

Reprinting A/P Checks When They Print Incorrectly

What It Does

You're running your A/P checks, and something goes wrong:

- The checks jam in the printer
- You send the print job to the wrong printer
- You start with the wrong check number.

This document explains how to reprint the checks and correct the situation.

How to Do It

You can print checks in two ways:

- You use the pay date instead of the AP-PAY file to determine which invoices get paid. When printing checks, the system uses the invoice's voucher date and the pay date you specify to determine which invoices to pay.
- You create the AP-PAY file when printing the To Be Paid Report, mark the invoices you want to pay in the (DM) screen, and then print checks.

The method you use to print checks determines what you must do to reprint them. Follow the instructions for the method you use.

Reprinting When You Use the Pay Date

If you do not create an AP-PAY file, using the pay date instead, follow these instructions to reprint checks.

- 1** If the checks jammed, correct the problem with the printer.
- 2** Write down the range of check numbers used during the incorrect print run; you'll void these later.
- 3** Go to the (QR) screen and reprint the checks.

Make sure you specify the correct number in the Next Check# field. (If the check that jammed was 1001, for example, specify 1002.)

- 4** Go to **Voiding the Checks that Printed Incorrectly**.

Reprinting When You Use the AP-PAY File

If you create the AP-PAY file and mark invoices in the (DM) screen, follow these steps to reprint checks.

- 1** If the checks jammed, correct the problem with the printer.
- 2** Write down the range of check numbers used during the incorrect print run; you'll void these later.

Reprinting A/P Checks When They Print Incorrectly

- 3** Go to the (QR) screen. Reprint the To Be Paid Report, and rebuild the AP-PAY file. Do this the same way you did before, so it includes the same invoices.
- 4** Go to the (DM) screen and remark the invoices you want to pay.
- 5** Go to the (QR) screen and reprint the checks.
Make sure you specify the correct number in the Next Check# field. (If the check that jammed was 1001, for example, specify 1002.)
- 6** To complete the procedure, go to the next section, **Voiding the Checks that Printed Incorrectly**.

Voiding the Checks that Printed Incorrectly

You need to void the checks that printed incorrectly so your checks reconcile properly at the end of the month.

- 1** Go to the (D) screen, and select the [E] Ck File action code field.

- 2** In the (QE) Canceled Check screen, select the [C] Chg action code.
- 3** At Loc, enter the location for the checks you're voiding. If you enter a single digit, press TAB.
- 4** At Check #, specify the first check number to void. If it has fewer than eight characters, press TAB.
- 5** Tab to the Vendor field, and type **VOID**
- 6** Tab to the Amount field, and clear it. Do this by pressing the SPACE BAR and then pressing TAB.
- 7** In the R field, type **Y**
- 8** The system voids the check, and displays the next check in the file.

Continue to void checks until all of those in the incorrect print run have been voided.

- 9** After voiding the last check in the incorrect print run, press ESC until you return to the Master Menu. This completes the procedure.