Check Number Audit

The **Check Number Audit screen** will show a list of all the check numbers created and used in Miscellaneous Check transaction along with its **Status**, transaction where the check is used/assigned and **Remarks** in case check printing failed.

Here are Status available and when it will be used.

- Printed - When Check is successfully printed, see How to Print Miscellaneous Check, Printing of Check is successful.
- Wasted - When manually wasting the check, see How to Manually Waste a Check. And when failing the Print Check Verification, see Printing of Check failed.
- Void Check - When Check is voided, see How to Void Miscellaneous Check that was already Printed.
- For Print Verification - when Check is previewed but did not continue with Print Check Verification.
- Unused - When check readily available to use any time.

The following topic/s will guide you on how to use the Check Number Audit screen.

- How to Manually Waste a Check