(OBSOLETE) Check Status Inquiry - FIN3500

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This page was removed as a result of the Bank Reconciliation application implementation.

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Finance > Maintenance > Bank Reconciliation > Check Status Inquiry

This page is used to view the status of selected checks.

Perform a check status inquiry:

Retrieve check information using one or more of the following methods:

Under **Check dates**, enter the **From** and/or **To** check dates.

Under **Check number**, enter the **From** and/or **To** check numbers.

Leave the check dates and check number fields blank to retrieve all checks.

Click **Retrieve**. The following information is displayed for each check:

- **Status**
- **Check number**
- **Check date**
- **Vendor number**
- **Vendor name**
- **Check amount**
- **Reconciled date**
- **MICR number** - only displays when the check has been reconciled.

Click **Reset** to clear the retrieval options and the data on the page,

Click **Print** to display the Check Status Inquiry Report.

Review the report.

Review the report using the following buttons:

Click [First] to go to the first page of the report.
Click ◀ to go back one page.
Click ▶ to go forward one page.
Click [Last] to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click [PDF] to save and print the report in PDF format.
Click [CSV] to save and print the report in CSV format. (This option is not available for all reports.) When

a report is exported to the CSV format, the report headers may not be included.

Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

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