

If you have calculated and posted a pay and printed checks, but Transfer to Accounting is not available for that date, a common cause is that the check numbers have not been finalized. Payroll cannot transfer to Accounting without check numbers.

To finalize the check numbers for this pay date, click *Print Checks* and select *First Run checks*.

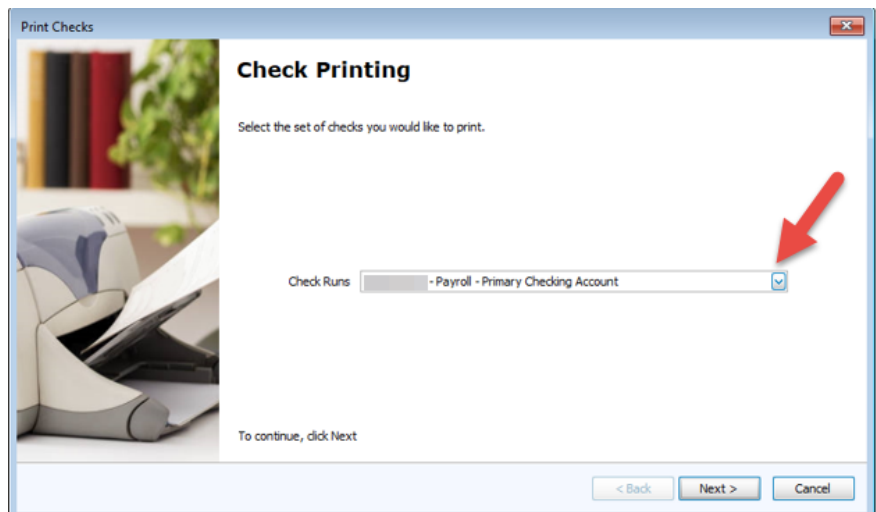
To access from the Button Bar, go to *Payroll>Print Checks*



### Print First Run Checks

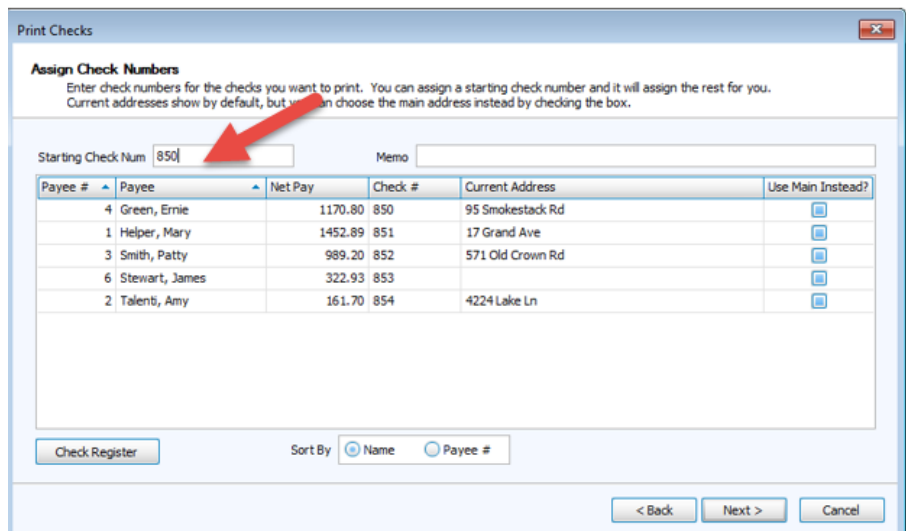
Select Date

If you have multiple check runs that have not been printed, select date you want to transfer to Accounting.



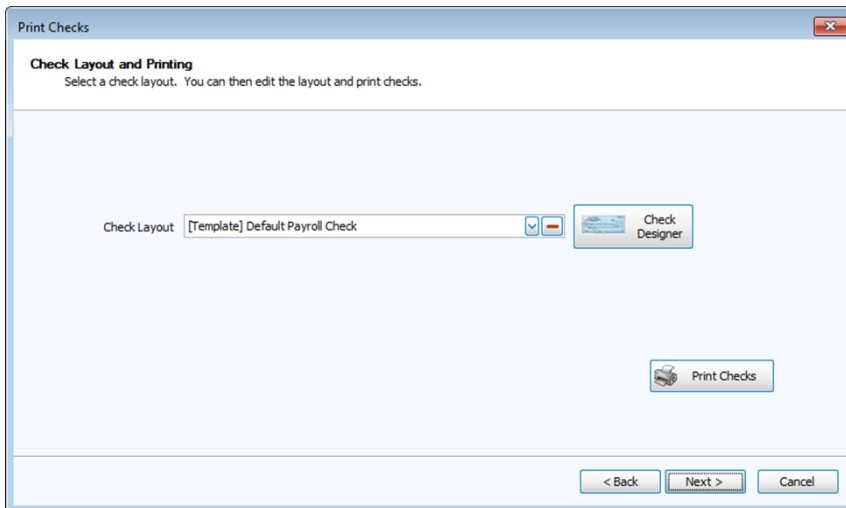
### Assign Check Numbers

Enter the *Starting check number* at the top. The remaining check numbers will fill in sequentially. Ensure each check number is correct for each person.



## Check Layout and Printing

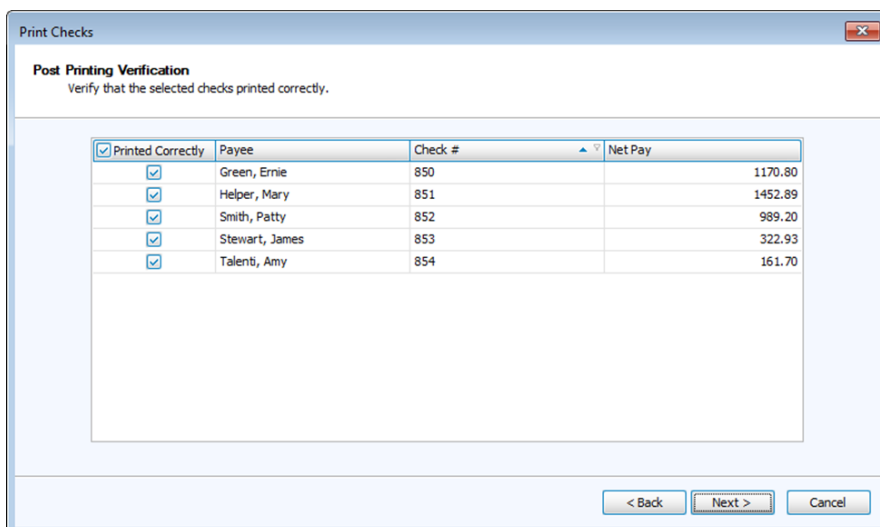
Click *Next* as you likely do not need to print these checks again.



## Post Printing Verification

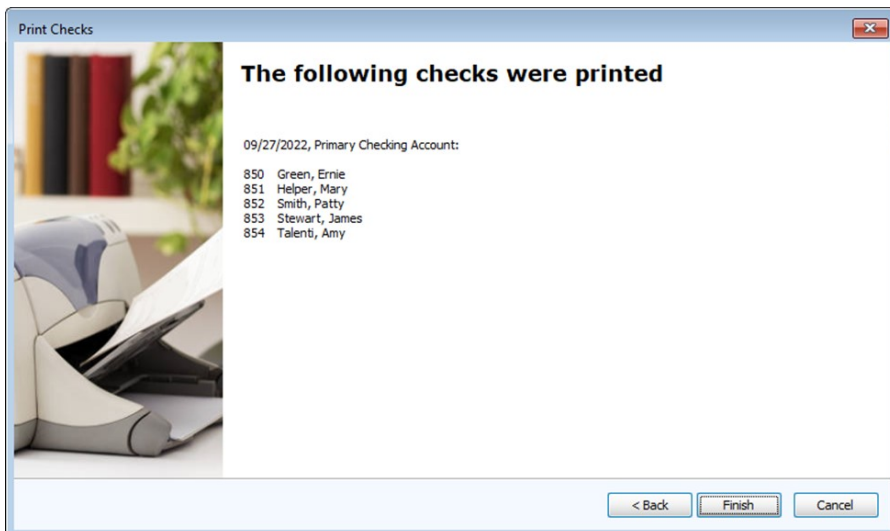
Enter checkmarks in all the boxes to the right of your employees to indicate that the checks printed correctly. You may also click the *Printed Correctly* box at the top to select all of them.

Click *Next*.



## Summary

Click *Finish* to Exit.



The pay date will now be available on the Transfer to Accounting Screen.