

Print Refund Checks

PROGRAM NAME: RFCHKWRI

MENU OPTION TITLE: Print Refund Checks

MAIN MODULE: REFUND PROCESSING FUNCTIONS

HELP KEY ACTIVE: NO

PROGRAM OVERVIEW

This program prints the refund checks from the batch file that has been created from the distribution order processing, the shipping/UPS manifest system, the order modification system, or the accounts receivable system.

PROGRAM OPERATION

WARNING! Make sure that your printer is set up to print checks before proceeding. Press RETURN to begin.

Do you want to print a test check? <Y> If you do not want to test print, mark <N>. Otherwise, it will test print a check and come back to this screen until you mark <N>. By answering <N>, you are telling the computer that your printer is ready to print checks.

CHECK DATE: The current day's date is automatically loaded. If this date is not correct, change it now. This will be the date of the checks and the general ledger batch that is created in the update process.

CHECK NUMBER: The last check number that was printed will display if you have used the refund system previously. You can enter the next check number that will be printed. The check number is stored in the system setup file, and is called "next check number". The last sequential check number that is printed in this check printing routing will be stored in the system setup file. There is no verification of check number, so be sure that you are not entering a duplicate check refund check number.

Is this information correct? <Y>

O.K. to proceed? <Y>

After the checks are printed, the program displays the number of checks written and the dollar value of all checks written. You may want to write these figures down. You are prompted to hit the return key to release the checks to the printer. Depending on your printer setup, they may have already printed.

At this point you will want to verify that the checks did in fact print correctly. If they did, you are ready to update the checks. If they did not, then you can reprint the checks. Again, pay close attention to the check number.

You will need to have the proper check forms that IBS requires be used.