Printing Checks

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This guide explains how to print check disbursements. It is intended for general users.

You can print posted disbursements directly from aACE to the <u>check template you have</u> <u>selected</u> (https://aace6.knowledgeowl.com/help/selecting-a-check-template) as the default.

Print a Single Check

- 1. Navigate from Main Menu > Accts Payable > Disbursements.
- 2. Use the <u>Quick Search bar (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar)</u> to locate the disbursement record to print.
- 3. Load the paper check into the printer.
- 4. At the disbursement record's detail view, click Print > Print Check.
- 5. At the check number dialog box, enter the number and click **Print**.
- 6. Configure the printer setup as needed, then send the job to the printer.

Print a Batch of Checks

- 1. Navigate to the Disbursements module (see above).
- 2. Use the <u>Quick Search bar (https://aace6.knowledgeowl.com/help/using-the-quick-search-bar)</u> to display the desired disbursement records in the list view.
- 3. Load the paper checks into the printer.
- 4. At the Disbursement's list view, click Print > Print Checks.
- 5. At the check number dialog box, enter the *starting* number for the batch and click **Print**. aACE will increment this number by one for each check in the list.
- 6. Configure the printer setup as needed, then send the job to the printer.