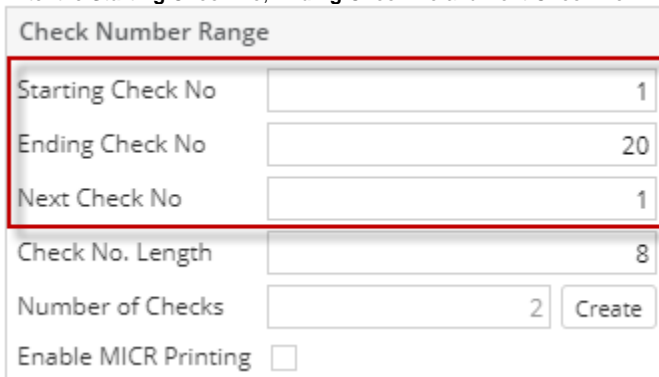


# How to Generate Check Numbers

1. Enter the **Starting Check No**, **Ending Check No** and **Next Check No**.



The screenshot shows a form titled "Check Number Range". The first three input fields are highlighted with a red rectangle:

- Starting Check No: 1
- Ending Check No: 20
- Next Check No: 1

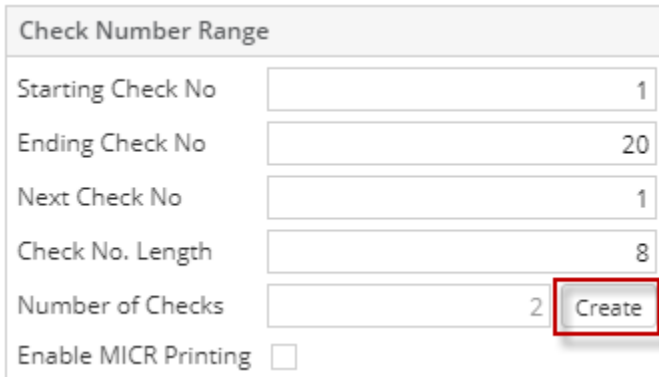
Below these are fields for "Check No. Length" (8), "Number of Checks" (2), and an "Enable MICR Printing" checkbox. A "Create" button is located next to the "Number of Checks" field.

2. The **Number of Checks** field will automatically show how many check numbers are to be created based on Ending Check No and Starting Check No. To get this you will have to subtract the Starting Check No from Ending Check No.



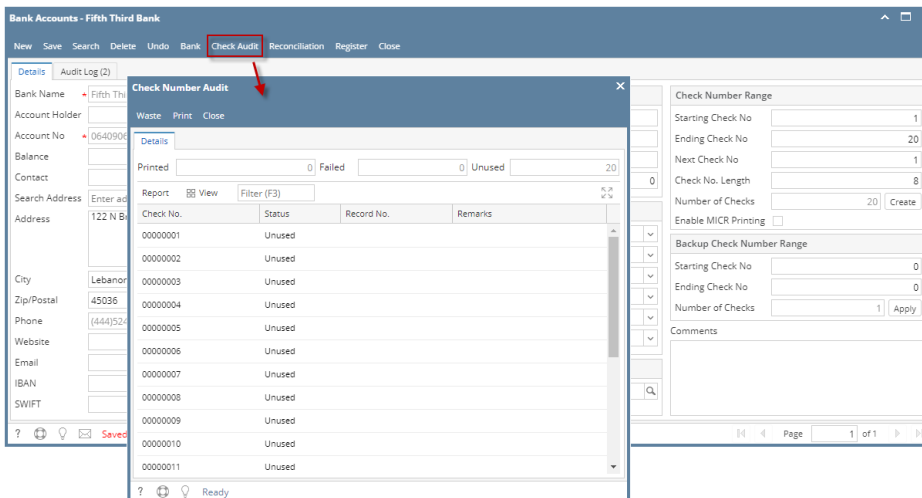
A close-up of the "Number of Checks" field, which now displays the value 20.

3. Click the **Create** button to generate the check numbers.



The screenshot shows the "Check Number Range" form again. The "Create" button next to the "Number of Checks" field is now highlighted with a red rectangle.

4. Click the **Check Audit** toolbar button to open the **Check Number Audit** screen. This screen will show the generated check numbers.



The screenshot shows the "Check Number Audit" screen. A red arrow points to the "Check Audit" button in the top toolbar. The main area displays a table of generated check numbers:

Check No.	Status	Record No.	Remarks
00000001	Unused		
00000002	Unused		
00000003	Unused		
00000004	Unused		
00000005	Unused		
00000006	Unused		
00000007	Unused		
00000008	Unused		
00000009	Unused		
00000010	Unused		
00000011	Unused		

On the right side, there is a "Check Number Range" summary section and a "Backup Check Number Range" section.

1. Enter the **Starting Check No**, **Ending Check No** and **Next Check No**.

Check Number Range	
Starting Check No	1
Ending Check No	10
Next Check No	1
Check No. Length	8
Number of Checks	2
Enable MICR Printing	<input type="checkbox"/>

2. The **Number of Checks** field will automatically show how many check numbers are to be created based on Ending Check No and Starting Check No. To get this you will have to subtract the Starting Check No from Ending Check No.

Number of Checks 10

3. Click the **Create** button to generate the check numbers.

Check Number Range	
Starting Check No	1
Ending Check No	10
Next Check No	1
Check No. Length	8
Number of Checks	2
Enable MICR Printing	<input type="checkbox"/>

4. Click the **Check Audit** toolbar button to open the **Check Number Audit** screen. This screen will show the generated check numbers.

Bank Accounts - Fifth Third Bank

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

Details | Audit Log (2)

Bank Name Fifth Third Bank GL Accounts

Account Holder GL Account 10718.0004.003

**Check Number Audit**

Waste Print Close

Details

Filter All Checks From To

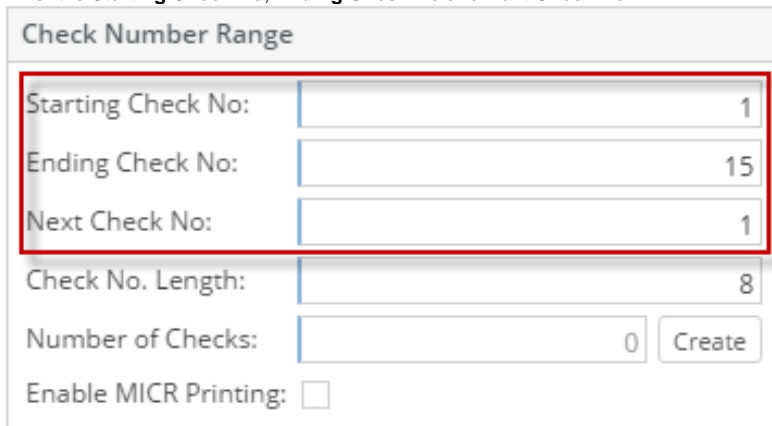
Printed 0 Failed 0 Unused 10

Check No.	Status	Record No.	Remarks
00000001	Unused		
00000002	Unused		
00000003	Unused		
00000004	Unused		
00000005	Unused		
00000006	Unused		
00000007	Unused		
00000008	Unused		
00000009	Unused		
00000010	Unused		

Ready

Page 1 of 1

1. Enter the **Starting Check No**, **Ending Check No** and **Next Check No**.



The 'Check Number Range' dialog box contains the following fields and values:

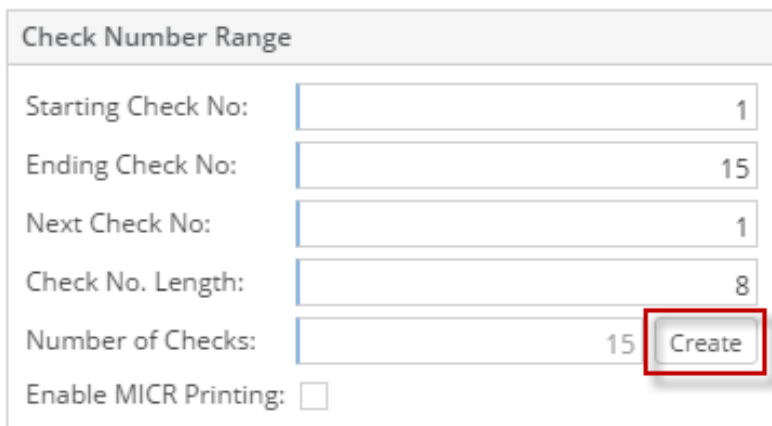
Field	Value
Starting Check No:	1
Ending Check No:	15
Next Check No:	1
Check No. Length:	8
Number of Checks:	0
Enable MICR Printing:	<input type="checkbox"/>

A red rectangle highlights the first three fields (Starting Check No, Ending Check No, and Next Check No).

2. The **Number of Checks** field will automatically show how many check numbers are to be created based on Ending Check No and Starting Check No. To get this you will have to subtract the Starting Check No from Ending Check No.

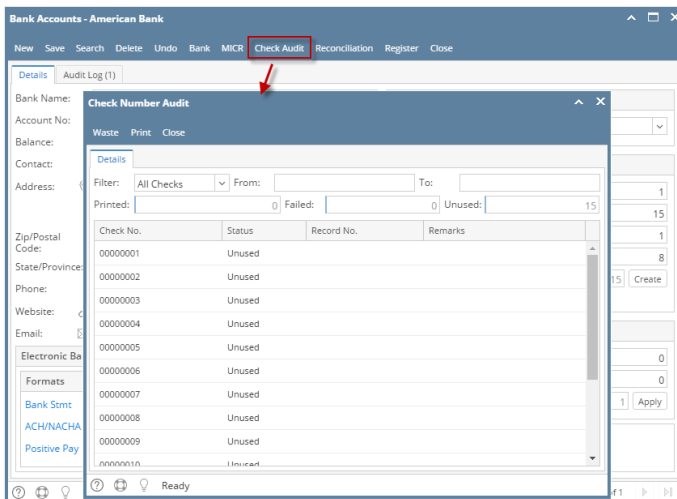
Number of Checks:

3. Click the **Create** button to generate the check numbers.



The 'Check Number Range' dialog box is shown with the 'Number of Checks' field set to 15. The 'Create' button is highlighted with a red rectangle.

4. Click the **Check Audit** toolbar button to open the **Check Number Audit** screen. This screen will show the generated check numbers.



The 'Check Number Audit' screen displays a table of generated check numbers. A red arrow points to the 'Check Audit' button in the top toolbar.

Check No.	Status	Record No.	Remarks
00000001	Unused		
00000002	Unused		
00000003	Unused		
00000004	Unused		
00000005	Unused		
00000006	Unused		
00000007	Unused		
00000008	Unused		
00000009	Unused		
00000010	Unused		

1. Enter the **Starting Check No**, **Ending Check No** and **Next Check No**.

Check Number Range

Starting Check No: 1

Ending Check No: 10

Next Check No: 1

Check No. Length: 8

Number of Checks: 10

Enable MICR Printing: ☐

2. The **Number of Checks** field will automatically show how many check numbers are to be created based on Ending Check No and Starting Check No. To get this you will have to subtract the Starting Check No from Ending Check No.

Number of Checks: 10

3. Click the **Create** button to generate the check numbers.

Check Number Range

Starting Check No: 1

Ending Check No: 10

Next Check No: 1

Check No. Length: 8

Number of Checks: 10

Enable MICR Printing: ☐

4. Click the **Check Audit** toolbar button to open the **Check Number Audit** screen. This screen will show the generated check numbers.

Bank Accounts - ABC Bank

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

Details Audit Log (3)

Bank Name: ABC Ba

Account No: 321654

Balance:

Contact: test

Address: railroad

Zip/Postal Code: 00601

State/Province: PR

Phone:

Website:

Email:

Electronic Bank File Info

Formats

Bank Stmt

ACH/NACHA

Positive Pay

Check Number Audit

Waste Print Close

Filter: All Checks From: To:

Printed: 0 Failed: 0 Unused: 10

Check No.	Status	Record No.	Remarks
00000001	Unused		
00000002	Unused		
00000003	Unused		
00000004	Unused		
00000005	Unused		
00000006	Unused		
00000007	Unused		
00000008	Unused		
00000009	Unused		
00000010	Unused		

Enter the **Starting Check No**, **Ending Check No** and **Next Check No**.

**Check Number Range**

Starting Check No:

1

Ending Check No:

2

Next Check No:

1

Number of Checks:

2

Create

Enable MICR Printing:

☐

1. The **Number of Checks** field will automatically show how many check numbers are to be created based on Ending Check No and Starting Check No. To get this you will have to subtract the Starting Check No from Ending Check No.

Number of Checks:

2.

Click the **Create** button to generate the check numbers.

**Check Number Range**

Starting Check No:

1

Ending Check No:

2

Next Check No:

1

Number of Checks:

2

Create

Enable MICR Printing:

☐

3. Click the **Check Audit** toolbar button to open the **Check Number Audit** screen. This screen will show the generated check numbers.

Bank Accounts - Fifth Third Bank

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

Details

Check Number Audit

Waste Print Close

0

Filter: All Checks From: To:

Printed: 0 Failed: 0 Unused: 2

Check No.	Status	Record No.	Remarks
00000001	Unused		
00000002	Unused		

Zip/Code State Phone Web Email Ele Fc Bc AC Pc

1 of 1

1. Enter the **Starting Check No**, **Ending Check No** and **Next Check No**.

Check Number Range

Starting Check No: 10000001

Ending Check No: 10000010

Next Check No: 10000001

Number of Checks: 10 Create

Enable MICR Printing: ☐

2. The **Number of Checks** field will automatically show how many check numbers are to be created based on Ending Check No and Starting Check No. To get this you will have to subtract the Starting Check No from Ending Check No.

Number of Checks: 10

- 3.

Click the **Create** button to generate the check numbers.

Check Number Range

Starting Check No: 10000001

Ending Check No: 10000010

Next Check No: 10000001

Number of Checks: 10 Create

Enable MICR Printing: ☐

- 4.

Click the **Check Audit** toolbar button to open the **Check Number Audit** screen. This screen will show the generated check numbers.

Bank Accounts

Check Audit

Filter: All Checks From: To:

Printed: 0 Failed: 0 Unused: 10

Check No.	Status	Record No.	Remarks
10000001	Unused		
10000002	Unused		
10000003	Unused		
10000004	Unused		
10000005	Unused		
10000006	Unused		
10000007	Unused		
10000008	Unused		
10000009	Unused		
10000010	Unused		

1. Enter the **Starting Check No**, **Ending Check No** and **Next Check No**.

Check Number Range

Starting Check No: 10000001

Ending Check No: 10000010

Next Check No: 10000001

Number of Checks: 10 Create

Enable MICR Printing: ☐

2. The **Number of Checks** field will automatically show how many check numbers are to be created based on Ending Check No and Starting Check No. To get this you will have to subtract the Starting Check No from Ending Check No.

Number of Checks:

3. Click the **Create** button to generate the check numbers.

Check Number Range

Starting Check No:

Ending Check No:

Next Check No:

Number of Checks:

Enable MICR Printing: ☐

4. Click the **Check Audit** toolbar button to open the **Check Number Audit** screen. This screen will show the generated check numbers.

Bank Accounts

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

Details Origin

Bank Name: ABC Bank  
Account No: 150032621  
Balance:  
Contact: James Brown  
Address: 4242 Flagstone  
Zip/Postal Code: 46815  
State/Province: IN  
Phone: (123)555-8  
Website: www.irely.com  
Email: info@irely.com

EFT Information  
Bank Stmt Format:  
EFT/ACH File Format:  
Next EFT/ACH No:

Check Number Audit

Waste Print Close

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

Check No.	Status	Record No.	Remarks
10000001	Unused		
10000002	Unused		
10000003	Unused		
10000004	Unused		
10000005	Unused		
10000006	Unused		
10000007	Unused		
10000008	Unused		
10000009	Unused		
10000010	Unused		