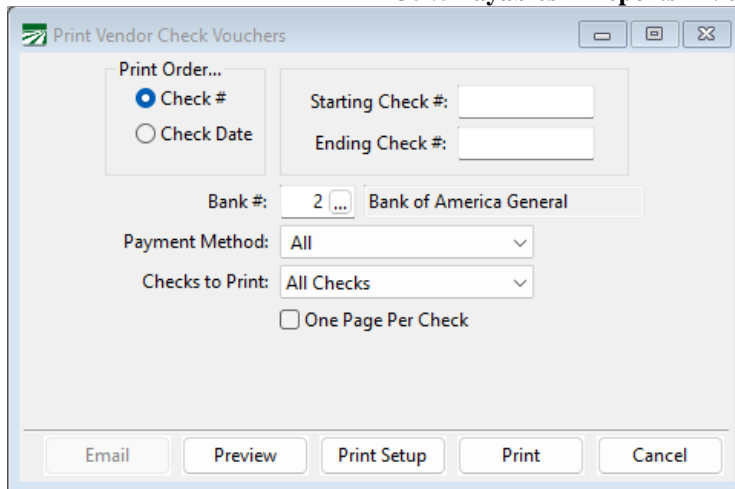

Print Vendor Check Vouchers

The Vendor Check Vouchers report can be used when the check detail exceeds the space on the check stub.

In some cases you may enter a direct expense check with so many line items that there is not enough room to print them all on the stub, or you might enter a payables check that pays more than 13 invoices. The Check Voucher Report prints the same information that appears on the check stub only it is designed to print on plain paper, so it is not limited by space.

You can also use this window to email check vouchers to Vendors paid through ACH.

Go to **Payables > Reports > Vendor Check Vouchers**.



Print Order

Start by selecting Check # or Check Date. These options allow you to print multiple vouchers based on check numbers or check dates.

Starting / Ending Check # or Starting / Ending Check Date

If you select Check # in the Print Order section, enter the starting and ending check numbers. If you select Check Date, these entries will change to allow for check dates to be entered.

Bank

Your default accounts payable bank account will be displayed here automatically. Click on the lookup button or press [F4] to get to the bank account selection list.

Payment Method

Select a Payment Method to create check vouchers for, either All, ACH, Check, or Wire Transfer.

Checks to Print

Select either All Checks, Less than 12 lines, Miscellaneous Transactions, More than 12 lines, or Overflow Checks.

One Page Per Check

Check this box if you want each check to be printed on a separate page. If you uncheck this box, then multiple checks will be printed on the same page (saving paper).

Email

Click Email to send an emailed check voucher to Vendors set up with an email under *Vendors' ACH Settings* for *Voucher Email Address*.

Preview

Click on this button to see a preview of the report on the screen.

Print Setup

Click on this button to select a printer to use for this report. If you do not select a printer, the report will automatically be printed to the current default printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Print

Click on this button to print the report to the current printer. To see the current printer, you can move the mouse pointer over the button and a tool tip will appear showing the printer name and port.

Cancel

Click on this button to close the window.