

## Check Number List

There are multiple Check Number lists within Moneydance. There is a global list and there is an account specific list for each account (excluding loan accounts).

You can set an account to either use the Global (Default) List or the account specific list, this is set at the Account level through the Account Info screen.

Through the account Info screen, accessed via the Account Edit menu command both of these list can be individually edited, by selecting the appropriate list and then choosing the Edit button.

The account specific check number list can also be maintained through the Check Number field in the register.

To access this list from within an account register click on the double headed arrows in the check number field and you will be presented with the account specific list of items.

The list comprises a number of predetermined items plus the most recent entries entered that are not check numbers or duplicates, the default is the last 20 items.

## Modifying the Check Number List

At the bottom of the list is the 'Edit List ...' command. This allows you to configure what is displayed in that specific account.

Both the Global and Account Specific list uses the same screen, it displays as follows:

Check Number Settings

Items in the list below will appear, along with check numbers from any recent transactions, in the Check Number popup when editing a transaction

CkCrd  
Dep  
Trn

+ -

Recent Entries: Include from same account

Max Entries: 20

☒ Show Next-Check-Number Option

☒ Show Print-Check Option

OK Cancel

The information given below applies to both the Global and Account Specific lists. What is shown here is the edit screen showing the default settings. How it works is that you can edit what appears in the pop-up list for the check number field, as well as the entries that are available for auto-completion in that field.

The manually editable list is for items that you always want to appear in the pop-up list.

This screen is showing the default settings, there are 4 predefined items; CkCrd, Dep, Trn and CashPt. The + and – signs at the bottom of the internal window allows you to add or delete items from this list. If you click on + to add an item you will need to scroll down the list to see and edit the new item.

Moneydance will also by default add recently used text found in the check# field from either all accounts, or the currently selected account, up to the "Max Entries" number that you select. The Max Entries number applies only to the automatically calculated recent entries.

The **Recent Entries** option provides options to show in the list free form items that have been used in the register(s), the available options are:

- Include from the same account
- Include from all accounts
- Don't include

**Don't include**, as is implied, will only display the predefined items and creates a similar behavior to previous versions of Moneydance.

It must be noted that when you include Recent Entries it is taking these from account entries, it is not possible to edit them within this facility or include only some or to exclude some. The option to include is either on or off. If you want to change one of the values you must edit the transaction that it comes from to change the value there.

It may not be obvious where the transaction is located that a value is being obtained from. In such cases you can use tools like the Advanced Search or the Find and Replace Extension to find any transactions involved.

The **Max Entries** options sets the number of free form items to be displayed.

If the **Show Next-Check-Number** option and/or the **Show Print-Check** Option check boxes are selected then the popup will also show entries for those items at the bottom of the pop-up list.