



body

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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.

Image









| 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.

| | |
|-------------------------------------|--|
| <p>Cash Receipts Inquiry</p> | <p><input type="checkbox"/> 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:</p> <p>Receipt Nbr Amount Date Description Vendor name Status Group Recon Title Recon Date</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> |
| <p>Checks Inquiry</p> | <p><input type="checkbox"/> 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:</p> <p>Freq MICR - only displays when the check has been reconciled. Check Nbr Amount Date Payee Nbr Payee Name Status Group Recon Title Recon Date</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> |

| | |
|---------------------------------|---|
| Journal Vouchers Inquiry | <p> <input type="checkbox"/> 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: </p> <p> Freq JV Nbr Amount Date Description Status Group Recon Title Recon Date </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> |
|---------------------------------|---|

Other functions and features:

| | |
|-----------------|--|
| Retrieve | Click to retrieve data. |
| Reset | Click to clear the data on the page. |
| Errors | <p>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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