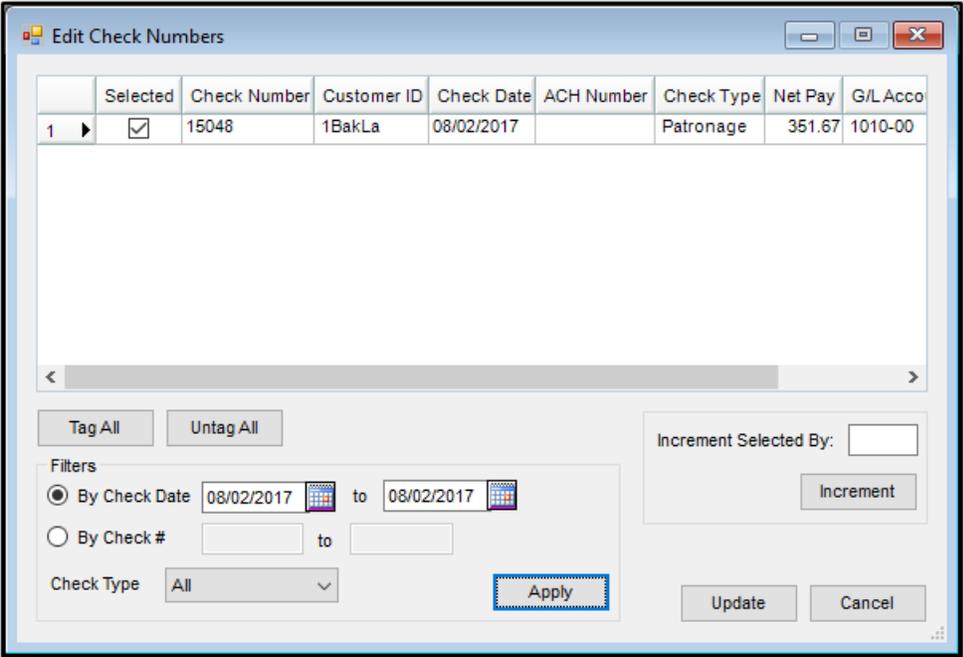


# Edit Check Numbers

Last Modified on 02/09/2024 3:31 pm CST

The Edit Check Numbers utility is found at *Patronage / Utilities* menu. Through the utility, Patronage Check Numbers may be changed by manually editing a cell in the grid or by selecting multiple checks and incrementing all of them by a specified amount.

This utility was designed to efficiently update check numbers for batches of checks created in the Patronage module. Filter for the checks, then mark the *Selected* option to update the checks. The *Check Number* may be manually updated or can be updated by using the *Increment Selected By* option.



- **Filters**
  - **By Check Date** – Enter the date range of the checks to update.
  - **By Check #** – Enter the check number range of the checks to be updated.
  - **Check Type** – Select the type of checks to display.
  - **Apply** – Choose to apply the selected filters.
- **Increment Selected By** – If the selected checks are to all be incremented by a certain number, enter that number here.

## To Edit Manually

Use the *By Check Date* or *By Check #* filtering options to display the affected checks in the grid. Once the checks display, for any *Check Number* requiring change, mark the *Selected* box, and manually change the *Check Numbers* in the grid to match the printed checks. Select **Update** to record changes.

## To Increment by a Specified Number

Use the *By Check Date* or *By Check #* filtering options to display the affected checks in the grid. Mark the *Selected* box for all checks to be updated. In the *Increment Selected By* area, enter the number to use for incrementing the *Check Numbers*, and then choose **Increment**. Select **Update** to record changes.