

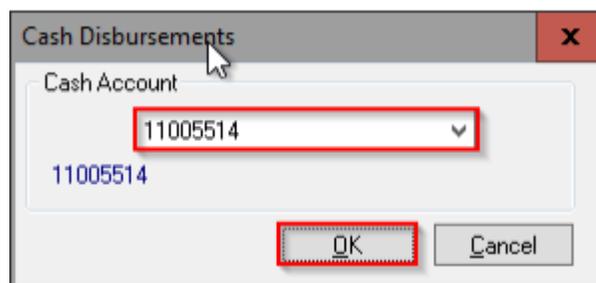
How do I handle check printing mishaps?

Many things can go wrong when printing checks. Examples include paper jam, checks sticking together, other jobs being printed on the checks, running out of checks etc. Depending on the case, you can use the following process to salvage any good checks in a Check Run.

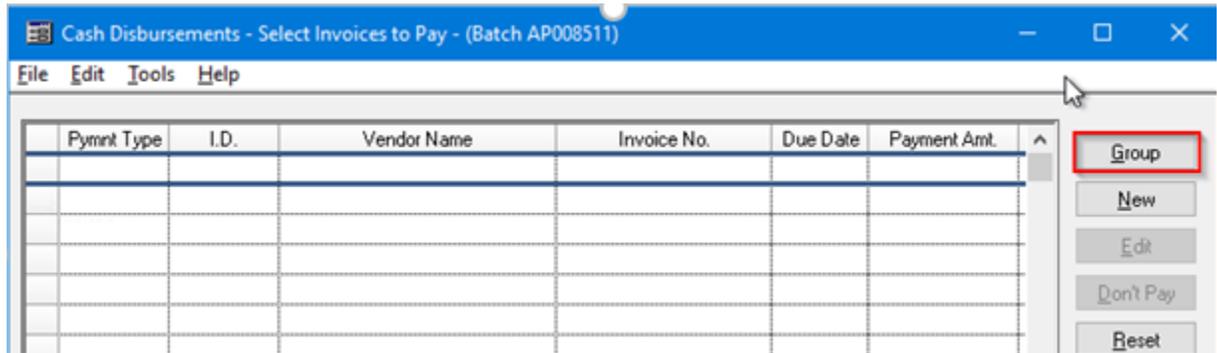
Let's assume you are printing a batch of 20 checks and after the job is completed, you realize the first 10 checks printed okay but the last 10 printed on plain paper.

The following steps will allow you keep the 10 checks that printed okay and only print the 10 missing checks while keeping them all in the same batch.

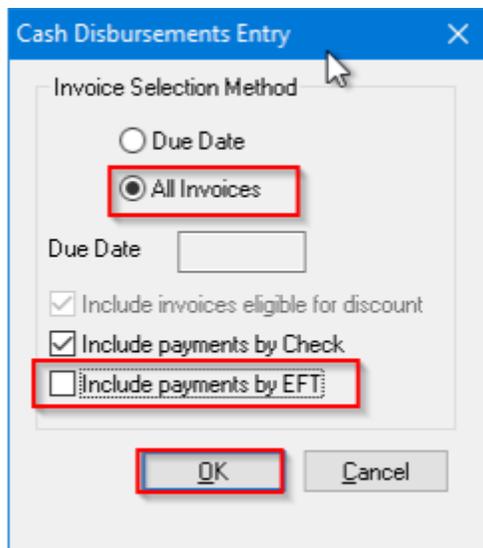
1. Go to **Ascendance Accounts Payable > Checks > Cash Disbursements > Select Invoices to Pay**. Select **Cash Account** you are paying checks out of in **Cash Disbursement** screen then click the **OK** button.



2. Click the **Group** button in the **Cash Disbursements > Select Invoices to Pay** screen.



3. Select **All Invoices** and *uncheck* **Include payments by EFT** in the **Cash Disbursement Entry** screen. Click the **OK** button.



- Click the **Save** button in **Cash Disbursements > Select Invoices to Pay** screen.

| Pymnt Type | I.D. | Vendor Name | Invoice No. | Due Date | Payment Amt. |
|------------|---------|---------------|--------------|----------|------------------|
| Check | 00016 | 00016 | 200512114247 | | 110.00 |
| Check | 00022 | 00022 | 210216131802 | | 210.00 |
| Check | 00039 | 00039 | 210216131617 | | 410.00 |
| Check | 00113 | 00113 | 210216131845 | | 2,021.00 |
| Check | 10ST064 | 10ST064 | 170612123707 | | 800.00 |
| Check | 3DAY001 | 3DAY001 | 210216131726 | | 936.00 |
| Check | 3P452 | 3P452 | 170201113748 | | 100.00 |
| Check | 72350 | 72350 | 210216131652 | | 4,400.00 |
| Check | ADAM091 | ADAM091 | REFUND15 | | 1,000.00 |
| Check | AP152 | AP152 | 160816175105 | | 2,100.00 |
| Check | CL144 | CL144 | 160107102954 | | 10,050.00 |
| Check | INK12 | INK12 | 160608094956 | | 256.00 |
| Check | MA035 | MA035 | 170209114920 | | 500.00 |
| Check | RYDE012 | RYDE012 | REFUND15 | | 250.00 |
| | | Total Checks | | | 95,284.70 |
| | | Total EFT | | | 0.00 |
| | | Totals | | | 95,284.70 |

11005514 11005514 Balance: \$17,012,218.32

Payment Date: 02-16-2021

5. Go to **Ascendance Accounts Payable > Checks > Cash Disbursements > Print Checks**. Click **OK** button to print ALL checks.

Cash Disbursements - Print Checks

File

Make sure the Check forms are mounted in the printer.

Check Information

Cash Account 11005514 - 11005514

Starting Check No. 106595 Check Date 02-16-2014

Estimated Number Of Checks Required 20

Estimated Ending Check Number 0106614

Print Options

No. of Copies 1 Page Range 1 To 9999 Setup

OK Cancel

AT THIS POINT, YOU REALIZE YOU HAVE 10 GOOD CHECKS AND 10 CHECK MISSING.

6. Go back to **Ascendance Accounts Payable > Checks > Cash Disbursements > Select Invoices to Pay**. Click **No** button in the **Existing Batch Confirmation Message** screen.

Existing Batch Confirmation Message

A previous batch of Checks was printed but not updated.
If you proceed, you will have to reprint the checks.
Do you want to clear these entries?

Yes No Cancel

- Using the **Don't Pay** button, remove all the invoices that printed properly, leaving the missing invoices. Click the **Save** button.

Cash Disbursements - Select Invoices to Pay - (Batch AP008513)

File Edit Tools Help

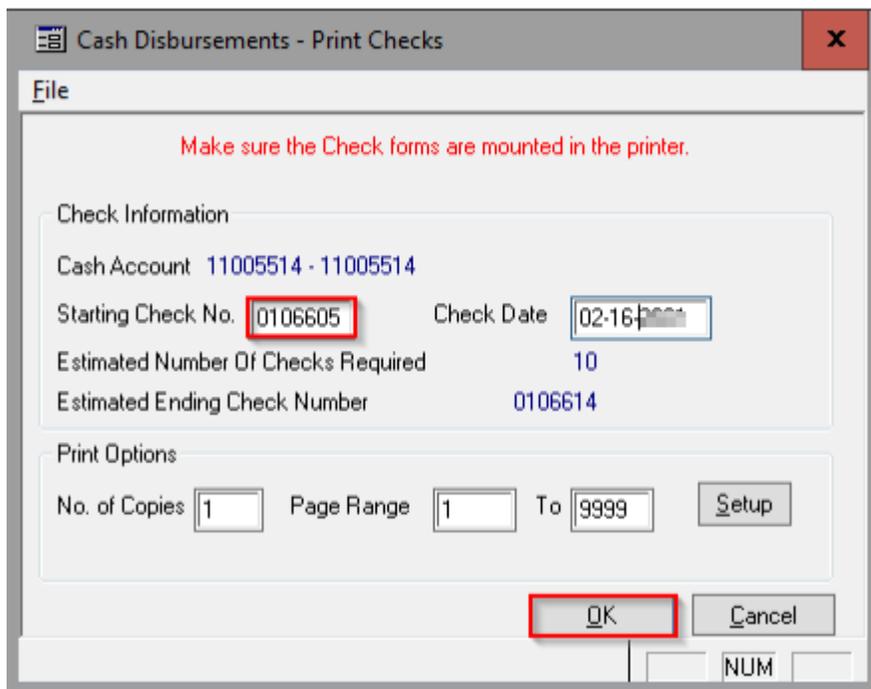
| Print Type | I.D. | Vendor Name | Invoice No. | Due Date | Payment Amt. |
|------------|---------|---------------|--------------|----------|------------------|
| Check | CL144 | CL144 | 160107102954 | 02-06-18 | 10,050.00 |
| Check | INK12 | INK12 | 160608094956 | 01-31-18 | 256.00 |
| Check | MA035 | MA035 | 170209114920 | 03-11-17 | 500.00 |
| Check | RYDE012 | RYDE012 | REFUND15 | 01-25-18 | 250.00 |
| Check | SAGE52 | SAGE52 | 150910082619 | 09-10-17 | 69,113.70 |
| Check | SE011 | SE011 | 171018095244 | 10-18-17 | 91.00 |
| Check | ZIMM901 | ZIMM901 | 210216132532 | 03-18-21 | 1,608.00 |
| Check | Z0125 | Z0125 | 210216132507 | 02-16-21 | 318.00 |
| Check | Z0GI52 | Z0GI52 | 210216132413 | 03-18-21 | 888.00 |
| Check | Z00M45 | Z00M45 | 210216132348 | 03-18-21 | 123.00 |
| | | Total Checks | | | 83,197.70 |
| | | Total EFT | | | 0.00 |
| | | Totals | | | 83,197.70 |

11005514 11005514 Balance: \$17,012,218.32

Group
New
Edit
Don't Pay
Reset
Print
Save
Cancel

Payment Date
02-16-2021

8. Go to **Ascendance Accounts Payable > Checks > Cash Disbursements > Print Checks**. **ADJUST** the **Starting Check No** accordingly. Click **OK** button to print the 10 missing checks.



Cash Disbursements - Print Checks

File

Make sure the Check forms are mounted in the printer.

Check Information

Cash Account 11005514 - 11005514

Starting Check No. 0106605 Check Date 02-16-2024

Estimated Number Of Checks Required 10

Estimated Ending Check Number 0106614

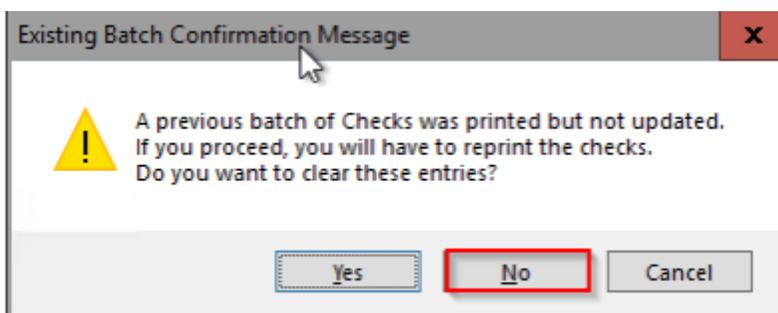
Print Options

No. of Copies 1 Page Range 1 To 9999 Setup

OK Cancel

NUM

9. Go back to **Ascendance Accounts Payable > Checks > Cash Disbursements > Select Invoices to Pay**. Click **No** button in the **Existing Batch Confirmation Message** screen.



Existing Batch Confirmation Message

! A previous batch of Checks was printed but not updated. If you proceed, you will have to reprint the checks. Do you want to clear these entries?

Yes No Cancel

10. Using the **Group** button, add all the invoices so that you have the same number of invoices you had in **Step 4** above. Click the **Save** button.

Cash Disbursements - Select Invoices to Pay - (Batch AP008513)

File Edit Tools Help

| Payment Type | I.D. | Vendor Name | Invoice No. | Due Date | Payment Amt. |
|--------------|---------|---------------|--------------|----------|------------------|
| Check | 00016 | 00016 | 200512114247 | | 110.00 |
| Check | 00022 | 00022 | 210216131802 | | 210.00 |
| Check | 00039 | 00039 | 210216131617 | | 410.00 |
| Check | 00113 | 00113 | 210216131845 | | 2,021.00 |
| Check | 10ST064 | 10ST064 | 170612123707 | | 800.00 |
| Check | 3DAY001 | 3DAY001 | 210216131726 | | 936.00 |
| Check | 3P452 | 3P452 | 170201113748 | | 100.00 |
| Check | 72350 | 72350 | 210216131652 | | 4,400.00 |
| Check | ADAM091 | ADAM091 | REFUND15 | | 1,000.00 |
| Check | AP152 | AP152 | 160816175105 | | 2,100.00 |
| Check | CL144 | CL144 | 160107102954 | | 10,050.00 |
| Check | INK12 | INK12 | 160608094956 | | 256.00 |
| Check | MA035 | MA035 | 170209114920 | | 500.00 |
| Check | RYDE012 | RYDE012 | REFUND15 | | 250.00 |
| | | Total Checks | | | 95,284.70 |
| | | Total EFT | | | 0.00 |
| | | Totals | | | 95,284.70 |

11005514 11005514 Balance: \$17,012,218.32

Group
New
Edit
Don't Pay
Reset
Print
Save
Cancel

Payment Date
02-16-2021

11. Go to **Ascendance Accounts Payable > Checks > Cash Disbursements > Print Checks**. Change the **Page Range** to be from **1 To 1** so that you print only 1 page thereby fooling the system you have printed all checks. Load **PLAIN** paper and click **OK** button to print 1 'check'.

Cash Disbursements - Print Checks

File

Make sure the Check forms are mounted in the printer.

Check Information

Cash Account 11005514 - 11005514

Starting Check No. 0106595 Check Date 02-...

Estimated Number Of Checks Required 20

Estimated Ending Check Number 0106614

Print Options

No. of Copies 1 Page Range 1 To 1 Setup

OK Cancel

NUM

12. Proceed to **Update** Step.