

How to Print Miscellaneous Check

1. 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

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

Print Check Close

Details

Bank Account 253624539656 Bank Name Three Rivers Federal Credit Union Next Check No 00001076 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"/>	10/01/2018	MCHK-10			Auto-assigned. Click to change. Misc Checks	50.00	<input type="checkbox"/>	

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 - US BANK NA

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details Check Layout Audit Log (4)

Bank Name US BANK NA

Account Holder

Account No 07072017 Currency USD

Balance 37,523.59000 Active ☒

Contact

Search Address Enter address to search...

Address EP-MN-WN1A

City ST. PAUL State MN

Zip/Postal 55107-1410 Country United States

GL Accounts

GL Account 14140-0000-000

Check Number Range

Starting Check No 1

Ending Check No 5

Next Check No 3

Check No. Length 8

Number of Checks 3 Create

Enable MICR Printing ☒

3. Click **Print Check**.

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

The screenshot shows a window titled "Report Viewer - Check Voucher Middle CM" with "Archive" and "Close" buttons. Below the title bar is a toolbar with icons for home, print, save, and navigation, along with "Page 1 of 1" and a "Pdf" dropdown. The main area displays a check form with the following details:

Vendor: --	Description	Name	Account: --	Amount
GL Account	Purchases Discounts - Home office - AD			75.00

Check Amount: **75.00 Date: 07/19/2017 Check No.: 00000003

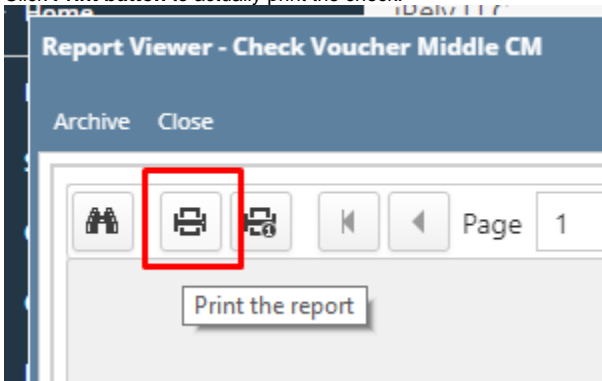
iRely LLC US BANK NA 00000003
242 Pegasus Cove EP 60119114 DATE: 07/19/2017
Fort Wayne, IN 46815 ST PAUL, MN 55107-1419

Seventy-Five and 00/100 ***** \$ [75.00]

PAY TO THE ORDER OF

⑈000003⑈ 4224054554 ⑈070720⑈

5. Click **Print** button to actually print the check.



6. Click **Print** button to actually print the check.

The screenshot shows a "Print" dialog box with the title "Print". It indicates "Total: 1 sheet of paper". A "Print" button (blue) and a "Cancel" button (grey) are shown, with the "Print" button highlighted by a red rectangular box. Below this, the "Destination" is set to "Brother DCP-7030 on d..." with a "Change..." button. The "Pages" section has the "All" radio button selected, and a text box shows "e.g. 1-5, 8, 11-13".

7. 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-4

Bank Account: 07072017, Balance: 37,523.59000, Currency: USD, Record No: MCHK-4, Amount: 75.00000

Date: 7/19/2017, Payee: , Recur: , Check No: 00000003

Description: Purchases Discounts - Home office - Admin

Search Address: Enter address to search...

Address: , City: , State: , Zip/Postal: , Country:

GL Account: 000000000, Description: Purchases Discounts - Home office - Admin, Name: , Amount: 75.00000

Total: \$75.00

8. 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 - US BANK NA

Bank Name: US BANK NA, Account Holder: , Account No: 07072017, Currency: USD, Balance: 37,523.59000, Active: [checked]

Contact: , Search Address: Enter address to search..., Address: EP-MN-WN1A, City: ST. PAUL, State: MN, Zip/Postal: 55107-1410, Country: United States

GL Accounts: 14140-0000-000

Check Number Range: Starting Check No: 1, Ending Check No: 5, Next Check No: 4, Check No. Length: 8, Number of Checks: 2, Enable MICR Printing: [checked]

9. 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**.

Check Number Audit

Filter: All Checks, From: , To: , Printed: 2, Failed: 3, Unused: 2

Check No.	Status	Record No.	Remarks
00000001	Void Check	MCHK-2	
00000001	Printed	MCHK-2	
00000002	Voided	PAY-295	Misprint
00000003	Printed	MCHK-4	
00000004	Unused		
00000005	Unused		
0000000001	Void Check	MCHK-2	

Electronic Bank: , Formats: , Bank Stmt: , ACH/NACHA: , Positive Pay: , Next No: 0

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

Miscellaneous Checks - MCHK-21

New Save Search Delete Undo Print Unpost Recap Close

Details Audit Log (2)

Bank Account: 113322 Balance: 1,338.67 Currency: USD Record No: MCHK-21

Date: 05/11/2016 Payee: Amount: 1,200.00

Description: Check No: To be printed

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

X Remove Filter: []

GL Account	Description	Name	Amount
45000-0002-104	Discount Take		1,200.00
Select a GL Account			

Total: \$1,200

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: 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"/>	05/11/2016	MCHK-21		Auto-assigned. Click to ch...	Misc Checks	1,200.00

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 (6)

Bank Name: Wells Fargo Indiana

Account No: 113322 Currency: USD

Balance: 1,338.67 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: 25

Next Check No: 11

Check No. Length: 8

Number of Checks: 15 Create

Enable MICR Printing: ☒

3. Click **Preview toolbar button**.

Process Payments

Preview Close

Details

Bank Account: 113322 Bank Name: Wells Fargo Indiana 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"/>	05/11/2016	MCHK-21	Auto-assigned. Click to ch...	Misc Checks		1,200.00

Ready

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

Report Viewer

Check Voucher Middle CM

Page 1 of 1

Vendor: -- Account: --

GL Account	Description	Name	Amount
45000-0002-104	Discount Take		1,200.00

Check Amount: **1,200.00 Date: 05/11/2016 Check No.: 00000011

i21 Demo Setup Company(Source)
4242 Flagstaff Cove
Fort Wayne, IN 46815

Wells Fargo Indiana
1234 Main St
Fort Wayne, IN 46835
074800275

00000011
DATE: 05/11/2016

One Thousand and Two Hundred and 00/100 ***** \$ [**1,200.00]

5. Click **Print** button to actually print the check. The **Print Check Verification** screen opens.

Print Check Verification

Commit Close

Details

Printed Checks

☒ Fail All ☐ Fail None

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	MCHK-21	05/11/2016	00000011		1,200.00

Ready

- 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](#).

6. 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.

7. Once the Report Viewer is closed, it will also close the Miscellaneous Check.
8. 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.

9. 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.

10. 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

Bank Names: Waste Print Close

Account No.: Details

Balance: Filter: All Checks From: To:

Contact: Printed: 10 Failed: 1 Unused: 14

Address:

Zip/Postal Code:

State/Province:

Phone:

Website:

Email:

Electronic B

Formats:

Bank Smit

ACH/NACH

Positive Pa

Check No.	Status	Record No.	Remarks
00000001	For Print Verifica...		
00000002	Printed	MCHK-18	
00000003	Printed	MCHK-17	
00000004	Printed	PAY-93	
00000005	Printed	PCHK-47	
00000006	Printed	MCHK-19	
00000007	Printed	PAY-94	
00000008	Printed	PAY-97	
00000009	Printed	PCHK-45	
00000010	Printed	PAY-99	
00000011	Printed	MCHK-21	

of 1

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

Miscellaneous Checks - MCHK-2

New Save Search Delete Undo Print Unpost Recap Close

Details

Bank Account: 253624539656 Balance: 0.00 Currency: USD Record No: MCHK-2

Date: 02/02/2016 Payee: Amount: 10.00

Description: Check No: 00001004

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

X Remove Filter: x | Q

GL Account	Description	Name	Amount
40000-0000-004	Sales		10.00

Total: \$10

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 **Print Checks screen** opens.

Process Payments

Preview Close

Details

Bank Account: 253624539656 Bank Name: Three Rivers Federal Credit Union Next Check No: 00001005

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
✓	02/02/2016	MCHK-2		00001004	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 MICR Check Audit Reconciliation Register Close

Details

Bank Name: Three Rivers Federal Credit Union

Account No: 253624539656 Currency: USD

Balance: 2,965.31 Active: ☒

Contact: Anthony Wayne

Address: 5600 Main Street

Zip/Postal Code: 46825 City: Fort Wayne

State/Province: IN Country: United States

Phone: (260)436-2345 Fax:

GL Accounts

GL Account: 10004-0000-000

Check Number Range

Starting Check No: 1000

Ending Check No: 10000

Next Check No: 1005

Number of Checks: 8,996 Create

Enable MICR Printing: ☐

3. Click **Preview toolbar button**.

Process Payments

Preview Close

Details

Bank Account: 253624539656 Bank Name: Three Rivers Federal Credit Union **Next Check No: 00001005**

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"/>	02/02/2016	MCHK-2		00001004	Misc Checks	10.00

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

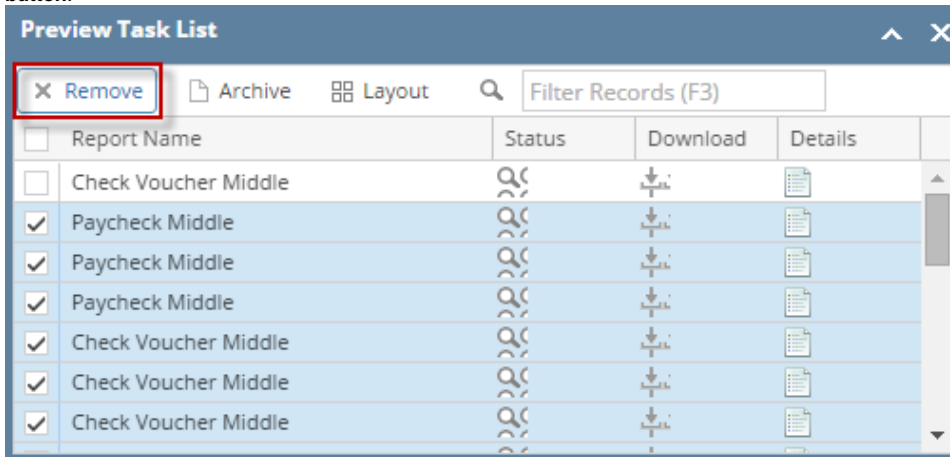
Preview Task List

Remove Archive Layout Filter Records (F3)

<input type="checkbox"/>	Report Name	Status	Download	Details
<input checked="" type="checkbox"/>	Check Voucher Middle			
<input type="checkbox"/>	Paycheck Middle			
<input type="checkbox"/>	Paycheck Middle			
<input type="checkbox"/>	Paycheck Middle			
<input type="checkbox"/>	Check Voucher Middle			
<input type="checkbox"/>	Check Voucher Middle			
<input type="checkbox"/>	Check Voucher Middle			

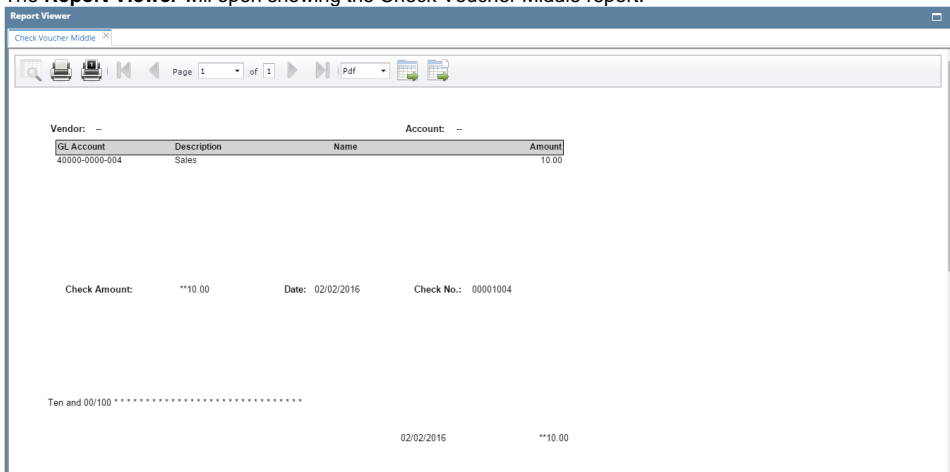
a. The **Tools button** in the Check Voucher Middle report > **Status field** signifies that i21 is in the process of generating the report.

- b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Remove** button.

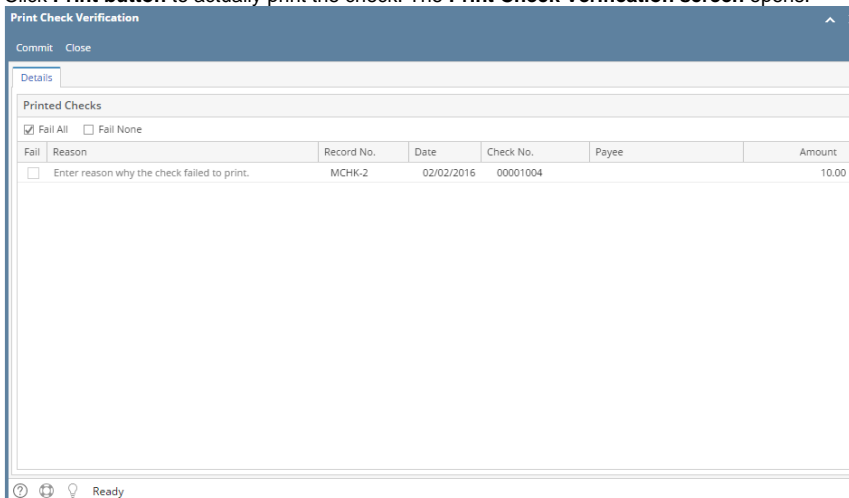


- c. You can also preview report that is existing on this list by clicking the **Magnifying glass** button in the **Status** field for the selected report.

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



6. Click **Print** button to actually print the check. The **Print Check Verification** screen opens.



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](#).

- 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.

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

- 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.

11. 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 - Three Rivers Federal Credit Union

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

Details

Bank Name: Three Rivers Federal Credit Union GL Accounts

Account No.:

Balance:

Contact:

Address:

Filter: All Checks From: To:

Printed: 6 Failed: 0 Unused: 8,996

Check No.	Status	Record No.	Remarks
00000001	Printed	MCHK-1	Manually entered check number.
00001000	Printed	PAY-6	
00001001	Printed	PCHK-27	
00001002	Printed	PCHK-28	
00001003	Printed	PCHK-29	
00001004	Printed	MCHK-2	
00001005	Unused		
00001006	Unused		
00001007	Unused		
00001008	Unused		
00001009	Unused		
00001010	Unused		
00001011	Unused		

Electronic Bank Services

Formats

Bank Smt

ACH/NACHA

Positive Pay

Ready

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

Miscellaneous Checks

New Save Search Delete Undo Print Unpost Recap Close

Bank Account: 08 Balance: 507.000000 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+FLBED-Cedar Rapids Grain		400.00

Total: 400.00

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 **Print Checks** screen opens.

Print Checks

Print Preview Close

Bank Account: 08 Bank Name: ABC Bank Next Check No: 10000007

Electronic Bank Services

None

ACH or NACHA

Positive Pay Format

Check Format

Check Voucher Middle

Check Printing Options

Print Company Name

Print Vendor Name

Print Check No.

Print Memo

Print Checks Reprint Checks

Select All Clear All Filter:

To Pr	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	06/18/2015	MCHK-6	Cash	Auto-assigned. Click to change.	Misc Checks	400.00

Ready

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.

New

Save

Search

Delete

Undo

Bank

MICR

Check Audit

Reconciliation

Register

Close

Details

Origin

Bank Name:

ABC Bank

Account No:

1500326210C

Balance:

507.000000

Contact:

James Brown

Address:

4242 Flagstaff Cove

Zip/Postal Code:

46815

City:

Fort Wayne

State/Province:

IN

Country:

United States

Phone:

(123)555-8964

Fax:

(123)222-5879

GL Accounts

GL Account:

10122-1002

Check Number Range

Starting Check No:

10000001

Ending Check No:

10000010

Next Check No:

10000007

Number of Checks:

14

Create

Enable MICR Printing:

☒

3. Click **Preview toolbar button**.

Print

Preview

Close

Bank Account:

08

Bank Name:

ABC Bank

Next Check No:

10000007

Electronic Bank Services

None

ACH or NACHA

Positive Pay Format

Check Format

Check Voucher Middle

Check Printing Options

☒ Print Company Name

☒ Print Vendor Name

☒ Print Check No.

☒ Print Memo

Print Checks

Reprint Checks

☒ Select All

☐ Clear All

Filter:

To Pr...	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	06/18/2015	MCHK-6	Cash	Auto-assigned. Click to change.	Misc Checks	400.00

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

Remove

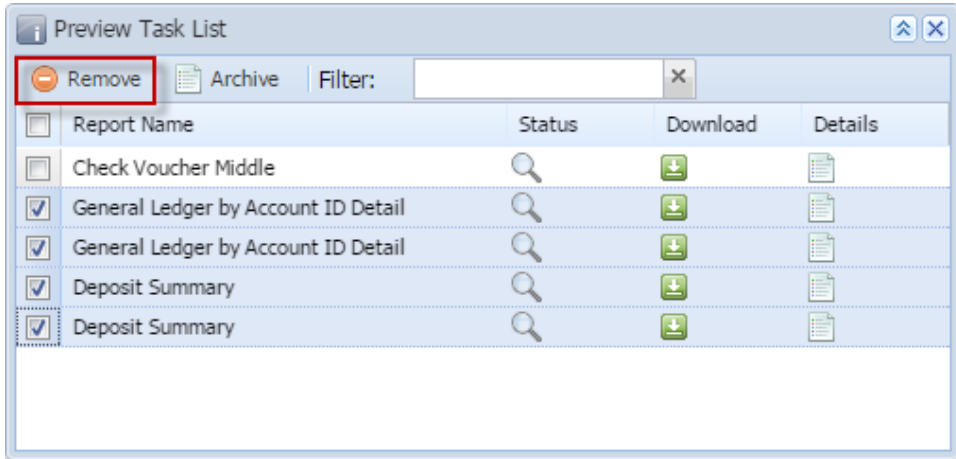
Archive

Filter:

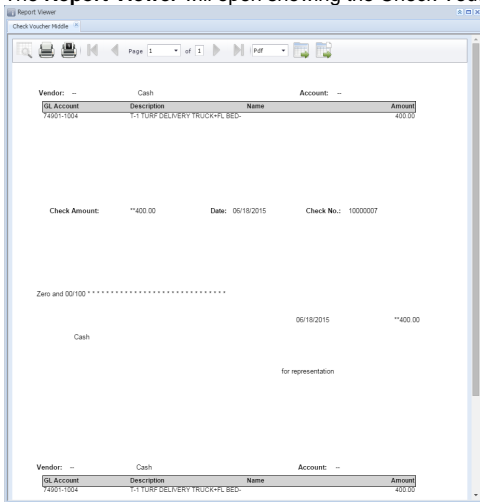
<input type="checkbox"/>	Report Name	Status	Download	Details
<input checked="" type="checkbox"/>	Check Voucher Middle			
<input type="checkbox"/>	General Ledger by Account ID Detail			
<input type="checkbox"/>	General Ledger by Account ID Detail			
<input type="checkbox"/>	Deposit Summary			
<input type="checkbox"/>	Deposit Summary			

a. The **Tools button** in the Check Voucher Middle report > **Status field** signifies that i21 is in the process of generating the report.

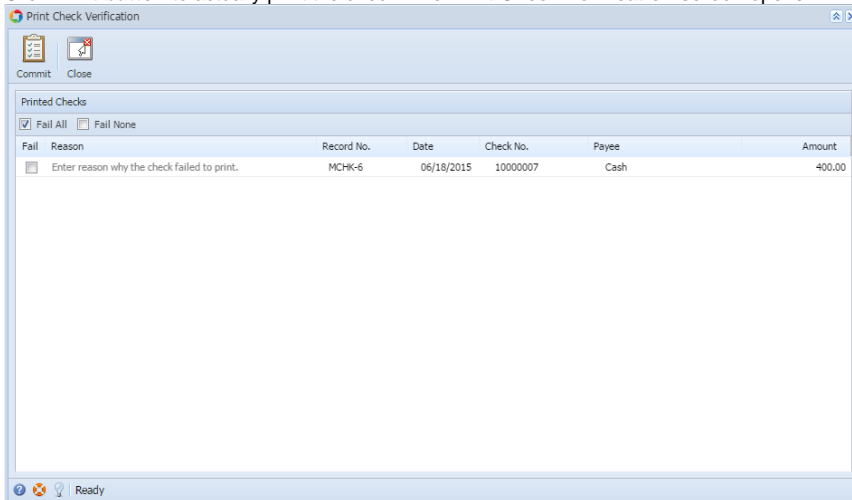
- b. This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Remove** button.



- c. You can also preview report that is existing on this list by clicking the **Magnifying glass button** in the **Status** field for the selected report.
5. The **Report Viewer** will open showing the Check Voucher Middle report.



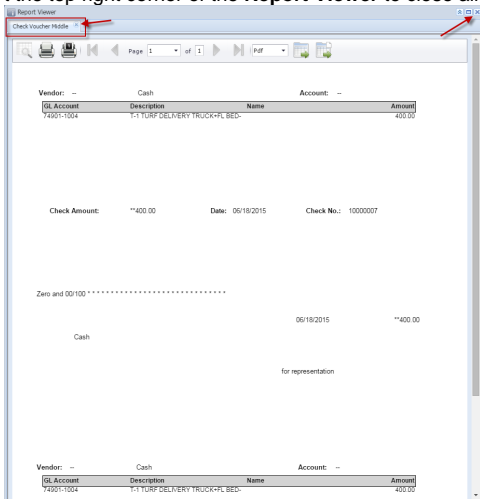
6. Click **Print** button to actually print the check. The **Print Check Verification** screen opens.



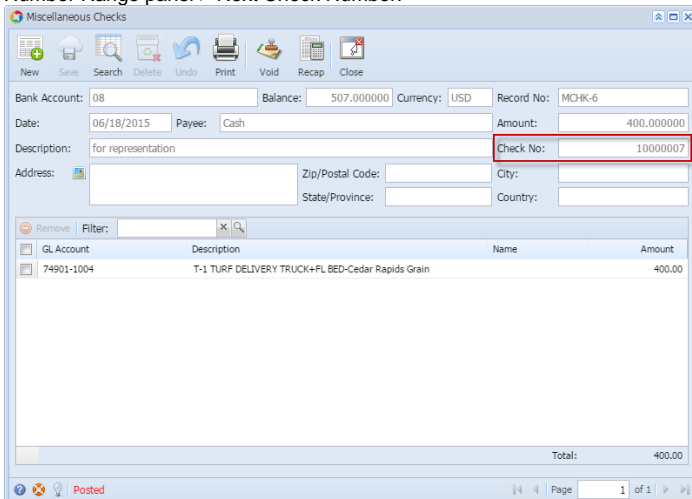
In the **Print Check Verification** screen, you will have to specify whether the printing of check was a success or it failed.

- 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](#).

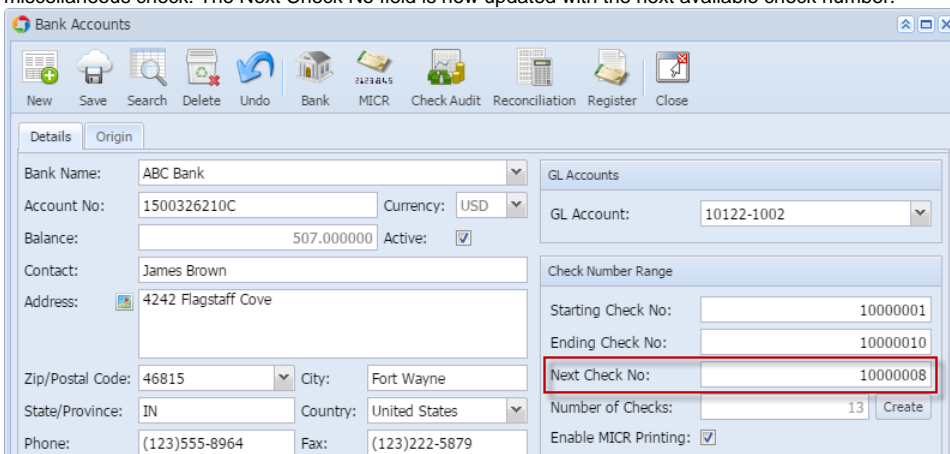
7. Close the Check Voucher Middle report by clicking the **x** button on the **Check Voucher Middle** tab to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports.



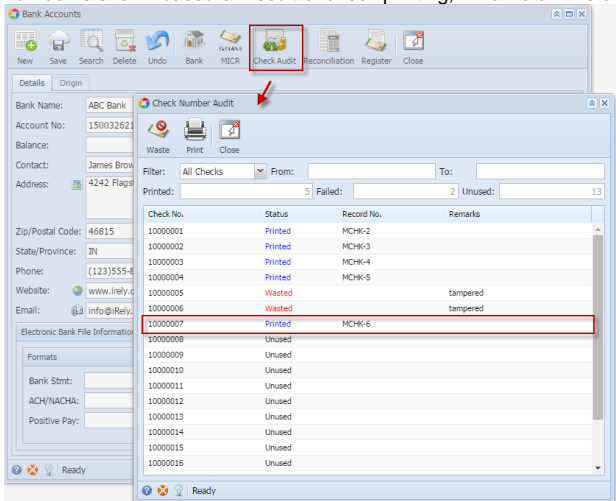
8. Once the Report Viewer is closed, it will also close the Miscellaneous Check.
9. Re-open the Miscellaneous Check and the **Check Number** field will be updated by the check number setup in the Bank Account screen > Check Number Range panel > Next Check Number.



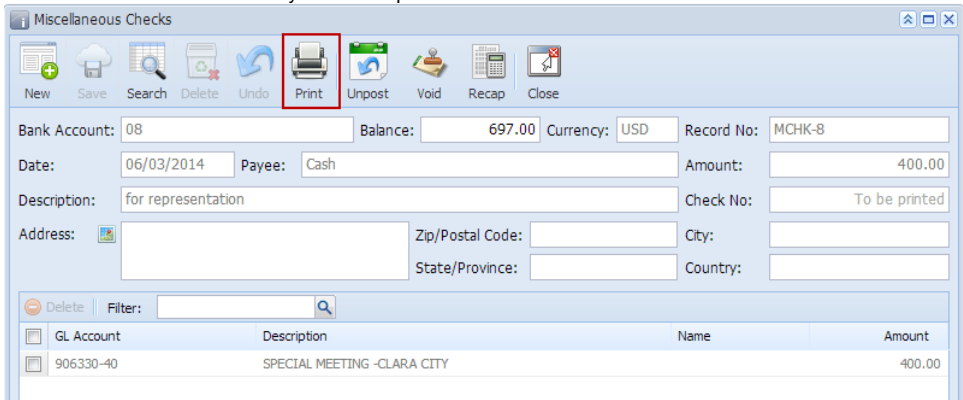
10. Open **Bank Account** screen from Cash Management module > Maintenance folder > Bank Accounts and select the bank account used in the miscellaneous check. The Next Check No field is now updated with the next available check number.



11. 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**.

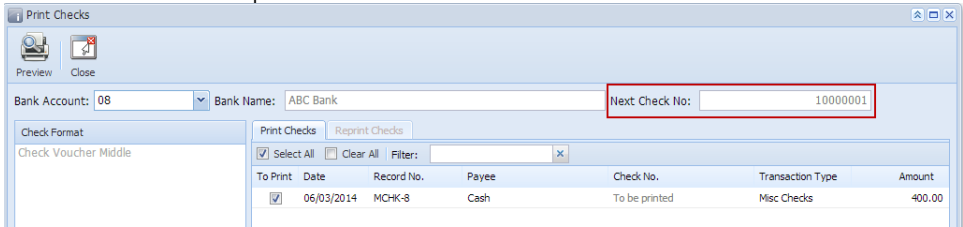


1. Select the miscellaneous check you want to print. Click **Print toolbar button**.



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

2. The **Print Checks** screen opens.



If you have setup Check Number Range for the bank account used for the Miscellaneous Check, the **Next Check No field** in the Print Checks screen will show the Next Check No setup in the Bank Accounts screen > Check Number Range panel > Next Check No field.

The Bank Accounts screen displays details for 'ABC Bank'. The 'Check Number Range' panel is highlighted with a red box, showing the following fields:

Field	Value
Starting Check No:	10000001
Ending Check No:	10000010
Next Check No:	10000001
Number of Checks:	10
Enable MICR Printing:	<input checked="" type="checkbox"/>

3. Click **Preview toolbar button**.

The Print Checks screen shows the 'Preview' button highlighted with a red box. Below the toolbar, the 'Check Format' section is set to 'Check Voucher Middle'. The 'Print Checks' section shows a table of checks to be printed:

To Print	Date	Record No.	Payee	Check No.	Transaction Type	Amount
<input checked="" type="checkbox"/>	06/03/2014	MCHK-8	Cash	To be printed	Misc Checks	400.00

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

The Preview Task List screen displays a list of reports. The 'Check Voucher Middle' report is highlighted with a red box, showing a status of 'i21' and a 'Show' button.

Report Name	Status	Show
Check Voucher Middle	i21	<input checked="" type="checkbox"/>
Check Voucher Middle	i21	<input checked="" type="checkbox"/>

- The **Tools button** in the Check Voucher Middle report > **Status field** signifies that i21 is in the process of generating the report.
- This screen stores previous reports previewed/printed. If you would like to clear this screen, select report/s to delete and click **Delete button**.

The Preview Task List screen displays a list of reports. The 'Delete' button is highlighted with a red box. The list includes:

Report Name	Status	Show
Income Statement Standard	i21	<input checked="" type="checkbox"/>
General Ledger by Account ID Detail	i21	<input checked="" type="checkbox"/>
Trial Balance Detail	i21	<input checked="" type="checkbox"/>
Deposit Summary	i21	<input checked="" type="checkbox"/>

- You can also preview report that is existing on this list by clicking the **Magnifying glass button** in the **Status field** for the selected report.

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

GL Account	Description	Name	Amount
906330-40	SPECIAL MEETING	-CLARA CI	400.00

06/03/2014 400.00

Cash

Four Hundred and 00/100

for representation

GL Account	Description	Name	Amount
906330-40	SPECIAL MEETING	-CLARA CI	400.00

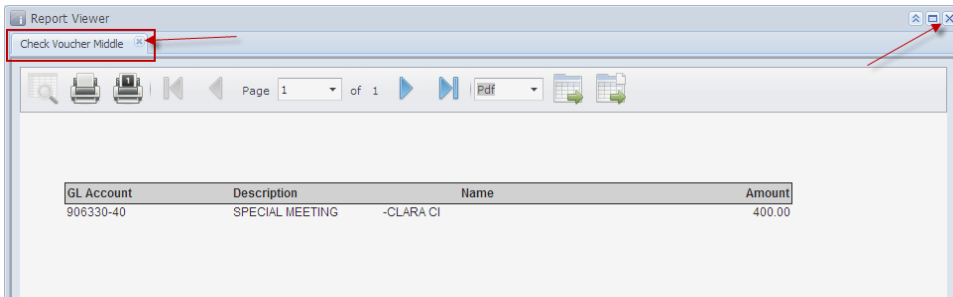
6. Click **Print** button to actually print the check. The **Print Check Verification** screen opens.

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input type="checkbox"/>	Enter reason why the check failed to print.	MCHK-8	06/03/2014	10000001	Cash	400.00

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](#).

7. 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.



You will then be asked to archive the report.

- a. If you will want to archive the report, see [How to Archive a report](#).
 - b. If you will not archive the report, click No button on the message box.
8. Once the Report Viewer is closed, it will also close the Miscellaneous Check.
9. 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.

10. 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.

11. 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

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

Details Origin

Bank Name: ABC Bank

Account No: 1500326210C

Balance:

Contact: James Brown

Address: 4242 Flagstaff Cove

Zip/Postal Code: 46815

State/Province: IN

Phone: (123)555-8964

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: 1 Failed: 0 Unused: 9

Check No.	Status	Record No.	Remarks
10000001	Printed	MCHK-8	
10000002	Unused		
10000003	Unused		
10000004	Unused		
10000005	Unused		
10000006	Unused		
10000007	Unused		
10000008	Unused		
10000009	Unused		
10000010	Unused		