

How To Find Checks That Have Been Created But Not Printed

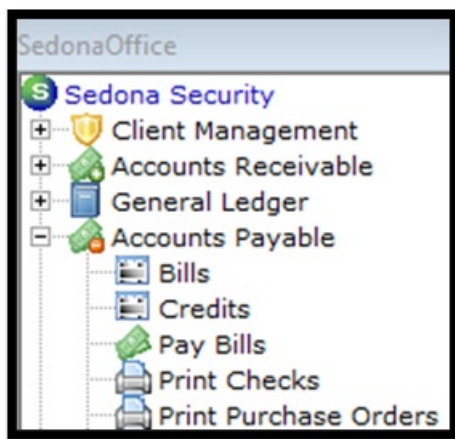
01/16/2026 11:32 am EST

Issue:

User has created a check but did not print it.

Resolution:

Go to Accounts Payable > Print Checks



The Print Checks form opens. Choose the bank account the check was written from by using the Bank Account dropdown menu.

Print Checks

Bank Account: **100900** Next Check Number : 0

100900 Petty Cash

Bank Name	Description	Account
100204	Bank of Montreal	100204
100207	Best	100207
100208	Best2	100208
100300	Cash-Payroll	100300
100400	Brussels Bank	100400
100500	Banco Espanola	100500
100600	Savings Account	100600
100900	Petty Cash	100900

1 Checks To Print

Select All Unselect All Print Bill List Margins Print Close

When the correct bank account is located, the check will be listed in the window. You can then print the check by selecting the check and using the print button.

Print Checks

Bank Account: **100900** Next Check Number : 0

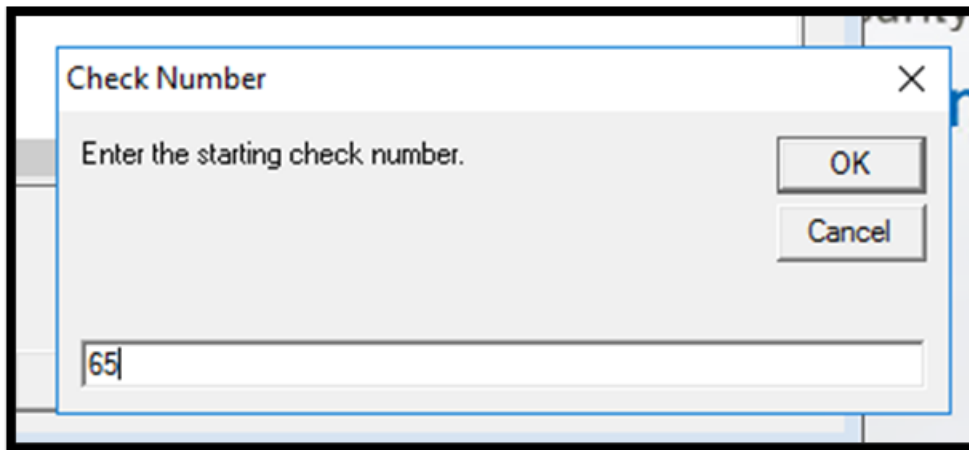
100900 Petty Cash

Print	Check Date	Pay to the Order Of	Amount	Memo
☒	6/20/2024	Clive Barker	150.00	

1 Checks To Print

Select All Unselect All Print Bill List Margins Print Close

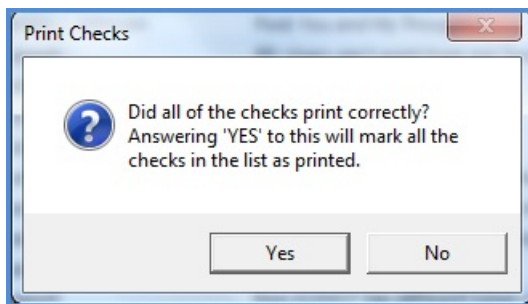
Click Print, A new window opens asking to confirm the starting check number. Enter the starting check number.



Confirm by clicking OK.

A Print Preview of the check appears. Click Print & Close to print the check.

Confirm if the Check or Checks printed correctly by answering yes on the Print Checks prompt, only if the checks printed properly with no issues.



Selecting No keeps the check in Print Checks.