



# **banktransactionsstatusinquiry**



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# 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.


general:cash\_receipts\_inquiry

general:checks\_inquiry

general:journal\_vouchers\_inquiry

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**Other functions and features:**

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