Print Checks

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As checks are saved, they will appear in the check printing queue. There are two check forms available, DLT103 and SSLT115. Deluxe is the printing company for both of these check forms.

When printing checks, the software creates a .pdf file which will need to be downloaded to print on the company's check stock.

- 1. To print checks, navigate to Accounts Payable > Print Checks.
- 2. The Print Checks Queue will be displayed.
- 3. Check the box to the left of each check to be printed.
- 4. Then click on the Print Selected button at the upper right of the page.
- 5. In a few seconds, a .pdf file will appear on your taskbar. Open the file to print the checks now, or save the file to your preferred location for printing later.

Print Checks Print Checks Queue Printed Batch History												
Select All				Checks Selected: 1				Print Selected				
Drag a column header and drop it here to group by that column												
	Check Number	Payable To	÷	Check Date	÷	Bank	÷	Amount :				
	114	1000 - Perennial Software		Apr 14, 2022		Charter One		\$285.00	ę	Print	Delete	
	10866	1000 - Perennial Software		Apr 21, 2022		Charter One		\$50.00	6	Print	Delete	
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	Print C S Drag C V V	Print Checks Queue P Select All Drag a column header and dr Check Number : 114 10866	Print Checks Queue Printed Batch History Select All Drag a column header and drop it here to group by that column Check Number Payable To 114 1000 - Perennial Software 10866 1000 - Perennial Software	Printed Batch History Select All Drag a column header and drop it here to group by that column Check Number Payable To 114 1000 - Perennial Software 10866 1000 - Perennial Software 10866 1000 - Perennial Software	Printe Checks Queue Printed Batch History Select All Drag a column header and drop it here to group by that column Check Number Payable To 114 1000 - Perennial Software Apr 14, 2022 10866 1000 - Perennial Software Apr 21, 2022	Print Checks Queue Printed Batch History Checks All Drag a column header and drop it here to group by that column Check Number Payable To Check Number Payable To 114 1000 - Perennial Software Apr 14, 2022 10866 1000 - Perennial Software Apr 21, 2022	Print Checks Queue Printed Batch History Select All Checks Selected: 1 Drag a column header and drop it here to group by that column Check Number : Payable To Check Number : Payable To 114 1000 - Perennial Software Apr 14, 2022 Charter One 10866 1000 - Perennial Software Apr 21, 2022 Charter One Image: All Ima	Printed Batch History Select All Checks Selected: 1 Drag = column header and drop it here to group by that column Check Number i Payable To i Check Date i 114 1000 - Perennial Software Apr 21, 2022 Charter One 10866 1000 - Perennial Software Apr 21, 2022 Charter One 1000 - Perennial Software Apr 21, 2022 Charter One 10865 1000 - Perennial Software Apr 21, 2022 Charter One 1000 - Perennial Software Apr 21, 2022 Charter One 1000 - Perennial Software Apr 21, 2022 Charter One 1000 - Perennial Software Apr 21, 2022 Charter One 1000 - Perennial Software Apr 21, 2022 Charter One 1000 - Perennial Software 1000 - Perennial Software <	Printed Batch History Checks Selected: 1 Print Select Drag a column header and drop it here to group by that column Check Number i Payable To i Check Number i: Payable To i Check Date i: Bank i: Amount i: 1000 - Perennial Software Apr 14, 2022 Charter One \$50.00 10865 1000 - Perennial Software Apr 21, 2022 Charter One \$50.00 10865 1000 - Perennial Software Apr 21, 2022 10865	Print Checks Queue Printed Batch History Select All Checks Selected: Check Number Check Number	Print Checks Queue Printed Batch History Checks Selected: 1 Checks Selected: 1 Print Selectod Drag = column header and drop it here to group by that column Check Number i Payable To 1 14 1000 - Perennial Software Apr 14, 2022 Charter One \$285.00 Print 10866 1000 - Perennial Software Apr 21, 2022 Charter One \$50.00 Print 12 of 2 items	Vint Checks Queue Painted Batch History Checks Select All Check Selected: 1 Check Number ! Payable To Check Date ! Bank ! Apr 14, 2022 Charter One State Charter One