



## Summary

After you have entered Outgoing Payments into your system, these are the steps to print the actual checks that you will send to your Vendors:

NOTE: You will need to have a check layout set up to match your banks check stock before printing checks. You can reach out to your Implementation Consultant or log a Support ticket to get help setting up your layout.

## Step-by-step guide

1. Navigate to Banking>Document Printing
2. Set the Document Type to "Checks for Payment" and then select your Bank Account from the drop-down menus
  1. You can enter filters for Posting Date, Vendor, etc to narrow down the available checks if needed
  2. You can change the "Print Checks" drop-down menu to "For Reissuing" to re-print checks that have already been printed

**Document Printing - Selection Criteria**

Document Type: Checks for Payment

Print Checks: To Be Printed

Bank Account

Country: USA

Bank: Wells Fargo

Account: 99999

Branch:

Obtain printer settings from default printing layout

Posting Date From: [ ] To: [ ]

Internal ID From: [ ] To: [ ]

Vendor Code From: [ ] To: [ ]

Due Date From: [ ] To: [ ]

No. of Copies: 1

OK Cancel



3. Verify that the "Next Check No." field is correct and select which checks you would like to print.

	Internal ID	Post. Date	Vendor Code	Total	Total (LC)
<input checked="" type="checkbox"/>	1	04/09/14	V1000	\$ 35,584	\$ 35,584.50
<input checked="" type="checkbox"/>	2	12/19/14	V1000	\$ 5,000.00	\$ 5,000.00

\$ 40,584.50

3. After the checks print, you will get a Check Number Confirmation window.
4. Verify that each check printed correctly and each number was properly assigned.
  1. If a check was assigned the wrong number, you can change it on this screen.
  2. This screen can also be accessed by going to Banking>Check Number Confirmation if you need to reopen it for any reason.
3. Once all of the checks are set to the correct status, click Update to finalize the checks

	Print Status	Internal ID	Check No.	Country	Bank	Account	Posting Date	Vendor C...
1	Confirmec	1	3	US	WF	99999	04/09/14	V1000
2	Confirmec	2	4	US	WF	99999	12/19/14	V1000

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