9.2 Reprinting Checks

Purpose: Use this document as a reference to run the process to reprint checks.

Audience: Payroll Specialists.

- You must have at least one of these local college managed security roles:
 - ZZ Payroll Processing

If you need assistance with the above security roles, please contact your local college supervisor or IT Admin to request role access.

Reprint Checks

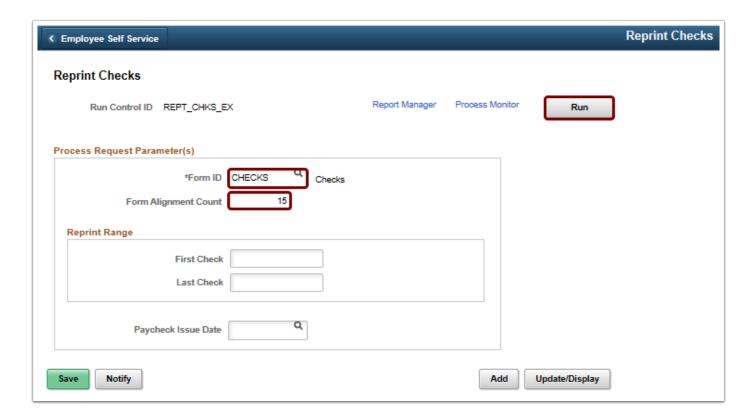
Navigation: NavBar > Navigator > Payroll for North America > Payroll Processing USA > Produce Checks > Reprint Checks

- 1. The **Reprint Checks** run control search page displays.
- 2. Enter an existing **Run Control ID**, or a user can **Add a New Value**.
- 3. Select the **Add a New Value** tab.
- 4. Enter the desired information into the **Run Control ID** field.
- 5. Select the **Add** button.

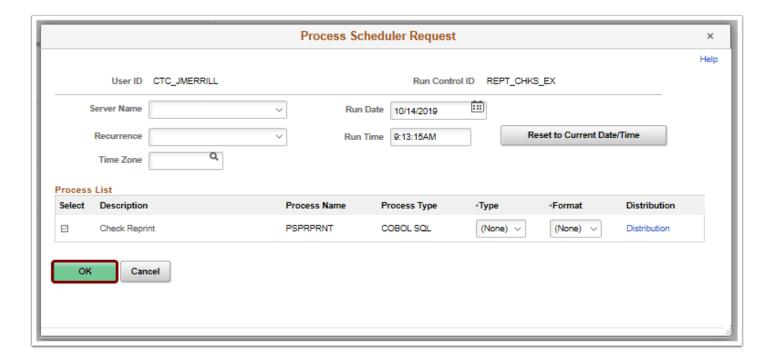


- 6. The **Reprint Checks** page displays. These parameters will be used to define the processing rules and data to be included when the process id run.
- 7. In the **Form ID** field, enter the ID for the type of form you want to reprint

- 8. Enter CHECKS into the **Form ID** field.
- 9. Enter how many checks you need for manually aligning the check forms in your printer in the **Form Alignment Count** field.
- 10. Select the **Run** button.

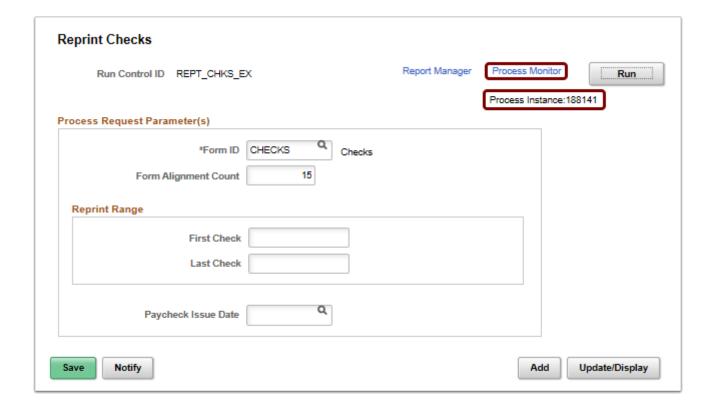


- 11. The Process Scheduler Request page displays.
- 12. Select the **OK** button.

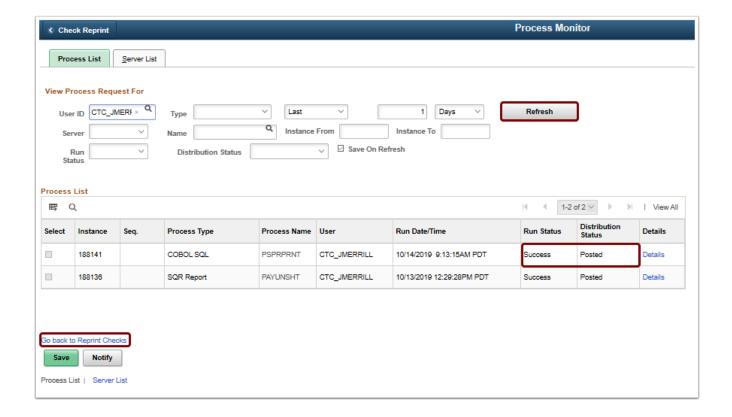


13. The **Reprint Checks** page displays.

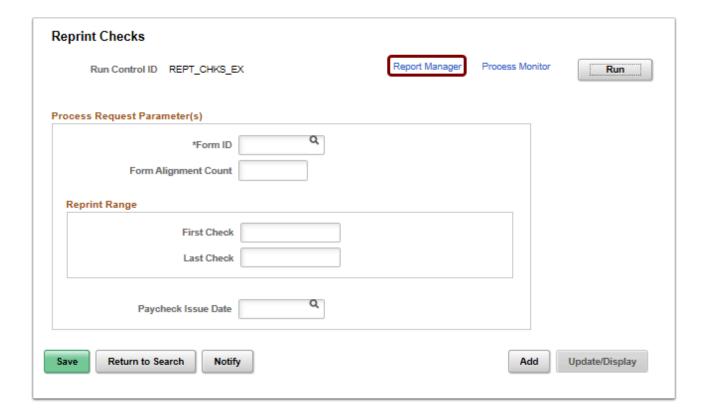
- 14. Notice the **Process Instance** number appears. This number helps a user identify the process a user has run when a user checks the status.
- 15. Select the **Process Monitor** link.



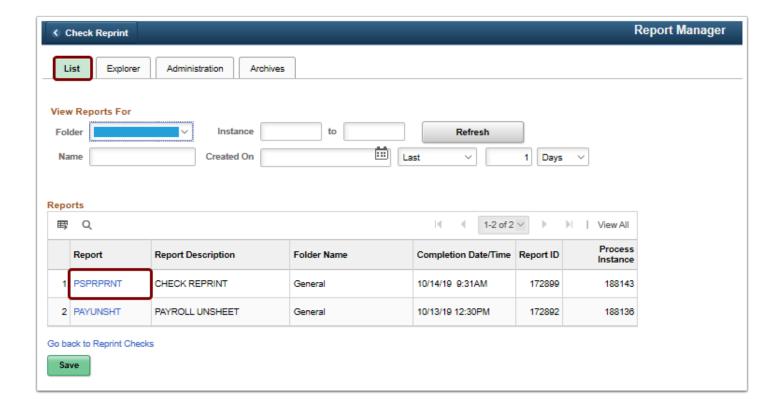
- 16. The **Process Monitor** page displays.
- 17. Use the **Process List** page to view the status of submitted process requests.
- 18. Select the **Refresh** button until the status is **Success**.
- 19. When the report has run successfully, select the **Go back to Reprint Checks** link.



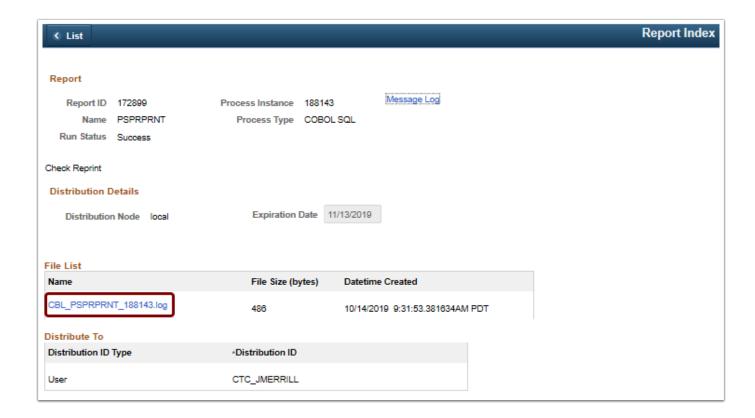
- 20. The **Reprint Checks** page will display.
- 21. Select the **Report Manager** link to view the report and print the checks.



- 22. The **Report Manager** page displays.
- 23. Select the **Report** name link from the **List** tab.



- 24. The **Report Index** displays.
- 25. Select the file name link.



26. A new window opens displaying the results of the process run.

```
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Check Reprint started for Form: CHECKS
Skip: 5
From: 000000000000000
Thru: 00000000000000
Date:
at 09:31:38.47.
Check Reprint ended using checks From:0000000000035220
Thru:00000000000035224
Check Reprint ended at 09:31:38.79.
```

- 27. The process to reprint checks is now complete.
- 28. End of procedure.