How to Create Miscellaneous Check

- 1. From Cash Management module click Miscellaneous Checks.
- It will open the Search Miscellaneous Checks screen where existing miscellaneous checks are displayed. Click the New toolbar button to open the new Miscellaneous Checks.

Miscellaneous Checks New Open Refresh Miscellaneous Checks	s Excel PDF Text CSV Close									^					
88 View Q, Filter Record No	r (F3) 0 record(s) Date Payee	Amount Check No.		Posted		· · · · · · · · · · · · · · · · · · ·	/old		Clear						
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Show Totals:	leady										_				
In the Ba check out	nk Account field t of.	d, click the drop	down co	mbo box	button to	open th	ie combo	box list	and s	elect the	e ban	k accou	int you	want to issu	e a
Bank	Account + 1	123452				,	~								
-		23432													
	Make sure that th Add new Bank Ac	e bank account	you war you on h	nt to issue low to add	a check	out of h	ad been	added i	n the E	Bank Ac	count	s scree	n. If not	t, see How t	0
		3	,												
lf	f there is also Ba	nk Account sele	ected in a	company	location, I	Bank A	ccount is	automa	tically	assigne	ed nev	v misce	llaneou	s checks so	reer
Fill in Mis	cellaneous Chec	k header inforn	nation.												
Miscellaneo	ous Checks -									^ □	×				
Now Savo	Search Delete Lind	n Drint Dort Dort	raviau Dar	urring Close											
inem sure	Scaren Sciette Onde		Terrew Rec	urring close											
Details	Audit Log (0)														
Bank Accou	unt * 123452		✓ Balance	7,971,379.9	0729 Currenc	y* USD	Record No	Created o	on Save						
Date	10/25/2017	Payee Test Payee					Amount			0.00000)				
Description	Test Misc Check					Recur	Check No		To	be printed	ł				
Search Add	Iress Enter address to	search													
Address				City			Stat	e							
				Zip/Po	stal		Cou	ntry		~	·				
a. b. ⁻ c. ⁻ I	The Balance fiel account balance The Currency fiel The Record No be based in the S Manager > Starti	and will show the and will the fun eld by default w field will only b Starting Numbe ng Numbers.	d be suff vill show e filled w rs setup	ficient to i the Curre ith the mis from the \$	ssue the set ssue the o ncy setup sc check t Starting N	check. from the transac	tion num	ed Bank ber as s > Misc C	Accou oon as Checks	unt. s the Miss. That s	scella screer	neous () can be	Check is opene	s saved. Th	s wi em
	Starting Numbers						^ X								
	Save Close														
	Details														
	Modules	Starting Numbers													
	All	A Report B View	Filter (F3)				K 7								
	Accounts Payable	Transaction Type	Prefix	Number	Use Location	Preview									
	Accounts Receivable	Bank Deposit	BDEP-	46		BDEP-46									
	Card Fueling	Bank Transfer	BTER-	3		BTED 5									
	Cash Management	Bank Transaction	BTRN-	34		BTRN.34									
	Contract Management	Misc Checks	MCHK-	2		MCHK-2									
	Credit Card Recon	Bank Stmt Import	BSI-	15		BSI-15									
	Energy Trac														
	Entity Management														
	Fixed Assets														
	Help Desk														
	neip beak														

This number will also be used to track the transaction later on.

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Edited

Inventory

Logistics

- d. The Date field by default will show today's date. Change this date as you feel necessary.
- e. The Payee field is used to enter the name of an individual or company whom the check is issued to.
- f. Enter a description for the Miscellaneous Check in the Description field.

- g. Enter the address of the payee in the Address field. See Address Mapper for additional feature on Address field.
- h. Select the Zip/Postal Code. As you select a code, State/Province, City and Country will automatically be filled in with information based on selected zip/postal code.
- 5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

GLACCOUNT	Description	Name	Amou
55000-0000-000	Purchases Discounts - Home office - Admin		200.00

- a. In the **GL Account field**, select GL Account.
- b. In the Amount field, enter amount of the check to issue.
- c. At the bottom of the grid, a **Total** of line items added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

	hecks -									^ [
lew Save Sea	irch Delete Undo I	Print Post Po	st Preview Recu	irring Close						
Details Audit L	Log (0)									
ank Account	* 123452		 Balance 	7,971,379.	9729 Curre	ncy+ USD	Reco	rd No Cr	reated on Sa	ave
Date	10/25/2017 🗐 Pay	ree Test Pay	ee				Amou	unt		200.00
escription	Test Misc Check					Recur	Chec	k No		To be pri
earch Address	Enter address to sea	rch								
ddress				📀 City				State		
				Zip/Po	stal			Country		
× Remove Fil	lter	Q,								
GL Account	•	Description					Name			Amou
55000-0000-	-000	Purchases Disco	ounts - Home offic	e - Admin						200.00
								Tota	əi:	\$20

6. Click **Save toolbar button** to save the miscellaneous check.

Miscellaneo	ous Checks -											^ □
New Save	Search Del	ete Undo P	rint Post	Post Preview	w Recurring	Close						
The Reco	ord No fie	ld will the	n show	the misc	ellaneous	s transact	ion n	umber as	signed	l for thi	s transa	action.
Miscellaneous Cł	hecks - MCHK-2							^ □ ×	Ĭ			
New Save Sea				rring Close								
Details Audit I	og (0)								1			
Bank Account	* 123452		✓ Balance	0.00000	Currency+ USD	Record No M	-нк-2		1			
Date	10/25/2017	Payee Test Payee				Amount		200.00000				
Description	Test Misc Check				Recur	Check No		To be printed				
Search Address	Enter address to s	earch										
Address				📀 City		State						
				Zip/Postal		Country		~				
× Remove Fil	lter	Q,										
GL Account	*	Description				Name		Amount				
55000-0000-	-000	Purchases Discou	ints - Home office	- Admin				200.00000				
						Tota	l:	\$200.00				
? 🗘 🖓 🖂	Saved					I≪ Page	1	of1 ▶ №	4			



7. Click Close toolbar button to close the screen.

Miscellaneous Checks - MCHK-2 ^ C X
New Save Search Delete Undo Print Post Post Preview Recurring Close

- 1. From Cash Management module click Miscellaneous Checks.
- If this is the first record you are to create, it will open directly on new Miscellaneous Checks screen where you can then add the transaction. Otherwise, it will open the Search Miscellaneous Checks screen where existing miscellaneous checks are displayed. Click the New toolbar button to open the new Miscellaneous Checks.

N												
N	iew Open Refres											
F	Miscellaneous Checks											
8	88 View Q, [Filter (F3) 2 record(s)											
	Record No	Date	Payee	Amount	Check No.	Posted	Void	Clear				
	MCHK-1	5/18/2017	trsdtsr	10.00		\checkmark						
	MCHK-2	7/7/2017		90.00	Voided-00000001	\checkmark	~	\checkmark				

3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to issue a check out of.

Add new Bank Account to guide you on how to add it.

Miscellaneous Ch	Miscellaneous Checks - ^ 🗆 X												
New Save Search Delete Undo Print Post Preview Recurring Close													
Details Audit Log (0)													
Bank Account 🔸	07072017 ~ Balance	37,598.59000 Currency* US	D Record No	Created on Save									
Date	7/19/2017 🖾 Payee Test Payee		Amount	0.00000									
Description	Test Misc Check	Recu	r 🔄 Check No	To be printed									
Search Address	Enter address to search												
Address		© City	State										
		Zip/Postal	Count	try v									

- a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance and will the fund be sufficient to issue the check.
- b. The Currency field by default will show the Currency setup from the selected Bank Account.
- c. The Record No field will only be filled with the misc check transaction number as soon as the Miscellaneous Check is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Misc Checks. That screen can be opened from System Manager > Starting Numbers.

Starting Numbers						^ X
Details						
Modules	Starting Nur	nbers				
All	88 View	Filter (F3)				K M K M
Accounts Payable	Transaction T	ype Prefix	Number	Use Location	Preview	
Accounts Receivable	🖃 Module: Ca	ash Management				
Card Fueling	Bank Deposit	BDEP-	46		BDEP-46	
Cash Management	Bank Withdra	wal BWD-	4		BWD-4	
Contract Management	Bank Transfer	BTFR-	5		BTFR-5	
Credit Card Recon	Bank Transac	tion BTRN-	34		BTRN-34	
Energy Trac	Misc Checks	MCHK-	3		MCHK-3	
Entity Management	Bank Stmt Im	port BSI-	15		BSI-15	
Fixed Assets						
General Ledger						
Grain						
Help Desk						
Inventory						
? 🔘 🖓 🖂 Ready						

- This number will also be used to track the transaction later on.
- d. The **Date field** by default will show today's date. Change this date as you feel necessary.
- e. The Payee field is used to enter the name of an individual or company whom the check is issued to.
- f. Enter a description for the Miscellaneous Check in the **Description field**.
- g. Enter the address of the payee in the Address field. See Address Mapper for additional feature on Address field.
- h. Select the Zip/Postal Code. As you select a code, State/Province, City and Country will automatically be filled in with information based on selected zip/postal code.

× Remove Filter	Q.			
GL Account*	Description	-	Name	Amount
55000-0000-000	Purchases Discounts - Home office - Admin			50.00000
			Total	\$50.00
			Total.	550.00
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- a. In the GL Account field, select GL Account.
- b. In the Amount field, enter amount of the check to issue.
- c. At the bottom of the grid, a **Total** of line items added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

Date 7/19/2017 Payee Annount 50.0000 Description Test Mac Check Recur Check No To be printe Search Address Enter address to search PCtry State State X Remove Filter Q. Country Image: State Mount GL Account* Description Name Amount 50.0000		* 07072017		 Balan 	ce 3	7 598,59000	Currency+ USD	Recor	rd No Cre	eated on Save	
Description Test Misc Check Recur Check No To be printe Search Address Enter address to search City State Address Zip/Rosal Country State Description Name Amount GRL Account* Description Name Amount 55000-0000-000 Purcheses Discounts - Home office - Admin 50.0000	Date	7/19/2017 🔲 Pa	ee Test Paye	e				Amou	unt		50.00000
Search Address Enter address to search Address Image: City image: Country image: C	Description	Test Misc Check					Recur	Chec	k No		To be printed
Address Clay State Clay Country Clay Country C	Search Address	Enter address to se	rch								
Zip/Postal Country X Remove Filter GL Account* Description S5000-0000-000 Purchases Discounts - Home office - Admin	Address				0	City			State		
X Remove Filter Q. GL Account* Description Name Amount S 5000-0000-000 Purcheses Discounts - Home office - Admin S0.0000						Zip/Postal			Country		~
GL Account* Description Name Amount 55000-0000-000 Purcheses Discounts - Home office - Admin 50.00000	X Remove Fil	ilter	0,								
55000-0000 Purchases Discounts - Home office - Admin 50.00000	GL Account	*	Description					Name			Amount
	55000-0000	-000	Purchases Discor	unts - Home	office - Ad	min					50.00000
Total: \$50.0											
									Total	:	\$50.0

6. Click Save toolbar button to save the miscellaneous check.

Miscellaneous Checks - MCHK3 Cose New Save Search Dekte Undo Print Post Prost Preview Recurring Cose Details Audit Log (0) Bank Account * 07072017 V Balance Description Amount Search Address Circy Description Name X Remore Filter Q GL Account* Description New Sourd Counts* Discounts - Home office - Admin	
Details Audit tog (0) Bank Account • (7072017	
Bank Account	
Usite 7/19/2017 III Payle Test Payee Amount S0.00000 Description Test Misc Check Recur Check No To be printed Search Address Enter address to search Address Crue Filter Q. Stare Filter Q. GL Account* Description Name Amount S5000-0000 000 Purchases Discounts - Home office - Admin S0.00000	
Cecknowl Files Mile Check No Files Mile Check No Files Mile Check No Search Address Enter address to search Eddress Zip/Postal Country Cl Account* Description Name S5000-0000 Purchases Discounts - Home office - Admin 50.00000	
Address O City State Zip/Postal Country GL Account* Description S5000-0000 Purchases Discounts - Home office - Admin	
Z Remove Filter Q ~ GL Account* Description Name Amount 55000-0000 Purchases Discounts - Home office - Admin \$0.00000	
X Remove Filter Q G L Account* Description Name Amount 55000-0000-000 Purchases Discounts - Home office - Admin 50.00000	
CL Account* Description Name Amount 55000-0000 Purcheses Discounts - Home office - Admin 50.00000	
3000000 Putrase decome - nome unice - Aumin 300000	
Total: \$50.00	



- 7. Click Close toolbar button to close the screen.

 Miscellaneous Checks MCHK-3

 New Save Search Delete Undo Print Post Preview Recurring Close
- 1. From Cash Management module click Miscellaneous Checks.
- If this is the first record you are to create, it will open directly on new Miscellaneous Checks screen where you can then add the transaction. Otherwise, it will open the Search Miscellaneous Checks screen where existing miscellaneous checks are displayed. Click the New toolbar button to open the new Miscellaneous Checks.

Miscellaneous Check	Miscellaneous Checks												
New Open Refree	New Open Refresh Export Close												
맘 Layout 🔍 Filt	ter Records (F3)	0 record(s)											
Record No	Date	Payee	Amount	Check No.	Posted	Void	Clea						

3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to issue a check out of.

Bank Account:	12152015	
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Make sure that the bank account you want to issue a check out of had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

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4. Fill in Miscellaneous Check header information.

Miscellaneous Checks -				^ □ X
New Save Search Delete Undo Print Post Recap Clos	e			
Details Audit Log (0)				
Bank Account: 12152015 V Ba	lance: 4,939	9.66 Currency: USD 🗸	Record No:	Created on Save
Date: 12/22/2016 Payee: Payee Test			Amount:	330.58
Description: Test Description			Check No:	To be printed
Address: 🛇	Zip/Postal Code:	~	City:	
	State/Province:		Country:	~

- a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance and will the fund be sufficient to issue the check.
- b. The Currency field by default will show the Currency setup from the selected Bank Account.
- c. The Record No field will only be filled with the misc check transaction number as soon as the Miscellaneous Check is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Misc Checks. That screen can be opened from System Manager > Starting Numbers.

etails						
Modules		Starting Number	'S			
All	-	Transaction Type	Prefix	Number	Use Location	Preview
ccounts Payable		Bank Deposit	BDEP-	5		BDEP-5
ccounts Receivable		Bank Withdrawal	BWD-	2		BWD-2
ard Fueling		Bank Transfer	BTFR-	6		BTFR-6
ash Management		Bank Transaction	BTRN-	24		BTRN-24
ontract Management		Misc Checks	MCHK-	1		MCHK-1
redit Card Recon		Bank Stmt Import	BSI-	1		BSI-1
ntity Management						
General Ledger						
Grain						
Help Desk						
nventory						
ogistics						
Manufacturing						

This number will also be used to track the transaction later on.

- d. The Date field by default will show today's date. Change this date as you feel necessary.
- e. The Payee field is used to enter the name of an individual or company whom the check is issued to.
- f. Enter a description for the Miscellaneous Check in the Description field.
- g. Enter the address of the payee in the Address field. See Address Mapper for additional feature on Address field.
- h. Select the Zip/Postal Code. As you select a code, State/Province, City and Country will automatically be filled in with information based on selected zip/postal code.

× Remove Filter:	0,		
GL Account	Description	Name	Amount
76000-0000-004	Contract Sales Gain/Loss		225.58
17000-0001-011	Ending Inventory		105.00
		Total:	\$330.58
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- a. In the $\ensuremath{\textbf{GL}}\xspace$ Account field, select GL Account.
- b. In the Amount field, enter amount of the check to issue.
- c. At the bottom of the grid, a **Total** of line items added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

Miscellaneous Checks -					^ □ ×
New Save Search Delete Undo	Print Post Recap Clos				
Details Audit Log (0)					
Bank Account: 12152015	✓ Ba	lance: 4.9	39.66 Currency: USD	Record No: Creat	red on Save
Date: 12/22/2016 Pave	e: Pavee Test		0.00	Amount:	330.58
Description: Test Description	- oper rest			Check No:	To be printed
Address: 0		Zip/Postal Code:		City:	To be printed
· V		State/Province:		Country:	~
	0				
K Remove Filter:	Description			Name	Amount
76000.0000.004	Contract Sales Gain/Loss			Nume	225.58
17000.0001.011	Ending Inventory				105.00
	,				
				Total:	\$330.58
				-	
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6. Click Save toolbar button to save the miscellaneous check.

Miscellaneous Checks

New Save	e Se ord	No field will then sh	ow the m	Close	transact	ion number as	signed for this transaction
Miscellaneous (Checks	- мснк-1		lioconarioouc	tranoaot		
		Delete Undo Print Post Recap Close					
Details Audit	t Log (2)						
Bank Account:	121520	015 v Bal	ance: 4,9	39.66 Currency: USD ~	Record No: M	CHK-1	
Date:	12/22/2	2016 🖾 Payee: Payee Test			Amount:	330.58	
Description:	Test De	escription			Check No:	To be printed	
Address: 📎			Zip/Postal Code:		City:		
			State/Province:		Country:	~	
X Remove F	Filter:	Q.					
GL Account	it	Description			Name	Amount	
17000-000	1-011	Ending Inventory				105.00	
76000-000	0-004	Contract Sales Gain/Loss				225.58	
					Tota	1: \$330.58	



7. Click Close toolbar button to close the screen.

Miscellane	neous	Check	s - MCHI	(-1			
New Save	ave S	Search	Delete	Undo	Post	Recap	Close

- 1. From Cash Management module click Miscellaneous Checks.
- If this is the first record you are to create, it will open directly on new Miscellaneous Checks screen where you can then add the transaction. Otherwise, it will open the Search Miscellaneous Checks screen where existing miscellaneous checks are displayed. Click the New toolbar button to open the new Miscellaneous Checks.

N	liscellaneous Cheo	:ks						
	lew Open Refres	h Export - Clos						
Β	🗄 Layout 🔍 Fi	lter Records (F3)	19 record(s)					
	Record No	Date	Payee	Amount	Check No.	Posted	Void	Clear
	MCHK-4	03/10/2016		115.00	00001003	\checkmark		
	MCHK-5	03/10/2016		105.00	Voided-00001005	\checkmark	\checkmark	\checkmark
	MCHK-6	03/17/2016	payee 1	96.48	Voided-00001007	\checkmark	\checkmark	\checkmark
	MCHK-7	03/17/2016		902.00	00001011	\checkmark		
	MCHK-8	03/22/2016		15.00	00001009	\checkmark		
	MCHK-9	03/28/2016		40.40	00000002	\checkmark		
	MCHK-10	03/29/2016		20.00				
	MCHK-11	03/29/2016		152.00	00000001	\checkmark		
	MCHK-12	03/30/2016		150.00		~		

- 3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to issue a check out of.
 - Bank Account: 113322

Make sure that the bank account you want to issue a check out of had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

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Miscellaneous Checks -				~ □ ×
New Save Search Delete Undo Print Post Recap Close	e			
Details Audit Log (0)				
Bank Account: 113322 v Bal	lance: 2,54	48.67 Currency: USD	 Record No: 	Created on Save
Date: 05/05/2016 🗏 Payee: payee101			Amount:	0.00
Description:			Check No:	To be printed
Address: 💿 2	Zip/Postal Code:	00501	 City: 	Holtsville
	State/Province:	NY	Country:	United States v

- a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance and will the fund be sufficient to issue the check.
- b. The Currency field by default will show the Currency setup from the selected Bank Account.
- c. The Record No field will only be filled with the misc check transaction number as soon as the Miscellaneous Check is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Misc Checks. That screen can be opened from System Manager > Starting Numbers.

Starting Numbers						^ >
Details						
Modules	Starting Number	rs				
All	Transaction Type	Prefix	Number	Use Location	Preview	
Accounts Payable	Bank Deposit	BDEP-	68		BDEP-68	
Accounts Receivable	Bank Withdrawal	BWD-	3		BWD-3	
Card Fueling	Bank Transfer	BTFR-	13		BTFR-13	
Cash Management	Bank Transaction	BTRN-	36		BTRN-36	
Contract Management	Misc Checks	MCHK-	20		MCHK-20	
Entity Management	Bank Stmt Import	BSI-	1		BSI-1	
General Ledger						
Grain						
Help Desk						
Inventory						
Logistics						
Manufacturing						
Notes Receivable						
Patronage						
🕐 🗘 🖓 🖂 Ready						

- This number will also be used to track the transaction later on.
- d. The Date field by default will show today's date. Change this date as you feel necessary.
- e. The Payee field is used to enter the name of an individual or company whom the check is issued to.
- f. Enter a description for the Miscellaneous Check in the **Description field**.
- g. Enter the address of the payee in the Address field. See Address Mapper for additional feature on Address field.

- h. Select the Zip/Postal Code. As you select a code, State/Province, City and Country will automatically be filled in with information based on selected zip/postal code.
- 5. In the grid area, add the counter-entry/ies for the cash account assigned for the bank account selected.

× Remove Filter:	9		
GL Account	Description	Name	Amount
40000-0001-004	Sales		100.00
Select a GL Account			
		Total:	\$100.00
		Fotol.	\$100.00
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- a. In the GL Account field, select GL Account.
- b. In the Amount field, enter amount of the check to issue.
- c. At the bottom of the grid, a **Total** of line items added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

Miscellaneous Checks -						~ □ ×
New Save Search Delete Undo	Print Post Recap Clos	e				
Details Audit Log (0)						
Bank Account: 113322	∨ Ba	lance: 2,5	48.67 Currency: USD v	Record No:	Created on Sa	ive
Date: 05/05/2016 🗐 Paye	e: payee101			Amount:		100.00
Description:				Check No:		To be printed
Address: 🔘 2		Zip/Postal Code:	00501 ~	City:	Holtsville	
		State/Province:	NY	Country:	United States	~
× Remove Filter:	Q,					
GL Account	Description			Name		Amount
40000-0001-004	Sales					100.00
Select a GL Account						
				[Total:	\$100.00
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6. Click **Save toolbar button** to save the miscellaneous check.

New Save Search Delete Un	do Print Post Recap Clo						
Details Audit Log (1)							
Bank Account: 113322	~ B	alance: 2,5	48.67 Currency: USD ~	Record No:	MCHK-20		
Date: 05/05/2016	Payee: payee101			Amount:		100.00	1
Description:				Check No:		To be printed	
Address: 🛛 2		Zip/Postal Code:	00501 ~	City:	Holtsville		
		State/Province:	NY	Country:	United States	~	
X Remove Filter:	Q,						
GL Account	Description			Name		Amount	
40000-0001-004	Sales					100.00	
Select a GL Account							

If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post the Miscellaneous Check.

7. Click Close toolbar button to close the screen.



- 1. From Cash Management module click Miscellaneous Checks.
- If this is the first record you are to create, it will open directly on new Miscellaneous Checks screen where you can then add the transaction. Otherwise, it will open the Search Miscellaneous Checks screen where existing miscellaneous checks are displayed. Click the New toolbar button to open the new Miscellaneous Checks.

Mi	Miscellaneous Checks										
Ne	New Open Refresh Export - Close										
88	Layout 🔍 🖡	ilter Records	(F3) 2 records								
	Record No	Date	Payee	Amount	Check No.	Posted	Void	Clear			
	MCHK-1	02/01/2016		350.0	0 0000001	✓					
	MCHK-2	02/02/2016		10.0	0 00001004	1					

3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to issue a check out of.

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Make sure that the bank account you want to issue a check out of had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

discellaneous	Checks -			~ □ ×
New Save Se	earch Delete Undo Print Post Recap Clos			
Details				
Bank Account:	253624539656 V Bal	ance: 2,965.31 Currency: USD ~	Record No:	Created on Save
Date:	02/09/2016 🗐 Payee: Payee 1		Amount:	0.00
Description:	Allowance	Check No:	To be printed	
Address: 📎		Zip/Postal Code: v	City:	
		State/Province:	Country:	~

- a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance and will the fund be sufficient to issue the check.
- b. The **Currency field** by default will show the Currency setup from the selected Bank Account.
- c. The Record No field will only be filled with the misc check transaction number as soon as the Miscellaneous Check is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Misc Checks. That screen can be opened from System Manager > Starting Numbers.

cuits				
Modules	Starting Numbers			
All	 Transaction Type 	Prefix	Number	Preview
Accounts Payable	Bank Deposit	BDEP-	6	BDEP-6
Accounts Receivable	Bank Withdrawal	BWD-	3	BWD-3
Card Fueling	Bank Transfer	BTFR-	4	BTFR-4
Cash Management	Bank Transaction	BTRN-	14	BTRN-14
Contract Management	Misc Checks	MCHK-	3	MCHK-3
Entity Management	Bank Stmt Import	BSI-	1	BSI-1
General Ledger				
Grain				
Help Desk				
Inventory				
Logistics				
Manufacturing				
Notes Receivable				
Patronage				
Payroll				
Posting				
Purchasing				

- This number will also be used to track the transaction later on.
- d. The **Date field** by default will show today's date. Change this date as you feel necessary.
- e. The Payee field is used to enter the name of an individual or company whom the check is issued to.
- f. Enter a description for the Miscellaneous Check in the Description field.
- g. Enter the address of the payee in the Address field. See Address Mapper for additional feature on Address field.
- h. Select the Zip/Postal Code. As you select a code, State/Province, City and Country will automatically be filled in with information based on selected zip/postal code.

× Remove Filter:	× Q		
GL Account	Description	Name A	mount
40000-0000-004	Sales		65.00
Select a GL Account			
		Total:	\$65.00
			200.00
🕐 🗘 💡 🖂 Edited		II I Page 1 of 1	

- a. In the $\ensuremath{\textbf{GL}}\xspace$ Account field, select GL Account.
- b. In the Amount field, enter amount of the check to issue.
- c. At the bottom of the grid, a **Total** of line items added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

liscellaneous Checks -						^ 🗆
New Save Search Delete Undo	Print Post Recap Clo					
Details						
Bank Account: 253624539656	~ B	alance: 2,9	55.31 Currency: L	JSD ~ Record N	o: Created or	Save
late: 02/09/2016 🖾 Payee	Payee 1			Amount:		65.0
escription: Allowance				Check No	0	To be printe
ddress: 🛇		Zip/Postal Code:		 City: 		
		State/Province:		Country:		
X Remove Filter:	×Q					
GL Account	Description			Name	Ψ.	Amount
40000-0000-004	Sales					65.0
					Total:	

6. Click **Save toolbar button** to save the miscellaneous check.

Miscellane	ous Checks -							
New Sav	e Search De	lete Undo	Print Post Recap Clo	se				
he Rec	ord No fie	eld will the	en show the misc	ellaneous tra	ansactio	on number as	signed for this trans	a
scellaneous	Checks - MCHK-3							
lew Save Si	earch Delete Undo) Print Post Ri	ecap Close					
ank Account:	253624539656		✓ Balance: 2,965.31	Currency: USD v Rec	ord No: MCH	K-3		
late:	02/09/2016 🗐 Pa	yee: Payee 1		Ame	iunt:	65.00		
escription:	Allowance			Che	ck No:	To be printed		
ddress: 📎			Zip/Postal Code:	~ City				
			State/Province:	Cou	ntry:	~		
× Remove	Filter:	×Q						
GL Accourt	nt	Description		Name		Amount		
40000-000	00-004	Sales				65.00		
					Total:	\$65		
200	Saved				4 Page	1 of 1 ▶ ▶		



7. Click **Close toolbar button** to close the screen.

 Miscellaneous Checks - MCHK-3
 A

 New Save Search Delete Undo Print Post Recap Close
 Close

- 1. From Cash Management module click **Miscellaneous Checks**.
- If this is the first record you are to create, it will open directly on new Miscellaneous Checks screen where you can then add the transaction. Otherwise, it will open the Search Miscellaneous Checks screen where existing miscellaneous checks are displayed. Click the New toolbar button to open the new Miscellaneous Checks.

Miscellaneous Check	6									
Image: New View Refresh Close										
📇 Layout 🔹 🍸	Filter Records (F3	5 records								
Record No	Checkbook	Date Payee	Amount	Check No.	Posted	Void	Clear			
MCHK-1	RR	06/10/2015	100.00	00000001	V		V			
MCHK-2	08	06/16/2015	10.00	10000001						
MCHK-3	08	06/16/2015	20.00	1000002						
MCHK-4	08	06/16/2015	30.00	10000003						
MCHK-5	08	06/16/2015	40.00	10000004	V					

3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to issue a check out of.

Bank Account:	08	~	

Make sure that the bank account you want to issue a check out of had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

🕽 Miscellaneous Checks 🔹 🗆 🗙									
	🔯 🗟 🔗 블 💆								
New Save	Search Delete Undo Print Post F	Recap Close							
Bank Account:	Record No:	Created on Save							
Date:	06/18/2015 🖻 Payee: Cash		Amount:	0.000000					
Description:	for representation		Check No:	To be printed					
Address: 🔝		Zip/Postal Code:	City:						
		State/Province:	Country:	×					

- a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance and will the fund be sufficient to issue the check.
- b. The Currency field by default will show the Currency setup from the selected Bank Account.
- c. The **Record No field** will only be filled with the misc check transaction number as soon as the Miscellaneous Check is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Misc Checks. That screen can be opened from System Manager > Starting Numbers.

Starting Numbers					× ×
OK Cancel					
Modules	Starting Numbers				
All	Transaction Type	Prefix	Number	Preview	
Accounts Payable	Bank Deposit	BDEP-	6	BDEP-6	
Accounts Receivable	Bank Withdrawal	BWD-	2	BWD-2	
Cash Management	Bank Transfer	BTFR-	5	BTFR-5	
Contract Management	Bank Transaction	BTRN-	14	BTRN-14	
Entity Management	Misc Checks	MCHK-	6	MCHK-6	
General Ledger	Bank Stmt Import	BSI-	1	BSI-1	
Help Desk					
Inventory					
Logistics					
Manufacturing					
Notes Receivable					
Payroll					
Posting					
Purchasing					
Risk Management					
Tank Management					
•					
🕜 😟 🏆 Ready					

- This number will also be used to track the transaction later on.
- d. The Date field by default will show today's date. Change this date as you feel necessary.
- e. The Payee field is used to enter the name of an individual or company whom the check is issued to.
- f. Enter a description for the Miscellaneous Check in the Description field.
- g. Enter the address of the payee in the Address field. See Address Mapper for additional feature on Address field.
- h. Select the Zip/Postal Code. As you select a code, State/Province, City and Country will automatically be filled in with information based on selected zip/postal code.

Remove Filter:	×Q		
GL Account	Description	Name	Amount
74901-1004	T-1 TURF DELIVERY TRUCK+FL BED-Cedar Rapids Grain		400.00
Select a GL Account			0.00
		Total	400.00
		Total:	400.00
🕜 🧔 🏆 Edited		🛛 🗐 Page	1 of 1 🕨 🕅

- a. In the GL Account field, select GL Account.
- b. In the Amount field, enter amount of the check to issue.
- c. At the bottom of the grid, a **Total** of line items added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

() Miscellaneous	Checks			* • ×
New Save	Search Delete Undo Print Post Recap Close			
Bank Account:	08 Balance: 907.000000 Currency:	: USD 🗡	Record No:	Created on Save
Date:	06/18/2015 🖪 Payee: Cash		Amount:	400.000000
Description:	for representation		Check No:	To be printed
Address: 🔝	Zip/Postal Code:	*	City:	
	State/Province:		Country:	~
G Remove Fi	ter: × Q			
GL Account	Description	1	Name	Amount
74901-100	T-1 TURF DELIVERY TRUCK+FL BED-Cedar Rapids Grain			400.00
Select a GL	Account			0.00
			٦	Fotal: 400.00
🕜 🤨 🏆 Edi	ed		14 4 P	age 1 of 1 🕨 🕅

6. Click Save toolbar button to save the miscellaneous check.

Miscellaneous Checks										
•	Ð	Q	0	5				N		
New	Save	Search	Delete	Undo	Print	Post	Recap	Close		

The Record No field will then show the miscellaneous transaction number assigned for this transaction.

🕽 Miscellaneous Checks 🔹 🗖 🗙									
New Save	Search Delete	Undo Print	Post	Recap Close					
Bank Account:	08		Y Balanc	e: 907.00000	0 Currency: USD	Ƴ Re	ecord No:	MCHK-6	
Date:	06/18/2015	Payee: Cash				An	mount:		400.000000
Description:	for representation	on				Ch	neck No:		To be printed
Address: 🔝				Zip/Postal Code:		Y Ci	ty:		
				State/Province:		Co	ountry:		~
G Remove F	ilter:	×Q							
GL Account		Description				Nar	me		Amount
74901-100	4	T-1 TURF D	ELIVERY TR	UCK+FL BED-Cedar R	apids Grain				400.00
Select a G	Account								0.00
							To	otal:	400.00
🕜 😒 🏆 Sav	ved						4 4 Pa	ige	1 of 1 🕨 🕅



⚠

🎝 Misce	Miscellaneous Checks								
New	Save	Search	Delete	Vindo	Print	Post	Recap	Close	

- 1. From Cash Management module > Activities folder > double-click Miscellaneous Checks.
- If this is the first record you are to create, it will open directly on new Miscellaneous Checks screen where you can then add the transaction. Otherwise, it will open the Search Miscellaneous Checks screen where existing miscellaneous checks are displayed. Click the New toolbar button to open the new Miscellaneous Checks.

👔 Search Miscellaneous Checks											
New Open Selected Refresh Close											
7	Filter Records (F	-3)	6 records								
R	Record No	Checkbook	Date	Payee	Amount	Check No.	Posted	Void	Clear		
	ICHK-1	1	05/09/2014		10.00	Voided-00000001		\checkmark			
	ICHK-2	05	05/12/2014		25.00	10000001	V		V		
	ICHK-3	05	05/12/2014		350.00						
	ICHK-4	05	05/26/2014		125.35		V		V		
	ICHK-5	07	05/26/2014	payee1	120.00		V				
	ICHK-6	07	05/26/2014	payee2	30.00	Voided		V			

3. In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to issue a check out of.

Bank Account:	08	*	

Make sure that the bank account you want to issue a check out of had been added in the Bank Accounts screen. If not, see How to Add new Bank Account to guide you on how to add it.

4. Fill in Miscellaneous Check header information.

📳 Bank Deposit									
New Save	Search Delete Undo Print Post Info Recap Undeposited Close								
- Core									
Bank Account:	08 V Balance: 0.00 Currency: USD V Record No: Created on Sav	/e							
Date:	05/28/2014 🖸 Payor: Company Y Amount:	0.00							
Description:	initial deposit Location:	~							

- a. The **Balance field** will show the current balance for the selected back account. This is a good way to track how much is the current bank account balance and will the fund be sufficient to issue the check.
- b. The Currency field by default will show the Currency setup from the selected Bank Account.
- c. The **Record No field** will only be filled with the misc check transaction number as soon as the Miscellaneous Check is saved. This will be based in the Starting Numbers setup from the Starting Numbers screen > Misc Checks. That screen can be opened from Admin folder > Starting Numbers.

Starting Numbers				*	8 X
OK Cancel					
Modules	Starting Numbers				
All	Transaction Type	Prefix	Number	Preview	
Help Desk	Module: Cash Management				
Accounts Pavable	··· Bank Stmt Import	BSI-	1	BSI-1	
Constal Lodger	Misc Checks	MCHK-	7	MCHK-7	
Besting	Bank Transaction	BTRN-	9	BTRN-9	
Posung	Bank Transfer	BTFR-	3	BTFR-3	
	Bank Withdrawal	BWD-	3	BWD-3	
	Bank Deposit	BDEP-	7	BDEP-7	

This number will also be used to track the transaction later on.

- d. The Date field by default will show today's date. Change this date as you feel necessary.
- e. The Payee field is used to enter the name of an individual or company whom the check is issued to.
- f. Enter a description for the Miscellaneous Check in the **Description field**.
- g. Enter the address of the payee in the Address field. See Address Mapper for additional feature on Address field.
- h. Select the Zip/Postal Code. As you select a code, State/Province, City and Country will automatically be filled in with information based on selected zip/postal code.

😑 De	elete Filter:	Q		
	GL Account	Description	Name	Amount
V	906330-40	SPECIAL MEETING -CLARA CITY		400.00
	Select a GL Accour	nt		0.00
			Total:	400.00

- a. In the $\ensuremath{\text{GL}}\xspace$ Account field, select GL Account.
- b. In the Amount field, enter amount of the check to issue.
- c. At the bottom of the grid, a **Total** of line items added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

Miscelaneous Checks									
New Save	Search Delete Undo Print Post Recap Close								
Bank Account:	08 V Balance: 1,097.00 Currency: USD V	Record No:	Created on Save						
Date:	06/03/2014 Payee: Cash	Amount:	400.00						
Description:	for representation	Check No:	To be printed						
Address: 🔝	Zip/Postal Code:	City:							
	State/Province:	Country:	v						
😂 Delete 🛛 Fi	er: Q								
GL Account	Description	Name	Amount						
906330-40	SPECIAL MEETING -CLARA CITY		400.00						
Select a GL	Account		0.00						
		-							
		- F	Fotal: 400.00						
🕜 🔮 🤶 Edit	ed .	🚳 🔄 Page	1 of 1 🕨 🕅						

6. Click **Save toolbar button** to save the miscellaneous check.



The Record No field will then show the miscellaneous transaction number assigned for this transaction.

Miscellaneous	Checks					
New Save	Search Delete Undo Print Post	Recap Close				
Bank Account:	08 💌 Balano	te: 1,097.0	Currency: USD 💌	Record No:	MCHK-8	
Date:	06/03/2014 🖸 Payee: Cash	Amount:		400.00		
Description:	for representation	Check No:	To be printed			
Address: 🔡		Zip/Postal Code:	~	City:		
		State/Province:		Country:		~
😑 Delete 🛛 Fil	ter:					
GL Account	Description			Name		Amount
906330-40	SPECIAL MEETING -CLA	RA CITY				400.00
Select a GL	Account					0.00

<u>/</u>

If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See How to Post the Miscellaneous Check.

7. Click Close toolbar button to close the screen.

