

HOW TO REPRINT CHECKS IN QUICKBOOKS DESKTOP?

The printing feature in QuickBooks permits you to print checks by integrating them with the software. This feature assists you to print checks from the software. Before understanding the steps of how to reprint checks in QuickBooks, you can see the multiple causes for which reprinting checks are necessary.



WHAT REASONS TO REPRINT THE CHECKS?

These are the reasons that are responsible to reprint the checks

- Maybe your previous check is jammed or damaged in the printer.
- Probably, you want to reprint paystubs because of personal usage.
- It might be possible that the check got misplaced.

Methods to Reprints the Checks in QuickBooks

#1: FIND THE CHECKS

- First, you need to look for the print check option.
- Now, you have to click on the print preview In case you want more checks to be reprinted, you need to click on add more checks.
- Next, click on the printer tab.
- Finally, each check you have selected will be printed.



#2: REPRINT A PAYCHECK

Once the check is printed, you can reprint the paycheck by tracking it in the directory path. Here are the two options to reprint a paycheck. It will take a couple of minutes to reprint a paycheck with these steps:

OPTION #1

- Firstly, you need to click on lists.
- Thereafter, you have to click on the chart of accounts.
- Now, you need to double-click on the checking account.
- Next, double click on the check that you want to print.
- You need to click on the print icon.

OPTION #2

- In the beginning, you need to click on edit/void paychecks.
- Now, you need to add the paycheck date in the show paychecks from and through boxes.
- Next, you have to double-click on the employee's name to view the paycheck.
- You have to click on the print icon and assign the check number.
- Finally, click on ok.



CONCLUSION!

The above solutions will help you to Reprint Checks in QuickBooks. In case, you face any difficulty after adopting all the above steps, then you can visit our website businessaccountings.com to get instant and reliable quick assistance from our experts through the live chat option.