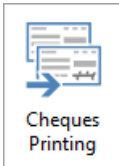


Cheques Printing

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The instructions in this article relate to **Cheques Printing**. The icon may be located on [Manage](#) 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.

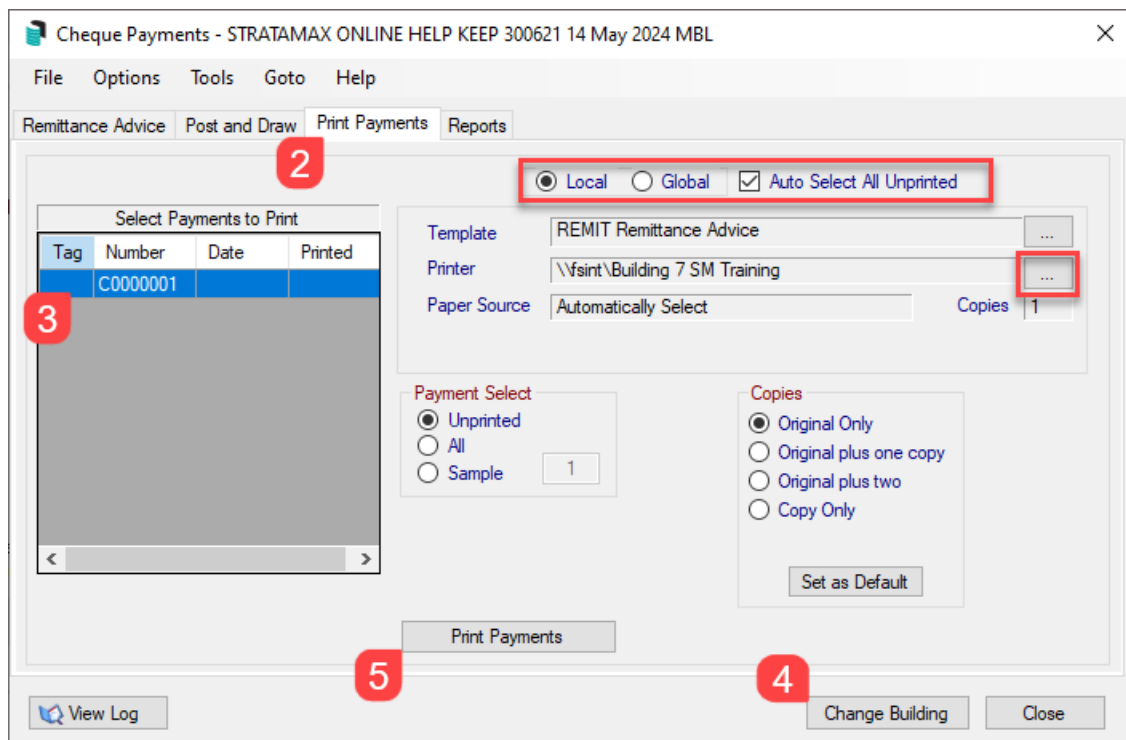
Cheques Printing | Security

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 if 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.