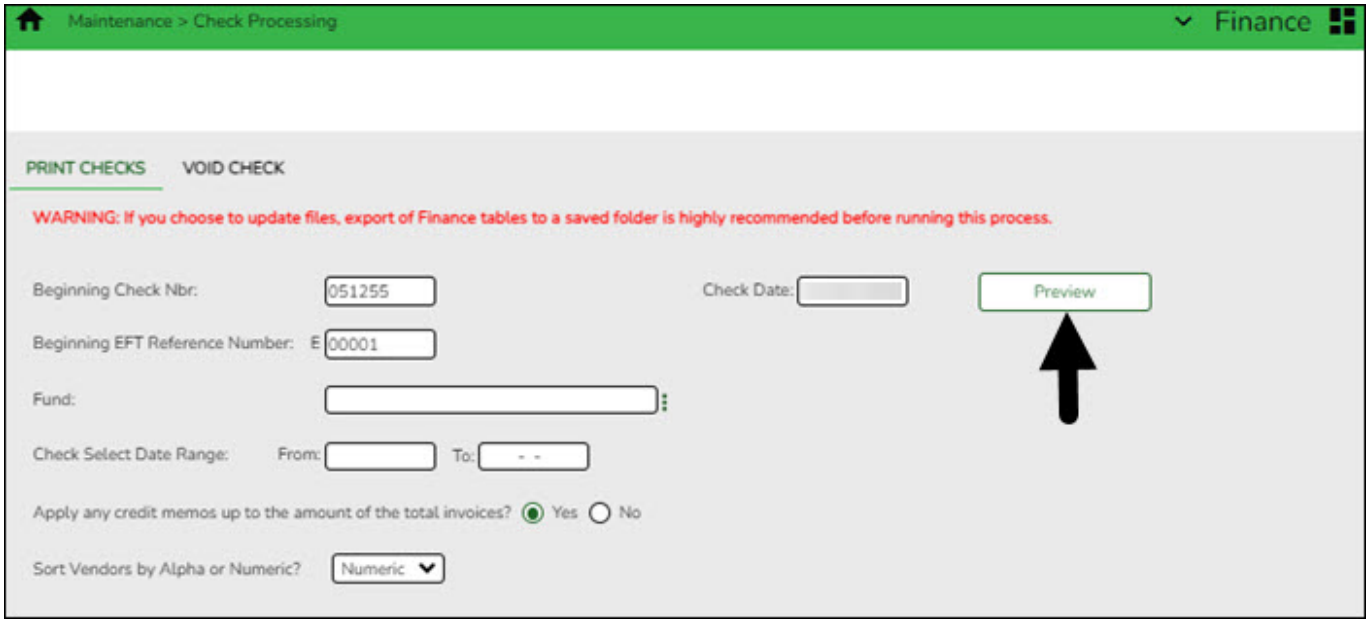
Print Check(s)

Table of Contents

Print Check(s)

Finance > Maintenance > Check Processing > Print Checks

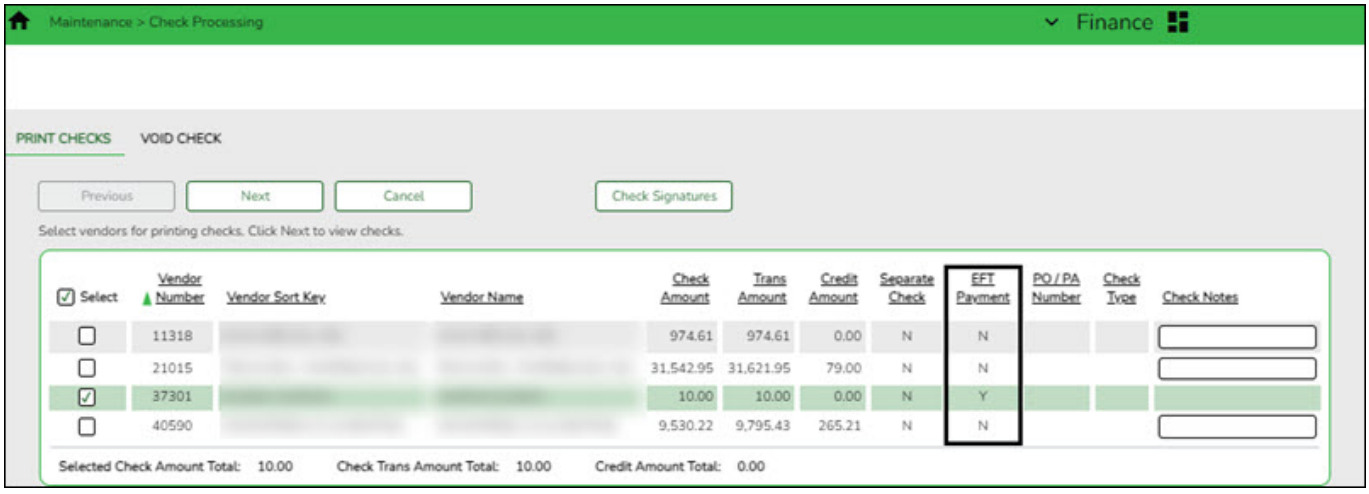
Process all applicable computer checks/EFT transactions that are ready for the check cycle.



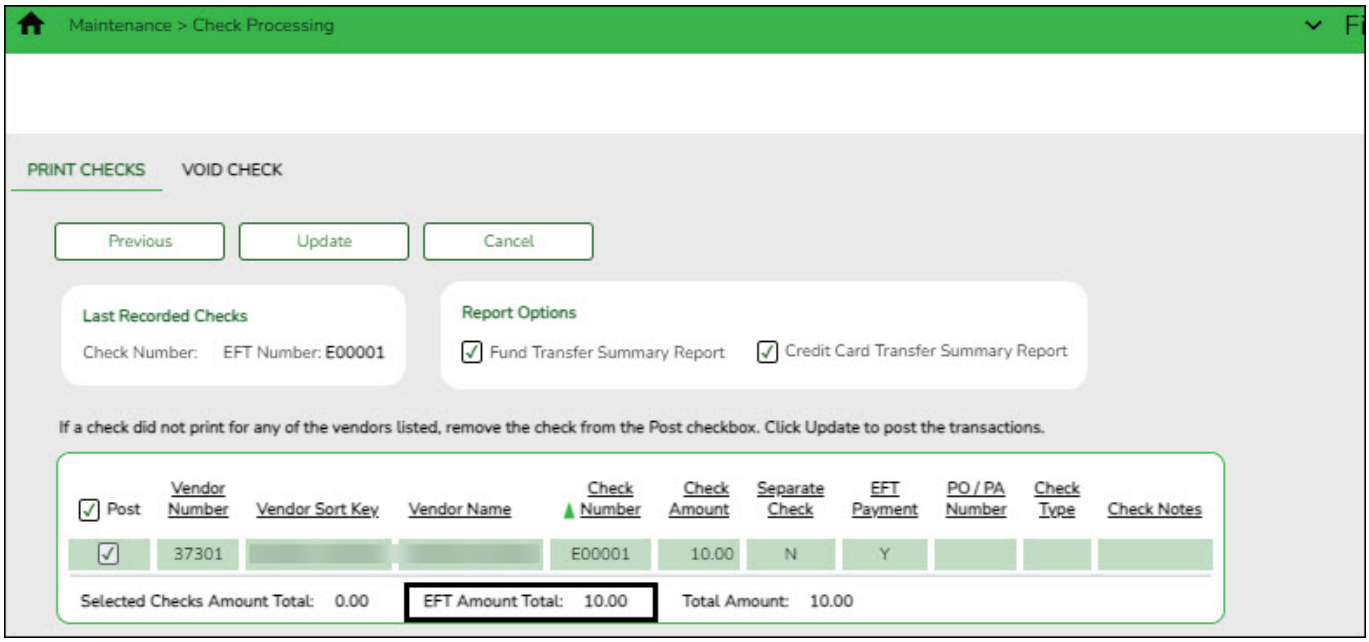
❑ Complete the Print Checks tab. The **Beginning EFT Reference Number** defaults to 00001 for the first time that EFT transactions are processed, and then increments each EFT run.

❑ 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 checkbox to select/unselect the list of transactions. Or, select individual checkboxes to only select specific transactions.



❑ If printing checks, click **Check Signatures** to select the appropriate signature(s) to be printed on the checks.



TIP: The total of the Fund Transfer will match the total of all transactions processed.

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Back Cover