

# Reprinting a Vendor Check

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A check issued to a Vendor may be reprinted from *File / Open / Vendor* on the *Activity* tab. This process can also be done to change the check number.

**Note:** If the check is from a prior year, either log into the prior year to reprint, or void and reissue the check in the current year.

This process triggers a check to be printed. If only changing the check number, make sure to place a plain sheet of paper in the check printer. This will also update the Journal Entry. If the entry has already been pulled into the checkbook reconciliation, however, the check number will not be updated inside the recon.

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**.

The screenshot shows the 'Edit A Vendor - ABC ABC Trucking' window with the 'Activity' tab selected. The 'Payments' frame is active, displaying a list of payments. The 'Reprint' button is highlighted with a red box.

Invoice	Date	Gross	Due Date	Status	Unpaid Balanc	voided
2587	08/08/20...	200.00	08/23/20...	Open	200.00	<input type="checkbox"/>
4567	04/05/20...	350.00	05/31/20...	Open	350.00	<input type="checkbox"/>
8794	08/17/20...	385.00	08/17/20...	Paid	0.00	<input type="checkbox"/>
258	07/19/20...	50.00	07/19/20...	Paid	0.00	<input type="checkbox"/>
8	07/19/20...	25.00	07/18/20...	Paid	0.00	<input type="checkbox"/>
test	07/19/20...	200.00	08/24/20...	Paid	0.00	<input type="checkbox"/>

Check	Invoice	Date	Amount
50017	6520	12/19/20...	1924.00
50065	8	08/11/20...	25.00
50068	5462	08/11/20...	480.00
50068	258	08/11/20...	50.00
50068	test	08/11/20...	200.00
50068	8794	08/11/20...	385.00

Buttons: Void, Edit, Show Open, Show Paid, Check, View, Reprint, 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**.

Reprint a Vendor Disbursement

Vendor ID

ABC

Date

08/14/2024

Check Number

50068

Check Amount

1135.00

Source

AP

J.E. #

11493

Void Reason

The reprint option will print this disbursement record using the check # entered. If an edit is made to this check #, the corresponding AP bill, AP payment and journal entry records will be linked to the new check #.

	Invoice#	Inv Date	Amt Paid	Disc Taken
1	5462	01/13/2022	480.00	20.00
2	258	07/19/2023	50.00	0.00
3	8794	08/17/2023	385.00	0.00
4	test	07/19/2023	200.00	0.00

Reprint

Cancel