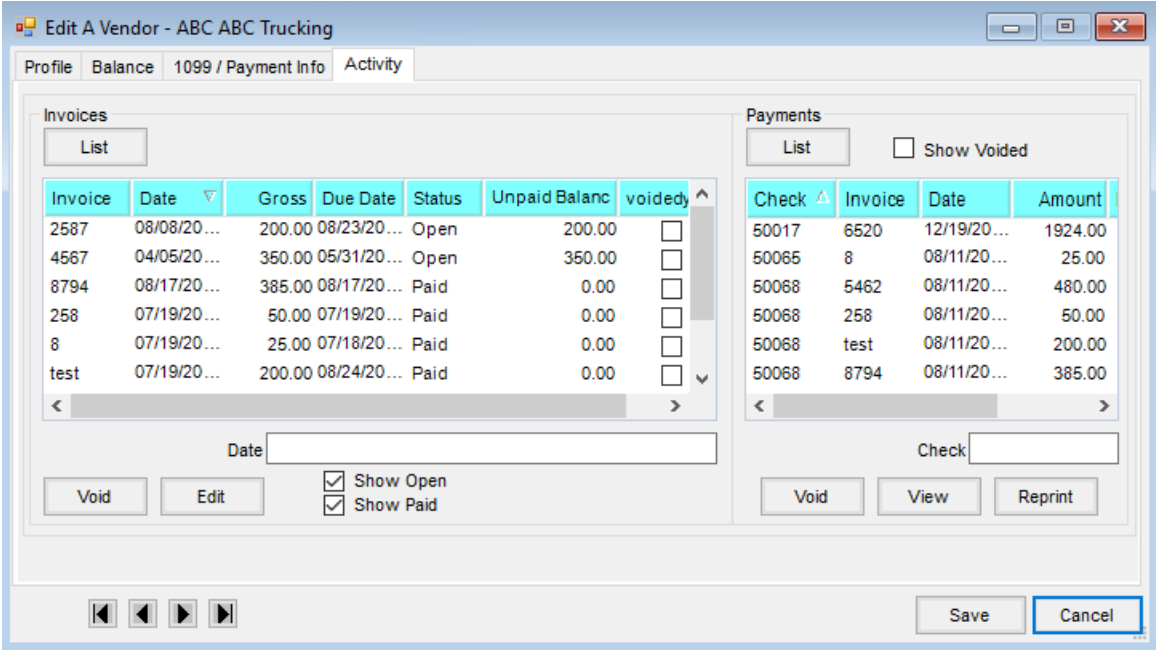


Reprinting a Vendor Check

Last Modified on 11/22/2024 3:11 pm CST

A check issued to a Vendor may be reprinted from *File / Open / Vendor* on the *Activity* tab.

1. Edit the Vendor to whom the check was written.
2. On the Vendor's *Activity* tab, select **List** in the *Payments* frame. Each Bill is listed separately even if several Bills were paid on one check. Highlight any one of the bills paid with the check and choose **Reprint**.



3. If necessary, the check number may be edited to match the preprinted check number on the check to be printed. Make sure the check is in the printer and select **Reprint**.

