# How to Print Miscellaneous Check

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

Details Audit L	.og (2)										
Bank Account ,	* 07072017			Balance	37,523.59000	Current	y* USD	Recor	rd No	МСНК-4	
late	7/19/2017	Payee						Amou	Int		75.00
lescription							Recur	Chec	k No		To be prin
earch Address	Enter address t	o search									
ddress					City				State		
					Zip/Postal				Count	ry	
× Remove Filt											
			Q,								
GL Account*		Desc	Q, ription					Name			Amour
	•			Home office	t - Admin			Name			Amour 75.00
GL Account*	•		ription	Home office	e - Admin			Name			

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         0000107	76   Checks	⊖ ACH	
Process Payments Archive File			
Ø Select All □ Clear All Export •  View • Filter (F3) 1 record(s) (1 selected)			K Z L N
To Process Date Record No. Payee Check No. Transaction Type Amount Hold H	Hold Reason		
☑ 10/01/2018 MCHK-10 Auto-assigned. Click to change. Misc Checks 50.00			

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.

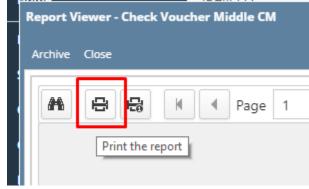
Details Check	k Layout Audit Log (	4)					
Bank Name	* US BANK NA				GL Accounts		
Account Holder					GL Account	* 14140-0000-000	
Account No Balance	* 07072017	37 52	Currency* USD 3.59000 Active		Check Number Rai	nge	
Contact					Starting Check No		
Search Address	Enter address to se	arch			Ending Check No		
Address	EP-MN-WN1A			0	Next Check No		
				Ť	Check No. Length		
					Number of Checks		3 Crea
City	ST. PAUL	State	MN		Enable MICR Printin	ng 🗸	
7in/Postal	55107-1/10	Country	United States	$\sim$			

3. Click Print Check.

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

Vendor: - Account: - [63.Account Description Name Account: - 5000-5000-500 Purchases Documb - Home office - Ad 95.50
Check Amount: **75.00 Date: 07/15/2017 Check No.: 00000003
Refy         LLC         ULRANK M         00000003           424 Fliggest Cove         EP-MILWINE         DATE: 07/15/2017           Fort Wayne, IN: 46815         51 FMLR, IM: 5587-1419         DATE: 07/15/2017
Seventy-Five and 00/100 *** 75 00
RVY TO THE ORDER OFTE
#000003# \$1221051555 #07072017#

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



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

Print	
Total: 1 sheet	of paper
	Print Cancel
Destination	Change
Pages	All
	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 Ch	ecks - MCHH											^ □ ×
New Save Sear			int Unpost	Unpost Prev	iew Re	ecurring Clo	se					
Details Audit Lo	og (2)											
Bank Account 🔸	07072017			Bala	nce	37,523.590	0 Curren	<b>¢y</b> ★ USD	Reco	rd No 👔	ICHK-4	
Date	7/19/2017	Paye	e						Amou	unt		75.00000
Description								Recur	Chec	k No		0000003
	Enter addre	ess to sear	:h									
Address						City				State		
						Zip/Post	I			Country	r	
× Remove Filt	er		Q,									
GL Account*			Description						Name			Amount
55000-0000-0	000	1	Purchases Di	scounts - Home	office - /	Admin						75.00000
										То	al:	\$75.00
2000	Posted									Page		1 of 1 ▶ ▶

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					^ □ X
New Save Sea	rch Delete Undo Ban	k Check A	udit Reconciliation	Register	Close	
Details Check	Layout Audit Log (4)					
Bank Name 🔸	US BANK NA				GL Accounts	
Account Holder					GL Account * 14140-0000-000	٩
Account No 🔸	07072017		Currency *	USD	Check Number Range	
Balance		37,523	.59000 Active	~	3	
Contact					Starting Check No	1
Search Address	Enter address to search.				Ending Check No	5
Address	EP-MN-WN1A			0	Next Check No	4
				×	Check No. Length	8
					Number of Checks	2 Create
City	ST. PAUL	State	MN		Enable MICR Printing	
Zip/Postal	55107-1419	Country	United States	~		

 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.

	n Delete Undo Bank Ch	eck Audit Reconciliat	ion Register Close		
Details Check L Bank Name + Account Holder	Check Number Audit Waste Print Close				^ X
Account No 🔺	Details				
Balance	Filter All Checks	2 From 2 Failed	To	3 Unused	2 1
Search Address	Check No.	Status	Record No.	Remarks	5
Address	00000001	Vold Check	MCHK-2		8
City	00000001	Printed	MCHK-2 PAV-295	Misprint	2 Create
Zip/Postal	00000003	Printed	MCHK-4		
Phone	00000004	Unused			0
Email	00000005 Voided-00000001	Unused	MCHK-2		0
IBAN SWIFT	voided-00000001	Vold Check	MCHK-2		1 Apply
Electronic Bank					
Formats					
Bank Stmt					
ACH/NACHA Positive Pay	? D V Ready	No	0		
? 🗘 🖓 🖂	Ready			II I Page	1 of 1 🕨 🛛

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 Paye	e:	Amount:	1,200.00
Description:		Check No:	To be printed
Address: 📎	Zip/Postal Code:	City:	
	State/Province:	Country:	
X Remove Filter:	Q		
GL Account	Description	Name	Amount
45000-0002-104	Discount Take		1,200.00
Select a GL Account			
		Total:	\$1,200
		0101 - E	
🕐 🗘 🖓 🖂 Posted		I≪ I Page	1 of 1 ▶ ▶

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 N	Name: Wells	Fargo Indiana				Next Check	No:	00000011
Process Type	Process Pay	ments							
Checks	Select All	I 🗌 Clear All	E Layout	Q,	Filter Records (F3)				
O ACH or NACHA	To Process	Date	Record No.	Pa	yee	Check No		Transaction Type	Amount
O Positive Pay	~	05/11/2016	MCHK-21			Auto-assi	gned. Click to ch	Misc Checks	1,200.00
Check Format									
Check Voucher Middle									
Check Voucher Middle Overflow									
Check Printing Options									
<ul> <li>Print Company Name</li> <li>Print Vendor Name</li> </ul>									
Print Check No.									
Print Memo									
⑦ Ø Ø 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 Sea	nrch Delete Undo Bank Mi	CR Check Audit Reconciliation	Register Close
Details Audit I	Log (6)		
Bank Name:	Wells Fargo Indiana		GL Accounts
Account No:	113322	Currency: USD ~	GL Account: 10001-0001-000 ~
Balance:		1,338.67 Active:	
Contact:	Steve Jones		Check Number Range
Address: 📎	1234 Main St		Starting Check No: 1
			Ending Check No: 25
Zip/Postal	46835 V City:	Fort Wayne	Next Check No: 11
Code: State/Province:	IN Cou	ntry: United States	Check No. Length: 8
		onned states	Number of Checks: 15 Create
Phone:	(800)555-1212 Fax:		Enable MICR Printing: 🔽
Website: P			

### 3. Click Preview toolbar button.

rocess Payments									^ □
Preview Close									
Details									
Bank Account: 113322	Bank N	Name: Wells	Fargo Indiana				Next Check	No:	0000001
Process Type	Process Pay	ments					-		
Ocean Checks	Select All	I 🗌 Clear All	88 Layout	Q,	Filter Records (F3)				
O ACH or NACHA	To Process	Date	Record No.	Pa	iyee	Check No.		Transaction Type	Amount
O Positive Pay	$\checkmark$	05/11/2016	MCHK-21			Auto-assign	ed. Click to ch	Misc Checks	1,200.00
Check Format									
Check Format Check Voucher Middle Check Voucher Middle Overflow									
Check Voucher Middle Check Voucher Middle Overflow									
Check Voucher Middle Check Voucher Middle Overflow Check Printing Options									
Check Voucher Middle Check Voucher Middle Overflow Check Printing Options									
Check Voucher Middle									

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

	Middle CM 🙁				
9	🖶 M 🖣 Page	1 • of 1	Pdf	•	
	Vendor:			Account:	
	GLAccount	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 Com	pany(Source)	Wells Fargo Indiana		00000011
	4242 Flagstaff Cove Fort Wayne, IN 46815		1234 Main St Fort Wayne, IN 46835 074900275		DATE: 05/11/2016
	One Thousand Two Hundre	d and 00/100 * * * * * * *	* * * * * * * * * * * * * * * * * * * *		\$ **1,200.00
					•

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

etails					
rinted Checks					
Fail All 🔲 Fail None			<i>a</i>		
ail Reason	Record No.	Date	Check No.	Payee	Amou
Enter reason why the check failed to print.		05/11/2016			1,20
ence reason why the theor taken to princ	MCHK-21	05/11/2016	00000011		
Enter reason why the check rated to print.	MCHK-21	05/11/2018	00000011		
ener reson wig die cieck laited of print.	MCHK-21	05/11/2016	00000011		1,2
Ener reason wiy die cieck talieu o print.	MCHK-21	05/11/2016	0000011		1,2
Ener reason wiy die cieck laired o print.	MCHK-21	05/11/2016	00000011		1,21
Ener reson wiy ure ureak raired o print.	MCHK-21	05/11/2016	0000011		1,21
Enter reason why the check railed of print.	MCHK-21	05/11/2016	00000011		1,2

- 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 a t the top right corner of the Report Viewer to close all reports.

eck 1	Voucher	r Middle CM 🙁			
•	0	🔒 🕅 🖣 Page	1 • of 1	▶ N E Pdf ▼	
		Vendor:		Account:	
		GL Account 45000-0002-104	Description Discount Take	Name	Amount 1,200.00
		Check Amount:	**1,200.00	Date: 05/11/2016 Check M	<b>io.:</b> 00000011
		<b>i21 Demo Setup Cor</b> 4242 Flagstaff Cove Fort Wayne, IN 4681		Wells Fargo Indiana 1234 Main St Fort Wayne, IN 46835 074900275	00000011 DATE: 05/11/2016
		4242 Traystan Cove	5	Fort Wayne, IN 46835	DATE: 05/11/2016

- 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.

Miscellaneous Checks - MCHK-21				~ 🗆 ×
New Save Search Delete Undo	Print Void Recap Close			
Details Audit Log (2)				
Bank Account: 113322	Bal	ance: 1,338.67 Currency: USD	Record No: MCH	(-21
Date: 05/11/2016 Payee	e:		Amount:	1,200.00
Description:			Check No:	00000011
Address: 💿		Zip/Postal Code:	City:	
		State/Province:	Country:	
× Remove Filter:	Q			
GL Account	Description		Name	Amount
45000-0002-104	Discount Take			1,200.00
Select a GL Account				
			Total:	\$1,200
⑦ ① ♀ ⊠ Printed			Id d Page	1 of 1 ▶ ▶

Bank Accounts - 1	Wells Fargo Indiana						^ □ ×
New Save Sea	rch Delete Undo Bank	K MICR Chec	k Audit Reconcili	ation	Register Close		
Details Audit L	.og (6)						
Bank Name:	Wells Fargo Indiana				GL Accounts		
Account No:	113322		Currency: USD	$\sim$	GL Account:	10001-0001-000	~
Balance:		1,338.67	Active: 🗸				
Contact:	Steve Jones				Check Number Rang	e	
Address: 🛛 🛇	1234 Main St				Starting Check No:		1
					Ending Check No:		25
Zip/Postal	46835 ~	City: For	t Wayne		Next Check No:		12
Code: State/Province:	IN	Country: Uni	ited States	~	Check No. Length:		8
Phone:	(800)555-1212	Fax:			Number of Checks:		14 Create
Website: P					Enable MICR Printing	: 🗸	

Details Au	Check Number Audit	_		^ X
ank Name:	Waste Print Close			
count No:	Details			· · · · · · · · · · · · · · · · · · ·
ontact:	Filter: All Checks	✓ From:	To:	
idress:	Printed:	10	ailed: 1 Unuse	ed: 14
1010551	Check No.	Status	Record No. Remarks	2
	00000001	For Print Verif	ca	A 2
p/Postal ode:	00000002	Printed	MCHK-18	
ate/Provinc	00000003	Printed	MCHK-17	14 Create
none:	00000004	Printed	PAY-93	In Clean
ebsite:	00000005	Printed	PCHK-47	
nail:	00000006	Printed	MCHK-19	
lectronic E	00000007	Printed	PAY-94	
Formats	0000008	Printed	PAY-97	
Bank Stmt	00000009	Printed	PCHK-45	1 Apply
ACH/NACH	00000010	Printed	PAY-99	
Positive Pa	00000011	Printed	MCHK-21	1

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

Details						
ank Account: 253624539656		Balance:	0.00 Currency: USD	Record No:	MCHK-2	
ate: 02/02/2016	Payee:			Amount:		10.
escription:				Check No:		000010
dress: 🛇		Zip/Postal Code:		City:		
		State/Province:		Country:		
Remove Filter:	×Q					
GL Account	Description			Name		Amount
40000-0000-004	Sales					10.
400000000004	Sales					10.
	Sales					10
	-sales				Tocal:	\$

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									~ 🗆 >
Details									
Bank Account: 253624539656	Bank N	lame: Three	e Rivers Federal	Credit	t Union		Ne	xt Check No:	00001005
Process Type	Process Payr	ments							
Checks	Select All	🗌 Clear All	88 Layout	Q,	Filter Recor	ds (F3)			
O ACH or NACHA	To Process	Date	Record No.	Pa	iyee	Check	KNO.	Transaction Type	Amount
O Positive Pay	$\checkmark$	02/02/2016	MCHK-2			0000	1004	Misc Checks	10.00
Check Printing Options									
Print Company Name									
Print Vendor Name									
Print Check No.									
✓ Print Memo									
🕐 🗘 🖓 🖂 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.
Bank Accounts - Three Rivers Federal Credit Union

New Save Sea	irch Delete Undo Banl	K MICR (	Check Audit Reco	nciliation	Register Close		
Details							
Bank Name:	Three Rivers Federal Cre	dit Union			GL Accounts		
Account No:	253624539656		Currency: U	JSD 🗸	GL Account:	10004-0000-000	~
Balance:		2,965	.31 Active: 🗸	•			
Contact:	Anthony Wayne				Check Number Range		
Address: 📎	5600 Main Street				Starting Check No:		1000
					Ending Check No:		10000
Zip/Postal	46825 ~	City:	Fort Wayne		Next Check No:		1005
Code: State/Province:	IN	Country:	United States	~	Number of Checks:		8,996 Create
Phone:	(260)436-2345	Fax:	onneu States	~	Enable MICR Printing	:	
Flione.	(200)450-2545	Tax.					

3. Click Preview toolbar button.

Details								
Bank Account: 253624539656	Bank I	Name: Thre	e Rivers Federal C	Credit Union		Next Check N	0:	0000100
Process Type	Process Pay	ments				-		
Checks	Select All	I 🗌 Clear All	吕 Layout	Q Filter Records (F3	3)			
O ACH or NACHA	To Process	Date	Record No.	Payee	Check No.		Transaction Type	Amount
O Positive Pay	~	02/02/2016	MCHK-2		00001004		Misc Checks	10.0
Check Voucher Middle Check Voucher Middle Overflow								
Check Voucher Middle Overflow								
Check Voucher Middle Overflow								
Check Voucher Middle Overflow								
Check Voucher Middle Overflow								

## 4. The Preview Task List screen opens.

Preview Task List					^	×
🗙 Remove 🗋 Archive	맘 Layout 🛛 🔍	Filter Reco	ords (F3)			
Report Name	9	Status	Download	Details		
Check Voucher Middle	di L	3	<u>.</u> T		_	Ŀ
Paycheck Middle	0(	S.	<u>↓</u> .			1
Paycheck Middle	0	8	<u>+.</u> :			
Paycheck Middle	0	5	<u>.+.:</u>			
Check Voucher Middle	0	5	<u>.+.:</u>			
Check Voucher Middle	0	5	<u>.+.:</u>			
Check Voucher Middle	~	<u>y</u>	1 1			•

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.

Prev	view Task	List						^	×
X	Remove	🗅 Archive	🗄 Layout	Q,	Filter Reco	ords (F3)			
	Report Na	me		S	itatus	Download	Details		
	Check Vou	ucher Middle		q	Ş	<u>+.</u>			
$\checkmark$	Paycheck	Middle		g	ç.	<u>+</u> 2			
	Paycheck	Middle		Q	ş	<u>.</u>			
	Paycheck	Middle		q	ş	<u>+</u> 2			
$\checkmark$	Check Vou	ucher Middle		9	S.	<u>i</u> tai T			
$\checkmark$	Check Vou	ucher Middle		9	S.	<u>i</u> tai −			
	Check Vou	ucher Middle				<u>.</u> ∎			÷

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.

		of 1 Pdf		
endor:			Account:	
GL Account 40000-0000-004	Description Sales	Name	Α	Amount 10.00
Check Amount:	**10.00	Date: 02/02/2016	Check No.: 00001004	
Check Amount:	10.00	Date: 02/02/2016	Check No.: 00001004	
en and 00/100 * * * * * *	* * * * * * * * * * * * * * * *	****		

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

etalis Frinted Checks 1] Fall All 🔄 Fall None all Reason Record No. Date Check No. Payee Amour	Int Check Verification					
rinted Checks  ] Fall All						
[] Fail All ☐ Fail None all Reason Record No. Date Check No. Payee Amour	Details					
ali Reason Record No. Date Check No. Payee Amoun	Printed Checks					
	🖉 Fail All 🗌 Fail None					
Enter reason why the check failed to print. MCHK-2 02/02/2016 00001004 10	Fail Reason	Record No.	Date	Check No.	Payee	Amount
	Enter reason why the check failed to print.	MCHK-2	02/02/2016	5 00001004		10.0
	D Q Ready					

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 a t the top right corner of the Report Viewer to close all reports.

ucher Middle 🙁					
	Page 1 V	of 1 Pdf	•		
Vendor:			Account:		
GL Account 40000-0000-004	Description Sales	Name		Amount 10.00	
Check Amount:	**10.00	Date: 02/02/2016	Check No.: 0000100-		
Ten and 00/100 * * * * * * *	* * * * * * * * * * * * * * * * *	* * * * * * * * *	00/00/00 40		
			02/02/2016	**10.00	

- 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.

				e						
Details										
Bank Account:	253624539656		Ba	lance: 3,	365.31 Currency:	USD F	ecord No:	MCHK-2		
Date:	02/02/2016	Payee:				F	mount:			10.
escription:						(	heck No:		00	0001
idress: 📎				Zip/Postal Code		(	ity:			
				State/Province:		(	ountry:			
K Remove	Filter:	×	a							
GL Accour		Descri				Ni	me		A	nour
40000-00	00-004	Sales								10

Bank Accounts - Three Rivers Federal Credit Union A 🗖 🗙										
New Save Sea	rch Delete Undo Bank MICR Check Audit	Reconciliation	Register Close							
Details										
Bank Name:	Three Rivers Federal Credit Union		GL Accounts							
Account No:	253624539656 Curre	ency: USD ~	GL Account:	10004-0000-000 🗸						
Balance:	2,965.31 Activ	e: 🗸								
Contact:	Anthony Wayne		Check Number Range							
Address: 📎	5600 Main Street		Starting Check No:	1000						
			Ending Check No:	10000						
Zip/Postal Code:	46825 City: Fort Way	ne	Next Check No:	1005						
State/Province:	IN Country: United St	ates ~	Number of Checks:	8,996 Create						
Phone:	(260)436-2345 Fax:		Enable MICR Printing:							

ew Save	Search [	Delete	Undo	Bank	MICR	Che	ck Audit	Reconciliation	Regis	ter	Close			
Details						1	e .	-						
ank Name:	Three	e Rivers I	Federal	Credit	Unia	1			GL	Accoi	ints			
ccount No:	Check N	umber /	Audit		//								~ ×	
alance:	Waste	Print (	loce											· · · ·
		_	LIUSC											
ontact:	Details													
ddress:	Filter:	All Che	ecks	~	From:					To:				100
	Printed					6	Failed:			0	Unused:		8,996	1000
p/Postal	Check	No.			Status		1	Record No.		Re	marks			100
ode:	000000	001			Printed		1	VICHK-1		Ma	nually enti	ered check number.	*	,996 Creat
ate/Provinc	000010	000			Printed		1	PAY-6						
none:	000010	001			Printed		1	PCHK-27						L
ebsite:	000010	002			Printed		1	PCHK-28						
nail:	000010	003			Printed		1	PCHK-29						
	000010	004			Printed		1	VICHK-2						
lectronic E	000010	005			Unused									1
Formats	000010	006			Unused									1 Appl
	000010				Unused									
Bank Stmt	000010				Unused									
ACH/NACH					Unused									
Positive Pa					Unused									
	000010	011			Unused								*	

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

	s Checks								× □ ×
New Save			Inpost 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/P	ostal Code:			City:		
			State/	Province:			Country:		
C Remove F	ilter:	×q							
GL Account	ć	Description					Name		Amount
74901-100	14	T-1 TURF DELIV	ERY TRUCK+FL	BED-Cedar Raj	oids Grain				400.00
								atal.	400.00
							Т	otal:	400.00

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 Yeah Bank N	Name: ABC Bank	Next Check No: 10000007
Electronic Bank Services	Print Checks Reprint Checks	
None	Select All Clear All Filter:	
	To Pr Date Record No. Payee	Check No. Transaction Type Amount
	☑ 06/18/2015 MCHK-6 Cash	Auto-assigned. Click to change. Misc Checks 400.00
Check Format		
Check Voucher Middle		
•		
Check Printing Options		
V Print Company Name		
Print Vendor Name		
Print Check No.		
V Print Memo		
🕜 🧔 🏆 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 Se										
Details Origin										
Bank Name:	ABC Bank			v	GL Accounts					
Account No:	1500326210C		Currency: USD	¥	GL Account:	10122-1002	~			
Balance:		507.00000	0 Active: 🔽							
Contact:	James Brown				Check Number Range					
Address: 🔝	4242 Flagstaff Cove				Starting Check No:	10000	0001			
					Ending Check No:	1000	0010			
Zip/Postal Code:	46815 👻	City:	Fort Wayne		Next Check No:	1000	0007			
State/Province:	IN	Country:	United States	×	Number of Checks:	14 Cr	eate			
Phone:	(123)555-8964	Fax:	(123)222-5879		Enable MICR Printing:					

3. Click Preview toolbar button.

Print Checks							* 🗆 X
Print Preview Close							
Bank Account: 08 Y Bank N	Name: ABC Bank				Next Check No:	1000007	
Electronic Bank Services	Print Checks R	eprint Checks			-		
None	🔽 Select All 📃	Clear All   Filter:		×			
	To Pr Date	Record No.	Payee		Check No.	Transaction Type	Amount
	06/18/2	015 MCHK-6	Cash		Auto-assigned. Click to change.	Misc Checks	400.00
٩٢							
Check Printing Options							
Print Company Name							
Print Vendor Name							
V Print Check No.							
V Print Memo							
🙆 🙆 🔗 Ready							

4. The Preview Task List screen opens.

Preview Task List			× ×
Remove Archive Filter:		×	
Report Name	Status	Download	Details
Check Voucher Middle	٢	<b>E</b>	
General Ledger by Account ID Detail	Q		
General Ledger by Account ID Detail	Q	<b>E</b>	
Deposit Summary	Q	<b>E</b>	
Deposit Summary	Q	<b>E</b>	

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.

F F	Preview Task List			× ×
0	Remove Archive Filter:		×	
	Report Name	Status	Download	Details
	Check Voucher Middle	Q	<b>E</b>	
	General Ledger by Account ID Detail	Q	<b>E</b>	
	General Ledger by Account ID Detail	Q	E	
	Deposit Summary	Q	<b>E</b>	
	Deposit Summary	Q	<b>E</b>	

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.

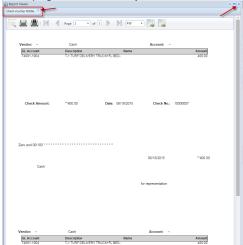
	Page 1 of 1			
Vendor: -	Cash		Account: -	
GL Account 74901-1004	Description T-1 TURF DELIVERY TRU	Name		Amount 400.00
Check Amount:	**400.00	Dete: 06/18/2015	Check No.: 100000	r.
Zero and 00/100 • • • • • • • • • • • • • • • • • •			06/18/2015	**400.00
			for representation	
Vendor: -	Cash		Account	

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

C3 b	int Check Ventication					<u>^</u>	×
Con							
Pri	nted Checks						
	Fail All 📃 Fail None						
Fa	I Reason	Record No.	Date	Check No.	Payee	Amount	
E	] Enter reason why the check failed to print.	MCHK-6	06/18/2015	1000007	Cash	400.00	
0	💈 🏆 Ready						

- 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 a t 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.

Miscellaneous									≈ □ :
New Save	Search Delete	Undo Print		cap Close					
Bank Account:	08		Balance:	507.00000	O Currency:	USD	Record No:	MCHK-6	
Date:	06/18/2015	Payee: Cash					Amount:		400.000000
Description:	for representation	on					Check No:		10000007
Address:			Z	ip/Postal Code:			City:		
			SI	tate/Province:			Country:		
C Remove	ilter:	×q							
GL Account	t	Description					Name		Amount
74901-100	14	T-1 TURF DE	LIVERY TRUCK	+FL BED-Cedar Ra	pids Grain				400.00
							T	otal:	400.00
									_
🕜 🤨 🏆 Pos	sted						14 4 P	age	1 of 1 🕨 🖗

Bank Accounts						
New Save Search Delete L	S 🔊 🖓	s 🌇	econcilia			
Details Origin						
Bank Name: ABC Bank			~	GL Accounts		
Account No: 1500326210C		Currency: USD	*	GL Account:	10122-1002	~
Balance:	507.000000 A	Active: 🔽				
Contact: James Brown				Check Number Range		
Address: 👔 4242 Flagstaff C	love			Starting Check No:	100	00001
				Ending Check No:	100	00010
Zip/Postal Code: 46815	Y City: Fo	rt Wayne		Next Check No:	100	80000
State/Province: IN	Country: Un	ited States	~	Number of Checks:	13	Create
Phone: (123)555-8964	Fax: (12	23)222-5879		Enable MICR Printing:		

Vew Save Se Details Origin	arch Delete	e Undo Bank M	ICR Check Audit Re	conciliation Register Clo	se	
	ABC Bank	Check Number Aud	it 🖌			*
	150032621		-8			
	130032021	🥝 블 🕻	đ			
salance:			ose			
Contact:	James Brow	Filter: All Checks	Y From:		To:	
kddress: 🔼	4242 Flags	Printed:	5	Failed:	2 Unused:	1
						-
		Check No.	Status	Record No.	Remarks	
tip/Postal Code:	46815	10000001	Printed	MCHK-2		
itate/Province:	IN	1000002	Printed	MCHK-3		
hone:	(123)555-8	1000003	Printed	MCHK-4		
	www.irely.c	10000004	Printed	MCHK-5		
		10000005	Wasted Wasted		tampered	
imail: 🕡	info@iRely.	10000006	Printed	MCHK-6	tampered	
Electronic Bank Fil	e Informatior	10000007	Unused	MCHK-6		
[		10000009	Unused			
Formats		10000010	Unused			
Bank Stmt:		10000011	Unused			
ACH/NACHA:		10000012	Unused			
Positive Pay:		10000013	Unused			
POSILIVE Pay:	_	10000014	Unused			
		10000015	Unused			
😧 🖗 Ready		10000016	Unused			

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

Miscellaneous	S Checks						
New Save	Search Delete	Undo Print	Unpost Void		<b>J</b> lose		
Bank Account:	08		Balance:	697.00	Currency: US	D Record No:	MCHK-8
Date:	06/03/2014	Payee: Cash				Amount:	400.00
Description:	for representat	ion				Check No:	To be printed
Address: 🔝			Zip/Po	ostal Code:		City:	
			State	/Province:		Country:	
🔵 Delete 🛛 Fi	lter:	٩					
GL Account	t	Description				Name	Amount
906330-40		SPECIAL ME	ETING -CLARA CITY				400.00

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								* 🗆 ×
Preview Close								
Bank Account: 08 💌 Bank M	Name: AB	C Bank				Next Check No:	10000001	
Check Format	Print Che	cks Reprin	t Checks					
Check Voucher Middle	V Select	All 📃 Clear	All Filter:		×			
	To Print	Date	Record No.	Payee		Check No.	Transaction Type	Amount
	V	06/03/2014	MCHK-8	Cash		To be printed	Misc Checks	400.00

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.

	earch Delete Undo	215 215	aas aas		Reconci		Q Register	Close			
Details Origin											
Bank Name:	ABC Bank				~	GL Acc	counts				
Account No:	1500326210C		Currency:	USD	*	GL A	ccount:		106040-40		~
Balance:		697.00	Active:	<b>V</b>							
Contact:	James Brown					Check	Number Ra	ange			
Address: 🔝	4242 Flagstaff Cove					Starti	ing Check	No:		1000	0001
						Endin	ig Check I	No:		1000	00010
Zip/Postal Code:	46815 💌	City:	Fort Wayne			Next	Check No	):		1000	00001
State/Province:	IN	Country:	United State	5	~	Numb	per of Che	ecks:		10 0	reate
Phone:	(123)555-8964	Fax:	(123)222-58	79		Enabl	le MICR P	rinting:	<b>V</b>		

### 3. Click Preview toolbar button.

Print Checks							* 🗆 X
Preview Close							
Bank Account: 08 🛛 🖌 Ba	nk Name: ABC Bank			Next	Check No:	1000001	
Check Format	Print Checks Reprin	t Checks					
Check Voucher Middle	🔽 Select All 📃 Clear	All Filter:		×			
	To Print Date	Record No.	Payee	Check	: No.	Transaction Type	Amount
	06/03/2014	MCHK-8	Cash	To be	printed	Misc Checks	400.00

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

🛐 Preview Task List		* ×
Delete Filter:	×Q	
Report Name	Status	Show
Check Voucher Middle	Q	1
Check Voucher Middle	0	V

- 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 **Delete button**.

Preview Task List		× ×
Collete Filter:	×Q	
Report Name	Status	Show
Income Statement Standard	Q,	1
General Ledger by Account ID Detail	Q,	1
Trial Balance Detail	Q,	7
Deposit Summary	Q,	1

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.

		of 1 🕨	N 🔤 🔹 🛄	
GL Account	Description		Name	Amount
906330-40	SPECIAL MEETING	-CLARA CI	Manto	400.00
			06/03/2014	400.00
Cash Four Hundred an	d 00/100 * * * * * * * * * * * *	* * * * * * * * * * * *	* * * * * * * * * * * * * * * * * * * *	* * * * * * * * * * * *
********	****	* * * * * * * * * * * *	* * * * * * * * * * *	
			for representation	
GL Account	Description	01454.01	Name	Amount
906330-40	SPECIAL MEETING	-CLARA CI		400.00
Print button to	actually print the	check. The	Print Check Verification	n screen opens

GL Account	Description		Name		Amount	
906330-40	SPECIAL MEETING	-CLARA CI			400.00	
rint Check Verification						
nmit Close						
Fail All 🔲 Fail None						
il Reason		Record No.	Date	Check No.	Payee	Amoun
Enter reason why the	check failed to print.	MCHK-8	06/03/2014	10000001	Cash	400.

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 a t the top right corner of the Report Viewer to close all reports.

Check Voucher Middle					
	Page 1 • of	1 Pdf	-		
GL Account	Description	Name		Amount	
906330-40	SPECIAL MEETING	-CLARA CI		400.00	

- 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.

Miscellaneous	Checks		* <b>•</b> ×
New Save	Search Delete Undo Print Unpost Void Recap Close		
Bank Account:	08 Balance: 697.00 Currency: USD	Record No:	MCHK-8
Date:	06/03/2014 Payee: Cash	Amount:	400.00
Description:	for representation	Check No:	1000001
Address: 🔝	Zip/Postal Code:	City:	
	State/Province:	Country:	
🔵 Delete 🛛 Fil	er: Q		
GL Account	Description	Name	Amount
906330-40	SPECIAL MEETING -CLARA CITY		400.00

🗑 Bank Accounts 🔹 🗖 🗵											
Image: New Save     Search     Delete     Undo     Image: New Save     Image: New Save <th< th=""></th<>											
Details Origin											
Bank Name:	ABC Bank				~	GL Accounts					
Account No:	1500326210C		Currency:	USD	~	GL Account:		106040-40	~		
Balance:		697.0	0 Active:	1							
Contact:	James Brown					Check Number Range					
Address: 🔝	4242 Flagstaff Cove				Starting Check No: 10000001						
					Ending Check No: 10000010						
Zip/Postal Code:	46815 👻	City:	Fort Wayne			Next Check No	:		10000002		
State/Province:	IN	Country:	United States	5	~	Number of Che	cks:		10 Create		
Phone:	(123)555-8964	(123)222-587	79		Enable MICR Printing:						
Wahritan 🔿	www.ich.com										

Bank Accounts											
New Save Se	earch Delete Unde		040343	Check Audit	t Reconcilia	tion Regis	ster Close				
Details Origin											
Bank Name:	ABC Bank	Chec	k Number	Audit							* ×
Account No:	1500326210C	0									
Balance:		Waste	Print	Close							
Contact:	James Brown	Filter:	All Chec	ks 🗸	From:			To:			
Address: 🔝	4242 Flagstaff Cov					Failed:			Unused:		9
		Check 1	No.		Status		Record No.		Remarks		
Zip/Postal Code:	46815	100000	01		Printed		MCHK-8				
State/Province:	IN	100000	102		Unused						
Phone:	(123)555-8964	100000			Unused						
Website: 🕥	www.irely.com	100000			Unused						
Email:	info@iRely.com	100000			Unused Unused						
	in o gritch / com	100000			Unused						
EFT Information	EFT Information 10000007 10000008										
Bank Stmt Form	nat:	100000	09		Unused						
EFT/ACH File Fo	ormat:	100000	10		Unused						
Next EFT/ACH I	No:										