

## Print A/P Check Stubs

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# Print A/P Check Stubs

*Daily > Payment Batches*

Prints check stub info for any check that exceeds the maximum number of lines available for printing on the stub.

This page may be mailed with the check to show detailed payment information.

To print/reprint the overflow stubs for a check batch that is already posted:

- Daily > Payment Batches.
- Click the Advanced Filters button.
- Change Posted to Yes and enter the batch# and/or the period from/to.
- Double-click to select the appropriate batch.
- Click OK, and the check batch is displayed.
- Click the Overflow Stubs dropdown arrow and print.

Exit from the screen when finished.

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