

How to Delete Miscellaneous Check

1. Select an unposted Miscellaneous Check you want to delete and click **Open toolbar button**.

Miscellaneous Checks

New Open Refresh Report

Miscellaneous Checks

View Filter (F3) 3 record(s) (1 selected)

Record No	Date	Payee	Amount	Check No.	Posted	Void	Clear
<input type="checkbox"/> MCHK-1	5/18/2017	trstsr	10.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-2	7/7/2017		90.00	Voided-000000001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> MCHK-3	7/19/2017	Test Payee	50.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. When Miscellaneous Checks screen opens showing the selected transaction, click **Delete toolbar button**.

Miscellaneous Checks - MCHK-3

New Save Search Delete Undo Print Post Post Preview Recurring Close

Details Audit Log (3)

Bank Account 07072017 Balance 37,598,59000 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

X Remove Filter

GL Account*	Description	Name	Amount
<input type="checkbox"/> \$5000-0000-000	Purchases Discounts - Home office - Admin		50.00000

Total: 50.00

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3. This message will be shown. Click **Yes button** to delete the transaction and then close the Miscellaneous Checks screen.

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Are you sure you want to delete this record?

Yes No

1. Select an unposted Miscellaneous Check you want to delete and click **Open toolbar button**.

Miscellaneous Checks

New Open Refresh Export Close

Miscellaneous Checks

Layout Filter Records (F3) 4 record(s) (1 selected)

Record No	Date	Payee	Amount	Check No.	Posted	Void	Clear
<input type="checkbox"/> MCHK-1	10/4/2016	Payee Test	330.58		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-2	10/5/2016		20.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-3	10/3/2016		852.50		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> MCHK-4	10/12/2016		55.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. When Miscellaneous Checks screen opens showing the selected transaction, click **Delete toolbar button**.

Miscellaneous Checks - MCHK-4

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

Audit Log (1)

Bank Account: 12152015 Balance: 11,587.16 Currency: USD Record No: MCHK-4

Date: 10/12/2016 Payee: Amount: 55.00

Description: Check No: To be printed

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

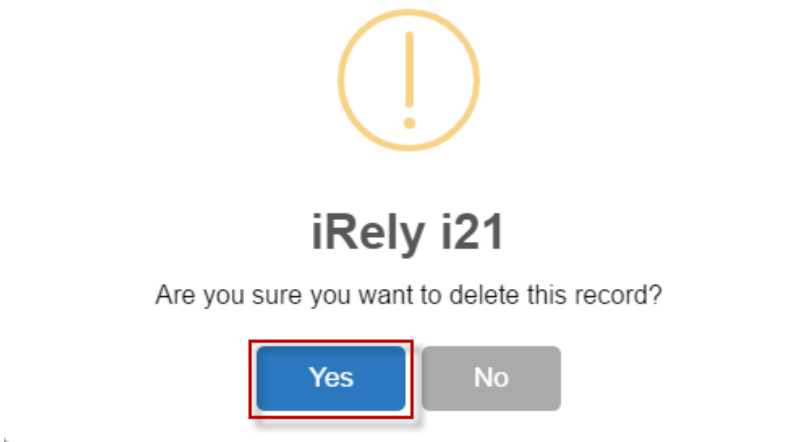
Remove Filter: Q

GL Account	Description	Name	Amount
<input type="checkbox"/> 72000-0000-000	Interest Expense		55.00

Total: \$55

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3. This message will be shown. Click **Yes button** to delete the transaction and then close the Miscellaneous Checks screen.



1. Select an unposted Miscellaneous Check you want to delete and click **Open toolbar button**.

Miscellaneous Checks

New **Open** Refresh Export Close

Layout Filter Records (F3) 21 records (1 selected)

Record No	Date	Payee	Amount	Check No.	Posted	Void	Clear
<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"/>
<input type="checkbox"/> MCHK-13	03/30/2016		74.87	00000004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-14	03/30/2016		100.13	00001006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-15	03/31/2016		47.99		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-16	03/31/2016		72.99	00001007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-17	04/13/2016		100.00	00000003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-18	04/15/2016		10.00	00000002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> MCHK-19	04/29/2016	payee 101	55.00	00000006	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> MCHK-20	05/05/2016	payee101	100.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-21	05/11/2016		1,200.00	00000011	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. When Miscellaneous Checks screen opens showing the selected transaction, click **Delete** toolbar button.

Miscellaneous Checks - MCHK-20

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

Details Audit Log (3)

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

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

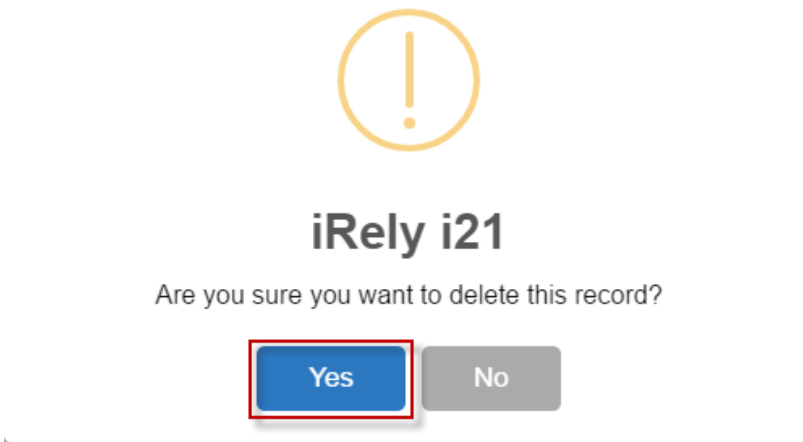
X Remove Filter: []

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

Total: \$100

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3. This message will be shown. Click **Yes** button to delete the transaction and then close the Miscellaneous Checks screen.



1. Select an unposted Miscellaneous Check you want to delete and click **Open** toolbar button.

Miscellaneous Checks

New **Open** Refresh Export Close

Layout Filter Records (F3) 5 records (1 selected)

Record No	Date	Payee	Amount	Check No.	Posted	Void	Clear
<input type="checkbox"/> MCHK-1	02/01/2016		350.00	00000001	<input checked="" type="checkbox"/>	<input 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"/>
<input type="checkbox"/> MCHK-3	02/09/2016	Payee 1	65.00	00001005	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> MCHK-4	02/10/2016	payee freight payable	10.00	Voided-00000003	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> MCHK-5	02/10/2016		49.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. When Miscellaneous Checks screen opens showing the selected transaction, click **Delete** toolbar button.

Miscellaneous Checks - MCHK-5

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

Details

Bank Account: 12152015 Balance: 27,549.48 Currency: USD Record No: MCHK-5

Date: 02/10/2016 Payee: Amount: 49.00

Description: Check No: To be printed

Address: Zip/Postal Code: City:

State/Province: Country:

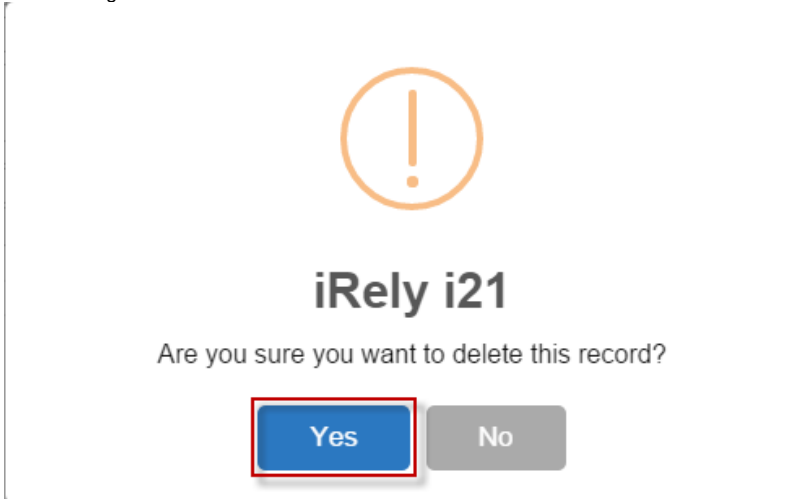
X Remove Filter: []

GL Account	Description	Name	Amount
<input type="checkbox"/> 29000-0000-000	Freight Payable		49.00
<input type="checkbox"/> Select a GL Account			

Total: \$49

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3. This message will be shown. Click **Yes button** to delete the transaction and then close the Miscellaneous Checks screen.



1. Select an unposted Miscellaneous Check you want to delete and click **View toolbar button**.

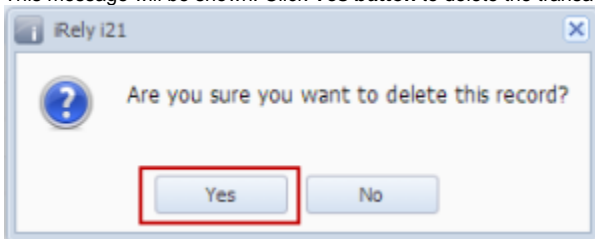
The screenshot shows the "Miscellaneous Checks" window with a toolbar at the top containing "New", "View" (highlighted with a red box), "Refresh", and "Close". Below the toolbar is a table with 8 records. The first 7 records are selected, and the 8th record is highlighted.

Record No	Checkbook	Date	Payee	Amount	Check No.	Posted	Void	Clear
MCHK-1	RR	06/10/2015		100.00	00000001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MCHK-2	08	06/16/2015		10.00	10000001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCHK-3	08	06/16/2015		20.00	10000002	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCHK-4	08	06/16/2015		30.00	10000003	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCHK-5	08	06/16/2015		40.00	10000004	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCHK-6	08	06/18/2015	Cash	400.00	10000007	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCHK-7	08	06/22/2015	Sample	50.00	Voided-10000008	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
MCHK-8	08	06/22/2015		25.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2. When Miscellaneous Checks screen opens showing the selected transaction, click **Delete toolbar button**.

The screenshot shows the "Miscellaneous Checks" window with the "Delete" button highlighted in the toolbar. Below the toolbar, the details of the selected transaction (MCHK-8) are displayed. The "Bank Account" is 08, "Balance" is 457.000000, "Currency" is USD, and "Record No." is MCHK-8. The "Date" is 06/22/2015, "Payee" is blank, "Amount" is 25.000000, "Description" is blank, "Check No." is "To be printed", "Address" is blank, "Zip/Postal Code" is blank, "City" is blank, "State/Province" is blank, and "Country" is blank. Below the details is a table with 2 columns: "Name" and "Amount". The table contains 2 rows: "50110-1001 PURCHASES WHEAT - WB -New Haven Grain" with an amount of 25.00, and "Select a GL Account" with an amount of 0.00. The "Total" is 25.00.

3. This message will be shown. Click **Yes button** to delete the transaction and then close the Miscellaneous Checks screen.



1. Select an unposted Miscellaneous Check you want to delete and click **Open Selected** toolbar button.

Record No	Checkbook	Date	Payee	Amount	Check No.	Posted	Void	Clear
MCHK-1	1	05/09/2014		10.00	Voided-000000001	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MCHK-2	05	05/12/2014		25.00	100000001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> MCHK-3	05	05/12/2014		350.00		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCHK-4	05	05/26/2014		125.35		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
MCHK-5	07	05/26/2014	payee 1	120.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCHK-6	07	05/26/2014	payee 2	30.00	Voided	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MCHK-7	1	06/03/2014	cash	100.00		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCHK-8	08	06/03/2014	Cash	400.00	100000001	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
MCHK-9	08	06/03/2014	payee 1	50.00	Voided-100000002	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
MCHK-10	08	06/04/2014	payee 1	35.25	Voided	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

2. When Miscellaneous Checks screen opens showing the selected transaction, click **Delete** toolbar button.

GL Account	Description	Name	Amount
<input type="checkbox"/> 870000-00	GOENNER POULTRY FARM EXPENSE -ADMIN		100.00
<input type="checkbox"/> 870200-30	KOEHL POULTRY FARM EXPENSE -RAYMOND		200.00
<input type="checkbox"/> 901030-00	FEDERAL INCOME TAX -ADMIN		50.00

3. This message will be shown. Click **Yes** button to delete the transaction and then close the Miscellaneous Checks screen.

Rely i21

Are you sure you want to delete this record?

Yes No