

Basic Check Printing for Clients or Families - Flow Chart (Printing ALL checks in a package)

Beginning of Day should be completed first.

STEP 1: MASTER MENU - Select "4",
F.I. Instrument Processing after Beginning of
Day has been completed.

**STEP 2: FOOD INSTRUMENT PROCESSING
MENU:** Select "2", On Demand Generation

STEP 3: IS FI STOCK IN PRINTER?
Type "Y" if the stock is loaded and aligned.
Otherwise type "N" and load and align the
check stock in the printer.

STEP 4: FAMILY ISSUE:
Are you printing checks for 1 person or the
entire family?
If want checks for entire family - Enter "Y"
If want checks for 1 person - Enter "N"

STEP 5: ID:
Type the ID number of the individual
participant if printing for 1 person.

Or type in the family ID number if printing for
the family.

Step 6: ISSUE MM/YY: The current month
will display in this field, followed by the
current date in the next field. ENTER through
both fields.

STEP 7: WHOLE PKG: Enter "Y" to print the
entire food package for this client. (The
computer will display all checks in the food
package)

STEP 8: FOOD PKG & FI TYPE:

Enter through the FOOD PKG and FI Type

STEP 9: PICK UP INTERVAL:

- Enter pick up interval (1, 2, or 3)
- Enter the reason code (using F1 for help)
- Enter through the partial package field

STEP 10: ISSUE FOOD INSTRUMENT:

Enter "Y" to print checks.

STEP 11: NEW PARTICIPANT:

If you want to generate checks for a *different
participant*:

- enter "N",
- repeat steps again beginning with #1.

Or if you are done printing individual checks,
enter "N" to return to the master menu.

