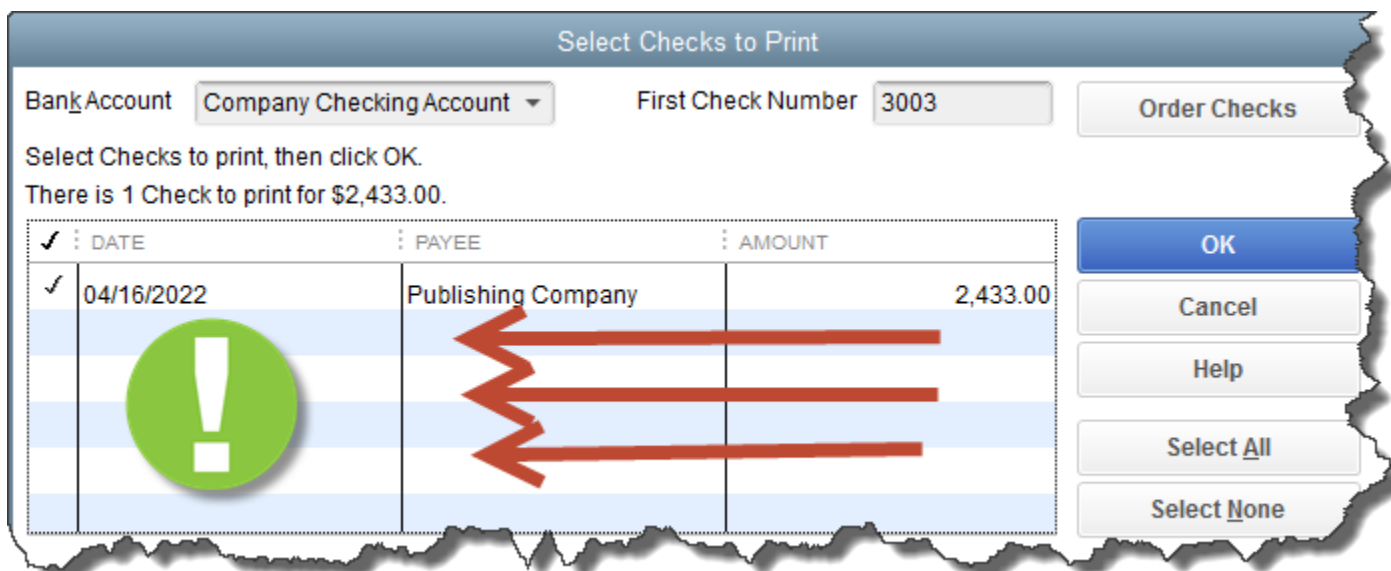
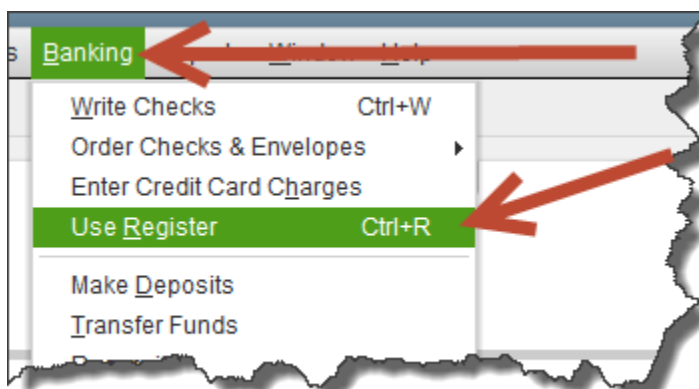


How to Reprint Existing Checks in QuickBooks® Desktop Financial

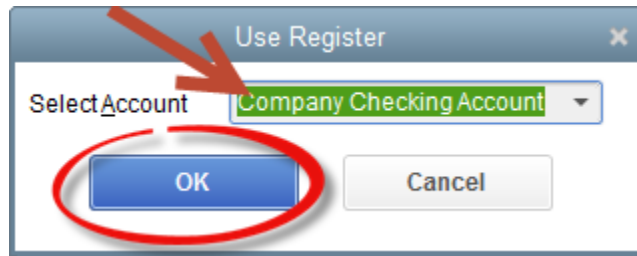
Oh no! You just finished writing a slew of checks, but somewhere along the way, a mistake was made. Maybe your printer glitched or perhaps you printed a statement on a check. You go to your print forms que, and the check or batch of checks is gone! Now what?



Go to your check register (**Banking >> Use Register**) or keyboard command **CTRL+R**



Select the proper bank account from which the checks were written and click **OK**



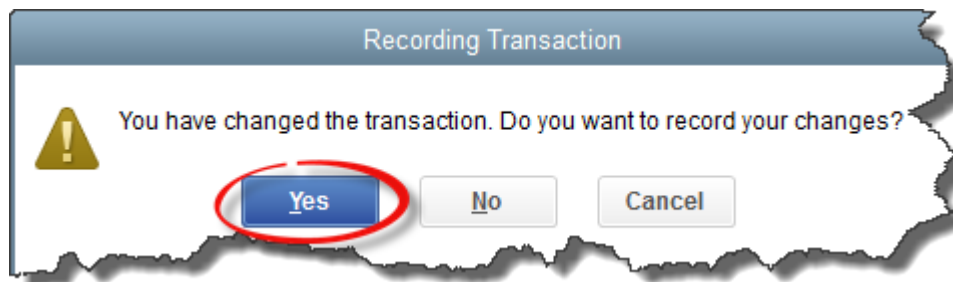
Locate the check(s) and **double click the check number** so that it is highlighted in **green**.

DATE	NUMBER	ACCOUNT	PAYEE	MEMO	PAYMENT	DEPOSIT	BALANCE
01/15/2023			Vicki King		130.64		11,959.02
	PAY CHK	-split-					
01/15/2023	5322	Office Car Leasing Agency	Car/Truck Expense:Company Car	Car lease	563.00	Deposit	11,396.02
01/15/2023	5323	Natalie Chapman Consulting	Accounts Payable	(12/01/2007 - 12/31/2007)	4,000.00		7,396.02
01/16/2023		Freeman Supply Company:Project #15				6.50	7,442.52

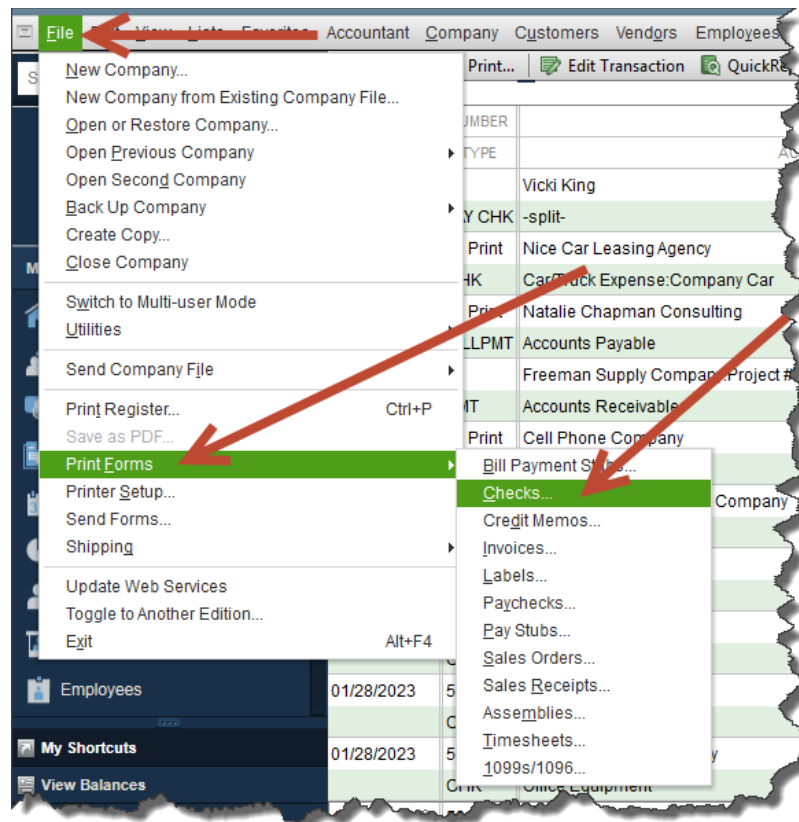
Once highlighted, hit **SHIFT+T** on your keyboard. This will automatically replace the check number with the text "To Print".

DATE	NUMBER	ACCOUNT	PAYEE	MEMO	PAYMENT	DEPOSIT	BALANCE
01/15/2023			Vicki King		130.64		11,959.02
	PAY CHK	-split-					
01/15/2023	To Print	Office Car Leasing Agency	Car/Truck Expense:Company Car	Car lease	563.00		11,396.02
01/15/2023	To Print	Natalie Chapman Consulting	Accounts Payable	(12/01/2007 - 12/31/2007)	4,000.00		7,396.02
01/16/2023		Freeman Supply Company:Project #15				46.50	7,442.52
	PMT	Accounts Receivable					
01/21/2023	To Print	Telephone	Cell		115.25		7,327.27
01/25/2023	5325	Local Phone and Internet Company			210.54		7,116.73
	CHK	Telephone	6503221414				
01/25/2023	5326	Hamby Cables Inc.			82.00		7,034.73
	CHK	Postage and Delivery	ACCT# 256044025				
01/28/2023	5327	Office Supply Center			31.25		7,003.48

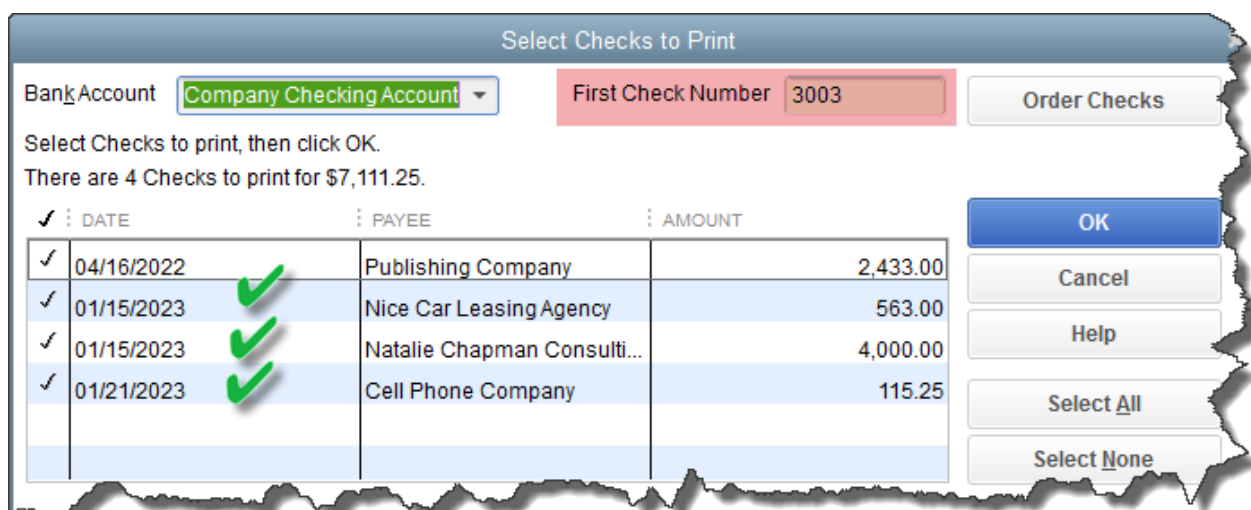
When prompted "Do you want to record your changes?", click **Yes**.



Go back to your print forms que (**File >> Print Forms >> Checks**)



Your checks will now appear, ready to be printed! Be sure to confirm your check number, especially if a misprint/voided check occurred. Click **OK** and print as usual.



Have a great day! 😊

Revised October 2018