How To Find Checks That Have Been Created But Not Printed

Last Modified on 09/12/2024 5:36 pm EDT

Issue:

User has created a check but did not print it.

Resolution:

Go to Accounts Payable > Print Checks



The Print Checks screen will appear. You can then choose the bank account the check was written from by using the Bank Account dropdown menu.

ank Account			
100900	<u> </u>	JU900 Petty Cash	
Bank Name	Description	Account	
.00204	Bank of Montreal	100204	
.00207	Best	100207	
.00208	Best2	100208	
00300	Cash-Payroll	100300	
.00400	Brussels Bank	100400	
.00500	Banco Espanola	100500	
.00600	Savings Account	100600	
.00900	Petty Cash	100900	-
<			>

When the correct bank account is located, the check will be listed in the window. You can then print the check by selecting the check and using the print button.

4	9 Print Checks						x
	Bank Account		•	Next Ch 100900	eck Number : 0) Petty Cash		
	Print	Check Date	Pay to the Orde	r Of	Amount	Memo	
	V	6/20/2024	Clive Barker		150.00		_
	1 Checks To Print						
	1 011000 1011111						
	Select All	Jnselect All	Print Bill List	Margin	is <u>P</u> rint	Clos	e

Click Print, A new window will appear asking to confirm the starting check number. You can enter the starting check number.

	Parity
Check Number	×
Enter the starting check number.	OK Cancel
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Confirm by clicking OK.

A Print Preview of the check will appear. Click Print & Close to print the check.

Confirm if the Check or Checks printed correctly by answering yes on the Print Checks promp, only if the checks printed properly with no issues.

Print Checks				
Did all of the checks print correctly? Answering 'YES' to this will mark all the checks in the list as printed.				
Yes No				

Selecting No will keep the check in Print Checks.