

Print Checks

Last Modified on 04/28/2022 8:24 am EDT

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.

To print checks, navigate to Accounts Payable > Print Checks.

The Print Checks Queue will be displayed. Check the box to the left of each check to be printed and then click on the Print Selected button at the upper right of the page.

In a few seconds, a .pdf file will appear on your taskbar. You may open the file to print the checks now, or save the file to preferred location for printing later.

Print Checks

Print Checks Queue | Printed Batch History

Select All | Checks Selected: 1 | [Print Selected](#) | [Remove From Queue](#)

Drag a column header and drop it here to group by that column

	Check Number	Payable To	Check Date	Bank	Amount	
<input type="checkbox"/>	114	1000 - Perennial Software	Apr 14, 2022	Charter One	\$285.00	Print Delete
<input checked="" type="checkbox"/>	10866	1000 - Perennial Software	Apr 21, 2022	Charter One	\$50.00	Print Delete

1 - 2 of 2 items | [Refresh](#)