



Reprint Check

Property Management Solutions for Over 30 Years

Overview

Sometimes it may be necessary to reprint a check or a range of checks, possibly because they were printed on blank paper by mistake, or the printer jammed.

To reprint, go to <<AP, Check History>>.

Reprint one check

Highlight the check and click on Reprint Check.

Check	Post Date	Printed	Payee	Amount	Memo	Bank
1733	4/19/2018	9/19/1997	Minuteman Trust	\$793.46	Account# W74-62-98	CHECKING: Bai
1734	4/1/2018	9/19/1997	Patriot National	\$477.38	Account 5234-64-3AC21	CHECKING: Bai
1735	4/20/2018	9/19/1997	Peachtree National	\$391.53	Account 24116 Cheek,CW	CHECKING: Bai
1736	4/20/2018	9/19/1997	Oceanside Bank	\$866.87	Account W237-94-321 FLCLAYTON	CHECKING: Bai
1737	4/20/2018	9/19/1997	David & Judy Fiscella	\$391.53		CHECKING: Bai
1738	4/20/2018	9/19/1997	Patriot Bank	\$116.10	Account #W221-C2312	CHECKING: Bai
1739	4/20/2018	9/19/1997	Peyton T. Gray	\$391.53		CHECKING: Bai
1740	4/20/2018	9/19/1997	Charles W. Harris	\$391.53		CHECKING: Bai
1741	4/20/2018	9/19/1997	James J. Porach	\$391.53		CHECKING: Bai
1742	4/21/2018	1/31/2001	Hero Electric	\$980.00	New furnace	CHECKING: Bai
1743	4/21/2018	1/23/2000	Donald S. Schenk	\$404.62		CHECKING: Bai

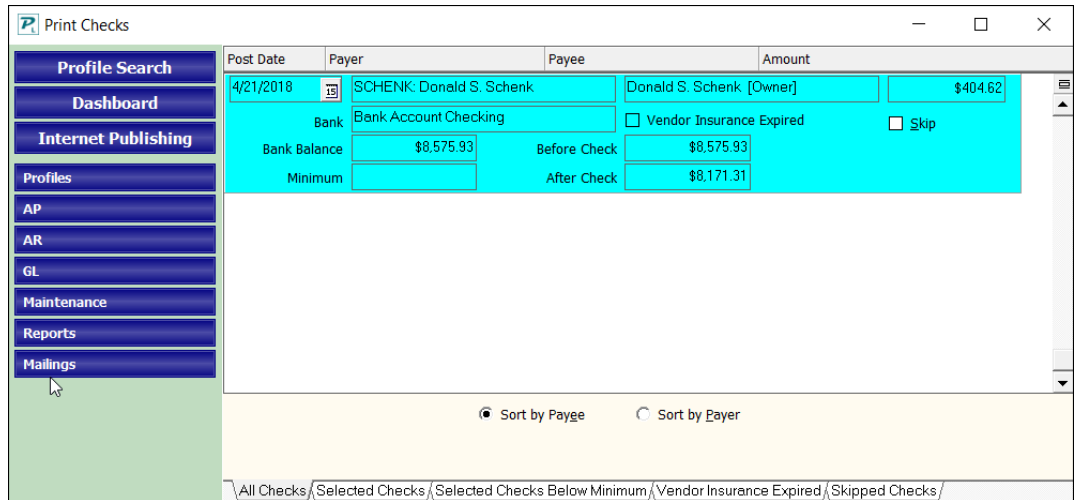
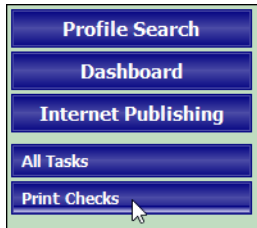
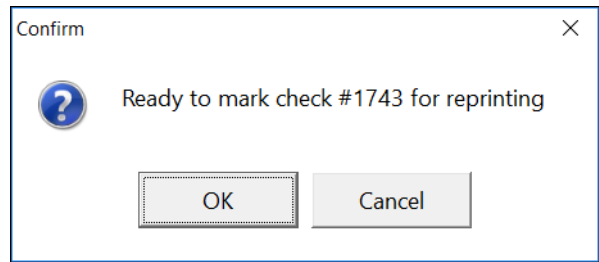
Ref	Payer	Amount	Discount	Memo
SCHENK	SCHENK: Donald S. Schenk	\$404.62		

Enable Filter
Filter
Edit
Void
Reprint Check
Reprint Range
General Ledger

1. All Checks 2. Unprinted Checks 3. Destroyed Checks 4. ACH Transfers

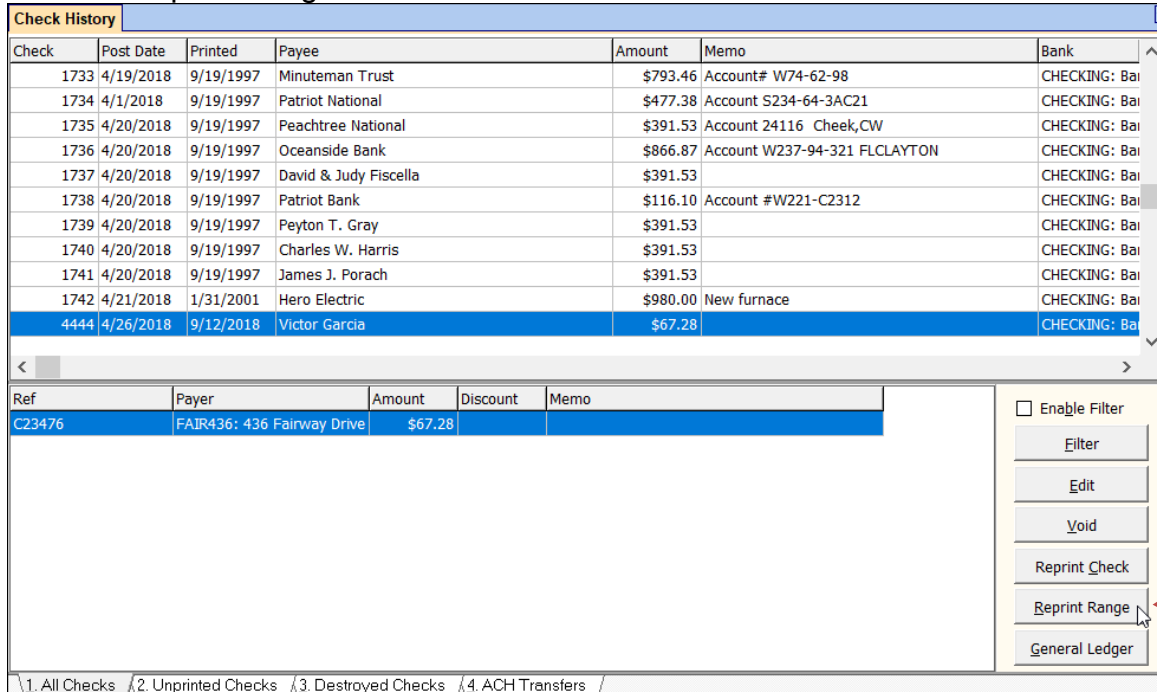
A message will display confirming the original check number – click OK.

The check number will be removed from the transaction and the check will be moved to the Unprinted Checks tab and can be found in the <<AP, Print Checks>> function for reprinting.



Reprint a range of checks

Click on Reprint Range.



A screen will display.

Mark Range

Bank

Check Number To

Keep Mark Range Active

Help Save Clear Cancel

Enter the bank account and beginning and ending check numbers of the range that needs to be reprinted. Click <Save>.

Mark Range

Bank CHECKING: Bank Account Checking

Check Number To

Keep Mark Range Active

Help Save Clear Cancel

The check numbers will be removed from the transactions and the checks will be moved to the Unprinted Checks tab and can be found in the <<AP, Print Checks>> function for reprinting.

- Profile Search
- Dashboard
- Internet Publishing
- All Tasks
- Print Checks

Print Checks

Post Date	Payer	Payee	Amount
4/21/2018	No Payer Specified	Hero Electric [Vendor]	\$980.00
4/20/2018	PORACH, James J. Porach	James J. Porach [Owner]	\$391.53
Bank: Bank Account Checking <input type="checkbox"/> Vendor Insurance Expired <input type="checkbox"/> Skip			
Bank Balance	\$9,542.84	Before Check	\$8,562.84
Minimum		After Check	\$8,171.31

Sort by Payee (selected) | Sort by Payer

All Checks / Selected Checks / Selected Checks Below Minimum / Vendor Insurance Expired / Skipped Checks