

Create Unused Checks

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Daily > Enter Unused Checks

If, for any reason, you have a gap in check numbers and you wish to record that fact, you can use this to enter your unused check numbers into the accounting system. They will be created as a payment, but with no vendor, a zero amount, and marked as cleared.

Examples of adding unused checks are a voided check form given as an example to a vendor, check forms ruined due to a printer jam, etc. This option is only for the purpose of tracking any unused paper checks for audit purposes.

Select the appropriate checkbook and enter the range of check numbers, the accounting period, and the date. A comment is optional.
