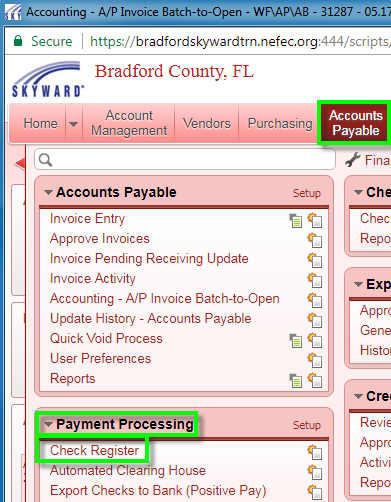
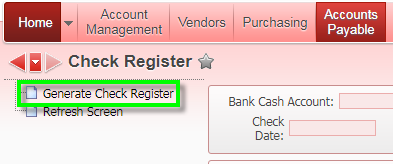
**Accounts Payable – Check Register**

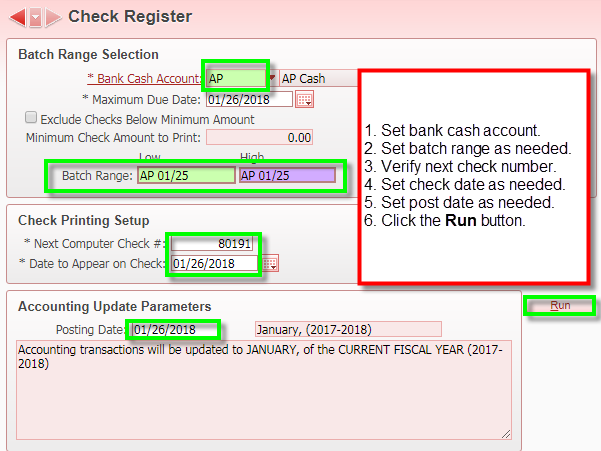
1. Please go to **Accounts Payable\Payment Processing\Check Register**.



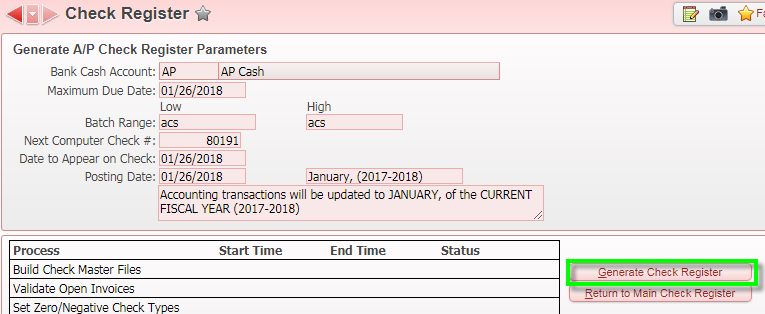
1. Click **Generate Check Register**.



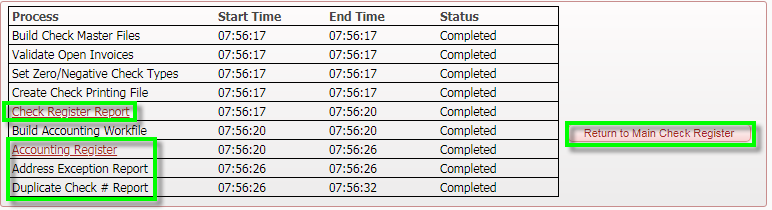
1. Set check register parameters.



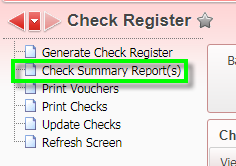
1. Click **Generate Check Register**.



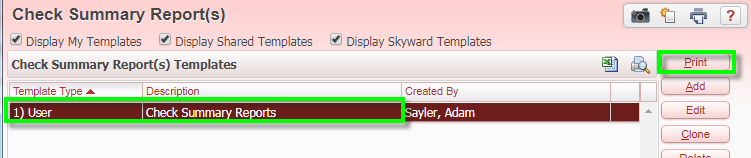
1. Read and/or print reports as needed. Click **Return to Main Check Register**.

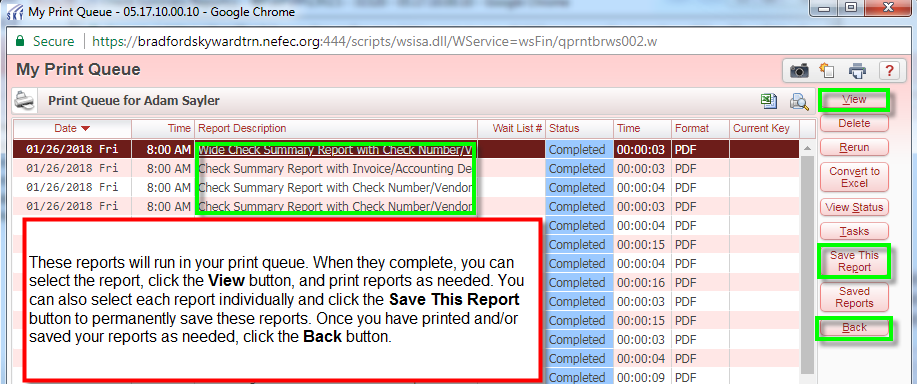


1. Print **Check Summary Report(s)** as needed.

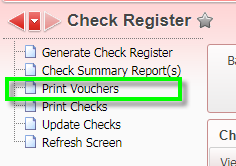


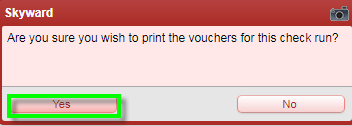
Select report and click the **Print** button.

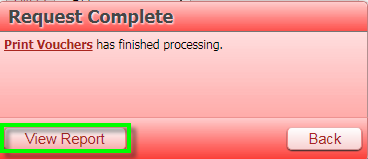




1. Print Vouchers

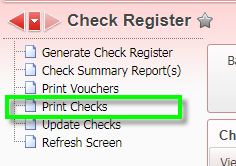


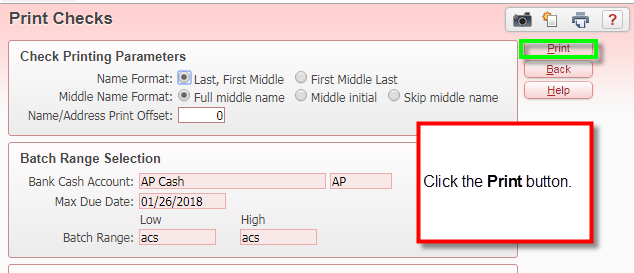




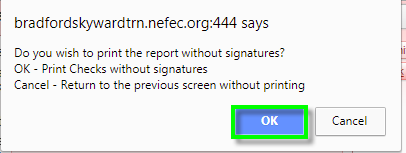


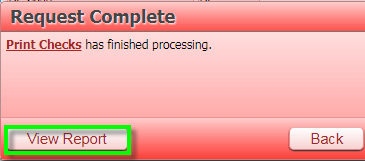
1. Print checks (NO SIGNATURE)

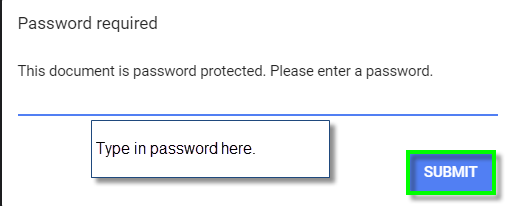


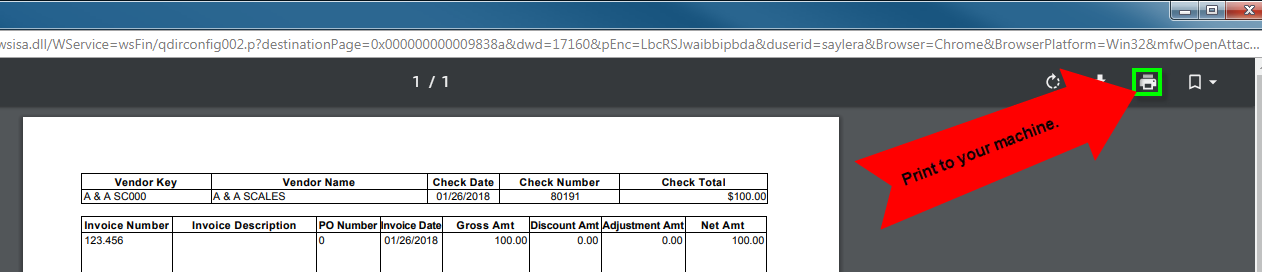




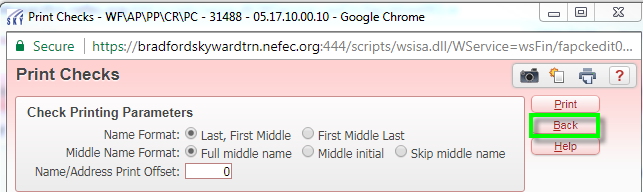


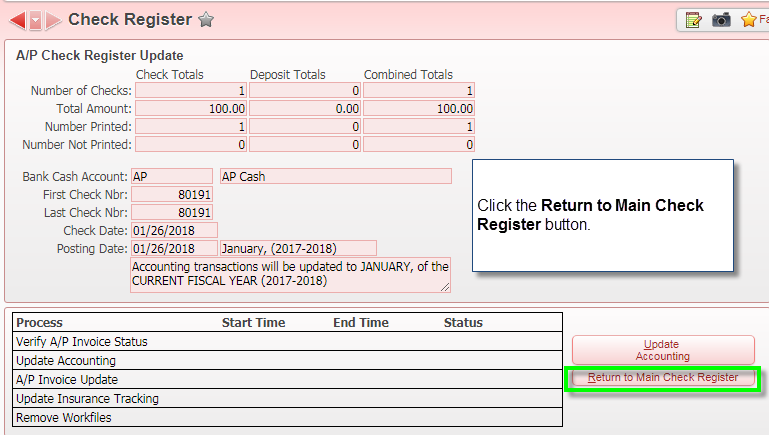




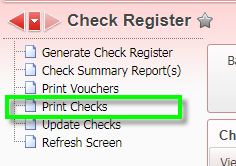


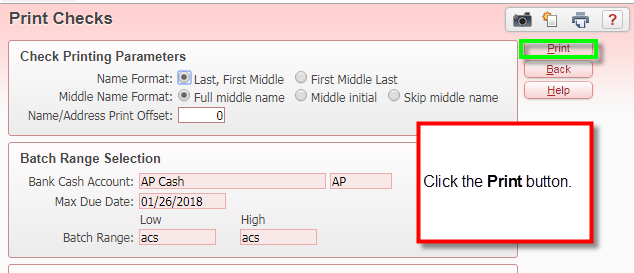
After printing your checks without signature, please click the **Back** button.

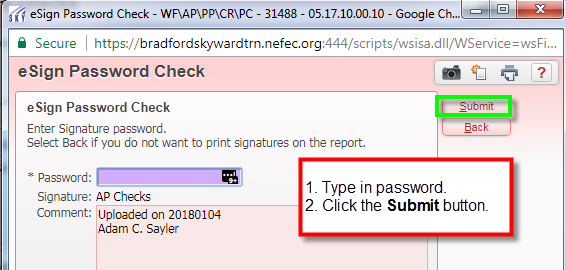


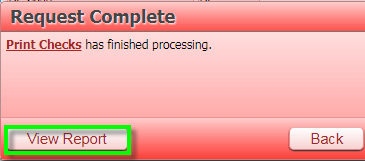


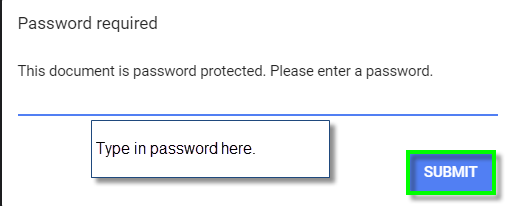
1. Print checks (SIGNATURE)

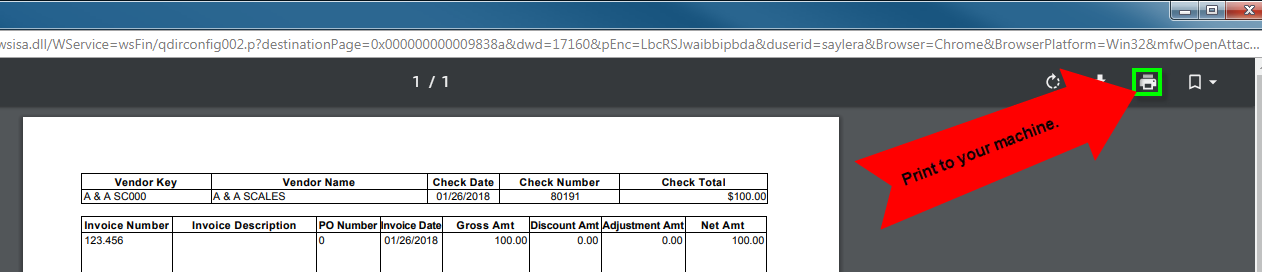


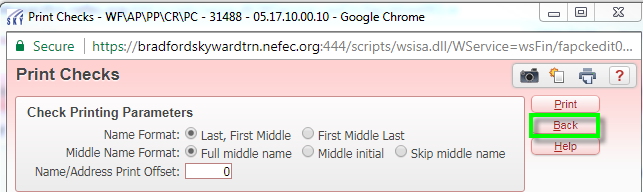


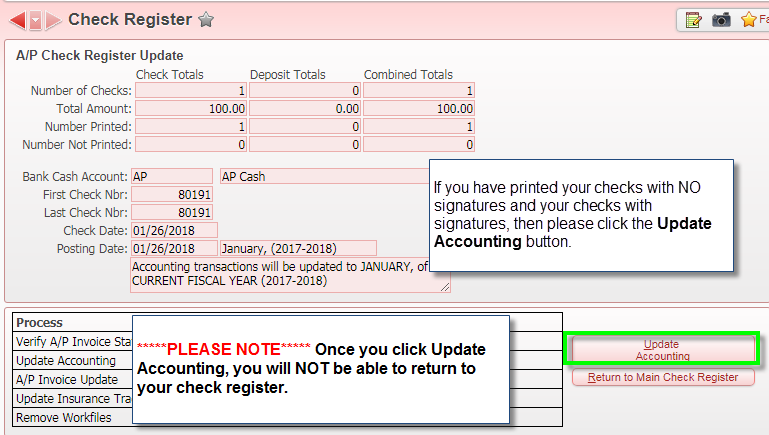


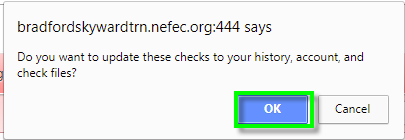
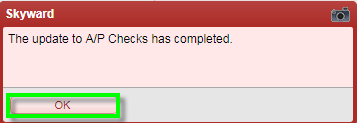










At this point, you are finished with the process. Your checks, vouchers, and reports have all printed. Your invoices are now in history status.