

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

Last Modified on 11/19/2024 6:24 pm EST

If a User 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 will show 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 a Check(s) in the Print Queue.
2. Select Payments.
3. Double-click to the open the Payment that was Cleared in the Bank Rec.
4. The Check will show "Cleared" and the Check Number will show as "In Queue."

Write Checks \*\* Cleared Check \*\*

Pay From Bank Account: 100200    100200 Cash - Operating\*    Balance: \$2,614,919.28

Customer: Other    Vendor: Amazon.Com, Llc    Branch: Alabama

**Sedona Security**    DATE: 5/15/2024    CHECK #: In Queue     In Print Queue

PAY TO THE ORDER OF: Amazon.Com, Llc    \$ 2.00    GST: \$0.00

Two Dollars and Zero Cents

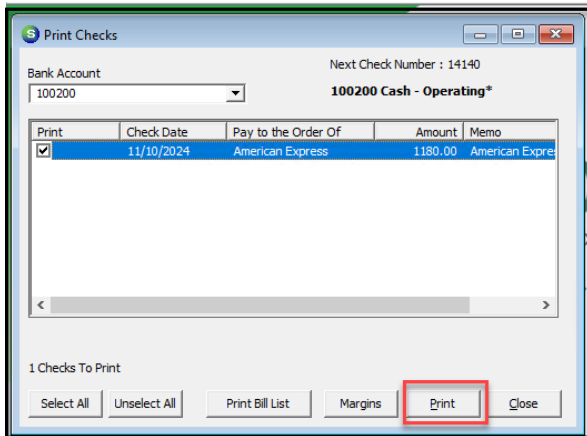
ADDRESS LABEL: Amazon.Com, Llc  
P.O. BOX 13704  
Detroit, MI 48201    **\*\* Cleared \*\***    Applied Total: 0.00

MEMO: \_\_\_\_\_    Balance: 2.00

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

## AP Print Checks

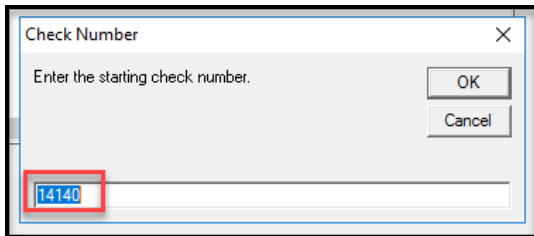
Select the Checks in the Print Queue that need to be removed. Select Print.



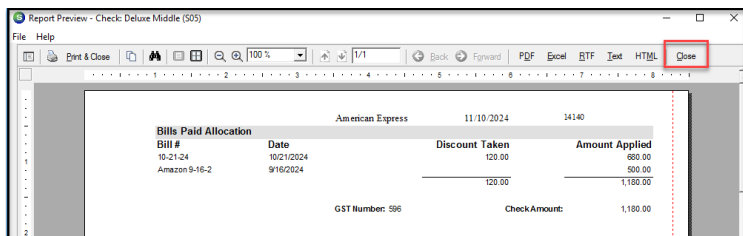
When the Check Number screen opens, enter the starting Check Number for the Check(s).

Or you can enter a "1" for example, so it does not affect the actual check numbers.

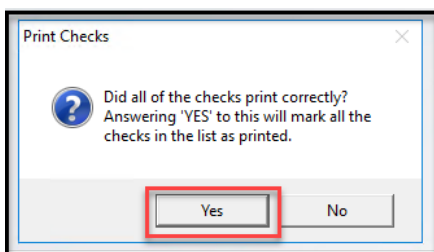
The Check Number cannot be changed once it has printed.



When the Print Preview screen opens, select "Close."



Select 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.

