How to Setup and Apply Backup Check Number Range

1. Enter the **Starting Check No** and **Ending Check No**.

2. The **Number of Checks field** will automatically show how many check numbers are to be created based on Ending Check No and Starting Check No. To get this you will have to subtract the Starting Check No from Ending Check No.

3. Click the **Apply button** to generate the check numbers.

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

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Do you want to use the backup check numbers?

Yes   No

5. Configured **Starting Check No** and **Ending Check No** along with **Number of Checks** in the **Backup Check Number Range panel** will be moved to the **Check Number Range panel**.

6. Click the **Check Audit toolbar button** to open the **Check Number Audit screen**. This screen will show the generated check numbers.

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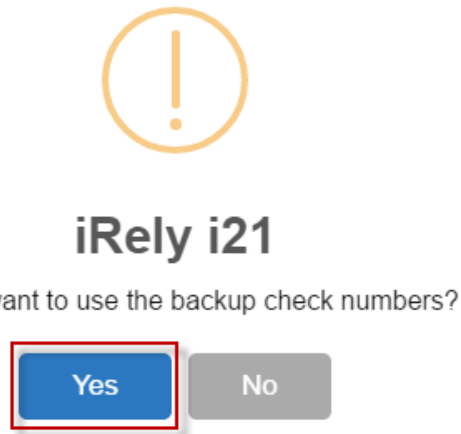1. Enter the **Starting Check No** and **Ending Check No**.

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iRely i21

Do you want to use the backup check numbers?

[Yes] [No]

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1. Enter the **Starting Check No** and **Ending Check No**.

Backup Check Number Range

Starting Check No:		1
Ending Check No:		5
Number of Checks:		5 Apply

2. The **Number of Checks field** will automatically show how many check numbers are to be created based on Ending Check No and Starting Check No. To get this you will have to subtract the Starting Check No from Ending Check No.

Number of Checks: | 5 | Apply

3. Click the **Apply button** to generate the check numbers.

Backup Check Number Range

Starting Check No:		1
Ending Check No:		5
Number of Checks:		5 Apply

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

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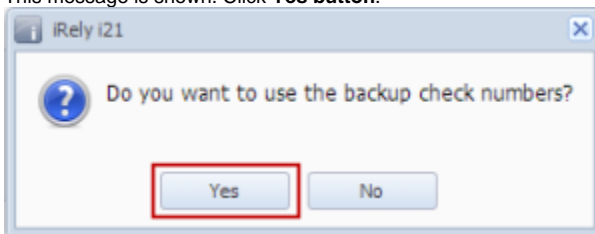

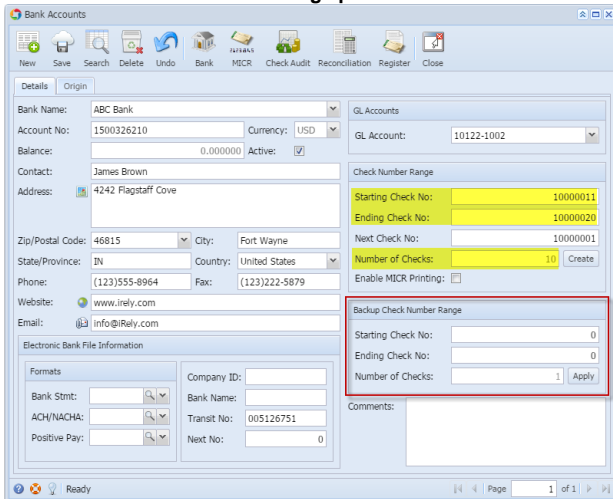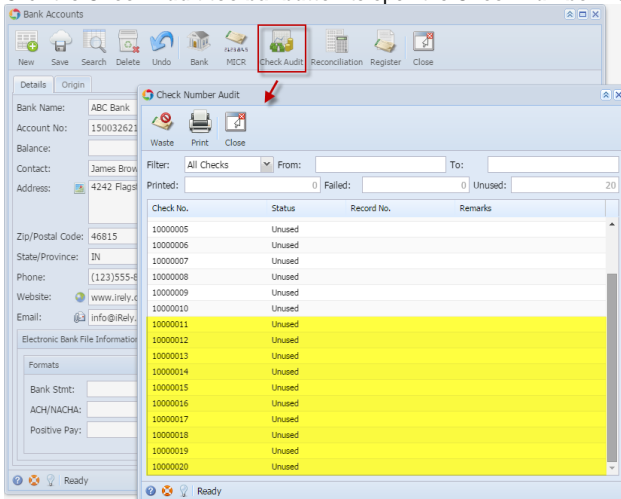3. Click the **Apply button** to generate the check numbers.

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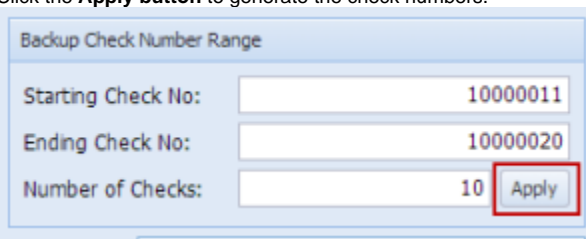

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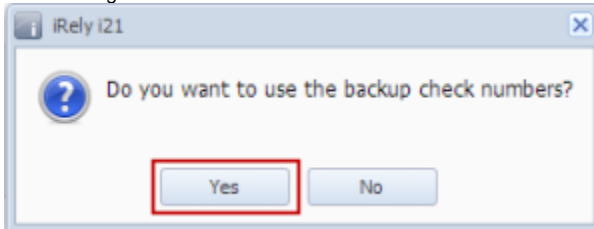1. Enter the **Starting Check No** and **Ending Check No**.

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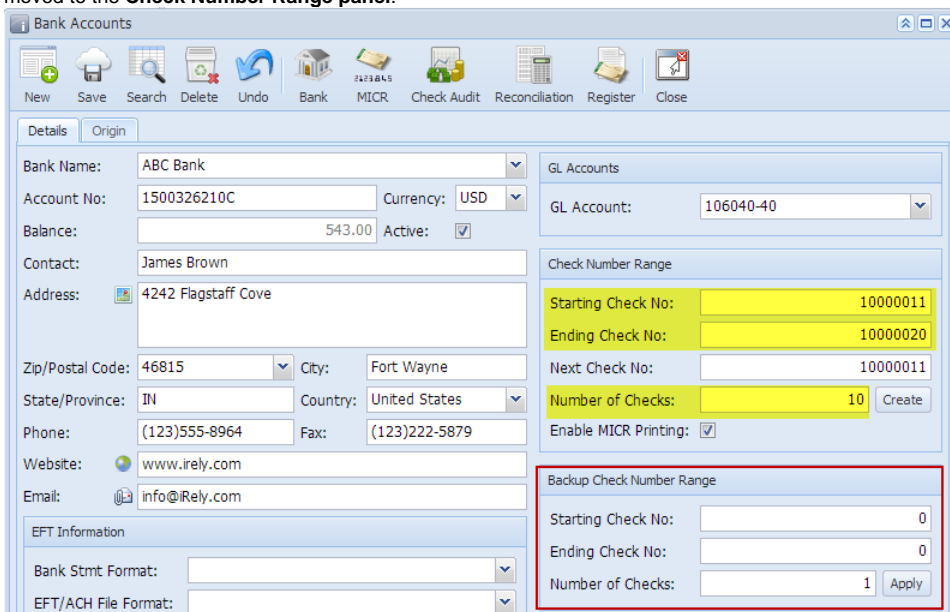3. Click the **Apply button** to generate the check numbers.

Backup Check Number Range	
Starting Check No:	10000011
Ending Check No:	10000020
Number of Checks:	10 Apply

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[Yes]   [No]

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