

Process Payments from Miscellaneous Checks

1. From Cash Management click **Miscellaneous Checks**.
2. Select the miscellaneous check you want to print. Click **Print toolbar button**.

Miscellaneous Checks - MCHK-4

New Save Search Delete Undo Print Unpost Unpost Preview Recurring Close

Details Audit Log (2)

Bank Account: 07072017 Balance: 37,523.59000 Currency: USD Record No: MCHK-4

Date: 7/19/2017 Payee: Amount: 75.00000

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
55000-0000-000	Purchases Discounts - Home office - Admin		75.00000

Total: \$75.00

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](#).

3. The **Process Payments** screen opens.

Process Payments

Print Check Close

Details

Bank Account: 253624539656 Bank Name: Three Rivers Federal Credit Union Next Check No: 00001102 Checks ACH

Process Payments Archive File

Select All Clear All Export View Filter (F3) 1 record(s) (1 selected)

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount	Hold	Hold Reason
<input checked="" type="checkbox"/>	10/10/2018	MCHK-24	Payee Test	Auto-assigned. Click to change.	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.

Bank Accounts - Three Rivers Federal Credit Union

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log

Bank Name: Three Rivers Federal Credit Union

Account Holder: Company ID

Account No: 253624539656 Currency: USD Bank Name: 10000

Balance: -12,302,028.11 Active: ☒ Transit No: 274973222

Contact: Anthony Next EFT/ACH No: 14

Search Address: Enter address to search...

Address: 5600 Main Street

EFT Formats

Check Number Range

Starting Check No: 1000

Ending Check No: 10000

Next Check No: 1102

Check No. Length: 8

Number of Checks: 8,899 Create

Enable MICR Printing: ☒

4. Click **Print Check** to actually print the check. The **Report Viewer Middle CM** opens.

Report Viewer - Check Voucher Middle CM

Print

Vendor: Payee Test Account: --

GL Account	Description	Name	Amount
15000-0005-100	Beginning Inventory - Richmond - Genie		10.00

Check Amount: 10.00 Check Date: 10/10/18 Check No: 00001102

Wally LLC
525 Northwest 27th Avenue
Miami, FL 33125

Three Rivers Federal Credit Union
5600 Main Street
Fort Myers, FL 33905
444-1245

Ten and 00/100 ***10.00 \$

RAY TO THE ORDER OF Payee Test

Void if not presented in 90 days

Checks over 250 should be countersigned

001102

From Cash Management click **Miscellaneous Checks**.

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

Miscellaneous Checks - MCHK-34

New Save Search Delete Undo Print Unpost Recap Close

Details Audit Log (2)

Bank Account: 22336655 Balance: 2,280.91 Currency: USD Record No: MCHK-34

Date: 06/28/2016 Payee: Amount: 125.00

Description: Check No: To be printed

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

X Remove Filter:

GL Account	Description	Name	Amount
<input type="checkbox"/> 17000-0002-012	Ending Inventory		125.00
<input type="checkbox"/> Select a GL Account			

Total: \$125

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 **Process Payments** screen opens.

Process Payments

Preview Close

Details

Bank Account: 22336655 Bank Name: ABC Bank Next Check No: 00000011

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"/>	06/28/2016	MCHK-34		Auto-assigned. Click to chan...	Misc Checks	125.00

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 - ABC Bank

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

Details Audit Log (12)

Bank Name: ABC Bank

Account No: 22336655 Currency: USD

Balance: 2,280.91 Active: ☒

Contact: test

Address: railroad

Zip/Postal Code: 00601 City: Adjuntas

State/Province: PR Country: United States

Phone: Fax:

GL Accounts

GL Account: 10001-0002-000

Check Number Range

Starting Check No: 1

Ending Check No: 25

Next Check No: 11

Check No. Length: 8

Number of Checks: 15 Create

Enable MICR Printing: ☐

3. Click **Preview** toolbar button.

The 'Process Payments' window is shown with the 'Preview' button highlighted in the top toolbar. The window contains the following details:

- Bank Account:** 22336655
- Bank Name:** ABC Bank
- Next Check No.:** 00000011
- Process Type:** Checks (selected), ACH or NACHA, Positive Pay
- Check Format:** Check Voucher Middle (selected), Check Voucher Middle Overflow
- Check Printing Options:** Print Company Name, Print Vendor Name, Print Check No., Print Memo (all checked)
- Process Payments Table:**

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	06/28/2016	MCHK-34				
				Auto-assigned. Click to chan...	Misc Checks	125.00

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

The 'Report Viewer' window displays the 'Check Voucher Middle CM' report. The report content is as follows:

Vendor: -- Account: --

GLAccount	Description	Name	Amount
17000-0002-012	Ending Inventory		125.00

Check Amount: **125.00 Date: 06/28/2016 Check No.: 00000011

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

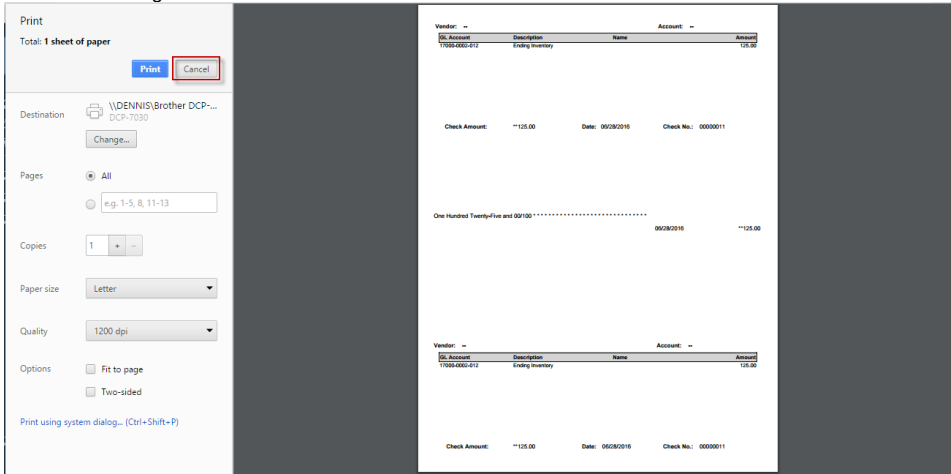
The 'Report Viewer' window is shown with the 'Print' button highlighted in the toolbar. The report content is identical to the previous screenshot:

Vendor: -- Account: --

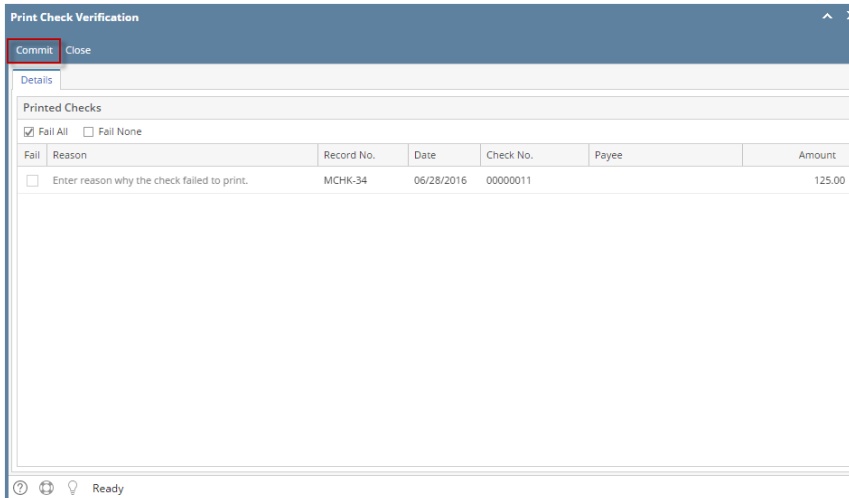
GLAccount	Description	Name	Amount
17000-0002-012	Ending Inventory		125.00

Check Amount: **125.00 Date: 06/28/2016 Check No.: 00000011

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

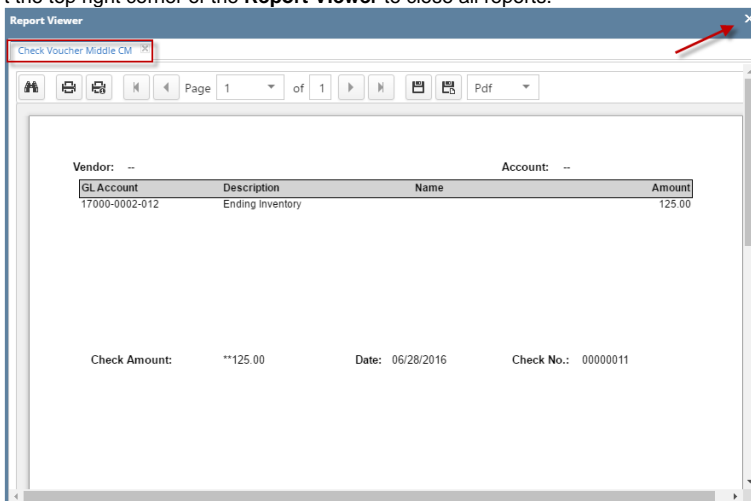


7. In the Print Check Verification screen click **Commit toolbar button**.



In the **Print Check Verification** screen, you will have to specify whether the printing of check was a success or it failed.

- If the check printing was a success, see [Printing of Check is successful](#).
 - If the check printing failed, see [Printing of Check failed](#).
8. Close the Check Voucher Middle report by clicking the **x button** on the **Check Voucher Middle tab** to close the said report or click the **X button** at the top right corner of the **Report Viewer** to close all reports.



9. Once the Report Viewer is closed, it will also close the Miscellaneous Check.

10. Re-open the Miscellaneous Check and the **Check Number** field will be updated by the check number setup in the Bank Account screen > Check Number Range panel > Next Check Number.

Miscellaneous Checks - MCHK-34

Bank Account: 22336655 Balance: 2,280.91 Currency: USD Record No: MCHK-34

Date: 06/28/2016 Payee: Amount: 125.00

Description: Check No: 00000011

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

GL Account: 17000-0002-012 Ending Inventory Amount: 125.00

Total: \$125

11. Open **Bank Account** screen from Cash Management module > Maintenance folder > Bank Accounts and select the bank account used in the miscellaneous check. The Next Check No field is now updated with the next available check number.

Bank Accounts - ABC Bank

Bank Name: ABC Bank Account No: 22336655 Currency: USD Balance: 2,280.91 Active: ☒

Contact: test Address: railroad Zip/Postal Code: 00601 City: Adjuntas State/Province: PR Country: United States Phone: Fax: Website:

GL Accounts: GL Account: 10001-0002-000

Check Number Range

Starting Check No: 1 Ending Check No: 25 Next Check No: 12 Check No. Length: 8 Number of Checks: 14 Create Enable MICR Printing: ☐

12. Click **Check Audit** toolbar button to open the **Check Number Audit** screen where listing of checks is maintained and status of each check number is shown based on result of check printing, which is on this example, successfully printed. Thus Status shows **Printed**.

Bank Accounts - ABC Bank

Bank Name: ABC Bank Account No: 22336655 Currency: USD Balance: 2,280.91 Active: ☒

Contact: test Address: railroad Zip/Postal Code: 00601 City: Adjuntas State/Province: PR Country: United States Phone: Fax: Website:

GL Accounts: GL Account: 10001-0002-000

Check Audit

Check Number Audit

Filter: All Checks From: To: Printed: 8 Failed: 3 Unused: 14

Check No.	Status	Record No.	Remarks
00000010	Printed	PCHK-208	
00000011	Printed	MCHK-34	
00000012	Unused		
00000013	Unused		
00000014	Unused		
00000015	Unused		
00000016	Unused		

From Cash Management click **Miscellaneous Checks**.

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

Miscellaneous Checks - MCHK-17

New Save Search Delete Undo Print Unpost Recap Close

Details Audit Log (6)

Bank Account: 113322 Balance: -1,052.54 Currency: USD Record No: MCHK-17

Date: 04/13/2016 Payee: Amount: 100.00

Description: Check No: To be printed

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

GL Account Description Name Amount

40000-0000-004 Sales 100.00

Total: \$100

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 **Process Payments** screen opens.

Process Payments

Preview Close

Details

Bank Account: 113322 Bank Name: Wells Fargo Indiana Next Check No: 00000003

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"/>	04/13/2016	MCHK-17		Auto-assigned. Click to ch...	Misc Checks	100.00

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 - Wells Fargo Indiana

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

Details Audit Log (3)

Bank Name: Wells Fargo Indiana

Account No: 113322 Currency: USD

Balance: -1,062.54 Active: ☒

Contact: Steve Jones

Address: 1234 Main St

Zip/Postal Code: 46835 City: Fort Wayne

State/Province: IN Country: United States

Phone: (800)555-1212 Fax: Website:

GL Accounts

GL Account: 10001-0001-000

Check Number Range

Starting Check No: 1

Ending Check No: 5

Next Check No: 3

Check No. Length: 8

Number of Checks: 2 Create

Enable MICR Printing: ☐

3. Click **Preview toolbar button**.

The 'Process Payments' window is shown with the 'Preview' button highlighted in the top-left corner. The 'Details' tab is active, displaying 'Bank Account: 113322', 'Bank Name: Wells Fargo Indiana', and 'Next Check No: 00000003' (highlighted with a red box). The 'Process Type' section on the left has 'Checks' selected. The 'Check Format' section has 'Check Voucher Middle' selected. The 'Check Printing Options' section has 'Print Company Name', 'Print Vendor Name', 'Print Check No.', and 'Print Memo' all checked. The 'Process Payments' table on the right shows a single record for '04/13/2016' with 'MCHK-17' and an amount of '100.00'.

To Process	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	04/13/2016	MCHK-17		Auto-assigned. Click to ch...	Misc Checks	100.00

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

The 'Report Viewer' window displays the 'Check Voucher Middle CM' report. The report shows a table with columns 'GL Account', 'Description', 'Name', and 'Amount'. The data row shows '40000-0000-004', 'Sales', and '100.00'. Below the table, the 'Check Amount' is **100.00, the 'Date' is 04/13/2016, and the 'Check No.' is 00000003. The report also includes the text 'One Hundred and 00/100' followed by a series of asterisks.

GL Account	Description	Name	Amount
40000-0000-004	Sales		100.00

Check Amount: **100.00 Date: 04/13/2016 Check No.: 00000003

One Hundred and 00/100 *****

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

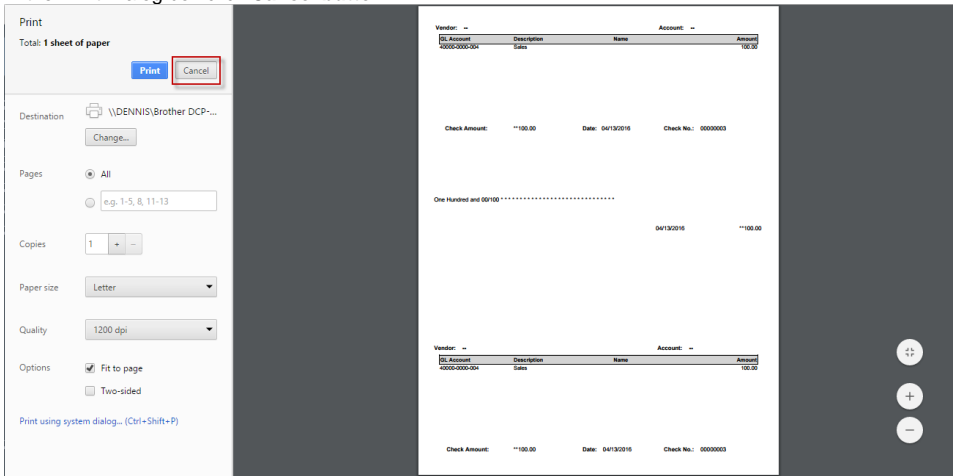
The 'Report Viewer' window is shown with the 'Print' button highlighted in the top-left corner of the toolbar. The report content is identical to the previous screenshot, showing the 'Check Voucher Middle CM' report with the same table and summary information.

GL Account	Description	Name	Amount
40000-0000-004	Sales		100.00

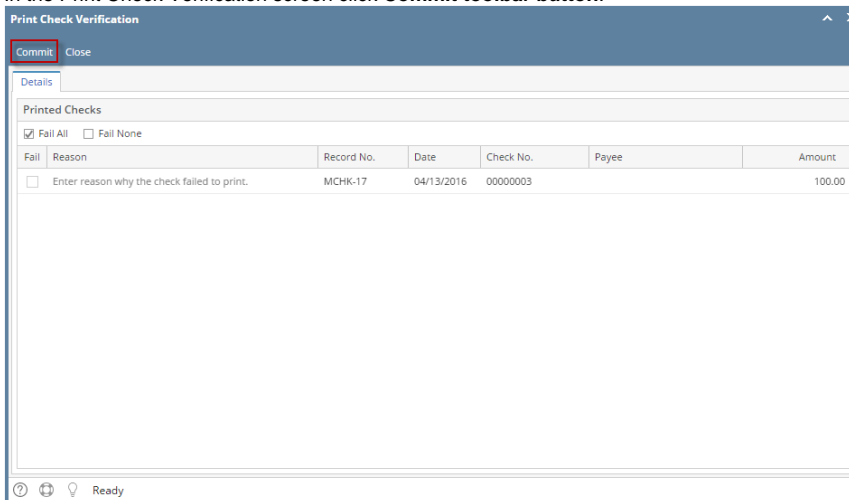
Check Amount: **100.00 Date: 04/13/2016 Check No.: 00000003

One Hundred and 00/100 *****

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



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

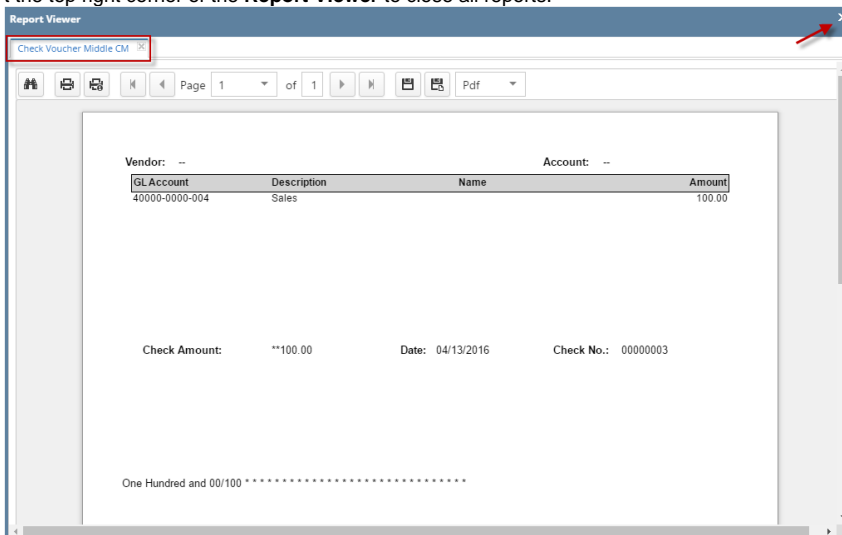


In the **Print Check Verification** screen, you will have to specify whether the printing of check was a success or it failed.

a. If the check printing was a success, see [Printing of Check is successful](#).

b. If the check printing failed, see [Printing of Check failed](#).

8. Close the Check Voucher Middle report by clicking the **x button** on the **Check Voucher Middle** tab to close the said report or click the **X button** at the top right corner of the **Report Viewer** to close all reports.



9. Once the Report Viewer is closed, it will also close the Miscellaneous Check.

10. Re-open the Miscellaneous Check and the **Check Number** field will be updated by the check number setup in the Bank Account screen > Check Number Range panel > Next Check Number.

Miscellaneous Checks - MCHK-17

New Save Search Delete Undo Print Unpost Recap Close

Details Audit Log (6)

Bank Account: 113322 Balance: -1,052.54 Currency: USD Record No: MCHK-17

Date: 04/13/2016 Payee: Amount: 100.00

Description: Check No: 00000003

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

Filter: X Remove

GL Account	Description	Name	Amount
40000-0000-004	Sales		100.00

Total: \$100

Posted

11. Open **Bank Account** screen from Cash Management module > Maintenance folder > Bank Accounts and select the bank account used in the miscellaneous check. The Next Check No field is now updated with the next available check number.

Bank Accounts - Wells Fargo Indiana

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

Details Audit Log (3)

Bank Name: Wells Fargo Indiana

Account No: 113322 Currency: USD

Balance: -1,062.54 Active: ☒

Contact: Steve Jones

Address: 1234 Main St

Zip/Postal Code: 46835 City: Fort Wayne

State/Province: IN Country: United States

Phone: (800)555-1212 Fax: Website:

GL Accounts

GL Account: 10001-0001-000

Check Number Range

Starting Check No: 1

Ending Check No: 5

Next Check No: 4

Check No. Length: 8

Number of Checks: 2 Create

Enable MICR Printing: ☐

12. Click **Check Audit** toolbar button to open the **Check Number Audit** screen where listing of checks is maintained and status of each check number is shown based on result of check printing, which is on this example, successfully printed. Thus Status shows **Printed**.

Bank Accounts - Wells Fargo Indiana

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

Details Audit Log (3)

Bank Name: Wells Fargo Indiana

Account No: 113322

Balance: -1,062.54

Contact: Steve Jones

Address: 1234 Main St

Zip/Postal Code: 46835 City: Fort Wayne

State/Province: IN Country: United States

Phone: (800)555-1212 Fax: Website:

Check Number Audit

Waste Print Close

Filter: All Checks From: To:

Printed: 2 Failed: 0 Unused: 2

Check No.	Status	Record No.	Remarks
00000001	For Print Verificati...		
00000002	Printed	MCHK-18	
00000003	Printed	MCHK-17	
00000004	Unused		
00000005	Unused		