Print Checks - FIN3300

Table of Contents

Print Checks - FIN3300 1

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Finance > Maintenance > Check Processing > Print Checks

This tab is used to process and print checks, and post the transactions to Finance. Only the **Beginning Check Number** and **Check Date** fields are required.

If a check has more than 15 entries and cannot be displayed on one check stub, the system prints one check with the total amount and SEE VENDOR CHECK TRANSACTION DETAIL is printed on the check. The detail of the transactions is displayed as a separate report when updating the check transactions. The Vendor Check Transaction Detail Report is sorted by the invoice number and then account code if the invoice number is the same.

Notes:

- Before running the process, it is highly recommended that you export the Finance tables.
- Grants and Projects payments cannot be processed in Finance and vice versa.

- Finance Check Proof
- Two-signature Test Pattern Page
- Three-signature Test Pattern Page

Print a check:

❏ Complete the following fields:

Field	Description
Beginning Check Number	Populates based on the last check stock number used, but it can be modified.
Beginning EFT Reference Number	Populates based on the last EFT reference number used, but can be modified. The field displays an “E” at the beginning of the EFT reference number, which identifies the transaction as an electronic funds transfer throughout the application. **Note**: EFT transactions are excluded from positive pay.
Check Date	Type the date in the MM-DD-YYYY format, or select a date from the calendar. This field represents the date of the check/EFT payment.
Fund	Type the fund/fiscal year that has outstanding checks. You can enter the fund/fiscal year with or without the slash (e.g., 161/5 or 1615). Use a comma (with no space and no other symbols) to separate multiple funds. Click to search for multiple funds/years. To use all funds, leave the field blank. When using the Student Activity Fund option on the District Finance Options page, and Student Activity Fund checks were created, they must be separate from all other funds' checks. To process Student Activity Fund checks, enter only the Student Activity Fund (e.g., 865) in the **Fund** field.
Check Select Date Range: From	Type the beginning date in the MM-DD-YYYY format, or select a date from the calendar. Include the earliest check transaction posting date, or leave blank for all outstanding checks.

Field	Description
Check Select Date Range: To	Type the ending date in the MM-DD-YYYY format, or select a date from the calendar. Include the latest check transaction posting date, or leave blank for all outstanding checks. If the **Payables Date Used** field in Finance Options is set to *T - Use transaction date for payables*, check transactions are included on the check if the transaction date is in the date range. If the **Payables Date Used** field in Finance Options is set to *D - Use due date for payables*, check transactions are included on the check if the due date is in the date range.
Apply any credit memos up to the amount of the total invoices	This field is set to **Yes** by default. If **Yes** is selected, the credit memo amount is deducted from the total **Check Amount** and is displayed in the **Credit Amount** field. If the invoices entered for a vendor exceed the amount of the credit memo, a zero check is issued to the vendor listing the invoices and credit memos associated with the check. The credit memo balance is reduced by the check amount, and the remaining credit memo amount is available when new invoices are entered for the vendor. Select **No** to not apply credit memos. If **No** is selected, the credit memo amount is not deducted from the **Check Amount** or displayed in the **Credit Amount** field. Any credit memos are ignored and a check is processed.
Sort Vendors by Alpha or Numerical	Click ⌄ to select to sort vendors by *Alpha* or *Numeric*. If *Alpha* is selected, the checks and EFTs are sorted by the vendor sort key. If *Numeric* is selected, the checks and EFTs are sorted by the vendor number.

❏ Click **Preview**. The Vendor Check Processing page is displayed with a list of all transactions (PO, PA, and credit memo transactions are included) to be processed. All transactions listed are selected by default and included in the totals at the bottom of the page.

❏ Select the top-level check box to select/unselect the list of transactions. Or, select individual check boxes to only select specific transactions.

Vendor Number	Displays the vendor number.
Vendor Sort Key	Displays the vendor sort key.
Vendor Name	Displays the vendor name.
Check Amount	Displays the check amount.
Trans Amt	Displays the total transaction amount.
Credit Amt	Displays the total amount of credit memos applied to the check.

Separate Check	This field is set to *Y* if **Separate Check** is selected for the transaction on the Check Processing - PA or Check Processing - PO maintenance pages. If **Separate Check** is not selected for the transaction, *N* is displayed. If you want separate checks, return to the Check Processing - PA or Check Processing - PO tabs, select the PA or PO number that contains the transaction and select the **Separate Check** field for the transaction. Separate Check Information Select if a vendor has multiple transactions and/or multiple purchase authorization transactions and you need a separate check for one (or more) transactions. When selected, the associated transactions are displayed as separate check items in the list of checks to be processed. When checks are processed, those transactions with **Separate Check** selected are issued separately. This functionality creates a single check per vendor per PO/PA number. If selected, a credit memo is not be applied and the check amount will be for the full amount. Check transactions without **Separate Check** selected are grouped by the vendor number. **Example 1**: There are three separate PAs for the same vendor. The first PA has two transactions, one of which has **Separate Check** selected and the other does not. The second PA has a transaction that does not have **Separate Check** selected. The third PA has a transaction that also does not have **Separate Check** selected. When checks are processed, two checks are issued: one for the transaction with **Separate Check** selected and one for all the other transactions for that vendor. **Example 2**: There is one PA with two transactions for the same vendor. One transaction has **Separate Check** selected, the other does not. When checks are processed, two checks are generated. **Example 3**: There is one PA with two transactions for the same vendor. Both transactions have **Separate Check** selected. When checks are processed, one check is generated.
EFT Payment	This field is set to *Y* if **EFT** is selected for the transaction on the Check Processing - PA or Check Processing - PO tabs. If *Y*, the payment is disbursed via an electronic funds transfer. If **EFT** is not selected for the transaction, *N* is displayed. If you want to change it to an EFT, return to the Check Processing - PA or Check Processing - PO tabs, select the PA or PO number that contains the transaction and select the **EFT** field for the transaction. The vendor must have an EFT email address on file to be eligible for an electronic funds transfer.
PO/PA Number	The purchase order (**PO**) or purchase authorization (**PA**) number for the transaction is only displayed if **Separate Check** is selected for the transaction on the Finance > Maintenance > Postings > PA or PO tabs.
Check Type	The transaction type is displayed; purchase order (**PO**) or purchase authorization (**PA**).
Check Notes	Type any notes to be displayed on the check. The field is not saved in the database and is limited to 60 characters.

The **Selected Check Amount**, **Check Transaction Amount**, and **Credit Amount Totals** are displayed at the bottom of the tab and are automatically updated as you select/unselect transactions.

Selected Check Amount	The total amount of the selected checks and EFT transactions is displayed.

Check Trans Amount Total	The total amount of the selected transactions is displayed.
Credit Amount Total	The total amount of the selected credit memo transactions is displayed.

❏ Click the Check Signatures button to select the signature(s) to print on the check(s).

❏ Click **Next**. A preview of the checks to be printed is displayed. Review the report.

Use the scroll bars to view the check details.

❏ Under **Print Options**, select one of the following:

- **Vendor Checks** - Selected by default and displays the vendor checks to be printed.
- **Non-Negotiable Vendor Checks** - Select to display the non-negotiable check pages for each transaction, which can be printed for internal use.

❏ If EFT transactions are included in the process, click **Next** to view the EFT Payment Detail report.

❏ Click **Next**. A list of the transactions to be processed is displayed.

❏ Under **Last Recorded Checks**:

Check Number	Displays the last recorded check number from the list of selected check/credit memo transactions .
EFT Number	Displays the last recorded EFT number from the list of selected EFT transactions.

❏ Under **Report Options**, select the reports to be generated (**Fund Transfer Summary Report** and/or **Credit Card Transfer Summary Report**).

❏ If a check did not print for any of the listed vendors, unselect the **Post** check box for the transaction and click **Update** to post the transactions.

❏ Click **Update** to post the transactions. The selected reports are generated in a separate window. Review the report.

A message is displayed indicating that the print checks process was completed successfully.

❏ Click **Finish** to return to the Print Checks tab.

If any errors occur during the process, the **Cancel** button is displayed.

❏ Click **Cancel** to return to the Print Checks tab, correct any errors and run the process again.


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Back Cover