

# How to Find Checks that have been Created but not Printed

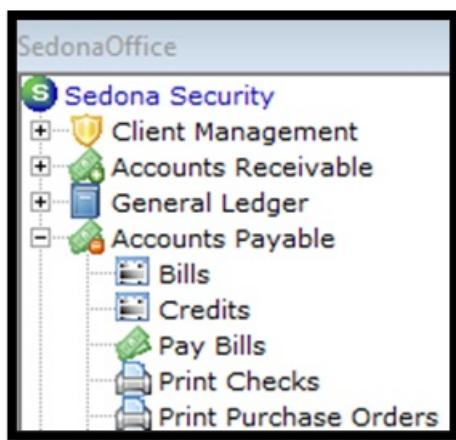
Last Modified on 01/16/2026 11:32 am EST

## Issue:

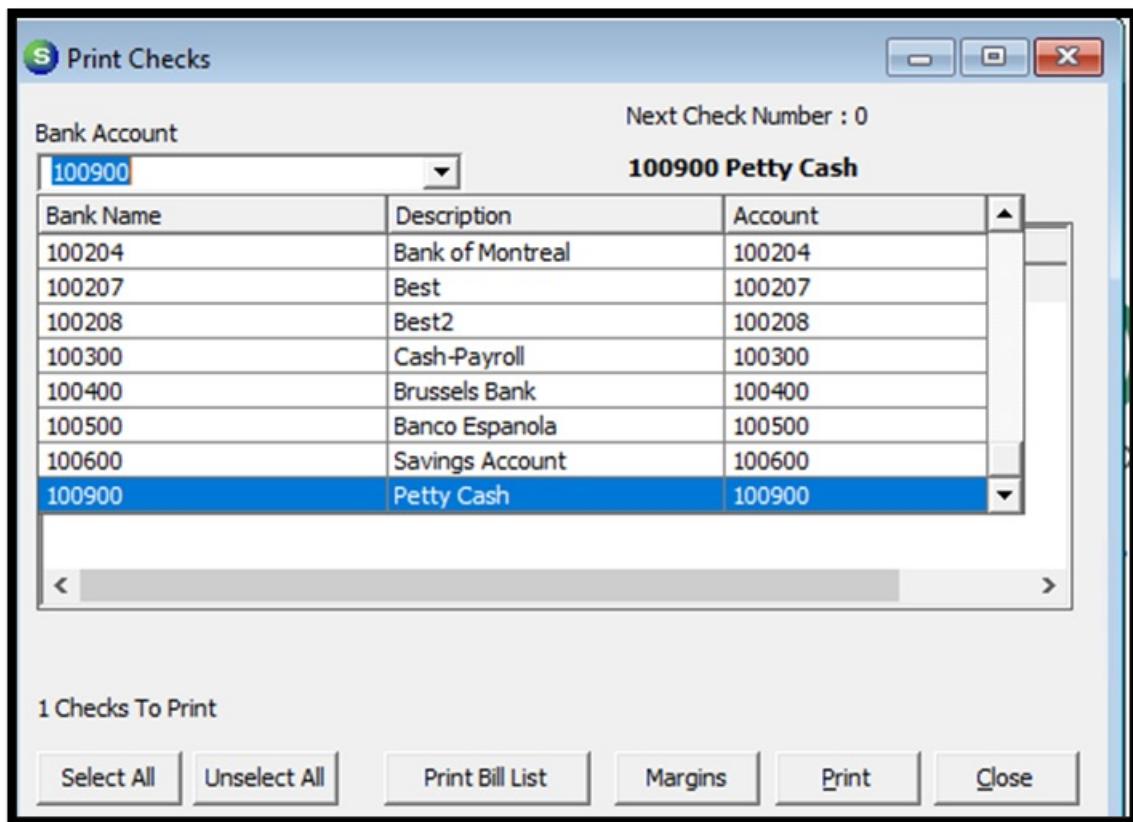
User has created a check but did not print it.

## Resolution:

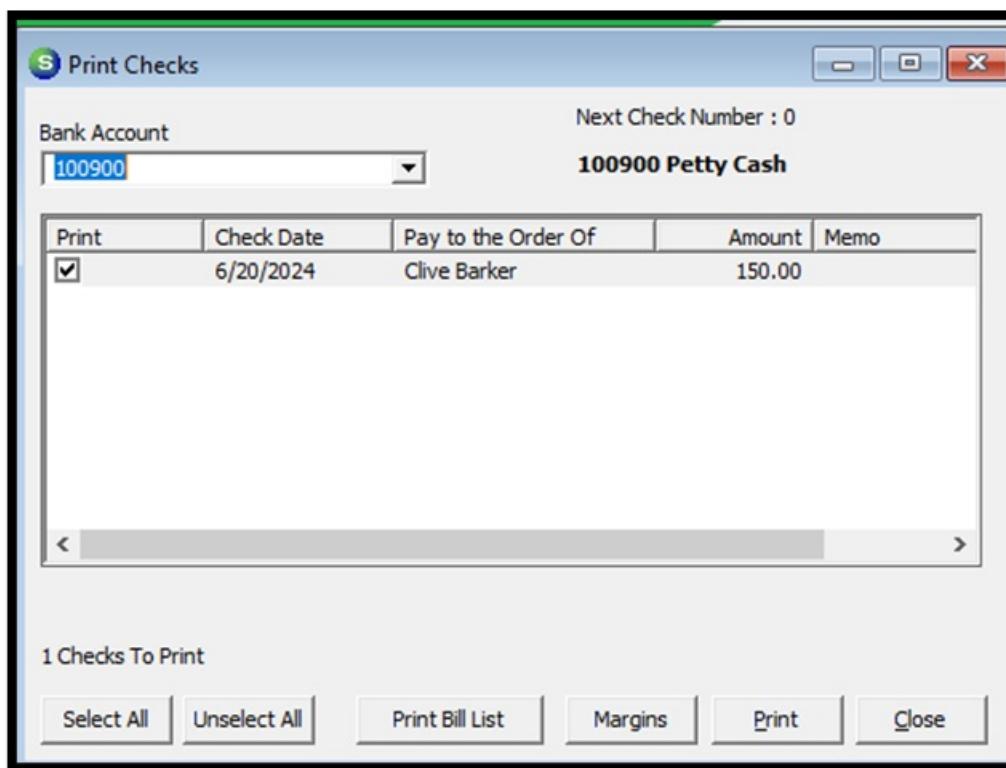
Go to Accounts Payable > Print Checks



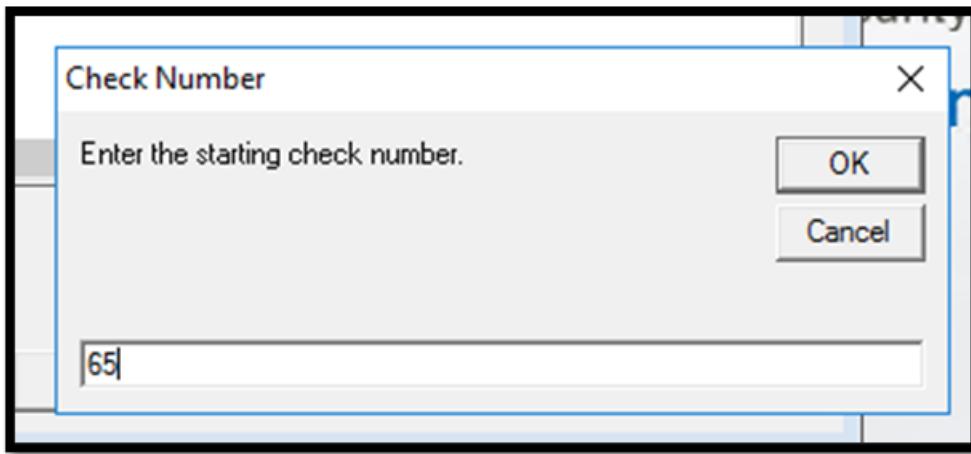
The Print Checks form opens. Choose the bank account the check was written from by using the Bank Account dropdown menu.



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.



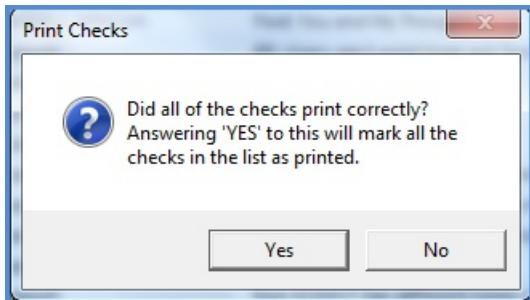
Click Print, A new window opens asking to confirm the starting check number. Enter the starting check number.



Confirm by clicking OK.

A Print Preview of the check appears. 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 keeps the check in Print Checks.