

How to Manually Waste a Check

1. Open **Bank Accounts** screen from Cash Management module > Bank Accounts.
2. Select the Bank Account.
3. Click **Check Audit** toolbar button.
4. Click the **Waste** toolbar button in the **Check Number Audit** screen.



5. The **Waste Checks** screen will open. Fill in required information.

- a. In the **Starting Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the starting check no. of the check/s you want wasted.
 - b. In the **Ending Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the ending check no. of the check/s you want wasted.
 - c. Enter reason for wasting the check/s in the **Reason for wasted check** field.
 - d. The **Number of Checks** field will automatically show how many checks are to be wasted based on the difference of the check number in the Ending and Starting Check No fields.
6. Click **Waste** toolbar button in the **Waste Checks** screen.



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



iRely i21

Are you sure you want to permanently waste the selected check numbers?

Yes

No

- The message box then is closed and you will be brought back to the **Check Number Audit screen**. The check number/s selected to be wasted will then show **Status** of **Wasted** and entered **Remarks** when those were wasted.

Check Number Audit

Waste Print Close

Details

Filter: Check Range From 00000135 To 00000140

Printed 1 Failed 2 Unused 2

Check No.	Status	Record No.	Remarks
00000135	Printed	PAY-216	
00000136	For Print Verificat...		
00000137	Wasted		Test waste
00000138	Wasted		Test waste
00000139	Unused		
00000140	Unused		

Ready

- Click **Close** toolbar button. You will be back at the **Check Number Audit screen**. **Next Check No** field will be updated by the next available check number.

Bank Accounts - Commerce Bank

New Save Search Delete Undo Bank Check Audit Reconciliation Register Close

Details | Check Layout | Audit Log (7)

Bank Name: Commerce Bank

Account Holder: 12152015

Account No: 12152015

Balance: 5,584.12

Contact: Keith Marten

Search Address: 538 Lucy Lane

City: Seymour

State: IN

Zip/Postal: 47274

Phone: (812)521-3326

Website:

Email:

IBAN:

SWIFT:

GL Accounts: 10718-0000-000

Check Number Range: Starting Check No 1, Ending Check No 150, Next Check No 139, Check No. Length 8, Number of Checks 1,862

Backup Check Number Range: Starting Check No 0, Ending Check No 0, Number of Checks 1

Electronic Bank File Information: Bank Sort, ACH/NACHA, Positive Pay, Company ID, Bank Name, Transit No, Next No

Ready

- Open **Bank Accounts** screen from Cash Management module > Bank Accounts.
- Select the Bank Account.
- Click **Check Audit** toolbar button.
- Click the **Waste** toolbar button in the **Check Number Audit** screen.

Check Number Audit

Waste Print Close

Ready

- The **Waste Checks** screen will open. Fill in required information.

Waste Checks

Waste Cancel

Details

If a check is rendered useless for any reason, you can use this screen to mark it as "Wasted". Once it is wasted, it will show as such in the Check Number Audit screen and usage of it from any transaction is blocked.

Starting Check No: 00000001

Ending Check No: 00000002

Reason for wasted check: Waste

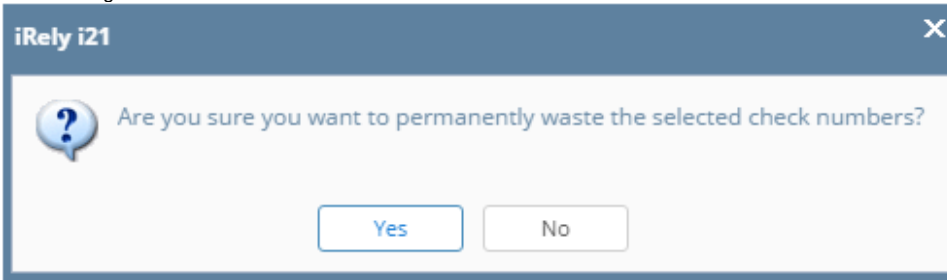
Number of Checks: 2

Ready

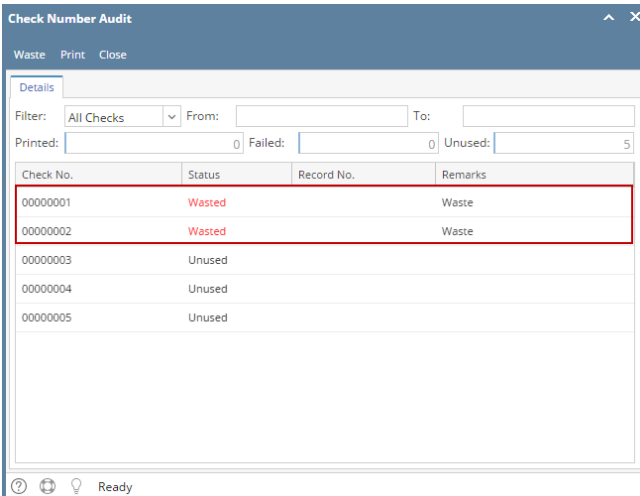
- In the **Starting Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the starting check no. of the check/s you want wasted.
 - In the **Ending Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the ending check no. of the check/s you want wasted.
 - Enter reason for wasting the check/s in the **Reason for wasted check** field.
 - The **Number of Checks** field will automatically show how many checks are to be wasted based on the difference of the check number in the Ending and Starting Check No fields.
- Click **Waste toolbar button** in the **Waste Checks** screen.



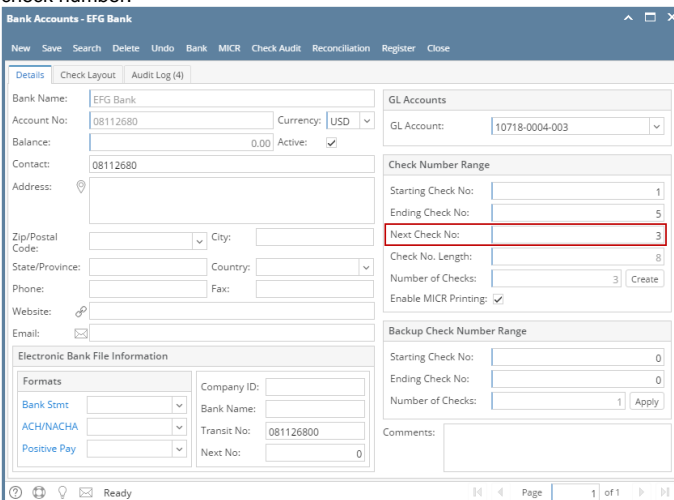
- This message is shown. Click **Yes** button.



- The message box then is closed and you will be brought back to the **Check Number Audit** screen. The check number/s selected to be wasted will then show **Status** of **Wasted** and entered **Remarks** when those were wasted.



- Click **Close toolbar button**. You will be back at the **Check Number Audit** screen. **Next Check No** field will be updated by the next available check number.



- Open **Bank Accounts** screen from Cash Management module > Bank Accounts.
- Select the Bank Account.
- Click **Check Audit toolbar button**.

4. Click the **Waste toolbar button** in the **Check Number Audit** screen.



5. The **Waste Checks** screen will open. Fill in required information.

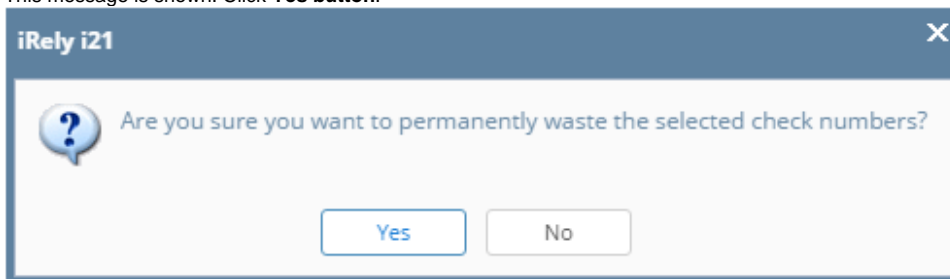
A screenshot of the 'Waste Checks' window. The title bar is blue with a maximize button and a close button. Below the title bar is a toolbar with two buttons: 'Waste' and 'Cancel'. The main area has a tab labeled 'Details'. Below the tab is a text box with the following text: 'If a check is rendered useless for any reason, you can use this screen to mark it as "Wasted". Once it is wasted, it will show as such in the Check Number Audit screen and usage of it from any transaction is blocked.' Below this text are four input fields: 'Starting Check No:' with a dropdown menu showing '00001000', 'Ending Check No:' with a dropdown menu showing '00001001', 'Reason for wasted check:' with a text box containing 'waste', and 'Number of Checks:' with a text box containing '2'. At the bottom of the window is a status bar with icons for help, print, and a lightbulb, followed by the word 'Ready'.

- In the **Starting Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the starting check no. of the check/s you want wasted.
- In the **Ending Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the ending check no. of the check/s you want wasted.
- Enter reason for wasting the check/s in the **Reason for wasted check** field.
- The **Number of Checks** field will automatically show how many checks are to be wasted based on the difference of the check number in the Ending and Starting Check No fields.

6. Click **Waste toolbar button** in the **Waste Checks** screen.



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



8. The message box then is closed and you will be brought back to the **Check Number Audit** screen. The check number/s selected to be wasted will then show **Status of Wasted** and entered **Remarks** when those were wasted.

A screenshot of the 'Check Number Audit' window. The title bar is blue with a maximize button and a close button. Below the title bar is a toolbar with three buttons: 'Waste', 'Print', and 'Close'. The main area has a tab labeled 'Details'. Below the tab is a filter section with a dropdown menu set to 'All Checks', and fields for 'From:' and 'To:'. Below the filter section is a status bar showing 'Printed: 0', 'Failed: 2', and 'Unused: 8,999'. Below the status bar is a table with four columns: 'Check No.', 'Status', 'Record No.', and 'Remarks'. The table contains the following data:

Check No.	Status	Record No.	Remarks
00001000	Wasted		waste
00001001	Wasted		waste
00001002	Unused		
00001003	Unused		
00001004	Unused		
00001005	Unused		
00001006	Unused		
00001007	Unused		
00001008	Unused		
00001009	Unused		

At the bottom of the window is a status bar with icons for help, print, and a lightbulb, followed by the word 'Ready'.

- Click **Close toolbar button**. You will be back at the **Check Number Audit** screen. **Next Check No field** will be updated by the next available check number.

Bank Accounts - Three Rivers Federal Credit Union

New Save Search Delete Undo Bank MICR Check Audit Reconciliation Register Close

Details Audit Log (0)

Bank Name: Three Rivers Federal Credit Union GL Accounts

Account No: 253624539656 Currency: USD GL Account: 10004-0000-000

Balance: 0.00 Active: ☒

Contact: Anthony Wayne

Address: 5600 Main Street

Zip/Postal Code: 46825 City: Fort Wayne

State/Province: IN Country: United States

Phone: (260)436-2345 Fax: Website: www.3riversfcu.com

Email: anthony.wayne@3riversfcu.com

Electronic Bank File Information

Formats: Bank Smit ACH/NACHA Positive Pay

Company ID: Bank Name: Transit No: 274973222 Next No: 0

Check Number Range

Starting Check No: 1000

Ending Check No: 10000

Next Check No: 1002

Check No. Length: 8

Number of Checks: 8,999 Create

Enable MICR Printing: ☐

Backup Check Number Range

Starting Check No: 0

Ending Check No: 0

Number of Checks: 1 Apply

Comments:

Ready Page 1 of 1

- Open **Bank Accounts** screen from Cash Management module > Bank Accounts.
- Select the Bank Account.
- Click **Check Audit toolbar button**.
- Click the **Waste toolbar button** in the **Check Number Audit** screen.

Check Number Audit

Waste Print Close

- The **Waste Checks** screen will open. Fill in required information.

Waste Checks

Waste Cancel

Details

If a check is rendered useless for any reason, you can use this screen to mark it as "Wasted". Once it is wasted, it will show as such in the Check Number Audit screen and usage of it from any transaction is blocked.

Starting Check No: 00000002

Ending Check No: 00000002

Reason for wasted check: tampered

Number of Checks: 1

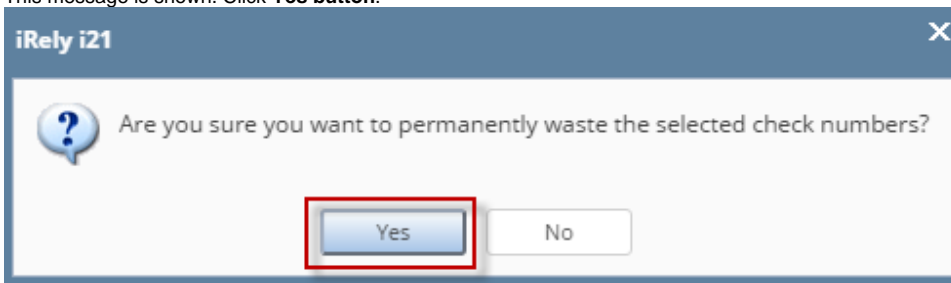
Ready

- In the **Starting Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the starting check no. of the check/s you want wasted.
 - In the **Ending Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the ending check no. of the check/s you want wasted.
 - Enter reason for wasting the check/s in the **Reason for wasted check** field.
 - The **Number of Checks** field will automatically show how many checks are to be wasted based on the difference of the check number in the Ending and Starting Check No fields.
- Click **Waste toolbar button** in the **Waste Checks** screen.

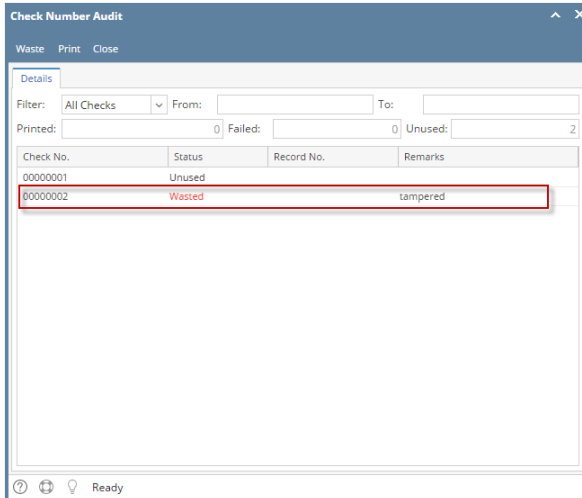
Waste Checks

Waste Cancel

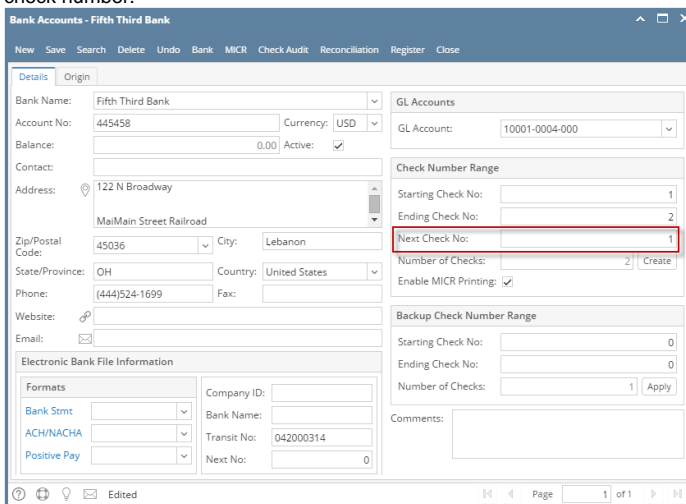
7. This message is shown. Click **Yes** button.



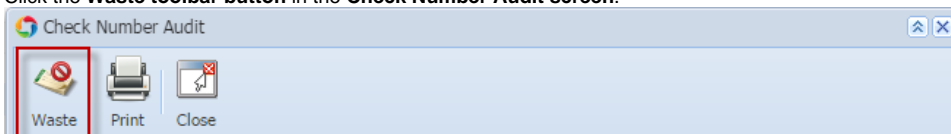
8. The message box then is closed and you will be brought back to the **Check Number Audit** screen. The check number/s selected to be wasted will then show **Status** of **Wasted** and entered **Remarks** when those were wasted.



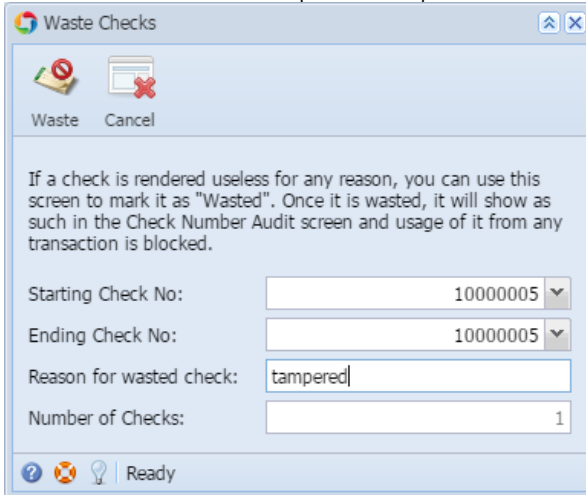
9. Click **Close** toolbar button. You will be back at the **Check Number Audit** screen. **Next Check No** field will be updated by the next available check number.



1. Open **Bank Accounts** screen from Cash Management module > Bank Accounts.
2. Select the Bank Account.
3. Click **Check Audit** toolbar button.
4. Click the **Waste** toolbar button in the **Check Number Audit** screen.



5. The **Waste Checks** screen will open. Fill in required information.

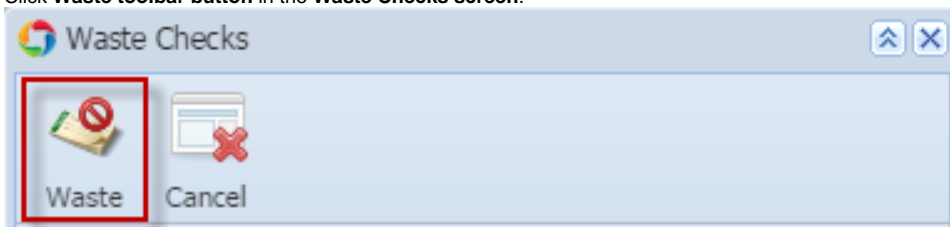


The 'Waste Checks' dialog box contains the following fields and options:

- Waste** (icon) and **Cancel** (icon) buttons.
- Instructional text: "If a check is rendered useless for any reason, you can use this screen to mark it as 'Wasted'. Once it is wasted, it will show as such in the Check Number Audit screen and usage of it from any transaction is blocked."
- Starting Check No:** 10000005 (dropdown)
- Ending Check No:** 10000005 (dropdown)
- Reason for wasted check:** tampered (text input)
- Number of Checks:** 1 (text input)
- Status bar: ? [Icons] Ready

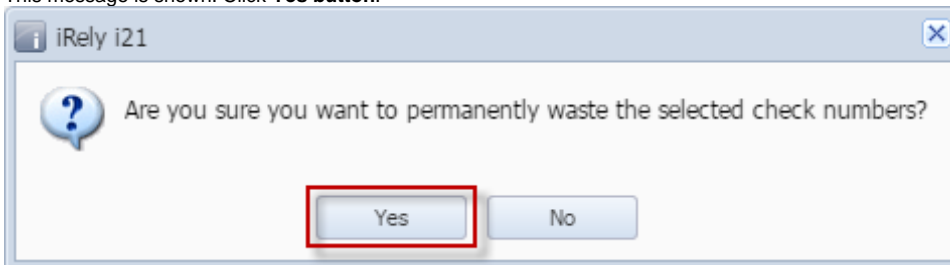
- In the **Starting Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the starting check no. of the check/s you want wasted.
- In the **Ending Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the ending check no. of the check/s you want wasted.
- Enter reason for wasting the check/s in the **Reason for wasted check** field.
- The **Number of Checks** field will automatically show how many checks are to be wasted based on the difference of the check number in the Ending and Starting Check No fields.

6. Click **Waste** toolbar button in the **Waste Checks** screen.



The 'Waste Checks' dialog box is shown with the **Waste** button (represented by a check icon with a red 'X') highlighted by a red rectangle.

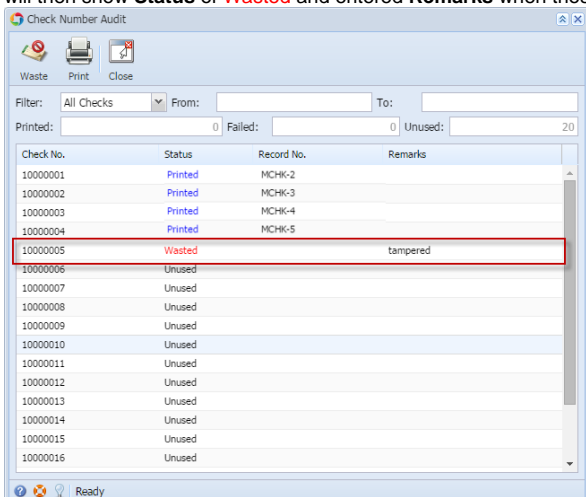
7. This message is shown. Click **Yes** button.



The confirmation dialog box titled 'iRely i21' contains the following elements:

- Question: "Are you sure you want to permanently waste the selected check numbers?"
- Yes** button (highlighted with a red rectangle) and **No** button.

8. The message box then is closed and you will be brought back to the **Check Number Audit** screen. The check number/s selected to be wasted will then show **Status** of **Wasted** and entered **Remarks** when those were wasted.



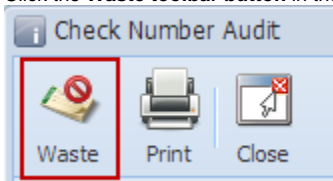
The 'Check Number Audit' screen displays a table of check records. The record for check number 10000005 is highlighted with a red rectangle, showing its status as 'Wasted' and the remark 'tampered'.

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	Unused		
10000007	Unused		
10000008	Unused		
10000009	Unused		
10000010	Unused		
10000011	Unused		
10000012	Unused		
10000013	Unused		
10000014	Unused		
10000015	Unused		
10000016	Unused		

- Click **Close toolbar button**. You will be back at the **Check Number Audit** screen. **Next Check No field** will be updated by the next available check number.

The screenshot shows the 'Bank Accounts' window. On the right side, under 'Check Number Range', the 'Next Check No' field is highlighted with a red box and contains the value '10000006'. Other fields include 'Bank Name: ABC Bank', 'Account No: 1500326210C', 'Currency: USD', 'Balance: 900.000000', 'Contact: James Brown', 'Address: 4242 Flagstaff Cove', 'City: Fort Wayne', 'State/Province: IN', 'Country: United States', 'Phone: (123)555-8964', 'Fax: (123)222-5879', 'Website: www.irely.com', 'Email: info@irely.com', 'Company ID', 'Bank Name', 'Transit No: A005126751A', and 'Next No: 0'.

- Open **Bank Accounts** screen from Cash Management module > Maintenance folder > Bank Accounts.
- Select the Bank Account.
- Click **Check Audit toolbar button**.
- Click the **Waste toolbar button** in the **Check Number Audit** screen.



- The **Waste Checks** screen will open. Fill in required information.

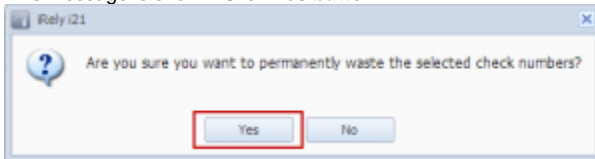
The screenshot shows the 'Waste Checks' window. It contains a 'Waste' button (highlighted with a red box) and a 'Cancel' button. Below the buttons, there is a text box with the following text: 'If a check is rendered useless for any reason, you can use this screen to mark it as "Wasted". Once it is wasted, it will show as such in the Check Number Audit screen and usage of it from any transaction is blocked.' Below this text, there are four fields: 'Starting Check No:' with a dropdown menu showing '10000005', 'Ending Check No:' with a dropdown menu showing '10000005', 'Reason for wasted check:' with a text box containing 'tampered', and 'Number of Checks:' with a text box containing '1'.

- In the **Starting Check No field**, click the dropdown combo box button to bring down a list of checks available to be used. Select the starting check no. of the check/s you want wasted.
- In the **Ending Check No field**, click the dropdown combo box button to bring down a list of checks available to be used. Select the ending check no. of the check/s you want wasted.
- Enter reason for wasting the check/s in the **Reason for wasted check field**.
- The **Number of Checks field** will automatically show how many checks are to be wasted based on the difference of the check number in the Ending and Starting Check No fields.

- Click **Waste toolbar button** in the **Waste Checks** screen.



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



8. The message box then is closed and you will be brought back to the **Check Number Audit** screen. The check number/s selected to be wasted will then show **Status** of **Wasted** and entered **Remarks** when those were wasted.

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

9. Click **Close** toolbar button. You will be back at the **Check Number Audit** screen. **Next Check No** field will be updated by the next available check number.

Details		Origin	
Bank Name:	ABC Bank	GL Accounts	
Account No:	1500326210C	Currency:	USD
Balance:	543.00	Active:	<input checked="" type="checkbox"/>
Contact:	James Brown	Check Number Range	
Address:	4242 Flagstaff Cove	Starting Check No:	10000001
		Ending Check No:	10000010
		Next Check No:	10000006
Zip/Postal Code:	46815	City:	Fort Wayne
State/Province:	IN	Country:	United States
Phone:	(123)555-8964	Fax:	(123)222-5879