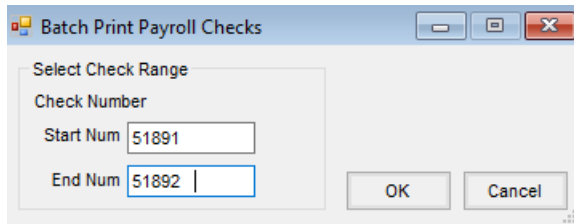


Printing Paychecks

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Batch Print Checks

If the *Batch Print Checks* option is selected at *Setup / Preferences* on the *Payroll* tab, going to *Payroll / Batch Print Checks* is where the checks are printed. The starting and ending check numbers that default in to this screen should be verified for accuracy.



Reprint ACH Check

Reprint any payroll check, including ACH checks, by editing the check at *Payroll / Edit a Paycheck*. Highlight the check to be printed, select *Edit* and click **Print**.

OR

At *Payroll / ACH Data Management / Print ACH 'Checks'*, select the *Date Range of Employee ACH Checks* option. Enter the paycheck date in the *Start Date* and *End Date* areas. Mark the *Include Previously Exported Checks* option. Use the **Select** button to choose specific employees. If no employees are selected, this method will reprint all of the ACH checks within the specified date range.