

Changing the Colour of the Cheque Screen in QuickBooks

Question:

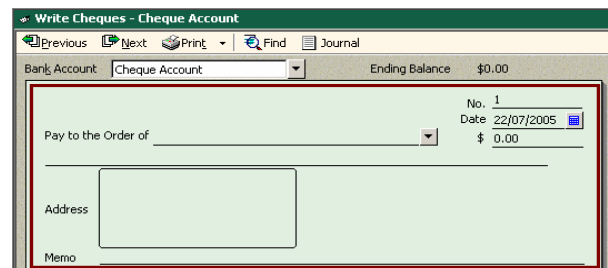
“Can I make the colour of my Cheque screen different for each Bank Account?”

Answer: - YES:

Selecting a different colour for each bank account that you use in QuickBooks, is not only easy to do, it also minimises the risk of accidentally writing a cheque from the wrong bank account.

Step 1

Select the **Cheques** Screen Via the **Banking** Navigator (or simply use your keyboard shortcut **Ctrl-W**). Once in the **Cheque** screen select the particular bank account you would like to change the colour for.



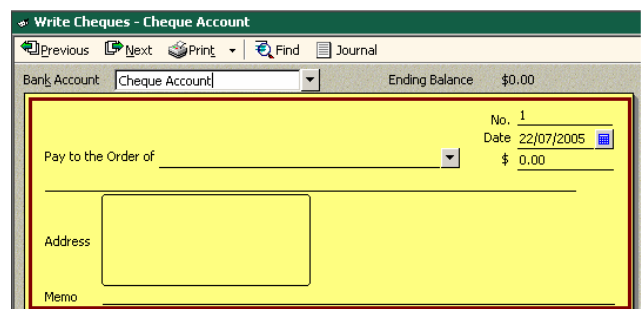
Step 2

Select the **Edit** drop down menu (or **ALT-E**) and select **Change Account Colour.** (or **ALT-A**) and the Change Colour template will appear:



Step 3

Simply select the colour you would like to change the cheque screen to, from the palette and click on **OK**. (You can even customise your own colours Via the **Define Custom Colours** menu. Repeat these steps for each **Bank Account**. This will also change the Account register within QuickBooks for the particular bank account. Making it easier to recognise which account you are actually in when entering transactions.



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