



Process

Documentation

Department:

Customer Support

Last Updated:

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NAME OF PROCESS

Printing Checks & How to Reset Check Numbers [Roleplay]

Use Case / Objectives

In this how to guide, we will walk through how to print check and how to reset check numbers.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

Menu options to access:

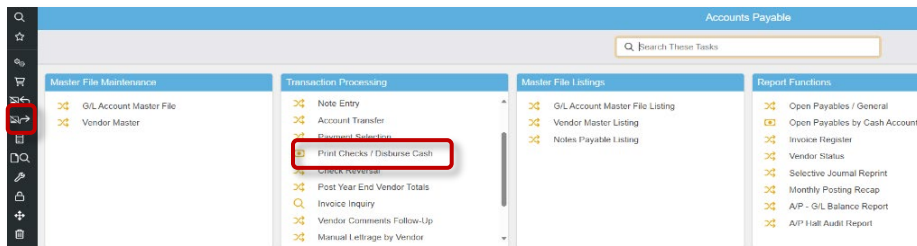
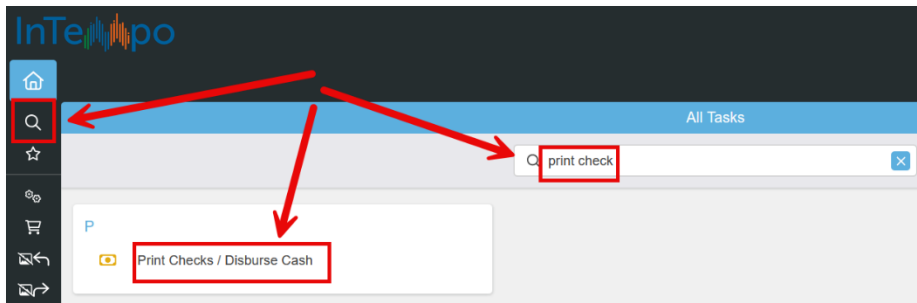
Accounts Payable => Transaction Processing => Print Checks/Disburse Cash
Accounts Payable => Transaction Processing => AP Cash Account Maintenance

Printing Checks

Process Steps

To print a check, you will need to do the following:

1. Once logged into [Roleplay](#), click on the magnifying glass in the left tool bar and search for “print check” in the search field. Click on the **Print Checks/Disburse Cash** menu option. **NOTE:** You can also access this option through the **Accounts Payable** menu in the **Transaction Processing** section.



- a. The **Cash Disbursements** screen displays.

Cash Disbursements

Print Checks (Y/N) :

G/L Cash Account No. : Pay method:

Starting Check No. :

Check Date :

SUBMIT JOB (Y/N) :

Post/Print Disbursements:

Disbursement Date :

Process Prepaid Checks :

Prepaid Check Date :

2. Change the *Print Checks* field to Y.
3. Type in the G/L Cash Account number in the *G/L Cash Account No* field.
4. Type K for a check in the *Pay Method* field.

Print Checks / Disburse Cash

12/08/25 09:47:30 Cash Disbursements Sys: DEMO V12
 Cmp: RM Loc: DM0

Print Checks (Y/N) : Y
 G/L Cash Account No. : 1000000000000000 Pay method: K
 Starting Check No. :
 Check Date : 12/08/25
 SUBMIT JOB (Y/N) : Y

5. In the *Starting Check No* field, if you need to print a check with a specific number, then you will enter that number in this field. For example, if you want this check to be check number 11387, enter “11387” in the field and then press ENTER.

Print Checks (Y/N) : Y
 G/L Cash Account No. : 1000000000000000 Pay method: K
 Starting Check No. : 11387

6. If you do not need to use a specific check number, you can leave that field blank and the system will issue the next check number registered in the system. Press ENTER to advance to the next screen.

Print Checks (Y/N) : Y
 G/L Cash Account No. : 1000000000000000 Pay method: K
 Starting Check No. :

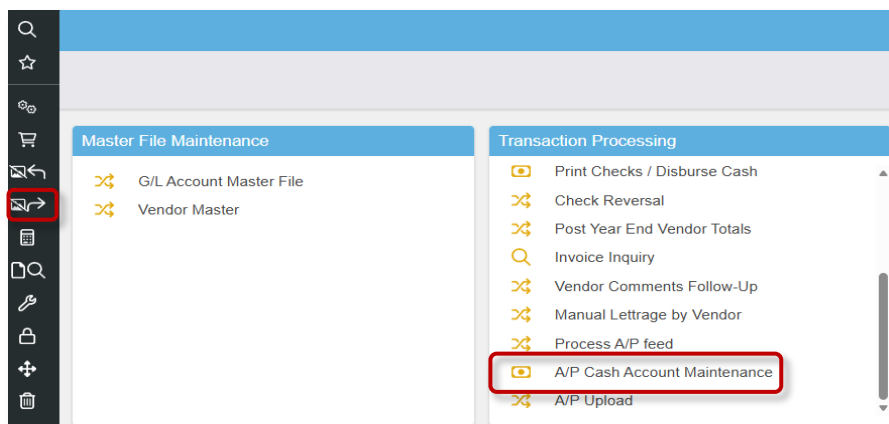
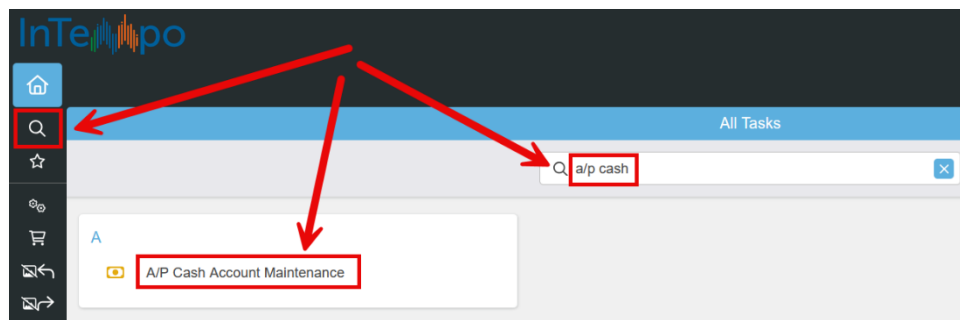
7. Review the details and press ENTER one more time.
8. Once completed, the screen will redirect back to the **Accounts Payable** menu. Your check(s) will print to the check printer.

How to Reset a Check

Process Steps

Note: You only need to reset a check number if there is a check printing issue or if you need to verify the next check number before a check run.

1. Click on the magnifying glass in the left tool bar and search for “a/p cash” in the search field. Click on the **A/P Cash Account Maintenance** menu option. **NOTE:** You can also access this option through the **Accounts Payable** menu option in the **Transaction Procession** section.



- a. The **A/P Cash Account Check Maintenance** screen opens.

12/09/25 08:04:25	A/P Cash Account Check Maintenance	Sys: DEMO V12
		Cmp: RM Loc: DMO
		Mode Add
Cash Account#:	<input type="text"/>	
Pay code:	<input type="text"/>	

2. Type in the cash account number in the **Cash Account #** field. **NOTE:** If you do not know the number, press F4 to search.

A/P Cash Account Maintenance

12/07/25 11:01:38 A/P Cash Account Check Maintenance Sys: DEMO V12
 Cmp: RM Loc: DM0
 Mode Add

Cash Account#:

Pay code:

3. Type in *Pay Code* field. **NOTE:** If you do not know the pay code, with your cursor in the *Pay Code* field, press F4 to search.

A/P Cash Account Maintenance

12/07/25 11:07:09 A/P Cash Account Check Maintenance Sys: DEMO V12
 Cmp: RM Loc: DM0
 Mode Add

Cash Account#:

Pay code:

4. Press Enter.
 - a. The **A/P Cash Account Check Maintenance** screen refreshes to display additional fields, including the *Next Check#* in the system for the account selected.

A/P Cash Account Check Maintenance

12/09/25 08:17:21 Sys: DEMO V12
 Cmp: RM Loc: DM0
 Mode Change

Cash Account#: 10-0000-0000-01 CASH ACCOUNT WHATEVER I WANT- US

Pay code: K CHECK

Next Check#:

Currency Code:

Bank Name (optional):

5. Type in the updated check number in the *Next Check#* field and type the currency code in the *Currency Code* field. **NOTE:** If you do not know the currency code, you can press F4 in the *Currency Code* field to search.

A/P Cash Account Check Maintenance

12/09/25 08:29:17 Sys: DEMO V12
 Cmp: RM Loc: DM0
 Mode Change

Cash Account#: 10-0000-0000-01 CASH ACCOUNT WHATEVER I WANT- US

Pay code: K CHECK

Next Check#:

Currency Code:

Bank Name (optional):

6. Press ENTER twice to write/updated the record.

7. Once completed, you will see the message that the record has been updated.



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Record updated - press F3 to exit or enter new cash account to continue.
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8. You can press F3 to exit or press ENTER to refresh the screen to enter another cash account number to reset.

Reference Glossary

Field Definitions for Tasks

Cash Disbursements

- *Print Checks* - Indicate whether you want to use the program to print checks for the invoices selected in the Payment Selection program.
- *G/L Cash Account Number* - Enter or accept the G/L account number to which the checks are posted. The default is the account number in the *Cash in Bank - A/P* field set up in Default System G/L Values Maintenance, but it can be changed.
- *Pay Method* - Enter a payment method code in this field to limit the invoices selected for check printing to those that match that code.
- *Starting Check Number* - After entering Y to *Print Checks* and entering or accepting the G/L cash account number, press Enter. The system defaults the next check number in the sequence of checks to be printed. If this number is correct, press Enter again to continue. If it is incorrect, replace it with the starting check number for this run, and then press Enter.
- *Check Date* - Enter or accept the date to print on all checks in the run.
- *Submit Job* - Enter N to print the checks interactively. When you print interactively, you cannot do any other processing until the print job is finished. Enter Y to submit the printing of the checks. Submit the print job to run in the background while you continue other system activities. You can schedule a submitted print job to run at a specific time.
- *Post/Print Disbursements* - Indicate whether you want to use the program to post cash disbursements after checks have been printed. When you enter Y, the system also prints a Cash Disbursement journal and a Cash Disbursement recap. Ensure checks have printed correctly before posting cash disbursements. Once cash has been disbursed, checks cannot be re-printed. You can also use this field to post cash disbursements for prepaid checks. Ensure regular checks have already been disbursed before disbursing prepaid checks.
- *Disbursement Date* - Enter the posting date of the cash disbursements.
- *Submit Job* - Enter N to post cash disbursements interactively. When you post interactively, you cannot do any other processing until the job is finished. Enter Y to submit the posting of cash disbursements. Submit the posting job to run in the background while you continue other system activities. You can schedule a submitted job to run at a specific time.
- *Process Prepaid Checks* - Indicate whether you want to post cash disbursements for prepaid checks.
- *Prepaid Check Date* - Enter the posting date for prepaid checks cash disbursement.

A/P Cash Account Maintenance

- *Cash Account Number* - Displays the G/L account number you are adding or maintaining. The format for RentalMan's 16-digit G/L account numbers is as follows:

999999	9999	9999	99
Main	Location	Natural Class	Department

The first 6 digits represent the main account number. If you do not use all 6 digits, you can start that section with leading zeros, but that is not required.

The next 4 digits are the number assigned to the location for which the account was created. Use leading zeros, as necessary.

The next 4 digits can be used to differentiate accounts with the same Main number. You can roll up balances from these different classes into one total balance.

The final 2 digits provide a way to group similar accounts like expenses and some income accounts. For example, you might group all of your rental accounts into Department 20.

- *Pay Code* - Enter or accept the payment method code.
- *Next Check Number* - Enter or accept the next check number in the sequence.
- *Currency Code* - Enter or accept the code for the currency of your location.
- *Bank Name* - Enter the banking facility's name in the field. This is an optional field.