# Bank Transactions Status

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# Bank Transactions Status

***Bank Reconciliation > Inquiry > Bank Transactions Status***

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. |
| **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.<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 [X] to close the pop-up window. |

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