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

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.
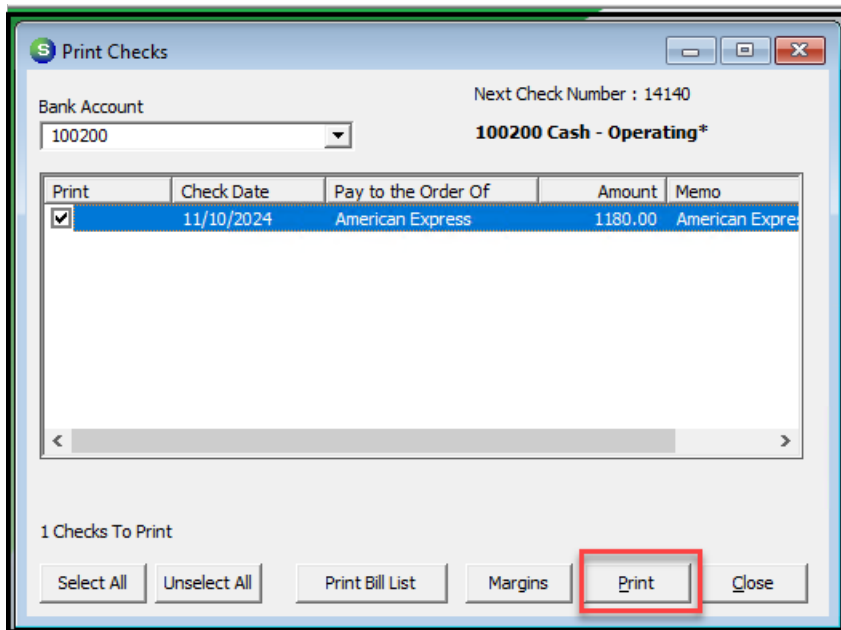
Vendor Account

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."

AP Print Checks

Select the checks in the print queue that need to be removed. Click Print.
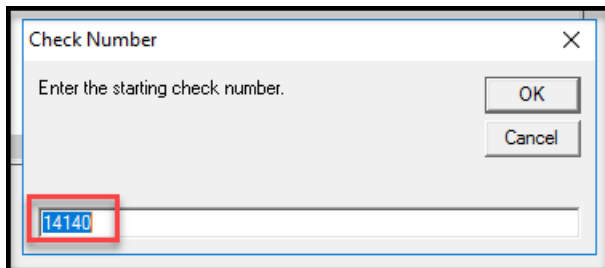
When the check number screen opens, enter the starting check number for the check(s). Or you can enter a "1" for example, so it does not affect the actual check numbers.

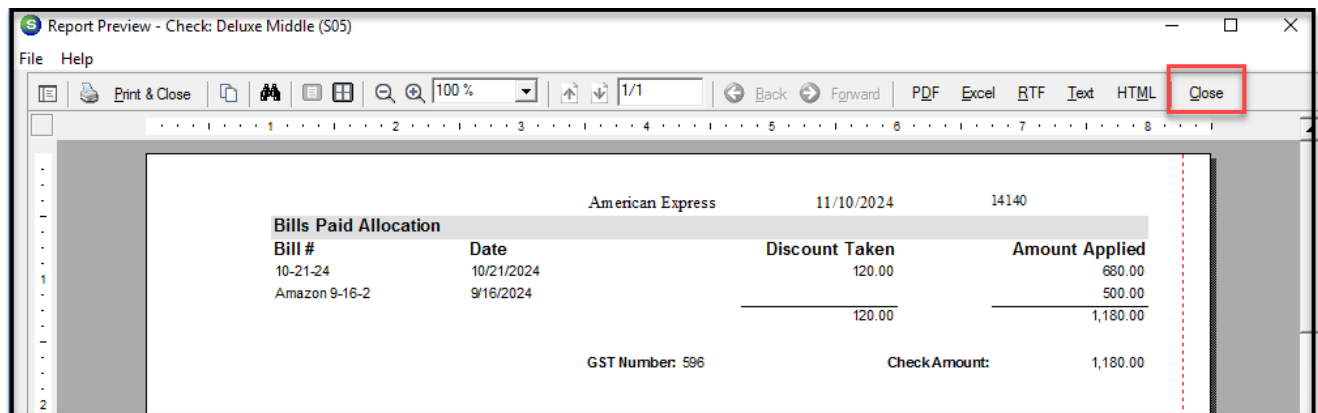The check number cannot be changed once it has printed.

When the print preview screen opens, click "Close."

Click Yes to confirm the checks printed correctly.
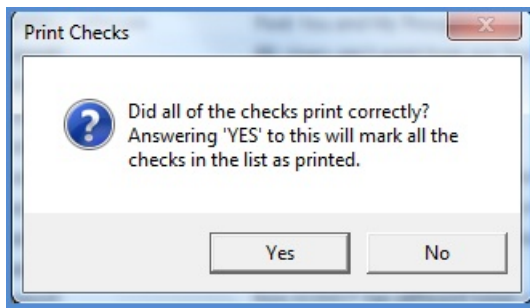
Select the appropriate option for printing remittances.

Go back to the vendor account and select payments.

The payment will now be updated with the check number.