

How to Print Checks

Last Modified on 09/29/2025 2:14 pm EDT

Follow the instructions below to print Accounts Payable checks.

1. Navigate to the Main Application Menu and select Accounts Payable/Print Checks. The Print Checks list opens.
2. By default all checks listed are selected for printing. Select the Bank Account from the drop-down list.
3. After selecting the Bank Account, all checks that were marked for payment in Pay Bills for the selected bank account are displayed in the list. If only certain checks are to be printed, click the Unselect All button located at the lower left of the list, and then select the Print checkbox to the left of each check to be printed at this time.
4. When finished selecting checks, click the Print button located at the lower right of the form.

Print	Check Date	Pay to the Order Of	Amount	Memo
<input checked="" type="checkbox"/>	6/20/2012	Boone, Julianne	0.60	overpayment refund
<input checked="" type="checkbox"/>	6/20/2012	Burns, Karl	0.60	
<input checked="" type="checkbox"/>	9/18/2012	ADI	137.74	
<input checked="" type="checkbox"/>	9/27/2012	ADI	27363.30	
<input checked="" type="checkbox"/>	9/27/2012	ATL	2200.98	
<input checked="" type="checkbox"/>	9/27/2012	Bosch Security System...	38184.43	
<input checked="" type="checkbox"/>	9/27/2012	Tri-Ed	1803.30	

5. The Check Number form opens. Confirm the next check number to use is correct then click OK.

Enter the starting check number.

OK Cancel

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6. The selected checks display in Print Preview mode. You can scroll through the pages before sending to the printer.



Note: If any of the checks in the printing batch contain more than 13 bills being paid, at the end of the check printing you will be prompted to print the Remittance Report. The Remittance Report prints all bills that were paid on the check. This report is printed on plain white paper and then should be attached to the check to be mailed to the vendor.

35053

9/27/2012 \$27,363.30

****Twenty*Seven Thousand ThreeHundred Sixty*ThreeDollars and Thirty Cents*****

ADI
231 West 42nd St
New York, New York 10024

Bills Paid Allocation			
Bill #	Date	Discount Taken	Amount Applied
12895489	6/2/2012		100.87
145555	6/12/2012		137.74
1851852	6/9/2012		185.87
18519858	5/17/2012		4,843.00
185889	5/1/2012		1,998.00
19589	5/4/2012		137.74
19858455	6/1/2012		137.74
38325	8/16/2012		30.00
38997	9/27/2012		100.87
37258	9/27/2012		530.45
37259	9/27/2012	11.32	564.82
37302	9/27/2012	48.05	2,256.43
37310	9/27/2012	8.90	436.28
Check Amount:			27,363.30

More...

Bills Paid Allocation			
Bill #	Date	Discount Taken	Amount Applied
12895489	6/2/2012		100.87
145555	6/12/2012		137.74
	6/9/2012		185.87
	5/17/2012		4,843.00

7. When you are ready to send the checks to the Printer, click the Print & Close button located at the upper left of Print Preview window.

Report Preview - Check: Deluxe Top (S04)

File Help

Print & Close

100 %

1/4

Back Forward PDF Excel RTF Text HTML Close

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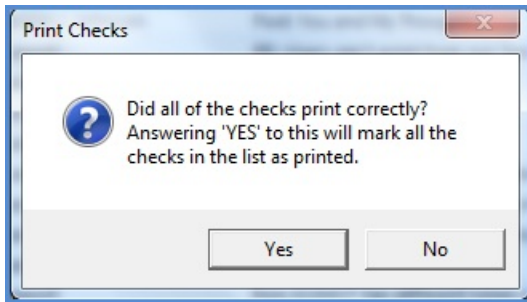
9/27/2012 \$1,400.52

****One Thousand Four Hundred Dollars and Fifty*Two Cents*****

ATL, Inc.
P.O. BOX 828928
Philadelphia, Pennsylvania 19182

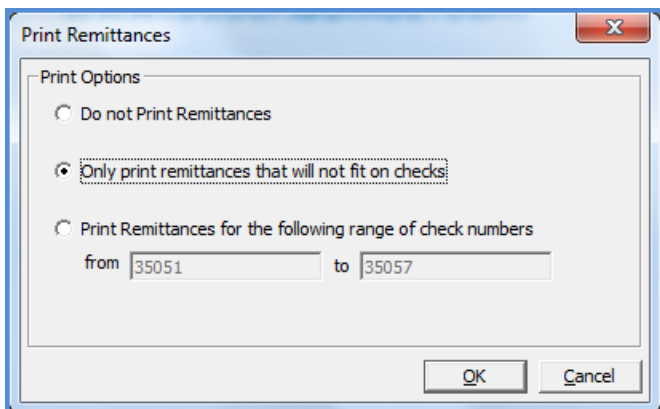
8. A message confirms the checks printed and should be marked as printed.

Wait until all checks have printed before clicking the Yes button to confirm.



9. The Print Remittances form opens. If there were any checks printed to vendors where more than 13 bills were paid, the option "Only Print Remittances that will not fit on checks" is selected by default. If more than 13 bills are paid to a vendor, the application prints the first 13 bills on the check stub, and then the overflow is printed after all checks have finished printing.

If the "Only Print Remittances that will not fit on checks" option defaults, make certain plain white paper is in the printer, then click OK. If there are no overflow checks, click the Cancel button and no remittances will be printed. Below is a sample of a the Remittance report.



Remittance Advice Page 1

Payment Date: 9/27/2012
Check No: 35053
Check Amount \$ 27,363.30

From

Sedona Security
417 Forest
Plymouth, MI 48170

To

ADI
231 West 42nd St
New York, New York 10024

Vendor ADI

Summary:	Quantity	Amount
Total Bills Paid	19	27,563.77
Total Discounts Applied		(200.47)
Total Credits Applied		0.00
Net Bills Paid by Check		27,363.30
Total Direct Part Purchases		0.00
Total Direct Expenses		0.00
Check Amount		27,363.30

Bills Paid Allocation

Bill #	Date	Total Paid	Credits Applied	Discount Taken	Cash Applied
12895489	6/2/2012	100.87			100.87
145555	6/12/2012	137.74			137.74
1651652	6/9/2012	165.87			165.87
16519658	5/17/2012	4,843.00			4,843.00
165889	5/1/2012	1,998.00			1,998.00
19589	5/4/2012	137.74			137.74
19659455	6/1/2012	137.74			137.74
36325	8/16/2012	30.00			30.00
36997	9/27/2012	100.87			100.87
37258	9/27/2012	530.45			530.45
37259	9/27/2012	565.94		11.32	554.62
37302	9/27/2012	2,302.48		46.05	2,256.43
37310	9/27/2012	445.18		8.90	436.28
37315	9/27/2012	1,690.56		33.81	1,656.75
37323	9/27/2012	1,477.71		29.55	1,448.16
37336	9/27/2012	3,541.98		70.84	3,471.14
465651	6/9/2012	350.00			350.00
5165165	5/1/2012	8,477.77			8,477.77
79841651	6/9/2012	729.87			729.87
		<u>27,563.77</u>			<u>27,363.30</u>