Fix Duplicate Checks

I.Go to Reports\File Listing\Ledger Transactions
1.Click “Complete Check Register” in the left hand box
2.Check the “Full Date Range” box in the “Date Range” box in the lower right corner of the window
3.Click

II.Identify the range of check numbers and dates you want to fix

III.Go to Utilities\Fix Duplicate Check Numbers
1.Enter the Starting Check Number and the ending check number
2.Enter the Starting Date and the Ending date
3.Enter the correct Journal Code
4.Click

Help and Support

Help Desk

Homepage

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