



**Perform an inquiry**



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# Perform an inquiry

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Check Nbr From:  To:  JV Nbr:

Cash Rcpt Nbr From:  To:  Vendor Nbr:

Date From:  To:  Emp Nbr:

Cash Receipts Inquiry (299)

Receipt Nbr	Amount	Date	Description	Status	Group	Recon Title	Recon Date
001835	342.50	01-23-	DAYCARE - K. RAMIREZ/G. WILMETH	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Jan.	03-01-
001836	300.00	02-06-	DAYCARE - A. GOINS	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Feb.	04-02-
001837	300.00	02-06-	DAYCARE - S. LENART	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Feb.	04-02-
001838	450.00	02-06-	DAYCARE - MARINA GARCIA	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Feb.	04-02-
001839	235.00	02-06-	DAYCARE - K. RAMIREZ	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Feb.	04-02-
001840	200.00	02-06-	DAYCARE - J. ALVAREZ	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Feb.	04-02-
001841	100.00	03-02-	DAYCARE - C. BOHANNON	Outstanding	0001 - GENERAL FUND		
001842	1,050.00	03-02-	DAYCARE - C. BOHANNON	Outstanding	0001 - GENERAL FUND		
001843	400.00	03-02-	DAYCARE - G. WILMETH	Outstanding	0001 - GENERAL FUND		
001844	1,600.00	03-02-	DAYCARE - LENART, GOINS	Outstanding	0001 - GENERAL FUND		
001845	250.00	03-12-	DAYCARE - K. RAMIREZ	Outstanding	0001 - GENERAL FUND		
001861	285,850.77	01-19-	TAXES # 1, 2, 3	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Jan.	03-01-
001862	85,140.46	01-19-	TAXES # 4, 5	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Jan.	03-01-
001863	31,995.86	01-19-	TAXES # 6	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Jan.	03-01-
001864	55,987.14	01-23-	TAXES # 7	Cleared	0001 - GENERAL FUND	General Op. - Bank Reconciliation - Jan.	03-01-

Checks Inquiry (711)

Journal Vouchers Inquiry (54)

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.

Field	Description
<b>Date From and To</b>	Type a beginning and ending date range for which to retrieve cash receipts, checks, and journal vouchers. Or, select a date from the calendar.
<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 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:

<b>Retrieve</b>	Click to retrieve data.
<b>Reset</b>	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.