Cheques Printing

The instructions in this article relate to **Cheques Printing.** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Cheques Printing icon is to be used when a Cheque Payment has been created either via **Creditor Invoices** or **Payment Entry** and the Creditor account has a Payment Method set to 'Cheque'. Cheques can be printed globally or for one property, locally. Once the **Payments** stage has been completed to create the payments, the Cheque can be printed onto Cheque paper and posted or delivered to the Creditor as required.

Cheques Printing | Security

To access Cheques Printing, users must have permissions set to *Allow* for 'Cheque Printing' in **Security Setup**.

Cheques Printing | Local & Global

The Cheques Printing process can be completed globally across your portfolio or locally, for one property. By selecting the tick box to *Auto Select All Unprinted* any unprinted, Cheque numbers will be tagged automatically to be printed in the process, so there is no requirement to tag each individual Cheque.

1. Search or select **Cheques Printing**.
2. Select *Print Payments* tab and review the *Printer* set to ensure a printer with cheque paper is configured.
3. Tick *Auto Select All Unprinted* to select all unprinted Cheques, or highlight and tag the Cheque number to be printed if printing for one property.
4. Click *Global* and *Auto Select All Unprinted* and *Change Building* if there are Cheques to be printed for multiple Buildings and tag as required/ *OK (*Global*)*.
5. Click *Print Payments*.
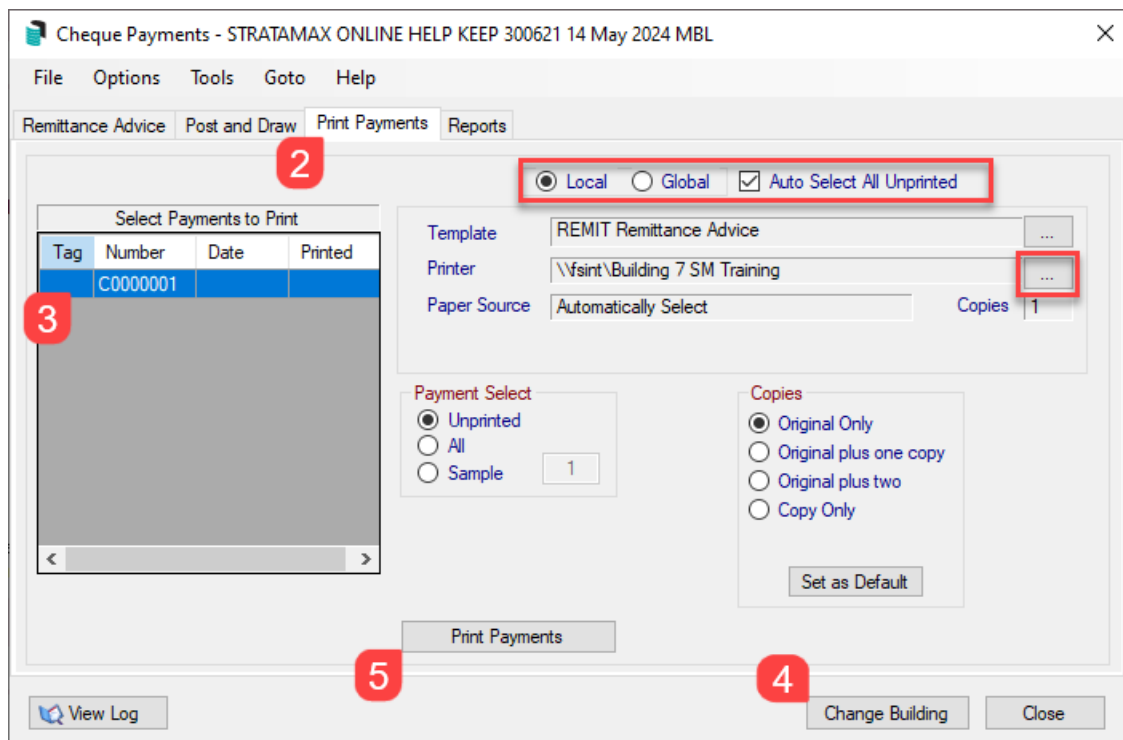
Reprinting a Cheque

If a cheque requires reprinting due to being lost or misplaced, this can be printed as long as the payment has not been presented at the bank. There is also an option to reprint a copy of a Cheque with a watermark '*Copy*'.

1. Search or select **Cheques Printing**.
2. Select *Print Payments* tab and review the *Printer* set to ensure a printer with cheque paper is configured.
3. Click *All* in Payment Select.
4. Review Copies and select Original Only - or Copy Only to produce a watermark on the Cheque.
5. Highlight and tag the Cheque number to be reprinted.
6. Click *Print Payments*.
7. When prompted '*This Cheque has already been printed. Are you sure you want to reprint it?*' select *Yes*.
8. *Click Reprint* to the Payment Reprint Security.