

PRINTING CHECKS

QUICK REFERENCE GUIDE AP-31



Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Print Checks in the North Carolina Financial System (**NCFS**).

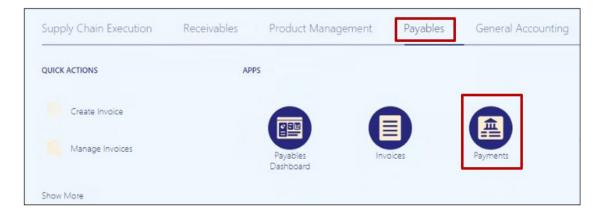
Introduction and Overview

This QRG covers the steps to Print Checks.

Printing Checks

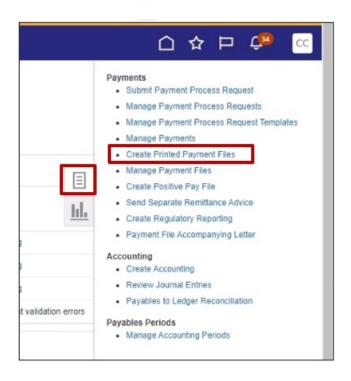
To Print Checks in NCFS, please follow the steps below:

- 1. Log in to the NCFS portal with your credentials to access the system.
- 2. Click the **Payables** Tab. Click the **Payments** app.





3. Click the Tasks [🗉] icon. Under Payments, click Create Printed Payment Files.



 The Create Printed Payment Files page is displayed. Select the appropriate Disbursement Bank Account, Business Unit (if applicable), From Payment Date will default to the current date (you can change the From and To date if needed). Select the appropriate Payment Document, Print Now – Yes and select the appropriate Printer Name.

Name Create Printed Payn	nent Files
Description Groups payments in	to payment files. Validates,
Schedule As soon as possible	
Basic Options	
arameters	
* Disbursement Bank Account	7000054 - GENERAL EXPENSE - OS(
Currency	~
Business Unit	•
Legal Entity	•
From Payment Date	10/1/23
To Payment Date	m/d/yy
Payment Process Profile	•
Payment Process Request	•
Administrator Reference	
Comments	
* Payment Document	1400 1000 🗸
* Print Now	Yes 🗸
* Printer Name	NCFSOSCPRINTER ~

5. Click the **Submit** button and you should get a confirmation message. This action will print the checks.

P	Process Options	Advanced	Sub <u>m</u> it	Cancel

NOTE : MAKE SURE THE CHECKS ARE PRINTED BEFORE RECORDING PRINT STATUS (STEP 6 THRU STEP 10). IF CHECKS NEEDS TO BE REPRINTED SEE STEP 7.

6. Overview page is displayed. All the Payment files requiring attention are listed under the **Payment Files Requiring Attention** section, click on the **Action Arrow** button related to the payment file to proceed to the next steps.

# Payment Process Requests ②						
Requiring Attention (4) Recently Completed (2) Recently Terminaled (0)						
View • 🕅 🔝 Detach 🕤						
Name	Pending Since	Stage	Status	Actio	Installmen Selecte Rej	ts Payment jected Date
BU1900 Test PPR Status	9/12/23	Payment tie build	Waiting for payment file processing		1	9/12/23
3000 Test 002623	9/26/23	Payment the build	Waiting for payment file processing		1	9/26/23
BU3000 Test 092723	9/27/23	Payment lie build	Waiting for payment file processing		1	9/27/23
WEX_Test_10322823_001	10/2/23	Payment validation	Pending action to address payment validation er	0 an	2	10/2/23
4 Payment Files Requiring Attention Actions • Vev • 用 ┏ ⊑ Detech €						
Reference Administrator Reference			Creation Date Status			Acti
130027			8/24/23 Submb	ed for printing		0
154026			9/26/23 Submitt	ed for printing		0

7. Payment File: page is displayed. You can review details, Reprint the checks if needed. Click on **Record Print Status**.

Pay	yment File: 133027	0				Actions 🔻	Record Print Status Reprint Ogne
			Administrator Reference		Status	Submitted for printing View[]]	
			Payment Process Profile	NC Check Payment Process Profile	Payments Confirmed	No	
			Format	NC_AP_CHECK_FORMAT	Process Type	Standard	
			Creation Date	8/24/23	Comments		
			Processing Type	Printed	Sent File Name		
4	Payment Summary						
_	Payments Created	Total Amount					
	1	1.00 USD					
	1						

8. Record Print Status: Payment File page is displayed. Click **Submit**, you will receive a warning.

Record Print Status: Payment File	133027		Actions • Submit Cancel				
Payment File Summary ②							
Payment Documen	nt 1400 1000 Setup Documents	0 Spolled Document	5 0				
Paper Stock Typ	e Blank Stock Overflow Documents	0 Skipped Document	s 0				
Disbursement Bank Account	nt 7000054 - GENERAL EXPENSE - OSC Issued Documents	1					
	Total	1					
Create positive pay file immediately							
Payment Documents							
Review your printing results for spoled or piloped checks and record them on this page. All printed document numbers are initially shown with a status of Printed.							
Ver Murk as fpolied							
Document Number Payment Reference Pay	yee		Amount Status				
1016 1863 AD	WANCED SYSTEMS CONCEPTS INC		1.00 USD Printed				

9. Click Record the Print Status.

	🔺 Warning X
d che	Don't confirm payments unless you're sure that all payments in this file are complete and were processed by your payment system or financial institution.
	Confirmation of payments can't be reversed. Once payments in a payment file are confirmed, the payment file can't be terminated. If any subsequent problems are found, you must void the payments. Do you want to continue?
	Record the Print Status Cancel

10. Click Done.

Payment File: 133027 @	0				Actions + Dome
	,	Administrator Reference		Status	Printed View[1]
	p	Payment Process Profile	NC Check Payment Process Profile	Payments Confirmed	No
		Format	NC_AP_CHECK_FORMAT	Process Type	Standard
		Creation Date	82423	Comments	
		Processing Type	Printed	Sent File Name	
A Payment Summary					
Payments Created	Total Amount				
1	1.00 USD				
1					

11. The **Overview** page will be displayed, click on the **Refresh** button and the payment reference number you printed will no longer be in the list, this shows that you have printed the checks and recorded print status.

Overview			
▶ Payment Process Requests ⑦			
A Payment Files Requiring Attention Actors • Ver • □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □			
2			
Reference Administrator Reference	Creation Date	Status	Action
154026	9/26/23	Submitted for printing	0
87023	7/13/23	Submitted for printing	٥

Wrap-Up

Print checks and record print status using the steps above.

Additional Resources

Virtual Instructor-Led Training (vILT)

• AP105: Payment Printer