

AP-31 Printing Checks

Purpose

The purpose of this Quick Reference Guide (**QRG**) is to provide a step-by-step explanation of how to Print Checks in the North Carolina Financial System (**NCFS**).

Introduction and Overview

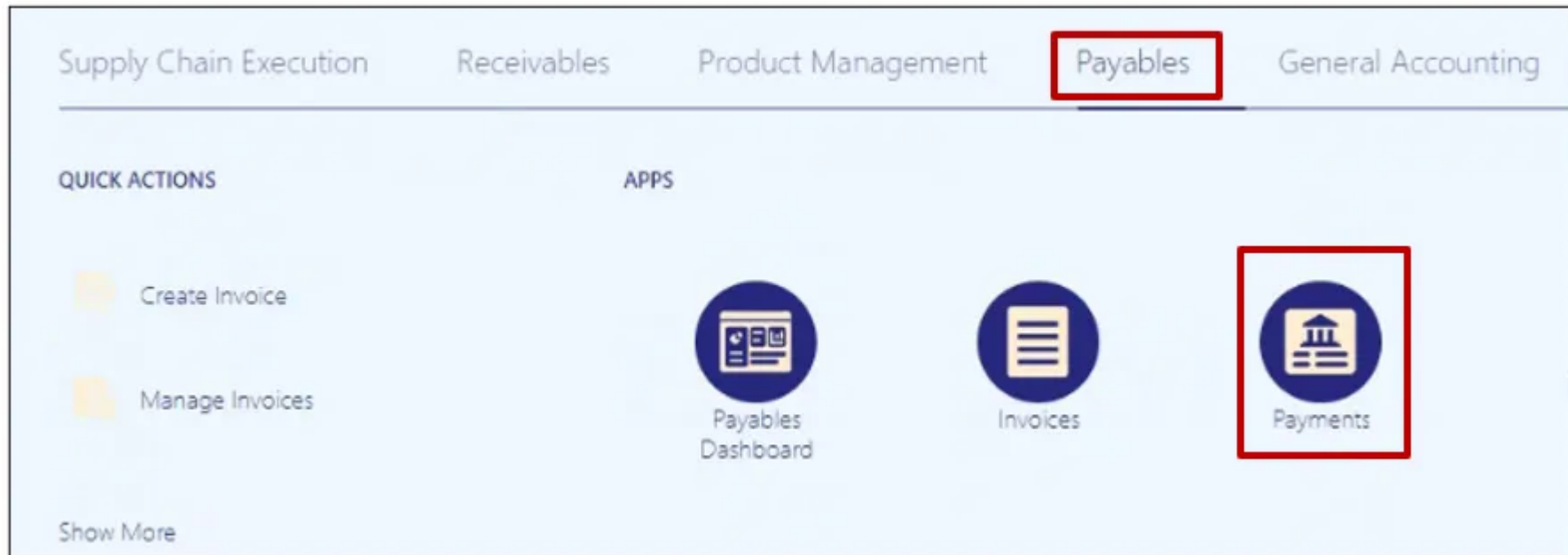
This QRG covers the steps to Print Checks.

Printing Checks

To Print Checks in NCFS, please follow the steps below. There are 11 steps to complete this process.

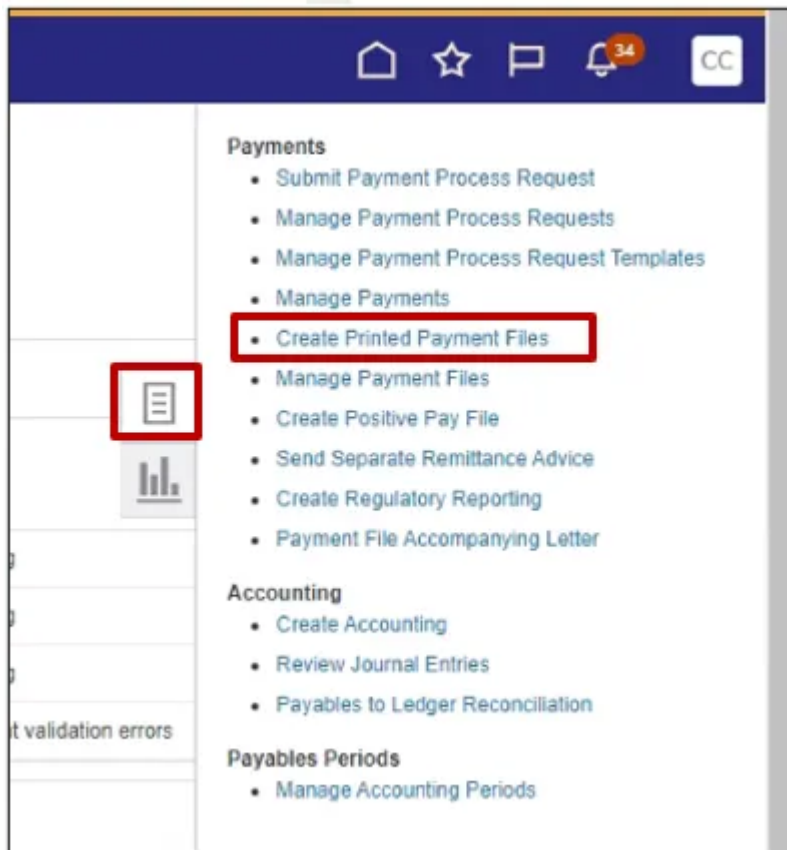
1. Log in to the NCFS portal with your credentials to access the system.
2. Click the **Payables** Tab. Click the **Payments** app.

Image



3. Click the **Tasks** icon. Under Payments, click **Create Printed Payment Files**.

Image



4. The Create Printed Payment Files page is displayed. Select the appropriate **Disbursement Bank Account**, **Business Unit (if applicable)**, **From Payment Date** will default to the current date (you can change the From and To date if needed). Select the appropriate **Payment Document**, **Print Now - Yes**, and select the appropriate **Printer Name**.

Image

Name Create Printed Payment Files

Description Groups payments into payment files. Validates, ...

Schedule As soon as possible

Basic Options

Parameters

* Disbursement Bank Account 7000054 - GENERAL EXPENSE - OS(▼

Currency ▼

Business Unit ▼

Legal Entity ▼

From Payment Date 10/1/23 📅

To Payment Date m/d/yy 📅

Payment Process Profile ▼

Payment Process Request ▼

Administrator Reference

Comments

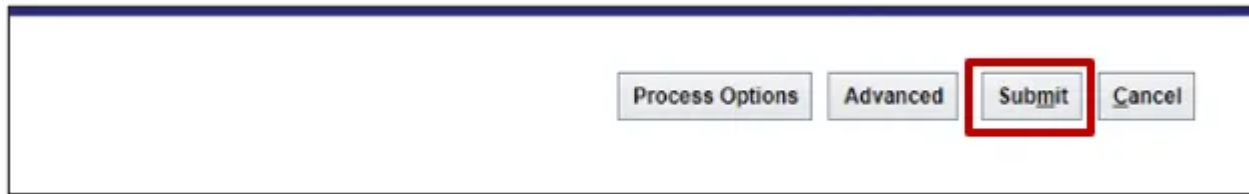
* Payment Document 1400 1000 ▼

* Print Now Yes ▼

* Printer Name NCFSSOSCPRINTER ▼

5. Click the **Submit** button and you should get a confirmation message. This action will print the checks.

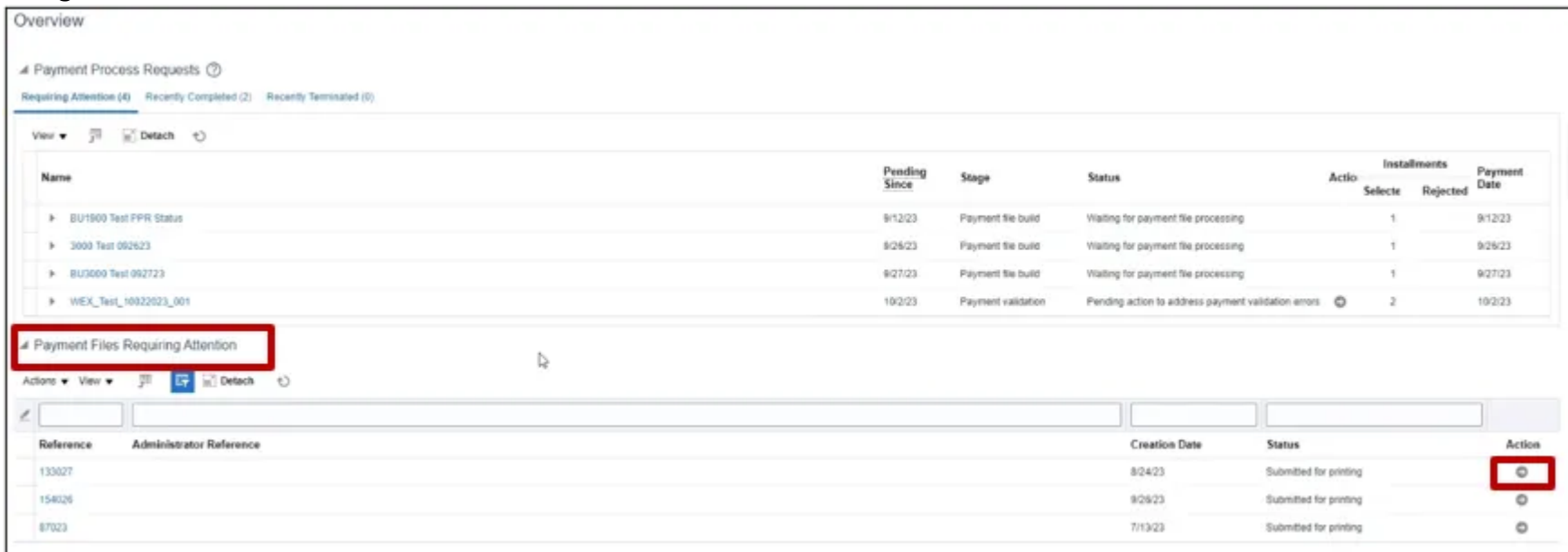
Image



Note: Make sure the checks are printed before recording print status (Step 6 thru Step 10). If checks need to be reprinted, see Step 7.

6. Overview page is displayed. All the Payment files requiring attention are listed under the **Payment Files Requiring Attention** section, click on the **Action Arrow** button related to the payment file to proceed to the next steps.

Image



7. Payment File page is displayed. You can review details, Reprint the checks if needed. Click on **Record Print Status**.

Image

Payment File: 133027 ⓘ

Actions ▾ **Record Print Status** Reprint Done

Administrator Reference

Payment Process Profile NC Check Payment Process Profile

Format NC_AP_CHECK_FORMAT

Creation Date 8/24/23

Processing Type Printed

Status Submitted for printing View ⓘ

Payments Confirmed No

Process Type Standard

Comments

Sent File Name

Payment Summary

Payments Created	Total Amount
1	1.00 USD
1	

8. Record Print Status: Payment File page is displayed. Click **Submit**, you will receive a warning.

Image

Record Print Status: Payment File 133027

Actions ▾ **Submit** Cancel

Payment File Summary ⓘ

Payment Document 1430 1000

Paper Stock Type Blank Stock

Disbursement Bank Account 7990954 - GENERAL EXPENSE - OSC

Setup Documents 0

Overflow Documents 0

Issued Documents 1

Spoiled Documents 0

Skipped Documents 0

Total 1

— Create positive pay file immediately

Payment Documents

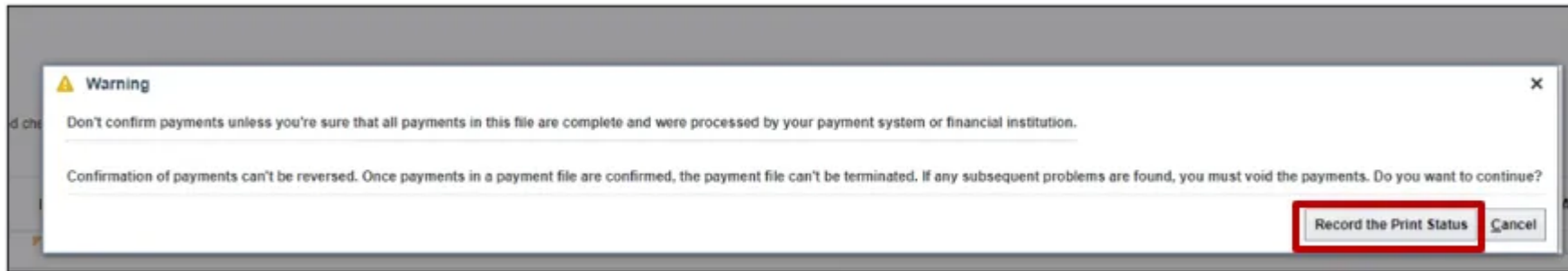
Review your printing results for spoiled or skipped checks and record them on this page. All printed document numbers are initially shown with a status of Printed.

View ▾ Mark as Spoiled

Document Number	Payment Reference	Payee	Amount	Status
1016	1003	ADVANCED SYSTEMS CONCEPTS INC	1.00 USD	Printed

9. Click **Record the Print Status**.

Image



10. Click **Done**.

Image



11. The **Overview** page will be displayed, click on the **Refresh** button and the payment reference number you printed will no longer be in the list, this shows that you have printed the checks and recorded print status.

Image

Overview

▶ Payment Process Requests ⓘ

▲ Payment Files Requiring Attention

Actions ▼ View ▼    

Reference	Administrator Reference	Creation Date	Status	Action
154026		9/26/23	Submitted for printing	
87023		7/13/23	Submitted for printing	

Wrap-Up

Print checks and record print status using the steps above.

Additional Resources

- Virtual Instructor-Led Training (vILT)
 - [AP105: Payment Printer](#)

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