

# How to Print Checks

Last Modified on 01/10/2023 1:44 pm EST

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 will be displayed.
2. By default all of the 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 will be 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, then check the Print box to the left of each check to be printed at this time.
4. When finished selecting checks, press the Print button located at the lower right of the form.

□

5. The Check Number form will be displayed. Confirm the next check number to use is correct then press the OK button.

□

6. The selected checks will display in Print Preview mode. You may scroll through the pages prior to 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 will print 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.

□

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

□

8. A message will be displayed confirming the checks printed and should be marked as printed.

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

□

9. The Print Remittances form will be displayed. If there were any checks printed to Vendors where more than 13 bills were paid, the Radio Button option "Only Print Remittances that will not fit on checks" will be selected by default. If more than 13 bills are paid to a Vendor, the application will print the first 13 bills on the check stub, then the overflow will be 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 press the OK button. If there are no overflow checks, press the Cancel button and no remittances will be printed. Below is a sample of a the Remittance report.

□

□

