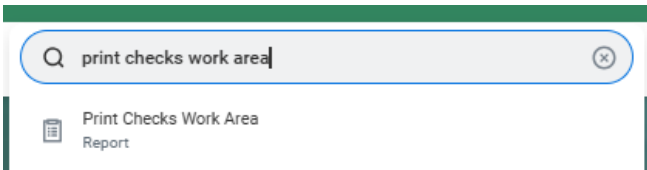


Audience / Role	Accounts Payable Settlement Specialist Payroll Settlement Specialist Miscellaneous Payment Data Entry and Settlement Specialist
Description	This job aid provides instructions to print checks.
Before You Start	Make sure the payment has been settled so you are able to print.

Print Checks

1	In the Search bar, enter Print Checks Work Area, select the Print Checks Work Area report. 
2	Under the Print Checks Work Area , a table of all checks available for print is displayed. Find the checks to print and select the Print Checks button in the right column.
3	Under Print Checks: Prepare Check Numbers, read the instructions and verify the populated information: • Total Number of Checks Selected • Total Payment Amount • Maximum Check Number Used • Last Check Number Used • Next Check Number in Printer • Allow without Address – check box if printing checks without addresses Select Print Checks to print all checks. Select Select Checks to be Printed to select specific checks to print. Select OK.
4	The Payment Printing Run page displays. Refresh the page until the percent complete is 100%
5	To open the check to print, select the PDF file. Follow instructions to print the check. Select the Print Icon. Select the Print Icon window. Select the applicable printer. Select More settings. Change scale to Actual size. Load check(s) into printer. Print.

What Happens Next?

- The positive pay file is automatically generated and sent to the bank by Workday.

Related reports



Banking and Settlement: Print Checks



check register

- View
- Kern Find Payments