



Renumbering & Reprinting Cheques Tech Tip

Renumbering & Reprinting Cheques

Due to printer problems or incorrect entry of the first cheque number you will need to renumber and reprint cheques.

First ensure the Creditor Payment batch these payments are in is unfinalised, then follow the steps below.

Path: Creditors → Payment Execution

The screenshot shows the 'Payment Execution' window. At the top, 'Entity' is set to 'COLLEGE' and 'Account' is '6100'. The 'Payment Method' is set to 'Cheque' (callout 1). Below this is a table of creditor payments:

Ref No	Date >>	Desc	Amount	Print Now	Printed	Source	Batch	Payee	Add...	Town	PCode	CredCo...	B
70099	15/06/2009	Creditor Payment I	49.50	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Audio Visions	123 Mcl	TOW/N	4000	AUDVIS	
70106	15/06/2009	Creditor Payment I	583.66	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Bolton Print	PO Box	TOW/N	4000	BOLINP	
70107	15/06/2009	Creditor Payment I	70.00	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	City Council	PO Box	TOW/N	4000	CACICO	
70102	15/06/2009	Creditor Payment I	596.25	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Catholic Leader	GPO Bc	TOW/N	4000	CATLEA	
70103	15/06/2009	Creditor Payment I	6716.20	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Ergon Energy	Locked	TOW/N	4000	ERGENE	
70104	15/06/2009	Creditor Payment I	259.17	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Hillmans Electrica	12 Main	TOW/N	4000	HAYELE	
70105	15/06/2009	Creditor Payment I	244.51	<input type="checkbox"/>	<input checked="" type="checkbox"/>	A	459	Lylldon Agencies	PO Box	TOW/N	4000	LYNDON	06

Below the table is an 'Invoice No' section with '20070523' and 'Date >>' '23/05/2007'. At the bottom, there are 'Output destination' options (Print to Window, Export to File, Print to Printer, HomeStay Trans) and 'Export File Settings' (File Name: Bankfile.ABA, File Type: Aust - Text with End of File Mark, Run Desc: PAYMENT, Exec Date: 7 Jul, 2009). A 'Print Successful' button (callout 6) and an 'Execute Payments' button (callout 5) are also visible.

1.	Select Cheque to view all transactions to be paid using this Payment Method.
2.	In the Ref No column highlight the cheque number to be changed and type in the new cheque number. Arrow down or click on the next Ref No to be changed and type in the new cheque number.
3.	Select Tag to Reprint to select all cheques for reprinting, or you can individually tag the Print Now box for those that require reprinting.
4.	Select to Print to Printer , or Print to Window if you wish to preview the report. Select Cheque Printing as the report style.
5.	Click on Execute Payments to reprint the cheques.
6.	Once the selected cheques have been successfully reprinted click Print Successful to clear the screen in readiness for the next payment run and finalise the Creditor Payment Batch.