



# banktransactionsstatusinquiry



# Table of Contents

<b>banktransactionsstatusinquiry</b> .....	<b>i</b>
<b>Bank Transactions Status Inquiry</b> .....	<b>1</b>



# Bank Transactions Status Inquiry

## Bank Reconciliation > Inquiry > Bank Transactions Status Inquiry

This page is used to perform a status inquiry on cash receipts, checks, and journal vouchers.

### Perform an inquiry:

Retrieve bank transactions using one or more of the following search parameters:

#### Notes:

- At least one search parameter must be entered.
- If a to number is not entered, transactions beginning with the from number through the last available number are retrieved.
- If a to date is not entered, transactions beginning with the from date through the current date are retrieved.

Field	Description
<b>Check Nbr From and To</b>	Type a beginning and ending check number range
<b>Cash Rcpt Nbr From and To</b>	Type a beginning and ending cash receipt number range.
<b>Date From and To</b>	Type a beginning and ending date range for which to retrieve cash receipts, checks, and journal vouchers.
<b>JV Nbr</b>	Type a journal voucher number.
<b>Vendor Nbr</b>	Type a vendor number for which to retrieve check transactions.
<b>Employee Nbr</b>	Type a employee number.

Click **Retrieve**. The applicable bank transactions are displayed under the respective section.

The number of transactions listed in each section is displayed next to the section heading (e.g., **Cash Receipts Inquiry (50)**).

The section is expanded based on the entered search parameter(s). For example, if only a check number search parameter (i.e., **Check Nbr** or **Vendor Nbr**) is used, then the **Checks Inquiry** section is automatically expanded with a list of the applicable check transactions.

Click **Cash Receipts Inquiry** to view the following cash receipt details:

- **Receipt Nbr**
- **Amount**
- **Date**
- **Description**
- **Vendor name**

- **Status**
- **Group**
- **Recon Title**
- **Recon Date**


Click **Checks Inquiry** to view the following check details:

- **Freq**
- **MICR** - only displays when the check has been reconciled.
- **Check Nbr**
- **Amount**
- **Date**
- **Payee Nbr**
- **Payee Name**
- **Status**
- **Group**
- **Recon Title**
- **Recon Date**

Click **Journal Vouchers Inquiry** to view the following journal voucher details:

- **Freq**
- **JV Nbr**
- **Amount**
- **Date**
- **Description**
- **Status**
- **Group**
- **Recon Title**
- **Recon Date**

**Other functions and features:**

<b>Retrieve</b>	<p><a href="#">Retrieve data.</a> Click to retrieve data.</p>
<b>Reset</b>	<p><a href="#">Reset data.</a> Click to retrieve data from the last save. If you click <b>Reset</b>, any unsaved changes are lost.</p>
<b>Errors</b>	<p><a href="#">View errors.</a> This button is only displayed if an error is encountered on the page.</p> <p>A red outline is displayed around the button, and an Errors pop-up window is displayed with a list of the encountered errors.</p> <p>Click  to close the pop-up window.</p>