


## Reprint Check

Use this *Reprint Check* screen to reprint the allotted Check posted against the Voucher(s) or to print the Check with new Check number (if required).

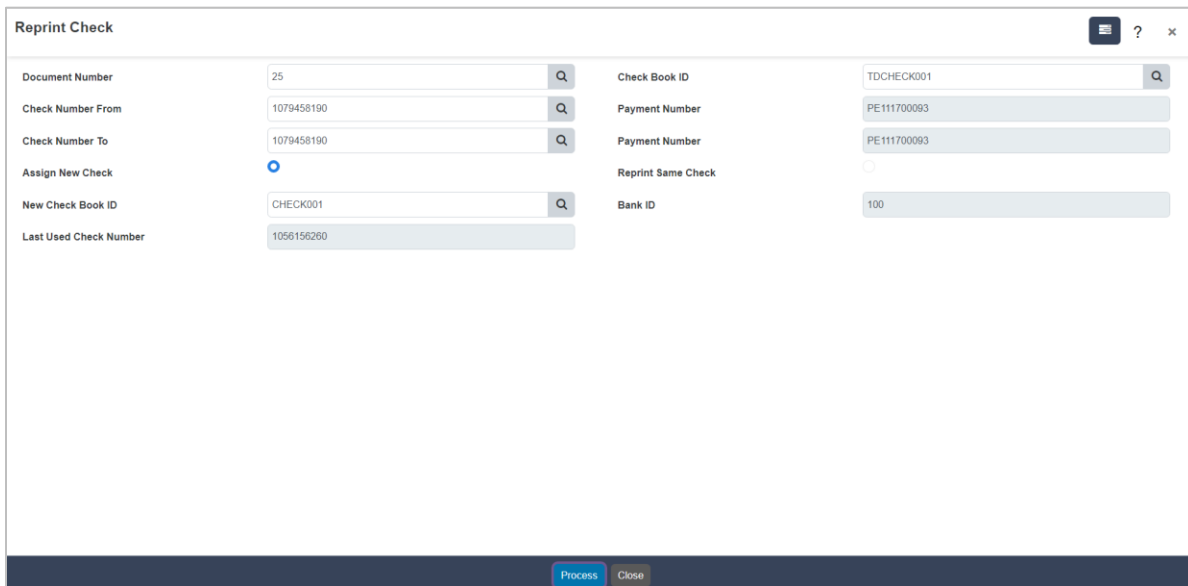
**Go To: Account Payable → AP Transaction → Reprint Check.**

The system allows you to print multiple check format as different bank support different check formats.

 If you require to print multiple check for different bank, other than the default report provided with the module setup you need to save the different report format with the bank id number. The system will fetch the appropriate check report as per as per the bank id provided.

## Reprint Check – Add Mode

To print a check from your BatchMaster database, click on the *Reprint Check* option from the main menu. The system displays the *Reprint Check* screen, where you can reprint the allotted Check posted against the Voucher(s) or to print the Check with new Check number.



The screenshot shows the 'Reprint Check' window with the following fields and values:

Field	Value
Document Number	25
Check Number From	1079458190
Check Number To	1079458190
Assign New Check	<input checked="" type="radio"/>
New Check Book ID	CHECK001
Last Used Check Number	1056156260
Check Book ID	TDCHECK001
Payment Number	PE111700093
Payment Number	PE111700093
Reprint Same Check	<input type="radio"/>
Bank ID	100

At the bottom of the window, there are two buttons: 'Process' and 'Close'.

**Document Number:** This is the document number associated with the selected transaction. For example, the Document Number is the Purchase Receipt number, in case of a purchase receipt.

**Check Book ID:** Field specify the Check book identification number that will be used against the payments. The attached lookup will list all the Check books that you have maintained using the bank master – Maintain Check Book feature

**Check Number From:** The lower limit of the Check number range used to filter the details for reprinting Check.

**Payment No:** This field displays the payment number associated with the check number selected in the *Check Number From* field.

**Check Number To:** The upper limit of the Check number range used to filter the details for reprinting Check.

**Payment No:** This field displays the payment number associated with the check number selected in the *Check Number To* field.

**Assign New Check:** Mark this option if you want to assign a new Check number for the selected document. Choosing this option would enable the sliding *New Check Book ID* field. The system would assign a new number incremented by one after the last used Check number as displayed on the screen.

<input checked="" type="radio"/> Assign New Check	<input type="radio"/> Reprint Same Check
New Check Book ID <input type="text"/> <input type="button" value="Q"/>	Bank ID <input type="text"/>
Last Used Check Number <input type="text"/>	

**Reprint Same Check:** Mark this option to re-print the same Check number used for the selected transaction.

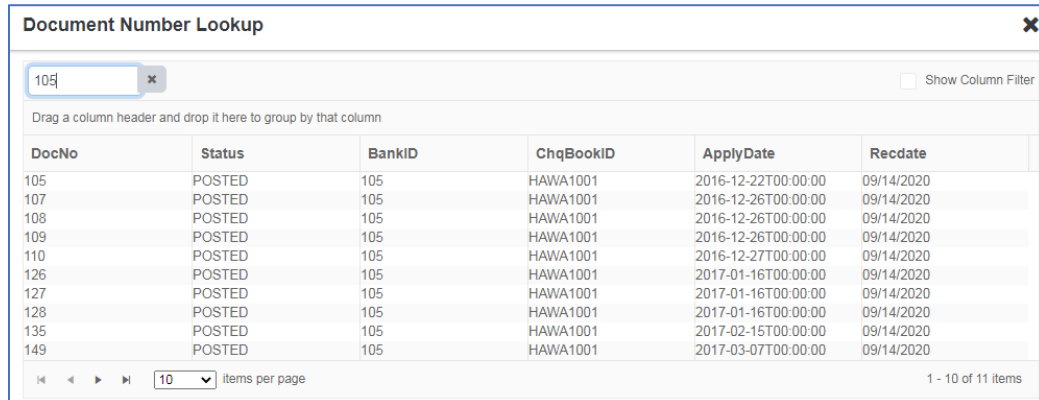
**New Check Book ID.:** Field displays the new Check book number that can be used to reassign Check number for the selected transaction. The lookup attached to the field would list all the Check books details maintained in BatchMaster WEB.

**Bank ID:** This field displays the bank identification number associated with the check book as specified on the New Check Book ID field.

**Last used Check No.:** This field indicates the Check number last used for printing.

## Reprinting Check

1. Open the *Reprint Check* screen.
2. Select the document number using the lookup provided next to the *Document No.* field. The system would retrieve the document number as processed from *Printing Check* screen.



**Document Number Lookup**

105 x

☐ Show Column Filter

Drag a column header and drop it here to group by that column

DocNo	Status	BankID	ChqBookID	ApplyDate	Recdate
105	POSTED	105	HAWA1001	2016-12-22T00:00:00	09/14/2020
107	POSTED	105	HAWA1001	2016-12-26T00:00:00	09/14/2020
108	POSTED	105	HAWA1001	2016-12-26T00:00:00	09/14/2020
109	POSTED	105	HAWA1001	2016-12-26T00:00:00	09/14/2020
110	POSTED	105	HAWA1001	2016-12-27T00:00:00	09/14/2020
126	POSTED	105	HAWA1001	2017-01-16T00:00:00	09/14/2020
127	POSTED	105	HAWA1001	2017-01-16T00:00:00	09/14/2020
128	POSTED	105	HAWA1001	2017-01-16T00:00:00	09/14/2020
135	POSTED	105	HAWA1001	2017-02-15T00:00:00	09/14/2020
149	POSTED	105	HAWA1001	2017-03-07T00:00:00	09/14/2020

10 items per page 1 - 10 of 11 items

3. Select the Check book identification number using the lookup button next to the *Check Book Id* field.
4. Select the Check number range using the lookup provided next to the *Check No. From* and *Check No. To* fields respectively.
5. Choose the option as:
  - a. **Assign New Check:** Using this option would enable the *New Check Book ID* field. You can choose another Check book for posting this document. The system would use the incremented Check number from the displayed last used Check number.
  - b. **Reprint Same Check:** Using this option would re-print the same document.
6. Select the Check book identification number at the *New Check Book ID* field. Once selected the system would default the last used check number at the *Last Used Check No Number* field and bank identifier at the *Bank ID* field.



The *New Check Book ID* field will be enabled if you have chosen the *Assign New Check* option.

7. Click the *Process* button to print the Check.

Reprint Check

1 of 1

100%

Mains Partner  
Indore - 350 402001  
IFSC Code: ICIC0202080

deposic

8878977455

6

12-22-2016

Transactions Detail

Statement Date : -2,025.00

Address

BATCHMASTER

Pharmaceutical Software

Food Corporation Pvt. Ltd.  
546 - Sch No. 147 , MG Road  
Indore  
MP50000000000000001111111114444 , IND  
Website :www.foodcorp.in

Voucher No.	Due Date	Currency	Total Amount	Paid Amount	Paid Amount (INR)	Discount (INR)	Amt.(INR)	TDS Amount
298	11-29-2016	GBP	2.00	2.00				
322	12-08-2016	GBP	107.10	107.10				
Total Amount								

Close