Reprinting a Vendor Check

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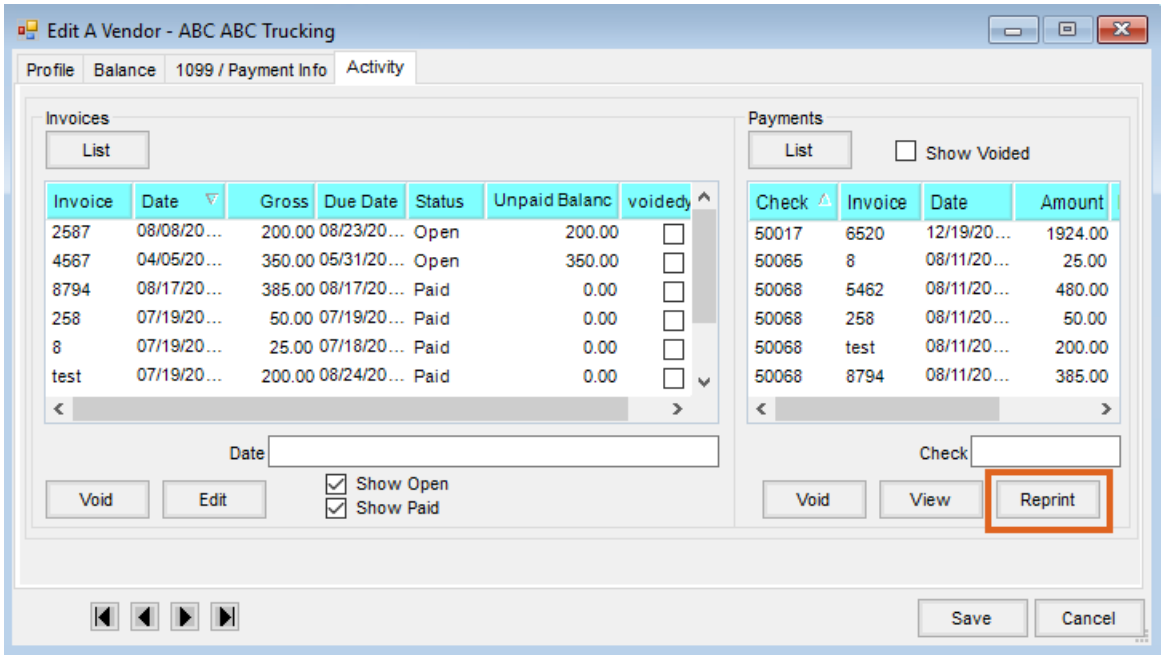
A check issued to a Vendor may be reprinted from *File / Open / Vendor* on the *Activity* tab. This process can also be done to change the check number.

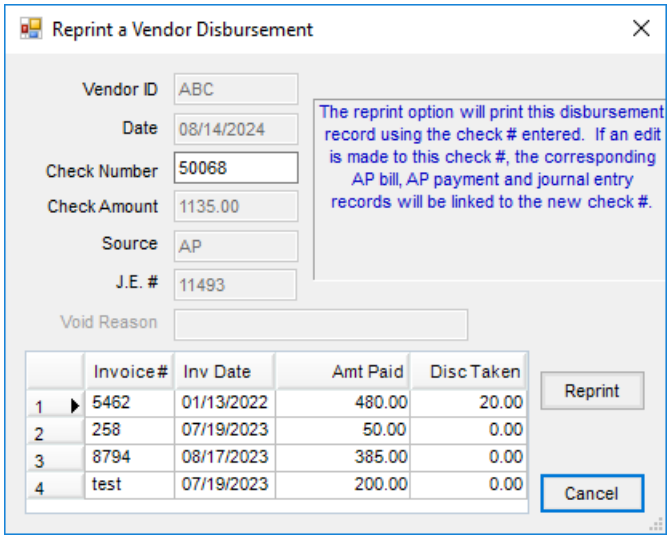
Note: If the check is from a prior year, either log into the prior year to reprint, or void and reissue the check in the current year.

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**.



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