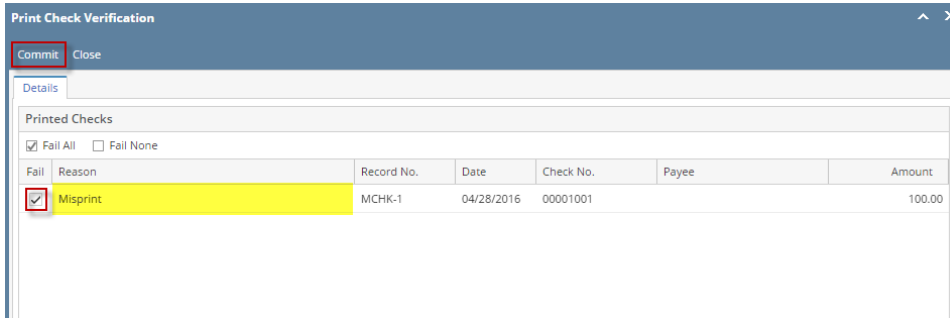


# Printing of Check failed

1. 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**.



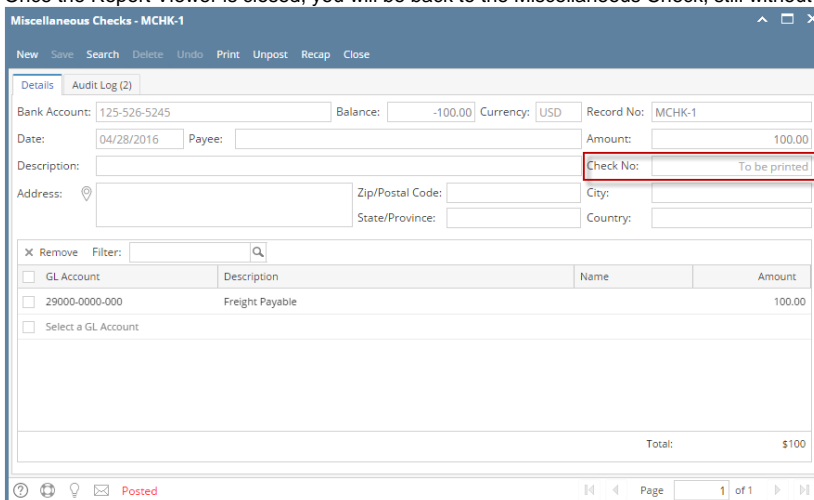
The screenshot shows the 'Print Check Verification' window. At the top, there are 'Commit' and 'Close' buttons. Below them is a 'Details' tab. Under the 'Details' tab, there is a section titled 'Printed Checks'. It contains two checkboxes: 'Fail All' (checked) and 'Fail None'. Below these is a table with columns: 'Fail', 'Reason', 'Record No.', 'Date', 'Check No.', 'Payee', and 'Amount'. The first row of the table is highlighted in yellow and contains the following data: 'Fail' is checked, 'Reason' is 'Misprint', 'Record No.' is 'MCHK-1', 'Date' is '04/28/2016', 'Check No.' is '00001001', 'Payee' is empty, and 'Amount' is '100.00'.

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



The screenshot shows a confirmation message box. At the top is a large orange exclamation mark icon. Below it is the text 'iRely i21'. Underneath that is the question 'Are you sure to commit the printed and failed check numbers?'. At the bottom are two buttons: 'Yes' (blue) and 'No' (grey). The 'Yes' button is highlighted with a red border.

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.



The screenshot shows the 'Miscellaneous Checks - MCHK-1' window. At the top, there are buttons: 'New', 'Save', 'Search', 'Delete', 'Undo', 'Print', 'Unpost', 'Recap', and 'Close'. Below these is a 'Details' tab. Under the 'Details' tab, there is a section titled 'Audit Log (2)'. It contains a table with columns: 'GL Account', 'Description', 'Name', and 'Amount'. The first row of the table is highlighted in yellow and contains the following data: 'GL Account' is '29000-0000-000', 'Description' is 'Freight Payable', 'Name' is empty, and 'Amount' is '100.00'. Below the table is a 'Total' row with the value '\$100'. At the bottom of the window, there is a status bar with the text 'Posted' and a page indicator '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.

**Bank Accounts - Fifth Third**

Bank Name: Fifth Third  
 Account No: 125-526-52  
 Balance:  
 Contact: Bob Smith  
 Address: 720 East D  
 Zip/Postal Code: 46825  
 State/Province: IN  
 Phone: (260)497-9  
 Website: https://www  
 Email:  
 Electronic Bank File Inform  
 Formats  
 Bank Stmt  
 ACH/NACHA  
 Positive Pay

**Check Number Audit**

Filter: All Checks From: To:  
 Printed: 0 Failed: 1 Unused: 48

Check No.	Status	Record No.	Remarks
00001001	Wasted	MCHK-1	Misprint
00001002	Unused		
00001003	Unused		
00001004	Unused		
00001005	Unused		
00001006	Unused		
00001007	Unused		
00001008	Unused		
00001009	Unused		
00001010	Unused		

- 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**.

**Print Check Verification**

Commit Close

Printed Checks

☒ Fail All ☐ Fail None

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input checked="" type="checkbox"/>	Paper Jam	PCHK-26	02/01/2016	00000002	Donna E Parker	1,075.26

Reason is updated successfully!

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

**iRely i21**

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

Yes No

- 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.

The screenshot shows the 'Miscellaneous Checks - MCHK-4' window. The 'Details' tab is active. The 'Check No.' field is highlighted with a red box and contains the text 'To be printed'. The 'Amount' field is 10.00. The 'Total' at the bottom is \$10. The 'GL Account' table shows a single entry: 29000-0000-000, Freight Payable, 10.00.

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.

The screenshot shows the 'Bank Accounts - Commerce Bank' window. The 'Check Audit' toolbar button is highlighted with a red box. A red arrow points to the 'Check Number Audit' window, which is open. The 'Check Number Audit' window shows a table with the following data:

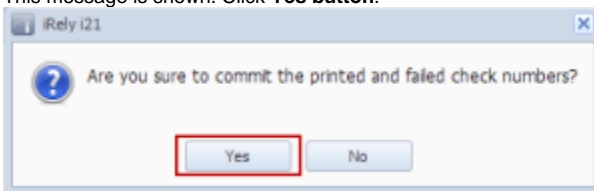
Check No.	Status	Record No.	Remarks
00000001	Printed	PCHK-26	
00000002	Wasted	PCHK-26	Paper Jam
00000003	Unused		
00000004	Unused		
00000005	Unused		
00000006	Unused		
00000007	Unused		
00000008	Unused		
00000009	Unused		
00000010	Unused		
00000011	Unused		
00000012	Unused		

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.

The screenshot shows the 'Print Check Verification' window. The 'Commit' toolbar button is highlighted with a red box. The 'Printed Checks' section shows a table with the following data:

Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input checked="" type="checkbox"/>	paper jammed	MCHK-9	06/22/2015	10000009	payee 1	57.00

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.

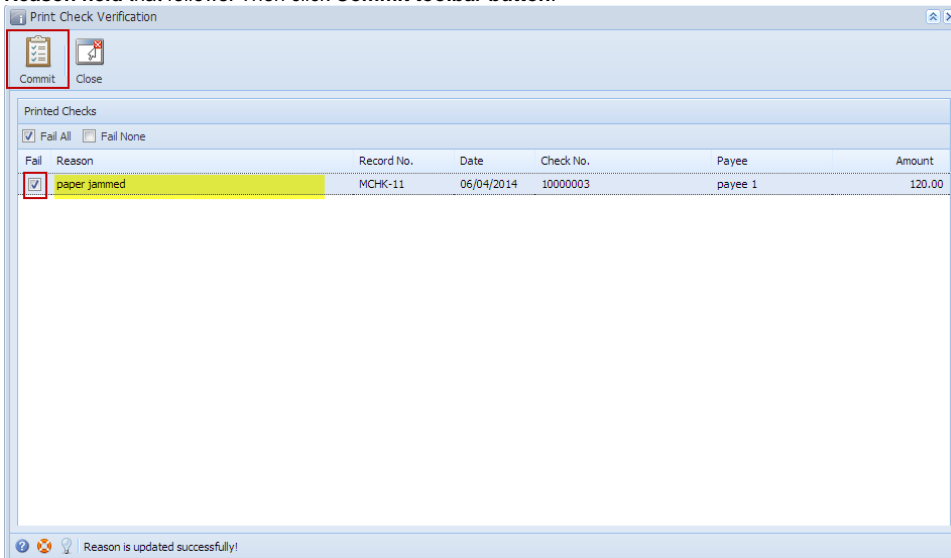
GL Account	Description	Name	Amount
50110-1001	PURCHASES WHEAT - WB - New Haven Grain		57.00

Total: 57.00

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.

Check No.	Status	Record No.	Remarks
10000001	Printed	MCHK-2	
10000002	Printed	MCHK-3	
10000003	Printed	MCHK-4	
10000004	Printed	MCHK-5	
10000005	Wasted		tampered
10000006	Wasted		tampered
10000007	Printed	MCHK-6	
10000008	Printed	MCHK-7	
10000009	Wasted	MCHK-9	paper jammed
10000010	Unused		
10000011	Unused		
10000012	Unused		
10000013	Unused		
10000014	Unused		
10000015	Unused		

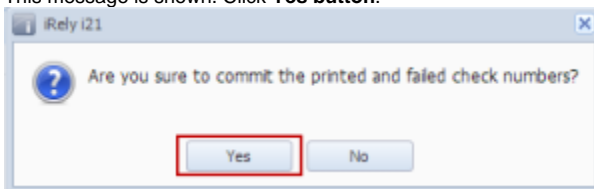
1. In the **Print Check Verification** screen, check the **Fail checkbox** of the check that failed the printing and enter the reason why it failed in the **Reason field** that follows. Then click **Commit toolbar button**.



The 'Print Check Verification' window has a toolbar at the top with 'Commit' and 'Close' buttons. Below is a 'Printed Checks' section with a table. The table has columns: Fail, Reason, Record No., Date, Check No., Payee, and Amount. One row is highlighted in yellow with the reason 'paper jammed'. A status bar at the bottom says 'Reason is updated successfully!'.

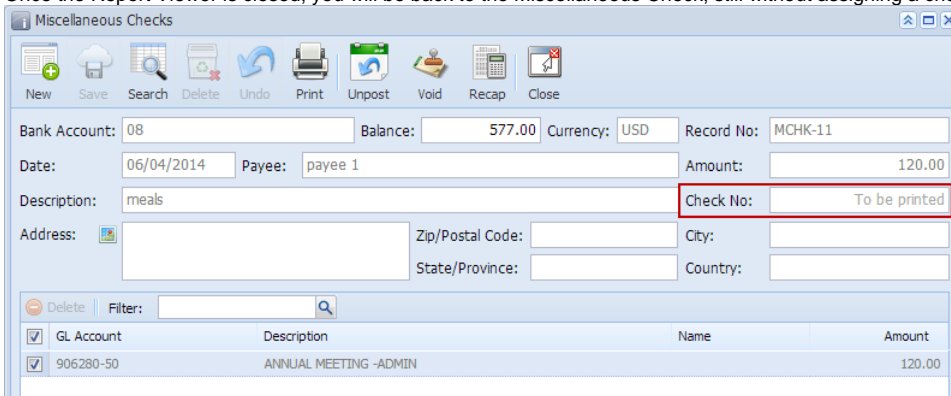
Fail	Reason	Record No.	Date	Check No.	Payee	Amount
<input checked="" type="checkbox"/>	paper jammed	MCHK-11	06/04/2014	10000003	payee 1	120.00

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



A small dialog box titled 'iRely i21' with a question mark icon. It asks 'Are you sure to commit the printed and failed check numbers?' and has 'Yes' and 'No' buttons.

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.



The 'Miscellaneous Checks' window shows a form for a check. Fields include Bank Account (08), Balance (577.00), Currency (USD), Record No. (MCHK-11), Date (06/04/2014), Payee (payee 1), Amount (120.00), Description (meals), and Check No. (To be printed). There is also a table at the bottom for GL Accounts.

GL Account	Description	Name	Amount
<input checked="" type="checkbox"/> 906280-50	ANNUAL MEETING -ADMIN		120.00

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' window with the 'Check Audit' button highlighted in the toolbar. The 'Check Number Audit' dialog is open, displaying a table of check records. The record with check number 10000003 is highlighted, showing a status of 'Wasted' and a remark of 'paper jammed'.

**Bank Accounts Window:**

- Bank Name: ABC Bank
- Account No: 1500326210C
- Currency: USD
- Balance: 577.00
- Active: ☒
- GL Account: 106040-40

**Check Number Audit Dialog:**

Filter: All Checks | From: | To: | Printed: 2 | Failed: 2 | Unused: 7

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	