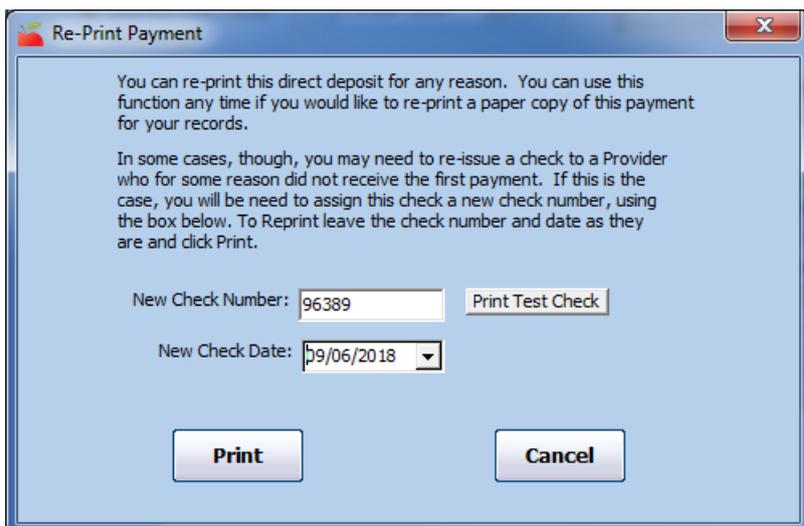


Re-Print Checks

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If a check is lost in the mail (or otherwise gone), you can re-print it, rather than voiding and reissuing payment. When you re-print a check, the original check is automatically voided, and a new payment transaction record is created.

1. Click the Checkbook menu and select List Payment History. The List Payment History window opens.
2. Set filters for the check(s) to re-print. For more information, see [View Payment History](#).
3. Click **Refresh List**. Payments meeting the limits you set display.
4. Click **Re-Print** next to the check to re-print. The Re-Print Payment window opens.



Re-Print Payment

You can re-print this direct deposit for any reason. You can use this function any time if you would like to re-print a paper copy of this payment for your records.

In some cases, though, you may need to re-issue a check to a Provider who for some reason did not receive the first payment. If this is the case, you will be need to assign this check a new check number, using the box below. To Reprint leave the check number and date as they are and click Print.

New Check Number:

New Check Date:

5. To assign a new check number for this payment, click the **New Check Number** box and enter a new number. If you change this field, a record of the voided transaction is kept on-file.
6. To set a new check date for this payment, click the **New Check Date** box and enter the new date.
7. Click **Print**.