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## How to Print Checks for Payment



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## Icons

Icon	Meaning
	Caution
	Example
	Note
	Recommendation
	Syntax

## Typographic Conventions

Type Style	Description
<i>Example text</i>	Words or characters that appear on the screen. These include field names, screen titles, pushbuttons as well as menu names, paths and options. Cross-references to other documentation.
<b>Example text</b>	Emphasized words or phrases in body text, titles of graphics and tables.
EXAMPLE TEXT	Names of elements in the system. These include report names, program names, transaction codes, table names, and individual key words of a programming language, when surrounded by body text, for example, SELECT and INCLUDE.
Example text	Screen output. This includes file and directory names and their paths, messages, source code, names of variables and parameters as well as names of installation, upgrade and database tools.
EXAMPLE TEXT	Keys on the keyboard, for example, function keys (such as F2) or the ENTER key.
<b>Example text</b>	Exact user entry. These are words or characters that you enter in the system exactly as they appear in the documentation.
<Example text>	Variable user entry. Pointed brackets indicate that you replace these words and characters with appropriate entries.

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# How to Print Checks for Payment

## Purpose

SAP Business One enables you to issue checks for vendors, employees, and other recipients. You can create checks either as a step in the creation of *Outgoing Payment* documents, or directly from the *Checks for Payment* window.

After creating the checks, you need to print them. SAP Business One enables you to print either a single check at a time, or multiple checks in batches.

After printing, review the checks to verify that the printing was completed correctly, and confirm that the numbers assigned to the checks by the system match the numbers of the check pages loaded to the printer.

This document describes the processes of printing and confirming checks for payment.

## Printing and Confirming Checks in Batches

The following procedure explains how to print a batch of checks issued from the same bank account.

### Prerequisites

- You have created checks in SAP Business One (either while creating *Outgoing Payment* documents, or in the *Checks for Payment* window).
- You have defined the appropriate print layout as default for the *Checks for Payment* document and for each house bank account.

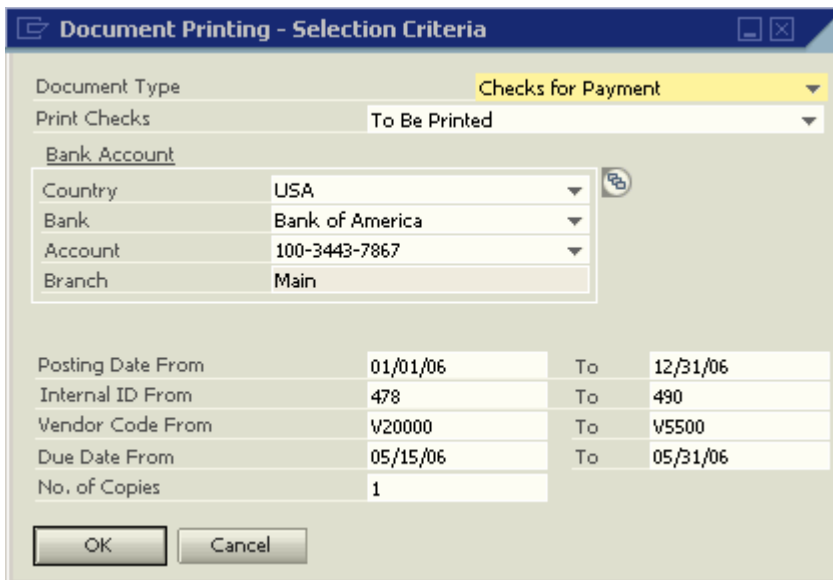
See additional information in SAP Business One Online Help.

- You have loaded the printer with the required check pages.

### Procedure

- From the Main Menu, choose *Banking* → *Document Printing*.

The *Document Printing – Selection Criteria* window opens:



- Enter the following data:

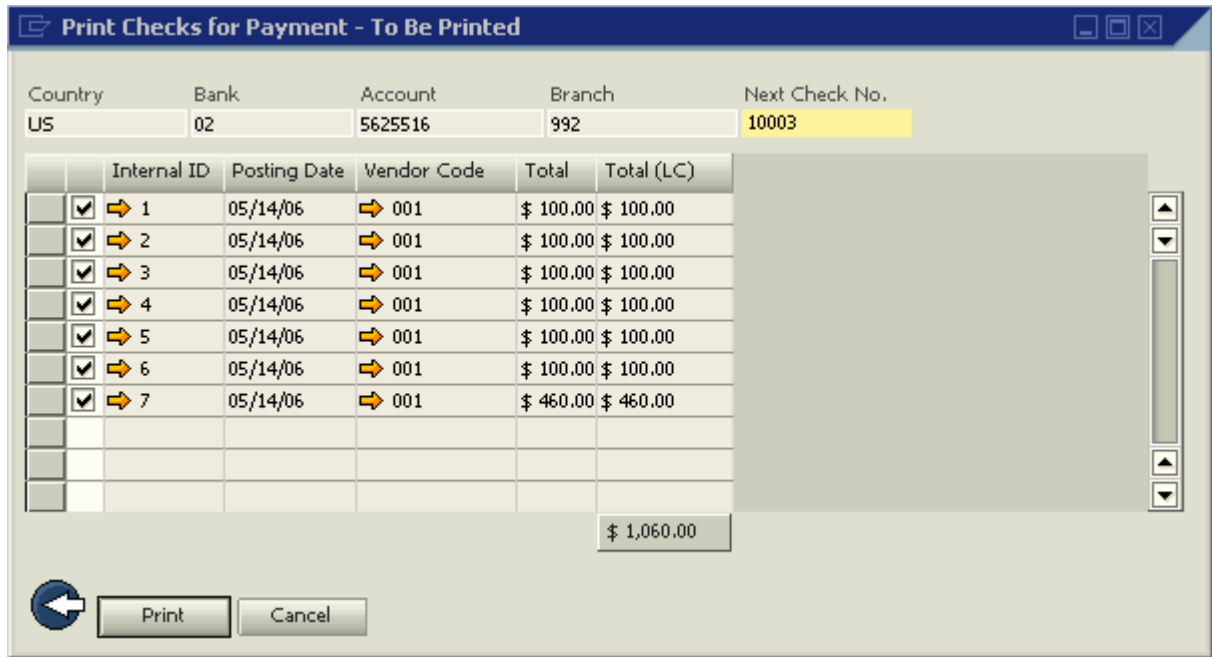
#### Document Printing – Selection Criteria

Field name	User action and values
<i>Document Type</i>	Select <i>Checks for Payment</i> .
<i>Print Checks</i>	Select <i>To Be Printed</i> .
<i>Bank Account</i>	Choose the bank account from which the checks are issued.
<i>Posting Date From ... To...</i>	To print checks that have a posting date within a defined range only, enter a range of posting and/or due dates.
<i>Due Date From ... To...</i>	

Field name	User action and values
Internal ID From... To...	To print checks with internal numbers within a defined range only, enter a range of check internal numbers.  (See <i>Banking</i> → <i>Outgoing Payments</i> → <i>Checks for Payments</i> → <i>Internal ID</i> )
Vendor Code From... To...	To print checks created for vendor orders in a defined range only, enter a range of vendor codes.
No. of Copies	Enter the number of copies for printing. 1 is displayed as default.


3. Choose OK.

The *Print Checks for Payment - To Be Printed* window appears:



4. The system displays the following data:

**Print Checks for Payment – To Be Printed**

Field name	User action and values
Country, Bank, Account, Branch	Displays the name of the bank, bank country, branch and account number from the issued checks.
Next Check No.	Displays the number the system will assign to the first printed check. This number is based on the definition made in <i>Administration</i> → <i>Setup</i> → <i>Banking</i> → <i>House Bank Accounts – Setup</i> window, considering the checks printed previously.   The <i>Next Check No.</i> defined in the <i>House Bank Accounts – Setup</i> window was 10000. Last month, you printed 3 checks that were issued from that bank account, so the value displayed in the <i>Next Check No.</i> field is now 10003.

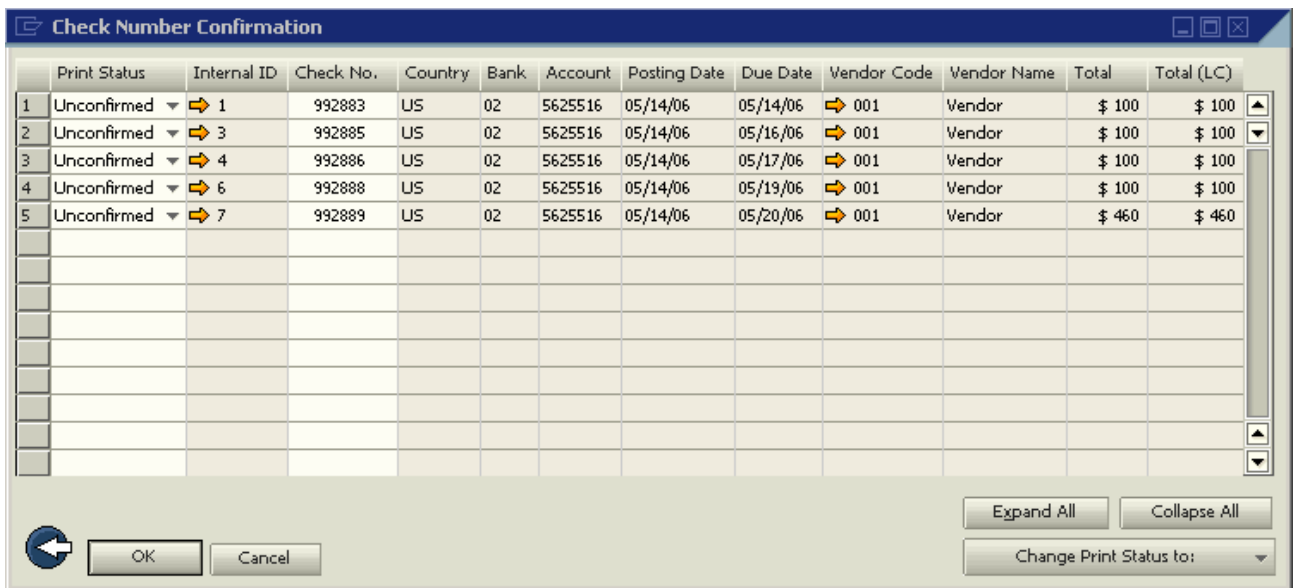
Field name	User action and values
Checkbox Column	Select the checkbox of every check you would like to print. All checkboxes are selected by default.
Internal ID	Displays the internal check number assigned by the system when the check was created.
Posting Date, Due Date	Displays the check's posting/due date.
Vendor Code, Vendor Name	Displays the code and name of the vendor for whom the check was issued.
Total, Total (LC)	Display the total amount of the check in the check currency and in the local currency, according to the current exchange rate.



The *To Be Printed* option does not handle checks marked as *Manual Check (Outgoing Payments → Payment Means)*.

Checks with manual numbers are handled using the option *For Reissuing*.



5. Deselect the checks you **do not** want to print, and make sure that the number displayed in the *Next Check No.* is correct and matches the blank checks loaded in the printer.
6. Choose *Print*.
7. The *Print* window of your operating system appears. Set the required parameters and choose *Print*. Approve the system message to print the selected checks.
8. Once the checks are sent to the printer, the *Check Number Confirmation* window opens:



This window lists all the checks you asked the system to print.

The system provides the following data regarding the printed checks:

#### Check Number Confirmation

Field name	User action and values
<i>Print Status</i>	The default print status of the checks is <i>Unconfirmed</i> . Further information on print status is provided later.
<i>Internal ID</i>	Displays the internal number assigned to each check, at the time it was created. This number is not the actual number printed on the check. Click on  to display the check.
<i>Check No.</i>	Displays the actual printed check number.
<i>Country, Bank, Account</i>	Displays the details of the credited bank account.
<i>Posting Date, Due Date</i>	Displays the posting/due date of each check.
<i>Vendor Code, Vendor Name</i>	Displays the code and name of the vendor for whom the check was issued. If the check was issued for a customer or an account, the respective customer code or account code is displayed. Click on  to view the account or business partner master data record.
<i>Total, Total (LC)</i>	Displays the total amount of each check in the check currency and in local currency.
<i>Change Print Status To:</i>	Choose to globally change the print status of all the checks to one status.

9. **Collect the printed checks from your printer. Make sure each one of the checks was properly printed, and compare its number to the number appearing in the *Check No.* field.**

10. Your next steps depend on the printing results:

Printing Result	What should I do?	What will SAP Business One do?
Check was printed properly and its number matches the number displayed in <i>Check No.</i> field.	Change status of check from <i>Unconfirmed</i> to <i>Confirmed</i> .	<ul style="list-style-type: none"> <li>The confirmed check number will be marked as used, and will not be available for other checks in the future.</li> <li>This number will be displayed in the <i>Checks for Payment</i> window, and in the <i>Payment Means</i> window related to the specific <i>Outgoing Payment</i> document.</li> </ul>
Check was not printed, but the check page was not damaged.	Change status of check from <i>Unconfirmed</i> to <i>Not Printed</i> .	<ul style="list-style-type: none"> <li>The check numbers that are marked as not printed will be available for printing in the future.</li> <li>The <i>Check No.</i> field of the not printed checks will be cleared and set to read-only mode.</li> </ul>
Check is printed properly, but its number does not match the <i>Check No.</i> field in the <i>Check Number Confirmation</i> window.	<ol style="list-style-type: none"> <li>Change the <i>Check No.</i> in SAP Business One according to the number printed on the check.</li> <li>Change the check status from <i>Unconfirmed</i> to <i>Confirmed</i>.</li> </ol>	<ul style="list-style-type: none"> <li>The confirmed check number will be marked as used, and will not be available for other checks in the future.</li> <li>This number will be displayed in the <i>Checks for Payment</i> window, and in the <i>Payment Means</i> window related to the specific <i>Outgoing Payment</i> document.</li> </ul>
Check was not printed properly, and the check page was damaged.	Change the check status from <i>Unconfirmed</i> to <i>Damaged</i> .	<ul style="list-style-type: none"> <li>The check numbers are marked as damaged.</li> <li>These checks are marked as not printed, and no check numbers are assigned to them.</li> </ul>



## Confirming Check Numbers at a Later Time

In this scenario, the checks are printed but are reviewed and confirmed later, not immediately after the printing takes place.

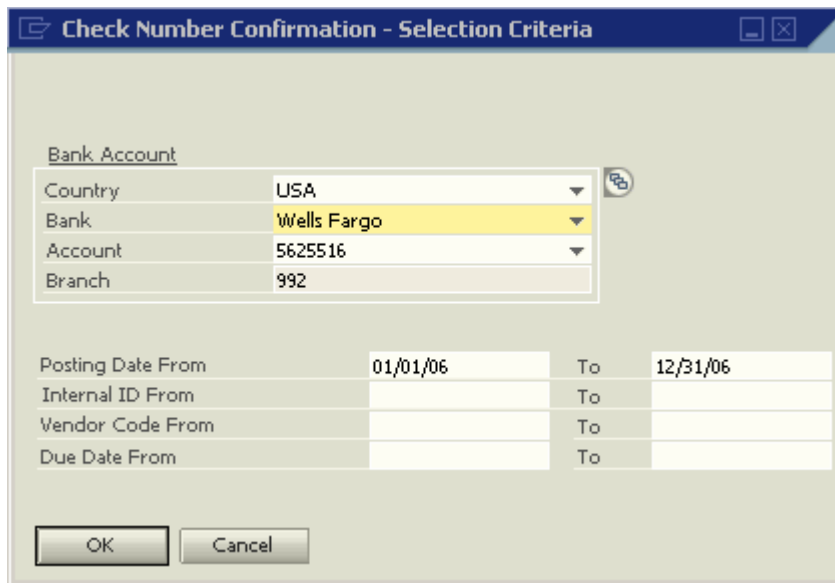
### Prerequisites

The printed checks are available.

### Procedure


1. On the *Main Menu* choose *Banking* → *Check Number Confirmation*.

The *Check Number Confirmation – Selection Criteria* window opens:



2. Enter the following data:

#### Check Number Confirmation – Selection Criteria

Field name	User action and values
<i>Country, Bank, Account, Branch</i>	Choose the bank account from which the printed checks were issued.
<i>Posting Date From... To...</i>	Enter the range of posting dates of the required printed checks.
<i>Internal ID From... To...</i>	Enter a range of internal numbers of the printed checks See <i>Banking</i> → <i>Outgoing Payments</i> → <i>Checks for Payments</i> → <i>Internal ID</i> field: 
<i>Vendor Code From... To...</i>	Enter a range of vendor codes for which the printed checks were issued.
<i>Due Date From... To...</i>	Enter the range of due dates of the required printed checks.

3. Choose *OK*, and follow steps 1 to 4 in the *Printing and Confirming Checks in Batches* procedure.

## Reissuing Printed Checks

The following procedure explains how to reissue checks that have already been printed and confirmed.



The system prints reissued checks with their confirmed check numbers.

### Prerequisites

You have created, printed and confirmed checks in SAP Business One.

### Procedure

- From SAP Business One's Main Menu, choose *Banking* → *Document Printing*.

The *Document Printing – Selection Criteria* window opens:

- Enter the following data:

#### Document Printing – Selection Criteria

Field name	User action and values
<i>Document Type</i>	Select <i>Checks for Payment</i> .
<i>Print Checks</i>	Select <i>For Reissuing</i> .
<i>Bank Account</i>	Choose the bank account from which the checks were issued.

Enter additional data if required (see section 2 of the procedure for Printing and Confirming Checks in Batches).

- Choose *OK*.

The *Print Checks for Payment – For Reissuing* window opens:

**Print Checks for Payment – For Reissuing**

Field name	User action and values
<i>Historic Check No.</i>	Displays the previously confirmed check number of the reissued check.
<i>Manual Check</i>	If the box is selected, a user entered a manual number for the previous check (through the Payment Means window opened from the Outgoing Payments window.)



For a description of all the fields in this window, see section 2 of the procedure for Printing and Confirming Checks in Batches.

4. Deselect the checkboxes you **do not** want to re-print, and make sure that the number displayed in the *Next Check No.* is correct and matches the blank checks uploaded to the printer.
5. Choose *Print*.
6. The *Print* window of your operation system appears. Set the required parameters and choose *Print*. Approve the system message to print the selected checks.
7. When the checks are sent to the printer, the *Check Number Confirmation* window opens.
8. To continue, see step 8 of the procedure for Printing and Confirming Checks in Batches.

## Printing Check Details

The following procedure explains how to print the details of checks that have already been printed and confirmed.



The system does not print actual checks using this option; so do not load your printer with check paper.

## Prerequisites

You have created checks in SAP Business One, printed and confirmed them.

## Procedure

- From SAP Business One's Main Menu, choose *Banking* → *Document Printing*.

The *Document Printing – Selection Criteria* window opens:

- Enter the following data:

### Document Printing – Selection Criteria

Field name	User action and values
<i>Document Type</i>	Select <i>Checks for Payment</i> .
<i>Print Checks</i>	Select <i>Check Details Only</i> .
<i>Bank Account</i>	Choose the bank account from which the checks were issued.

Enter additional data if required (see step 2 of the procedure for Printing and Confirming Checks in Batches).

- Choose *OK*.



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