

# 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.



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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: Enter address to search...

Address: 538 Lucy Lane

City: Seymour

State: IN

Zip/Postal: 47274

Country: United States

Phone: (812)521-3326

Website:

Email:

IBAN:

SWIFT:

Electronic Bank File Information

Formats: Bank Sort, ACH/NACHA, Positive Pay

Company ID:

Bank Name:

Bank No: 0740000010

Next No: 0

GL Accounts

GL Account: 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

Enable MICR Printing: [checked]

Backup Check Number Range

Starting Check No: 0

Ending Check No: 0

Number of Checks: 1

Apply

Comments:

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

- 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

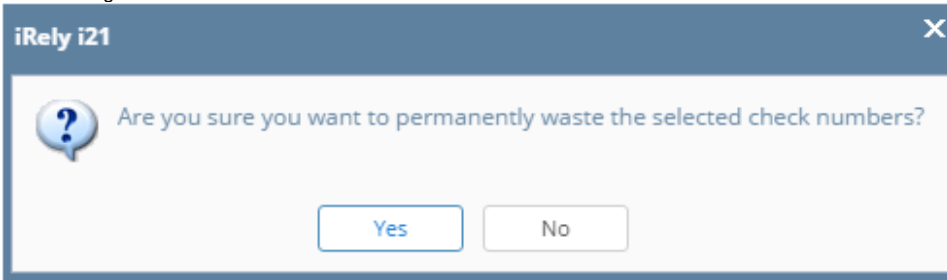
Ready

- 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.

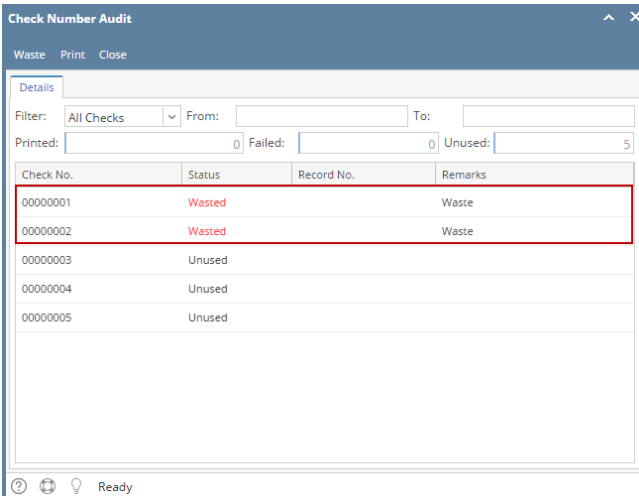
- Click **Waste toolbar button** in the **Waste Checks** screen.



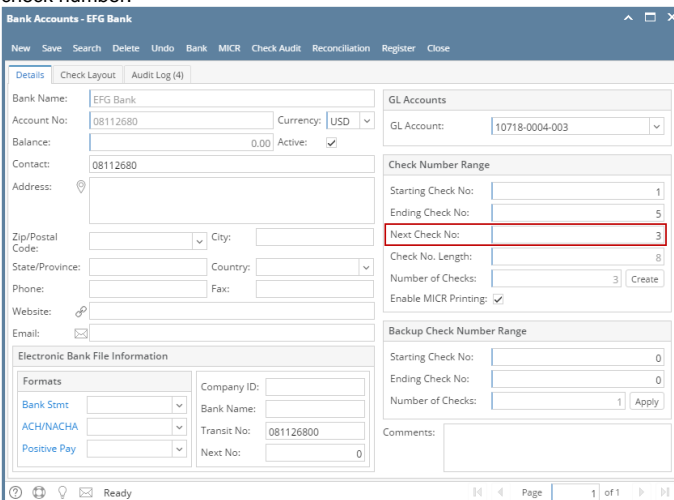
- This message is shown. Click **Yes** button.



- 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.

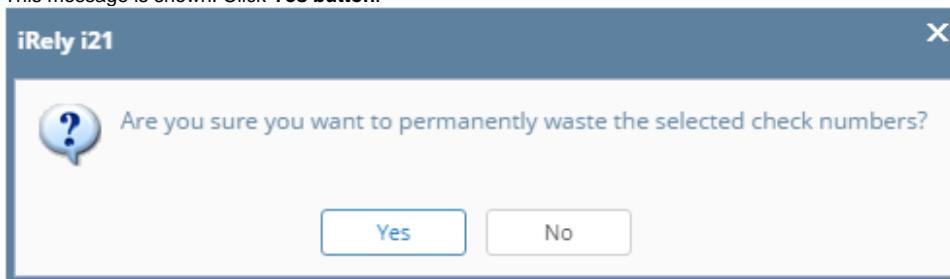
The screenshot shows the 'Waste Checks' window with a title bar containing a maximize button and a close button. Below the title bar is a toolbar with two buttons: 'Waste' and 'Cancel'. The 'Waste' button is highlighted with a red rectangular box. The main area has a 'Details' tab selected, showing the 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 text '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.

The screenshot shows the 'Check Number Audit' window with a title bar containing a maximize button and a close button. Below the title bar is a toolbar with three buttons: 'Waste', 'Print', and 'Close'. The 'Waste' button is highlighted with a red rectangular box. The main area has a 'Details' tab selected, showing the following information: 'Filter: All Checks', 'From: [empty]', 'To: [empty]', 'Printed: 0', 'Failed: 2', 'Unused: 8,999'. Below this is a table with the following columns: 'Check No.', 'Status', 'Record No.', and 'Remarks'. The first two rows are highlighted with a red rectangular box.

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 text 'Ready'.

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.

The screenshot shows the 'Bank Accounts - Three Rivers Federal Credit Union' window. The 'Details' tab is active. The 'Next Check No' field in the 'Check Number Range' section is highlighted with a red box and contains the value 1002. Other fields include Bank Name, Account No, Balance, Contact, Address, Zip/Postal Code, City, State/Province, Country, Phone, Fax, Website, Email, GL Accounts, GL Account, Starting Check No, Ending Check No, Check No. Length, Number of Checks, Enable MICR Printing, Backup Check Number Range, and Electronic Bank File Information.

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.

The screenshot shows the 'Check Number Audit' window. The 'Waste' button in the toolbar is highlighted with a red box. Other buttons in the toolbar include 'Print' and 'Close'.

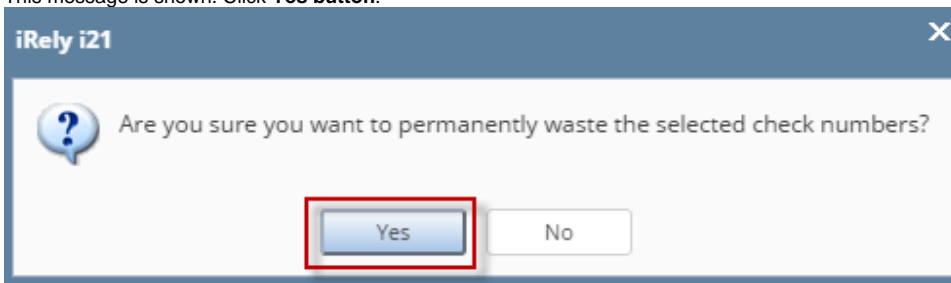
5. The **Waste Checks** screen will open. Fill in required information.

The screenshot shows the 'Waste Checks' window. The 'Details' tab is active. The 'Reason for wasted check' field is filled with 'tampered'. Other fields include Starting Check No, Ending Check No, and Number of Checks.

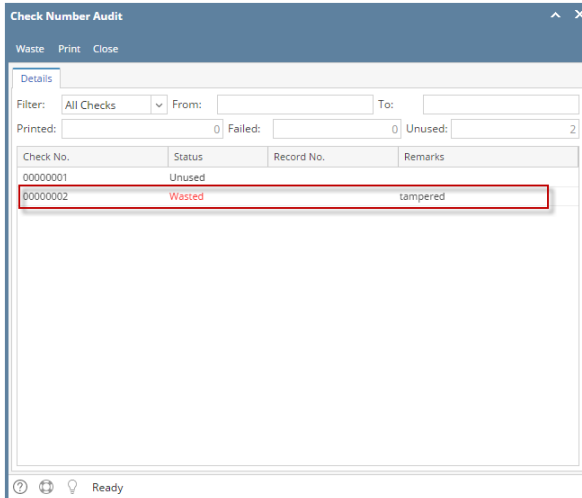
- a. In the **Starting Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the starting check no. of the check/s you want wasted.
  - b. In the **Ending Check No** field, click the dropdown combo box button to bring down a list of checks available 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.

The screenshot shows the 'Waste Checks' window. The 'Waste' button in the toolbar is highlighted with a red box. Other buttons in the toolbar include 'Cancel'.

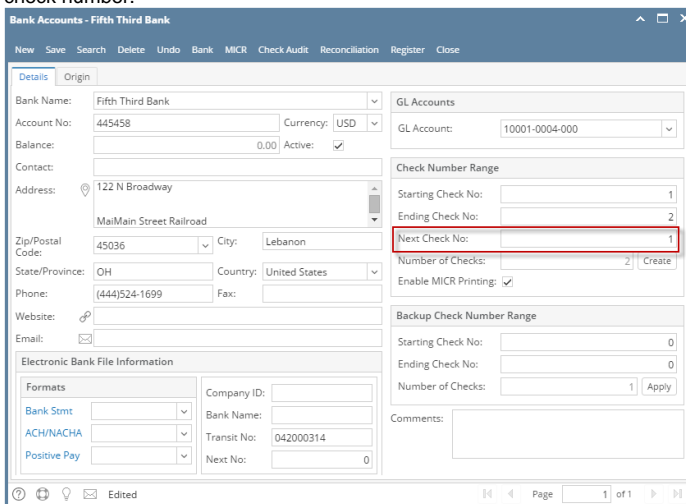
7. This message is shown. Click **Yes** button.



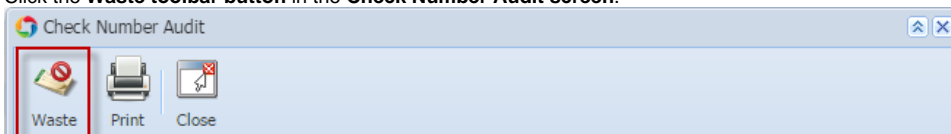
8. The message box then is closed and you will be brought back to the **Check Number Audit** screen. The check number/s selected to be wasted will then show **Status** of **Wasted** and entered **Remarks** when those were wasted.



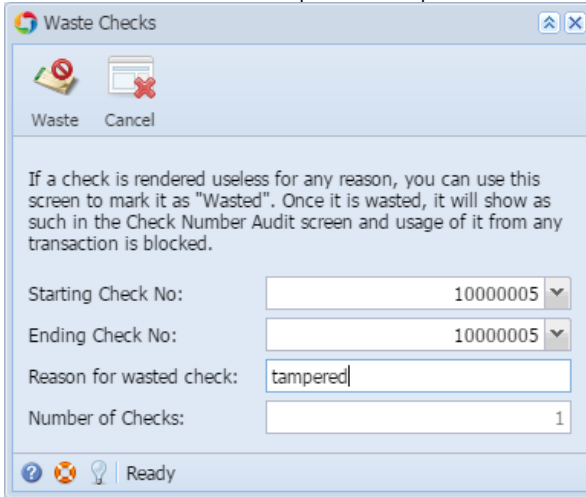
9. Click **Close** toolbar button. You will be back at the **Check Number Audit** screen. **Next Check No** field will be updated by the next available check number.



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.



Waste Checks

Waste Cancel

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

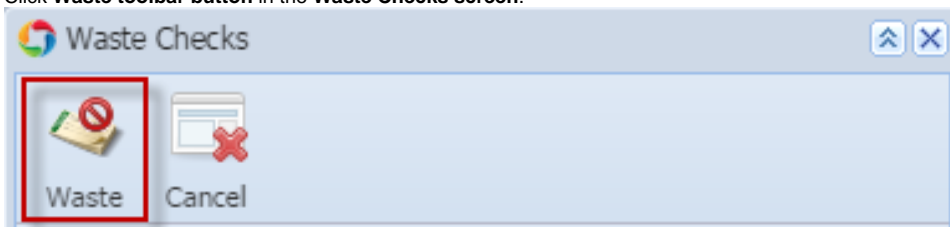
Ending Check No: 10000005

Reason for wasted check: tampered

Number of Checks: 1

Ready

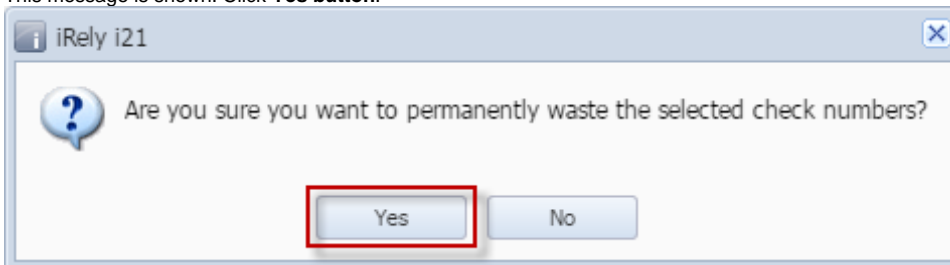
- In the **Starting Check No** field, click the dropdown combo box button to bring down a list of checks available to be used. Select the starting check no. of the check/s you want wasted.
  - In the **Ending Check No** field, click the dropdown combo box button to bring down a list of checks available 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.
6. Click **Waste** toolbar button in the **Waste Checks** screen.



Waste Checks

Waste Cancel

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

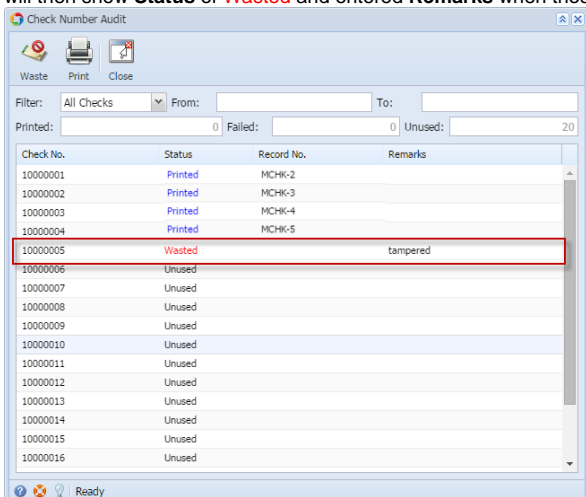


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Are you sure you want to permanently waste the selected check numbers?

Yes No

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 Number Audit

Waste Print Close

Filter: All Checks From: To:

Printed: 0 Failed: 0 Unused: 20

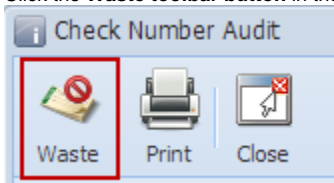
Check No.	Status	Record No.	Remarks
10000001	Printed	MCHK-2	
10000002	Printed	MCHK-3	
10000003	Printed	MCHK-4	
10000004	Printed	MCHK-5	
10000005	Wasted		tampered
10000006	Unused		
10000007	Unused		
10000008	Unused		
10000009	Unused		
10000010	Unused		
10000011	Unused		
10000012	Unused		
10000013	Unused		
10000014	Unused		
10000015	Unused		
10000016	Unused		

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.

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.

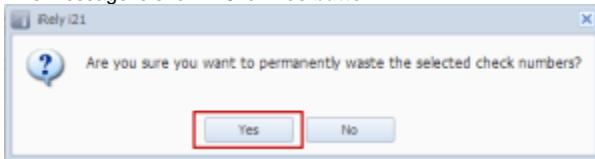
The screenshot shows the 'Waste Checks' window. It has a 'Waste' button (highlighted with a red box) and a 'Cancel' button. Below the buttons, there is a text box with the following text: 'If a check is rendered useless for any reason, you can use this screen to mark it as "Wasted". Once it is wasted, 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	
Bank Name:	ABC Bank
Account No:	1500326210C
Balance:	543.00
Contact:	James Brown
Address:	4242 Flagstaff Cove
Zip/Postal Code:	46815
City:	Fort Wayne
State/Province:	IN
Country:	United States
Phone:	(123)555-8964
Fax:	(123)222-5879

GL Accounts	
GL Account:	106040-40

Check Number Range	
Starting Check No:	10000001
Ending Check No:	10000010
Next Check No:	10000006
Number of Checks:	10
Enable MICR Printing:	<input checked="" type="checkbox"/>