

# Print Checks Queue

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The Print Checks Queue is accessed by navigating to Accounts Payable > Print Checks. There are two tabs on this page: Print Checks Queue and Printed Batch History. Each of these tabs are explained below.

## Print Checks Queue Tab

The checks listed on this tab were created by entering a vendor payment or a vendor check. Once checks are printed, they will be moved to the Printed Batch History tab.

Functions available are:

- Print all or selected checks.
- Remove one or more checks from the print queue. This option would be used if a payment was made online through a vendor's website or a payment was made using the company's online banking.
- Delete a Check from the printing queue. Clicking delete on a check performs the same function as clicking on the Remove from Queue button.
- Sort the grid on any of the column headers.
- Group the grid data by one or more columns.
- Create filters to refine the data displayed.

The screenshot displays the 'Print Checks' interface. At the top, there are two tabs: 'Print Checks Queue' (active) and 'Printed Batch History'. Below the tabs, there is a header area with a 'Select All' checkbox, 'Checks Selected: 1', a 'Print Selected' button, and a 'Remove From Queue' button. A message says 'Drag a column header and drop it here to group by that column'. The main area is a table with the following data:

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

At the bottom, there is a pagination bar showing '1' of 2 items and a 'Refresh' button.

## Printed Batch History Tab

The information displayed in the grid area is primarily for informational purposes.

Functions available are:

- Download a print batch file.
- Sort the grid on any of the column headers.
- Group the grid data by one or more columns.
- Create filters to refine the data displayed.

### Print Checks

Print Checks Queue   Printed Batch History

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

Id	Export Date	Batch Count	Printed	
1082	Apr 13, 2022	8	<input checked="" type="checkbox"/>	Download
1083	Apr 13, 2022	2	<input checked="" type="checkbox"/>	Download
1085	Apr 25, 2022	1	<input checked="" type="checkbox"/>	Download
1086	Apr 25, 2022	1	<input checked="" type="checkbox"/>	Download

1 - 4 of 4 items   Refresh