



Print Check(s)

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Process Checks

[Finance > Maintenance > Check Processing > Print Checks](#)

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

PRINT CHECKS VOID CHECK

WARNING: If you choose to update files, export of Finance tables to a saved folder is highly recommended before running this process.

Beginning Check Nbr: Check Date:

Beginning EFT Reference Number: E

Fund:

Check Select Date Range: From: To:

Apply any credit memos up to the amount of the total invoices? Yes No

Sort Vendors by Alpha or Numeric?

Preview

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.

PRINT CHECKS VOID CHECK

Select vendors for printing checks. Click Next to view checks.

<input checked="" type="checkbox"/> Select	Vendor Number	Vendor Sort Key	Vendor Name	Check Amount	Trans Amount	Credit Amount	Separate Check	EFT Payment	PO/PA Number	Check Type	Check Notes
<input type="checkbox"/>	11318			974.61	974.61	0.00	N	N			<input type="text"/>
<input type="checkbox"/>	21015			31,542.95	31,621.95	79.00	N	N			<input type="text"/>
<input checked="" type="checkbox"/>	37301			10.00	10.00	0.00	N	Y			<input type="text"/>
<input type="checkbox"/>	40590			9,530.22	9,795.43	265.21	N	N			<input type="text"/>

Selected Check Amount Total: 10.00 Check Trans Amount Total: 10.00 Credit Amount Total: 0.00

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

Maintenance > Check Processing

PRINT CHECKS VOID CHECK

Previous Update Cancel

Last Recorded Checks
Check Number: EFT Number: E00001

Report Options
 Fund Transfer Summary Report Credit Card Transfer Summary Report

If a check did not print for any of the vendors listed, remove the check from the Post checkbox. Click Update to post the transactions.

<input checked="" type="checkbox"/> Post	Vendor Number	Vendor Sort Key	Vendor Name	Check Number	Check Amount	Separate Check	EFT Payment	PO / PA Number	Check Type	Check Notes
<input checked="" type="checkbox"/>	37301			E00001	10.00	N	Y			

Selected Checks Amount Total: 0.00 **EFT Amount Total: 10.00** Total Amount: 10.00



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



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