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## Overview

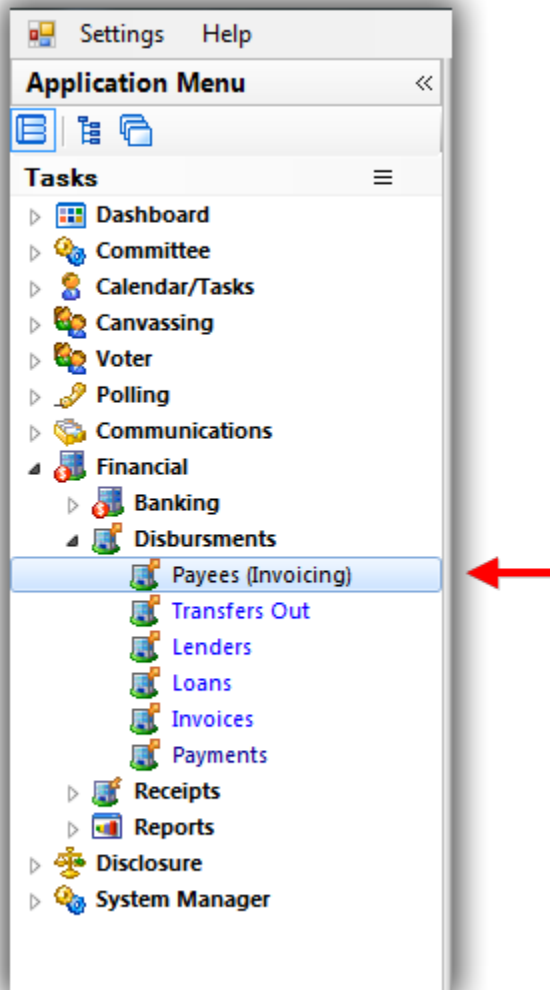
This article will teach you how to **print checks** through **Trail Blazer** in **two different** ways. The first method will show how to print a **single check** for a **single payment**, and the second method shows how to print a **batch of checks** for a **list of payments**.

This tutorial also details the different **print options** you have along the way which is important depending on what type of **check paper** you're printing onto. *This task \*requires you have [security access](#) to the **Financial** lists under the Application Menu.*

 **Tip:** Watch [this video](#) to learn how to create an **invoice** and make a **payment** against it prior to printing a check for the payment.

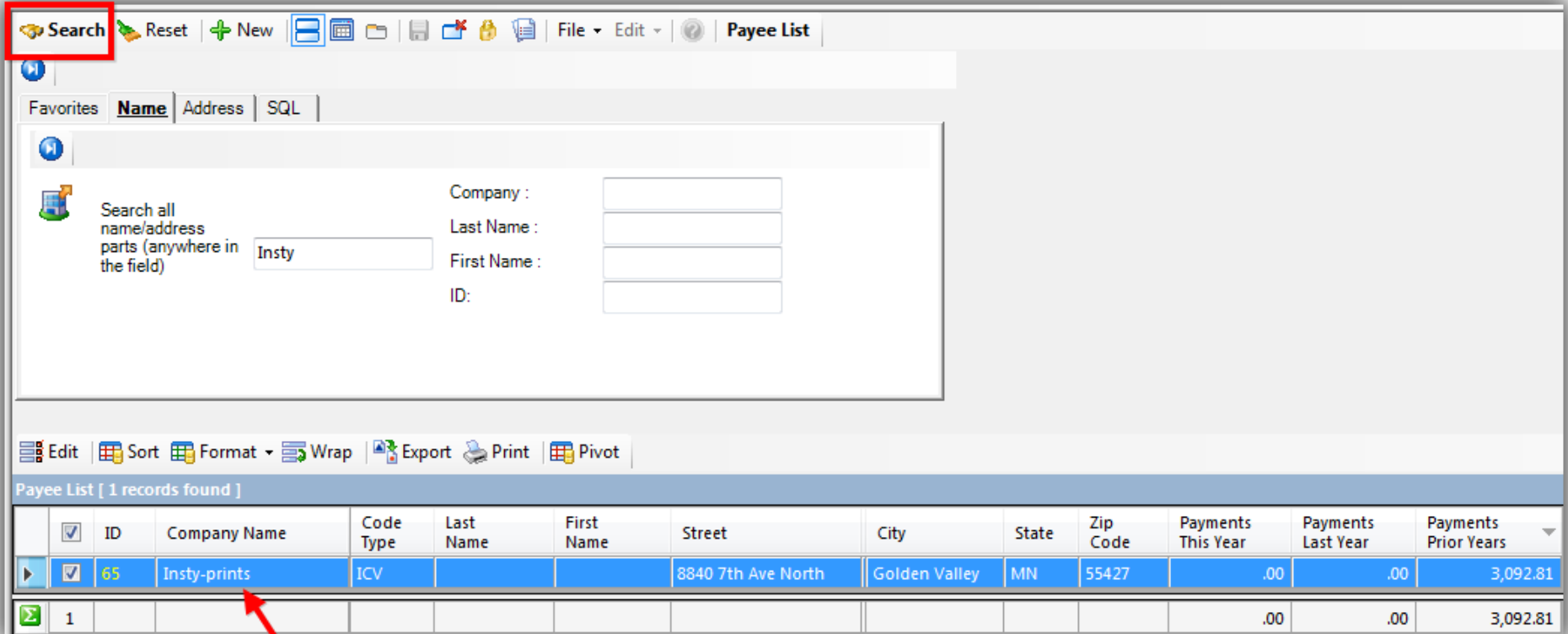
### Steps to Print a Check for a Single Payment

Navigate to the **Payees** list under the **Application Menu**.



[Search](#) for the [Payee](#) you need to print a check for and **open** their record. *In this example I search for Insty-prints.*

## 1. Search for the payee you need to print a check for.



The screenshot shows the TrailBlazer software interface. At the top, there is a menu bar with 'Search' highlighted in a red box. Below the menu bar, there are search filters for 'Name', 'Address', and 'SQL'. A search form is visible with the text 'Insty' entered in the search field. Below the search form, there are input fields for 'Company', 'Last Name', 'First Name', and 'ID'. At the bottom of the screenshot, there is a table titled 'Payee List [ 1 records found ]'. The table has columns for 'ID', 'Company Name', 'Code Type', 'Last Name', 'First Name', 'Street', 'City', 'State', 'Zip Code', 'Payments This Year', 'Payments Last Year', and 'Payments Prior Years'. The first row of the table is highlighted in blue and contains the following data: ID: 65, Company Name: Insty-prints, Code Type: ICV, Last Name: , First Name: , Street: 8840 7th Ave North, City: Golden Valley, State: MN, Zip Code: 55427, Payments This Year: .00, Payments Last Year: .00, Payments Prior Years: 3,092.81. A red arrow points to the 'Insty-prints' cell in the 'Company Name' column.

ID	Company Name	Code Type	Last Name	First Name	Street	City	State	Zip Code	Payments This Year	Payments Last Year	Payments Prior Years
65	Insty-prints	ICV			8840 7th Ave North	Golden Valley	MN	55427	.00	.00	3,092.81

## 2. Open the payee's record.

Under the **Invoices** tab click on the **'Invoice ID'** link that **contains** the **payment** you need to print a check for. *In this example it was Invoice ID 837.*

File Edit X

**General**

Company: Insty-prints

First Name:

Last Name:

Nation: United States

Street: 8840 7th Ave North

City: Golden Valley

State or Territory: Minnesota [MN]

Zip Code: 55427

Phone/Ext: (612) 654-9878

Fax: ( ) -

Email: insty-print-gv@intsyprints.com

**FEC Filing Information/Other**

Entity Type: Organization (not a committee and not a p

Creditor Type: Incorporated Commercial Vendor

Payee Filer ID:

Filer Entity: (none)

Set Voter

EIN/SSN:

**Other**

User Field 1:

User Field 2:

User Field 3:

User Field 4:

**Invoices** | Payments | External Memos

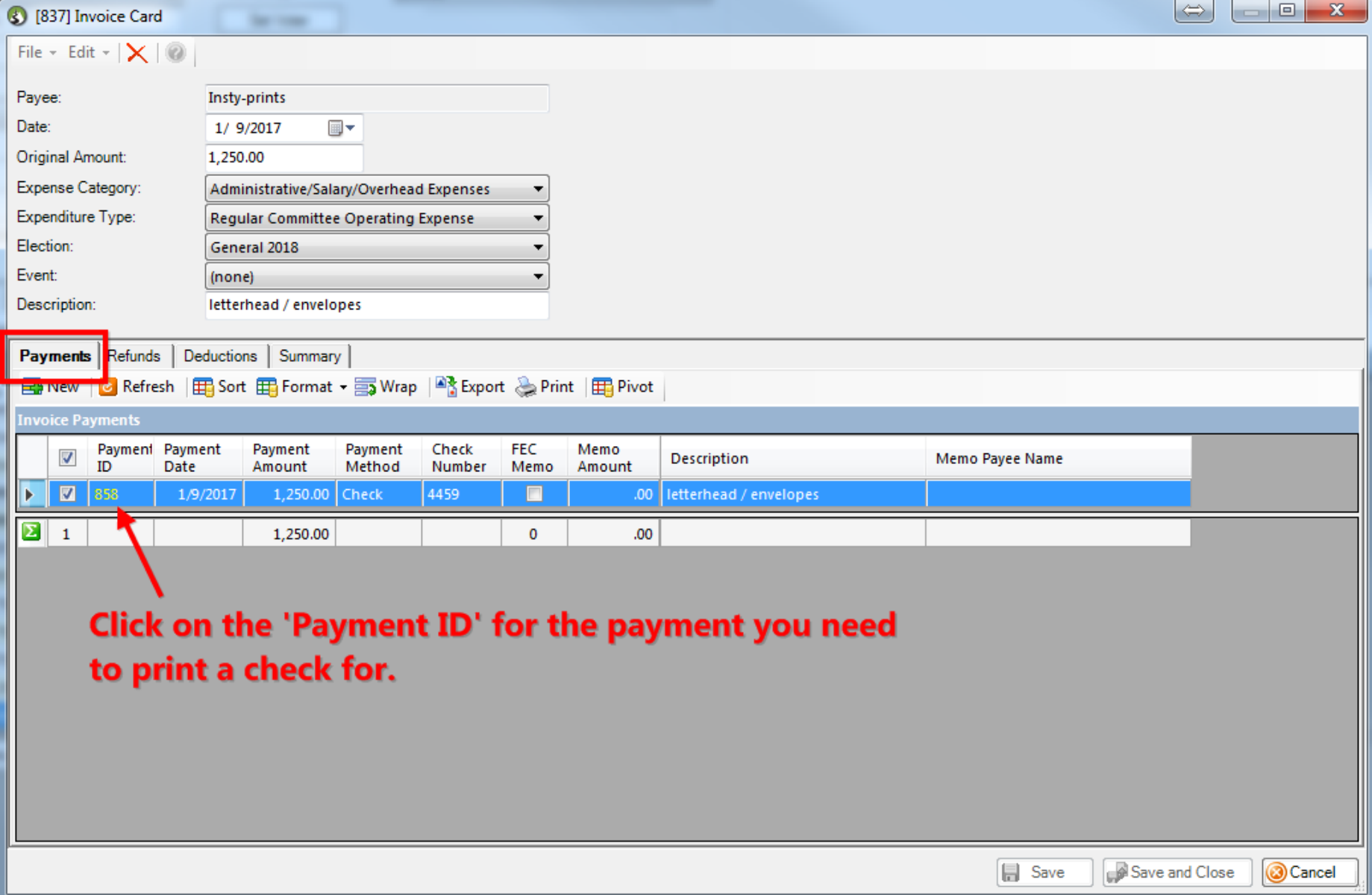
New Refresh Sort Format Wrap Export Print Pivot

Invoices [11 records found]

	Invoice ID	Invoice Date	Invoice Amount	Deductions	Adjusted Amount	Payments	Refunds	Open Balance	Memo Amounts	Election	Event	Description
<input checked="" type="checkbox"/>	152	3/31/2006	714.23	.00	714.23	714.23	.00	.00	.00	Primary 2006		printing
<input checked="" type="checkbox"/>	477	3/31/2006	714.23	.00	714.23	714.23	.00	.00	.00	Primary 2006		printing
<input checked="" type="checkbox"/>	150	4/18/2006	499.75	.00	499.75	499.75	.00	.00	.00	Primary 2006		Printing
<input checked="" type="checkbox"/>	475	4/18/2006	499.75	.00	499.75	499.75	.00	.00	.00	Primary 2006		Printing
<input checked="" type="checkbox"/>	151	4/21/2006	157.09	.00	157.09	157.09	.00	.00	.00	Primary 2006		printing
<input checked="" type="checkbox"/>	476	4/21/2006	157.09	.00	157.09	157.09	.00	.00	.00	Primary 2006		printing
<input checked="" type="checkbox"/>	782	8/5/2011	75.00	.00	75.00	75.00	.00	.00	.00	General 2012		envelopes
<input checked="" type="checkbox"/>	787	5/31/2012	75.00	.00	75.00	75.00	.00	.00	.00	General 2012		photo copies
<input checked="" type="checkbox"/>	788	6/4/2012	175.67	.00	175.67	175.67	.00	.00	.00	General 2012		lawn signs
<input checked="" type="checkbox"/>	789	6/4/2012	25.00	.00	25.00	25.00	.00	.00	.00	General 2012		signs
<input checked="" type="checkbox"/>	837	1/9/2017	1,250.00	.00	1,250.00	1,250.00	.00	.00	.00	General 2018		letterhead / envelopes
<input checked="" type="checkbox"/>	11		4,342.81	.00	4,342.81	4,342.81	.00	.00	.00			

**Click on the 'Invoice ID' that contains the payment**

Under the **Payments** tab click on the '**Payment ID**' link for the payment you want to print a check for. *In my example it was Payment ID 858.*



File Edit | X ?

Payee: Insty-prints  
Date: 1/ 9/2017  
Original Amount: 1,250.00  
Expense Category: Administrative/Salary/Overhead Expenses  
Expenditure Type: Regular Committee Operating Expense  
Election: General 2018  
Event: (none)  
Description: letterhead / envelopes

**Payments** Refunds Deductions Summary

NEW Refresh Sort Format Wrap Export Print Pivot

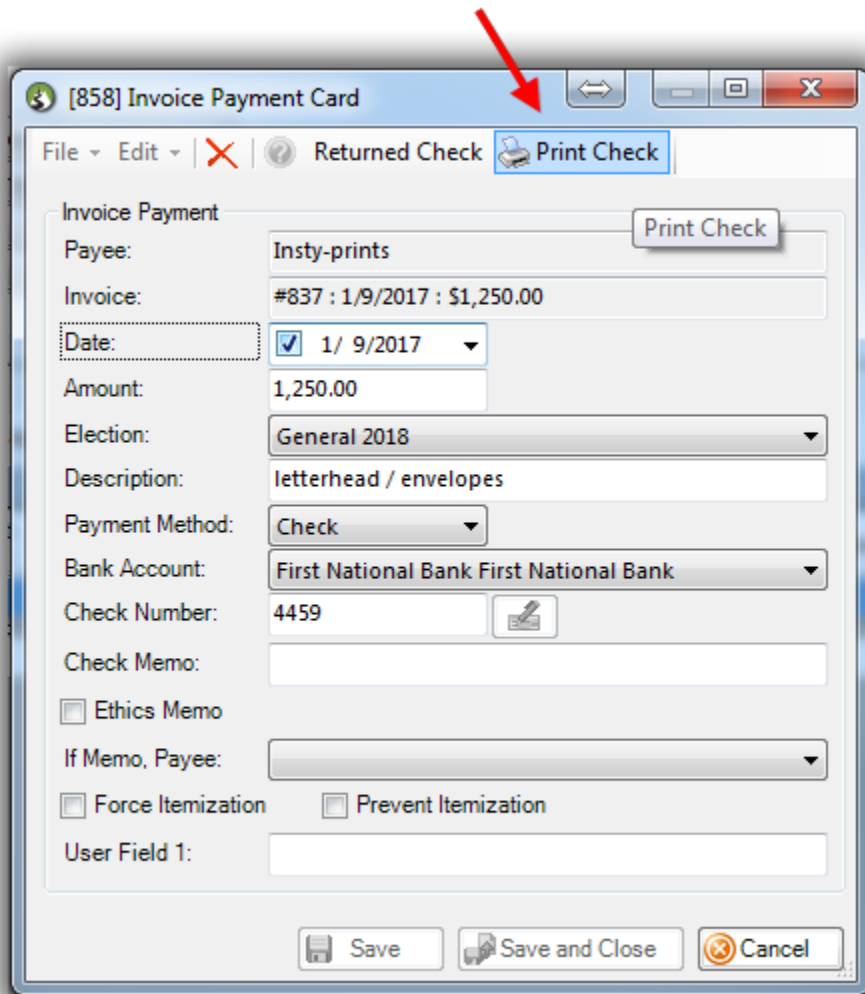
Invoice Payments

	Payment ID	Payment Date	Payment Amount	Payment Method	Check Number	FEC Memo	Memo Amount	Description	Memo Payee Name
<input checked="" type="checkbox"/>	858	1/9/2017	1,250.00	Check	4459	<input type="checkbox"/>	.00	letterhead / envelopes	
1			1,250.00			0	.00		

**Click on the 'Payment ID' for the payment you need to print a check for.**

Save Save and Close Cancel

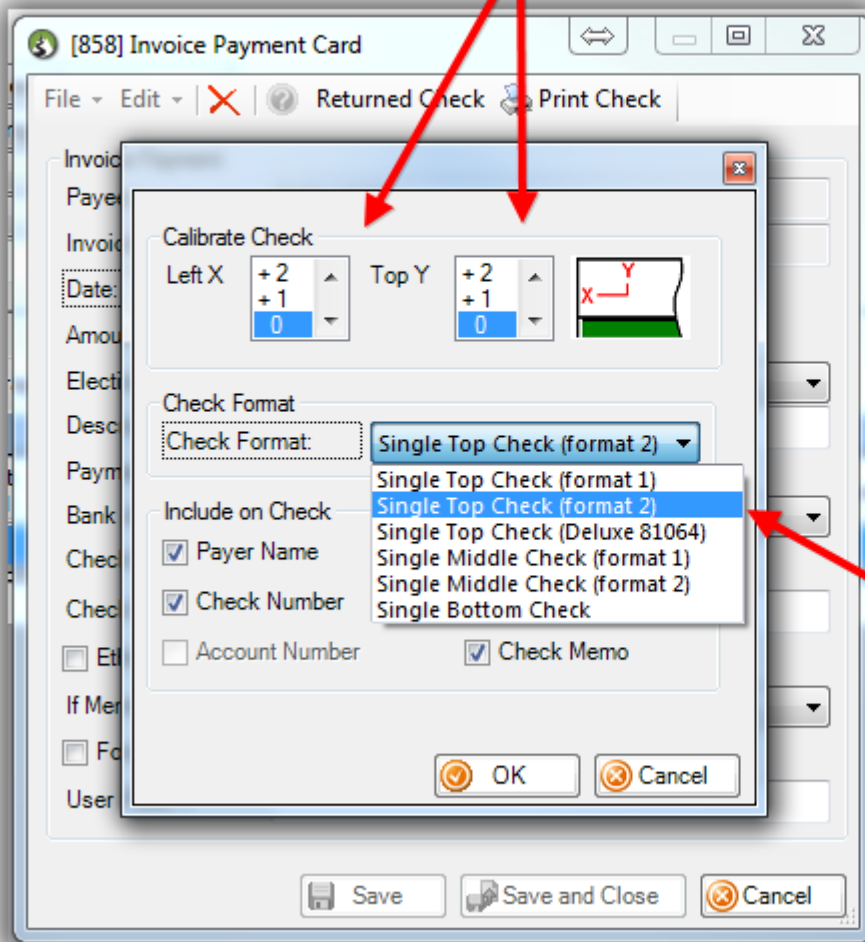
On the **Invoice Payment Card** click the **[Print Check]** button.





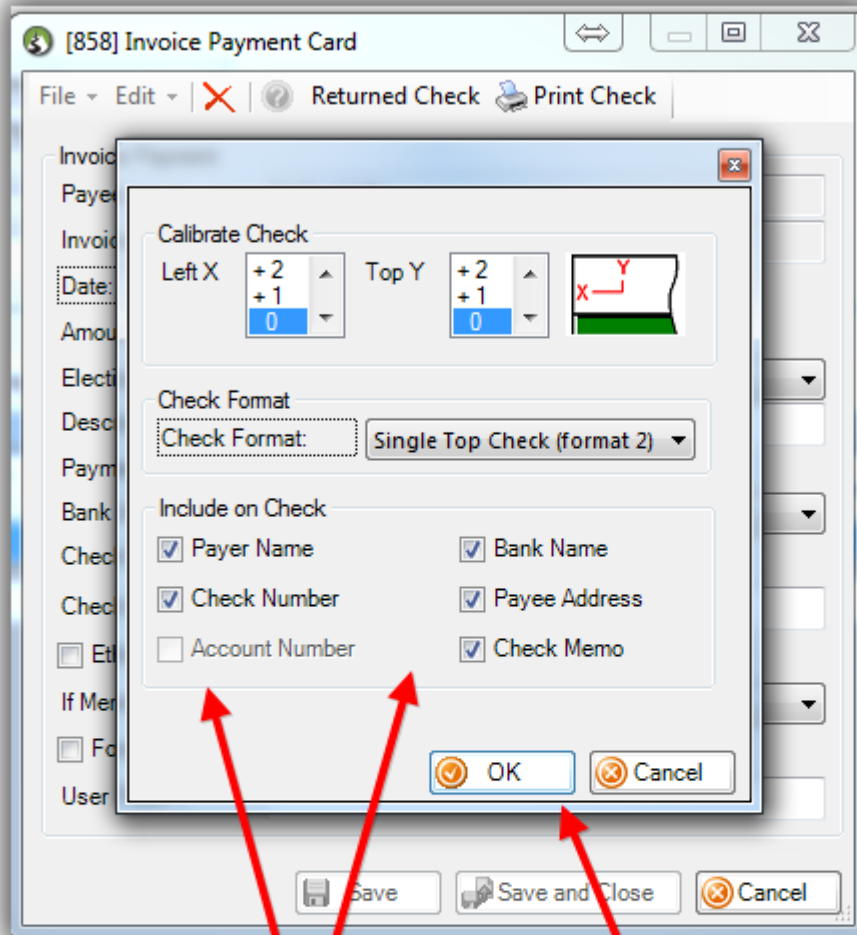
**Calibrate** the check settings if necessary, and then select the check **format** from the drop-down. *In my example I used the Single Top Check (format 2).*

**Calibrate if necessary.**



**Select the type of check format to print.**

Choose what data you want to **print out** on the check by checking the different boxes, and then click **[OK]**. *In my example I printed all the available data e.g. Payer Name, Check Number, Bank Name, etc.*

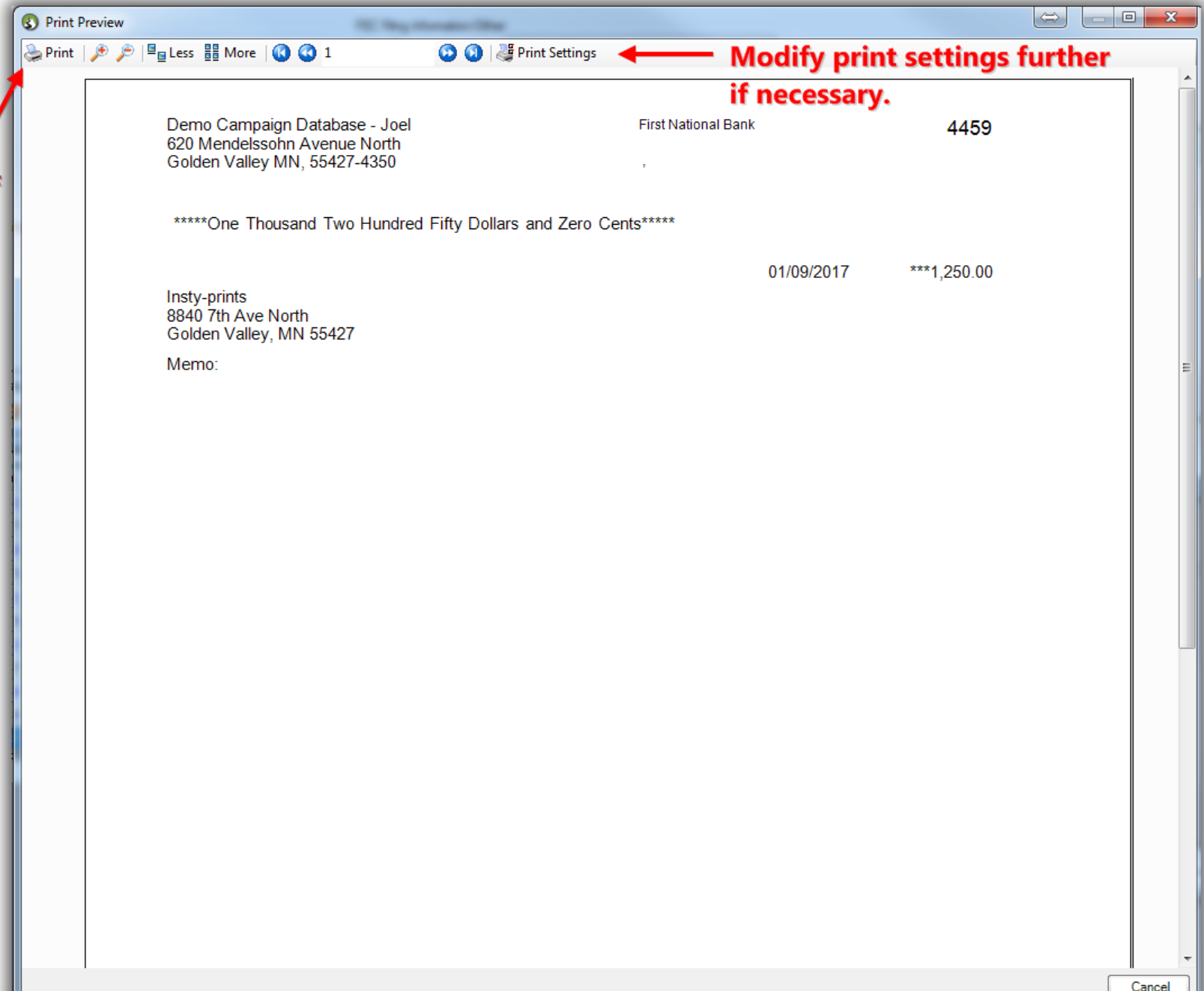


**Choose the date  
you want to print out  
on the check.**

**Click [OK] once you're  
ready.**

Review the print preview and click **[Print]** in the upper-left if everything is good to go. You can modify the **page settings** further if necessary by clicking the **[Print Settings]** button. *My finished example is below.*

## Example print preview of a check for a single payment.



**Click [Print] if everything is good to go.**

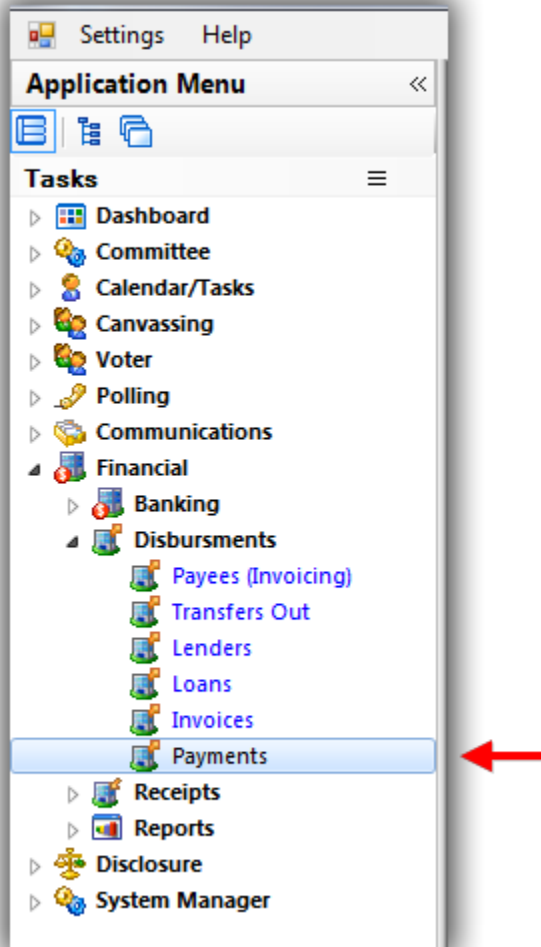
**Modify print settings further if necessary.**

You may need to run a few **test prints** if this is your first time printing checks to verify that all the settings match the type of check paper correctly.

The next section walks through the steps to print checks for a **list** of payments.

### Steps to Print a Batch of Checks for a List of Payments

Navigate to the **Payments** list under the **Application Menu**.



Run your [search query](#) for the **payments** you want to print checks for by things like **date**, **payee name**, **payment type**, **election**, etc.

You can **only** print checks from **one bank account** at a time so you'll need to add that **filter** to your search (if you have multiple [bank accounts](#)). My example is below for all payments from First National Bank for the Primary 2016 election which produced 7 payments.

2

**1. Enter you search criteria for the list of payments you want to print checks for.**

**results**

Payments [ 7 records found ]

	Payment ID	Date	Payee ID	Company Name	First Name	Last Name	Cash Payment	Paid by Credit Card	Memo Amount	Check Number	Type	Category	Entity Code	Creditor Code	Invoice Number	Election Name	Event Name
<input checked="" type="checkbox"/>	1788	3/14/2016	229	At&t			85.48	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG	ICV	1758	Primary 2016	
<input checked="" type="checkbox"/>	1756	11/6/2015	150	American Express Credit Card			2,175.00	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG	ICV	1728	Primary 2016	
<input checked="" type="checkbox"/>	1753	11/5/2015	232	Hopkins Raspberry Festival			100.00	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG	ICV	1725	Primary 2016	
<input checked="" type="checkbox"/>	1732	4/22/2015	235	Bastian & Skoog Florist			25.00	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG	ICV	1704	Primary 2016	
<input checked="" type="checkbox"/>	1728	1/6/2015	114	Papa John's Pizza			.00	.00	59.95		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG	ICV	1701	Primary 2016	
<input checked="" type="checkbox"/>	1729	1/6/2015	169	Avenet, Llc			59.95	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG	ICV	1701	Primary 2016	
<input checked="" type="checkbox"/>	1762	1/1/2006	7	Mike's Lemonaid			3,396,723.17	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	CCM	UCV	1729	Primary 2016	
	7						3,399,168.60	.00	59.95								

Click **File > Print Checks...**



The screenshot shows the TrailBlazer interface with the 'Payments' menu open. The 'Print Checks...' option is highlighted, and a sub-menu is visible with 'Print Checks' selected. A red arrow points to the 'Print Checks...' option in the main menu, and another red arrow points to the 'Print Checks' option in the sub-menu.

Below the menu, there are input fields for 'Check Number:', 'Type:', 'Category:', 'Election:', 'Bank Account:', 'Memos:', and 'FEC Memos:'. The 'Election' field is set to 'Primary 2016' and 'Bank Account' is set to 'First National Bank'.

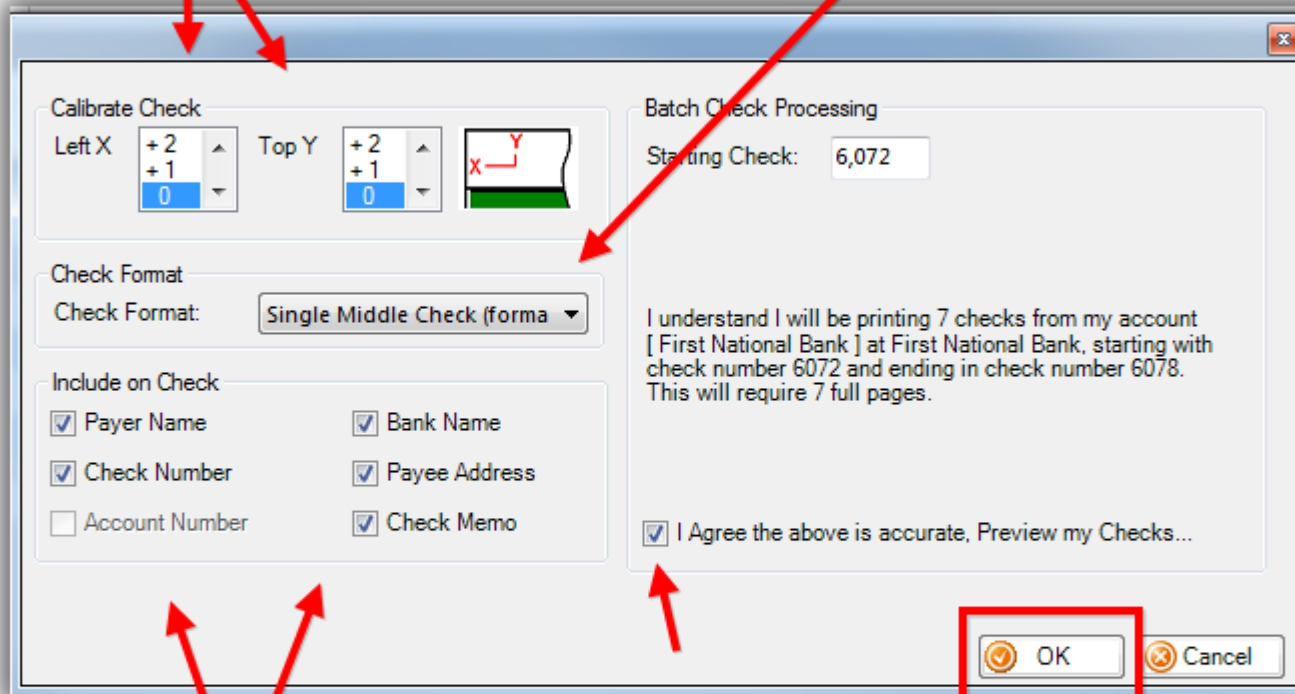
At the bottom, there is a table with 7 records found. The table columns are: Payment ID, Date, Payee ID, Company Name, First Name, Last Name, Cash Payment, Paid by Credit Card, Memo Amount, Check Number, Type, Category, and Entity Code.

Payment ID	Date	Payee ID	Company Name	First Name	Last Name	Cash Payment	Paid by Credit Card	Memo Amount	Check Number	Type	Category	Entity Code
1788	3/14/2016	229	At&t			85.48	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG
1756	11/6/2015	150	American Express Credit Card			2,175.00	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG
1753	11/5/2015	232	Hopkins Raspberry Festival			100.00	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG
1732	4/22/2015	235	Bastian & Skoog Florist			25.00	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG
1728	1/6/2015	114	Papa John's Pizza			.00	.00	59.95		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG
1729	1/6/2015	169	Avenet, Llc			59.95	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	ORG
1762	1/1/2006	7	Mike's Lemonaid			3,396,723.17	.00	.00		Regular Committee Operati...	Administrative/Salary/Overhe...	CCM
7						3,399,168.60	.00	59.95				

**Calibrate** your settings if necessary, choose which **format** to use, select which data to **print out** on the check, check the **box to proceed**, and click **[OK]**. *My example is below.*

**Calibrate your print settings if necessary.**

**Select the check format from the drop-down.**



The screenshot shows a 'Print Checks' dialog box with the following sections and settings:

- Calibrate Check:** Left X (+2, +1, 0), Top Y (+2, +1, 0), and a small check image.
- Check Format:** A drop-down menu set to 'Single Middle Check (forma...'.
- Include on Check:** A grid of checkboxes for Payer Name, Bank Name, Check Number, Payee Address, Account Number, and Check Memo.
- Batch Check Processing:** Starting Check: 6,072.
- Disclaimer:** 'I understand I will be printing 7 checks from my account [ First National Bank ] at First National Bank, starting with check number 6072 and ending in check number 6078. This will require 7 full pages.'
- Agreement:**  I Agree the above is accurate, Preview my Checks...
- Buttons:** OK and Cancel buttons at the bottom right.

Red arrows point to the 'Calibrate Check' section, the 'Check Format' drop-down, the 'Include on Check' checkboxes, the disclaimer text, and the 'OK' button.

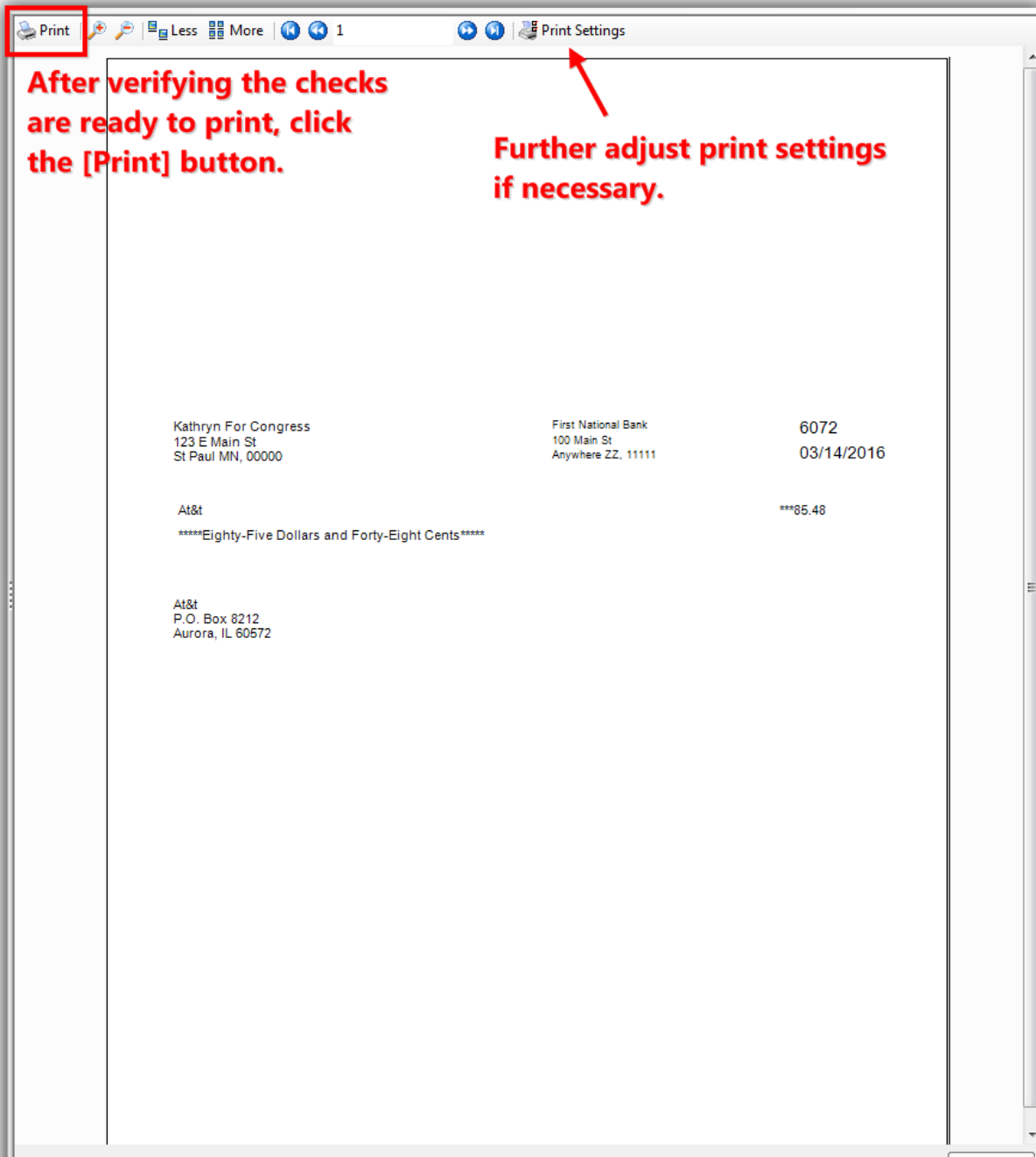
**Select which data to print out on the checks.**

A **print preview** will generate. **Verify** everything looks correct (*you may have to run a few **test prints** to make sure your printer is calibrated correctly for the type of check paper you're using*), and then click **[Print]**.

*If* further changes are needed for the print settings you can click the **[Print Settings]** button at the top, or click **[Cancel]** to return back to the list and modify your check printing settings further.

My finished *example* is below.

## Example print preview of a check.



The screenshot shows a web browser window with a toolbar at the top. The 'Print' button is highlighted with a red box. A red arrow points from the text 'Further adjust print settings if necessary.' to the 'Print Settings' button in the toolbar. The main content area displays a check preview with the following text:

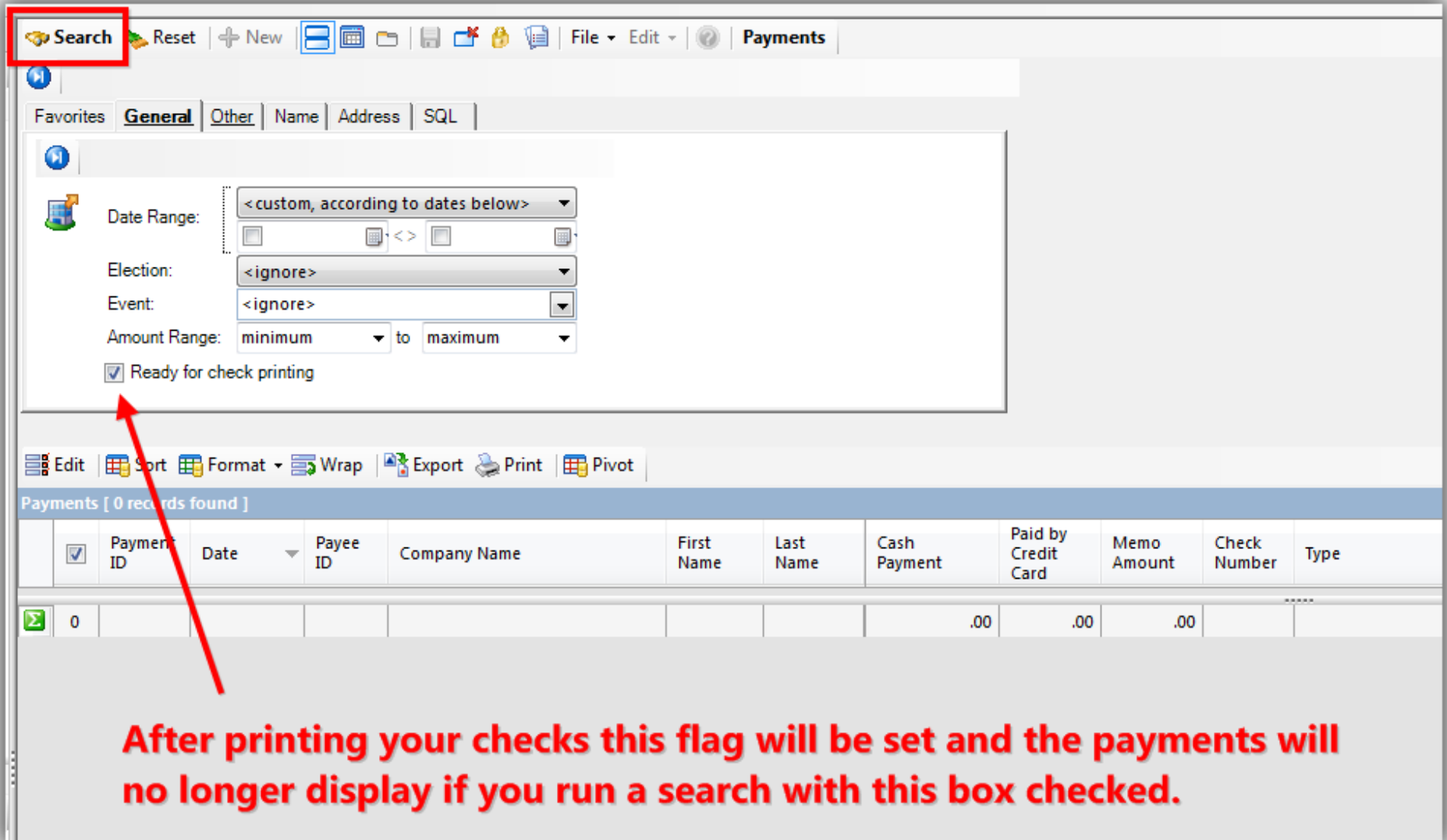
Kathryn For Congress 123 E Main St St Paul MN, 00000	First National Bank 100 Main St Anywhere ZZ, 11111	6072 03/14/2016
At&t		***85.48
*****Eighty-Five Dollars and Forty-Eight Cents*****		
At&t P.O. Box 8212 Aurora, IL 60572		

At the bottom right of the window, a 'Cancel' button is partially visible.

**After verifying the checks are ready to print, click the [Print] button.**

**Further adjust print settings if necessary.**

**After** you run your **print preview** of checks for payments a **flag** will be set on the **payment** so it will no longer show if you search with the box **'Ready for check printing'** checked. *My example is below.*



**Search** | Reset | New | File | Edit | Payments

Favorites | **General** | Other | Name | Address | SQL

Date Range: < custom, according to dates below >  
Election: < ignore >  
Event: < ignore >  
Amount Range: minimum to maximum  
 Ready for check printing

Edit | Sort | Format | Wrap | Export | Print | Pivot

Payments [ 0 records found ]

<input checked="" type="checkbox"/>	Payment ID	Date	Payee ID	Company Name	First Name	Last Name	Cash Payment	Paid by Credit Card	Memo Amount	Check Number	Type
<input checked="" type="checkbox"/>	0						.00	.00	.00		

**After printing your checks this flag will be set and the payments will no longer display if you run a search with this box checked.**

The **related resources** below link to a variety of articles and videos similar to this topic.



Trail Blazer™

- YouTube Channel
- Knowledge Base Articles
- 3rd Party Resources

## Related Resources

Article: [How to Enter a Payment for an Invoice](#)

**Article:** [How to Enter a New Payee](#)

**Article:** [Delete an Invoice/Payment](#)

**Article:** [Do I have to Create an Invoice Before I Create a Payment](#)

**Article:** [How to Enter an Invoice and Payment with the New Payment System, and How to Add a Refund and Deduction](#)

**Article:** [How to Print Household Labels](#)

**Article:** [Printing Envelopes](#)

**Article:** [How to Print Mail-Merge Address Labels](#)

**Video:** [Deposits – Setup bank Account – Set Bank as Default – Create Deposit](#)

**Video:** [Enter Invoice and Make Immediate Payment](#)

**Video:** [Invoices – enter payment on an unpaid invoice](#)


**Video:** [Credit Card Memo Entry](#)

**Video:** [Deposits – Setup Bank Account – Set Bank as Default – Create Deposit](#)

**3<sup>rd</sup> Party Resource (select from a variety of checks to buy):** <https://www.compuchecks.com/>

**3<sup>rd</sup> Party Resource (buy business or individual checks):** <https://www.deluxe.com/>

## Trail Blazer Live Support

 **Phone:** 1-866-909-8700

 **Email:** [support@trailblz.com](mailto:support@trailblz.com)

 **Facebook:** <https://www.facebook.com/pages/Trail-Blazer-Software/64872951180>

 **Twitter:** <https://twitter.com/trailblazersoft>



*\* As a policy we require that you have taken our intro training class before calling or emailing our live support team.*

*[Click here](#) to view our calendar for upcoming classes and events. Feel free to sign up other members on your team for the same training.*

*\* After registering you'll receive a confirmation email with the instructions for how to log into the [GoToMeeting](#) session where we host our live interactive trainings.*

*\* This service is included in your contract.*