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**.

⚠️ 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.

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

3. Click **Preview toolbar button**.

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

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

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

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

Click **Yes button**.

Here is the check that was already printed.

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**.

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Click **Yes button**.

iRely i21

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

[Yes]   [No]

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3. Click **Preview toolbar button**.

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.

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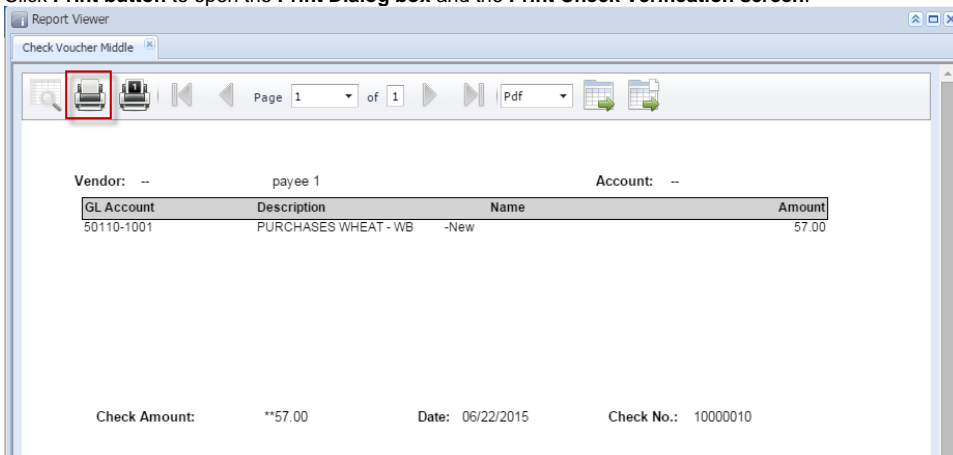
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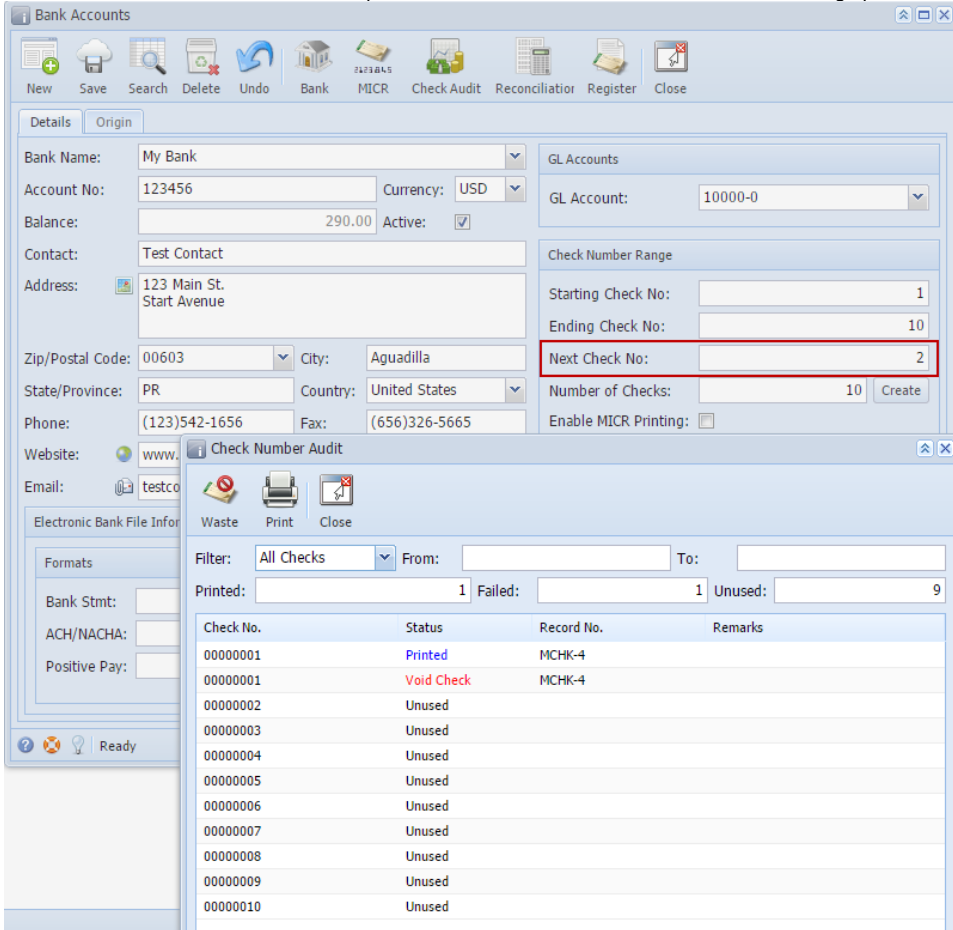
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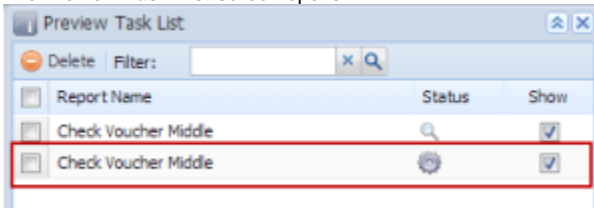4. The **Preview Task List screen** opens.

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