

# How to Create Miscellaneous Check

1. From Cash Management module click **Miscellaneous Checks**.
2. 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.

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.



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.

If there is also Bank Account selected in company location, Bank Account is automatically assigned new miscellaneous checks screen.

4. Fill in Miscellaneous Check header information.

- 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.

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.

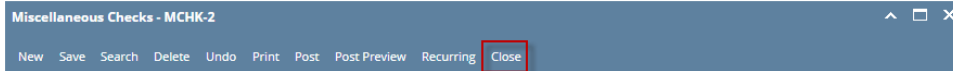
- In the **GL Account field**, select GL Account.
- In the **Amount field**, enter amount of the check to issue.
- At the bottom of the grid, a **Total** of line items added in the grid is shown. And that same amount is reflected as well in the **Amount field** in the header part of the screen.

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.



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



- 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 Checks								
New Open Refresh Report +								
Miscellaneous Checks								
View Filter (F3) 2 record(s)								
Record No	Date	Payee	Amount	Check No.	Posted	Void	Clear	
<input type="checkbox"/> MCHK-1	5/18/2017	trsdtr	10.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/> MCHK-2	7/7/2017		90.00	Voided-00000001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

- 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 \* 07072017 ▼



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.

- Fill in Miscellaneous Check header information.

**Miscellaneous Checks -**

New Save Search Delete Undo Print Post Post Preview Recurring Close

Details Audit Log (0)

Bank Account \* 07072017 Balance 37,598.59000 Currency \* USD Record No Created on Save

Date 7/19/2017 Payee Test Payee Amount 0.00000

Description Test Misc Check Recur ☐ Check No To be printed

Search Address Enter address to search...

Address City State Zip/Postal Country

- The **Balance** field will show the current balance for the selected bank 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.
- The **Currency** field by default will show the Currency setup from the selected Bank Account.
- 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**

Save Close

Details

Modules

- All
- Accounts Payable
- Accounts Receivable
- Card Fueling
- Cash Management
- Contract Management
- Credit Card Recon
- Energy Trac
- Entity Management
- Fixed Assets
- General Ledger
- Grain
- Help Desk
- Inventory

Starting Numbers

View Filter (F3)

Transaction Type	Prefix	Number	Use Location	Preview
<b>Module: Cash Management</b>				
Bank Deposit	BDEP-	46	<input type="checkbox"/>	BDEP-46
Bank Withdrawal	BWD-	4	<input type="checkbox"/>	BWD-4
Bank Transfer	BTFR-	5	<input type="checkbox"/>	BTFR-5
Bank Transaction	BTRN-	34	<input type="checkbox"/>	BTRN-34
Misc Checks	MCHK-	3	<input checked="" type="checkbox"/>	MCHK-3
Bank Stmt Import	BSI-	15	<input type="checkbox"/>	BSI-15

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

- The **Date** field by default will show today's date. Change this date as you feel necessary.
- The **Payee** field is used to enter the name of an individual or company whom the check is issued to.
- Enter a description for the Miscellaneous Check in the **Description** field.
- Enter the address of the payee in the **Address** field. See [Address Mapper](#) for additional feature on Address field.
- 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.

GL Account*	Description	Name	Amount
55000-0000-000	Purchases Discounts - Home office - Admin		50.00000

Total: \$50.00

- 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.

Bank Account: 07072017 Balance: 37,598.59000 Currency: USD Record No: Created on Save  
Date: 7/19/2017 Payee: Test Payee Amount: 50.00000  
Description: Test Misc Check Recur: Check No: To be printed  
Search Address: Enter address to search...  
Address: City: State: Zip/Postal: Country:   
Total: \$50.00

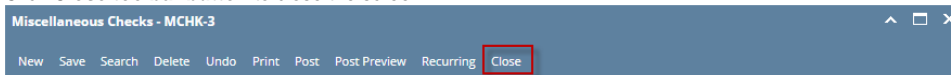
6. Click **Save toolbar button** to save the miscellaneous check.

Miscellaneous Checks - MCHK-3  
New Save Search Delete Undo Print Post Post Preview Recurring Close  
Bank Account: 07072017 Balance: 0.00000 Currency: USD Record No: MCHK-3  
Date: 7/19/2017 Payee: Test Payee Amount: 50.00000  
Description: Test Misc Check Recur: Check No: To be printed  
Search Address: Enter address to search...  
Address: City: State: Zip/Postal: Country:   
Total: \$50.00  
Saved

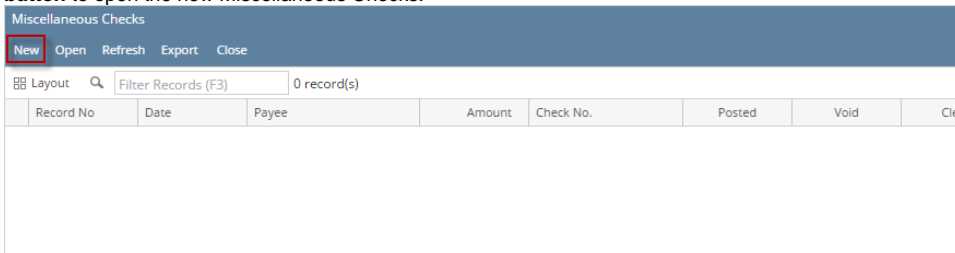


If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post the Miscellaneous Check](#).

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



- 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.



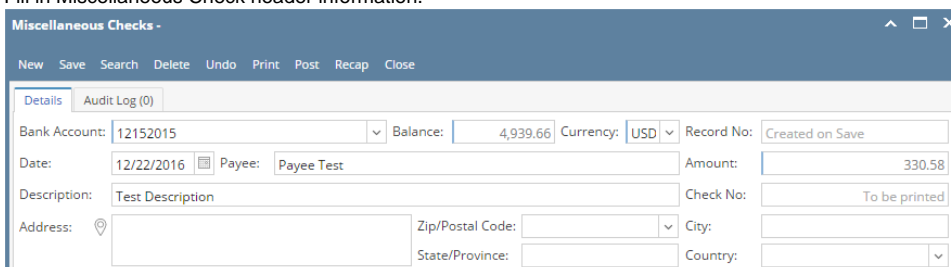
- In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to issue a check out of.

Bank Account:

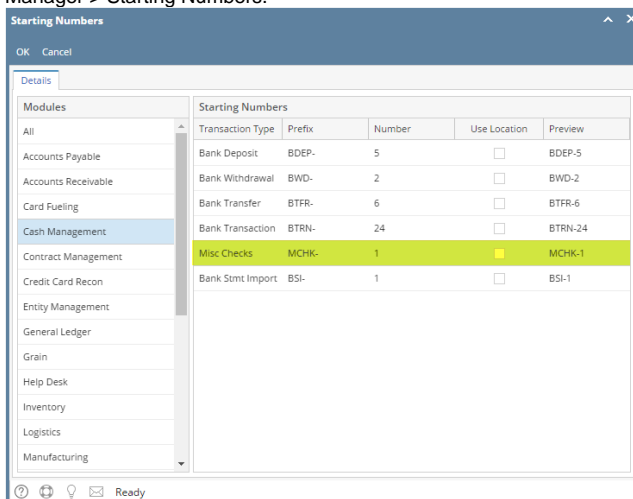


Make sure that the bank account you want to issue a check out of had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

- Fill in Miscellaneous Check header information.



- The **Balance field** will show the current balance for the selected bank 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.
- The **Currency field** by default will show the Currency setup from the selected Bank Account.
- 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.



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

- The **Date field** by default will show today's date. Change this date as you feel necessary.
- The **Payee field** is used to enter the name of an individual or company whom the check is issued to.
- Enter a description for the Miscellaneous Check in the **Description field**.
- Enter the address of the payee in the **Address field**. See [Address Mapper](#) for additional feature on Address field.
- 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.

X Remove	Filter:		[Search Icon]
<input type="checkbox"/>	GL Account	Description	Name Amount
<input checked="" type="checkbox"/>	76000-0000-004	Contract Sales Gain/Loss	225.58
<input type="checkbox"/>	17000-0001-011	Ending Inventory	105.00
<input type="checkbox"/>			
Total:			\$330.58

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Page 1 of 1

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- Miscellaneous Checks -**

New Save Search Delete Undo Print Post Recap Close

**Details** | Audit Log (0)

Bank Account: 12152015 Balance: 4,939.66 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:

X Remove Filter:

<input type="checkbox"/> GL Account	Description	Name	Amount
<input type="checkbox"/> 760000-0000-004	Contract Sales Gain/Loss		225.58
<input type="checkbox"/> 170000-0001-011	Ending Inventory		105.00
<input type="checkbox"/>			
Total:			330.58

Miscellaneous Checks - ^ □ ×

New **Save** Search Delete Undo Print Post Recap Close

Miscellaneous Checks - MCHK-1

New

Save

Search

Delete

Undo

Print

Post

Recap

Close

Details

Audit Log (2)

Bank Account:

12152015

Balance:

4,939.66

Currency:

USD

Record No:

MCHK-1

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:

X Remove

Filter:

GL Account

Description

Name

Amount

17000-0001-011

Ending Inventory

105.00

76000-0000-004

Contract Sales Gain/Loss

225.58

Total:

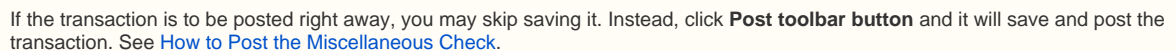
3330.58

Save

Page

1

of 1



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



1. From Cash Management module click **Miscellaneous Checks**.
2. 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 Checks							
New Open Refresh Export + Close							
Filter Records (F3) 19 record(s)							
Record No	Date	Payee	Amount	Check No.	Posted	Void	Clear
<input type="checkbox"/> MCHK-4	03/10/2016		115.00	00001003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-5	03/10/2016		105.00	Voided-00001005	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> MCHK-6	03/17/2016	payee 1	96.48	Voided-00001007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> MCHK-7	03/17/2016		902.00	00001011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-8	03/22/2016		15.00	00001009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-9	03/28/2016		40.40	00000002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-10	03/29/2016		20.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-11	03/29/2016		152.00	00000001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-12	03/30/2016		150.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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.

4. Fill in Miscellaneous Check header information.

Miscellaneous Checks -			
New Save Search Delete Undo Print Post Recap Close			
Details Audit Log (0)			
Bank Account:	113322	Balance:	2,548.67
Date:	05/05/2016	Payee:	payee101
Description:			
Address:	2	Zip/Postal Code:	00501
		State/Province:	NY
		City:	Holtsville
		Country:	United States
		Currency:	USD
		Record No:	Created on Save
		Amount:	0.00
		Check No:	To be printed

- 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				
Details				
Modules	Starting Numbers			
	Transaction Type	Prefix	Number	Use Location Preview
All	Bank Deposit	BDEP-	68	<input type="checkbox"/> BDEP-68
Accounts Payable	Bank Withdrawal	BWD-	3	<input type="checkbox"/> BWD-3
Accounts Receivable	Bank Transfer	BTFR-	13	<input type="checkbox"/> BTFR-13
Card Fueling	Bank Transaction	BTRN-	36	<input type="checkbox"/> BTRN-36
Cash Management	Misc Checks	MCHK-	20	<input checked="" type="checkbox"/> MCHK-20
Contract Management	Bank Stmt Import	BSI-	1	<input type="checkbox"/> BSI-1
Entity Management				
General Ledger				
Grain				
Help Desk				
Inventory				
Logistics				
Manufacturing				
Notes Receivable				
Patronage				

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.

- X Remove Filter:  🔍

<input type="checkbox"/> GL Account	Description	Name	Amount
<input checked="" type="checkbox"/> 40000-0001-004	Sales		100.00
<input type="checkbox"/> Select a GL Account			
			Total: \$100.00

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- Miscellaneous Checks -**

New Save Search Delete Undo Print Post Recap Close

Details Audit Log (0)

Bank Account: 113322 Balance: 2,548.67 Currency: USD Record No: Created on Save

Date: 05/05/2016 Payee: payee101 Amount: 100.00

Description: Check No: To be printed

Address: 2 Zip/Postal Code: 00501 City: Holtsville

State/Province: NY Country: United States

X Remove Filter:

GL Account	Description	Name	Amount
<input type="checkbox"/> 40000-0001-004	Sales		100.00
<input type="checkbox"/> Select a GL Account			
Total:			\$100.00

- Miscellaneous Checks - ^ □ ×
- New **Save** Search Delete Undo Print Post Recap Close

Miscellaneous Checks - MCHK-20

NewSaveSearchDeleteUndoPrintPostRecapClose

DetailsAudit Log (1)

Bank Account: 113322Balance: 2,548.67Currency: USDRecord No: MCHK-20

Date: 05/05/2016Payee: payee101Amount: 100.00

Description:Check No: To be printed

Address: 2Zip/Postal Code: 00501City: Holtsville

State/Province: NYCountry: United States

X RemoveFilter:

☐ GL Account

Description

Name

Amount

☐ 40000-0001-004

Sales

100.00

☐ Select a GL Account

Total:100

Saved

Page1 of 1

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](#).

- Miscellaneous Checks - MCHK-20
- New Save Search Delete Undo Print Post Recap **Close**



1. From Cash Management module click **Miscellaneous Checks**.
2. 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 Checks**

New Open Refresh Export Close

Layout Filter Records (F3) 2 records

Record No	Date	Payee	Amount	Check No.	Posted	Void	Clear
MCHK-1	02/01/2016		350.00	00000001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCHK-2	02/02/2016		10.00	00001004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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:



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.

**Miscellaneous Checks -**

New Save Search Delete Undo Print Post Recap Close

Details

Bank Account:  Balance:  Currency:  Record No:

Date:  Payee:  Amount:

Description:  Check No:

Address:  Zip/Postal Code:  City:

State/Province:  Country:

- a. The **Balance** field will show the current balance for the selected bank 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

Details

Modules

- All
- Accounts Payable
- Accounts Receivable
- Card Fueling
- Cash Management
- Contract Management
- Entity Management
- General Ledger
- Grain
- Help Desk
- Inventory
- Logistics
- Manufacturing
- Notes Receivable
- Patronage
- Payroll
- Posting
- Purchasing
- Quality

Starting Numbers

Transaction Type	Prefix	Number	Preview
Bank Deposit	BDEP-	6	BDEP-6
Bank Withdrawal	BWD-	3	BWD-3
Bank Transfer	BTRF-	4	BTRF-4
Bank Transaction	BTRN-	14	BTRN-14
Misc Checks	MCHK-	3	MCHK-3
Bank Stmt Import	BSI-	1	BSI-1

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.

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Post Recap Close

Details

Bank Account: 253624539656 Balance: 2,965.31 Currency: USD Record No: Created on Save

Date: 02/09/2016 Payee: Payee 1 Amount: 65.00

Description: Allowance Check No: To be printed

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

Grid:

GL Account	Description	Name	Amount
40000-0000-004	Sales		65.00

Total: \$65.00

Edited Page 1 of 1

- In the **GL Account** field, select GL Account.
- In the **Amount** field, enter amount of the check to issue.
- 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 - MCHK-3

New Save Search Delete Undo Print Post Recap Close

Details

Bank Account: 253624539656 Balance: 2,965.31 Currency: USD Record No: Created on Save

Date: 02/09/2016 Payee: Payee 1 Amount: 65.00

Description: Allowance Check No: To be printed

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

Grid:

GL Account	Description	Name	Amount
40000-0000-004	Sales		65.00

Total: \$65.00

Edited Page 1 of 1

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

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Post Recap Close

Details

Bank Account: 253624539656 Balance: 2,965.31 Currency: USD Record No: Created on Save

Date: 02/09/2016 Payee: Payee 1 Amount: 65.00

Description: Allowance Check No: To be printed

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

Grid:

GL Account	Description	Name	Amount
40000-0000-004	Sales		65.00

Total: \$65.00

Edited Page 1 of 1

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

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Post Recap Close

Details

Bank Account: 253624539656 Balance: 2,965.31 Currency: USD Record No: MCHK-3

Date: 02/09/2016 Payee: Payee 1 Amount: 65.00

Description: Allowance Check No: To be printed

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

Grid:

GL Account	Description	Name	Amount
40000-0000-004	Sales		65.00

Total: \$65.00

Saved Page 1 of 1

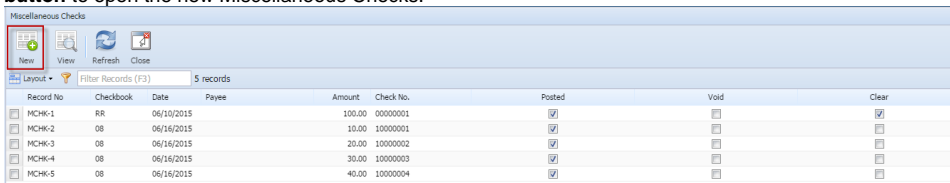


If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post the Miscellaneous Check](#).

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



- 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.



- 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.



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.

- Fill in Miscellaneous Check header information.

The screenshot shows the 'Miscellaneous Checks' form. It has a toolbar with 'New', 'Save', 'Search', 'Delete', 'Undo', 'Print', 'Post', 'Recap', and 'Close' buttons. The form fields are as follows:

Bank Account:	Balance:	Currency:	Record No:
08	907.000000	USD	Created on Save

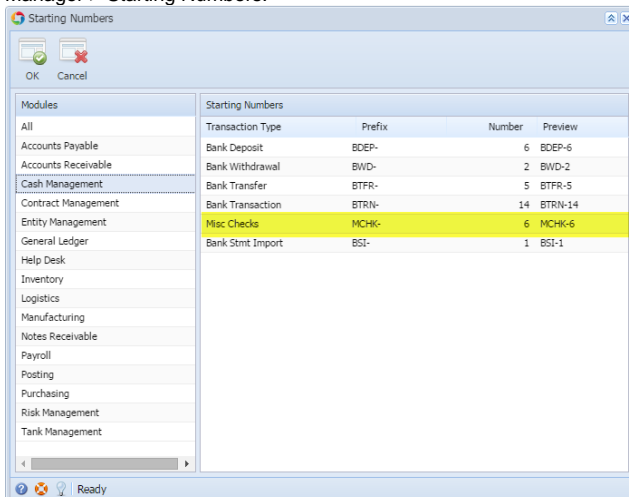
Date:	Payee:	Amount:
06/18/2015	Cash	0.000000

Description:	Check No:
for representation	To be printed

Address:	Zip/Postal Code:	City:

State/Province:	Country:

- 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.
- The **Currency** field by default will show the Currency setup from the selected Bank Account.
- 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.



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

- The **Date** field by default will show today's date. Change this date as you feel necessary.
- The **Payee** field is used to enter the name of an individual or company whom the check is issued to.
- Enter a description for the Miscellaneous Check in the **Description** field.
- Enter the address of the payee in the **Address** field. See [Address Mapper](#) for additional feature on Address field.
- 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.

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

- In the **GL Account** field, select GL Account.
- In the **Amount** field, enter amount of the check to issue.
- 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.

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:

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

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

Save

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

Bank Account: 08 Balance: 907.000000 Currency: USD Record No: MCHK-6

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:

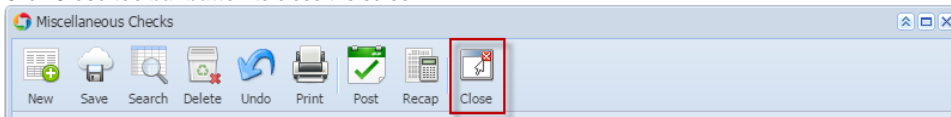
GL Account	Description	Name	Amount
74901-1004	T-1 TURF DELIVERY TRUCK+FL BED-Cedar Rapids Grain		400.00
Select a GL Account			0.00

Total: 400.00

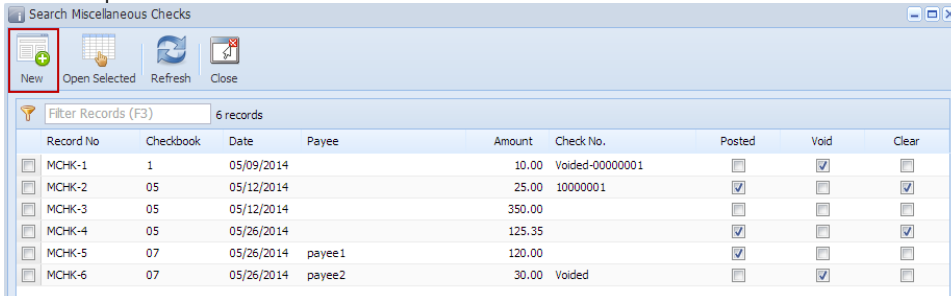


If the transaction is to be posted right away, you may skip saving it. Instead, click **Post toolbar button** and it will save and post the transaction. See [How to Post the Miscellaneous Check](#).

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



- 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.

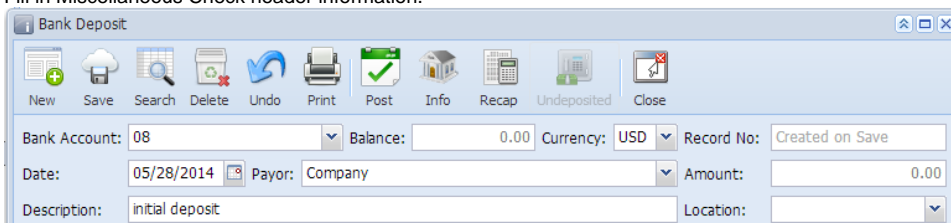


- In the **Bank Account field**, click the dropdown combo box button to open the combo box list and select the bank account you want to issue a check out of.

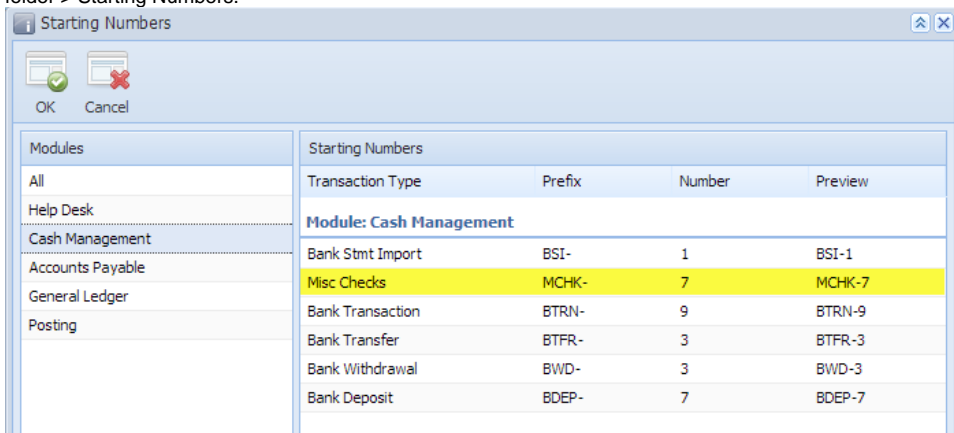


Make sure that the bank account you want to issue a check out of had been added in the Bank Accounts screen. If not, see [How to Add new Bank Account](#) to guide you on how to add it.

- Fill in Miscellaneous Check header information.



- 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.
- The **Currency field** by default will show the Currency setup from the selected Bank Account.
- 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.



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

- The **Date field** by default will show today's date. Change this date as you feel necessary.
- The **Payee field** is used to enter the name of an individual or company whom the check is issued to.
- Enter a description for the Miscellaneous Check in the **Description field**.
- Enter the address of the payee in the **Address field**. See [Address Mapper](#) for additional feature on Address field.
- 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.

GL Account	Description	Name	Amount
<input checked="" type="checkbox"/> 906330-40	SPECIAL MEETING -CLARA CITY		400.00
<input type="checkbox"/> Select a GL Account			0.00

Total: 400.00

- In the **GL Account field**, select GL Account.
- In the **Amount field**, enter amount of the check to issue.
- 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

Bank Account: 08 Balance: 1,097.00 Currency: USD 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:

GL Account	Description	Name	Amount
<input checked="" type="checkbox"/> 906330-40	SPECIAL MEETING -CLARA CITY		400.00
<input type="checkbox"/> Select a GL Account			0.00

Total: 400.00

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

Miscellaneous Checks

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

Bank Account: 08 Balance: 1,097.00 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:

GL Account	Description	Name	Amount
<input checked="" type="checkbox"/> 906330-40	SPECIAL MEETING -CLARA CITY		400.00
<input type="checkbox"/> Select a GL Account			0.00



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.

