



## Summary

You are trying to print your checks using the Document Printing screen, but the checks won't display and instead you are seeing lists of documents.

The problem here is that the Document Printing screen has a document selection drop down, and you probably have it set to something other than "Checks for Payment"

## How to Fix

Make sure that when the Document Printing Screen comes up, you have the drop down set to "Check for Payment"

1. Here is a screenshot of the Document Printing Screen and what you should have selected if you want to see checks for printing:

Document Printing - Selection Criteria

Document Type: Checks for Payment

Print Checks: To Be Printed

Bank Account

Country: USA

Bank: Wells Fargo

Account: 99999

Branch:

Print Using Default Layout Printing Options

Posting Date From: 03/01/14 To: 03/31/14

Internal ID From: To:

Vendor Code From: To:

Due Date From: 01/01/14 To: 12/31/14

No. of Copies: 1

OK Cancel

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