



## **(OBSOLETE) Check Status Inquiry - FIN3500**



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This page was removed as a result of the Bank Reconciliation application implementation.

# (OBSOLETE) Check Status Inquiry - FIN3500

**Finance > Maintenance > Bank Reconciliation > Check Status Inquiry**

This page is used to view the status of selected checks.

## Perform a check status inquiry:

Retrieve check information using one or more of the following methods:

Under **Check dates**, enter the **From** and/or **To** check dates.

Under **Check number**, enter the **From** and/or **To** check numbers.

Leave the check dates and check number fields blank to retrieve all checks.

Click **Retrieve**. The following information is displayed for each check:

- **Status**
- **Check number**
- **Check date**
- **Vendor number**
- **Vendor name**
- **Check amount**
- **Reconciled date**
- **MICR number** - only displays when the check has been reconciled.

Click **Reset** to clear the retrieval options and the data on the page,

Click **Print** to display the Check Status Inquiry Report.

Review the report.

## Review the report using the following buttons:

Click **First** to go to the first page of the report.

Click **◀** to go back one page.

Click **▶** to go forward one page.

Click **Last** to go to the last page of the report.

## The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.