





RSA e-Business: Navigation

There are two ways for printing checks: single check or group of checks. The first part of this document explains how to print a single check. The second part shows how to print a group of checks.

I. *Printing a single check*

How to print a single check: summary

1. Click on the **Payables** tab from the main menu.
2. Under the **Search** group, click on the link **Check Management**. This will open a new window.
3. Click on the **Search** button . This will show the list of all available checks.
4. Navigate through the list of checks and select the one you want to print by using the **Select** button . A new area will be opened on the right side of the window with a **Print** button .
5. Click on the **Print** button  for printing the check. This will show the available printing form on the bottom of the window.
6. Navigate through the forms and locate the form you want use.
7. Click on the desired form. This will open a printable form of the check in new window.
8. Click on the Print button for printing the check. Make sure that the right printer is selected before.

How to print a check: details

1. Click on the **Check Management** tab from the main menu.

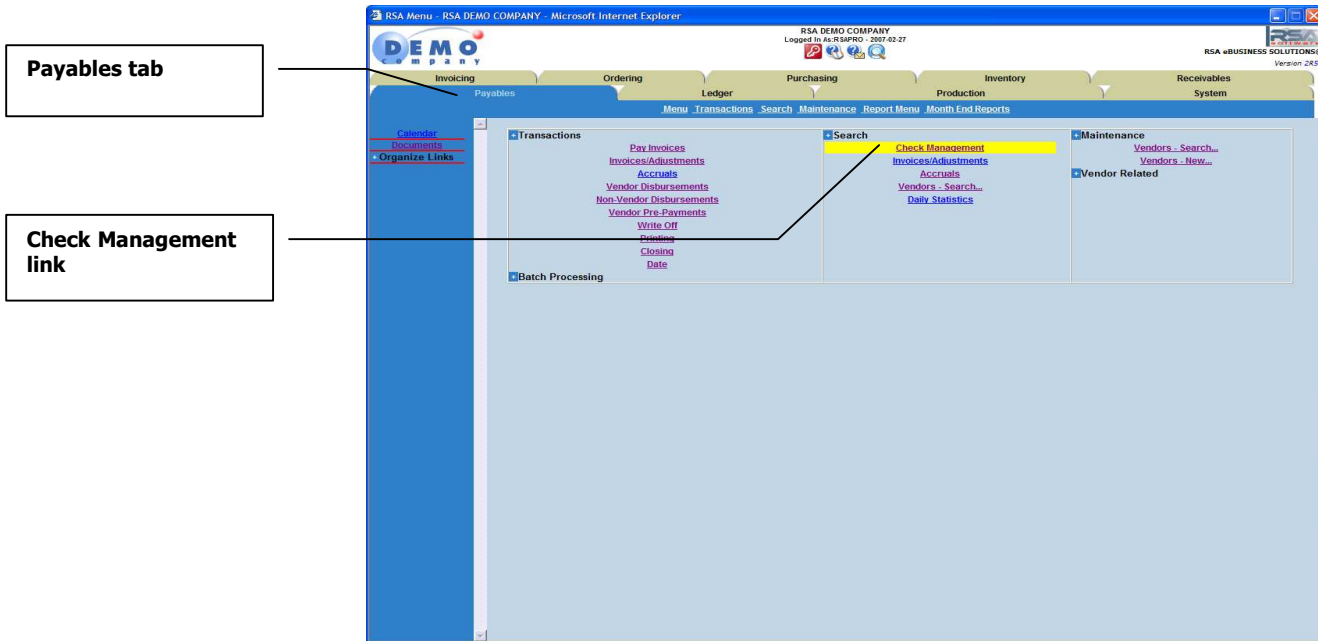


Fig 1: Payables menu

2. Under the **Search** group, click on the link **Check Management**. This will open a new window (see fig 2 below).

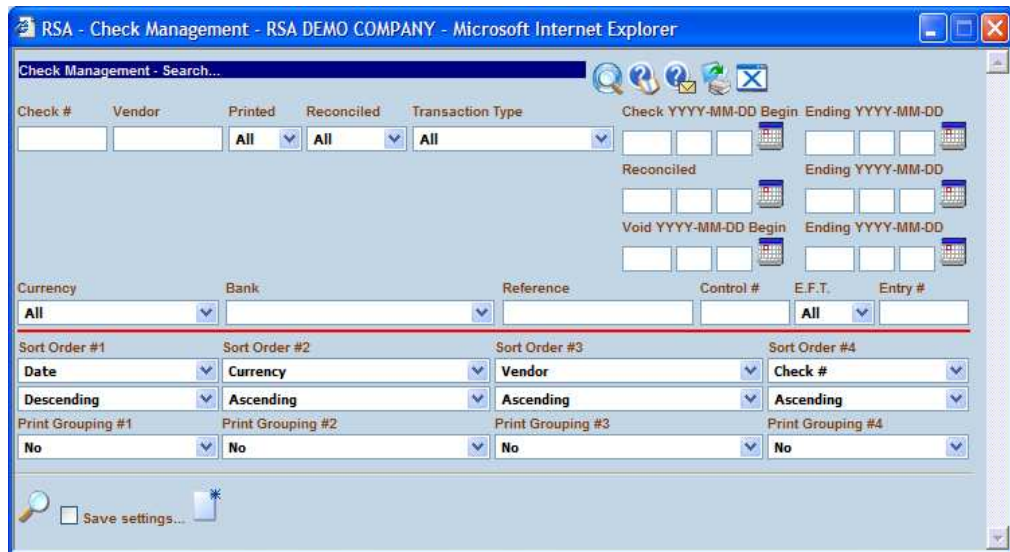




Fig 2: Window for searching a check

3. Click on the **Search** button  for obtaining the list all available checks from the database. Optionally, you can also add some criteria prior clicking on the **Search** button . This will show the list of checks (see fig 3 below).

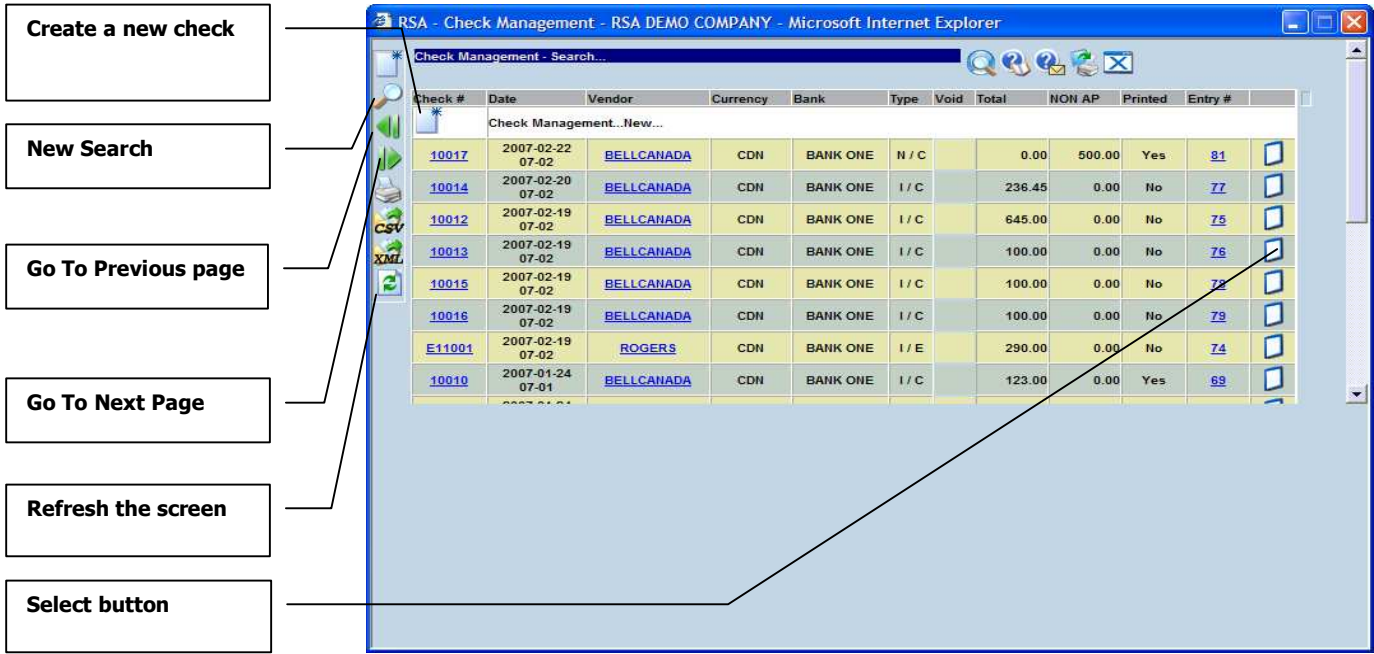


Fig 3: List of check

4. Navigate through the list of checks and select the one to print using the **Select** button . This will open a new area on the right side of the window (see fig 3 below).



Fig 3: List of check with a one selected for printing

5. Click on the **Print** button . This will open a new area on the bottom side of the window with the available printing forms (see fig 4 below).

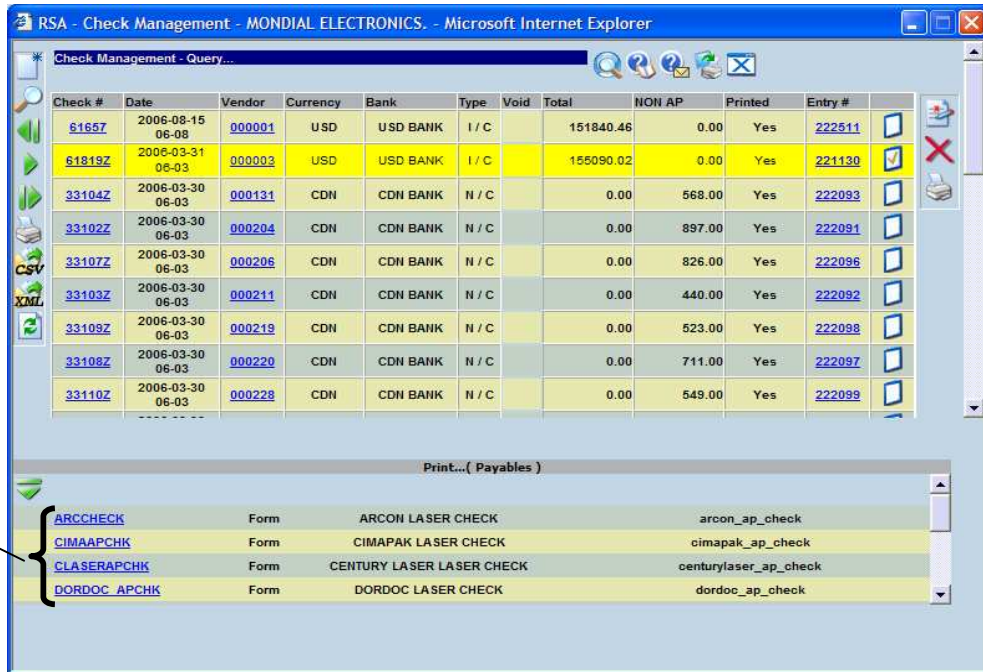


Fig 4: List of printing forms

6. Select a printing form by clicking on the name. This will open a printable form of the selected check in a new window.

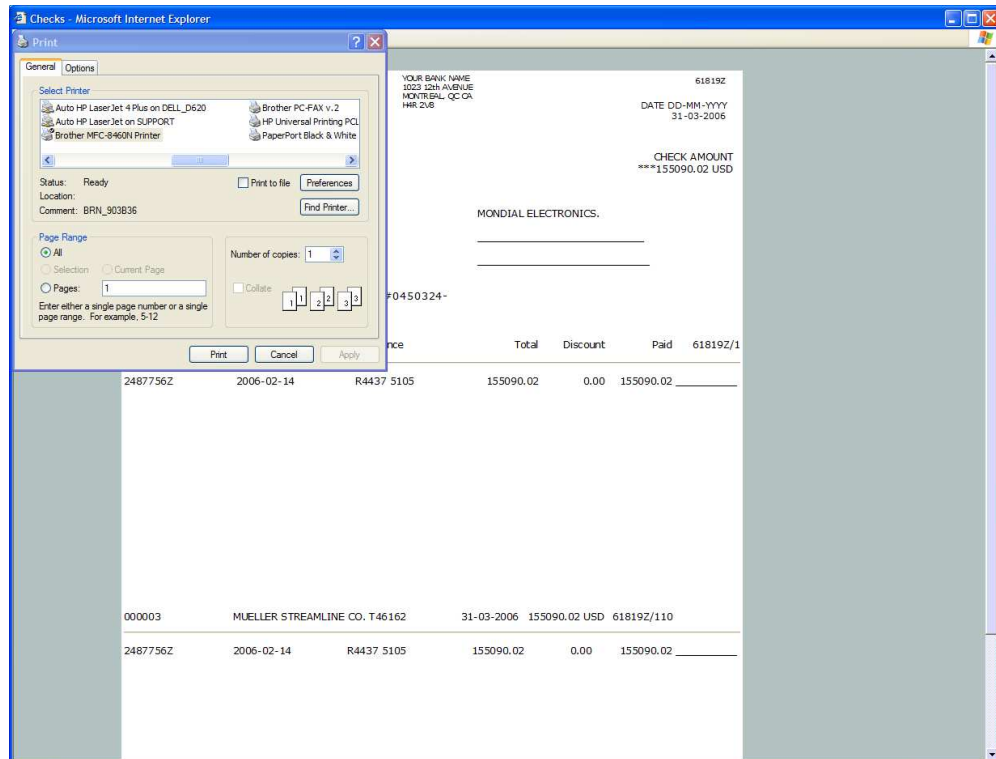



Fig 5: Printable check form

7. Select the desired printer and click on the Print button for printing the form.

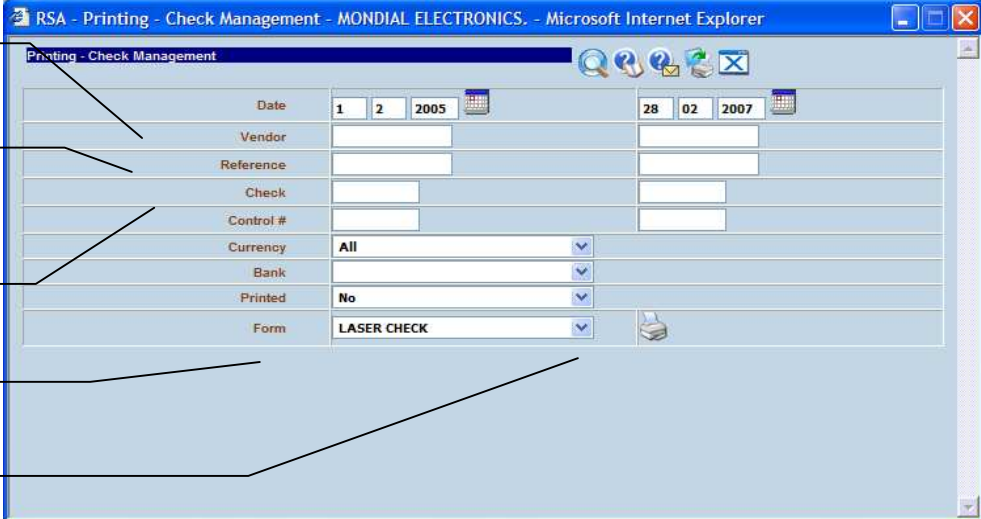
II. *Printing a group of checks*

How to print a group of checks: Summary

1. Click on the **Payables** tab.
2. Under **Transaction** group, click on the link **Printing**. This will open a new window.
3. Enter a range of any of the following: **check, Reference vendor** or **date**.
4. Locate the **Form** field and select the form for the printing.
5. Click on the **Print** button . This will open a printable form of the check in new window.
6. Click on Print for printing the form. Make sure that the right print is selected before.

How to print a group of checks: details

1. Click on the **Payables** tab.
2. Under **Transaction** group, click on the link **Printing**. This will open a new window.



The screenshot shows a web browser window titled "RSA - Printing - Check Management - MONDIAL ELECTRONICS. - Microsoft Internet Explorer". The main content area is a form for selecting printing criteria. On the left side, five boxes with labels point to specific fields in the form:

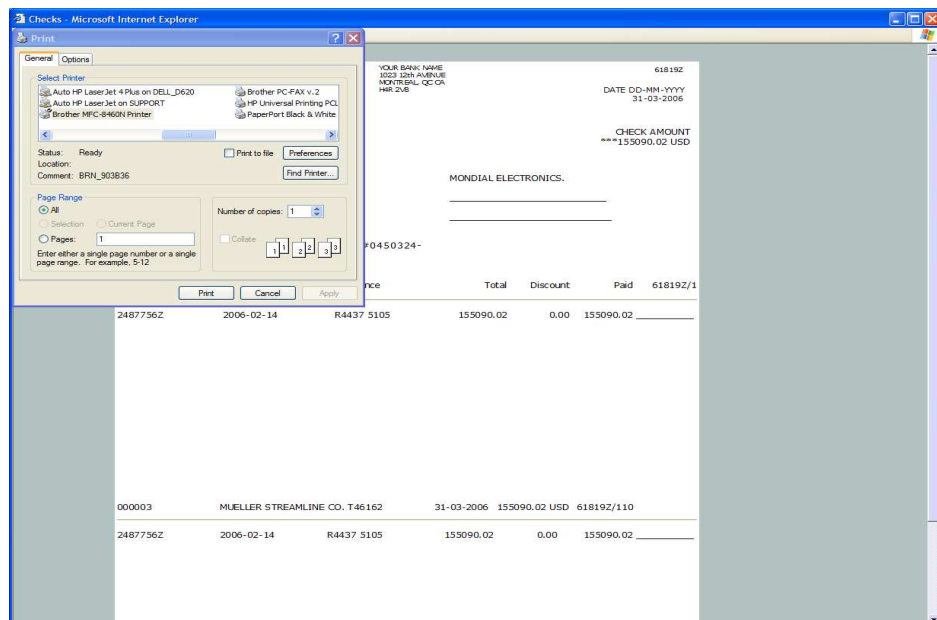
- Vendor range** points to the "Vendor" field.
- Reference range** points to the "Reference" field.
- Check range** points to the "Check" field.
- Form field** points to the "Form" dropdown menu.
- Print button** points to the printer icon at the bottom right of the form.

The form fields include:

- Date: 1 2 2005 (calendar icon)
- Vendor: [text input]
- Reference: [text input]
- Check: [text input]
- Control #: [text input]
- Currency: All (dropdown)
- Bank: [dropdown]
- Printed: No (dropdown)
- Form: LASER CHECK (dropdown)

Fig 6: Window for choosing the criteria for the printing

3. Enter a range of any of the following: **check**, **Reference vendor** or **date**.
4. Locate the **Form** field and select the form for the printing.
5. Click on the **Print** button. This will open a printable form of the check in new window.



The screenshot shows a "Print" dialog box in the foreground and a "Printable check form" in the background. The dialog box has a "General" tab and includes options for selecting a printer, page range, and number of copies. The background shows a check form with the following details:

YOUR BANK NAME: 618192
1023 20th AVENUE
NORTHEAST, OC CA
HR 2US
DATE: 31-03-2006
CHECK AMOUNT: ***155090.02 USD
MONDIAL ELECTRONICS.
#0450324-
Total: 155090.02, Discount: 0.00, Paid: 155090.02

Check Number	Date	Reference	Amount	Discount	Paid
2487756Z	2006-02-14	R4437 5105	155090.02	0.00	155090.02
00003		MUELLER STREAMLINE CO, T46162	155090.02 USD		618192/110
2487756Z	2006-02-14	R4437 5105	155090.02	0.00	155090.02

Fig 7: Printable check form

6. Click on **Print** for printing the form. Make sure that the right print is selected before.