



Reprinting Checks

Software Development
RIMSS Business Systems Technology

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How to reprint checks with the Check Reprint popup

To print checks go to: Banking > Print Checks. In the “Checks to be Printed” window, select the Bank Account to use, select the individual checks you wish to print or check “Select All”. Type in the starting Check Number, and select Print.

After you are finished printing your checks the “Reprint Checks?” window pops up asking if all checks have printed correctly. If all checks haven’t printed correctly, check the checks you need to reprint, enter a starting check number and select “Reprint Now”. If you are not ready to reprint the check you can select “Reprint Later”.

The screenshot shows the RIMSS WinNetStar interface. The main window is titled 'Checks To Be Printed' and contains the following fields:

- 1. Select the bank account to use: WIL-1-10202-01 (CASH IN BANK (CHECKIN...))
- 2. Select the checks you wish to print below (You have selected 6 Checks for a total of \$16,568.71)
- 3. Select the starting Check Number: 100001 Last Check Number Used: 0
- 4. Print Selected Checks [Print]

Below these fields is a table with columns: Bank Account, Date, and Pay To the Order of. The table lists 6 checks, all of which are selected with checkboxes.

Overlaid on the main window is a 'Reprint Checks?' popup window. It contains the following instructions and options:

- If all checks printed correctly, select Checks Printed Correctly**
- [Checks Printed Correctly]
- If you need to reprint checks, perform the following:**
- 1. Select the checks that need to be reprinted below.
- 2. Select the starting check number: 100007
- 3. Select one of these print options: [Reprint Now] [Reprint Later]

The popup also contains a table with columns: Check #, Date, Pay To the Order of, and Amount. It lists 6 checks, with checks 100003 and 100005 highlighted in yellow and selected with checkboxes.

Check #	Date	Pay To the Order of	Amount
<input type="checkbox"/> 100001	2/10/2017	BARNES MOTOR & PARTS COM...	\$4.09
<input type="checkbox"/> 100002	2/10/2017	GVM, INC	\$1,390.00
<input checked="" type="checkbox"/> 100003	2/10/2017	J I CASE CO	\$1,885.50
<input type="checkbox"/> 100004	2/10/2017	NAVISTAR INC.	\$5,225.60
<input checked="" type="checkbox"/> 100005	2/10/2017	S&S TRUCK PARTS INC	\$316.65
<input type="checkbox"/> 100006	2/10/2017	Wholegoods Receiveable	\$7,746.87

How to reprint checks with the Check Reprint popup

After you are finished reprinting your checks the “Reprint Checks?” window pops up asking if all checks have printed correctly. If the checks have reprinted correctly, select the “Checks Printed Correctly” button.

The screenshot shows the RIMSS WinNetStar application interface. The main window is titled 'Checks To Be Printed' and contains the following fields and controls:

- 1. Select the bank account to use: WIL-1-10202-01 (CASH IN BANK (CHECKIN...))
- 2. Select the checks you wish to print below (You have selected 2 Checks for a total of \$2,202.15)
- 3. Select the starting Check Number: 100007 Last Check Number Used: 0
- 4. Print Selected Checks: [Print]
- [x] Select All

Below these fields is a table with the following data:

	Bank Account	Date	Pay To the Order of
<input checked="" type="checkbox"/>	WIL-1-10202-01 (CASH IN BANK (CHECKING - FI...	2/10/2017	J I CASE CO
<input checked="" type="checkbox"/>	WIL-1-10202-01 (CASH IN BANK (CHECKING - FI...	2/10/2017	S&S TRUCK PARTS INC

A 'Reprint Checks?' popup window is displayed over the main window. It contains the following sections:

- Reprint Checks?**
- If all checks printed correctly, select Checks Printed Correctly**
- [Checks Printed Correctly] (button, highlighted with a red arrow)
- If you need to reprint checks, perform the following:**
- 1. Select the checks that need to be reprinted below.
- 2. Select the starting check number []
- 3. Select one of these print options: [Reprint Now] [Reprint Later]

Below the instructions is a table with the following data:

	Check #	Date	Pay To the Order of	Amount
<input type="checkbox"/>	100007	2/10/2017	J I CASE CO	\$1,885.50
<input type="checkbox"/>	100008	2/10/2017	S&S TRUCK PARTS INC	\$316.65