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.

•	Edit A Ve	ndor - ABC A	BC Truckir	ng							, • ×
Pn	ofile Bala	ance 1099 / F	Payment Inf	o Activity							
	Invoices List							Payments List		Show Voide	ed
	Invoice	Date V	Gross	Due Date	Status	Unpaid Balanc	voidedy ^	Check 🛆	Invoice	Date	Amount
	2587	08/08/20	200.00	08/23/20	Open	200.00		50017	6520	12/19/20	1924.00
	4567	04/05/20	350.00	05/31/20	Open	350.00		50065	8	08/11/20	25.00
	8794	08/17/20	385.00	08/17/20	Paid	0.00		50068	5462	08/11/20	480.00
	258	07/19/20	50.00	07/19/20	Paid	0.00		50068	258	08/11/20	50.00
	8	07/19/20	25.00	07/18/20	Paid	0.00		50068	test	08/11/20	200.00
	test	07/19/20	200.00	08/24/20	Paid	0.00		50068	8794	08/11/20	385.00
	<						>	<			>
		I	Date							Check	
	Void	Edit		Show Show	Open Paid			Void		View	Reprint
			I							Save	Cancel

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**.

Vend Check Nu Check An So Void Re	dor ID Date umber mount ource J.E. #	ABC 08/14/2024 50068 1135.00 AP 11493	The reprint of record usin is made to AP bill, A records w	pption will print g the check # e this check #, th R payment anc ill be linked to th	this disbursemen entered. If an ed le corresponding journal entry ne new check #.
Check Nu Check An So Void Re	Date umber mount ource J.E. #	08/14/2024 50068 1135.00 AP 11493	The reprint of record usin is made to AP bill, A records w	pption will print : g the check # e this check #, th AP payment and ill be linked to th	this disbursemen entered. If an ed le corresponding d journal entry he new check #.
Check Nu Check An So Void Re	umber mount ource J.E. #	50068 1135.00 AP 11493	is made to AP bill, A records w	this check #, th AP payment and ill be linked to th	e corresponding d journal entry ne new check #.
Check An So Void Re	mount ource J.E. #	1135.00 AP 11493	records w	ill be linked to th	ne new check #.
So Void Re	ource J.E. #	AP 11493			
Void Re	J.E. #	11493			
Void Re					
Inv	eason				
	voice#	Inv Date	Amt Paid	Disc Taken	
1 🕨 546	62	01/13/2022	480.00	20.00	Reprint
2 258	8	07/19/2023	50.00	0.00	
3 879	94	08/17/2023	385.00	0.00	
4 test	+	07/19/2023	200.00	0.00	Cancel