

## Print Checks

**PROGRAM NAME:**APCHKWRI  
**MENU OPTION TITLE:**Print Checks  
**MAIN MODULE:**ACCOUNTS PAYABLE  
**HELP KEY ACTIVE:**YES

### PROGRAM OVERVIEW

After completion of the Print Selection Register and the INVOICE SELECTION REGISTER report, checks may be printed. Before running the Print Checks program, load the printer with pre-printed check forms and set up the printer to print with 10 pitch type (large type).

### PROGRAM OPERATION

**(REDO)** Having selected the Print Checks option from the menu, the question will be asked if you want to print checks for the company you have chosen for processing. A response of "N" will abort the program and return the user to the A/P Check Processing Menu. A response of "Y" will cause the warning to be displayed telling the user to be sure the printer is set up to print with the large 10 cpi print. Go to the printer and be sure that it is set for the large print. To proceed, press RETURN. If you do not want to proceed, type in "END" and press RETURN which will redisplay the A/P Check Processing Menu.

The message "Do you want to print a test check?" will now be displayed. Printing a test check enables the user to determine that the checks are lined up properly in the printer, and insures that information will be printed in the proper places. A response of "Y" will print a test check. There is no limit to the number of test checks which may be printed. Each time a test check is printed, the test check question will be redisplayed. A response of "N" will discontinue the test check printing whereupon the check date and beginning check number will be displayed. The check date default is the date entered when accessing the Accounts Payable System. The check number default is the last check number (plus one) that was used in the most recent check run. The question will be asked, "Is this information correct?" A response of "Y" will cause the check date shown to be the number printed on the checks, and the beginning check number shown will be the number printed on the first check. A response of "N" will enable the user to change both the check date and the check number as desired. If, when entering a check date other than the default, the error message "PLEASE ENTER A VALID RECORD ID" is displayed, the system is signaling that the date entered falls within a closed accounting period. Since processing for closed periods is not allowed, re-enter a date that falls within the current open accounting period. After entering the correct information for the date and number, the checks will begin to print in order by VENDOR ID.

When the Print Checks program has been completed, the question will be asked "Press RETURN to release checks to printer". Press the RETURN key and the checks will begin printing. A message will be displayed telling how many checks were printed, including the total dollar value of those checks. (These totals should match those on the last of the INVOICE SELECTION REGISTER). The question will then be asked "Please take a few

minutes to make sure that the checks have been printed properly. Is everything O.K.? (Y/N)?" A response of "N" will cause a message to be displayed telling the user to reprint the INVOICE SELECTION REGISTER and returning to the A/P Check Processing Menu. Either: (1) rerun the Select Voucher to Pay program, reprint the INVOICE SELECTION REGISTER, and reprint the checks; (2) rerun the Print Checks routine; or (3) run the Check Writing Restart program. A response of "Y" will cause a message to be displayed telling the user to remove the checks from the printer. The screen will temporarily go blank, and after a pause a different screen will be displayed. As the processing continues for the second part of the Print Checks procedure, asterisks will be shown at the bottom of the screen to indicate that there is some process still taking place.

When the second portion of the Print Checks program is completed, a report entitled Detailed Check Register will be printed. This report is very similar to the INVOICE SELECTION REGISTER with the additional information, check date and check number included. A MANUAL CHECK REGISTER will also be printed if any checks were entered manually. These two reports are the audit trail and should be permanently filed for future reference. When the processing for this and the DETAILED CHECK REGISTER program is completed, the Update Checks to Database may be performed.