



1. Go to *Transactions>Browse*
2. Find the *Payment (PYMT)* transaction.
3. Click to highlight the *Asset (Checking Account)* line of the transaction and click *Correct*.
4. How to proceed depends on the Pay Method:
  - Manual Check, EFT, Debit Card and Credit Card - you may just edit the check number.
  - Cash - you need to change the Pay Method field first to show either Manual Check, EFT, Debit Card or Credit Card, then you can edit in a check number.
  - Computer Check - you need to change the Pay Method field to Manual Check to be able to edit the check number field.
5. *Save the Correction*.

**Note:** If you *Post* a payment using a Pay Method other than Computer Check and then realize you really needed to print a check you will need to reverse the payment and repost the payment using Payment Method of Computer Check.