



Cheque Printing Training Manual

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Step 1: Go to the Batch Management Desktop

Financial > Accounts Payable > Batch Management Desktop

Facility: C HIM Dept: AHIM Bus Unit: BU 1 Job: DFT 03/18/21 14:27 EDT
 Provider Type: Physician

- Manage Documents
- Clinical
- Administrative
- Ancillary
- Financial**
 - Ambulatory
 - Info Systems
 - Message/Task System
 - Meditech Staff
- Accounts Payable**
 - Cost Accounting
 - Executive Support System
 - Fixed Assets
 - General Ledger
 - Human Resources
 - Materials Management
 - Patient Accounting
 - Payroll/Personnel
 - Staffing and Scheduling
- Batch Management Desktop**
 - Financial Management Desktop
 - Interface Management Desktop
 - Invoice Processing Desktop
 - Payment Processing Desktop
 - Process Batches
 - Process Scheduled Payments
 - Process Checks
 - Process Electronic Payments
 - Process Business Office Scan
 - Invoice Inquiry
 - MM-AP Interface
 - Batches
 - Invoices
 - Reports
 - System Management
 - Dictionaries

Step 2: Click on "Payments". Check the box for the batch (batch must be in POSTED status).

Facility: B

Process Scheduled Payments

1 of 1 Selected

Payment Batches Transactions

<input checked="" type="checkbox"/>	Bank	Range	Date	Num	Status	Type	Outbox	Comment
<input checked="" type="checkbox"/>	BOA		03/18/21	1	POSTED	SCH PAY		Posted by MT on 03/18/21

Scheduled Payments Due On or Before: 04/17/21
 Calculate Discounts Due On or After: 03/18/21
 Payment Date:
 Include Only Vendors with Discounts: N
 Create Schedule Payments for All, EFT, or Non-EFT Payments: A
 Total Schedule Payments for Batch: 98.00
 Comment: Posted by MT on 03/18/21

Summary
Payments
 Acknowledge
 Force Prenote
 Checks
 EFTs
 Manual Check
 Blank Checks
 Print Labels
 Reconcile
 Batches
 Invoices
 Invoice Inq
 Direct Entry
 Reports
 Custom Rpts
 Purge
 1099
 Select
 Scanning
 System Status
 Preferences

Remove Selected Create List Payment Date Post Delete Demand Print/Send Payments Compile Outbox Refresh



Step 3: Once the batch is selected, click "Print/Send Payments".

Facility: B

Process Scheduled Payments

1 of 1 Selected

Bank	Range	Date	Num	Status	Type	Outbox	Comment
BOA		03/18/21	1	POSTED	SCH PAY		Posted by MT on 03/18/21

Scheduled Payments Due On or Before	04/17/21
Calculate Discounts Due On or After	03/18/21
Payment Date	
Include Only Vendors with Discounts	N
Create Schedule Payments for All, EFT, or Non-EFT Payments	A
Total Schedule Payments for Batch	98.00
Comment	Posted by MT on 03/18/21

Remove Selected Create List Payment Date Post Delete Demand **Print/Send Payments** Compile Outbox Refresh

- Summary
- Payments
- Acknowledge
- Force Prenote
- Checks
- EFTs
- Manual Check
- Blank Checks
- Print Labels
- Reconcile
- Batches
- Invoices
- Invoice Inq
- Direct Entry
- Reports
- Custom Rpts
- Purge
- 1099
- Select
- Scanning
- System Status
- Preferences

Once you select Print/Send Payments, the following screen will appear:

Facility: B

Process Scheduled Payments

1 of 1 Selected

Bank	Range	Date	Num	Status	Type	Outbox	Comment
BOA		03/18/21	1	POSTED	SCH PAY		Posted by MT on 03/18/21

Print Checks

Facility	B
Bank Account	BOA
Date	03/18/21
Number	1

Last Check Number	0100247
= Test Alignment	N

= Start at Check	0100248
= Stop at Check	9999999

Dollar Limit

Cancel OK

Remove Selected Create List Payment Date Post Delete Demand **Print/Send Payments** Compile Outbox Refresh

- Summary
- Payments
- Acknowledge
- Force Prenote
- Checks
- EFTs
- Manual Check
- Blank Checks
- Print Labels
- Reconcile
- Batches
- Invoices
- Invoice Inq
- Direct Entry
- Reports
- Custom Rpts
- Purge
- 1099
- Select
- Scanning
- System Status
- Preferences



- The first fields are grayed out because they fill in from the information from the Payment Batch that has selected.
- Last Check Number: This will fill in with the last check number that was printed.
- Test Alignment: 'N' unless working with a dot matrix or line printer with tractor feed paper.
- Start at Check: Will populate with next available check number. Depending on what is set up in the Bank Account dictionary under "Maximum Check Skip", you may be able to enter in another check number. This is not recommended, as once you skip check numbers, you cannot go back to them. **For the first time that you print checks, you will need to enter which Check Number that you want to begin the system with.**
- Stop at Check: '9's' filled to ensure all checks print. The amount of 9's should line up with your Check Number Length.
- Dollar Limit: If you want checks above a certain dollar amount to print first, enter the amount here. Some health care organizations require a different signature on checks in excess of certain dollar amounts.
- If you enter an amount here, checks above the amount print first, followed by all the checks less than or equal to the dollar limit. If you do not want either of these, you can leave this blank.

Step 4: Choose to print to a printer other than the check printer or to download a text file

Print to Printer:

The screenshot displays the 'Print Destination' dialog box. The printer list includes:

- LOCAL
- MOST RECENT
- LOCAL PRINTERS
- MEDITECH RENDERING ENGINE
- X3P7 | 3rd Floor Foxboro Printer (Selected)
- MEDITECH RENDERING ENGINE
- MEDITECH RENDERING ENGINE
- ERPRINTER
- FLOOR6PR
- ITHELPDESK

Printer details for the selected printer:

Printer	X3P7
Description	MEDITECH Print Server: CUSX-PRINT01
Printer Name	3rd Floor Foxboro Printer

Copies: 1