



## Tip of the Month – May 2004

### Default Checkbook

Did you know that you could set a default checkbook in the Bank Reconciliation Module?

The checkbook ID field will automatically populate when you open the Bank Transaction window. This feature is available in both Version 7 and Version 7.5 of Microsoft Business Solutions-Great Plains. To set the default, you will need to do the following:

- Setup > Financial > Bank Reconciliation
- Perform a lookup next to Checkbook ID
- Select your default checkbook

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