

Print Checks

Last Modified on 03/03/2026 11:19 am EST

As checks are saved, they 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. Download this file to print on your company's check stock.

1. To print checks, navigate to Accounts Payable > Print Checks.
2. The Print Checks Queue opens.
3. Select the checkbox 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. A .pdf file appears 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](#) | [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](#)