

How to mark print Check transaction such as eCheck

The following steps will guide you through the process of marking an eCheck as printed check.

1. Select the miscellaneous check you want to print. Click **Print toolbar button**.

Miscellaneous Checks - MCHK-7

New Save Search Delete Undo Print Unpost Unpost Preview Recurring Close

Details Audit Log (2)

Bank Account 07072017 Balance 25,702.31000 Currency USD Record No MCHK-7

Date 7/25/2017 Payee Amount 116.00000

Description Recur Check No To be printed

Search Address Enter address to search...

Address City State Zip/Postal Country

X Remove Filter


GL Account*	Description	Name	Amount
<input type="checkbox"/> 54800-9003-012	Leave of Absence-Cincinnati tech-Grain - Soybeans		116.00000
<input type="checkbox"/>			

Total: \$116.00

?

Posted

Page 1 of 1

 If the transaction is to be printed right away, you may skip posting it. Instead, click **Print toolbar button** and it will post and print the transaction. See [How to Post Miscellaneous Check](#).

2. The **Print Checks** screen opens.

Process Payments

Preview Close

Details

Bank Account: 07072017 Bank Name: US BANK NA Next Check No: 00000006

Process Type

☒ Checks
☐ ACH or NACHA
☐ Positive Pay

Check Format

Check Voucher Middle CM

Check Printing Options

☒ Print Company Name
☒ Print Vendor Name
☒ Print Check No.
☒ Print Memo

Process Payments

☒ Select All ☐ Clear All Filter (F3)

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	7/25/2017	MCHK-7	Auto-assigned. Click to chan...		Misc Checks	116.00

If you have setup Check Number Range for the bank account used for the Miscellaneous Check, the **Next Check No** field in the Print Checks screen will show the Next Check No setup in the Bank Accounts screen > Check Number Range panel > Next Check No field.

Bank Accounts - US BANK NA

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details

Bank Name: US BANK NA GL Accounts: 14140-0000-000

Account Holder: 07072017 Currency: USD

Balance: 25,702.31000 Active

Contact:

Search Address: Enter address to search...

Address: EP-MIN-WNTA

City: ST. PAUL State: MN

Check Number Range

Starting Check No: 1
Ending Check No: 25
Next Check No: 6
Check No. Length: 8
Number of Checks: 20 Create
Enable MICR Printing: ☒

Check Number Audit

Waste Print Close

Details

Filter: All Checks From To

Printed: 4 Failed: 6 Unused: 20

Check No.	Status	Record No.	Remarks
00000003	Printed	MCHK-4	
00000004	Printed	MCHK-6	
00000005	Printed	PAY-302	
00000006	Unused		
00000007			



The system by default will convert the Check Number Range entered into an 8-digit number.

3. Click **Preview** toolbar button.

Process Payments

Preview Close

Details

Bank Account: 07072017 Bank Name: US BANK NA Next Check No: 00000006

Process Type

☒ Checks
☐ ACH or NACHA
☐ Positive Pay

Check Format

Check Voucher Middle CM

Check Printing Options

☒ Print Company Name
☒ Print Vendor Name
☒ Print Check No.
☒ Print Memo

Process Payments

☒ Select All ☐ Clear All Filter (F3)

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	7/25/2017	MCHK-7	Auto-assigned. Click to chan...		Misc Checks	116.00

4. The **Report Viewer** will open showing the Check Voucher Middle report.

The screenshot shows a window titled "Report Viewer - Check Voucher Middle CM". The report content includes:

GL Account	Description	Name	Amount
54000-5003-012	Lease of Absence-Chronal Tech-Gran		116.00

Check Amount: **116.00 Date: 07/25/2017 Check No.: 00000006

IRely LLC
4342 Flagstaff Cove
Fort Wayne, IN 46815

US BANK NA
67400-0710
ST PAUL, MN 55107-1419

00000006
DATE: 07/25/2017

One Hundred Sixteen and 00/100 ***** \$ **116.00

PAY TO THE ORDER OF

000006 42224054554 4070720474

5. Click **Print** button to open the **Print Dialog** box and the **Print Check Verification** screen.

This screenshot is identical to the previous one, but the "Print" button in the top toolbar is highlighted with a red square.

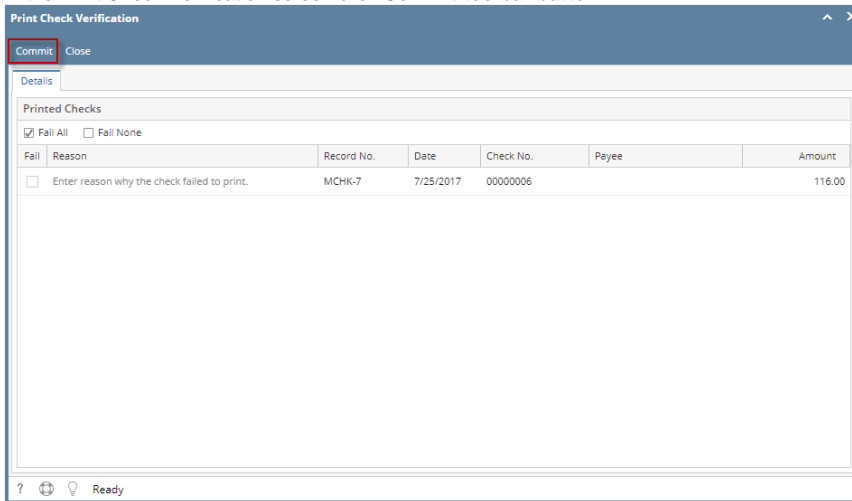
6. In the **Print Dialog** box click **Cancel** button.

The screenshot shows a "Print" dialog box on the left and a preview of the check voucher on the right. The dialog box contains the following options:

- Total 1 sheet of paper
- Destination: Y:\DENNIS\brother DCP... DCP-1000
- Pages: All (selected), e.g. 1-5 & 11-13
- Copies: 1
- Options: Fit to page, Two-sided
- Buttons: Print, Cancel (highlighted with a red square)
- Link: More settings
- Footer: Print using system dialog... (Ctrl+Shift+P)

The preview on the right shows the same check voucher content as the previous screenshots.

7. In the Print Check Verification screen click **Commit toolbar button**.



The 'Print Check Verification' window has a 'Commit' button highlighted with a red box in the top toolbar. Below the toolbar is a 'Details' tab. Under 'Printed Checks', there are radio buttons for 'Fail All' (selected) and 'Fail None'. A table lists check details:

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	MCHK-7	7/25/2017	00000006		116.00

Click **Yes button**.



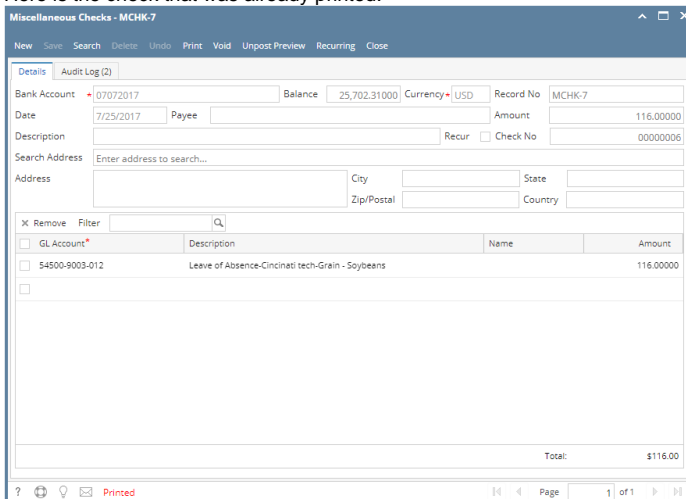
iRely i21

Are you sure to commit the printed and failed check numbers?



Two buttons are shown: a blue 'Yes' button with a red border and a grey 'No' button.

Here is the check that was already printed.



The 'Miscellaneous Checks - MCHK-7' window shows a 'Details' tab with the following information:

- Bank Account: 07072017, Balance: 25,702.31000, Currency: USD, Record No: MCHK-7
- Date: 7/25/2017, Payee: , Amount: 116.00000
- Description: , Recur: ☐ Check No: 00000006
- Search Address: Enter address to search...
- Address: , City: , State: , Zip/Postal: , Country:

Below this is a table with a search filter:

GL Account*	Description	Name	Amount
<input type="checkbox"/> 54500-9003-012	Leave of Absence-Cincinnati tech-Grain - Soybeans		116.00000

Total: \$116.00

The status bar at the bottom shows 'Printed' and 'Page 1 of 1'.

Now when you open the selected bank account from CM > Maintenance folder > Bank Accounts and click **Check Audit** toolbar button. The **Check Number Audit** screen will show that the check has Status = **Printed**.

Bank Accounts - US BANK NA

Details | Check Layout | Audit Log (5)

Bank Name: US BANK NA
 Account No: 07072017
 Balance: 25,702.31000
 Currency: USD
 Active: ☒
 Contact:
 Search Address: Enter address to search...
 Address: EP-MIN-WNTA
 City: ST. PAUL State: MN

GL Accounts
 GL Account: 14140-0000-000
 Check Number Range:
 Starting Check No: 1
 Ending Check No: 25
 Next Check No: 7
 Check No. Length: 8
 Number of Checks: 19 | Create
 Enable MICR Printing: ☒

Check Number Audit

Waste | Print | Close

Details

Filter: All Checks | From: | To: | Apply

Printed: 5 | Failed: 6 | Unused: 19

Check No.	Status	Record No.	Remarks
00000006	Printed	MCHK-7	
00000007	Unused		
00000008	Unused		
00000009	Unused		

Page: 1 of 1

The following steps will guide you through the process of marking an eCheck as printed check.

1. Select the miscellaneous check you want to print. Click **Print** toolbar button.

Miscellaneous Checks - MCHK-1

New | Save | Search | Delete | Undo | Print | Unpost | Recap | Close

Details | Audit Log (2)

Bank Account: 68215422 | Balance: 5,240.00 | Currency: USD | Record No: MCHK-1
 Date: 05/12/2016 | Payee: | Amount: 150.00
 Description: | Check No: To be printed
 Address: | Zip/Postal Code: | City: |
 State/Province: | Country: |

X Remove | Filter: |

GL Account	Description	Name	Amount
60000-0004-107	Miscellaneous Expense		150.00

Select a GL Account

Total: \$150

Posted

Page: 1 of 1



If the transaction is to be printed right away, you may skip posting it. Instead, click **Print** toolbar button and it will post and print the transaction. See [How to Post Miscellaneous Check](#).

2. The **Print Checks** screen opens.

Process Payments

Preview | Close

Details

Bank Account: 68215422 | Bank Name: Chase Bank - Indiana | Next Check No: 00020001

Process Type

☒ Checks
☐ ACH or NACHA
☐ Positive Pay

Check Format

Check Voucher Middle
 Check Voucher Middle Overflow

Check Printing Options

☒ Print Company Name
☒ Print Vendor Name
☒ Print Check No.
☒ Print Memo

Process Payments

☒ Select All | ☐ Clear All | Layout | Filter Records (F3)

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	05/12/2016	MCHK-1		Auto-assigned. Click to chan...	Misc Checks	150.00

Page: 1 of 1

If you have setup Check Number Range for the bank account used for the Miscellaneous Check, the **Next Check No** field in the Print Checks

screen will show the Next Check No setup in the Bank Accounts screen > Check Number Range panel > Next Check No field.

Bank Accounts - Chase Bank - Indiana

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Audit Log (1)

Bank Name: Chase Bank - Indiana
Account No: 68215422 Currency: USD
Balance: 5,240.00 Active: ☒
Contact: John Smith
Address: 5131 Commerce Way
Zip/Postal: 46204 City: Indianapolis

GL Accounts
GL Account: 10005-0000-000

Check Number Range
Starting Check No: 20001
Ending Check No: 30001
Next Check No: 20001

Check Number Audit

Waste Print Close

Filter: All Checks From: To:
Printed: 0 Failed: 0 Unused: 10,001

Check No.	Status	Record No.	Remarks
00020001	Unused		
00020002	Unused		
00020003	Unused		

1 of 1



The system by default will convert the Check Number Range entered into an 8-digit number.

3. Click **Preview** toolbar button.

Process Payments

Preview Close

Details

Bank Account: 68215422 Bank Name: Chase Bank - Indiana Next Check No: 00020001

Process Type
☒ Checks
☐ ACH or NACHA
☐ Positive Pay

Check Format
Check Voucher Middle
Check Voucher Middle Overflow

Check Printing Options
☒ Print Company Name
☒ Print Vendor Name
☒ Print Check No.
☒ Print Memo

Process Payments
☒ Select All ☐ Clear All Layout Filter Records (F3)

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	05/12/2016	MCHK-1		Auto-assigned. Click to chan...	Misc Checks	150.00

4. The **Report Viewer** will open showing the Check Voucher Middle report.

Report Viewer

Check Voucher Middle CM

Page 1 of 1 Pdf

Vendor: -- Account: --

GL Account	Description	Name	Amount
60000-0004-107	Miscellaneous Expense		150.00

Check Amount: **150.00 Date: 05/12/2016 Check No.: 00020001

iRely LLC
4242 Flagstaff Cove
Fort Wayne, IN 46815

Chase Bank - Indiana
5131 Commerce Way
Indianapolis, IN 46204
074000010

00020001
DATE: 05/12/2016

One Hundred Fifty and 00/100 ***** \$ **150.00

5. Click **Print** button to open the **Print Dialog box** and the **Print Check Verification** screen.

Report Viewer

Check Voucher Middle CM

Vendor: -- Account: --

GL Account	Description	Name	Amount
60000-0004-107	Miscellaneous Expense		150.00

Check Amount: **150.00 Date: 05/12/2016 Check No.: 00020001

iRely LLC
4242 Flagstaff Cove
Fort Wayne, IN 46815

Chase Bank - Indiana
5131 Commerce Way
Indianapolis, IN 46204
074000010

00020001
DATE: 05/12/2016

One Hundred Fifty and 00/100 ***** \$ **150.00

6. In the Print Dialog box click **Cancel** button.

Print

Total: 1 sheet of paper

Print **Cancel**

Destination: \\DENNIS\Brother DCP...
Change...

Pages: All
e.g. 1-5, 8, 11-13

Copies: 1

Paper size: Letter

Quality: 1200 dpi

Options: ☒ Fit to page
☐ Two-sided

Print using system dialog... (Ctrl+Shift+P)

Vendor: -- Account: --

GL Account	Description	Name	Amount
60000-0004-107	Miscellaneous Expense		150.00

Check Amount: **150.00 Date: 05/12/2016 Check No.: 00020001

iRely LLC
4242 Flagstaff Cove
Fort Wayne, IN 46815

Chase Bank - Indiana
5131 Commerce Way
Indianapolis, IN 46204
074000010

00020001
DATE: 05/12/2016

One Hundred Fifty and 00/100 ***** \$ **150.00

PAY TO THE ORDER OF

Vendor: -- Account: --

GL Account	Description	Name	Amount
60000-0004-107	Miscellaneous Expense		150.00

Check Amount: **150.00 Date: 05/12/2016 Check No.: 00020001

7. In the Print Check Verification screen click **Commit** toolbar button.

Print Check Verification

Commit Close

Details

Printed Checks

☒ Fail All ☐ Fail None

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	MCHK-1	05/12/2016	00020001		150.00

Ready

Click **Yes** button.



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Are you sure to commit the printed and failed check numbers?

Yes

No

Here is the check that was already printed.

GL Account	Description	Name	Amount
60000-0004-107	Miscellaneous Expense		150.00

Total: \$150

Now when you open the selected bank account from CM > Maintenance folder > Bank Accounts and click **Check Audit** toolbar button. The **Check Number Audit** screen will show that the check has Status = **Printed**.

Check No.	Status	Record No.	Remarks
00020001	Printed	MCHK-1	
00020002	Unused		
00020003	Unused		

The following steps will guide you through the process of marking an eCheck as printed check.

1. Select the miscellaneous check you want to print. Click **Print toolbar button**.

Miscellaneous Checks - MCHK-2

New Save Search Delete Undo Print Unpost Recap Close

Details

Bank Account: 12152015 Balance: -20.00 Currency: USD Record No: MCHK-2

Date: 04/25/2016 Payee: payee 2 Amount: 10.00

Description: Freight Payable Check No: To be printed

Address: 538 Lucy Lane Zip/Postal Code: 00501 City: Holtsville State/Province: NY Country: United States

Filter: x

GL Account	Description	Name	Amount
29000-0000-000	Freight Payable		10.00

Total: \$10

Posted



If the transaction is to be printed right away, you may skip posting it. Instead, click **Print toolbar button** and it will post and print the transaction. See [How to Post Miscellaneous Check](#).

2. The **Print Checks** screen opens.

Process Payments

Preview Close

Details

Bank Account: 12152015 Bank Name: Commerce Bank Next Check No: 00000001

Process Type

☒ Checks ☐ ACH or NACHA ☐ Positive Pay

Check Format

Check Voucher Middle

Check Voucher Middle Overflow

Check Printing Options

☒ Print Company Name ☒ Print Vendor Name ☒ Print Check No. ☒ Print Memo

Process Payments

☒ Select All ☐ Clear All ☐ Layout Filter Records (F3) x

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	04/25/2016	MCHK-2	payee 2	Auto-assigned. Click to cha...	Misc Checks	10.00

Ready

If you have setup Check Number Range for the bank account used for the Miscellaneous Check, the **Next Check No** field in the Print Checks screen will show the Next Check No setup in the Bank Accounts screen > Check Number Range panel > Next Check No field.

Bank Accounts - Commerce Bank

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details

Bank Name: Commerce Bank GL Accounts

Account No: 12152015 Currency: USD GL Account: 10718-0000-000

Balance: -20.00 Active: ☒

Contact: Keith Morten

Address: 538 Lucy Lane

Zip/Postal Code: City: Seymour

Check Number Range

Starting Check No: 1

Ending Check No: 2000

Next Check No: 1

Check Number Audit

Waste Print Close

Filter: All Checks From: To:

Printed: 0 Failed: 0 Unused: 2,000

Form	Check No.	Status	Record No.	Remarks
Bank	00000001	Unused		
ACH/N	00000002	Unused		
Positiv	00000003	Unused		
	00000004	Unused		
	00000005	Unused		
	00000006	Unused		
	00000007	Unused		

1 of 1



The system by default will convert the Check Number Range entered into an 8-digit number.

3. Click **Preview toolbar button**.

4. The **Preview Task List** screen opens.

Report Name	Status	Download	Details
<input type="checkbox"/> Check Voucher Middle			
<input type="checkbox"/> Bank Reconciliation			
<input type="checkbox"/> Check Voucher Middle			
<input type="checkbox"/> General Ledger by Account ID Detail			
<input type="checkbox"/> General Ledger by Account ID Detail			
<input type="checkbox"/> General Ledger by Account ID Detail			
<input type="checkbox"/> General Ledger by Account ID Detail			

- The **Tools button** in the Check Voucher Middle report > **Status field** signifies that i21 is in the process of generating the report.
- This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Delete button**.

Report Name	Status	Download	Details
<input type="checkbox"/> Check Voucher Middle			
<input type="checkbox"/> Bank Reconciliation			
<input checked="" type="checkbox"/> Check Voucher Middle			
<input checked="" type="checkbox"/> General Ledger by Account ID Detail			
<input checked="" type="checkbox"/> General Ledger by Account ID Detail			
<input checked="" type="checkbox"/> General Ledger by Account ID Detail			
<input checked="" type="checkbox"/> General Ledger by Account ID Detail			

- You can also preview report that is existing on this list by clicking the **Magnifying glass button** in the **Status field** for the selected report.

5. The **Report Viewer** will open showing the Check Voucher Middle report.

The screenshot shows the 'Report Viewer' window with the 'Check Voucher Middle' report. The report includes a header section with 'Vendor: --', 'payee 2', and 'Account: --'. Below this is a table with columns 'GL Account', 'Description', and 'Name'. The table contains one row: '29000-0000-000', 'Freight Payable', and 'Name'. The report also displays 'Check Amount: **10.00', 'Date: 04/25/2016', and 'Check No.: 00000001'. At the bottom, it shows 'Ten and 00/100 *****' and '04/25/2016'.

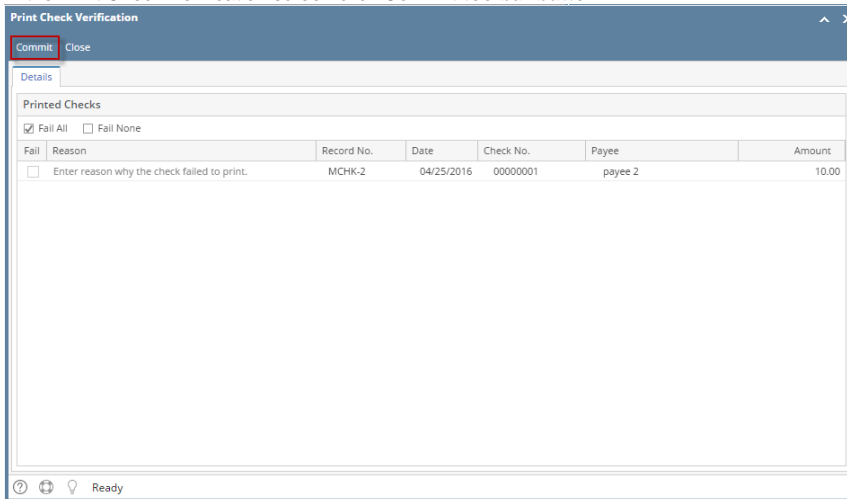
6. Click **Print** button to open the **Print Dialog** box and the **Print Check Verification** screen.

This screenshot is identical to the previous one, but the 'Print' button in the top toolbar is highlighted with a red box. The rest of the report content remains the same.

7. In the **Print Dialog** box click **Cancel** button.

The screenshot shows the 'Print Dialog' box on the left and the 'Print Check Verification' screen on the right. The 'Print Dialog' box has a 'Print' button (blue) and a 'Cancel' button (red box). It also includes fields for 'Destination', 'Pages', 'Copies', 'Layout', and 'Options'. The 'Print Check Verification' screen displays the same report content as the previous screenshots, but with a 'Total: 1 sheet of paper' at the top. The 'Cancel' button in the 'Print Dialog' box is highlighted with a red box.

8. In the Print Check Verification screen click **Commit toolbar button**.



The 'Print Check Verification' window has a 'Commit' button highlighted with a red box in the top-left toolbar. Below the toolbar is a 'Details' tab and a 'Printed Checks' section. This section includes a table with columns: Fail, Reason, Record No., Date, Check No., Payee, and Amount. A single row is visible with the following data: Fail (checkbox), Reason (Enter reason why the check failed to print.), Record No. (MCHK-2), Date (04/25/2016), Check No. (00000001), Payee (payee 2), and Amount (10.00).

Click **Yes** button.



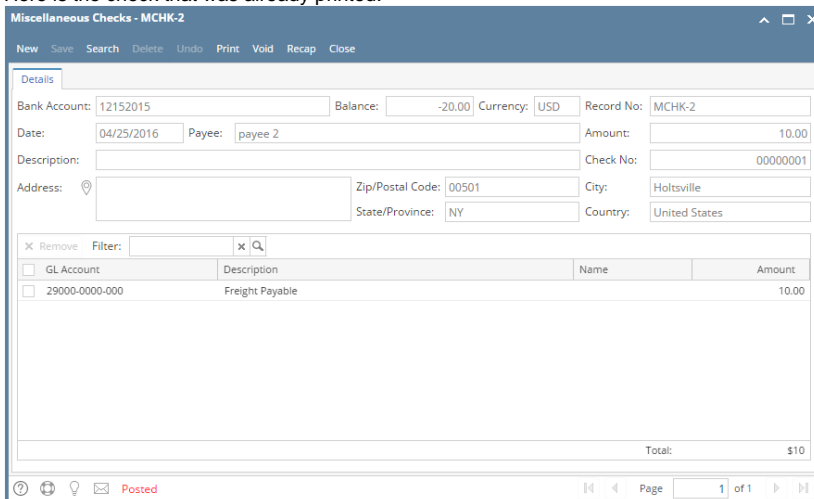
iRely i21

Are you sure to commit the printed and failed check numbers?

Yes

No

Here is the check that was already printed.



The 'Miscellaneous Checks - MCHK-2' window displays a 'Details' tab with various fields for check information. Fields include Bank Account (12152015), Balance (-20.00), Currency (USD), Record No. (MCHK-2), Date (04/25/2016), Payee (payee 2), Amount (10.00), Description, Check No. (00000001), Address, Zip/Postal Code (00501), City (Holtsville), State/Province (NY), and Country (United States). Below these fields is a table with columns: GL Account, Description, Name, and Amount. The table contains one row: GL Account (29000-0000-000), Description (Freight Payable), Name, and Amount (10.00). A 'Total' field at the bottom right shows \$10. The status bar at the bottom indicates 'Posted' and 'Page 1 of 1'.

Now when you open the selected bank account from CM > Maintenance folder > Bank Accounts and click **Check Audit** toolbar button. The **Check Number Audit** screen will show that the check has Status = **Printed**.

The screenshot shows the 'Bank Accounts - Commerce Bank' window. The 'Check Audit' button is highlighted in the toolbar. A red arrow points to the 'Check Number Audit' window, which displays a table of checks. The first check, '00000001', is highlighted in red and has a status of 'Printed'.

Check No.	Status	Record No.	Remarks
00000001	Printed	MCHK-2	
00000002	Unused		
00000003	Unused		
00000004	Unused		
00000005	Unused		
00000006	Unused		
00000007	Unused		

The following steps will guide you through the process of marking an eCheck as printed check.

1. Select the miscellaneous check you want to print. Click **Print** toolbar button.

The screenshot shows the 'Miscellaneous Checks' window. The 'Print' button is highlighted in the toolbar. The window displays details for a check with Bank Account: 08, Date: 06/22/2015, Payee: payee 1, Amount: 57.000000, and Description: sample. The 'Check No.' field is set to 'To be printed'.

GL Account	Description	Name	Amount
50110-1001	PURCHASES WHEAT - WB-New Haven Grain		57.00



If the transaction is to be printed right away, you may skip posting it. Instead, click **Print** toolbar button and it will post and print the transaction. See [How to Post Miscellaneous Check](#).

2. The **Print Checks** screen opens.

The screenshot shows the 'Print Checks' window. The 'Print' button is highlighted in the toolbar. The window displays details for a check with Bank Account: 08, Bank Name: ABC Bank, and Next Check No: 10000010. The 'Print Checks' button is highlighted in the toolbar. The window shows a table of checks to be printed.

To Pr...	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	06/22/2015	MCHK-9	payee 1	Auto-assigned. Click to change.	Misc Checks	57.00

If you have setup Check Number Range for the bank account used for the Miscellaneous Check, the **Next Check No** field in the Print Checks

screen will show the Next Check No setup in the Bank Accounts screen > Check Number Range panel > Next Check No field.

The screenshot shows the 'Bank Accounts' window with the 'Check Number Range' panel selected. The 'Next Check No' field is highlighted with a red box, showing the value '10000010'. Other fields include Bank Name (ABC Bank), Account No (1500328210C), Currency (USD), and GL Account (10122-1002).



The system by default will convert the Check Number Range entered into an 8-digit number.

3. Click **Preview** toolbar button.

The screenshot shows the 'Print Checks' window. The 'Preview' button in the toolbar is highlighted with a red box. The window displays a table of checks with columns for To Pr..., Date, Record No., Payee, Check No., Transaction Type, and Amount.

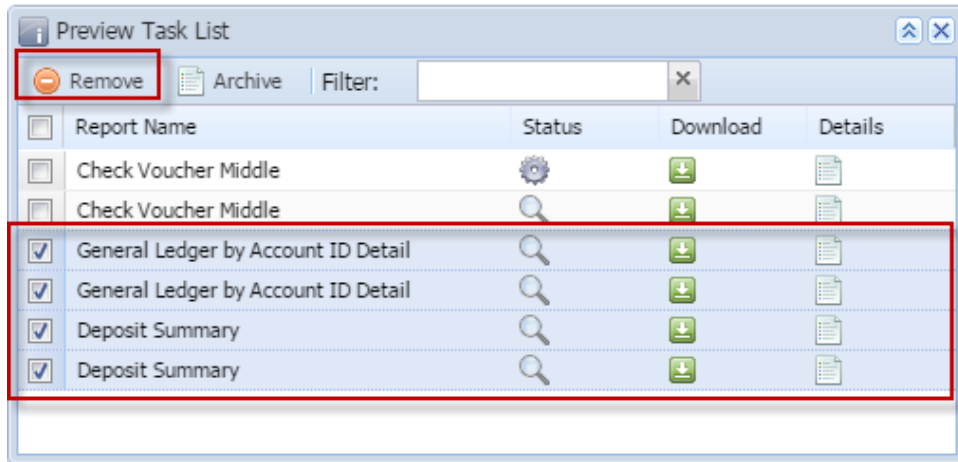
4. The **Preview Task List** screen opens.

The screenshot shows the 'Preview Task List' window. It contains a table with columns: Report Name, Status, Download, and Details. The first two rows are highlighted with a red box.

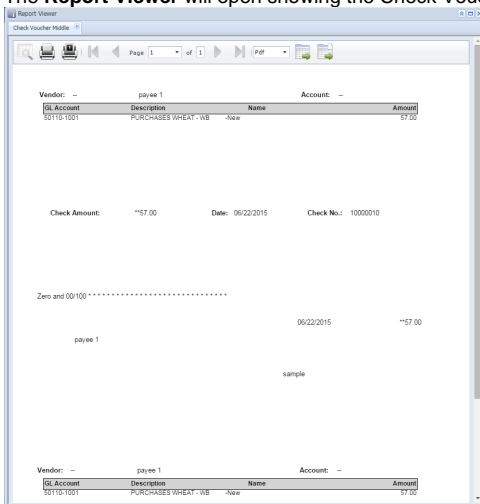
Report Name	Status	Download	Details
Check Voucher Middle			
Check Voucher Middle			
General Ledger by Account ID Detail			
General Ledger by Account ID Detail			
Deposit Summary			
Deposit Summary			

a. The **Tools** button in the Check Voucher Middle report > **Status** field signifies that i21 is in the process of generating the report.

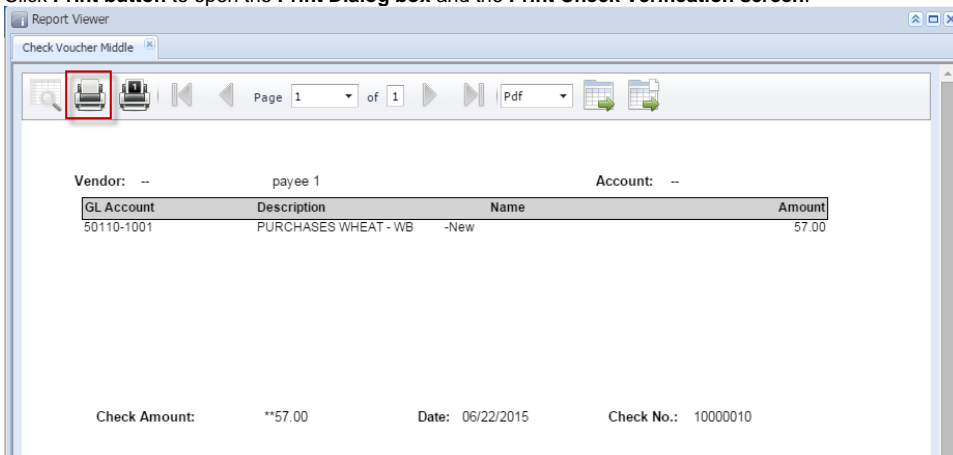
- b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Delete button**.



- c. You can also preview report that is existing on this list by clicking the **Magnifying glass button** in the **Status** field for the selected report.
5. The **Report Viewer** will open showing the Check Voucher Middle report.



6. Click **Print button** to open the **Print Dialog box** and the **Print Check Verification screen**.



7. In the Print Dialog box click **Cancel** button.

The Print Dialog box is shown with the 'Cancel' button highlighted. The preview area displays a check for \$57.00 dated 06/22/2015, payable to 'payee 1'. Below the check preview, a table lists the printed checks.

Printed Checks						
<input checked="" type="checkbox"/> Fail All <input type="checkbox"/> Fail None						
Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	MCHK-9	06/22/2015	10000010	payee 1	57.00

8. In the Print Check Verification screen click **Commit** toolbar button.

The Print Check Verification screen is shown with the 'Commit' button highlighted. The screen displays a table of printed checks and a toolbar with 'Commit' and 'Close' buttons.

Printed Checks						
<input checked="" type="checkbox"/> Fail All <input type="checkbox"/> Fail None						
Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	MCHK-9	06/22/2015	10000010	payee 1	57.00

Click **Yes** button.

A confirmation dialog box titled 'iRely i21' is shown, asking 'Are you sure to commit the printed and failed check numbers?'. The 'Yes' button is highlighted.

Are you sure to commit the printed and failed check numbers?

Yes No

Here is the check that was already printed.

Miscellaneous Checks

New Save Search Delete Undo Print Void Recap Close

Bank Account: 08 Balance: 400.000000 Currency: USD Record No: MCHK-9

Date: 06/22/2015 Payee: payee 1 Amount: 57.000000

Description: sample Check No: 10000010

Address: Zip/Postal Code: City: State/Province: Country:

GL Account	Description	Name	Amount
50110-1001	PURCHASES WHEAT - WB -New Haven Grain		57.00

Total: 57.00

Posted

Now when you open the selected bank account from CM > Maintenance folder > Bank Accounts and click **Check Audit** toolbar button. The **Check Number Audit** screen will show that the check has Status = **Printed**.

Bank Accounts

New Save Search Delete Undo Bank MCR Check Audit Reconciliation Register Close

Details Origin

Bank Name: ABC Bank GL Account: 10122-1002

Account No: 1500326210C Currency: USD

Balance: 4242.42

Contact: James Bro

Address: 4242 Flag

Zip/Postal Code: 46815

State/Province: IN

Phone: (123)555

Website: www.irely

Email: info@irely

Electronic Bank File Information

Formats

Bank Stmt: ACH/NACHA: Positive Pay:

Ready

Check Number Audit

Filter: All Checks From: To: Printed: 7 Failed: 5 Unused: 10

Check No.	Status	Record No.	Remarks
10000001	Printed	MCHK-2	
10000002	Printed	MCHK-3	
10000003	Printed	MCHK-4	
10000004	Printed	MCHK-5	
10000005	Voided		tampered
10000006	Voided		tampered
10000007	Printed	MCHK-6	
10000008	Printed	MCHK-7	
10000009	Void Check	MCHK-8	paper jammed
10000010	Printed	MCHK-9	
10000011	Unused		
10000012	Unused		
10000013	Unused		
10000014	Unused		
10000015	Unused		

Ready

The following steps will guide you through the process of marking an eCheck as printed check.

1. Select the miscellaneous check you want to print. Click **Print** toolbar button.

Miscellaneous Checks

New Save Search Delete Undo Print Unpost Recap Close

Bank Account: 25 Balance: 290.00 Currency: USD Record No: MCHK-5

Date: 10/21/2014 Payee: TestPayee Amount: 10.00

Description: OFFICE SUPPLIES & EXPENSE -General Check No: To be printed

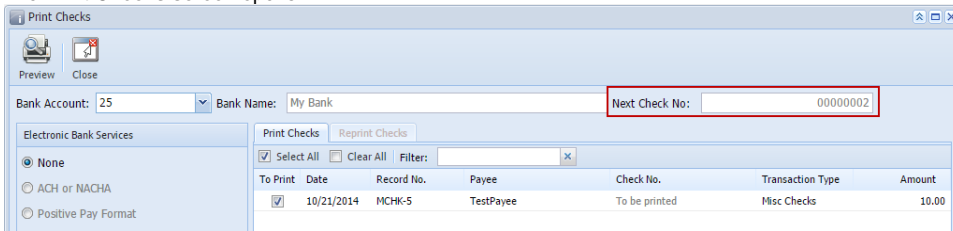
Address: Zip/Postal Code: City: State/Province: Country:

GL Account	Description	Name	Amount
71800-0	OFFICE SUPPLIES & EXPENSE -General		10.00



If the transaction is to be printed right away, you may skip posting it. Instead, click **Print toolbar button** and it will post and print the transaction. See [How to Post Miscellaneous Check](#).

2. The **Print Checks** screen opens.

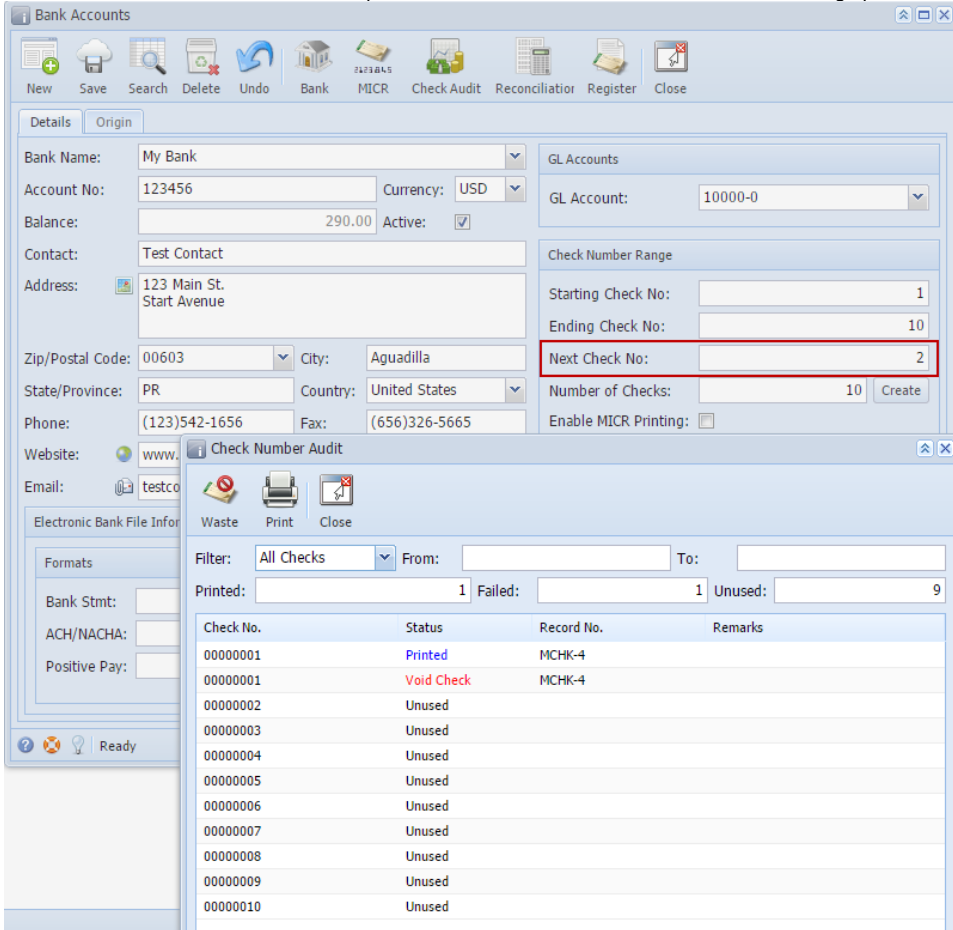


The Print Checks screen displays the following information:

- Bank Account: 25, Bank Name: My Bank, Next Check No: 00000002
- Electronic Bank Services: None, ACH or NACHA, Positive Pay Format
- Print Checks: Select All, Clear All, Filter: [X]
- Table:

To Print	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	10/21/2014	MCHK-5	TestPayee	To be printed	Misc Checks	10.00

If you have setup Check Number Range for the bank account used for the Miscellaneous Check, the **Next Check No** field in the Print Checks screen will show the Next Check No setup in the Bank Accounts screen > Check Number Range panel > Next Check No field.



The Bank Accounts screen displays the following information:

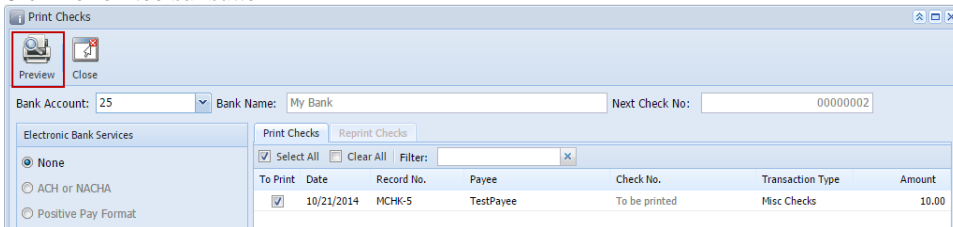
- Bank Name: My Bank, Account No: 123456, Currency: USD, Balance: 290.00, Active: ☒
- Contact: Test Contact, Address: 123 Main St, Start Avenue, Zip/Postal Code: 00603, City: Aguadilla, State/Province: PR, Country: United States, Phone: (123)542-1656, Fax: (656)326-5665, Website: www.testco.com, Email: testco.com
- GL Accounts: GL Account: 10000-0
- Check Number Range: Starting Check No: 1, Ending Check No: 10, Next Check No: 2, Number of Checks: 10, Create, Enable MICR Printing: ☐
- Check Number Audit: Filter: All Checks, From: [], To: [], Printed: 1, Failed: 1, Unused: 9
- Table:

Check No.	Status	Record No.	Remarks
00000001	Printed	MCHK-4	
00000001	Void Check	MCHK-4	
00000002	Unused		
00000003	Unused		
00000004	Unused		
00000005	Unused		
00000006	Unused		
00000007	Unused		
00000008	Unused		
00000009	Unused		
00000010	Unused		



The system by default will convert the Check Number Range entered into an 8-digit number.

3. Click **Preview** toolbar button.

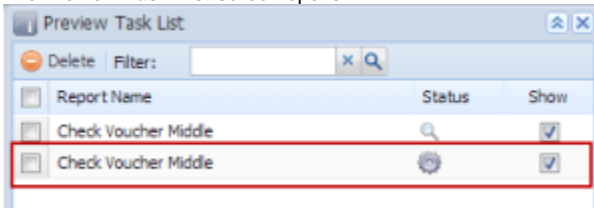


The Print Checks screen displays the following information:

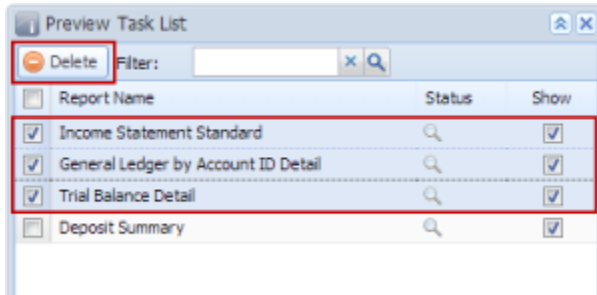
- Bank Account: 25, Bank Name: My Bank, Next Check No: 00000002
- Electronic Bank Services: None, ACH or NACHA, Positive Pay Format
- Print Checks: Select All, Clear All, Filter: [X]
- Table:

To Print	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	10/21/2014	MCHK-5	TestPayee	To be printed	Misc Checks	10.00

4. The **Preview Task List** screen opens.



- a. The **Tools button** in the Check Voucher Middle report > **Status field** signifies that i21 is in the process of generating the report.
b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Delete button**.



- c. You can also preview report that is existing on this list by clicking the **Magnifying glass button** in the **Status field** for the selected report.
5. The **Report Viewer** will open showing the Check Voucher Middle report.

Report Viewer

Check Voucher Middle

Page 1 of 1

PDF

Vendor: -- TestPayee Account: --

GL Account	Description	Name	Amount
71800-0	OFFICE SUPPLIES & EXPENSE	-Gen	10.00

Check Amount: **10.00 Date: 10/21/2014 Check No.: 00000002

Ten and 00/100 *****

10/21/2014 **10.00

TestPayee

Vendor: -- TestPayee Account: --

GL Account	Description	Name	Amount
71800-0	OFFICE SUPPLIES & EXPENSE	-Gen	10.00

Check Amount: **10.00 Date: 10/21/2014 Check No.: 00000002

6. Click **Print** button to open the **Print Dialog box** and the **Print Check Verification** screen.

Report Viewer

Check Voucher Middle

Page 1 of 1 Pdf

Vendor: -- TestPayee Account: --

GL Account	Description	Name	Amount
71800-0	OFFICE SUPPLIES & EXPENSE	-Gen	10.00

Check Amount: **10.00 Date: 10/21/2014 Check No.: 00000002

7. In the Print Dialog box click **Cancel** button.

Print

Printer: \\dennis\Brother DCP-7030 Printer Properties Advanced Help ?

Copies: 1 ☐ Print in grayscale (black and white)

Pages to Print

☒ All

☐ Current page

☐ Pages: 1

More Options

Page Sizing & Handling

Size Poster Multiple Booklet

☒ Fit

☐ Actual size

☐ Shrink oversized pages

☐ Custom Scale: 100 %

☐ Choose paper source by PDF page size

☐ Print on both sides of paper

Orientation:

☐ Auto portrait/landscape

☒ Portrait

☐ Landscape

Comments & Forms

Document and Markups

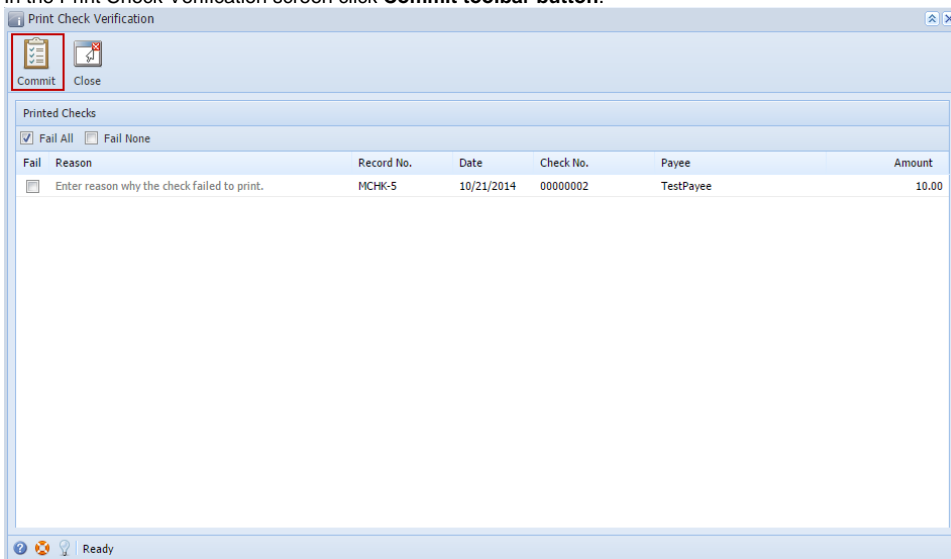
Scale: 94%

8.5 x 11 Inches

Page 1 of 1

Print Cancel

8. In the Print Check Verification screen click **Commit toolbar button**.

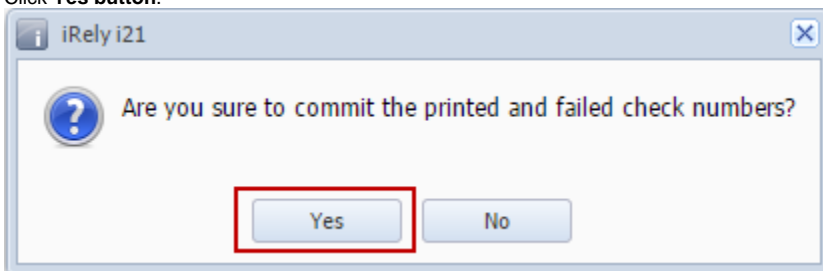


The 'Print Check Verification' window has a toolbar at the top with 'Commit' and 'Close' buttons. The 'Commit' button is highlighted with a red box. Below the toolbar is a section titled 'Printed Checks' with radio buttons for 'Fail All' (selected) and 'Fail None'. A table displays the following data:

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	MCHK-5	10/21/2014	00000002	TestPayee	10.00

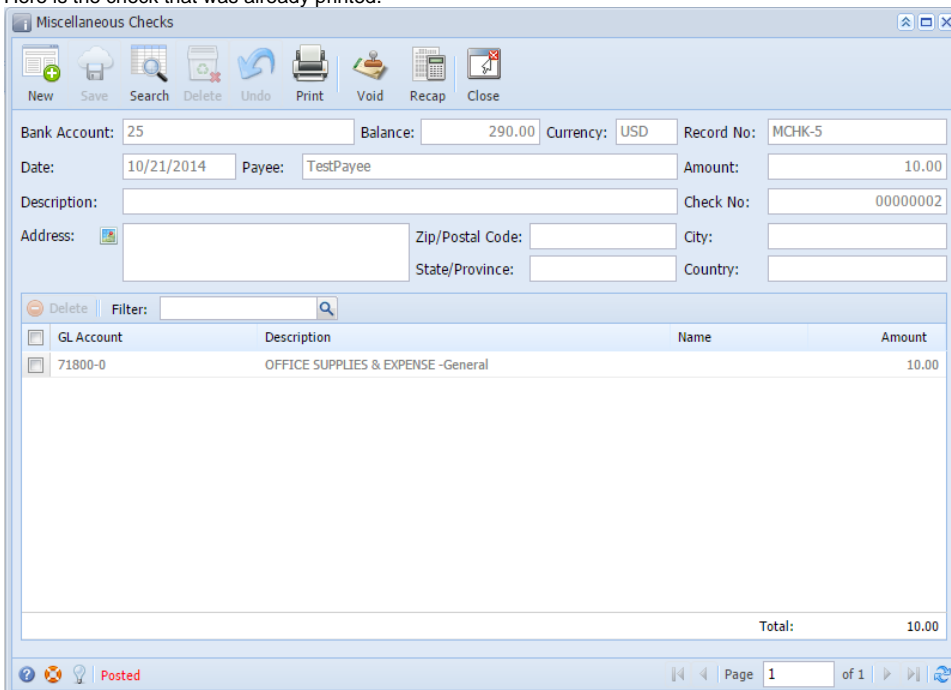
The status bar at the bottom shows 'Ready'.

Click **Yes button**.



The 'iRely i21' dialog box contains a question mark icon and the text: 'Are you sure to commit the printed and failed check numbers?'. At the bottom, there are two buttons: 'Yes' (highlighted with a red box) and 'No'.

Here is the check that was already printed.



The 'Miscellaneous Checks' window features a toolbar with icons for New, Save, Search, Delete, Undo, Print, Void, Recap, and Close. The form fields are populated with the following information:

Bank Account: 25 Balance: 290.00 Currency: USD Record No: MCHK-5
Date: 10/21/2014 Payee: TestPayee Amount: 10.00
Description: Check No: 00000002
Address: Zip/Postal Code: City: State/Province: Country:

Below the form is a table with a 'Filter' search bar:

GL Account	Description	Name	Amount
<input type="checkbox"/> 71800-0	OFFICE SUPPLIES & EXPENSE -General		10.00

The 'Total' at the bottom right is 10.00. The status bar at the bottom shows 'Posted' and 'Page 1 of 1'.

Now when you open the selected bank account from CM > Maintenance folder > Bank Accounts and click **Check Audit** toolbar button. The **Check Number Audit** screen will show that the check has Status = **Printed**.

Bank Accounts

New Save Search Delete Undo Bank MICR **Check Audit** Reconciliation Register Close

Details Origin

Bank Name: My Bank GL Accounts

Account No: 123456 Currency: USD GL Account: 10000-0

Balance: 290.00 Active: ☒

Check Number Audit

Waste Print Close

Filter: All Checks From: To:

Printed: 2 Failed: 1 Unused: 8

Check No.	Status	Record No.	Remarks
00000001	Printed	MCHK-4	
00000001	Void Check	MCHK-4	
00000002	Printed	MCHK-5	
00000003	Unused		
00000004	Unused		
00000005	Unused	-	
00000006	Unused		
00000007	Unused		
00000008	Unused		
00000009	Unused		
00000010	Unused		

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