MultiLedger
Quick Start Guide

MultiLedger Quick Start Guide

Congratulations on your purchase of CheckMark's MultiLedger Software!

This *Quick Start Guide* provides basic information to help you get started. More detailed information with screen shots can be found in the PDF version of the User's Manual under the **Help** menu in the program.

Macintosh Download Location

The default install location on the hard drive for CheckMark MultiLedger is: *Macintosh HD\Applications\CheckMark\MultiLedger\(year)*

We don't recommend you install this anywhere other than your local hard drive.

Windows Download Location

The default install location on the hard drive for CheckMark MultiLedger is: *C:\ProgramFiles\CheckMark\MultiLedger\(year)*

We don't recommend you install this anywhere other than your local hard drive.

Open the MultiLedger Application

You can use either the shortcut or alias that was created or go to the CheckMark folder that was installed and double-click the MultiLedger application.

The MultiLedger application should be installed on all users' computers who will be using MultiLedger. In order to run, MultiLedger needs a place to save your companies information. If a single user, you can save the company files on your Hard Drive. If multiple users, you can save the company files on a dedicated server. You can have up to 10 users at a time in a set of company files.

For more detailed information, refer to the MultiLedger Manual under the Help menu in the program.

To contact CheckMark Support

• Submit a request online
https://www.checkmark.com/account/sign-in, using your email address and customer ID#.

• Call 970-225-0387

Changes for 2022 MultiLedger

• Updated 1099-MISC forms per the IRS

• Updated 1096 form per the IRS

CheckMark, Inc Companion Products

CheckMark Payroll

Designed as an easy-to-use payroll solution for small businesses, accountants and payroll services. CheckMark Payroll delivers quality value and US-based tech support.

CheckMark 1099 Reporting

Use CheckMark's 1099 program to print or e-file 1099s to the IRS for MISC, INT, DIV, S, R or NEC as well as printing the recipient copies to be distributed.

1095 ACA Reporting

If you have 50 or more employees, you are required by the IRS to submit either paper or electronic forms to report the health care coverage provided to your employees for the tax year. Our 1095 solution will help you accomplish this task.

System Requirements

Windows 8 or higher, Mac OSX 10.6 thru 10.14.