# 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.
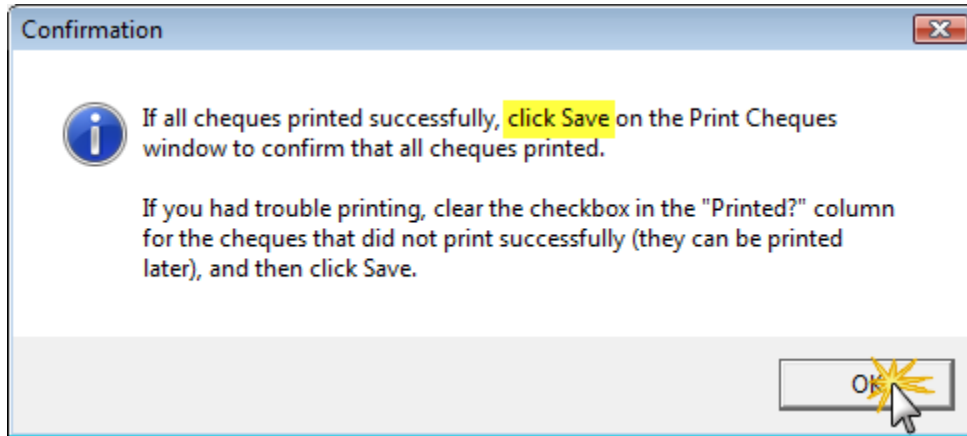
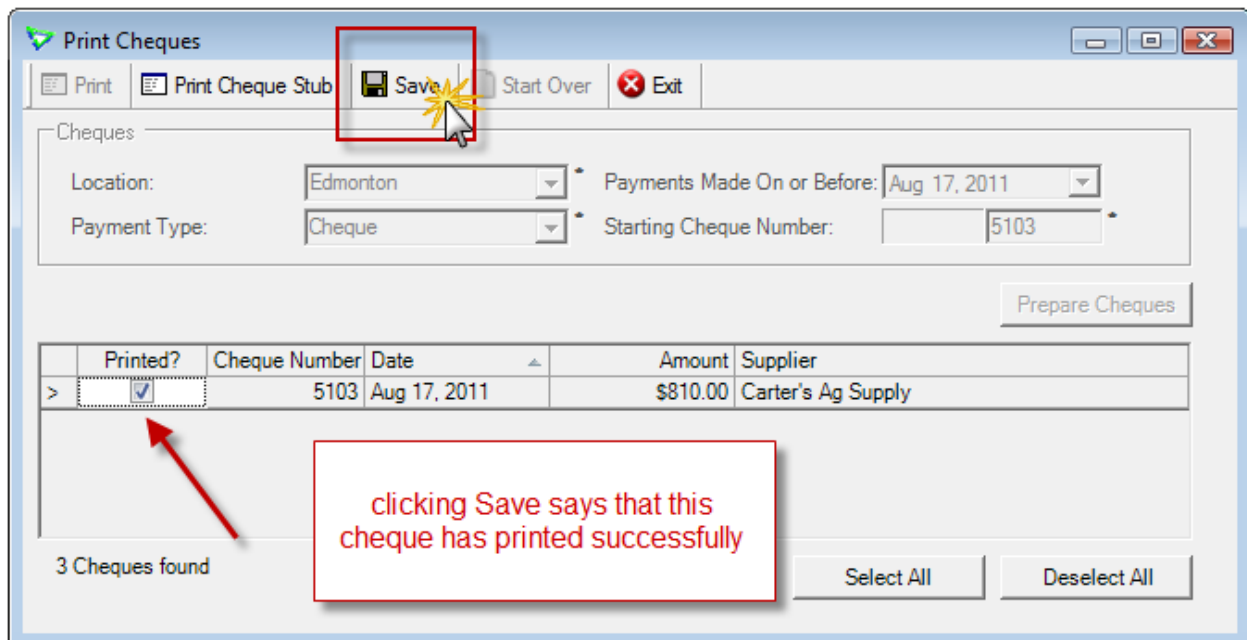**What you'll find:**

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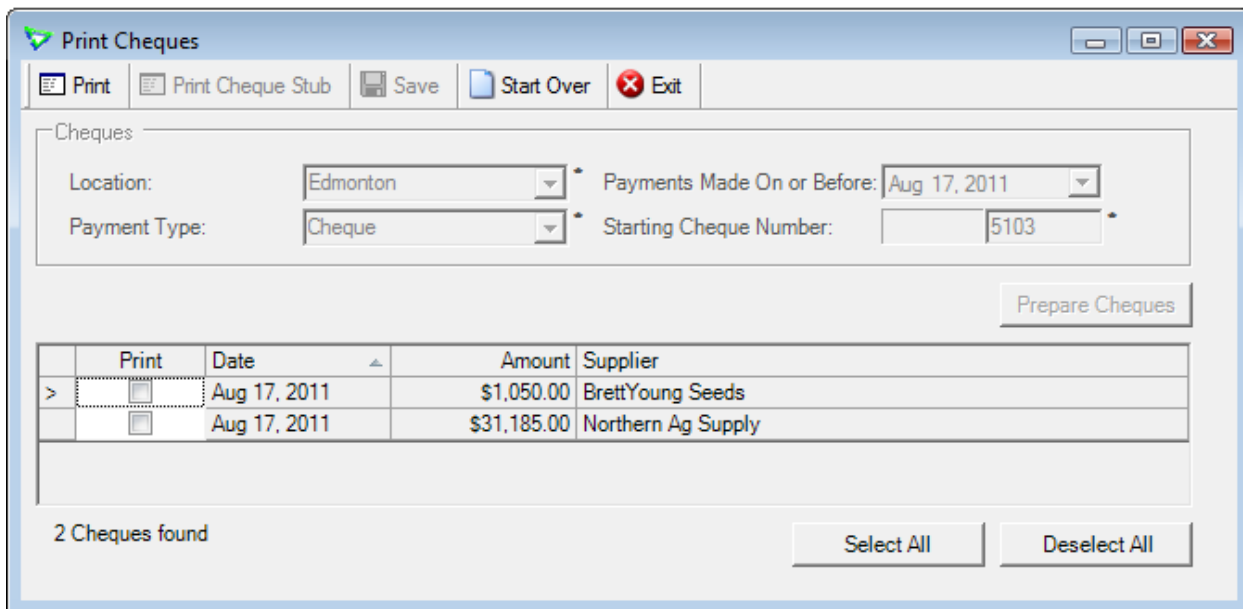
- Normally when you print cheques, a message appears after printing.

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

- 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.

- 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).

- 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.
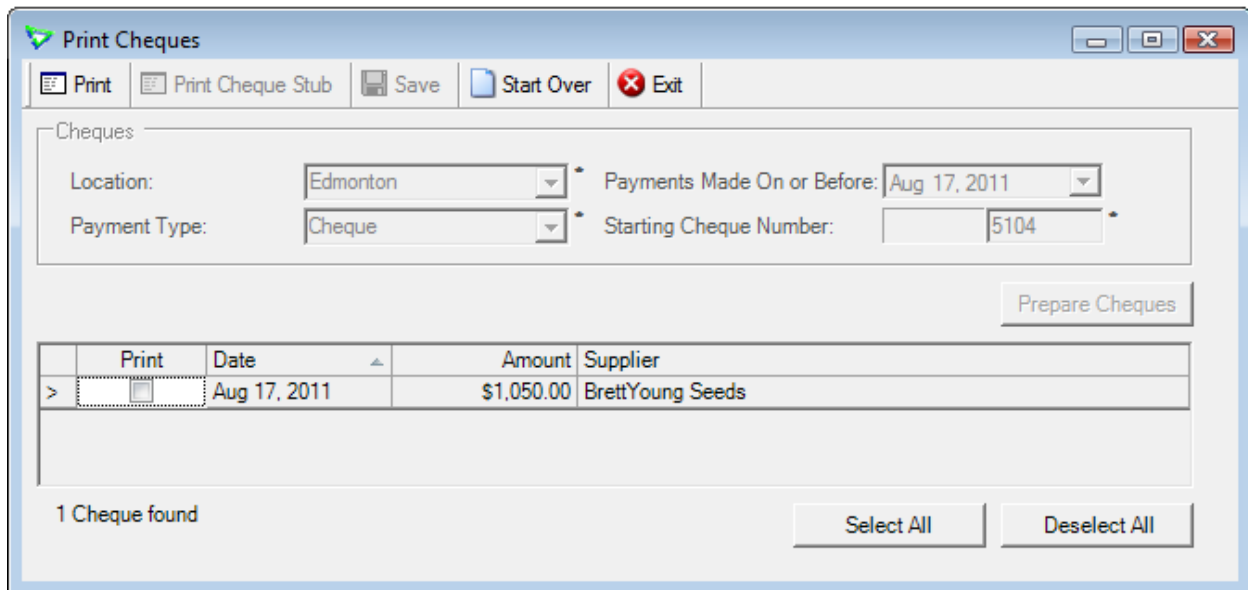
Confirm Next Cheque Number

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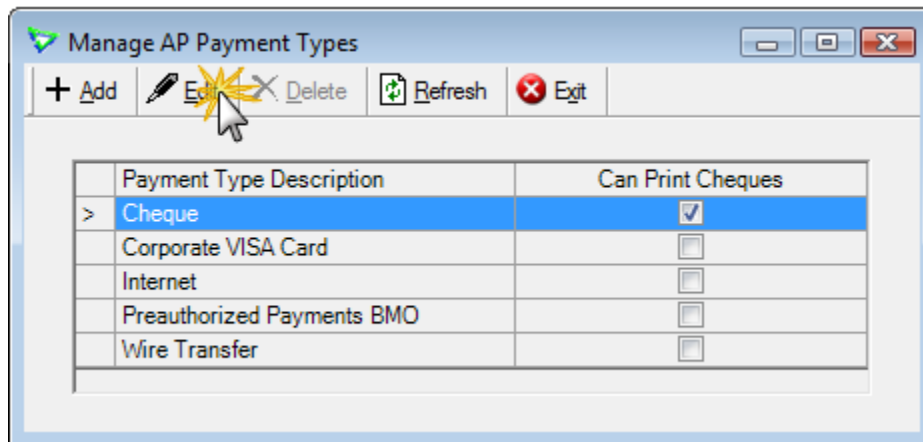
- Confirm that the *Next Cheque Number* in agrē matches the next one on your paper cheques and edit if needed. *Save* your changes.

<table>
<tr><td>Tip</td><td>For more details, search online Help for "printing cheques".</td></tr>
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