

How to Clear AP Checks from the Print Queue after they have been Reconciled

Last Modified on 10/01/2025 4:05 pm EDT

If users did not print All AP checks from the print queue before they were cleared through the bank reconciliation, they can still be cleared from the Print Queue.

The payment shows under the vendor but without a check number.

Once the check is cleared from the print queue it will update with the entered check number.

Vendor Account

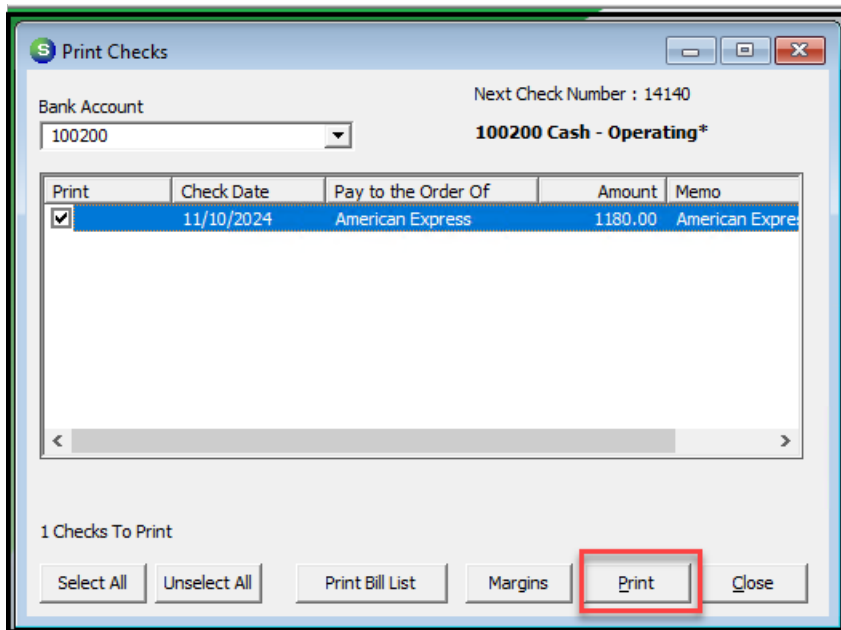
1. Go to the vendor account that has one or more checks in the print queue.
2. Select Payments.
3. Double-click to the open the payment that was cleared in the bank reconciliation.
4. The check shows "Cleared" and the check number shows as "In Queue."

The screenshot displays the 'Write Checks' software interface. At the top, it says 'Write Checks ** Cleared Check **'. Below this, there are fields for 'Pay From Bank Account' (100200), '100200 Cash - Operating*', and 'Balance: \$2,614,919.28'. The 'Customer' is set to 'Amazon.Com, LLC' and the 'Branch' is 'Alabama'. The 'CHECK #' is 'In Queue'. The 'DATE' is '5/15/2024'. The 'PAY TO THE ORDER OF' is 'Amazon.Com, LLC' with a value of '\$ 2.00'. The 'ADDRESS LABEL' shows 'Amazon.Com, LLC', 'P.O. BOX 13704', and 'Detroit, MI 48201'. The 'MEMO' field is empty. The 'GST' is '\$0.00', 'Applied Total' is '0.00', and 'Balance' is '2.00'. A red box highlights the text '** Cleared **'. At the bottom, there is a table with columns: Due, Vendor, Ref#, Branch, Bill, Due, and Paid.

Due	Vendor	Ref#	Branch	Bill	Due	Paid
7/9/2024	Amazon.Com, LLC	123	MI	200.00	200.00	2.00

AP Print Checks

Select the checks in the print queue that need to be removed. Click Print.



Print Checks

Bank Account: 100200 Next Check Number : 14140
100200 Cash - Operating*

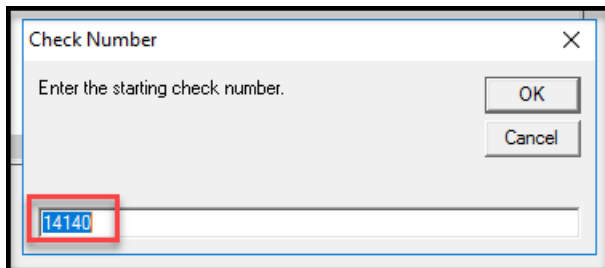
Print	Check Date	Pay to the Order Of	Amount	Memo
<input checked="" type="checkbox"/>	11/10/2024	American Express	1180.00	American Expre

1 Checks To Print

Select All Unselect All Print Bill List Margins **Print** Close

When the check number screen opens, enter the starting check number for the check(s). Or you can enter a “1” for example, so it does not affect the actual check numbers.

The check number cannot be changed once it has printed.



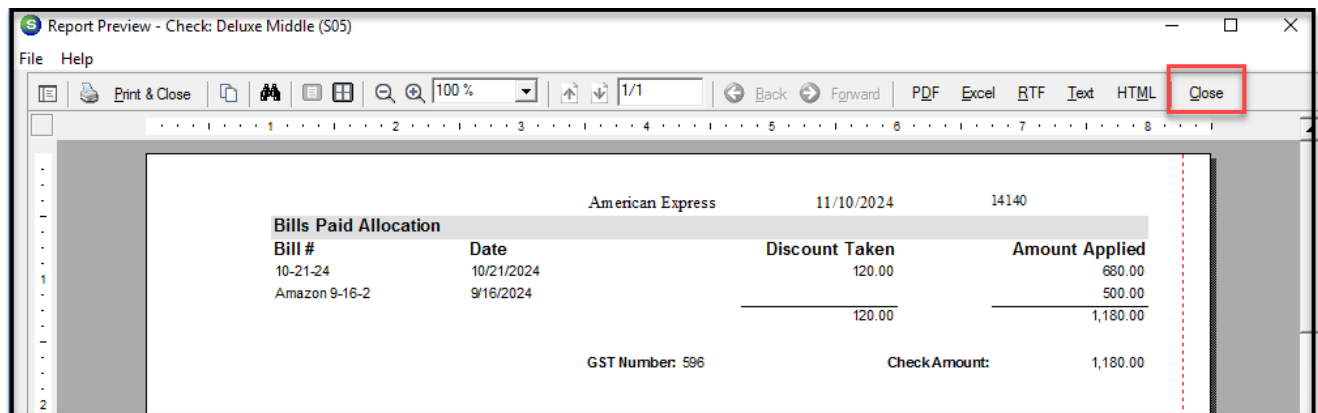
Check Number

Enter the starting check number.

OK Cancel

14140

When the print preview screen opens, click “Close.”



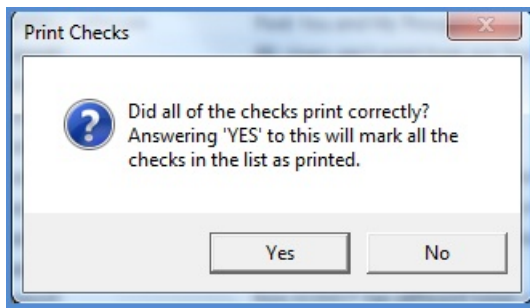
Report Preview - Check: Deluxe Middle (\$05)

File Help

Print & Close 100 % 1/1 Back Forward PDF Excel RTF Text HTML **Close**

Bills Paid Allocation		American Express	11/10/2024	14140
Bill #	Date	Discount Taken	Amount Applied	
10-21-24	10/21/2024	120.00	680.00	
Amazon 9-16-2	9/16/2024		500.00	
		120.00	1,180.00	
GST Number: 596		Check Amount:	1,180.00	

Click Yes to confirm the checks printed correctly.



Select the appropriate option for printing remittances.

Go back to the vendor account and select payments.

The payment will now be updated with the check number.
