

How to . . .

Change the next check number in the Checkbook popup

Purpose	This document shows the user how to change the next check number that will print for a given check book. This is done by changing the number in the Check Book popup.
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- 1) Navigate to the following: Menu > Setup > Setup > Popup fields.
- 2) Once in Popup fields, search for **Check Book** to get the check book pop-up.

The screenshot shows a software interface with a menu bar (File, Edit, View, Index, Navigate, Search, Action, Window, Help) and a toolbar. The main window is divided into several panes:

- Query**: A table with columns 'Field:' and 'Criteria:'. The 'Field:' dropdown is set to 'Name' and the 'Criteria:' field contains 'check*'. The 'Criteria:' field is highlighted with a red border.
- Result**: A table showing search results for 'Check Book'.
- Popup Field**: A dropdown menu showing 'Check Book'.
- User**: A panel showing user information:

Created by	Administrator
Date	1/1/1998
Changed by	Janet DePeralta-Amurao
Date	8/10/2007
Version	19
- Table**: A table with columns 'Name', 'Spaces in w', 'First Check No.', and 'Next Check No.'. The table lists various banks and their check numbers.

Name	Spaces in w	First Check No.	Next Check No.
Northern Trust - IBC	<input checked="" type="checkbox"/>	15790	47598
Northern Trust - G&M	<input checked="" type="checkbox"/>	10000	13995
HSBC - IBC	<input checked="" type="checkbox"/>	1	10416
Bank of America - IBC	<input checked="" type="checkbox"/>	1	13995
Mid City National	<input checked="" type="checkbox"/>	1	1
OFI - IBC	<input checked="" type="checkbox"/>	1	23375
Chase - G&M	<input checked="" type="checkbox"/>	1	1
OFI - G&M	<input checked="" type="checkbox"/>	1	1
Chase - BW	<input checked="" type="checkbox"/>	1	21080
US Bank - IBH	<input checked="" type="checkbox"/>	1	21576
Citibank - IWH	<input checked="" type="checkbox"/>	1	21069
Bank of the West - IBC	<input checked="" type="checkbox"/>	1	1

- 3) Now locate the check book you wish to change the check number on. In the **next check no.** column, enter the number of the next actual check from your check stock that will be printed and hit enter to save the change. You should now be all set to print your checks.

The screenshot shows a software application window with a menu bar (File, Edit, View, Index, Navigate, Search, Action, Window, Help) and a toolbar. Below the toolbar, there are two panels: 'Popup Field' and 'User'. The 'Popup Field' panel shows 'Check Book'. The 'User' panel displays the following information:

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Date	1/1/1998
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Below these panels is a table with the following columns: Name, Spaces in w, (checkbox), First Check No., Next Check No., and several empty columns. The table contains the following data:

Name	Spaces in w	(checkbox)	First Check No.	Next Check No.				
Northern Trust - IBC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	15790	47598				
Northern Trust - G&M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10000	13995				
HSBC - IBC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	10416				
Bank of America - IBC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	13995				
Mid City National	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	1				
OFI - IBC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	23375				
Chase - G&M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	1				
OFI - G&M	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	1				
Chase - BW	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	21080				
US Bank - IBH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	21576				
Citibank - IWH	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	21069				
Bank of the West - IBC	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1	1				

An arrow points to the 'Next Check No.' column in the table.