

Printing Checks

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This guide explains how to print check disbursements. It is intended for beginning-level users.

You can print posted disbursements directly from aACE to the [check template you have selected](#) (<https://aace5.knowledgeowl.com/help/selecting-a-check-template>) as the default.

Print a Single Check

1. Navigate from **Main Menu > Accts Payable > Disbursements**.
2. Use the [Quick Search bar](#) (<http://aace5.knowledgeowl.com/help/using-the-quick-search-bar>) to locate the disbursement record to print.
3. Load the paper check into the printer.
4. At the detail view menu bar, click **Print > Print Check**.
5. At the check number dialog box, enter the number and click **Print**.
6. Configure the printer setup as needed, then send the job to the printer.

Print a Batch of Checks

1. Navigate to the Disbursements module (see above).
 2. Use the [Quick Search bar](#) (<http://aace5.knowledgeowl.com/help/using-the-quick-search-bar>) to display the desired disbursement records in the list view.
 3. Load the paper checks into the printer.
 4. At the list view menu bar, click **Print > Print Checks**.
 5. At the check number dialog box, enter the starting number for the batch and click **Print**.
 6. Configure the printer setup as needed, then send the job to the printer.
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