



## ASCENDER GUIDES



# 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.
<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)**)

Click **Cash Receipts Inquiry** to view the following cash receipt details:

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

Click **Checks Inquiry** to view the following check details:

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

Click **Journal Vouchers Inquiry** to view the following journal voucher details:

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

## Other functions and features:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , any unsaved changes are lost.
<b>Reset</b>	<a href="#">Reset data.</a> 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> 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.



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