



# **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. 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 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)**).

The section is expanded based on the entered search parameter(s). For example, if only a check number search parameter (i.e., **Check Nbr** or **Vendor Nbr**) is used, then the **Checks Inquiry** section is automatically expanded with a list of the applicable check transactions.

<b>Cash Receipts Inquiry</b>	<p><input type="checkbox"/> The <b>Cash Receipts Inquiry</b> section is expanded by default if cash receipts are retrieved. Click <b>Cash Receipts Inquiry</b> to collapse the section. The following cash receipt information is displayed:</p> <p> <b>Receipt Nbr</b>  <b>Amount</b>  <b>Date</b>  <b>Description</b>  <b>Vendor name</b>  <b>Status</b>  <b>Group</b>  <b>Recon Title</b>  <b>Recon Date</b> </p> <p>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.</p> <p>  - indicates that the column is sorted in ascending order   - indicates that the column is sorted in descending order         </p>
<b>Checks Inquiry</b>	<p><input type="checkbox"/> Click <b>Checks Inquiry</b> to expand the section and view the check transaction details. Click <b>Checks Inquiry</b> to collapse the section. The following check information is displayed:</p> <p> <b>Freq</b>  <b>MICR</b> - only displays when the check has been reconciled.  <b>Check Nbr</b>  <b>Amount</b>  <b>Date</b>  <b>Payee Nbr</b>  <b>Payee Name</b>  <b>Status</b>  <b>Group</b>  <b>Recon Title</b>  <b>Recon Date</b> </p> <p>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.</p> <p>  - indicates that the column is sorted in ascending order   - indicates that the column is sorted in descending order         </p>

<b>Journal Vouchers Inquiry</b>	<p> <input type="checkbox"/> Click <b>Journal Vouchers</b> to expand the section and view the journal voucher details. Click <b>Journal Vouchers</b> to collapse the section. The following journal voucher information is displayed:         </p> <p> <b>Freq</b>  <b>JV Nbr</b>  <b>Amount</b>  <b>Date</b>  <b>Description</b>  <b>Status</b>  <b>Group</b>  <b>Recon Title</b>  <b>Recon Date</b> </p> <p>           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.         </p> <p>  - indicates that the column is sorted in ascending order   - indicates that the column is sorted in descending order         </p>
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### Other functions and features:

<b>Retrieve</b>	<a href="#">Retrieve data.</a> Click to retrieve data.
<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>	<p> <a href="#">View errors.</a>            This button is only displayed if an error is encountered on the page.         </p> <p>           A red outline is displayed around the button, and an Errors pop-up window is displayed with a list of the encountered errors.         </p> <p>           Click  to close the pop-up window.         </p>



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