Print Checks Queue

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.

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	YES	Download
1083	Apr 13, 2022	2	YES	Download
1085	Apr 25, 2022	1	YES	Download
1086	Apr 25, 2022	1	YES	Download

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