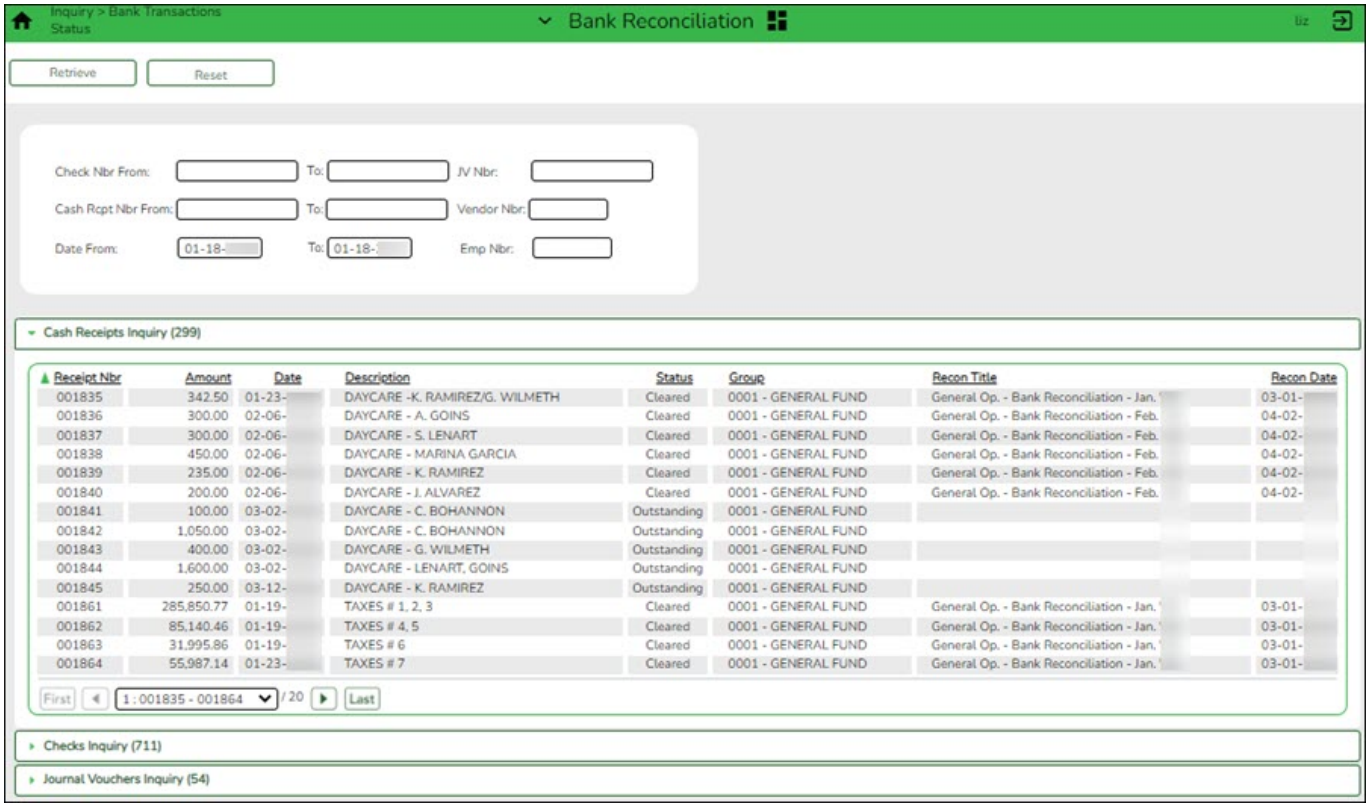
Perform an inquiry

Table of Contents

Perform an inquiry i

Perform an 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
Check Nbr From and To	Type a beginning and ending check number range
Cash Rcpt Nbr From and To	Type a beginning and ending cash receipt number range.

Field	Description
Date From and To	Type a beginning and ending date range for which to retrieve cash receipts, checks, and journal vouchers. Or, select a date from the calendar.
JV Nbr	Type a journal voucher number.
Vendor Nbr	Type a vendor number for which to retrieve check transactions.
Employee Nbr	Type an 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 the **Check Nbr** search parameter is used, then the **Checks Inquiry** section is automatically expanded with a list of the applicable check transactions.

Cash Receipts Inquiry

❑ The **Cash Receipts Inquiry** section is expanded by default if cash receipts are retrieved. Click **Cash Receipts Inquiry** to collapse the section. The following cash receipt information is displayed:

Receipt Nbr
Amount
Date
Description
Vendor name
Status
Group
Recon Title
Recon Date

By default, the results are sorted in ascending order by cash receipt number. Click a column heading to sort the data in ascending or descending order.

▲ - indicates that the column is sorted in ascending order
▼ - indicates that the column is sorted in descending order

Checks Inquiry

❑ Click **Checks Inquiry** to expand the section and view the check transaction details. Click **Checks Inquiry** to collapse the section. The following check information is displayed:

Freq

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

By default, the results are sorted in ascending order by check number. Click a column heading to sort the data in ascending or descending order.

▲ - indicates that the column is sorted in ascending order
▼ - indicates that the column is sorted in descending order

Journal Vouchers Inquiry

❑ Click **Journal Vouchers** to expand the section and view the journal voucher details. Click **Journal Vouchers** to collapse the section. The following journal voucher information is displayed:

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

By default, the results are sorted in ascending order by check number. Click a column heading to sort the data in ascending or descending order.

▲ - indicates that the column is sorted in ascending order
▼ - indicates that the column is sorted in descending order

Other functions and features:

Retrieve	Click to retrieve data.
Reset	Click to clear the data on the page.

Errors	This button is only displayed if an error is encountered on the page. A red outline is displayed around the button, and an Errors pop-up window is displayed with a list of the encountered errors. Click to close the pop-up window.