

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.

	Post Date	Printed	Payee				Amount	Memo	Bank 🗸
173	33 4/19/2018	9/19/1997	Minuteman T	rust			\$793.46	Account# W74-62-98	CHECKING: Bai
173	34 4/1/2018	9/19/1997	Patriot Nation	nal			\$477.38	Account S234-64-3AC21	CHECKING: Bai
173	35 4/20/2018	9/19/1997	Peachtree Na	itional			\$391.53	Account 24116 Cheek,CW	CHECKING: Bai
173	36 4/20/2018	9/19/1997	Oceanside Bank				\$866.87	Account W237-94-321 FLCLAYTON	CHECKING: Bai
173	37 4/20/2018	9/19/1997	David & Judy	Fiscella			\$391.53		CHECKING: Bai
173	38 4/20/2018	9/19/1997	Patriot Bank				\$116.10	Account #W221-C2312	CHECKING: Bai
173	39 4/20/2018	9/19/1997	Peyton T. Gra	ау			\$391.53		CHECKING: Bai
174	40 4/20/2018	9/19/1997	Charles W. H	arris			\$391.53		CHECKING: Bai
174	41 4/20/2018	9/19/1997	James J. Por	ach			\$391.53		CHECKING: Bai
174	42 4/21/2018	1/31/2001	Hero Electric				\$980.00	New furnace	CHECKING: Bai
174	43 4/21/2018	1/23/2000	Donald S. Sc	henk			\$404.62		CHECKING: Bar
Ref	F	Pavor			1	1			
		i ayei		Amount	Discount	Memo			
SCHENK	5	SCHENK: Dona	ald S. Schenk	Amount \$404.62	Discount	Memo			Enable Filter
SCHENK	2	SCHENK: Dona	ald S. Schenk	Amount \$404.62	Discount	Memo			Enable Filter
SCHENK		SCHENK: Dona	ald S. Schenk	Amount \$404.62	Discount	Memo			Enable Filter
SCHENK	2	SCHENK: Dona	ald S. Schenk	Amount \$404.62	Discount	Memo			Enable Filter Eliter Edit Void
SCHENK	2	SCHENK: Dona	ald S. Schenk	Amount \$404.62	Discount ?	Memo			Eliter Eliter Edit Void Reprint Check
SCHENK	2	SCHENK: Dona	ald S. Schenk	Amount \$404.62	Discount 2	Memo			Enable Filter Eilter Eilter Uoid Reprint Check

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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.



Profile Search											
Dashboard	Print Checks								_		×
	Profile Search	Post Date	Pay	er		Payee		Amount			
Internet Publishing	Dashboard	4/21/2018	15	SCHENK: Donald S	Schenk		Donald S. Schenk	[Owner]		\$404.62	
All Tasks		Bank E		Bank Account Checking		Vendor Insurance Expired		□ <u>S</u> kip		-	
	Internet Publishing	Bank Bala	ince	\$8,575.93	В	efore Check	\$8,575.93				
Print Checks	Profiles	Minim	num			After Check	\$8,171.31				
	АР										
	AR										
	GL										
	Maintenance										
	Reports										
	Mailings										
	2										-
					Sort by	Pay <u>e</u> e	Sort by Payer				
		All Checks (S	Selec	ted Checks√Select	ed Checks	Below Minir	num/(Vendor Insurar	ice Expired/Skippe	d Checks/		

Reprint a range of checks

Click on Reprint Range.

	tory						
Check	Post Date	Printed	Payee		Amount	Memo	Bank 🗸
1733	3 4/19/2018	9/19/1997	Minuteman Trust		\$793.46	Account# W74-62-98	CHECKING: Bai
1734	4 4/1/2018	9/19/1997	Patriot National		\$477.38	Account S234-64-3AC21	CHECKING: Bai
1735	5 4/20/2018	9/19/1997	Peachtree National		\$391.53	Account 24116 Cheek,CW	CHECKING: Bai
1736	5 4/20/2018	9/19/1997	Oceanside Bank		\$866.87	Account W237-94-321 FLCLAYTON	CHECKING: Bai
1737	7 4/20/2018	9/19/1997	David & Judy Fiscella		\$391.53		CHECKING: Bai
1738	3 4/20/2018	9/19/1997	Patriot Bank		\$116.10	Account #W221-C2312	CHECKING: Bai
1739	9 4/20/2018	9/19/1997	Peyton T. Gray		\$391.53		CHECKING: Bai
1740	0 4/20/2018	9/19/1997	Charles W. Harris		\$391.53		CHECKING: Bai
1741	l 4/20/2018	9/19/1997	James J. Porach		\$391.53		CHECKING: Bai
1742	2 4/21/2018	1/31/2001	Hero Electric		\$980.00	New furnace	CHECKING: Bai
4444	4/26/2018	9/12/2018	Victor Garcia		\$67.28		CHECKING: Bar
<			Amount Die				>
Ker	P	rayer	Amount Disc	count Memo			Enable Filter
C23476	1	-AIK430: 430	Fairway Drive \$67.28				<u>F</u> ilter
							Edit
							Void
							Reprint <u>C</u> heck
							Reprint Range
							<u>G</u> eneral Ledger

A screen will display.

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Mark Range			×
Bank Check Number Io Keep Mark Range Active		% 🔁	
нер	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 1741 Io 1742 Keep Mark Range Active	ł
Help 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	Print Checks							-		×
Dashboard	Profile Search	Post Date	Pay	/er	Payee		Amount			
busibudi u	Dashboard	4/21/2018		No Payer Specified		Hero Electric [Vendor]			\$980.00	
Internet Publishing		4/20/2018	15	PORACH: James J.	. Porach	James J. Porach [O	wner]		\$391.53	-
All Tasks	Internet Publishing	В	lank	Bank Account Chec	king	Vendor Insurance	Expired	Skip		
	Profiles	Bank Bala	ince	\$9,542.84	Before Check	\$8,562.84				
Print Checks	АР	Minim	num		After Check	\$8,171.31				
	AR									
	GL									
	Maintenance									
	Reports									
	Mailings									
										•
		Sort by Payee Sort by Payee								
		All Checks	Seleo	cted Checks/Select	ed Checks Below Minir	num/Vendor Insuran	ce Expired/Skippe	d Checks/		

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