



# PRINTED CHEQUES THAT KEEP APPEARING

You printed your cheques and sent them off but the next time you go to print new cheques, there they are in the list again, ready for printing. This occurs because the cheques weren't saved after printing, but there's an easy fix. In order to make agrē remember that they have been printed, the individual payments need to be updated manually with a tracking/cheque number.

#### What you'll find:

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#### List of Cheques to be Printed

• In the example below, these cheques have already been printed but they keep appearing in the list as if they still need to be printed.

1	🖓 Print Cheques 📃 🖃 🕰									
		Print	🗉 Prin	nt Cheque Stuł	Sav	/e 📄 Start Ov	er 🔇 Exit			
	Cheques									
	L	.ocatio	n:	E	Imonton	<b>T</b>	* Payments I	/lade On o	or Before: Aug 17, 2	2011 💌
	F	ayme	nt Type	: 0	neque	-	* Starting Ch	eque Num	ber:	5103
										Prepare Cheques
		P	rint	Date	*	Amount	Supplier			
	>			Aug 17, 201		\$1,050.00	BrettYoung Se	eds		
		[		Aug 17, 201		\$31,185.00	Northern Ag S	Supply		
	2 Cheques found Select All Deselect All									

• Normally when you print cheques, a message appears after printing.



• By clicking *Save*, tracking/cheque numbers are assigned to each payment automatically.

🔽 P	rint Cheques	1					
	Print E Prin	t Cheque Stub	🖬 Save	Over 🔇 Exit			
	heques —		7.2				
	Location:	Edmo	nton	Payments Ma	de On or Before: Aug 17, 2011		
	Payment Type	: Chequ	ie	Starting Cheq	ue Number: 5103		
					Prepare Cheques		
	D 1 4 10		<b>D</b> :				
	Printed?	Cheque Number	Date 🔺	Amount	Supplier		
>	<b>V</b>	5103	Aug 17, 2011	\$810.00	Carter's Ag Supply		
3	Clicking Save says that this cheque has printed successfully Select All Deselect All						

• If Printed Cheques *aren't* saved they don't get a tracking number, so agrē doesn't know they have been successfully printed. To make agrē understand they already have been printed (so they stop coming up for printing again and again), you need to add the tracking/cheque numbers manually.

## **Editing Existing Payments**

- Navigate to *Accounts Payable > Supplier Payments > View Payments* and find the particular payments by searching for the payment type and date range you need.
- The search results may show more payments than you were looking for, but you can easily spot the payments you need to edit because they do not have tracking/cheque numbers. You can compare them to the initial list on the *Print Cheques* window to confirm they're the right payments.

Z View Payments									
🖋 Edit 🏙 New Search 🔄 Preview Item 🖾 History 😵 Exit									
	Supplier -	Tracking Number							
>	Zenobah Chemical Supply	Jul 28, 2011	Edmonton	SPE009	5100				
	Western Ag Supply	Jul 28, 2011	Edmonton	SPE008	5099				
	Telus Mobility	Aug 16, 2011	Edmonton	SPE012	5102				
	Northern Ag Supply	Aug 17, 2011	Edmonton	SPE014					
	Carter's Ag Supply	Aug 04, 2011	Edmonton SPE0	SPE010	5101				
	BrettYoung Seeds	Aug 17, 2011	Edmonton	SPE013					
6 P	ayments found								

- Select the payment to edit. In the example above, **Northern Ag Supply** requires a tracking/cheque number.
- In the *Tracking/Cheque Number* box, enter the actual cheque number if you know it. If you don't know it, enter any unique number. For example, use the date of the payment (add a suffix for each payment if there is more than one payment on the same date).

📑 Payment for North	ern Ag Supply					- 0 🔀
📕 <u>S</u> ave 😢 E <u>x</u> it						
Supplier:	Northern Ag Suppl	y			_	
Payment Date:	Aug 17, 2011	- Tracki	ng/Cheque Number:	11AUG17-01		
Transaction Date:	Aug 17, 2011	-	Payment Comments:			
Payment made from:	Edmonton					
Payment Type:	Cheque					
Purchase Invoic	e Invoice Date	Due Date	Total Amount	Amount Outstanding	Credit	Amount Paving
> JW1222010-2	Dec 02, 2010	Dec 22, 2010	\$31,185.00	\$0.00		\$31,185.00
View Purchase Invo	bice				Subtotal Amount:	\$31,185.00
				Unallocated	Payment Amount:	\$0.00
					Total Amount:	\$31,185.00

• Continue editing payments that have already been printed and add a unique tracking/cheque number for each.

• Now when you print new cheques, the old ones will no longer come up for printing. As you can see below, Northern Ag Supply is no longer in the list.

💝 Print Cheques		
Print Print Cheque Stub	Save Start Ove	ver 🔇 Exit
Cheques		
Location: Edmonto	n 🖵	* Payments Made On or Before: Aug 17, 2011
Payment Type: Cheque	-	Starting Cheque Number: 5104
		Prepare Cheques
Print Date 🔺	Amount	Supplier
> Aug 17, 2011	\$1,050.00	BrettYoung Seeds
1 Cheque found		Select All Deselect All

### **Confirm Next Cheque Number**

If your cheques have the cheque number preprinted, you'll want to keep the paper cheque number in sync with the next number agrē is going to assign.

• Navigate to *Accounts Payable > Manage > AP Payment Types. Edit* the cheque payment type.

7	😵 Manage AP Payment Types								
+	<u>A</u> do	d 🖉 E	😣 E <u>x</u> it						
	_	13							
		Payment Type Description	Can Print Cheques						
	>	Cheque	<ul><li>✓</li></ul>						
		Corporate VISA Card							
		Internet							
		Preauthorized Payments BMO							
		Wire Transfer							

• Confirm that the *Next Cheque Number* in agrē matches the next one on your paper cheques and edit if needed. *Save* your changes.

🔯 Ed	Edit AP Payment Type: Cheque							
📕 <u>s</u>	avertesh	🔇 E <u>x</u> it						
_	7							
Des	scription:	Cheque	•					
Car	n Print Cheques:							
~								
GL	Accounts by Loca	tion:						
	Location	GL Account	Accrual Account	Print Cheque #?	Prefix Cheque No	Next Cheque No		
	Edmonton	11000 - BMO Bank	11111 - Clearing Accou	<b>v</b>		5104		
	Grande Prairie							
	Kelowna	11000 - BMO Bank	11111 - Clearing Accou			03		
>	St. Albert	11000 - BMO Bank	11111 - Clearing Accou	<b>V</b>		00532		
						Add Account		

Tip For more details, search online Help for "*printing cheques*".