

How To Find Checks That Have Been Created But Not Printed

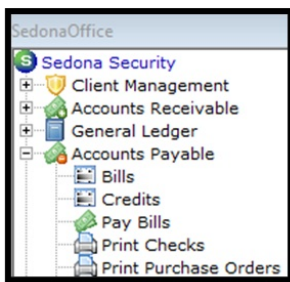
Last Modified on 09/12/2024 5:36 pm EDT

Issue:

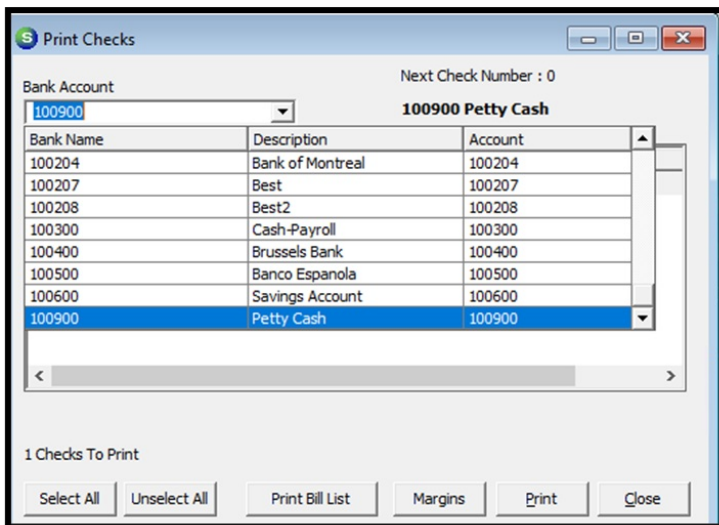
User has created a check but did not print it.

Resolution:

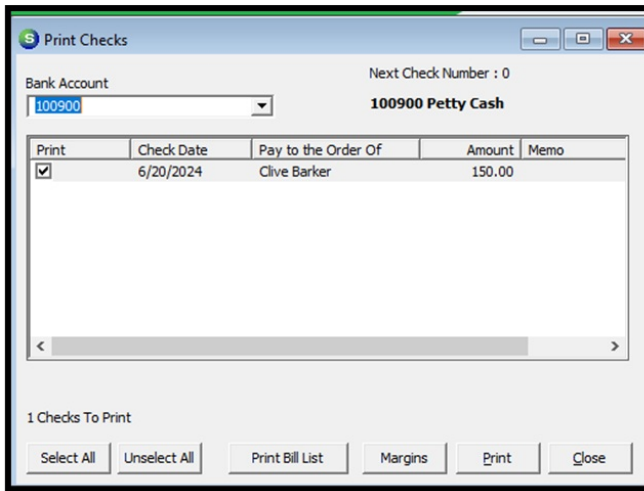
Go to Accounts Payable > Print Checks



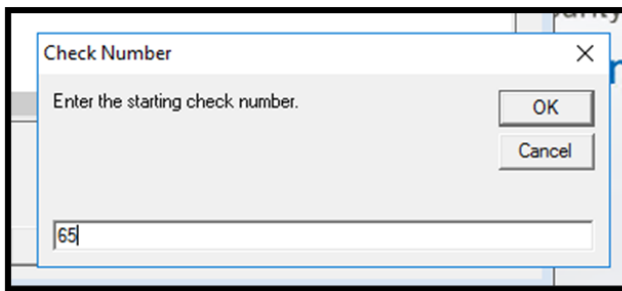
The Print Checks screen will appear. You can then choose the bank account the check was written from by using the Bank Account dropdown menu.



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.



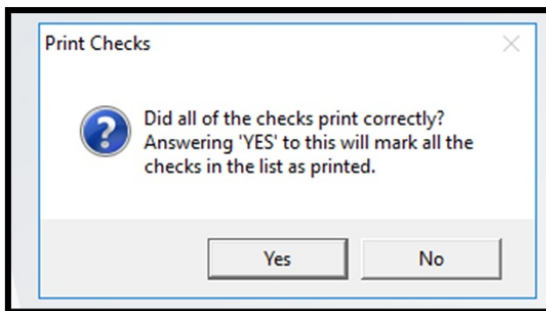
Click Print, A new window will appear asking to confirm the starting check number. You can enter the starting check number.



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 prompt, only if the checks printed properly with no issues.



Selecting No will keep the check in Print Checks.