

How do I reassign check numbers?

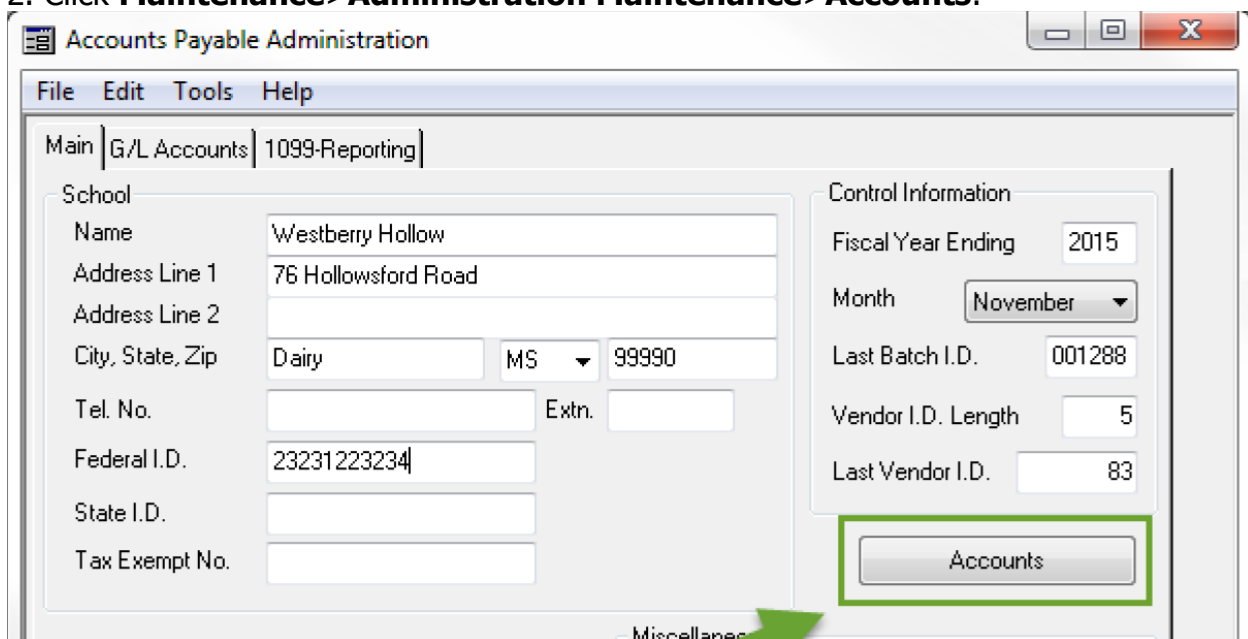
When printing checks in the Accounts Payable application, sometimes printers jam, checks stick together, there isn't enough check stock in the printer, or the check starting number was not correct to begin with. You can correct these scenarios, if you have not already posted to General Ledger. If you have already posted the Reassign Check Numbers tool is available to make reassigning check numbers easier.

NOTE: This function is not intended for repeated use - it is always best to verify that your checks are correct before completing the posting in General Ledger. This function is only available to the Schema Owner.

To perform the Reassign Check Numbers process, the schema owner enters the Batch ID that contains the checks that need to be changed. Information for the batch, and for each check in the batch, is displayed for reference. Once the checks are populated in the table, you can assign check numbers as necessary. When you have successfully completed this process, the check numbers in the original batch are replaced with the correct check numbers.

NOTE: This function can be used for any AP checks batch: Regular Check Run, Hand Checks or Bank Drafts. Bank Drafts will display Transaction Numbers rather than Check Numbers.

1. Log into Accounts Payable as schema owner.
2. Click **Maintenance>Administration Maintenance>Accounts.**



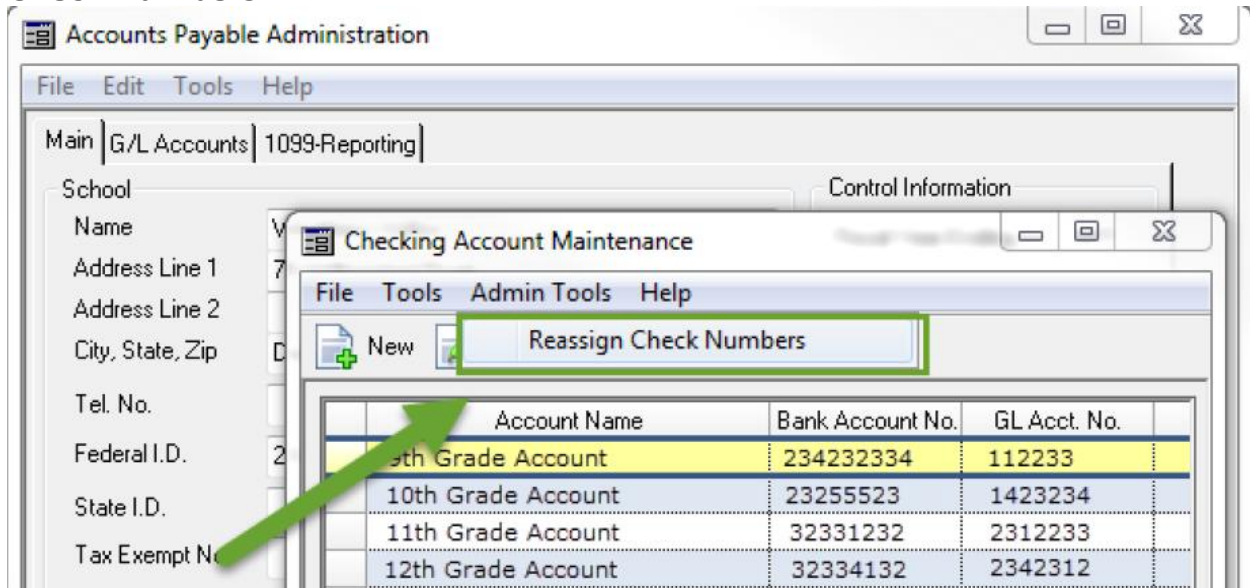
The screenshot shows the 'Accounts Payable Administration' window. The 'Main' menu is open, showing 'G/L Accounts' and '1099-Reporting'. The 'Accounts' button is highlighted with a green box. The window contains two main sections: 'School' and 'Control Information'. The 'School' section includes fields for Name, Address Line 1, Address Line 2, City, State, Zip, Tel. No., Federal I.D., State I.D., and Tax Exempt No. The 'Control Information' section includes fields for Fiscal Year Ending, Month, Last Batch I.D., Vendor I.D. Length, and Last Vendor I.D. A green arrow points to the 'Miscellaneous' button at the bottom.

School			
Name	Westberry Hollow		
Address Line 1	76 Hollowsford Road		
Address Line 2			
City, State, Zip	Dairy	MS	99990
Tel. No.		Extn.	
Federal I.D.	23231223234		
State I.D.			
Tax Exempt No.			

Control Information	
Fiscal Year Ending	2015
Month	November
Last Batch I.D.	001288
Vendor I.D. Length	5
Last Vendor I.D.	83

Accounts

3. On the Checking Account Maintenance screen, go to **Admin Tools > Reassign Check Numbers**.



4. On the **Batch ID** field, enter the Batch ID.

The 'Reassign Check Numbers' dialog box contains the following fields and a table:

Batch ID: AP000234

Check Date: 08-28-2015

Posted by: M5MANZO

Create Date: 07-28-2015

Posting Date: 07-28-2015

Amount: 91.31

Warning: Make sure there are no other users processing checks during this reassignment! IMPORTANT! Positive Pay file will NOT be updated!

Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.


* Please Preview before clicking Apply

Buttons: Preview*, Apply, Cancel

5. Once the header information is populated, click the **Search** icon to display the Vendors in the table below.

Reassign Check Numbers

Make sure there are no other users processing checks during this reassignment!
IMPORTANT! Positive Pay file will NOT be updated!


Batch ID: AP000234  Create Date: 08-28-2015
 Check Date: 08-28-2015 Posting Date: 08-28-2015
 Posted by: M5MANZO Amount: 91.31

Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.
ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080088
YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080089

6. When the Vendors are populated in the table, you can change the check numbers in the **New Check/Trans. No.** column as necessary.

Reassign Check Numbers

Make sure there are no other users processing checks during this reassignment!
IMPORTANT! Positive Pay file will NOT be updated!

Batch ID: AP000234  Create Date: 08-28-2015
 Check Date: 08-28-2015 Posting Date: 08-28-2015
 Posted by: M5MANZO Amount: 91.31

Vendor ID	Vendor Name	Check Amount	Original Check/Trans. No.	New Check/Trans. No.
ADVAN01	Advanced Berkshire Medical	13.13	3080088	3080088
YANKE01	Yankee Inn Home Comfort	78.18	3080089	3080089


7. After you have updated the check numbers, click the **Preview*** button to review the changes. Note that you must preview your changes before they can be applied.

* Please Preview before clicking Apply

Preview* Apply Cancel

Reassign Check Numbers

Make sure there are no other users processing checks during this reassignment!
IMPORTANT! Positive Pay file will NOT be updated!


Batch ID:  Create Date:

Check Date: Posting Date:

Posted by: Amount:

Vendor ID	New Check/Trans. No.
✓ ADVAN01	
✓ YANKE01	

Reassign Check Numbers

 Reassignment was successful! Please be sure to verify the Starting Check/Trans. Number before printing your next check batch.

* Please Preview before clicking Apply

