

Cheque Printing Training Manual

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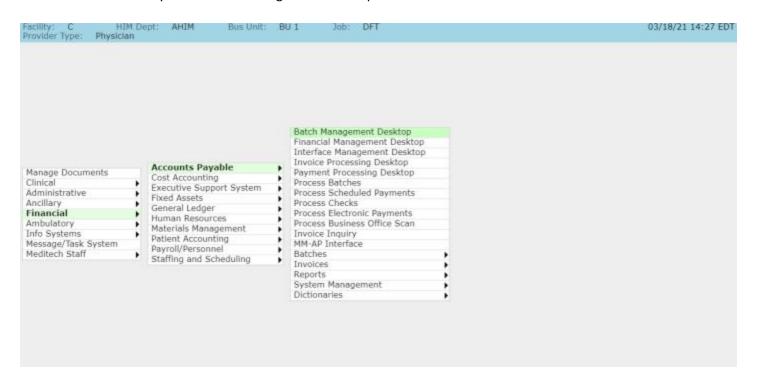




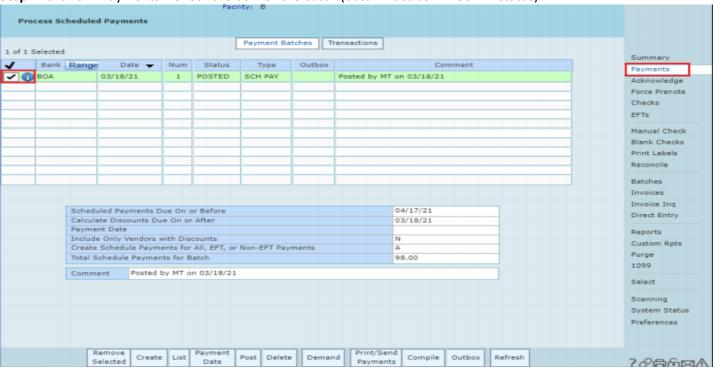


Step 1: Go to the Batch Management Desktop

Financial > Accounts Payable > Batch Management Desktop

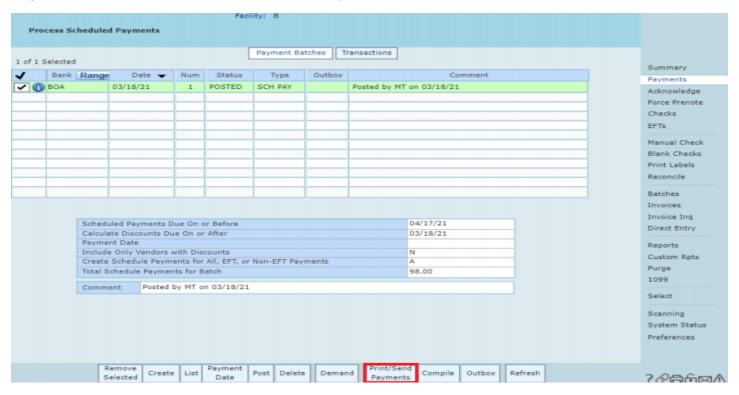


Step 2: Click on "Payments". Check the box for the batch (batch must be in POSTED status).

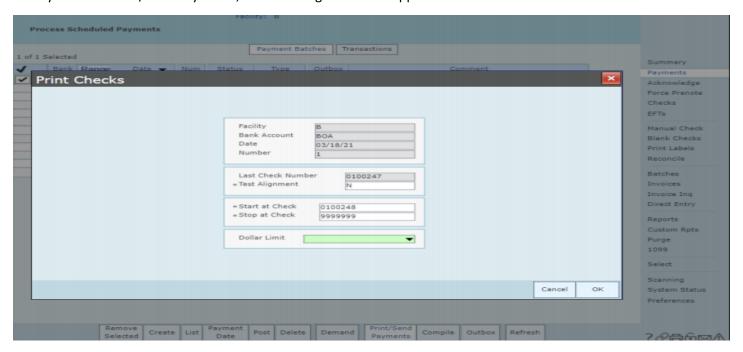




Step 3: Once the batch is selected, click "Print/Send Payments".



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





- 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:

