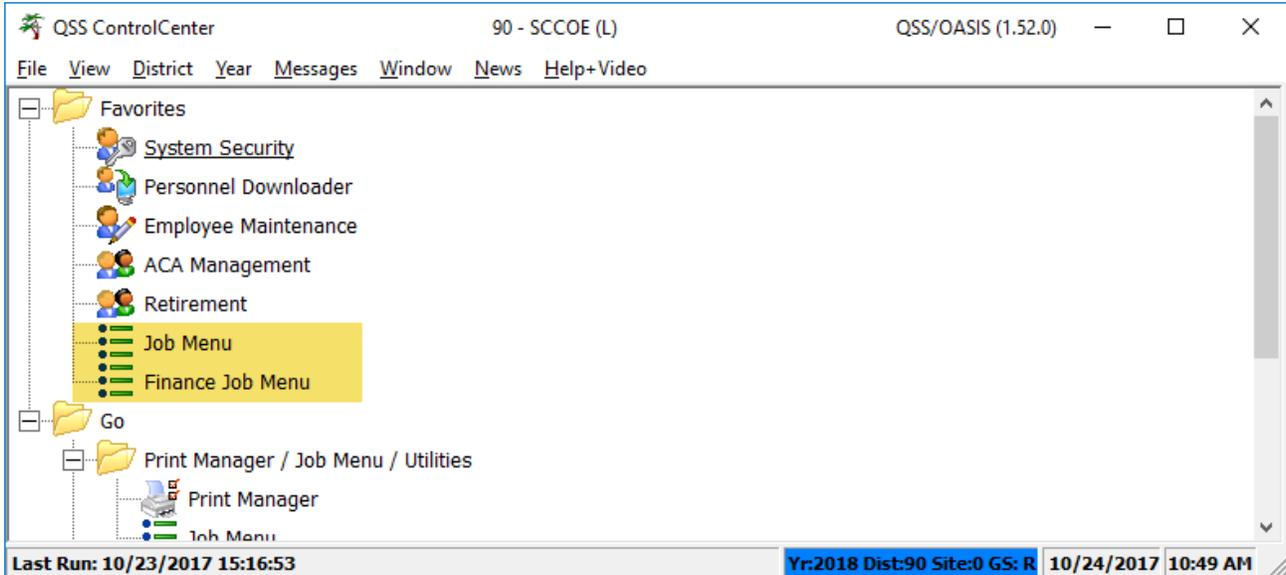# QCC Quick Reference Guide
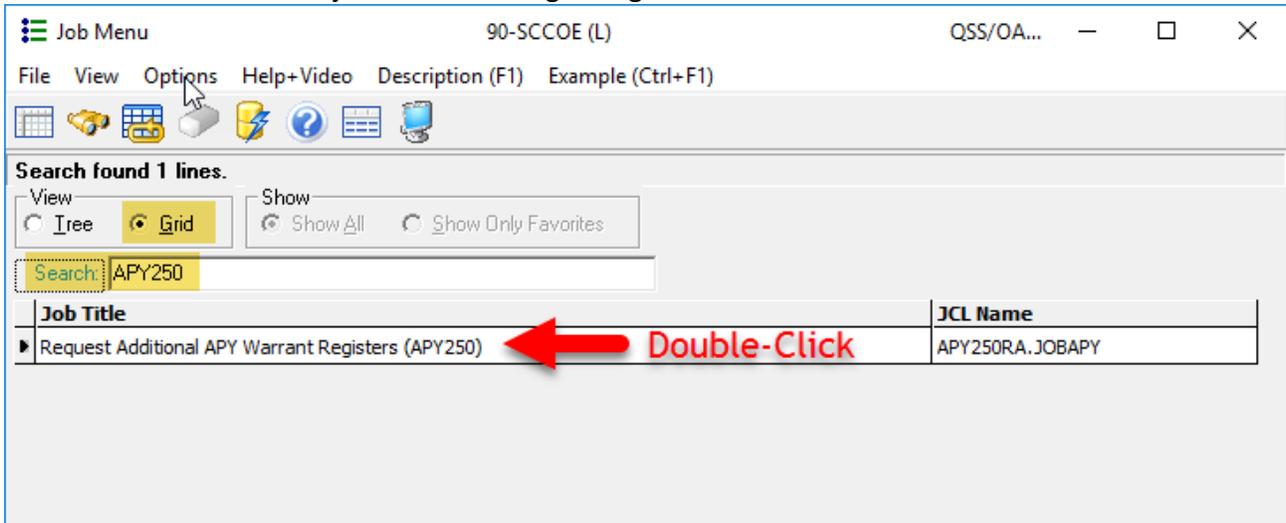## Reprinting APY Warrant Registers (APY250)

The *Request Additional Detail Warrant Register (APY250)* job allows you to reprint the Commercial Warrant Register (APY250) from historic files from an accounts payable (AP) warrant run.

To process the job:
- Select **Job Menu** or **Finance Job Menu** option from the tree:

- Search for **APY250** in the Grid View for *Request Additional APY Warrant Registers (APY250)*, then double-click the job or click the lightning bolt to launch:
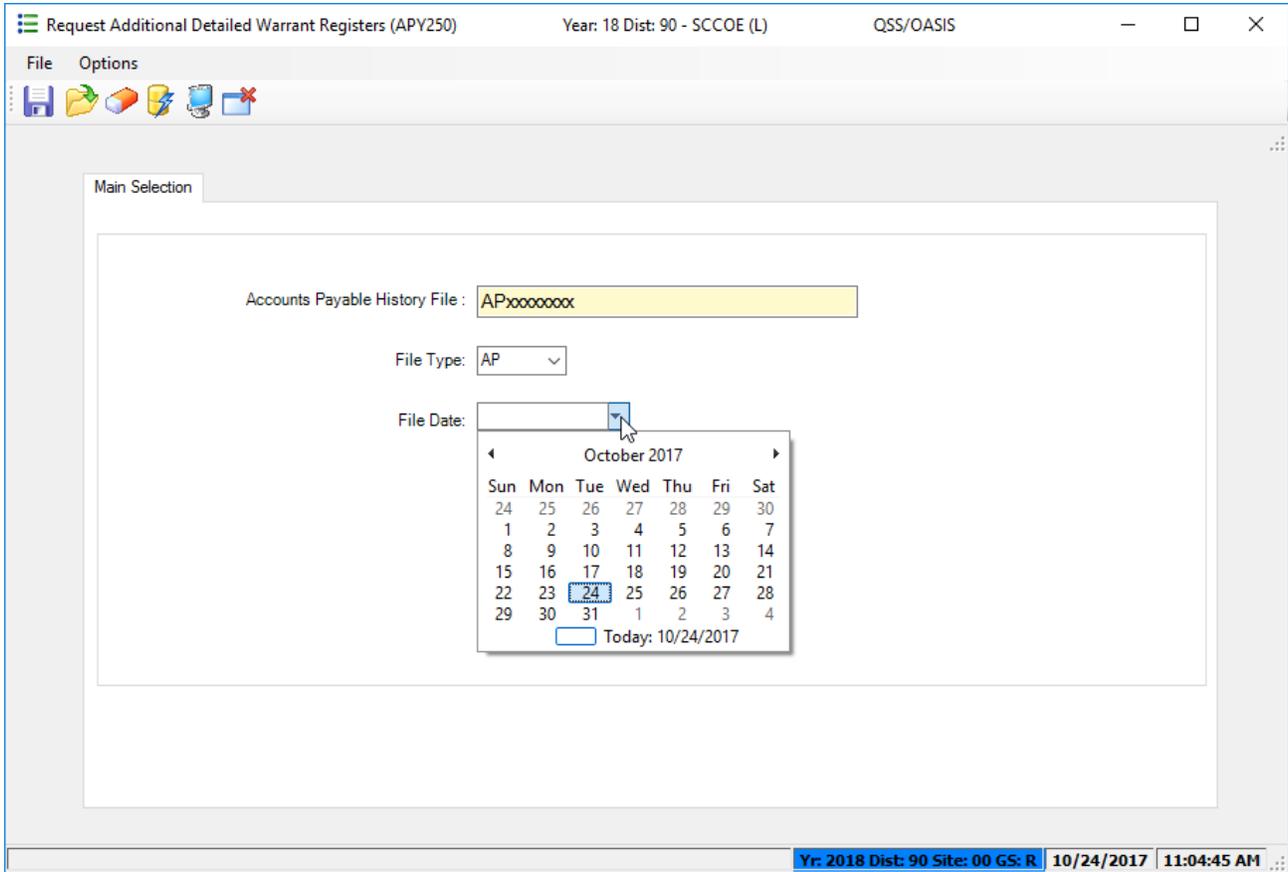
- Select a **File Date** based on the historic date for when the Warrant Register was run. The *Accounts Payable History File* name will be filled in automatically based on the File Date chosen and cannot be changed. Leave File Type AP as default to see AP warrants.
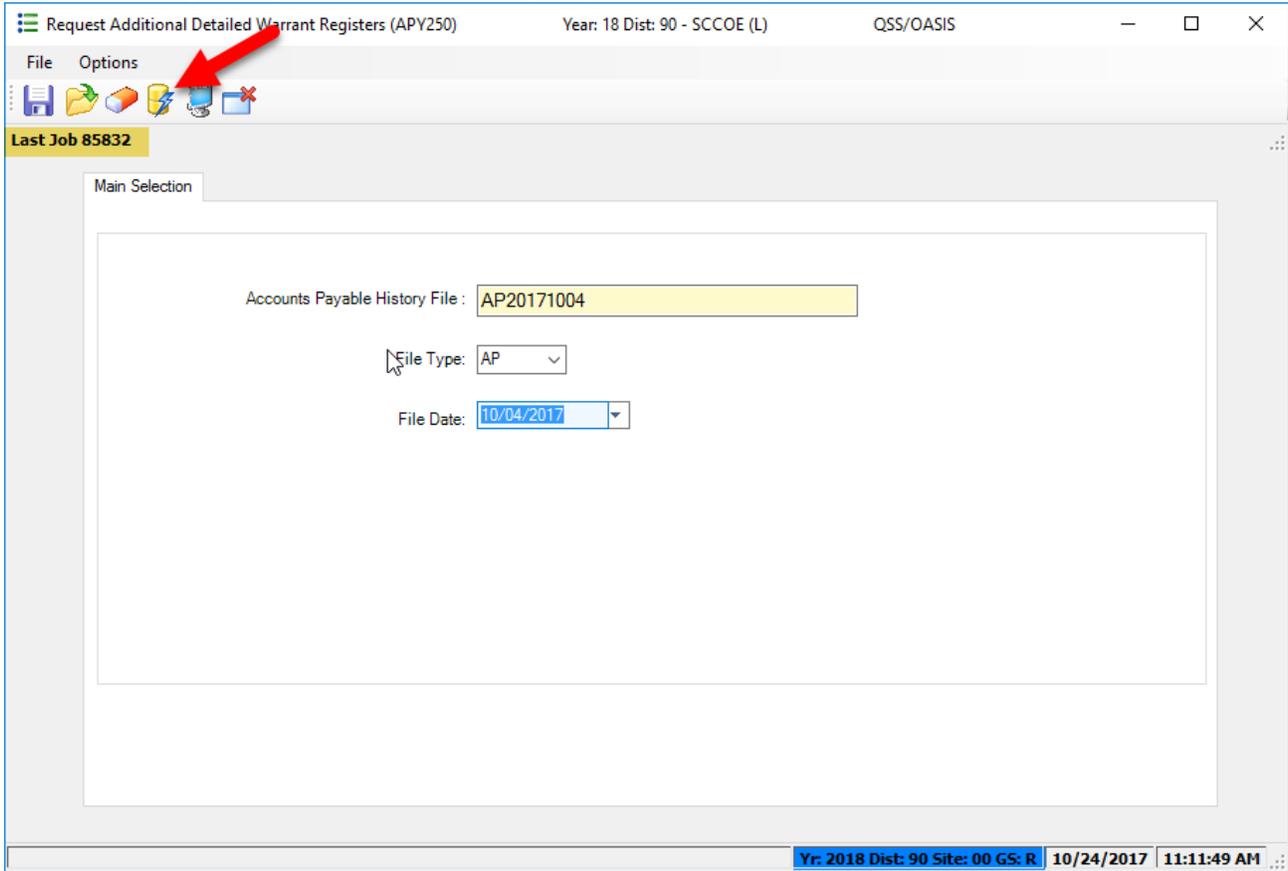
  *Note: This program only allows you to run a single date at a time. For additional dates, you will have to resubmit the report with a new date selected.
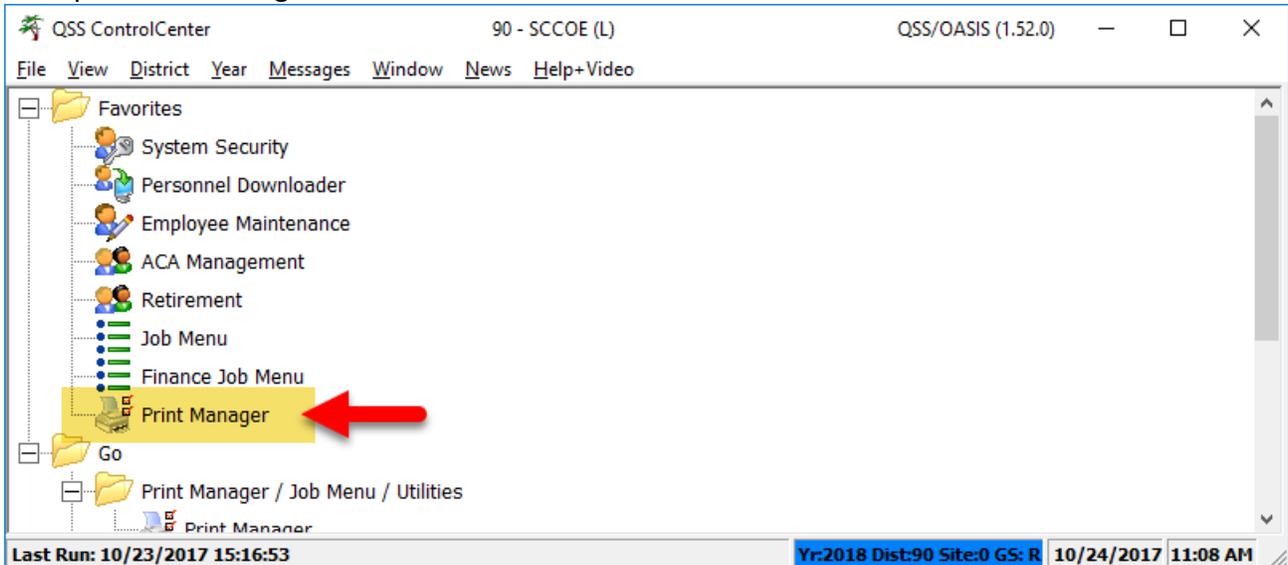
- Click the lightning bolt to submit the job (and note the job number):

- Open Print Manager from the main menu tree:

- Locate the Job Number from the submitted job and double-click to open the report:
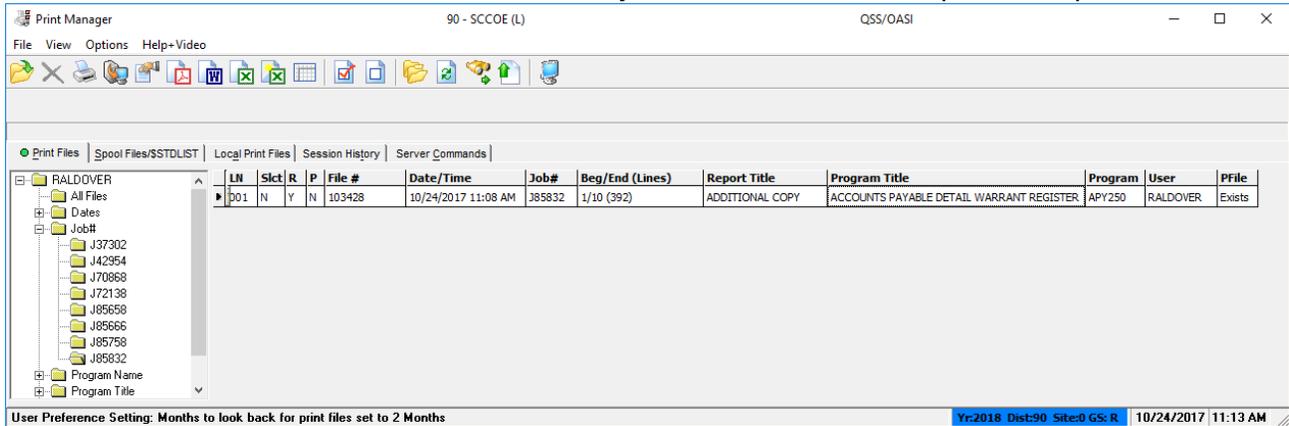
- Success! You are now able to reprint a historic AP warrant register.