**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.