Cheque Reporting

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This report is available from the **Cheques Printing** menu and include options for unprinted and printed Cheques.

Printed Cheques Report (Payment Authority)

You may wish to produce a report displaying Printed Cheques for a particular (or all) buildings.

1. Search or select **Payments**.
2. Click on the *Reports* tab.
3. Click on *Change Building* and select your building/s, then click *OK*.
4. In the *Selected Dates* field, enter in the selected date periods you wish the report to be for.

- Month to Date
- Year to Date
- All
- Unprinted - If 'Auto Print After Draw' was not selected.

5. Click *Print Report* to produce the report for each selected building.