banktransactionsstatusinquiry

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Bank Transactions Status Inquiry

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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 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 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	Retrieve data. Click to retrieve data.
Reset	Reset data. Click to retrieve data from the last save. If you click **Reset**, any unsaved changes are lost.
Errors	View 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.

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