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How to Change a Cheque Number in Rest Professional

Overview

You may hand write your cheques and the numbers written on the physical cheque and the numbers utilised in Rest Professional differ, or the cheque printed on did not follow the same sequence as cheque numbers in Rest Professional.

There is a utility within Rest Professional that can change the cheque number providing the cheque has not been presented.

This document will cover:

- How to Change a Cheque Number in Unpresented Utility

- How to Change Multiple Cheque Numbers in Unpresented Utility

- Example of Changes in Bank Reconciliation

How to Change a Cheque Number in Unpresented Utility

1. Go to **Files > Archive > Backup** and follow the prompts.We recommend renaming the backup i.e. **beforeunpresutilchange.dat.zip**

2. Go to **Other** > **Utilities** > **Unpresented Utility**

3. **Cheque No.** - Enter the cheque number as it appears in Rest Professional and press **Enter**

4. **New Cheque No.** - Enter the new cheque number that you require it to be changed to

Unpresented Utility

This utility allows the cheque number to be modified.
The original cheque number will be appended to the description.

Cheque No.

Cheque details
Date   Amount

Description

New Cheque No

Cancel - ESC

Clear - F2
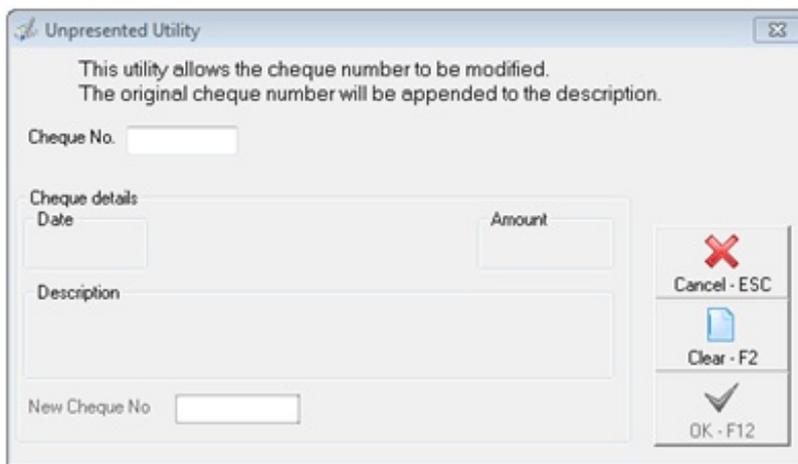
OK - F12

5. Click **OK – F12**

6. Click **OK** to warning that will pop up to advise the cheque number will be changed to the new number. The cheque number will be changed on the Unpresented Cheques List, Payments Report and Ledgers. This will also be recorded on the File Changes Report.

NOTE: If there are multiple cheque numbers that need to be changed, they may need to be done in reverse order to change them, otherwise the number you are trying to change it to will be utilised already. In the table below, you will see cheque number 220 needs to be changed to 221, however this cannot be changed as there is already a cheque 221 entered to Rest Professional.

REST	Actual Chq No. Used
220	221
221	222
222	223
223	224
224	225

7. The cheque numbers can be changed in the **Unpresented Utility** as follows:

Old Chq No.	New Chq No.
224	225
223	224
222	223
221	222
220	221

How to Change Multiple Cheque Numbers in Unpresented Utility

If you have the cheque numbers completely out of order in Rest Professional and printed on the wrong cheque's, they will need to be adjusted in a two-step process by putting a series of 9's in front of the cheque number, and then changing it to the required number. This is sometimes easier to do then trying to change in reverse order and should be used on more complicated out of order cheque sequence. It allows you to change the incorrect cheque number to a temporary number, when all original cheque numbers are free, then changing to the correct number.

REST	Actual Chq No. used
123	125
124	126
125	127
126	123
127	124

1. Go to **Files > Archive > Backup** and follow the prompts.We recommend renaming the backup i.e. **beforeunpresutilchange.dat.zip**

2. Using the **Unpresented Utility**, change all of the cheque numbers to put 99 in front of the cheque number and save the changes

3. Go back into the utility and change the cheque number from the 99 number to the correct number

Old Chq No.	Temp Chq No.	New Chq No.
123	99123	125
124	99124	126
125	99125	127
126	99126	123
127	99127	124

Example of Changes in Bank Reconciliation

The changes made will now be shown as follows in the **Unpresented Cheques** to reflect the change to the cheque number/s:

NOTE: The original cheque number can be seen with asterisk*s* either side, beside the payment details

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