

**REPRINTING OF CASHIER CHECKS PROCEDURE**  
**ONLY FOR USE ON CHECKS THAT PRINTED INCORRECTLY OR DIDN'T PRINT AT ALL!**  
**UPDATED SEPTEMBER 2018**

**THE CHECK HAS TO HAVE BEEN ISSUED WITHIN THE SAME DAY!**

IF THE CHECK DIDN'T PRINT, YOU WILL NEED TO FIND THE CHECK NUMBER.  
USE **TOOL #889** (UPDATE CU CHECK HISTORY) TO FIND IT.

**TO REPRINT:**

IN CU\*ANSWERS CLICK "**ALL AVAILABLE TOOLS**" BUTTON & ENTER **TOOL #760**.

ENTER NUMBER OF CHECK BEING REPLACED INTO "**SPOILED CHECK**" BOX.

NEXT SCREEN WILL SHOW CHECK INFORMATION (**CONFIRM CORRECT CHECK!**)  
MAKE ANY NECESSARY CORRECTIONS AND PRESS "**ENTER**"

PRESS "**PRINT**" IN LOWER LEFT CORNER OF SCREEN.

THIS WILL "**SPOIL**" ORIGINAL CHECK AND CREATE A NEW CHECK NUMBER FOR  
THE DUPLICATE CHECK.

WRITE "**SPOILED**" ON FACE OF ORIGINAL/REPLACED CHECK.