## How to print Quicken checks on the blank check paper

ezCheckPrinting check writer can print checks on the blank check paper to save user's money on pre-printed checks. Here is the step by step guide on how to export check data from Quicken and import them into ezCheckPrinting software. Learn more at <u>www.halfpricesoft.com</u>

## Step 1: Export check data from Quicken to .csv file

• Start Quicken, open the checking account and click the right button "Amount Actions->More reports->register report" to open **Register Report** 



• On the Register Report screen, click the button "Export->Copy Report to Clipboard" to copy your data to the clipboard.

Register Report		_		_		-			x
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Register R	Report - L	Report to	Excel compatible	format V	~				
Date range: Las 5/3/2012 thro	t 7 days 💌 ugh 5/9/2012	Copy rep Export to	ort to Clipboard PDF format	C	Ctrl+C	count/C	heck# 💌		
Edit   Date	Account	Num 🔺	Description	Memo	Cate	gory	Cir	Amount	1
BALANCE 5/2/2	2012							31,136	.15
5/3/2012	Business Basi	101	AT&T	Phone	Bills & U	tilitie		-123.3	14
5/3/2012	Business Basi	102	Water Company		Bills & U	tilities		-234.4	13
5/4/2012	Business Basi	103	Karen Hall		Auto &	Tran		-400.0	0

- Open Microsoft Excel, then paste the report there (Ctrl+V).
- Delete the report title, summary data and empty space. You just need to keep **the headers** and check data.

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ę		BALANCE 4/28/201	2						31,137.15
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Ø		5/3/2012	Business Basic Checking XX2693	10;	2 Water Company		Bills & Ut	ilities	-234,43
1		5/4/2012	Business Basic Checking XX2693	103	8 Karen Hall		Auto & Tr	ansport:Ga	-400
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8		TOTAL OUTFLOWS							-758.77
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• Quicken always displays outflow amount in negative value. You can correct it manually or use formula to correct it.

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1	Date	Account	Num	Description	Memo	Category	Cir	Amount
2	5/1/2012	Business Basic Checking XX2693	100	Tom Z		Auto & Transport:Auto Insurance		1
3	5/3/2012	Business Basic Checking XX2693	101	AT&T	Phone	Bills & Utilities:Home Phone		123.34
4	5/3/2012	Business Basic Checking XX2693	102	Water Company		Bills & Utilities		234.43
5	5/4/2012	Business Basic Checking XX2693	103	Karen Hall		Auto & Transport:Gas & Fuel		400
6		Goo	d check	data				

• Click the top menu "File->Save as" to save this file as csv file (Comma delimited file). Close this file.

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## Step 2: Import check data to ezCheckPrinting and print checks

- Start ezCheckPrinting software and click the top menu "Import/Export->Import Checks" to open Import Checks screen.
- Follow the step by step instructions to import data. Close this screen.

I Import Checks					
mport from ezTimeSheet file					
mport ezTimeSheet check file:	Step 1:				Select file
	Step 2: Import				
nport general check files					
Step 1: B:\documents\support\ezCh	eckpersonal\Quicken\chec	k_data.csv		Open file	if.
Step 2: Settings and map column					
🔽 First Line Header	Delimiter .	Text Qualifier	Start Fro	m Line 🛛 🛓	* is required field.
Column map					
* Payee Name (Max 100);	Description	•	Note 1 (Max 255 char)	Account	<u> </u>
* Amount (Decimal):	Amount		Note 2: (Max 255 char):	No Selection	•
Check Number (Integer):	ht an		Address 1 (Max 255):	No Selection	*
	Inum	-	Address 2 (Max 255):	No Selection	*
Check Date (Default now):	Date	-	Address 3 (Max 255):	No Selection	-
Memo (Max 100 char):	Memo	<u> </u>	Address 4 (Max 255):	No Selection	•
Step 3: Test parse data	Test Parse				
Step 4: Import	Import				
35 25					
		Close			

• Select the new checks from list, click the "PRINT" button to print checks.

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