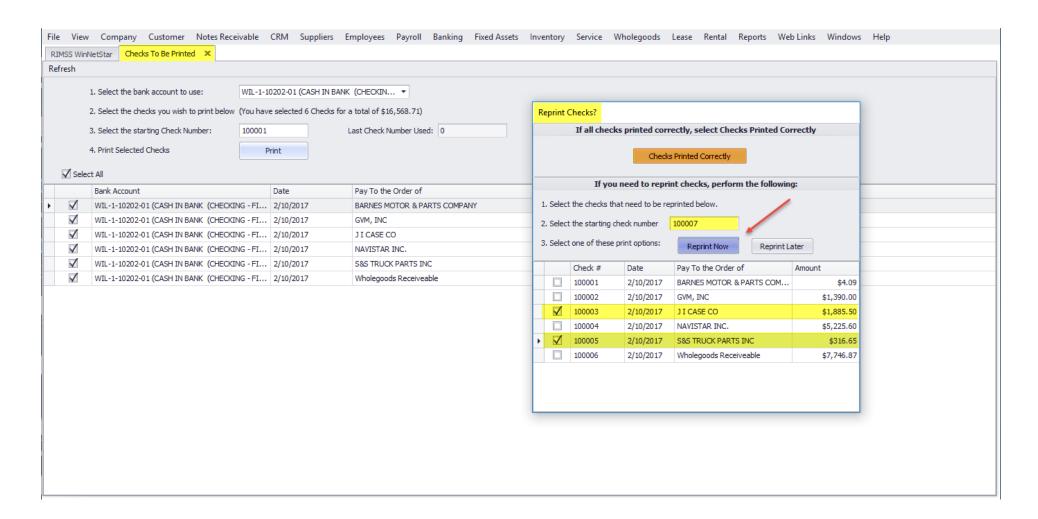# Reprinting Checks

Software Development

RIMSS Business Systems Technology

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".

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.