Author: Kristenson, Joel

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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.
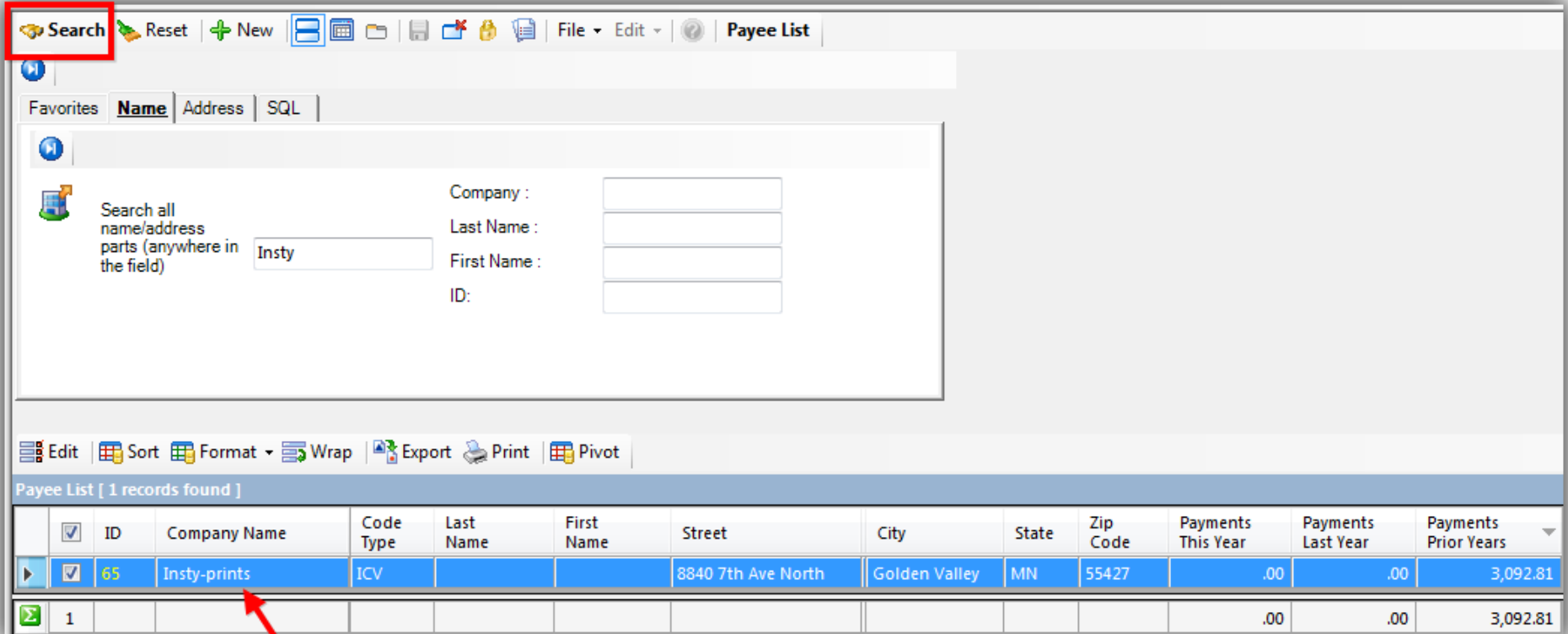
Steps to Print a Check for a Single Payment

Navigate to the **Payees** list under the **Application Menu**.
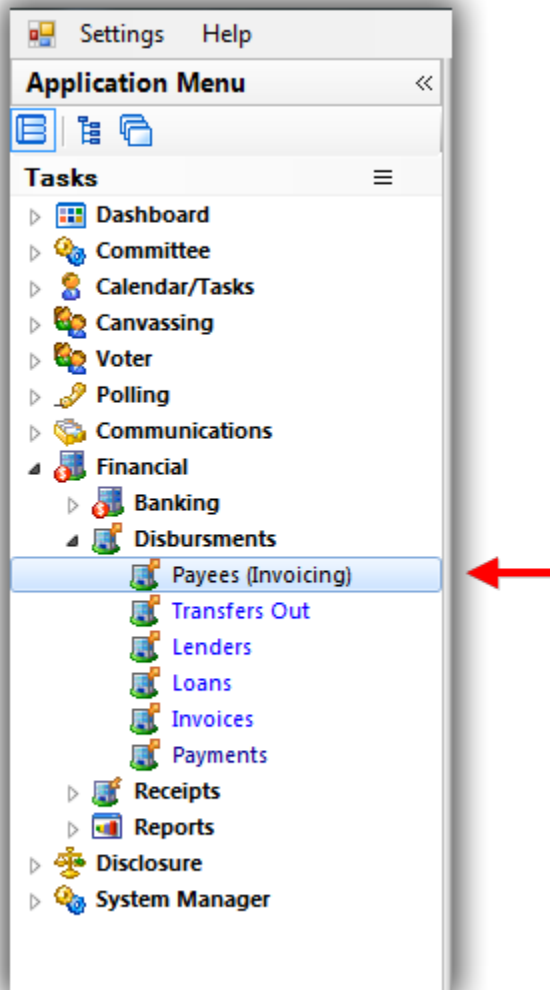
Search for the Payee you need to print a check for and **open** their record. *In this example I search for Insty-prints.*

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

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 ▾ ✕ ⊘

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 ▾
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
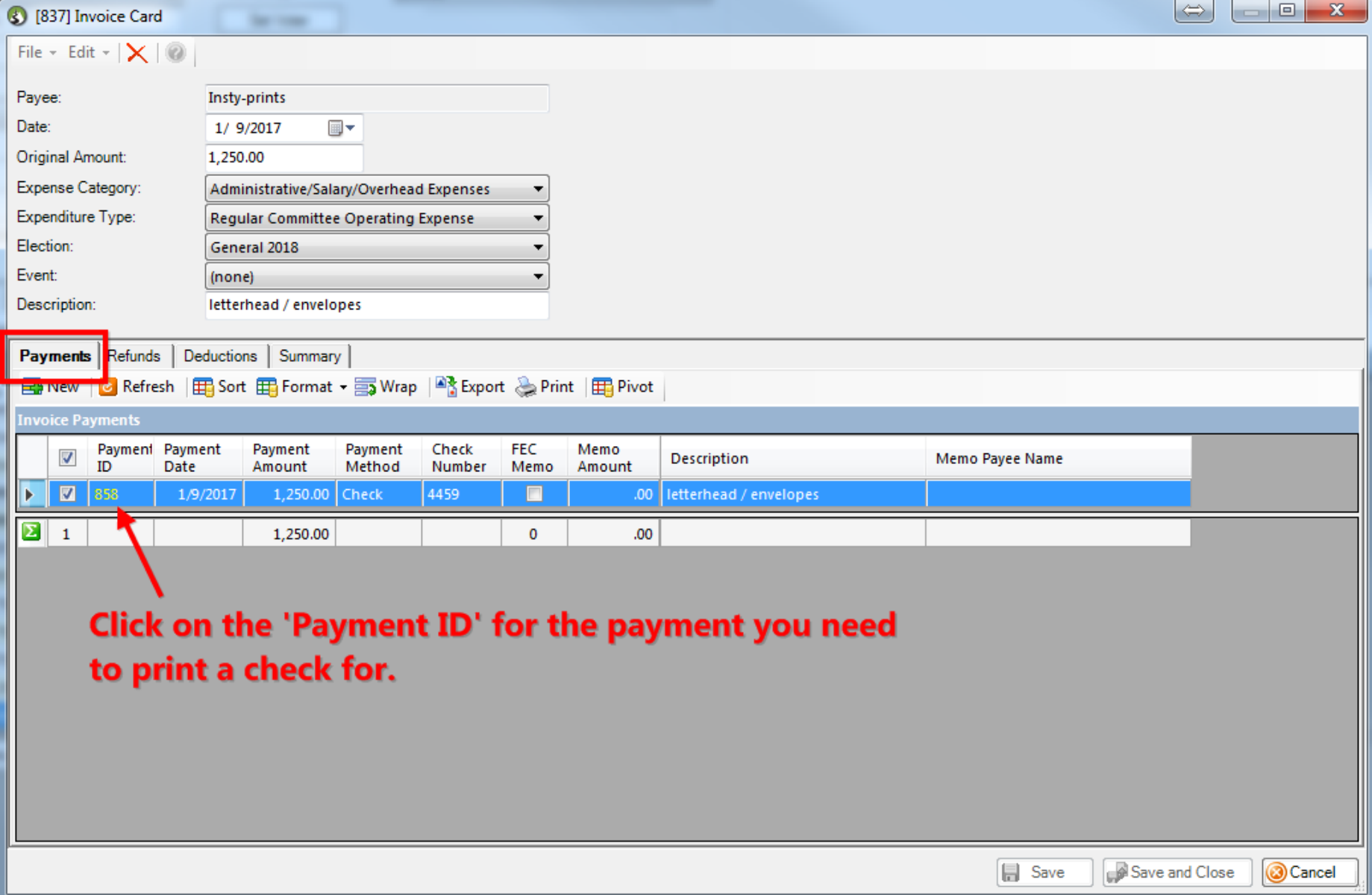
🖉 New | 🔄 Refresh | 🎟 Sort | 🎟 Format ▾ | ⎘ Wrap | 🔲 Export | 🖨 Print | 🔲 Pivot

Invoices [11 records found]

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

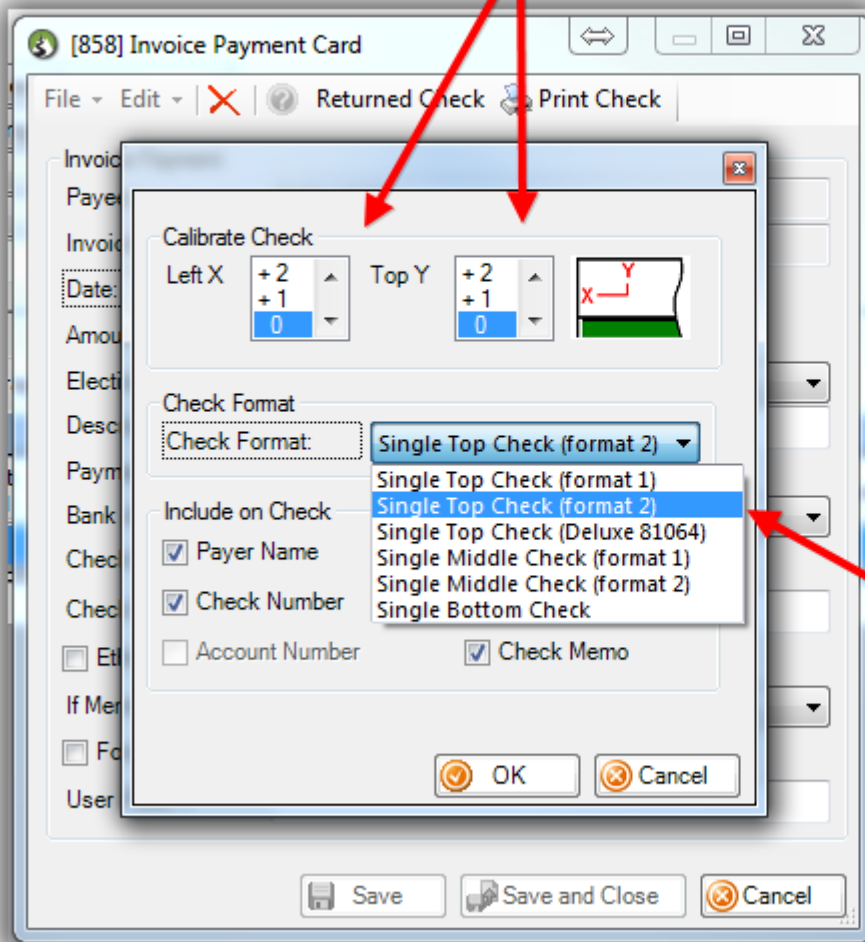**Click on the 'Payment ID' for the payment you need to print a check for.**

On the **Invoice Payment Card** click the **[Print Check]** button.
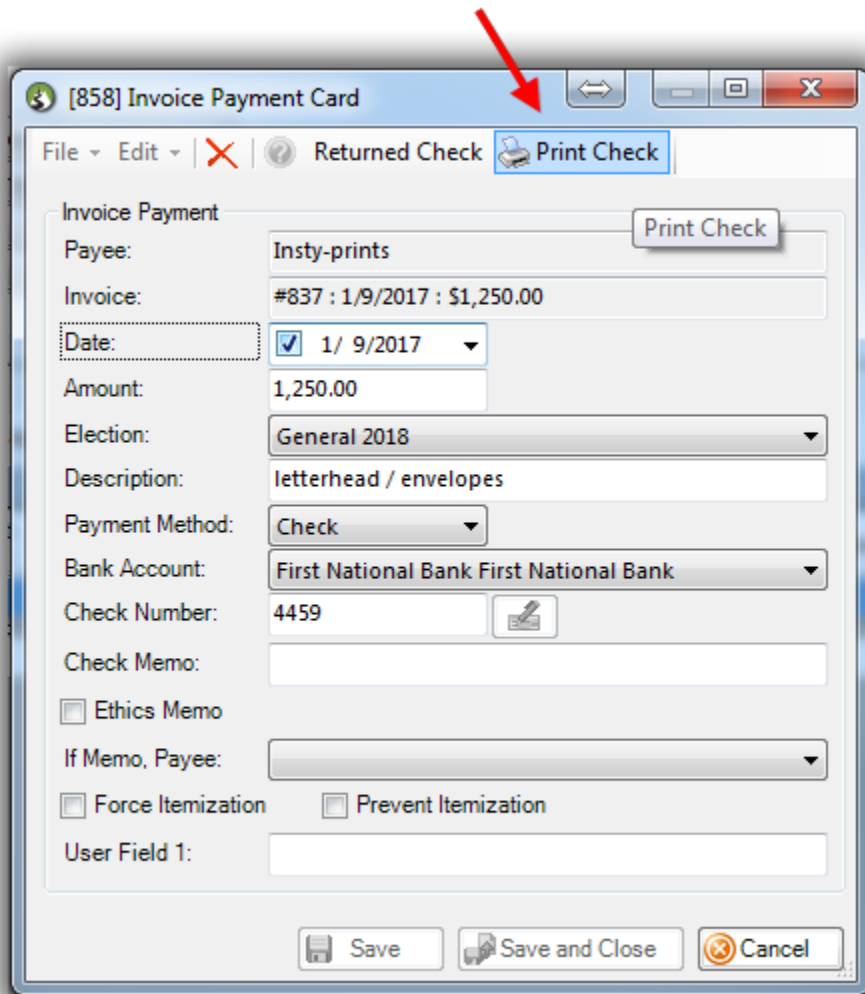
Calibrate the check settings if necessary, and then select the check **format** from the drop-down. *In my example I used the Single Top Check (format 2).*

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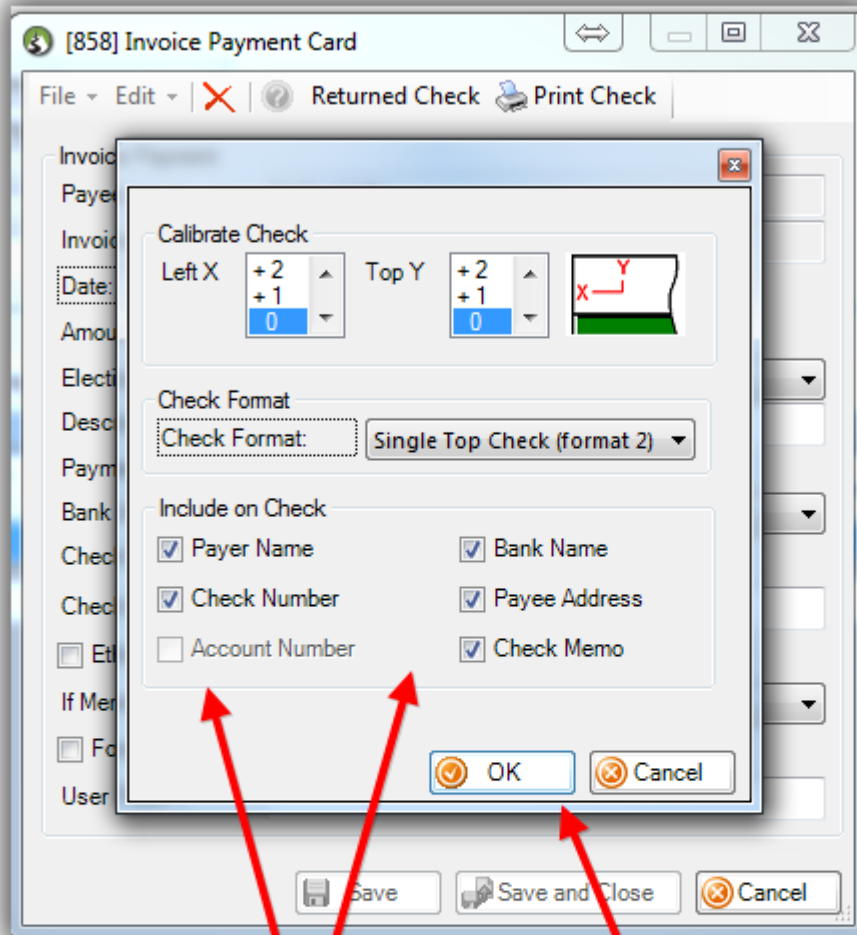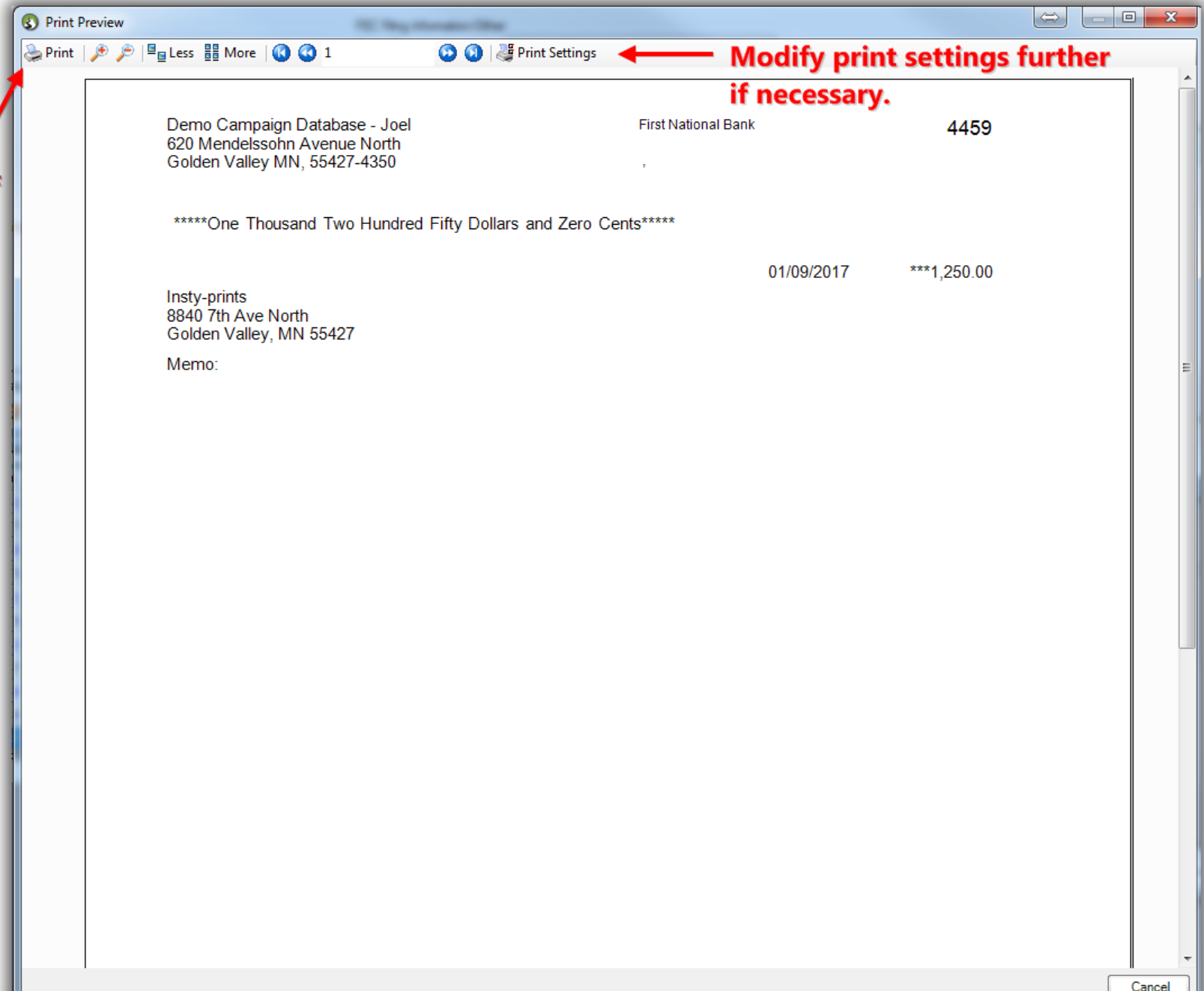
Choose the date you want to print out on the check.

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.

Modify print settings further if necessary.

Click [Print] if everything is good to go.

Print Preview

Print | Less | More | 1 | Print Settings

Demo Campaign Database - Joel
620 Mendelssohn Avenue North
Golden Valley MN, 55427-4350

First National Bank   4459

*****One Thousand Two Hundred Fifty Dollars and Zero Cents*****

01/09/2017   ***1,250.00

Insty-prints
8840 7th Ave North
Golden Valley, MN 55427

Memo:

Cancel

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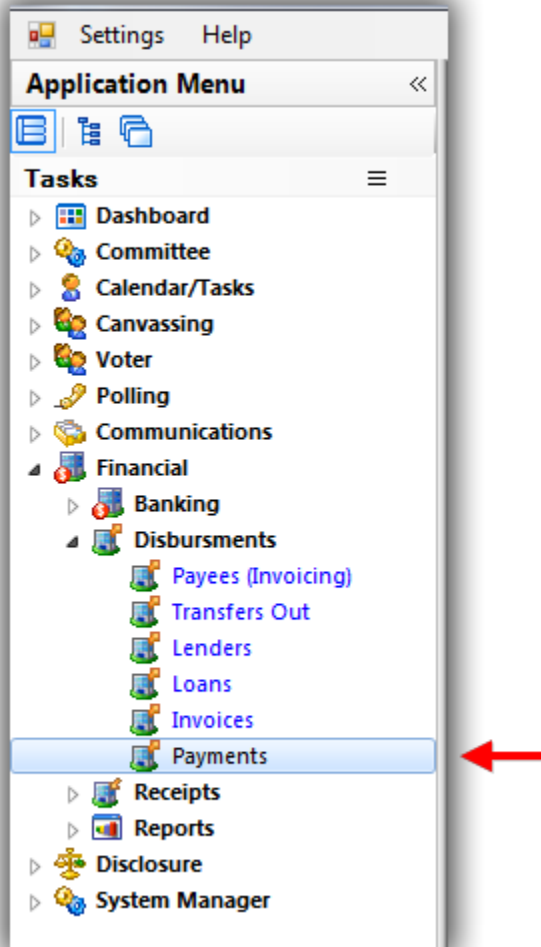
Run your search query for the **payments** you want to print checks for by things like **date**, **payee name**, **payment type**, **election**, etc.

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

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

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.

Calibrate Check

Left X +2 +1 0   Top Y +2 +1 0

Batch Check Processing

Starting Check: 6,072

Check Format

Check Format: Single Middle Check (forma ▼)

Include on Check

☑ Payer Name   ☑ Bank Name
☑ Check Number   ☑ Payee Address
☐ Account Number   ☑ Check Memo

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.

☑ I Agree the above is accurate, Preview my Checks...

OK   Cancel
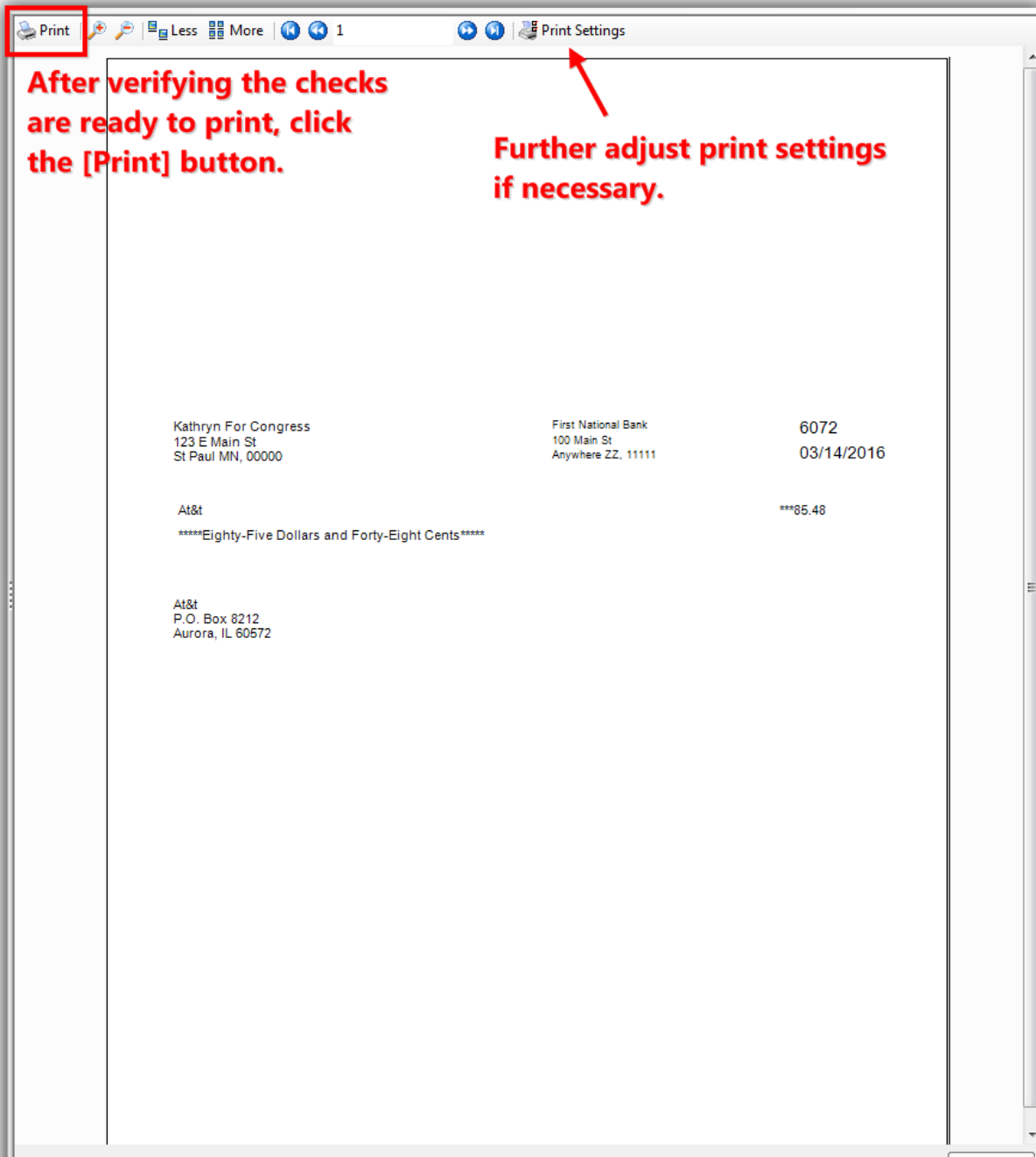
Select which data to print out on the checks.

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.

Print | Less | More | 1 | Print Settings

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

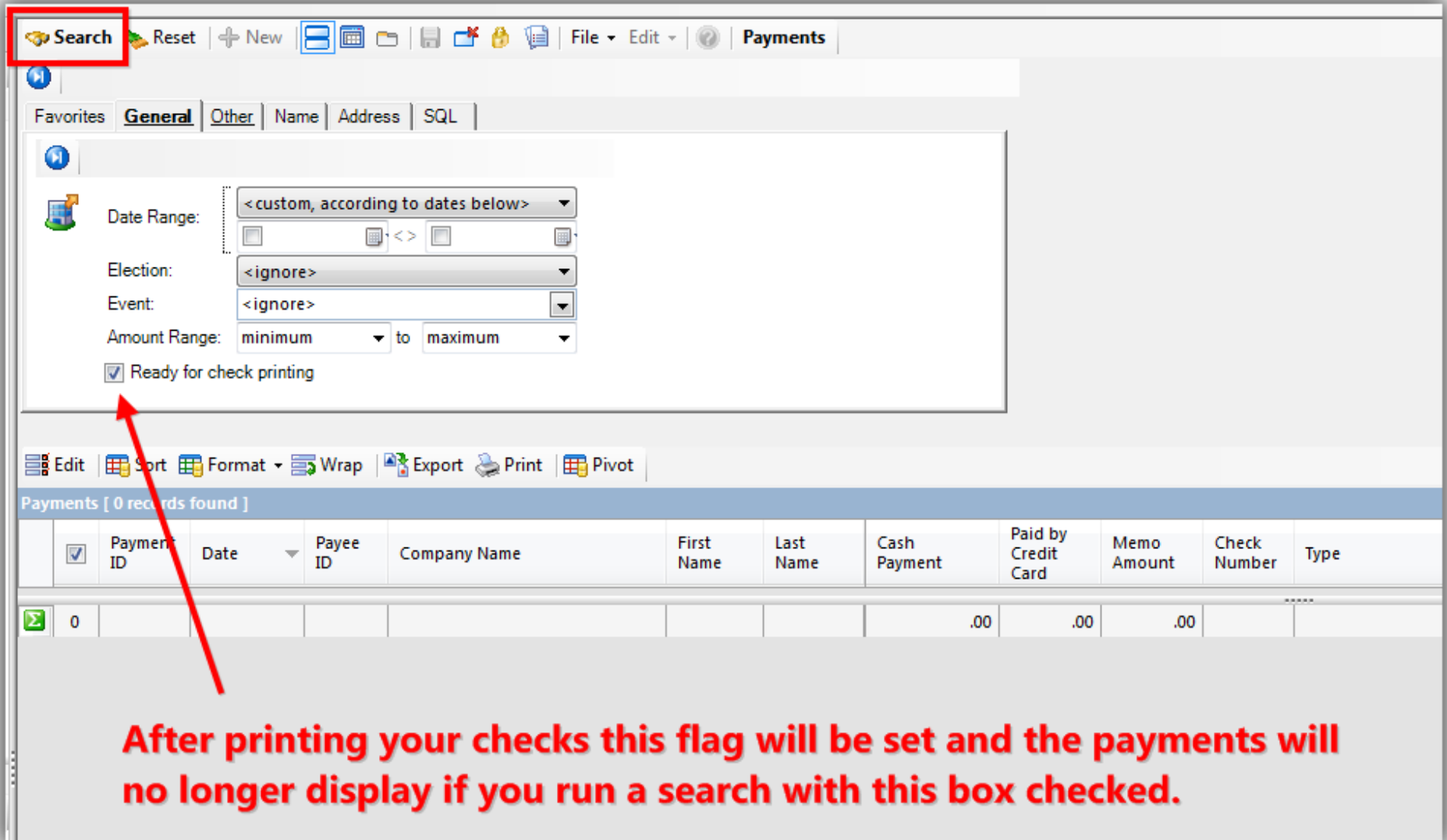**Further adjust print settings if necessary.**

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

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.*

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.

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

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

3rd Party Resource (buy business or individual checks): https://ww.deluxe.com/

Trail Blazer Live Support

- Ⓒ **Phone:** 1-866-909-8700
- ✉ **Email:** 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.