

# 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.

#### **Cash Receipts Inquiry**

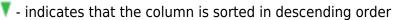
☐ The **Cash Receipts Inquiry** section is expanded by default if cash receipts are retrieved. Click **Cash Receipts Inquiry** to collapse the section. The following cash receipt information is displayed:

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Receipt Nbr
Amount
Date
Description
Vendor name
Status
Group
<b>Recon Title</b>
<b>Recon Date</b>

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



### **Checks Inquiry**

☐ Click	<b>Checks Inc</b>	<b>quiry</b> to e	expand	the sectior	n and view	the chec	k transaction	details.	Click (	Checks
Inquiry	to collapse	the secti	ion. The	following	check info	rmation is	s 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

f v - indicates that the column is sorted in descending order

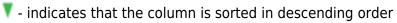
### **Journal Vouchers Inquiry**

☐ 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:

2025/12/06 11:18 body 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



#### Other functions and features:

Retrieve	Click to retrieve data.					
Reset	Click to clear the data on the page.					
	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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