Reprint Payroll Checks/Advices

Document #:	3014	Product:	CenterPoint® Payroll

Use Reprint Payroll Checks/Advices to reprint checks/advices if you need a new or additional copy of a payroll check and the payroll information is correct. During the reprint process, you can choose to keep the original check number or assign a new check number..

Reprint Payroll Checks/Advices:

1. Select **Processes > Reprint Payroll Checks/Advices** or **Processes > Payroll > Reprint Payroll Checks/Advices**.

2. Enter the selection criteria for the checks/advices to be reprinted:

» In the **Type** box, select to reprint **Payroll Checks** or **Pay Advices**.
» In the **Batch** field, select the pay run batch for the check(s) to be reprinted. This is an optional step. If a batch is selected, the Company, Bank Account, Number From/To boxes will be cleared and the Date Selection will be set to All.
» Select the **Company** the checks were for.
» To display payroll checks/advices for any active employee, select the **Employee**. If a company is also used to filter the payroll checks/advices screen, the list to select from will be filtered for any employee active for the selected company.
» Select the **Bank Account** used on the pay run.
» Select a period from the drop down or enter a specific date range in the **Date Selection** field.
» If you know the specific check/advice numbers you want to reprint, in the **Number From/To** boxes, enter the check/advice number range you want to reprint.

» If you need to change the check numbers on the reprinted checks, check the **Change Transaction Numbers** box. You will be prompted to enter the new first check number before the checks print.

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3. Click **Search**. The checks that meet the search criteria specified in step 2 will display in descending Check Date order.
4. To otherwise sort your selections, click the header of the column you want to sort. Clicking the column header of a column that is already sorted will toggle the sort between ascending and descending order.

5. Select the **Print** check box for only those items you want to reprint. If you need to reprint all checks, click the **Check All** button.
6. Click **Print**. At the *About to begin printing checks, click OK to continue?* message, click **OK**.
7. If you selected the Change Transaction Numbers box in your selection criteria, you will be prompted for the first check number. Enter the number and click **Print**.