# Section 8 Check Processing

**NOTE:** Section 8 Tenant and Landlord allows you to process and print three types of checks: utility reimbursement payments (URP), family self-sufficiency deposits (FSS), and housing assistance payments (HAP). URP and FSS checks are paid to tenants; HAP checks are paid to landlords.

You will use the Check Processing Wizard to process all of these checks, although you can process only one type of check at a time. You can start the Check Processing Wizard from the Check Processing screen.

> *Hint:*
> *For information on any of the fields in this wizard, please see the* Process Checks *chapter of the user manual for WinTen² Section 8 Tenant and Landlord.*

**1.** Open the Check Processing screen.

    A. Click the Checks button on the Main Menu.
        (**Keystroke**: Press C.)

    The Check Processing screen opens.

**2.** Verify or enter the check date on Step 1 of the Check Processing Wizard.

    A. Click the Start button.
        (**Keystroke**: Press PageDown.)

    The Change Check Date dialog box opens.

    B. Verify or enter the date to be printed on the checks.

    C. Click the OK button to save the date and close the dialog box.
        (**Keystroke**: Press Enter.)

    A green checkmark appears next to the Change Check Date step, verifying that you have completed it.

**3.** On Step 2 of the Check Processing Wizard, select the type of check you wish to process (URP, FSS, or HAP).

    A. Click the Next button.
        (**Keystroke**: Press PageDown.)

    The Select Check Type dialog box opens.

    B. Click to select the type of check you want to process.

    C. Click the OK button to save your choice and close the screen.
        (**Keystroke**: Press Enter.)

    A green checkmark appears next to the Select Kind of Check step, verifying that you have completed it.

**4.** On Step 3 of the Check Processing Wizard, select the checking account from which to write the checks.

    A. Click the Next button.
        (**Keystroke**: Press PageDown.)

    The Select Bank Account screen opens.

    B. Click to choose the checking account.

    C. Click the Select button to save your choice and close the screen.
        (**Keystroke**: Press Alt+T.)

    A green checkmark appears next to the Select Checking Account step, verifying that you have completed it.

**5.** Select the items to pay on Step 4 of the Check Processing Wizard.

　　A.　Click the Next button.
　　　　(**Keystroke**:  Press PageDown.)

　　　The Select When to Pay dialog box opens.

　　B.　Select one of your agency-defined payment groups or select "(All)" to print all groups.
　　　　　*Hint:*
　　　　　*Payment groups are based on values you have entered for individual tenants in the When to Pay field, which is on the Payment Info tab of the Maintain Tenants screen.*

　　C.　Click the OK button to save your choice and close the screen.
　　　　(**Keystroke**:  Press Enter.)

　　　A green checkmark appears next to the Select Items to Pay step, verifying that you have completed it.

**6.** On Step 5 of the Check Processing Wizard, review checks on hold.

　　A.　Click the Next button.
　　　　(**Keystroke**:  Press PageDown.)

　　　The Review Hold Codes screen opens. This screen lists checks that will not be printed because they are on hold

　　B.　Verify, edit, or remove holds as needed.

　　C.　Click the Exit icon to save any changes and close the screen.
　　　　(**Keystroke**:  Press Esc.)

　　　A green checkmark appears next to the Review Tenants on Hold step, verifying that you have completed it.

**7.** Review check adjustments on Step 6 of the Check Processing Wizard.

　　A.　Click the Next button.
　　　　(**Keystroke**:  Press PageDown.)

　　　The Maintain Check Adjustment screen opens.

　　B.　Add, delete, or edit check adjustments as needed.

　　C.　Click the Exit icon to save any changes and close the screen.
　　　　(**Keystroke**:  Press Esc.)

　　　A green checkmark appears next to the Review Check Adjustments step, verifying that you have completed it.

**8.** Step 7 opens a report preview screen from which you can view and print the Pre-Check report.

　　A.　Click the Next button.
　　　　(**Keystroke**:  Press PageDown.)

　　　A report preview screen opens with a comprehensive report on all the checks you are about to produce.

　　B.　View, print, and/or save the report as needed.

　　C.　Click the Close button to close the report preview screen.
　　　　(**Keystroke**:  Press Alt+C.)

　　　A green checkmark appears next to the Print Pre-Check Report step, verifying that you have completed it.

9. Print checks on Step 8 of the Check Processing Wizard.

    A. Load your blank checks in your printer.

    B. Click the Next button on the Check Processing Wizard.
        (**Keystroke**: Press PageDown.)

    The Maintain Checks Before Printing screen opens to displays a table of all checks you are about to process.

    C. Use the Mark, Mark All, and Unmark buttons to select the checks you want to print ("Yes" in the Print column). Use the Delete icon to delete checks from the print run entirely. Use the Reset Checks button to reset check numbers.

    D. Click the Print icon.

    The Next Check Number dialog box opens.

    E. Enter the check number of the first blank check in the printer.

    F. Click the OK button to set the check number.
        (**Keystroke**: Press Enter.)

    A report preview screen opens to display all the checks to be printed.

    G. Review the checks carefully. If you need to make any corrections, close the preview screen and make any necessary changes on the Maintain Checks Before Printing screen. Then click the print icon again (Step D, above) to set the check number and reopen the preview screen.

    H. If all the checks in the preview are correct, click the Print icon on the report preview screen.

    I. Once check printing is finished, click the Close button to close the report preview screen.
        (**Keystroke**: Press Alt+C.)

    J. If you need to reprint any checks, mark them "Yes" on the Maintain Checks Before Printing screen and repeat the printing process.

    K. When you have printed all checks successfully, click the Exit icon on the Maintain Checks Before Printing screen.
        (**Keystroke**: Press Esc.)

    A confirmation dialog box opens.

    L. Click the Yes button to return to the main area of the Check Processing screen.
        (**Keystroke**: Press Enter.)

    M. A green checkmark appears next to the Print Checks step, verifying that you have completed it.

10. Verify or edit check numbers on Step 9 of the Check Processing Wizard.

    A. Click the Next button.
        (**Keystroke**: Press PageDown.)

    The Edit Check Numbers After Printing screen opens.

    B. Change check numbers, if necessary, to match the numbers on the checks you just printed:

    1. Click to select either a) an individual check to renumber or b) the first check of a series of checks to renumber. Then click the Edit Check Number icon. The New Check Number dialog box opens.

    2. Enter the new number of an individual check or the first new check number in a series. Then click the OK button. A confirmation dialog box opens.

    3. Click the Yes button to renumber a series of checks (all checks from this point forward) or click the No button to renumber an individual check.

    C. When the check numbers are correct, click the Exit icon to return to the main area of the Check Processing screen.
        (**Keystroke**: Press Esc.)

    A green checkmark appears next to the Edit Check Numbers step, verifying that you have completed it.

**11.** Step 10 opens a report preview screen from which you can view and print any excess vouchers.
- A. Click the Next button.
    (**Keystroke**: Press PageDown.)

    A report preview screen opens to display your excess vouchers. (If you have no excess vouchers, the wizard skips this step.)
- B. View and print the vouchers as needed.
- C. Click the Close button to close the report preview screen.
    (**Keystroke**: Press Alt+C.)

    A green checkmark appears next to the Print Excess Vouchers step, verifying that you have completed it.

**12.** Step 11 opens a report preview screen from which you can view and print the Direct Deposit Bank Report.
- A. Click the Next button.
    (**Keystroke**: Press PageDown.)

    A report preview screen opens to display all direct deposits in this check processing run. (If you have no direct deposits, the wizard skips this step.)
- B. View, print, and/or save the report as needed.
- C. Click the Close button to close the report preview screen.
    (**Keystroke**: Press Alt+C.)

    A green checkmark appears next to the Process Direct Deposit step, verifying that you have completed it.

**13.** Step 12 opens a report preview screen from which you can view and print the Pre-Posting Report.
- A. Click the Next button.
    (**Keystroke**: Press PageDown.)

    A report preview screen opens to display all the checks you are about to post to General Ledger's Section 8 journal.
- B. Print the Pre-Posting Report and examine it carefully. If you find any incorrect check numbers, do not post your checks to the General Ledger until you have corrected those numbers. If you find other errors, you must finish the check processing sequence and then void the check(s) in question.
- C. Click the Close button to close the report preview screen.
    (**Keystroke**: Press Alt+C.)

    A green checkmark appears next to the Print Pre-Posting Report step, verifying that you have completed it.

**14.** Post your checks to General Ledger on Step 13 of the Check Processing Wizard.
- A. Click the Next button.
    (**Keystroke**: Press PageDown.)

    The program goes through the posting process, which may take several minutes or longer if you have a lot of financial data to process. You may see several progress dialog boxes during the process. When posting is complete, a message box appears telling you that you have successfully completed the check processing.
- B. Click the OK button to finish the wizard and return to the Section 8 Main Menu.
    (**Keystroke**: Press Enter.)