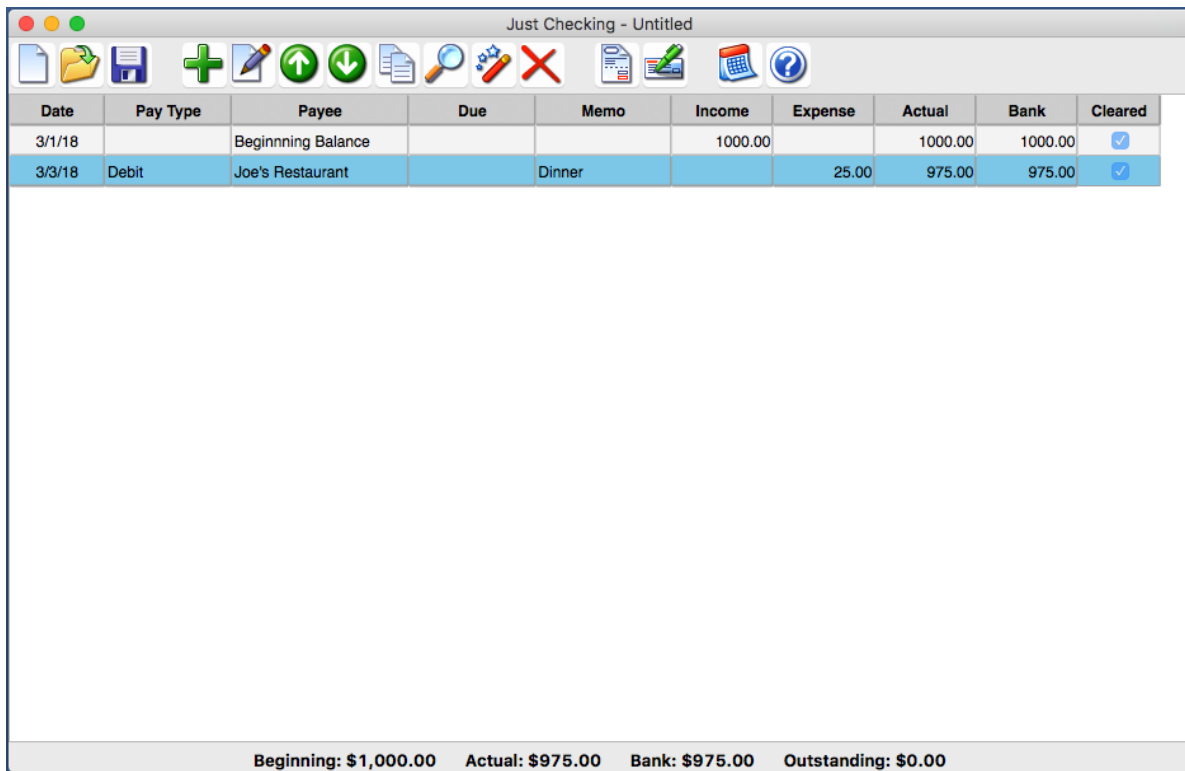
Pay Type: Debit Check Void

Payee: Joe's Restaurant

Memo: Dinner


Amount: 25.00 Cleared: Due: None

When you click Ok, the new transaction is added to the register just as before. Since this was an expense, we can see how the totals have been recalculated. The Actual and Bank amount at the bottom are the same since all transactions are cleared.



Date	Pay Type	Payee	Due	Memo	Income	Expense	Actual	Bank	Cleared
3/1/18		Beginning Balance			1000.00		1000.00	1000.00	<input checked="" type="checkbox"/>
3/3/18	Debit	Joe's Restaurant		Dinner		25.00	975.00	975.00	<input checked="" type="checkbox"/>

Beginning: \$1,000.00 Actual: \$975.00 Bank: \$975.00 Outstanding: \$0.00

Now we are going to add a transaction that represents a car payment using a check. We click the  button and click the Check checkbox. We enter the bank for the Payee and what the check is for in the Memo. We enter the amount. The bank wouldn't be aware of the payment until they receive the check, so we would not check Cleared yet. Then we click OK.

The 'Add Transaction' dialog box contains the following fields and options:

- Date: 3/2/18
- Type: Expense (selected), Income
- Check No.: 1000
- Status: Check (checked), Void
- Payee: Anytown Bank
- Memo: Car Payment
- Amount: 300.00
- Cleared:
- Due: None
- Buttons: OK, Cancel




Marking Transactions Cleared

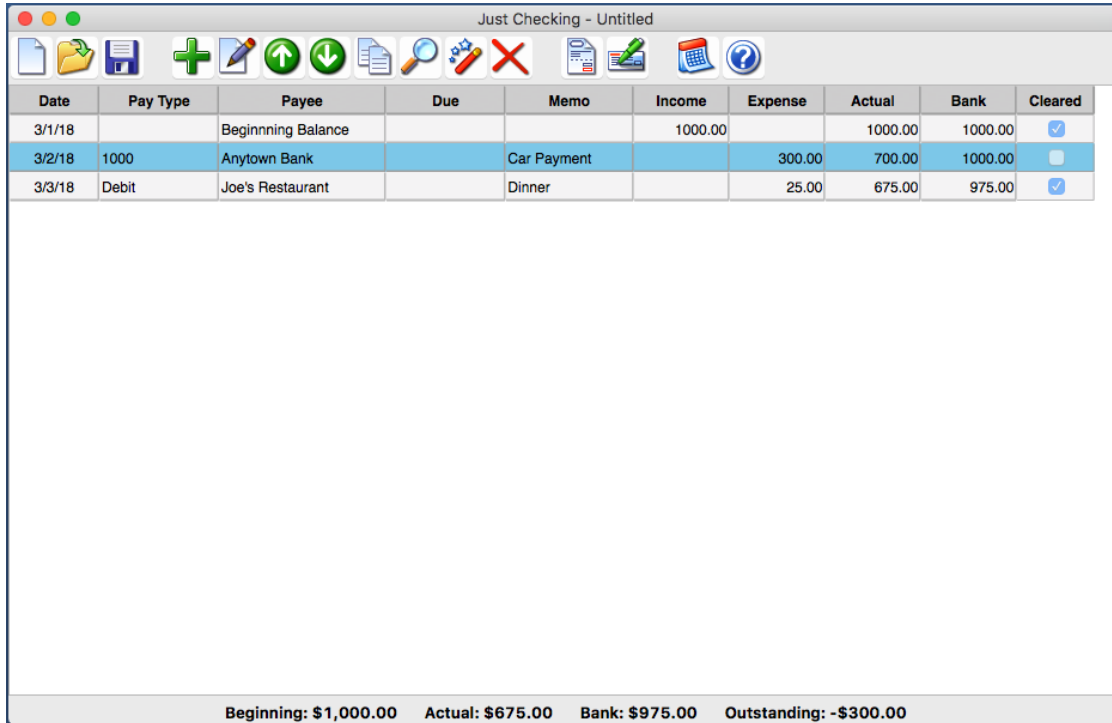
As you can see the Actual and Bank columns are updated. The Bank column and total are NOT updated because we didn't check the Cleared checkbox. You can later use Control X to clear the transaction. Make sure you click it once to select it first. If you press Control X again, the transaction is once again marked as not cleared.

Date	Pay Type	Payee	Due	Memo	Income	Expense	Actual	Bank	Cleared
3/1/18		Beginning Balance			1000.00		1000.00	1000.00	<input checked="" type="checkbox"/>
3/3/18	Debit	Joe's Restaurant		Dinner		25.00	975.00	975.00	<input checked="" type="checkbox"/>
3/2/18	1000	Anytown Bank		Car Payment		300.00	675.00	975.00	<input type="checkbox"/>

Summary: Beginning: \$1,000.00 Actual: \$675.00 Bank: \$975.00 Outstanding: -\$300.00

Moving Transactions Up and Down

If you want to move transactions to a different position in the register, you can use the   buttons. Let's say the check was written on the 2nd which is before the dining out "Joe's" on the 3rd. We want to move it up. We click on the transaction once to select it and click the  button. This moves the transaction up and you can see that the Actual and Bank columns are updated. So once again the Actual and Bank columns are calculated based on the order of transactions starting from the top to the bottom.




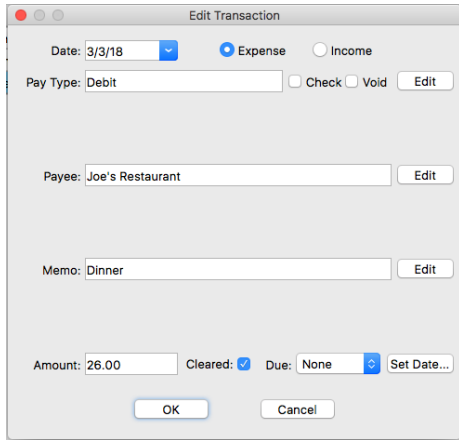
Date	Pay Type	Payee	Due	Memo	Income	Expense	Actual	Bank	Cleared
3/1/18		Beginning Balance			1000.00		1000.00	1000.00	<input checked="" type="checkbox"/>
3/2/18	1000	Anytown Bank		Car Payment		300.00	700.00	1000.00	<input type="checkbox"/>
3/3/18	Debit	Joe's Restaurant		Dinner		25.00	675.00	975.00	<input checked="" type="checkbox"/>

Beginning: \$1,000.00 Actual: \$675.00 Bank: \$975.00 Outstanding: -\$300.00

Editing Transactions

Ok, now let's say we made a mistake on the Joe's transaction. It should have been \$26 instead of \$25.

To edit a transaction, you can double-click it in the register or click it once and click the Edit button 



Edit Transaction

Date: 3/3/18 Expense Income

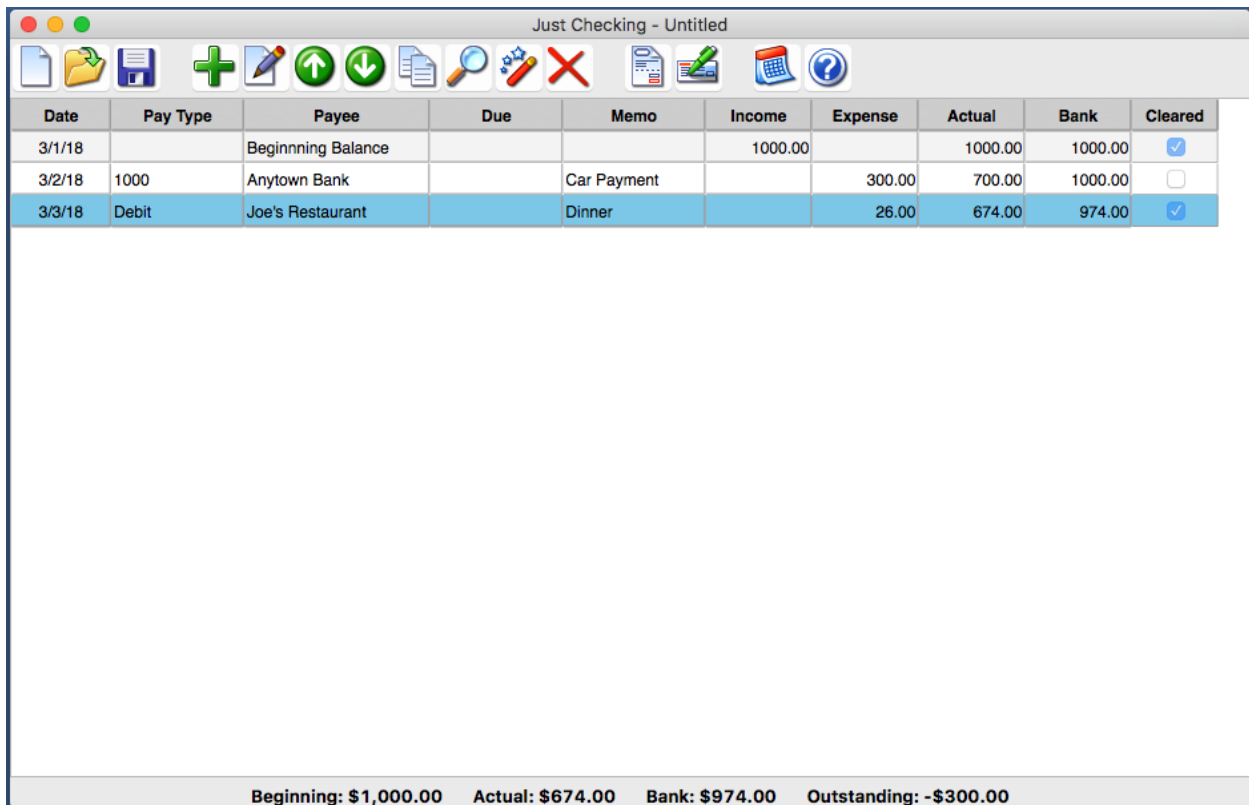
Pay Type: Debit Check Void

Payee: Joe's Restaurant

Memo: Dinner

Amount: 26.00 Cleared: Due: None

We change the amount to 26 and click Ok. As you can see, all the total have been recalculated based on the change.

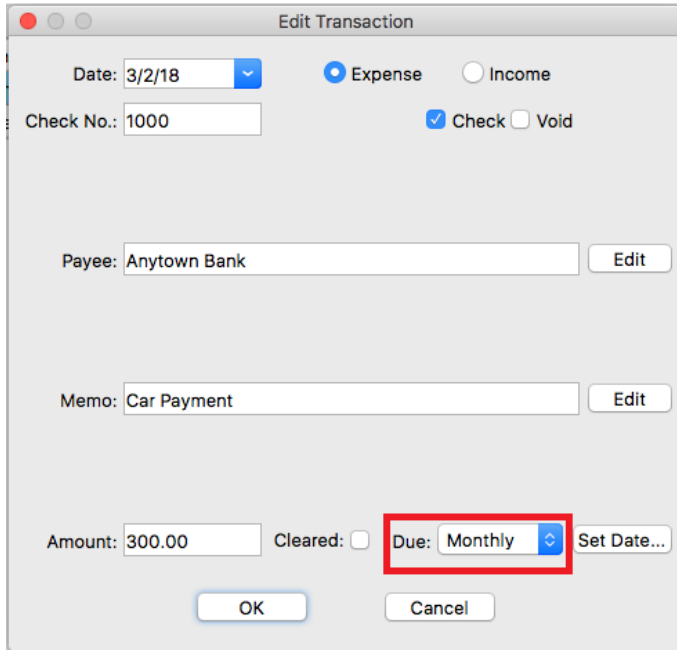


Date	Pay Type	Payee	Due	Memo	Income	Expense	Actual	Bank	Cleared
3/1/18		Beginning Balance			1000.00		1000.00	1000.00	<input checked="" type="checkbox"/>
3/2/18	1000	Anytown Bank		Car Payment		300.00	700.00	1000.00	<input type="checkbox"/>
3/3/18	Debit	Joe's Restaurant		Dinner		26.00	674.00	974.00	<input checked="" type="checkbox"/>

Beginning: \$1,000.00 Actual: \$674.00 Bank: \$974.00 Outstanding: -\$300.00


Reoccurring Transactions

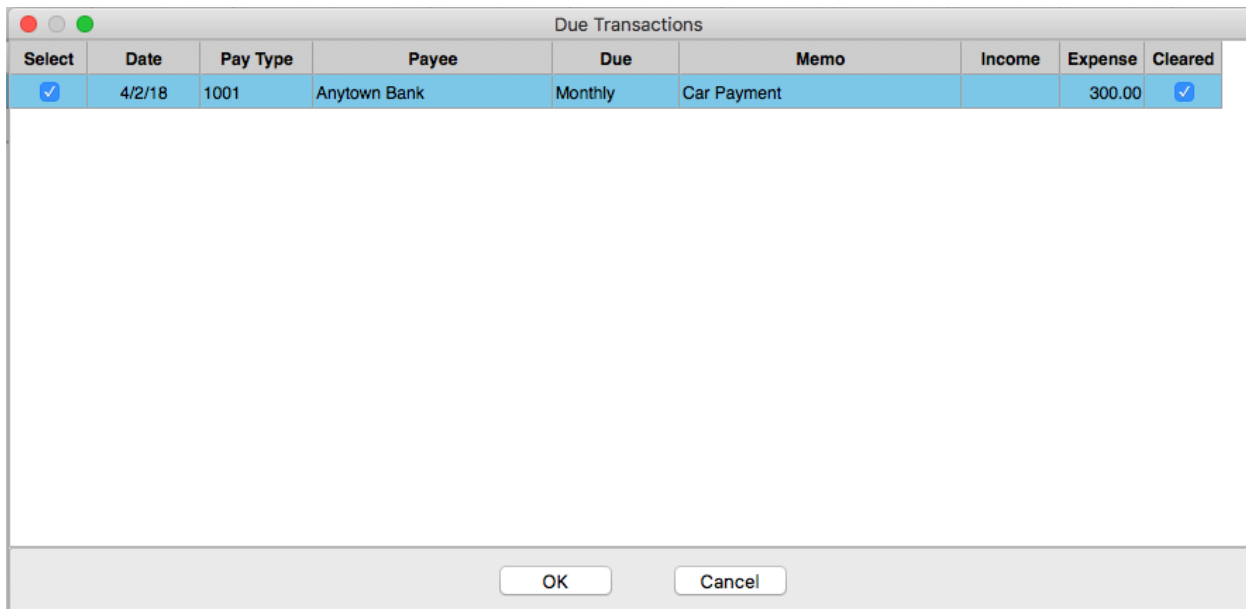
You can also set a transaction to reoccur. For example, we double-click to edit the Anytown Bank transaction because the car payment is a monthly bill. The transaction dialog appears. We set the Due to Monthly and click OK.



The 'Edit Transaction' dialog box shows the following fields and options:

- Date: 3/2/18
- Expense (selected) / Income
- Check No.: 1000
- Check (checked) / Void
- Payee: Anytown Bank
- Memo: Car Payment
- Amount: 300.00
- Cleared:
- Due: Monthly (highlighted in red)
- Set Date...
- OK / Cancel buttons

Supposed it is now April 2nd, we can click the Due button  on the toolbar. It shows that the transaction is due. To add it to the register, we put a check in Select and click OK and the transaction will be added to the register. The old transaction "Due" is now set to None and the new transaction Due is set to Monthly.

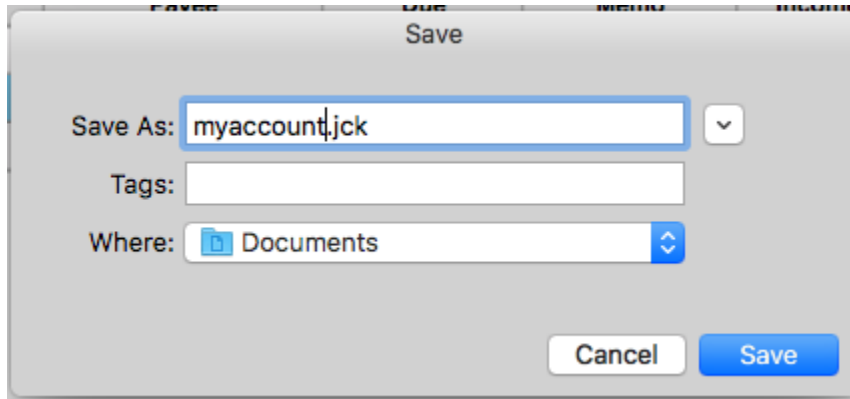


Select	Date	Pay Type	Payee	Due	Memo	Income	Expense	Cleared
<input checked="" type="checkbox"/>	4/2/18	1001	Anytown Bank	Monthly	Car Payment		300.00	<input checked="" type="checkbox"/>

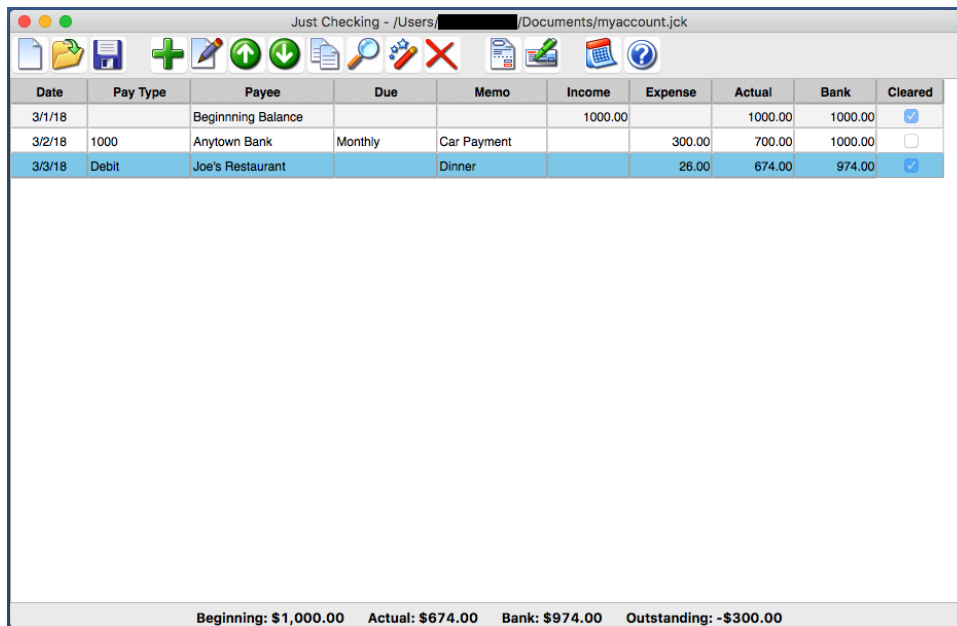
OK / Cancel buttons

Saving Your Work

You will want to save your work. Use the Save button. The default location is your Documents folder. Enter a file name and click Save




Now you will notice that the file name shows at the top of the window so you can tell which file you have open.

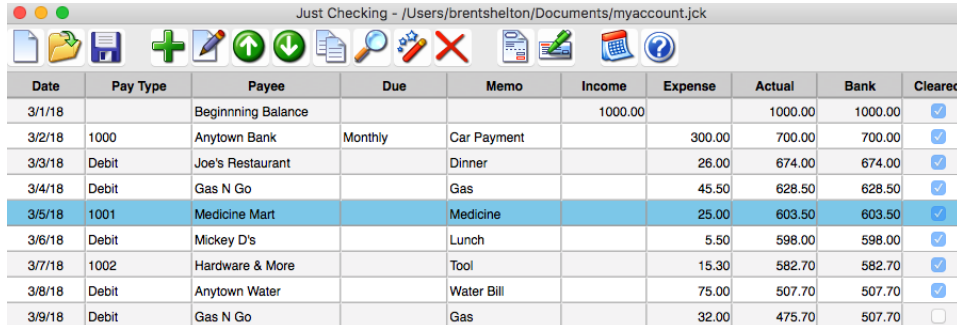


Date	Pay Type	Payee	Due	Memo	Income	Expense	Actual	Bank	Cleared
3/1/18		Beginning Balance			1000.00		1000.00	1000.00	<input checked="" type="checkbox"/>
3/2/18	1000	Anytown Bank	Monthly	Car Payment		300.00	700.00	1000.00	<input type="checkbox"/>
3/3/18	Debit	Joe's Restaurant		Dinner		26.00	674.00	974.00	<input checked="" type="checkbox"/>


Beginning: \$1,000.00 Actual: \$674.00 Bank: \$974.00 Outstanding: -\$300.00

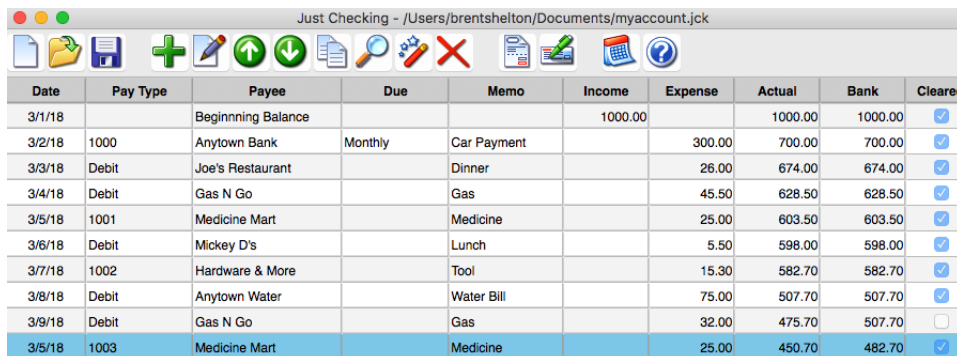
Duplicating Transactions with Copy

To save some steps, you can use the Copy button  to make a new transaction based on the one selected in the register. As you can see we have a transaction Medicine Mart selected in the register.



Date	Pay Type	Payee	Due	Memo	Income	Expense	Actual	Bank	Cleared
3/1/18		Beginning Balance			1000.00		1000.00	1000.00	<input checked="" type="checkbox"/>
3/2/18	1000	Anytown Bank	Monthly	Car Payment		300.00	700.00	700.00	<input checked="" type="checkbox"/>
3/3/18	Debit	Joe's Restaurant		Dinner		26.00	674.00	674.00	<input checked="" type="checkbox"/>
3/4/18	Debit	Gas N Go		Gas		45.50	628.50	628.50	<input checked="" type="checkbox"/>
3/5/18	1001	Medicine Mart		Medicine		25.00	603.50	603.50	<input checked="" type="checkbox"/>
3/6/18	Debit	Mickey D's		Lunch		5.50	598.00	598.00	<input checked="" type="checkbox"/>
3/7/18	1002	Hardware & More		Tool		15.30	582.70	582.70	<input checked="" type="checkbox"/>
3/8/18	Debit	Anytown Water		Water Bill		75.00	507.70	507.70	<input checked="" type="checkbox"/>
3/9/18	Debit	Gas N Go		Gas		32.00	475.70	507.70	<input type="checkbox"/>

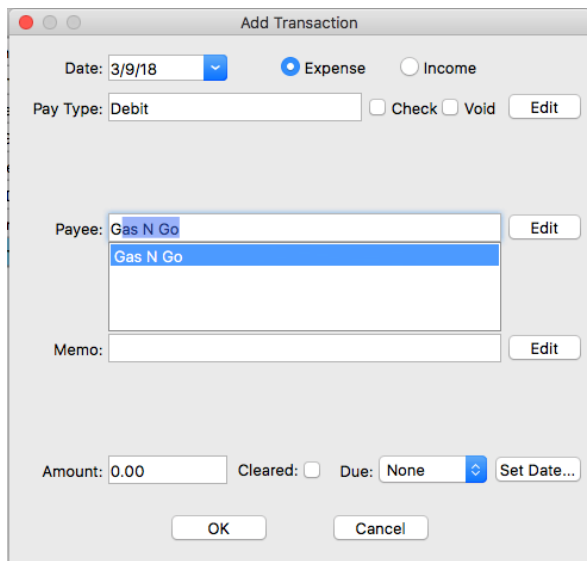
We click the Copy button  and then we see the new transaction with a new check number.



Date	Pay Type	Payee	Due	Memo	Income	Expense	Actual	Bank	Cleared
3/1/18		Beginning Balance			1000.00		1000.00	1000.00	<input checked="" type="checkbox"/>
3/2/18	1000	Anytown Bank	Monthly	Car Payment		300.00	700.00	700.00	<input checked="" type="checkbox"/>
3/3/18	Debit	Joe's Restaurant		Dinner		26.00	674.00	674.00	<input checked="" type="checkbox"/>
3/4/18	Debit	Gas N Go		Gas		45.50	628.50	628.50	<input checked="" type="checkbox"/>
3/5/18	1001	Medicine Mart		Medicine		25.00	603.50	603.50	<input checked="" type="checkbox"/>
3/6/18	Debit	Mickey D's		Lunch		5.50	598.00	598.00	<input checked="" type="checkbox"/>
3/7/18	1002	Hardware & More		Tool		15.30	582.70	582.70	<input checked="" type="checkbox"/>
3/8/18	Debit	Anytown Water		Water Bill		75.00	507.70	507.70	<input checked="" type="checkbox"/>
3/9/18	Debit	Gas N Go		Gas		32.00	475.70	507.70	<input type="checkbox"/>
3/5/18	1003	Medicine Mart		Medicine		25.00	450.70	482.70	<input checked="" type="checkbox"/>

Pay Type, Payee, Memo Lookups

Another way to save time is choosing previous Pay Types, Payees, Memos. As you type, a list will appear below those areas if an existing lookup has those letters in it.



Add Transaction

Date: 3/9/18 Expense Income


Pay Type: Debit Check Void

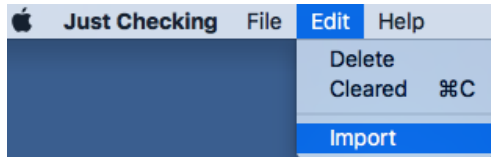
Payee: Gas N Go
Gas N Go

Memo:

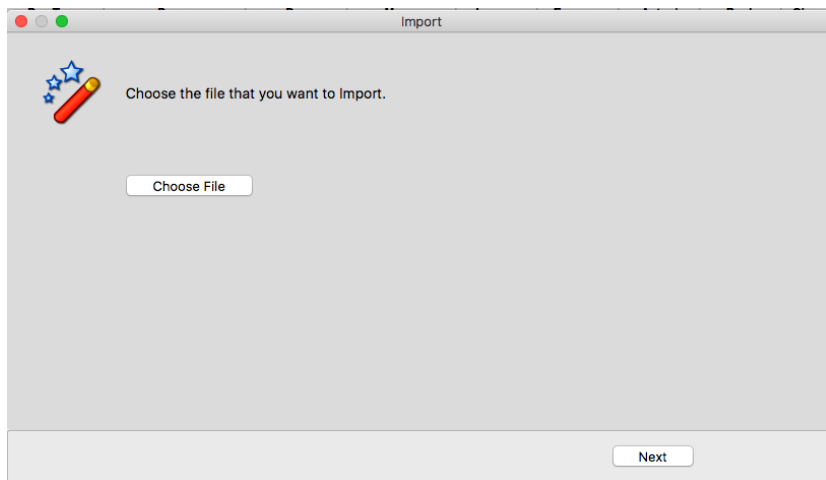
Amount: 0.00 Cleared: Due: None

Importing Data

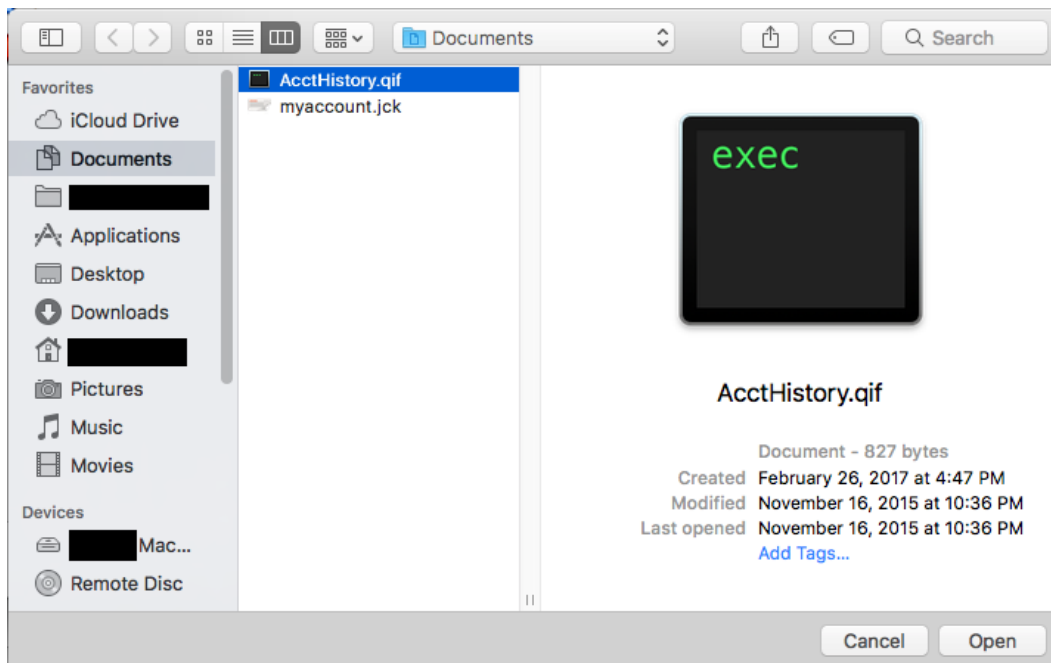
You can also import transactions into your register. For example, if your online banking lets you download your transactions, you may be able to import it. Access the screen using the  button on the toolbar. You can also click Edit, Import from the menu bar at the top of the screen.



The Import box will appear. Click the Choose button and pick your file. Common formats are QBO, QIF, QFX, OFC, OFX, CSV



Find your downloaded bank export and click it and click Open.



Note that the import functionality works when the file you are imported matches the programming. We can enhance the import if you experience a problem importing. Here are examples for each file type that should work. Each example has data for income and data for expense.

OFX, OFC, QFX, QBO use the same format (We have removed some spaces for legibility)

```
OFXHEADER:100
DATA:OFXSGML
VERSION:102
SECURITY:NONE
ENCODING:USASCII
CHARSET:1252
COMPRESSION:NONE
OLDFILEUID:NONE
NEWFILEUID:NONE
<OFX>
<SIGNONMSGSRV1>
<SONRS>
<STATUS>
<CODE>0
<SEVERITY>INFO
</STATUS>
<DTSERVER>20191127061416[-5:EST]
<LANGUAGE>ENG
<FI>
<ORG>DI3164
<FID>123456789
</FI>
<INTU.BID>1234
<INTU.USERID>testuser
</SONRS>
</SIGNONMSGSRV1>
<BANKMSGSRV1>
<STMTTRRS>
<TRNUID>0
<STATUS>
<CODE>0
<SEVERITY>INFO
</STATUS>
<STMTRS>
<CURDEF>USD
<BANKACCTFROM>
<BANKID>123456789
```

<ACCTID>1234567890K1234567
 <ACCTTYPE>CHECKING
 </BANKACCTFROM>
 <BANKTRANLIST>
 <DTSTART>20191029000000[-5:EST]
 <DTEND>20191127000000[-5:EST]
 <STMTTRN>
 <TRNTYPE>CASH
 <DTPOSTED>20191127000000[-5:EST]
 <TRNAMT>-123.45
 <FITID>20191127000000[-5:EST]*-58.21*0**Ext W/D TESTEXPENSE
 <NAME>Ext W/D TESTEXPENSE
 </STMTTRN>
 <STMTTRN>
 <TRNTYPE>DEP
 <DTPOSTED>20191127000000[-5:EST]
 <TRNAMT>1234.56
 <FITID>20191127000000[-5:EST]*1.38*501**Ext Deposit TESTINCOME
 <NAME>Ext Deposit TESTINCOME
 <MEMO>PAYMENTS ABC123456789012
 </STMTTRN>
 </BANKTRANLIST>
 <LEDGERBAL>
 <BALAMT>5000.00
 <DTASOF>20191127061416[-5:EST]
 </LEDGERBAL>
 <AVAILBAL>
 <BALAMT>5000.00
 <DTASOF>20191127061416[-5:EST]
 </AVAILBAL>
 </STMTTRS>
 </STMTTRNRS>
 </BANKMSGSRSV1>
 </OFX>

TXT, CSV

"Account Name : Checking Account"

"Account Number : 1234567890K1234567"

"Date Range : 10/29/2019-11/27/2019"

Transaction Number,Date,Description,Memo,Amount Debit,Amount Credit,Balance,Check Number,Fees

"20191127000000[-5:EST]*-123.45*0**Ext W/D EXPENSE",11/27/2019,"Ext W/D EXPENSE","", -123.45, "",,

"20191127000000[-5:EST]*1234.56*501**Ext Deposit INCOME",11/27/2019,"Ext Deposit INCOME", "INCOME FCS123456789012",,1234.56, "",,

TXT, CSV can also look like this (Due column is optional)


Date, Pay Type, Payee, Due, Memo, Income, Expense, Actual, Bank, Cleared

"11/1/2019", "123", "Expense", "", "", "", "123.45", "", "", TRUE

"11/2/2019", "", "Income", "", "", "1234.56", "", "", "", FALSE

QIF

```
!Type:Bank
D11/01/2019
T-123.45
C*
N3941
PEXPENSE
M
^
D11/02/2019
T1234.56
C*
N
PINCOME
M
^
```


Click the Next button to view the transactions list in the file. Uncheck the transactions that you do not want to import. Click Finish and your selected transactions will be added to the open account file. The balances will be recalculated. Click the Save button  to save the changes.

Import

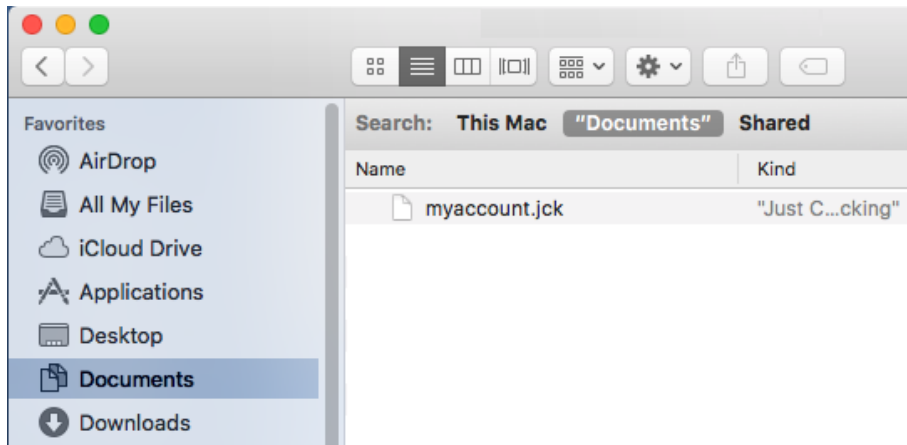
Select the transactions that you want to Import and click Finish.

Select	Date	Pay Type	Payee	Due	Memo	Income	Expense	Cleared
<input checked="" type="checkbox"/>	4/1/18		Beginning Balance			1000.00		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4/2/18	1000	Anytown Bank	Monthly	Car Payment		300.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4/3/18	Debit	Joe's Restaurant		Dinner		26.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4/4/18	Debit	Gas N Go		Gas		45.50	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4/5/18	1001	Medicine Mart		Medicine		25.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4/6/18	Debit	Mickey D's		Lunch		5.50	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4/7/18	1002	Hardware & More		Tool		15.30	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4/8/18	Debit	Anytown Water		Water Bill		75.00	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	4/9/18	Debit	Gas N Go		Gas		32.00	<input type="checkbox"/>

Opening File from Finder

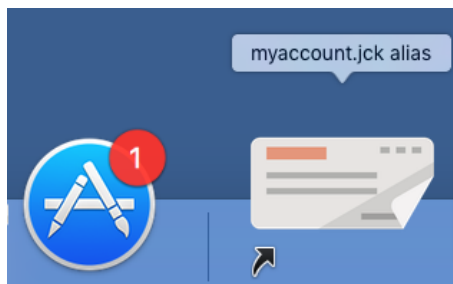
You can open your account jck file by double-clicking it. Open Finder from your dock 

You can double-click your file and Just Checking for Mac will open and the file will be loaded.



Making a Shortcut to the File (Alias)



You can also create a shortcut to the file and put it on your dock to make it even easier. Right-click your jck file and choose Make Alias. A new file will appear such as "myaccount.jck alias" Now using your mouse or touchpad, click and drag that alias to your dock to the right of the divider near the right-side of the dock.

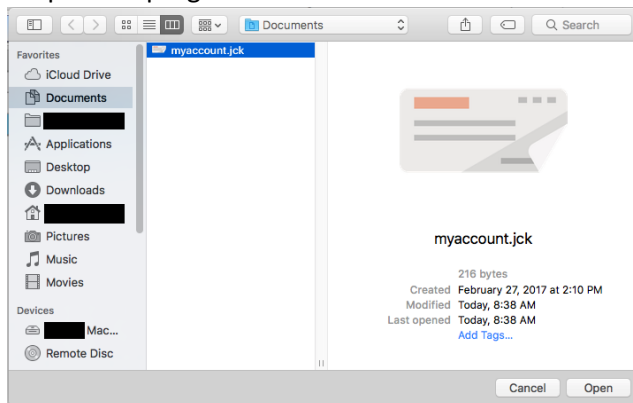


Password Protecting a File

You may want to protect your file from being opened and viewed by others that use your system. Click “File” and choose “Set Account File Password...” When the box appears, you can leave “Old Password” empty since it doesn’t have one yet. Type the password you want to use in “Enter Password” and “Retype Password”. **PLEASE BE SURE YOU MAKE A NOTE OF THE PASSWORD THAT YOU MAKE!! THE PASSWORD IS CASE SENSITIVE!** Write it on paper, put it in your phone, or in a file somewhere. We cannot recover this for you. Once done, click Ok.



Click the  button to save the changes. We close the program just to demonstrate this. We then reopen the program and click the  button and choose our file. Click the Open button in the dialog.



We are greeted by the password prompt dialog. We then type the password and click Ok.


Password

Enter password for:
myaccount.jck

password

Ok

Printing Reports

To print reports, use the Report button . A dialog will appear. Choose the report you want to run. Then leave the date range that shows or change it to filter out transactions not in the date range. Click OK. A print preview will appear so you can print the report.

Report List

Choose Report Type

Checkbook Register Report

Payees

Memos

Begin Date: 3/1/18

End Date: 3/9/18

OK Cancel

The Checkbook Register report is like the main screen register.

Report

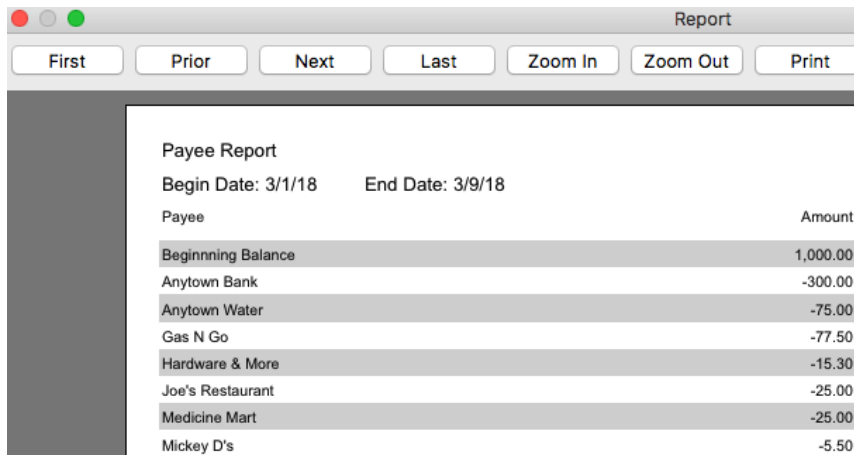
First Prior Next Last Zoom In Zoom Out Print

Checkbook Register Report

Begin Date: 3/1/18 End Date: 3/9/18

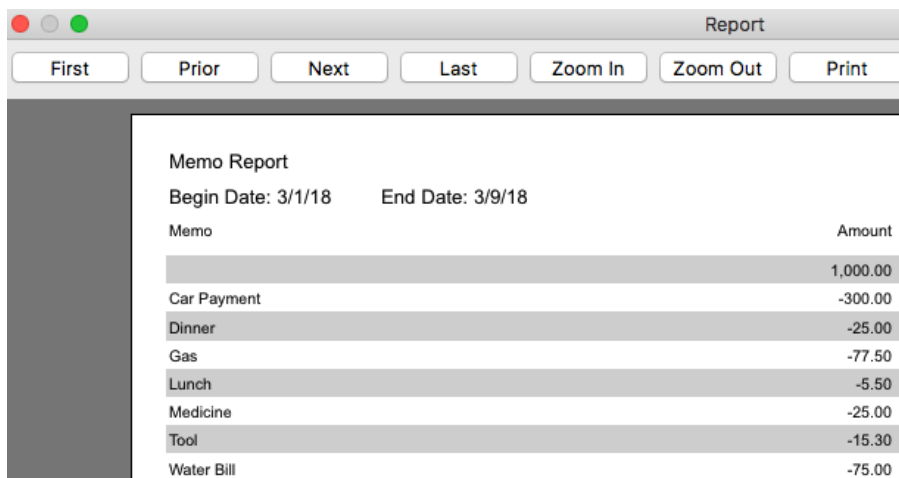
Date	Pay Type	Payee	Memo	Income	Expense	Actual	Bank	Cleared
3/1/18		Beginning Balance		1,000.00		1,000.00	1,000.00	X
3/2/18	1000	Anytown Bank	Car Payment		300.00	700.00	700.00	X
3/3/18	Debit	Joe's Restaurant	Dinner		25.00	675.00	675.00	X
3/4/18	Debit	Gas N Go	Gas		45.50	629.50	629.50	X
3/5/18	1001	Medicine Mart	Medicine		25.00	604.50	604.50	X
3/6/18	Debit	Mickey D's	Lunch		5.50	599.00	599.00	X
3/7/18	12345	Hardware & More	Tool		15.30	583.70	583.70	X
3/8/18	Debit	Anytown Water	Water Bill		75.00	508.70	508.70	X
3/9/18	Debit	Gas N Go	Gas		32.00	476.70	476.70	X

The Payee Report shows you totals for the payees.



Payee	Amount
Beginning Balance	1,000.00
Anytown Bank	-300.00
Anytown Water	-75.00
Gas N Go	-77.50
Hardware & More	-15.30
Joe's Restaurant	-25.00
Medicine Mart	-25.00
Mickey D's	-5.50

The Memo Report shows you totals for the memos.




Memo	Amount
	1,000.00
Car Payment	-300.00
Dinner	-25.00
Gas	-77.50
Lunch	-5.50
Medicine	-25.00
Tool	-15.30
Water Bill	-75.00

Printing Checks

Suppose we have some bills to pay. We are going to pay with checks. Just Checking for Mac lets you print checks too! Good thing we got paid so we enter that Income transaction. We also enter our three bills as checks.

Date	Pay Type	Payee	Due	Memo	Income	Expense	Actual	Bank	Cleared
3/1/18		Beginning Balance			1000.00		1000.00	1000.00	<input checked="" type="checkbox"/>
3/2/18	1000	Anytown Bank	Monthly	Car Payment		300.00	700.00	700.00	<input checked="" type="checkbox"/>
3/3/18	Debit	Joe's Restaurant		Dinner		25.00	675.00	675.00	<input checked="" type="checkbox"/>
3/4/18	Debit	Gas N Go		Gas		45.50	629.50	629.50	<input checked="" type="checkbox"/>
3/5/18	1001	Medicine Mart		Medicine		25.00	604.50	604.50	<input checked="" type="checkbox"/>
3/6/18	Debit	Mickey D's		Lunch		5.50	599.00	599.00	<input checked="" type="checkbox"/>
3/7/18	1002	Hardware & More		Tool		15.30	583.70	583.70	<input checked="" type="checkbox"/>
3/8/18	Debit	Anytown Water		Water Bill		75.00	508.70	508.70	<input checked="" type="checkbox"/>
3/9/18	Debit	Gas N Go		Gas		32.00	476.70	476.70	<input checked="" type="checkbox"/>
3/10/18		Anytown Factory		Paycheck	2000.00		2476.70	2476.70	<input checked="" type="checkbox"/>
3/10/18	1003	Anytown Cable		Cable Bill		100.00	2376.70	2476.70	<input type="checkbox"/>
3/10/18	1004	Anytown Power		Electric Bill		150.00	2226.70	2476.70	<input type="checkbox"/>
3/10/18	1005	Anytown Utility		Water Bill		50.00	2176.70	2476.70	<input type="checkbox"/>

Next, we click the Checks button . The Print Checks box appears. A "Default" Account Profile will be displayed near the top.

Print Checks

Check No. Leading Zeros:

 Blank Checks:
 Starting Check Number:
 Number of Blank Checks:

Account Profiles

Default

Check Profiles

The "Account Profile" is mainly for printing complete checks or preprinted checks that lack certain things like the signature. Routing Number, Account Number along with the check number from the transactions in the register make up the MICR section on the check. Use the A B C or D to enter the special characters in the Routing Number and Account Number. Personal is so you can put in your name and address at the top of checks. Bank for the bank name and address. Fractional is the small bank specific number usually in the upper middle or upper right of the check. Use the Browse button to load an image for your signature.

We double-click the "Default" Account Profile to make some changes and click OK when done.

Account Profile

Account Profile Name:

Routing Number: Use a b c d for symbols.

Account Number:

Fractional Number:

Personal 1:

Personal 2:

Personal 3:

Personal 4:

Personal 5:

Banking 1:

Banking 2:

Banking 3:

Banking 4:

Banking 5:

Signature:

Next, we need to create a "Check Profile". We use the Add button above the "Check Profiles".

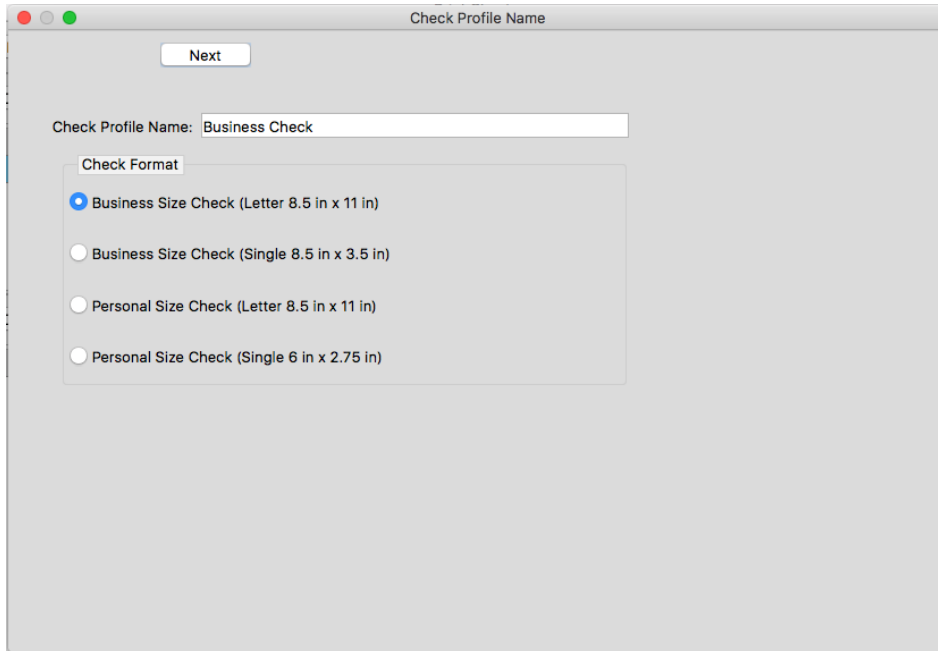
Check No. Leading Zeros:

Account Profiles

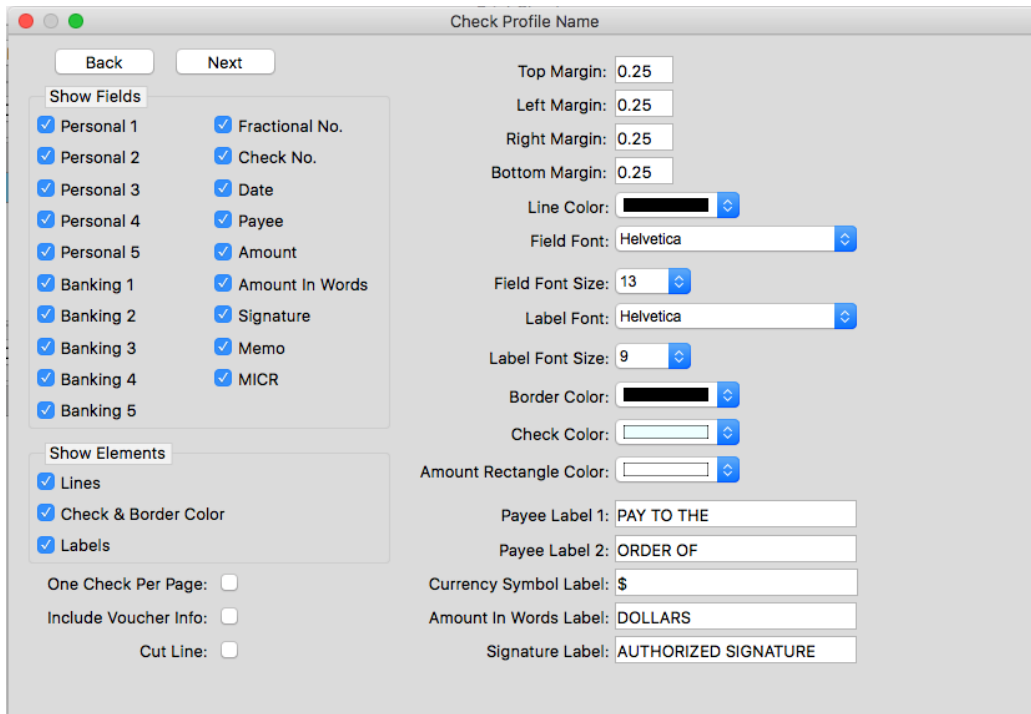
Default

Check Profiles

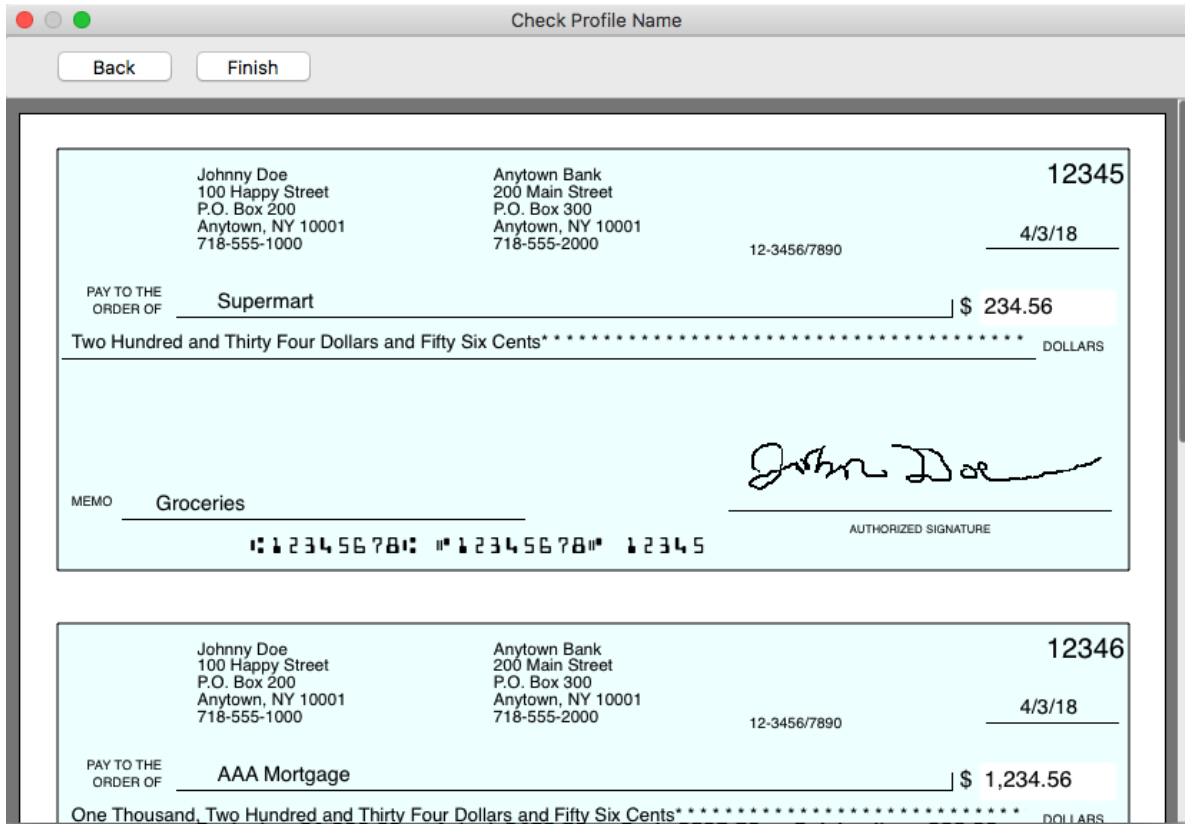
The "Check Profile" dialog appears. It doesn't matter what you type but we type Business Check in the Check Profile Name box.



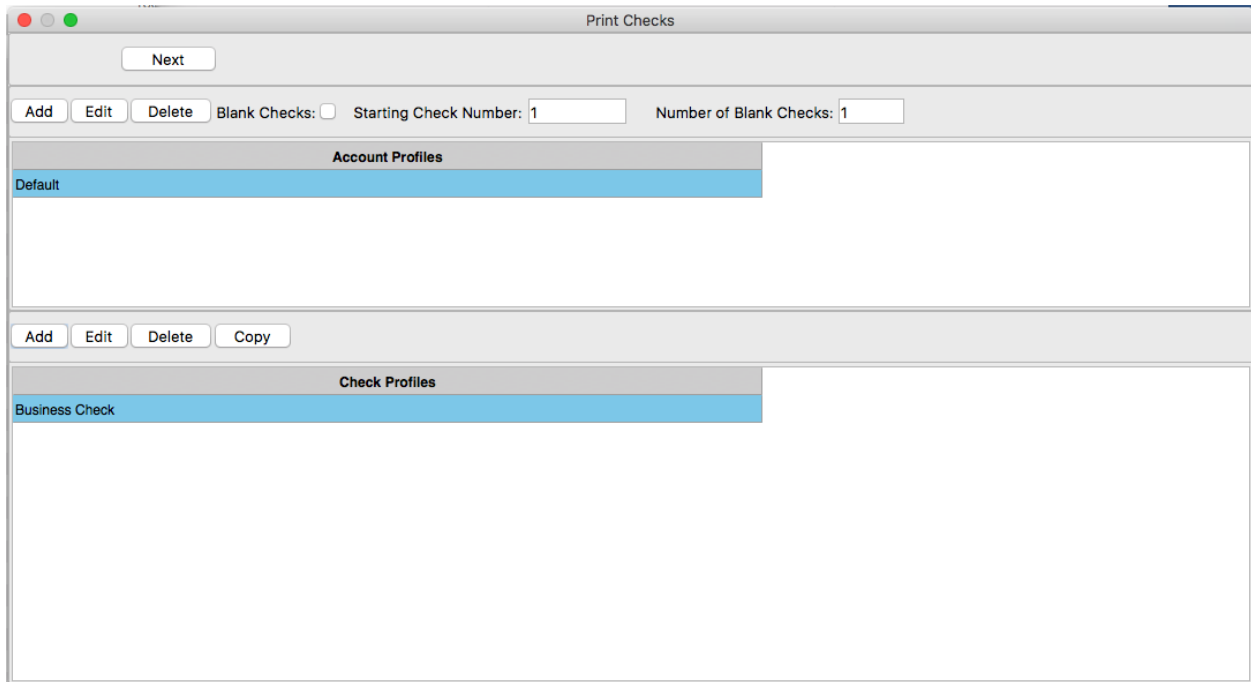
After clicking Next, you can change some settings for the check profile. In this example, we make no changes. The default settings are for printing a complete check on plain paper or plain check stock. Please note that you may need special “magnetic” ink or toner for your bank to read the “MICR” if you print complete checks. Here are the normal “Check Profile” settings for printing a complete check.



After clicking Next, sample data is used to generate a preview of checks using the Account Profile/Check Profile settings. This is to give you an idea of what your printed checks will look like. Click Back if you want to make changes to the Check Profile settings. Click Finish when done.



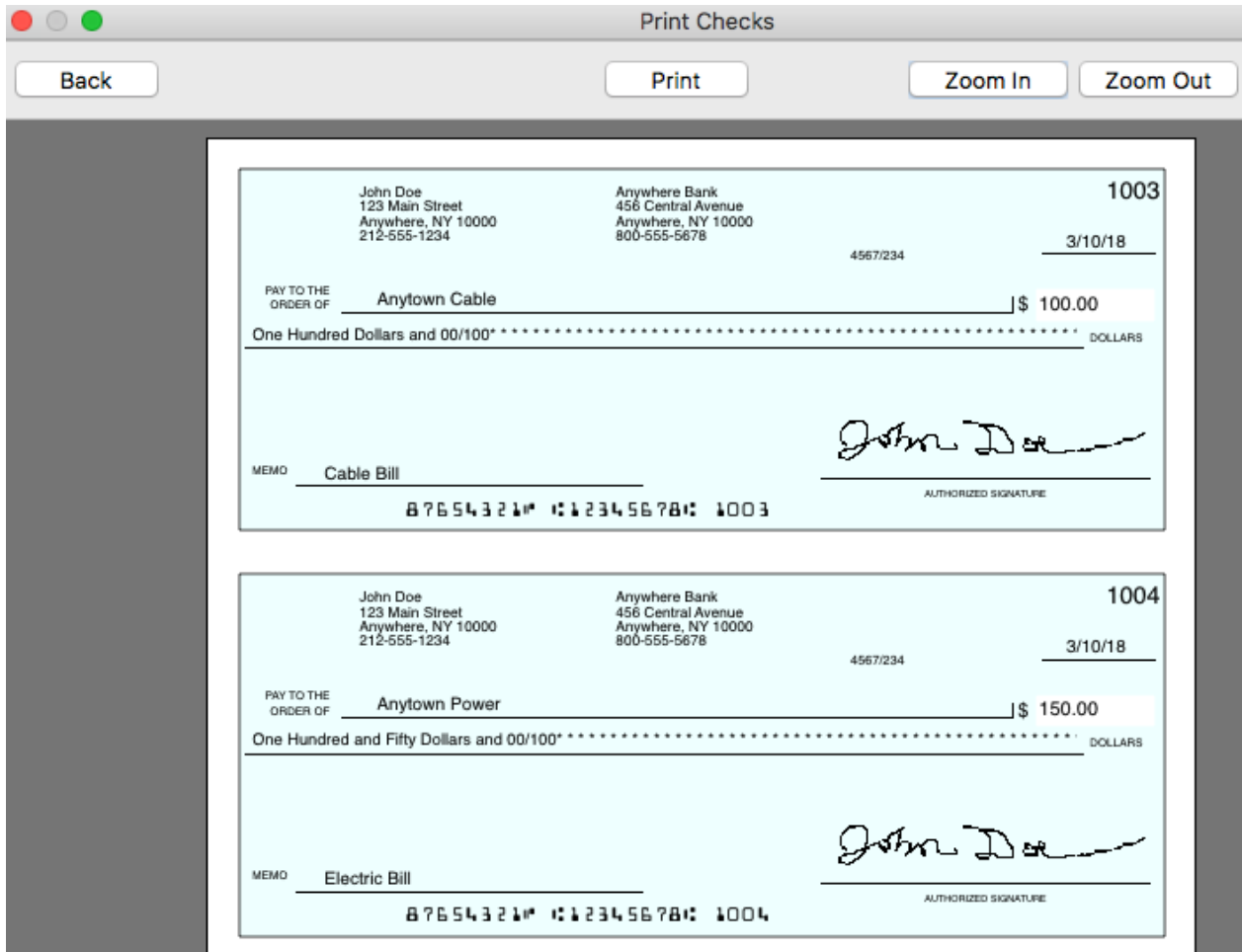
We are now back on the “Print Checks” dialog, we see the new “Check Profile” named “Business Check”



We then click Next. The screen shows available checks to print. We check “Print” for each of the checks we wish to print. We check all of them using the “Select All” button. By the way, you can click any column here to sort by something besides the Check No.

Print	Date	Check No	Payee	Memo	Amount	Cleared
<input checked="" type="checkbox"/>	3/10/18	1003	Anytown Cable	Cable Bill	100.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3/10/18	1004	Anytown Power	Electric Bill	150.00	<input type="checkbox"/>
<input checked="" type="checkbox"/>	3/10/18	1005	Anytown Utility	Water Bill	50.00	<input type="checkbox"/>

After we click Next, we see a print preview of the checks. The Print button can be used to print the checks.



If you bought preprinted Business Checks, you should create a "Check Profile" using the settings in the image below. If you don't know where to buy them, we recommend checksforless.com. We decided to be affiliates for them because they sent us samples and are reasonably priced compared to others. Here is the affiliate web address: <https://www.checksforless.com/?lid=164&ac=JUSTAPPS>

The screenshot shows the 'Check Profile Name' dialog box with the following settings:

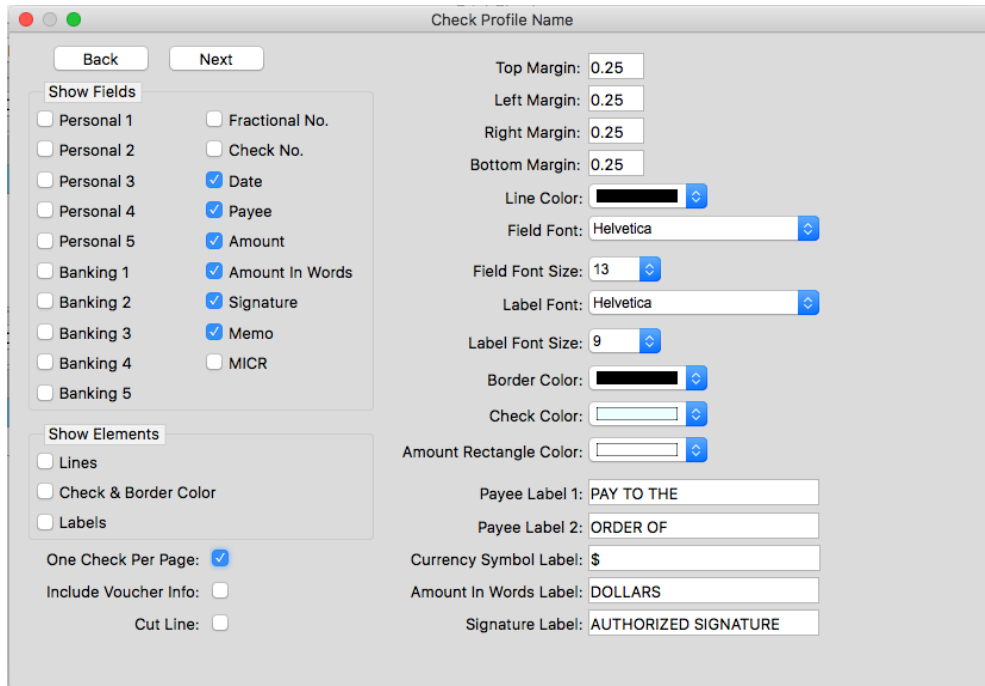
- Show Fields:**
 - Personal 1:
 - Personal 2:
 - Personal 3:
 - Personal 4:
 - Personal 5:
 - Banking 1:
 - Banking 2:
 - Banking 3:
 - Banking 4:
 - Banking 5:
 - Fractional No.:
 - Check No.:
 - Date:
 - Payee:
 - Amount:
 - Amount In Words:
 - Signature:
 - Memo:
 - MICR:
- Show Elements:**
 - Lines:
 - Check & Border Color:
 - Labels:
- Other Settings:**
 - One Check Per Page:
 - Include Voucher Info:
 - Cut Line:
 - Top Margin: 0.25
 - Left Margin: 0.25
 - Right Margin: 0.25
 - Bottom Margin: 0.25
 - Line Color: [Black]
 - Field Font: Helvetica
 - Field Font Size: 13
 - Label Font: Helvetica
 - Label Font Size: 9
 - Border Color: [Black]
 - Check Color: [Light Blue]
 - Amount Rectangle Color: [Light Blue]
 - Payee Label 1: PAY TO THE
 - Payee Label 2: ORDER OF
 - Currency Symbol Label: \$
 - Amount In Words Label: DOLLARS
 - Signature Label: AUTHORIZED SIGNATURE

Just Checking can even print single checks pulled from a personal checkbook, but there is a problem. This has to do with printers. It is very difficult to print on small paper and if you aren't careful you may damage your printer or create paper jams. Trust us, we use several printers for testing. We recommend purchasing a Laser Check Taxi. It is the size of a sheet of paper and you can use it to temporarily adhere your single checks for printing. The Laser Check Taxi, can be used more than once. Here is the web address for the Laser Taxi: <https://www.checksforless.com/productdetails.aspx?PID=549&ac=JUSTAPPS> If you use a single check pulled from a checkbook and adhere it to a Laser Check Taxi, use this option in the "Check Profile" dialog.

The screenshot shows the 'Check Profile Name' dialog box with the following settings:

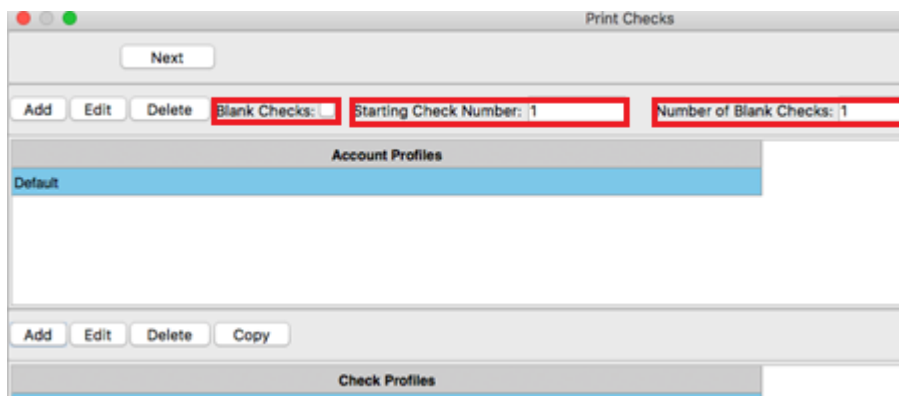
- Check Profile Name:** Personal Check on Laser Check Taxi
- Check Format:**
 - Business Size Check (Letter 8.5 in x 11 in):
 - Business Size Check (Single 8.5 in x 3.5 in):
 - Personal Size Check (Letter 8.5 in x 11 in):
 - Personal Size Check (Single 6 in x 2.75 in):

Click Next and then use these settings



Blank Checks

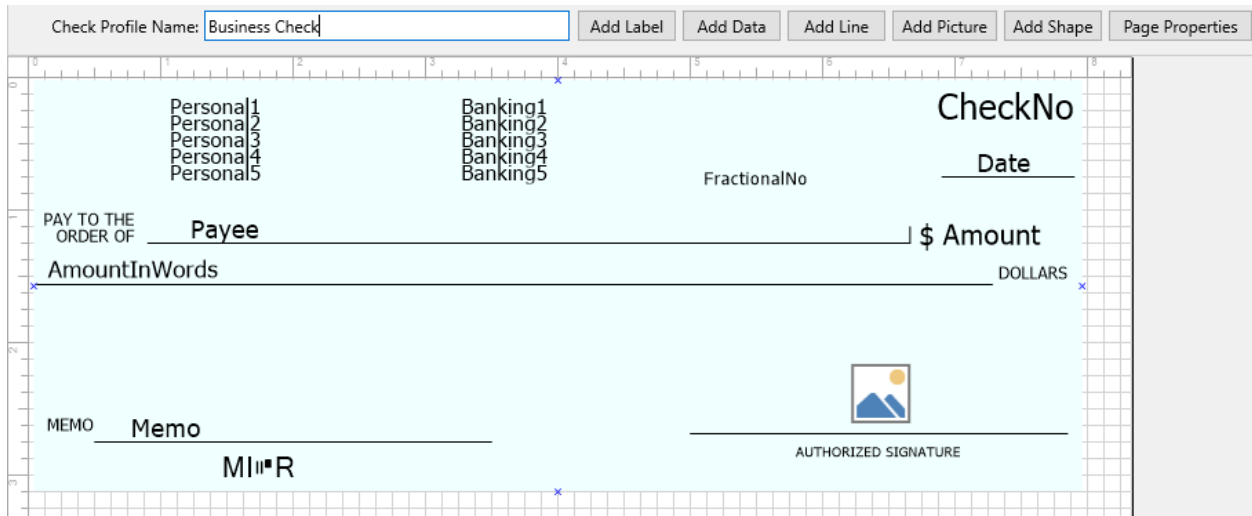
Notice, there is also an option on the “Print Checks” dialog in Just Checking to print blank checks.



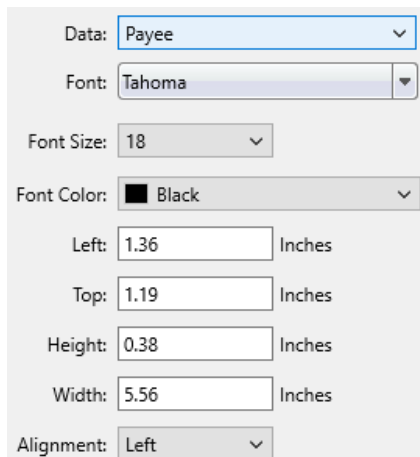
If you check that option, the data used for the checks does not come from the check transactions in the register. If you check this option, you should also set the “Starting Check Number” and the “Number of Blank Checks”. When you click Next, checks will be generated using the selected “Account Profile” and “Check Profile”. “Blank Checks” will not print the “Payee”, “Memo”, “Amount”, “Amount In Words” so this would only be useful for printing your own checks. As stated earlier, bank acceptance depends on the bank. Magnetic ink/toner may be required.

Editing Check Profiles

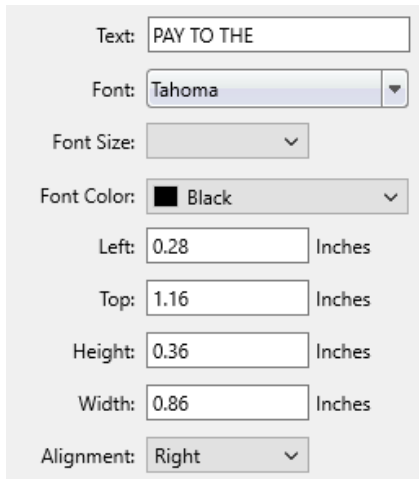
Once you have created a “Check Profile” using the steps in the preceding topic. You can still make changes to the layout. Click a “Check Profile” in the list and click the Edit button. The “Check Designer” dialog opens and the check template design is displayed. You can change the “Check Profile Name” if you want. Click an element to select it. You can move elements around if use your mouse or touchpad. To be more precise, click an element to select it. Then, press Control on your keyboard. While holding down Control, you can use your keyboard arrow keys to slightly move the selected element Left, Up, Right or Down.



Double-click a data field element to make changes. An “Edit Data” dialog will open. You can change the field assigned, the font, color, position, and alignment.

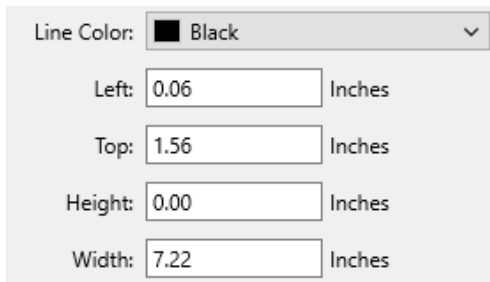


On Label elements, you can change the text assigned, the font, color, position, and alignment.



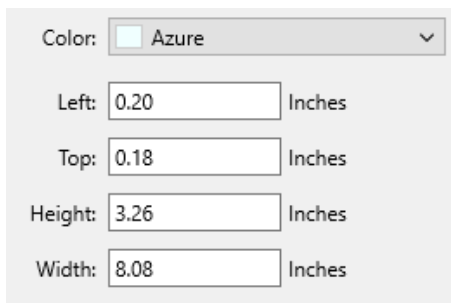
A screenshot of a software interface for editing a label element. It features several input fields and dropdown menus. The 'Text' field contains 'PAY TO THE'. The 'Font' dropdown is set to 'Tahoma'. The 'Font Size' dropdown is empty. The 'Font Color' dropdown is set to 'Black'. The 'Left' field is 0.28 Inches, 'Top' is 1.16 Inches, 'Height' is 0.36 Inches, and 'Width' is 0.86 Inches. The 'Alignment' dropdown is set to 'Right'.

For Line elements, you can change the color and position. If the Width exceeds the Height, the Line element will be a horizontal line. If the Height exceeds the Width, the Line element will be a vertical line.



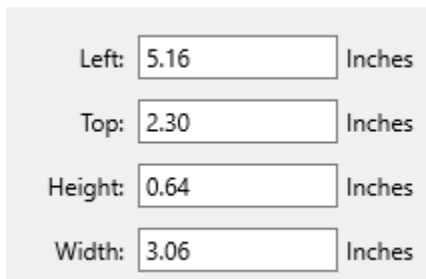
A screenshot of a software interface for editing a line element. It features a 'Line Color' dropdown set to 'Black'. The 'Left' field is 0.06 Inches, 'Top' is 1.56 Inches, 'Height' is 0.00 Inches, and 'Width' is 7.22 Inches.

For Shape elements, you can change the color and position.



A screenshot of a software interface for editing a shape element. It features a 'Color' dropdown set to 'Azure'. The 'Left' field is 0.20 Inches, 'Top' is 0.18 Inches, 'Height' is 3.26 Inches, and 'Width' is 8.08 Inches.

For Picture elements, you can change the position.



A screenshot of a software interface for editing a picture element. It features four input fields: 'Left' is 5.16 Inches, 'Top' is 2.30 Inches, 'Height' is 0.64 Inches, and 'Width' is 3.06 Inches.

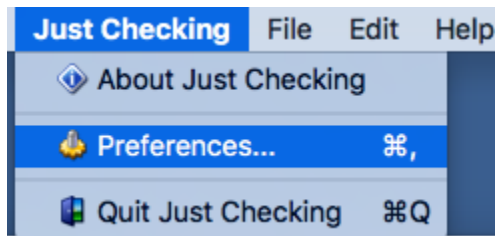
Use the buttons at the top of the Check Designer to add new elements. There are buttons to add a new Label, Data, Line, Picture and Shape elements.

The Page Properties button opens a dialog with several options that control the paper size, orientation, margins, check size, and whether a new page should be started for each check when printing.

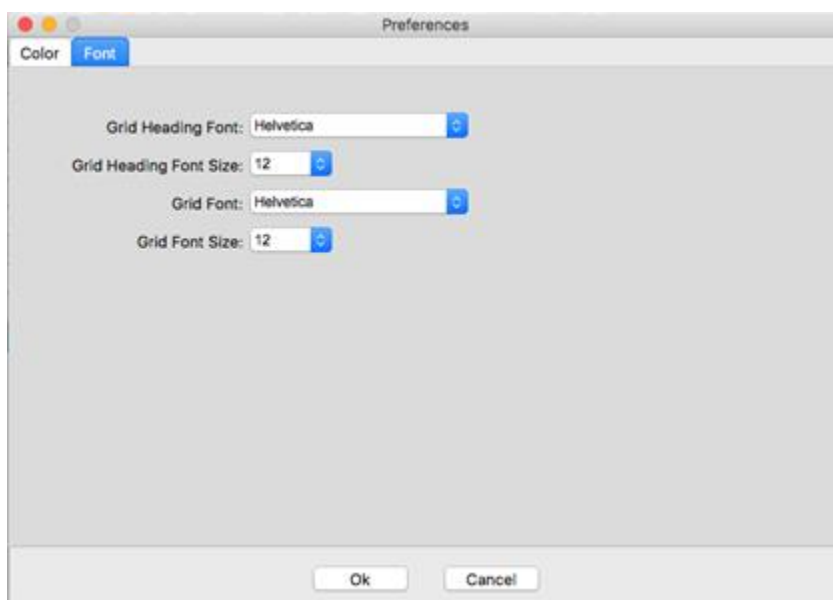
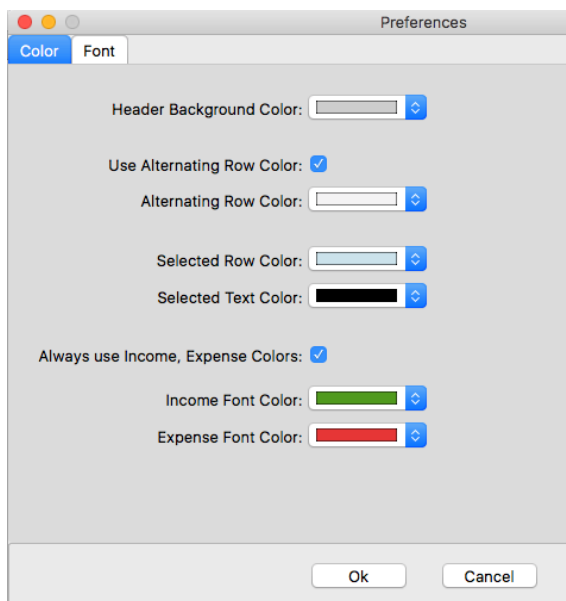
Paper Height: <input type="text" value="11.00"/> Inches	Orientation <input checked="" type="radio"/> Portrait <input type="radio"/> Landscape
Paper Width: <input type="text" value="8.50"/> Inches	
Left Margin: <input type="text" value="0.25"/> Inches	Right Margin: <input type="text" value="0.25"/> Inches
Top Margin: <input type="text" value="0.25"/> Inches	Bottom Margin: <input type="text" value="0.25"/> Inches
Check Height: <input type="text" value="3.50"/> Inches	
Check Width: <input type="text" value="8.50"/> Inches	
Start New Page: <input type="checkbox"/>	

Preferences

You can customize Just Checking for Mac using Preferences. Click the Just Checking menu at the top of your screen and choose Preferences.

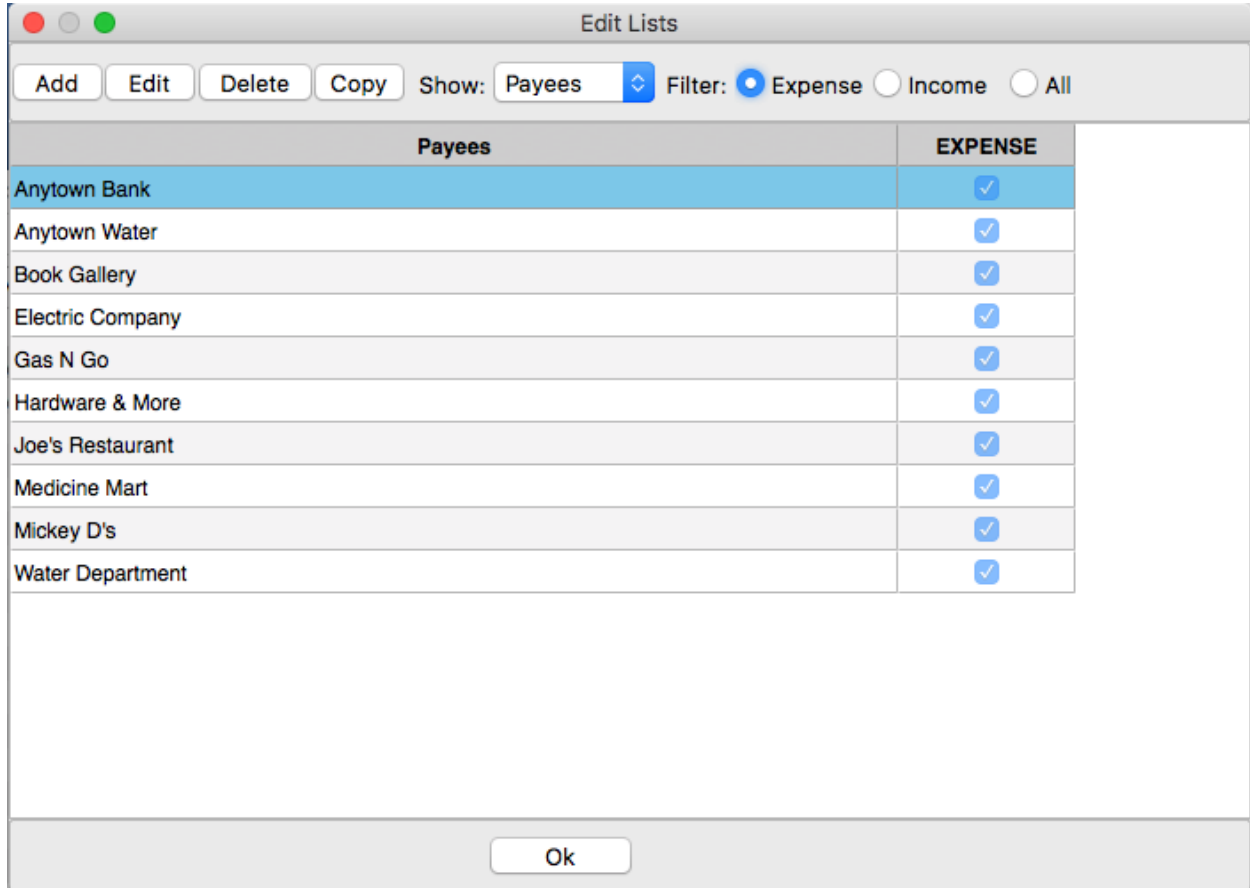


Use Preferences to change color and font settings for the main screen “check register” grid.



Editing Pay Types, Payees, Memos

The Payees, Memos, Pay Types boxes that you complete on the transaction dialog are saved so you can reuse them. You can edit these lists using the Edit buttons on the Transaction dialog. Changes you make will not affect existing transactions in your jck checkbook register files.



Sorting

When you add transactions to Just Checking, they are automatically placed at the bottom of the checkbook register. As mentioned previously, you can use the Move Up, Move Down buttons to move single transactions up or down in the register. You can also sort all transactions. To use this option, from the menu bar at the top of your screen choose Edit, Sort Transactions. A dialog appears. Choose which column you want to sort on and whether you want Ascending or Descending order. Click OK to perform the sort.