How to Print Miscellaneous Check

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 **Process Payments 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.

3. Click **Print Check**.

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

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

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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.

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.

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.

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3. Click **Preview toolbar button**.

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

5. 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.

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.

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

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.

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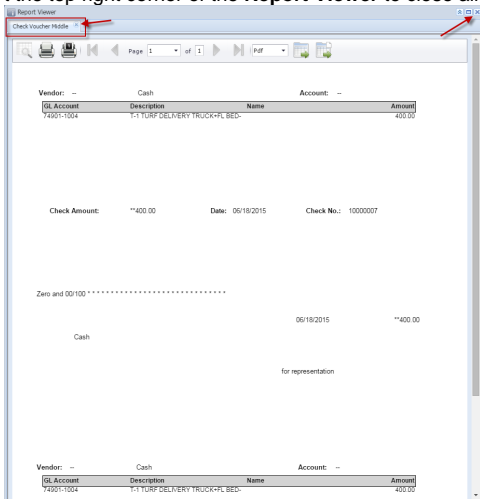10. Open **Bank Account screen** from Cash Management module > Maintenance folder > Bank Accounts and select the bank account used in the miscellaneous check. The Next Check No field is now updated with the next available check number.

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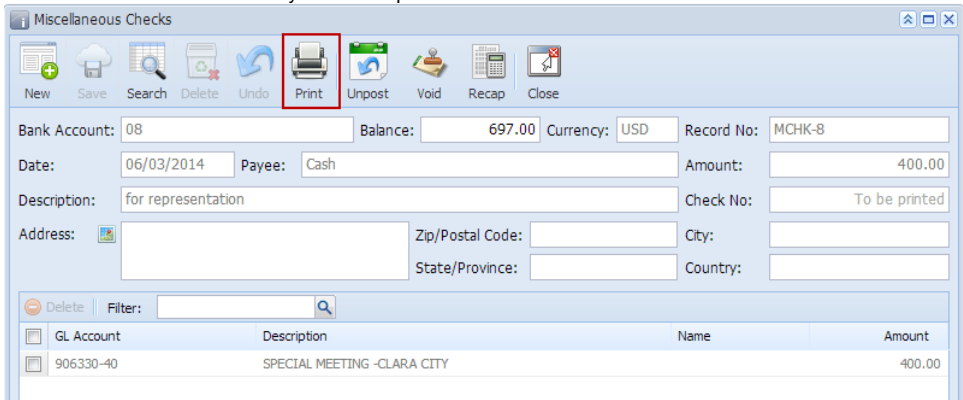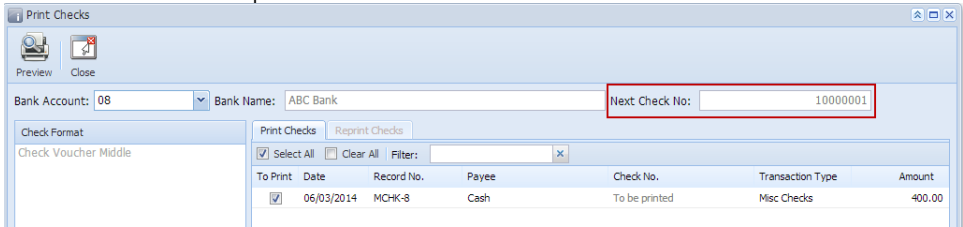⚠ If the transaction is to be printed right away, you may skip posting it. Instead, click **Print toolbar button** and it will post and print the transaction. See How to Post Miscellaneous Check.

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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.
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