

# Printing of Check failed

1. In the **Print Check Verification** screen, check the the **Fail checkbox** of the check that failed the printing and enter the reason why it failed in the **Reason field** that follows. Then click **Commit toolbar button**.

Print Check Verification

Commit Close

Details

Printed Checks

Fail All  Fail None

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input checked="" type="checkbox"/>	Misprint	MCHK-1	04/28/2016	00001001		100.00

2. This message is shown. Click **Yes button**.



**iRely i21**

Are you sure to commit the printed and failed check numbers?

3. The message box is closed along with the Print Check Verification screen. You will be back at the **Report Viewer**.
4. 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.
5. Once the Report Viewer is closed, you will be back to the Miscellaneous Check, still without assigning a check number.

Miscellaneous Checks - MCHK-1

New Save Search Delete Undo Print Unpost Recap Close

Details Audit Log (2)

Bank Account: 125-526-5245 Balance: -100.00 Currency: USD Record No: MCHK-1

Date: 04/28/2016 Payee: Amount: 100.00

Description: Check No: To be printed

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

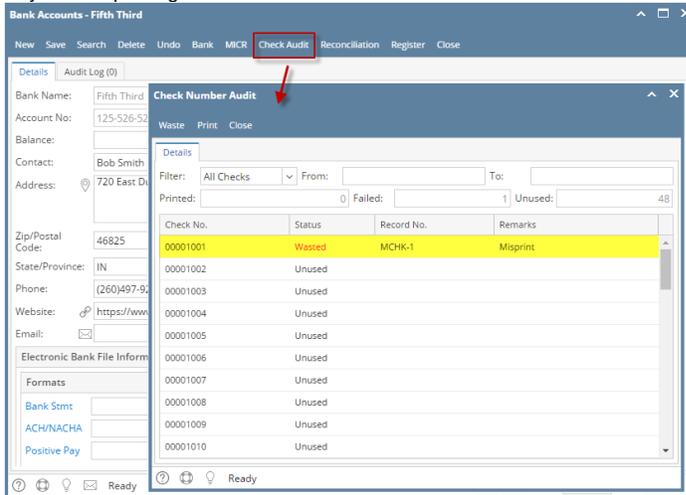
X Remove Filter:

GL Account	Description	Name	Amount
<input type="checkbox"/> 29000-0000-000	Freight Payable		100.00
<input type="checkbox"/> Select a GL Account			

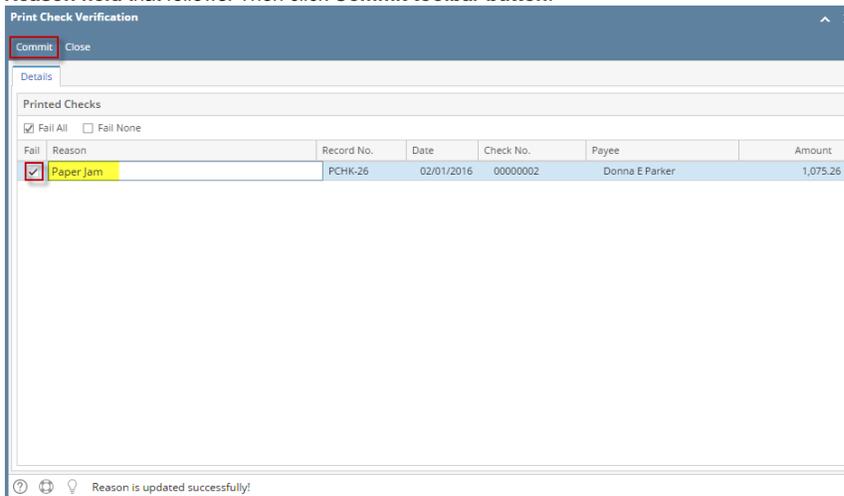
Total: \$100

Posted Page 1 of 1

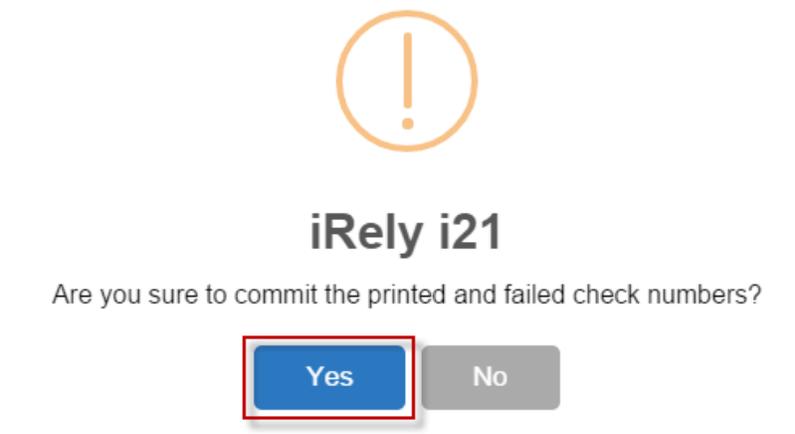
- Open the Bank Account used for Miscellaneous Check and click on **Check Audit toolbar button**. The **Check Number Audit** screen will open showing the check number supposedly assigned for the miscellaneous check will show a **Status** of **Wasted** and in the **Remarks** field, the reason why it failed printing.



- In the **Print Check Verification** screen, check the **Fail** checkbox of the check that failed the printing and enter the reason why it failed in the **Reason** field that follows. Then click **Commit toolbar button**.

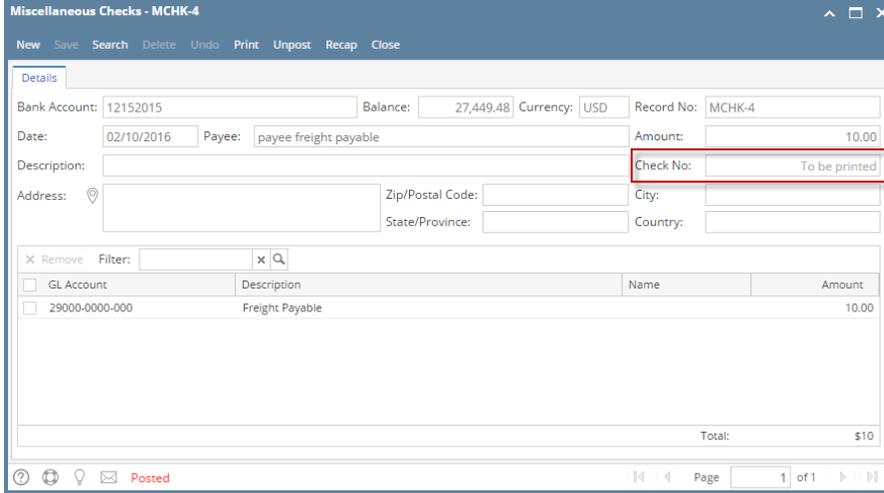


- This message is shown. Click **Yes** button.

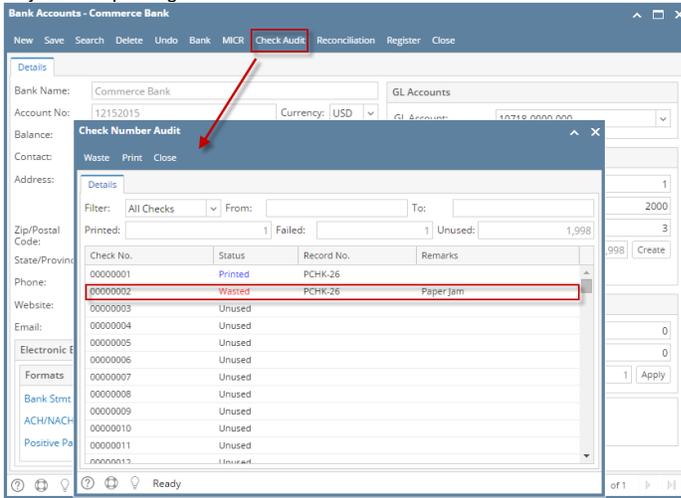


- The message box is closed along with the Print Check Verification screen. You will be back at the **Report Viewer**.
- Close the Check Voucher Middle report by clicking the **x** button on the **Check Voucher Middle tab** to close the said report or click the **X** button at the top right corner of the **Report Viewer** to close all reports.

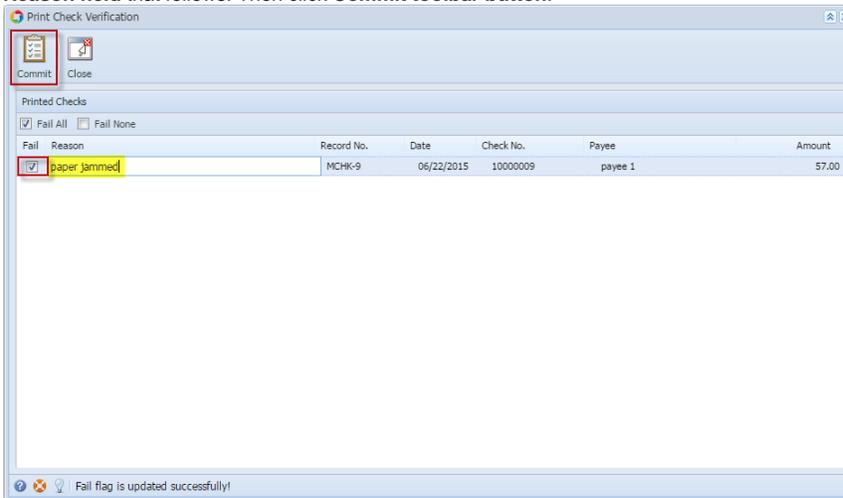
5. Once the Report Viewer is closed, you will be back to the Miscellaneous Check, still without assigning a check number.



6. Open the Bank Account used for Miscellaneous Check and click on **Check Audit** toolbar button. The **Check Number Audit** screen will open showing the check number supposedly assigned for the miscellaneous check will show a **Status** of **Wasted** and in the **Remarks** field, the reason why it failed printing.



1. In the **Print Check Verification** screen, check the the **Fail** checkbox of the check that failed the printing and enter the reason why it failed in the **Reason** field that follows. Then click **Commit** toolbar button.



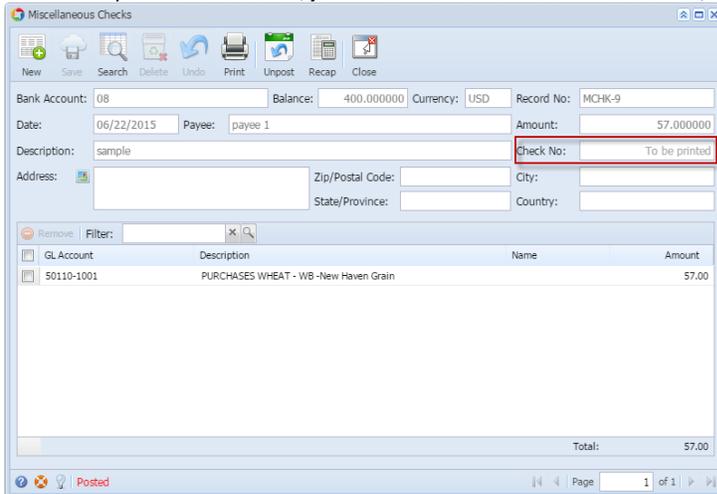
2. This message is shown. Click **Yes** button.



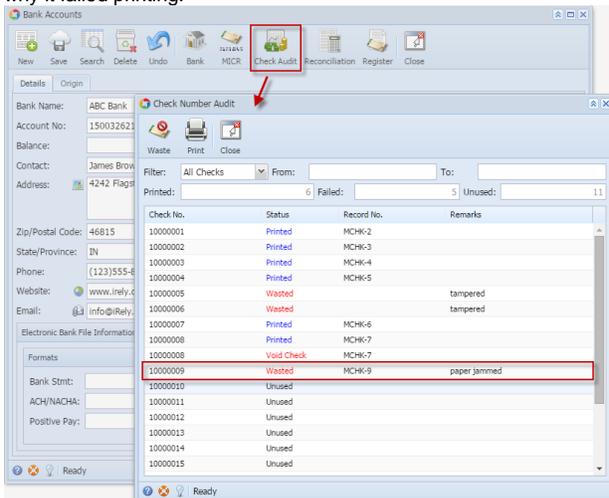
3. The message box is closed along with the Print Check Verification screen. You will be back at the **Report Viewer**.

4. 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.

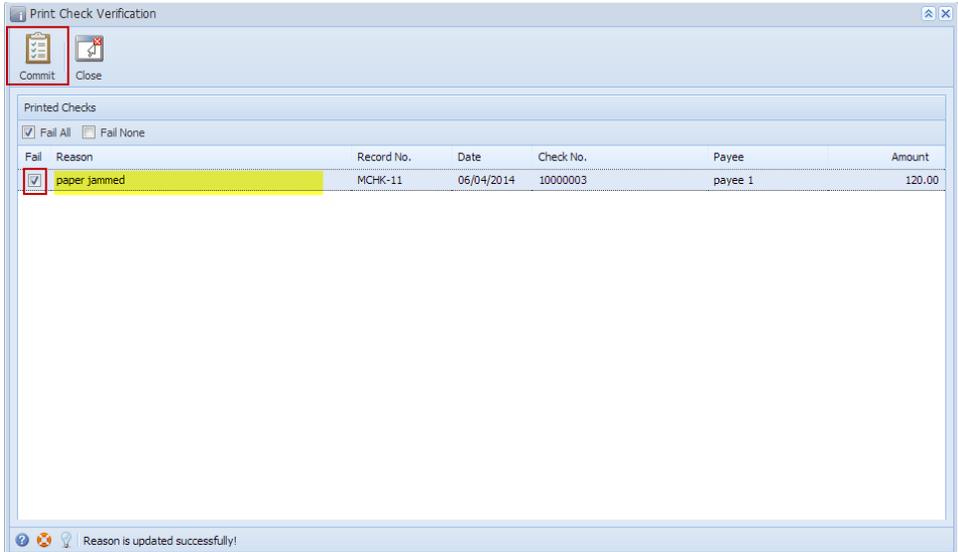
5. Once the Report Viewer is closed, you will be back to the Miscellaneous Check, still without assigning a check number.



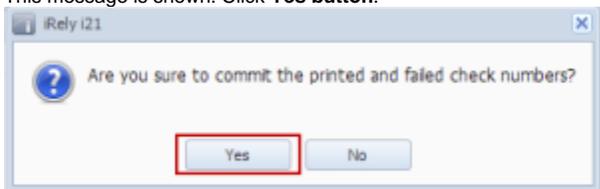
6. Open the Bank Account used for Miscellaneous Check and click on **Check Audit** toolbar button. The **Check Number Audit** screen will open showing the check number supposedly assigned for the miscellaneous check will show a **Status** of **Wasted** and in the **Remarks** field, the reason why it failed printing.



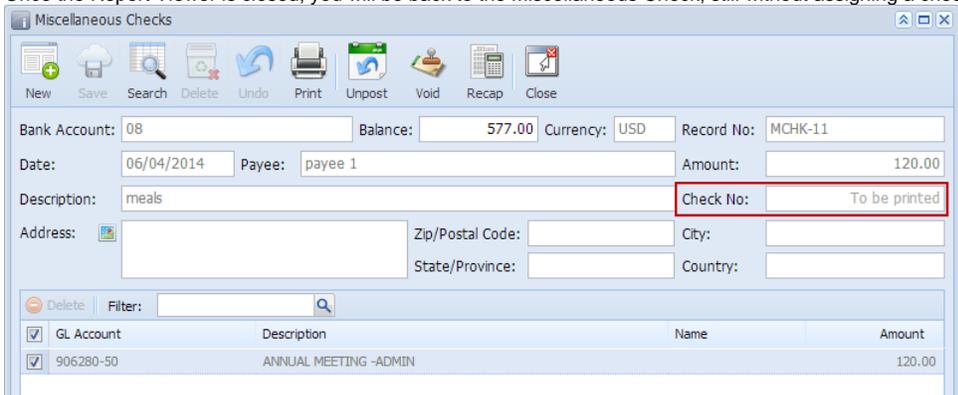
1. In the **Print Check Verification** screen, check the the **Fail checkbox** of the check that failed the printing and enter the reason why it failed in the **Reason field** that follows. Then click **Commit toolbar button**.



2. This message is shown. Click **Yes button**.



3. The message box is closed along with the Print Check Verification screen. You will be back at the **Report Viewer**.
4. 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.
5. 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.
6. Once the Report Viewer is closed, you will be back to the Miscellaneous Check, still without assigning a check number.



7. Open the Bank Account used for Miscellaneous Check and click on **Check Audit toolbar button**. The **Check Number Audit** screen will open showing the check number supposedly assigned for the miscellaneous check will show a **Status** of **Wasted** and in the **Remarks** field, the reason why it failed printing.

The screenshot shows the 'Bank Accounts' application window. The 'Check Audit' toolbar button is highlighted with a red box. The 'Check Number Audit' dialog box is open, displaying a table of check records. The row for check number 10000003 is highlighted in red, showing a status of 'Wasted' and a remark of 'paper jammed'.

Check No.	Status	Record No.	Remarks
10000001	Printed	MCHK-8	
10000002	Printed	MCHK-9	
10000003	Wasted	MCHK-11	paper jammed
10000004	Unused		
10000005	Unused		
10000006	Unused		
10000007	Unused		
10000008	Unused		
10000009	Unused		
10000010	Unused		
10000002	Void Check	MCHK-9	