

## How do I reprint a check that I have not posted in Accounts Payable?

There are times after you have printed a check from Accounts Payable that the printer has jammed or something happened that it printed on the wrong check number. IF you have NOT Posted the checks to ledger there is a way to retrieve these invoices to re-print them. The important thing is that the checks must NOT have been Posted to Ledger.

This document assumes the following:

It assumes that you know how to mark invoices to pay and write the checks from the Write Checks window. In this document, we will begin in the Write Checks window (Programs > Accounting > Accounts Payable > Write Checks).

### Open the Write Checks window

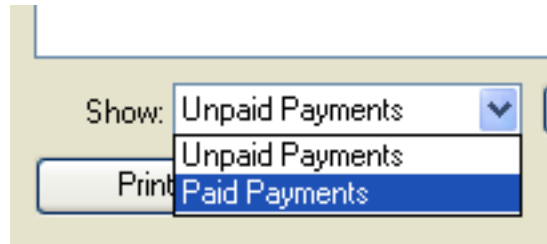
Payee/Invoice Number	Memo Line/Description	Due Date	Payment	Check Number
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Program > Accounting > Accounts Payable > Write Checks.

The key area of interest for this document is the bottom left hand corner. It is there where you tell the window what you want it to display. Currently, it is set to 'Unpaid Payments' because you have already

printed all of your checks, but HAVE NOT POSTED THEM.

**Change the Show Drop-Down**



Click on the Show drop-down and select 'Paid Payments'.

**Listing of all printed, but not posted checks**

The screenshot shows the 'Write Checks' window with the following details:

- Assets with paid, but not posted, checks: 1000: Checking - Bk of Am - 1000.A10
- Check format: AP Check
- Starting Check Number: 1804
- Date on payments: Apr 13 2010
- Auto-Draw Format: <none>
- Current Balance: 10669.57
- Total Payments: 1507.19
- Balance after payments: 9162.38
- Pause printing between Auto-Draw Stubs and Checks:

Payee/Invoice Number	Memo Line/Description	Due Date	Payment	Check Number
<input type="checkbox"/> AFLAC Insurance (1 items)			10.00	1797
<input type="checkbox"/> Clark County Treasurer (1 items)			36.98	1798
<input type="checkbox"/> Kentucky State Treasurer (1 items)			32.33	1799
<input type="checkbox"/> Miscellaneous 3 (1 items)			200.00	1800
<input type="checkbox"/> National City Bank (2 items)			200.76	1801
<input type="checkbox"/> Ron Little (1 items)			1000.00	1802
<input type="checkbox"/> Washington - Labor & Industry (1 items)			27.12	1803

At the bottom of the window, there are buttons for 'Mark All', 'Mark None', 'Cancel', and 'Mark Unpaid'. A red box highlights these buttons. A red arrow points to the checkboxes in the list, and a black box with the text 'Checkboxes' is overlaid on the list area.

Now, the window displays all of the checks you attempted to write.

1. The first area of interest are the checkboxes for each of the items listed. It is here that you tell CDM+ which checks you need to re-print.
2. The second area of interest are the 'Mark All', 'Mark None' and 'Mark Unpaid' buttons. If you want to

reprint all of the checks, you can click the 'Mark All' button first and then 'Mark Unpaid'. The 'Mark Unpaid' button is the last step of the process. The next step will show an example of how this process will work.

### Example of Marking Checks to Re-Print

The screenshot shows the 'Write Checks' window with the following details:

- Assets with paid, but not posted, checks:** 1000: Checking - Bk of Am - 1000.A10
- Check format:** AP Check
- Starting Check Number:** 1804
- Date on payments:** Apr 13 2010
- Auto-Draw Format:** <none>
- Summary:** Current Balance: 10669.57, Total Payments: 1507.19, Balance after payments: 9162.38
- Pause printing between Auto-Draw Stubs and Checks:**

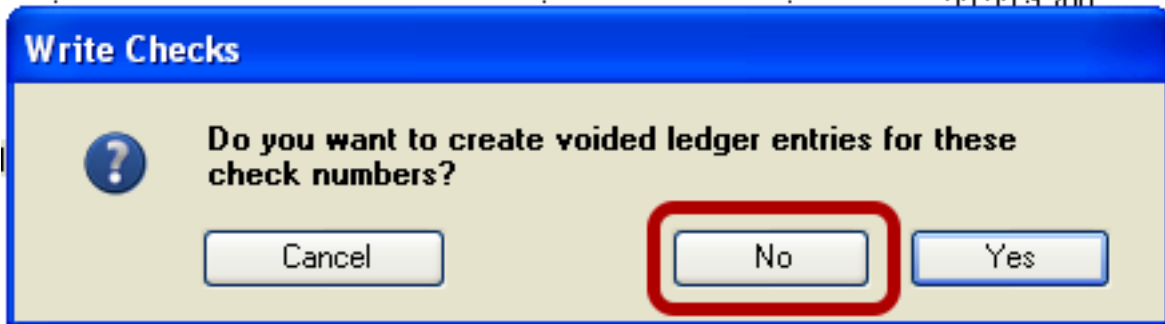
Payee/Invoice Number	Memo Line/Description	Due Date	Payment	Check Number
<input type="checkbox"/> AFLAC Insurance (1 items)			10.00	1797
<input type="checkbox"/> Clark County Treasurer (1 items)			36.98	1798
<input type="checkbox"/> Kentucky State Treasurer (1 items)			32.33	1799
<input type="checkbox"/> Miscellaneous 3 (1 items)			200.00	1800
<input type="checkbox"/> National City Bank (2 items)			200.76	1801
<input checked="" type="checkbox"/> Ron Little (1 items)			1000.00	1802
<input checked="" type="checkbox"/> Washington - Labor & Industry (1 items)			27.12	1803

At the bottom of the window, the 'Show:' dropdown is set to 'Paid Payments'. The 'Mark All' button is circled with a '2', and the 'None' button is circled with a '1'. Other buttons include 'Move Line Up', 'Move Line Down', 'Print Summary List', 'Cancel', and 'Mark Unpaid'.

In this example, we only need to re-print the last two checks therefore I have put 'X' marks in the two checkboxes beside the Payee's Description (Step 1).

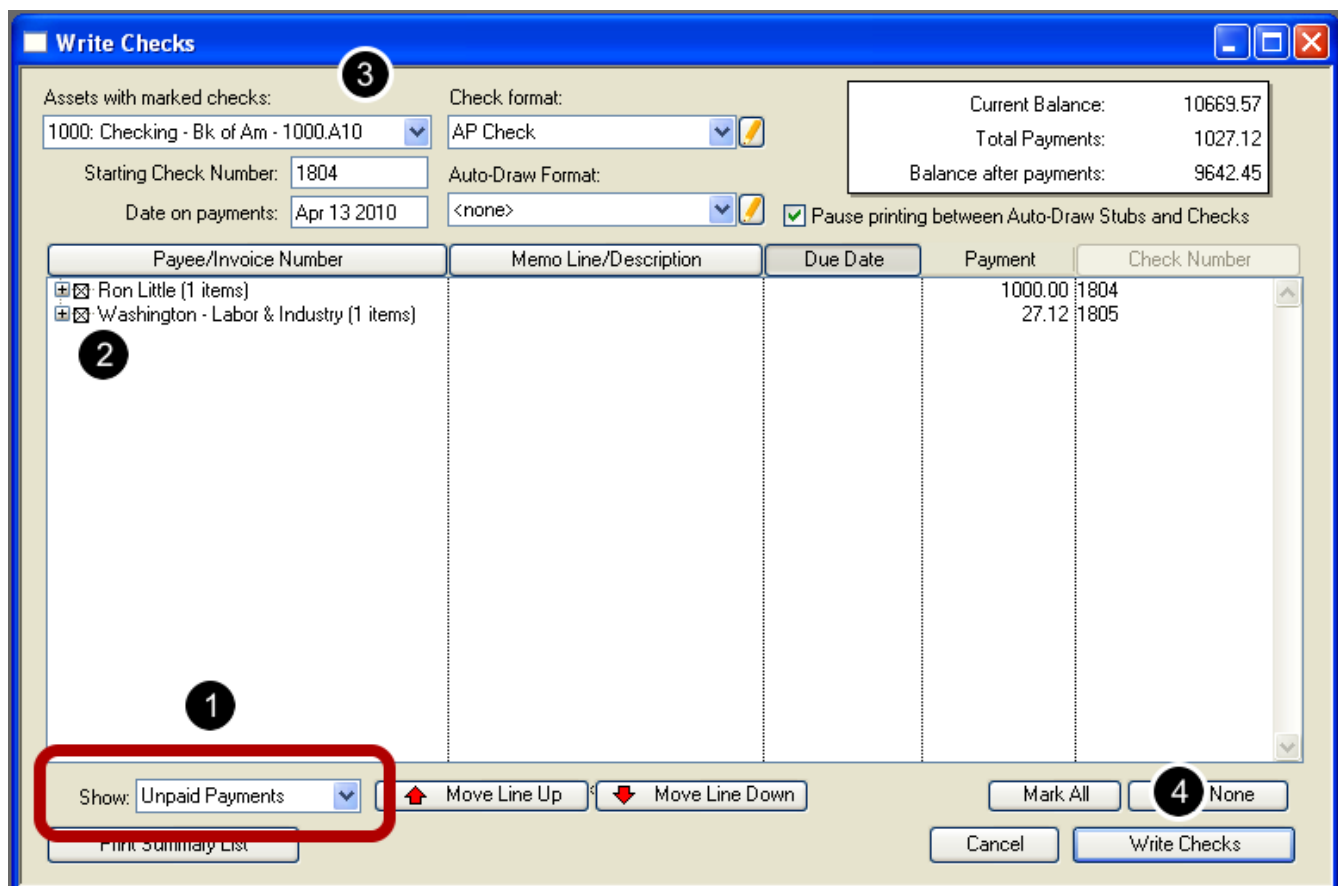
With these two checkboxes marked, I click the 'Mark Unpaid' button (Step 2).

**A Dialog Box Appears**



Click 'No' in this window because you HAVE NOT POSTED THE ITEMS.

**Ready to Re-Print**



1. No, you will see the window is displaying 'Unpaid Payments'.
2. Make sure the two checkboxes are marked.
3. Make sure that the correct starting check number and payment date fields have the correct information.

4. Click 'Write Checks' button to reprint the checks.

Once these checks are printed, you can Post these and the other checks all together.