

ASSIGN PREPRINTED CHECK NUMBERS TO THE CHECK MASTER.

Assign Preprinted Check Numbers to Check Master	
*Location:	<u>99</u>
Bank (1-6):	<u>1</u>
First "control" number:	<u>00256</u>
Last "control" number:	<u>00327</u>
First Pre-printed number:	<u>07901</u>
First Pre-printed number to Void:	<u>07893</u>
Last Pre-printed number to Void:	<u>078900</u>

Note: If you have used this program before for the same location and bank combination, the Voided Pre-printed check number will pre-fill. You do not have to input the number.

Location the check run is assigned to. Most companies have a location 99 that they run all the A/P through. When you input the voucher you should debit the proper location and account at that time.

Bank: You can have up to 6 banks in the system. They must be set up in the GLs chart of accounts and also in the set-up option GLCASH. The default bank is also set-up in the options file CASH01.

First "control" number: This is the first control number on this check run.

Last "control" number: This is the last control number on this check run

First Pre-printed number: This is the first good preprinted check number that you intend to mail out.

First Pre-printed number to Void: This is the first check number that failed to print properly and you intend on throwing away.

Last Pre-printed number to Void: This is the last check number that failed to print properly and you intend on throwing away.

Example:

You have already called for your checks to print and all 72 checks are sitting out on the print que to be printed.

You pull your preprinted checks out of the box and load them in the printer. The first preprinted check number is 07893.

You align the checks and you go into the print spool and release the checks to print. You find that your alignment was wrong and you stop the printer but not until after 8 check went through the printer. You stop the printer, re-align the checks, reset the print spool to check number 1 and release it to print again. This time the check are aligned properly and they are printing fine. The first mailable control number and preprinted check number is 00256 / 07901. Now you need to assign the check numbers. The above screen displays the proper inputs for this scenario.