## How to reissue a lost check

This document will provide only the steps in reissuing a transaction due to a lost/misplaced check ; to learn more about the *GL New Entry* menu please refer to our "*How to use the General Ledger New Entry Menu*" guide.

*** Please note that while the user can theoretically change the amount of the check in regards to a missing payroll check, Professional Innovative Programs does not recommend that it be done as the amounts of the withholdings will change; instead it is recommended that the payroll be re-entered. If the user does choose to change the amount of the check, then he/she should also make the appropriate changes to the payroll in the *Payroll* module. In either event please refer to our "*How to Edit or Delete a Payroll*" guide for instructions. ***

01. Log onto District Finance.

02. Click on the *New Entry* button.

03. Use the drop-down menu to select the vendor/employee whose check needs to be replaced.

04. Click on the *History* tab located in the bottom left corner of the menu; the following screen will appear with that vendor/employee's transaction history:
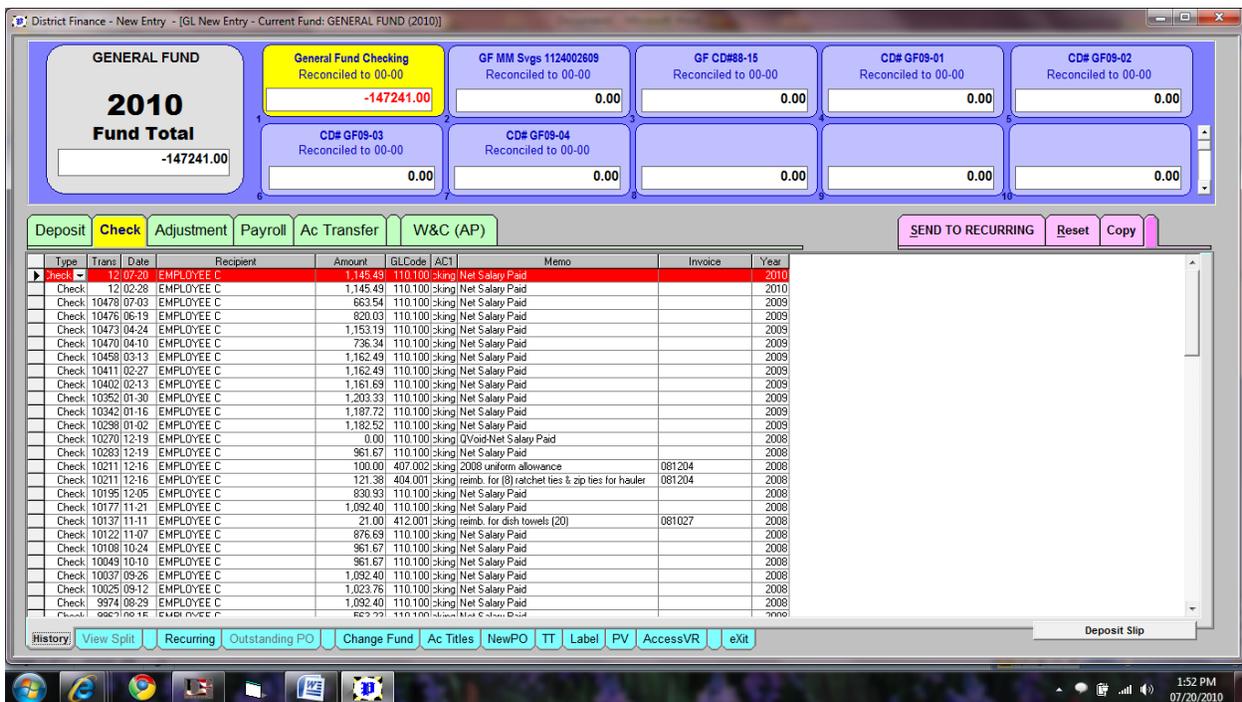
05. Highlight the check that was lost.

06. Click on the *Copy* tab located in the top right corner of the screen.

07. The above menu will disappear and will return to the *GL New Entry* menu with all of the information copied into the appropriate fields.

08. Click on the *Write Check* tab to issue the new check and send the transaction to *the General Ledger*.

*** Please note that you have the ability to change the check number in the event that the original payment was issued on plain paper and you wish to reissue on the correct check. If you choose to change the check number, please make this the last step prior to clicking on the **Write Check** tab as the number will re-order itself to what the program believes should be the proper order if you click in any other fields after changing the check number. ***

*** Please note that if you change the check number a message box will appear after clicking the W**rite Check** tab; this message box will let you know that this check has already been issued, to whom, when and for what amount. Verify that the information (aside from the date) matches; if it does not, cancel the operation. If the information does match, continue with the operation. Another message box will appear verifying that the check order is being changed, click on the **OK** button to continue. ***

*** Please note that while you are copying the information from a previous transaction the original transaction will still be in the **General Ledger**. Once the new check has been issued, you must perform the appropriate actions by either voiding (if the check numbers are different) or deleting (if the original transaction was issued on paper and you are re-entering to issue on the check) the original transaction. You must also perform the **Repair Budget** and **Repair Account Balances** in the **Utilities** menu. To learn more about deleting or voiding transactions, please refer to our "**How to modify transactions in the General Ledger**"). ***

*** Please note that if the original transaction was from a prior year, you should not void or delete it. You must enter a "**Refund Prior Year**" to offset (and to reconcile against) the original transaction. ***