

How to Setup and Apply Backup Check Number Range

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

Backup Check Number Range	
Starting Check No:	<input type="text" value="1"/>
Ending Check No:	<input type="text" value="5"/>
Number of Checks:	<input type="text" value="5"/> <input type="button" value="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:	<input type="text" value="5"/> <input type="button" value="Apply"/>
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3. Click the **Apply** button to generate the check numbers.

Backup Check Number Range	
Starting Check No:	<input type="text" value="1"/>
Ending Check No:	<input type="text" value="5"/>
Number of Checks:	<input type="text" value="5"/> <input type="button" value="Apply"/>

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



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Do you want to use the backup check numbers?

<input type="button" value="Yes"/>	<input type="button" value="No"/>
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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.

Bank Accounts - Fifth Third Bank	
New Save Search Delete Undo Bank Check Audit Reconciliation Register Close	
Details Audit Log (2)	
Bank Name Fifth Third Bank	Electronic Bank File Information
Account Holder	Company ID
Account No 0640906	Bank Name
Balance 104.50	Transit No 042000314
Contact	Next EFT/ACH No 0
Search Address Enter address to search...	EFT Formats
Address 122 N Broadway St	Bank Statement
City Lebanon	ACH/NACHA Payroll
State OH	ACH/NACHA AP
Zip/Postal 45036	ACH/NACHA AR
Country United States	Cleared Credit Card
Phone (444)524-1699	Positive Pay
Fax	GL Accounts
Website	GL Account 14150-1204-114
Email	
IBAN	
SWIFT	
Check Number Range	
Starting Check No	1
Ending Check No	5
Next Check No	1
Check No. Length	8
Number of Checks	5 Create
Enable MICR Printing	
Backup Check Number Range	
Starting Check No	0
Ending Check No	0
Number of Checks	1 Apply
Comments	

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

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?

- 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.

The screenshot shows the 'Bank Accounts - Fifth Third Bank' window. The 'Check Number Range' panel is highlighted in yellow, showing 'Starting Check No' as 1, 'Ending Check No' as 5, and 'Number of Checks' as 5. The 'Backup Check Number Range' panel is highlighted in red, showing 'Starting Check No' as 0, 'Ending Check No' as 0, and 'Number of Checks' as 1.

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

The screenshot shows the 'Check Number Audit' window. The table displays the following data:

Check No.	Status	Record No.	Remarks
00000001	Unused		
00000002	Unused		
00000003	Unused		
00000004	Unused		
00000005	Unused		

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

The screenshot shows the 'Backup Check Number Range' panel. The 'Starting Check No' is 1, 'Ending Check No' is 5, and 'Number of Checks' is 5. The 'Apply' button is visible.

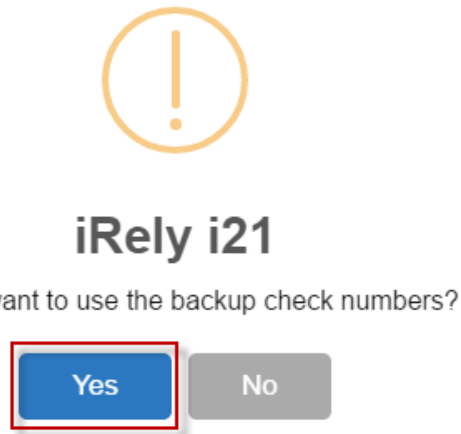
- The **Number of Checks** field will automatically show how many check numbers are to be created based on Ending Check No and Starting Check No. To get this you will have to subtract the Starting Check No from Ending Check No.

The screenshot shows the 'Number of Checks' field. The value is 5, and the 'Apply' button is visible.

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

The screenshot shows the 'Backup Check Number Range' panel. The 'Starting Check No' is 1, 'Ending Check No' is 5, and 'Number of Checks' is 5. The 'Apply' button is highlighted with a red box.

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



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.

The screenshot shows the "Bank Accounts - EFG Bank" window. The "Check Number Range" panel is highlighted with a yellow background. It contains the following fields: "Starting Check No:" (1), "Ending Check No:" (5), "Next Check No:" (1), "Check No. Length:" (8), and "Number of Checks:" (5). The "Backup Check Number Range" panel is also highlighted with a yellow background. It contains the following fields: "Starting Check No:" (0), "Ending Check No:" (0), and "Number of Checks:" (1). The "Yes" button from the previous dialog is visible in the bottom right corner of the "Backup 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.

The screenshot shows the "Check Number Audit" window. It displays a table of generated check numbers. The table has the following columns: "Check No.", "Status", "Record No.", and "Remarks". The first five rows show check numbers 00000001 through 00000005, all with a status of "Unused".

Check No.	Status	Record No.	Remarks
00000001	Unused		
00000002	Unused		
00000003	Unused		
00000004	Unused		
00000005	Unused		

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

Backup Check Number Range

Starting Check No:

Ending Check No:

Number of Checks:

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:

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

Backup Check Number Range

Starting Check No:

Ending Check No:

Number of Checks:

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



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Do you want to use the backup check numbers?

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.

Bank Accounts - ABC Bank

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

Details Audit Log (6)

Bank Name: ABC Bank
Account No: 22336655
Balance: 0.00
Contact: test
Address: railroad
Zip/Postal Code: 00601
City: Adjuntas
State/Province: PR
Country: United States
Phone:
Fax:
Website:
Email:
Currency: USD
GL Account: 10001-0002-000
Active: ☒

Check Number Range

Starting Check No: 1
Ending Check No: 5
Next Check No: 1
Check No. Length: 8
Number of Checks: 5 Create
Enable MICR Printing: ☒

Backup Check Number Range

Starting Check No: 0
Ending Check No: 0
Number of Checks: 1 Apply

Comments:

Electronic Bank File Information

Formats
Bank Stmt
ACH/NACHA
Positive Pay

Company ID:
Bank Name:
Transit No: 321654987
Next No: 0

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

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?

- 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.

Bank Accounts - Commerce Bank

Details

Bank Name: Commerce Bank
 Account No: 12152015
 Balance: -20.00
 Contact: Keith Morten
 Address: 538 Lucy Lane
 City: Seymour
 State/Province: IN
 Country: United States
 Phone: (812)521-3326
 Website:
 Email:
 Electronic Bank File Information
 Formats: Bank Smit, ACH/NACHA, Positive Pay
 Company ID:
 Bank Name:
 Transit No: 074000010
 Next No: 0

GL Accounts
 GL Account: 10718-0000-000

Check Number Range
 Starting Check No: 1
 Ending Check No: 8
 Next Check No: 2
 Number of Checks: 1,999
 Enable MICR Printing: ☐

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

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

Bank Accounts - Commerce Bank

Details

Bank Name: Commerce Bank
 Account No: 12152015
 Balance: -20.00
 Contact: Keith Morten
 Address: 538 Lucy Lane
 City: Seymour
 State/Province: IN
 Country: United States
 Phone: (812)521-3326
 Website:
 Email:
 Electronic Bank File Information
 Formats: Bank Smit, ACH/NACHA, Positive Pay
 Company ID:
 Bank Name:
 Transit No: 074000010
 Next No: 0

Check Number Audit

Waste Print Close

Filter: All Checks
 From:
 To:
 Printed: 1
 Failed: 0
 Unused: 1,999

Check No.	Status	Record No.	Remarks
00000001	Printed	MCHK-2	
00000002	Unused		
00000003	Unused		
00000004	Unused		
00000005	Unused		
00000006	Unused		
00000007	Unused		
00000008	Unused		
00000009	Unused		
00000010	Unused		
00000011	Unused		
00000012	Unused		
00000013	Unused		

Ready

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

Backup Check Number Range

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

- 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.

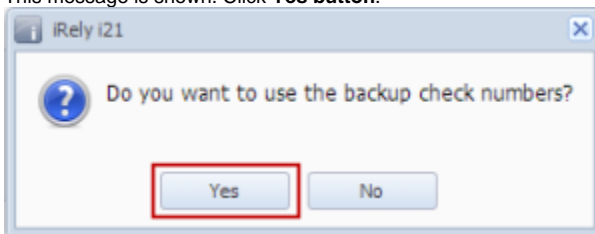
Number of Checks: 10

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

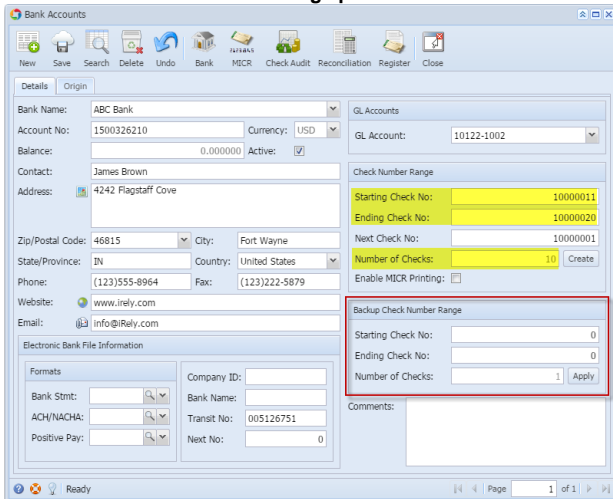
Backup Check Number Range

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

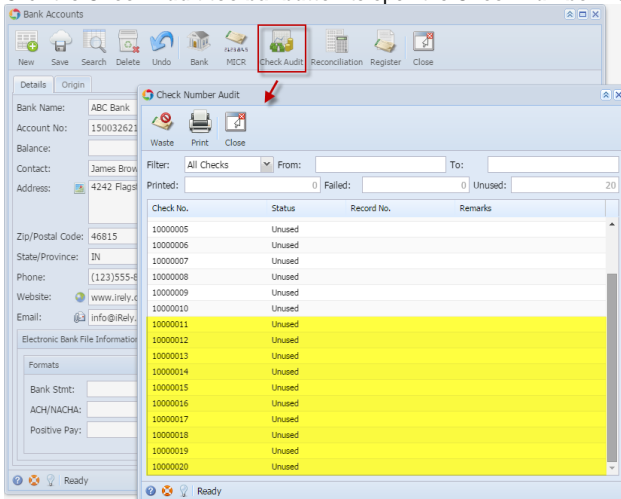
4. This message is shown. Click **Yes** button.



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.



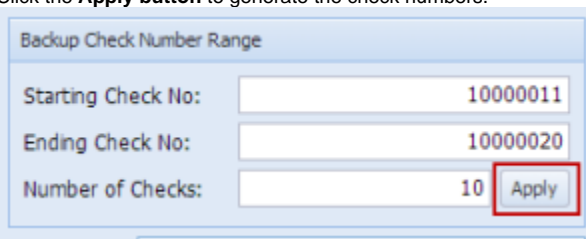
6. Click the **Check Audit** toolbar button to open the **Check Number Audit** screen. This screen will show the generated check numbers.



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

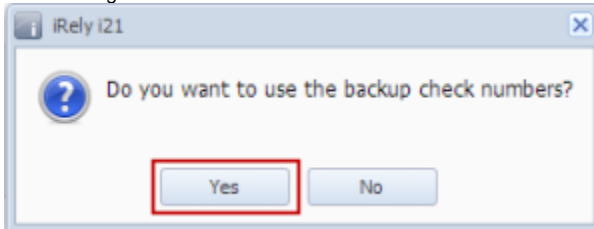
2. The **Number of Checks** field will automatically show how many check numbers are to be created based on Ending Check No and Starting Check No. To get this you will have to subtract the Starting Check No from Ending Check No.

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



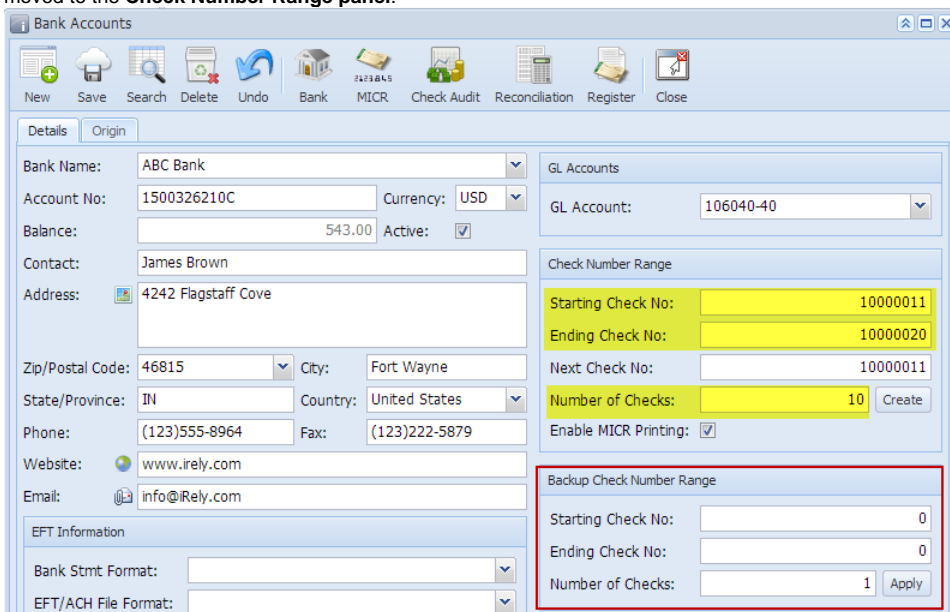
A dialog box titled "Backup Check Number Range" with three input fields and an "Apply" button. The "Starting Check No:" field contains "10000011", the "Ending Check No:" field contains "10000020", and the "Number of Checks:" field contains "10". The "Apply" button is highlighted with a red rectangle.

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



A dialog box titled "iRely i21" with a question mark icon and the text "Do you want to use the backup check numbers?". Below the text are two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangle.

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.



A screenshot of the "Bank Accounts" window. The window has a toolbar with icons for New, Save, Search, Delete, Undo, Bank, MICR, Check Audit, Reconciliation, Register, and Close. Below the toolbar are two tabs: "Details" and "Origin". The "Details" tab is active, showing various fields for bank information. The "Check Number Range" panel is highlighted with a yellow background and contains the following fields: "Starting Check No:" (10000011), "Ending Check No:" (10000020), "Next Check No:" (10000011), and "Number of Checks:" (10). The "Backup Check Number Range" panel is highlighted with a red rectangle and contains the following fields: "Starting Check No:" (0), "Ending Check No:" (0), and "Number of Checks:" (1). The "Apply" button is highlighted with a red rectangle.

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

