

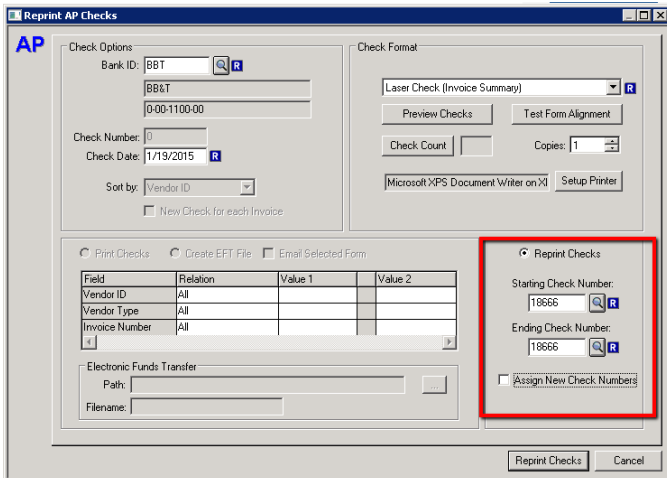
Accounts Payable

Reprint Checks

<http://www.multiviewinc.com/cyma-ap-reprint-checks>

PURPOSE

Use the Reprint Checks feature in CYMA when you inadvertently print to plain paper or a printer mauls your check stock.



| Field | Relation | Value 1 | Value 2 |
|----------------|----------|---------|---------|
| Vendor ID | All | | |
| Vendor Type | All | | |
| Invoice Number | All | | |

REPRINT CHECKS

When you need to reprint a check in CYMA go to PROCESS/REPRINT CHECKS. Select the right bank and check your date. In the lower right you'll input the original check number or range of check numbers you want reprinted.

Decide if you want the newly reprinted check to have the original check number make sure the proper check is in the printer and just click REPRINT CHECK.

But if you want a new check number check the ASSIGN NEW CHECK NUMBER box. When you use this feature the old check number is automatically voided in CYMA and the next check number in your sequence (shown in the upper left) will be used.