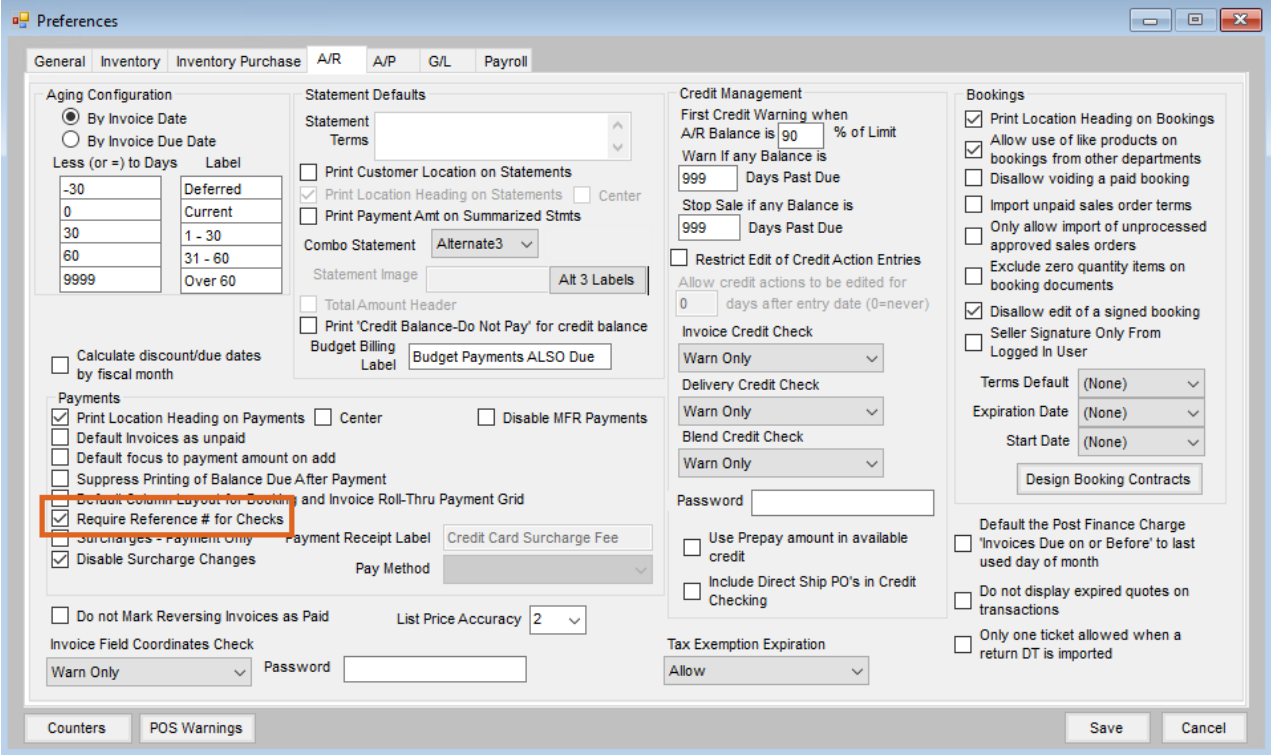


# Require Reference # for Check Payment Method

Last Modified on 06/04/2026 2:47 pm CDT

On the A/R tab at Accounting / Setup / Preferences, in the Payments section, select the *Require Reference # for Checks* preference, and choose **Save**.



With the *Require Reference # for Checks* preference turned on and *Check* selected as the *Pay Method*, a check number must be entered in the *Ref #* field on the Payment. Saving the Payment is stopped if *Check* is selected as the *Pay Method*, the *Pay Amount* is not equal to zero, and a *Ref #* is not present.

**Payment on Accounts**

Date: 06/04/2026    Payment Number: 104

<Customer ID>: AndBa    Barry Anderson

Payment Amount: 3731.26    Regular

Surcharge Amount: 0.00    Penny Round - Pny Rnd

Payment Collected: 3731.26    <Acct>: 9999-00    Amount:    ...

Discount Amount:    <Disc Acct>: 4100-00    Cash Total:    Description:

Total Credit: 3731.26    Control #:    Sort Invoices by: Standard

Use U/A Cash    **Auto Apply**

	Pay Method	Ref #	Pay Amount	Surcharge	Apply Surch:
1	Check	12558	3731.26	0.00	<input type="checkbox"/>
2					<input type="checkbox"/>

	Date	Invoice #	Due	Gross	Unpaid Amt	Disc Date	<Discount>	Payment	Invoice Terms	Control #
1	04/04/2026	1200889	05/15/2026	-268.74	-268.74	Expired	0.00	-268.74	N15	
2	04/04/2026	1200859	05/15/2026	322.50	22.50	Expired	0.00	22.50	N15	
3	04/04/2026	1200860	05/15/2026	752.50	752.50	Expired	0.00	752.50	N15	
4	04/15/2026	1200868	05/15/2026	3225.00	3225.00	Expired	0.00	3225.00	N15	

Totals:    0.00    3731.26

Print on Save     Issue Check    **Save**    **Cancel**

This preference affects Payments taken at Accounting / A/R / Payments, the **Add a Payment on Account** shortcut icon, the *Receive Payment(s) on Account* roll through payment window for Invoices and Bookings, and Quick Tickets.