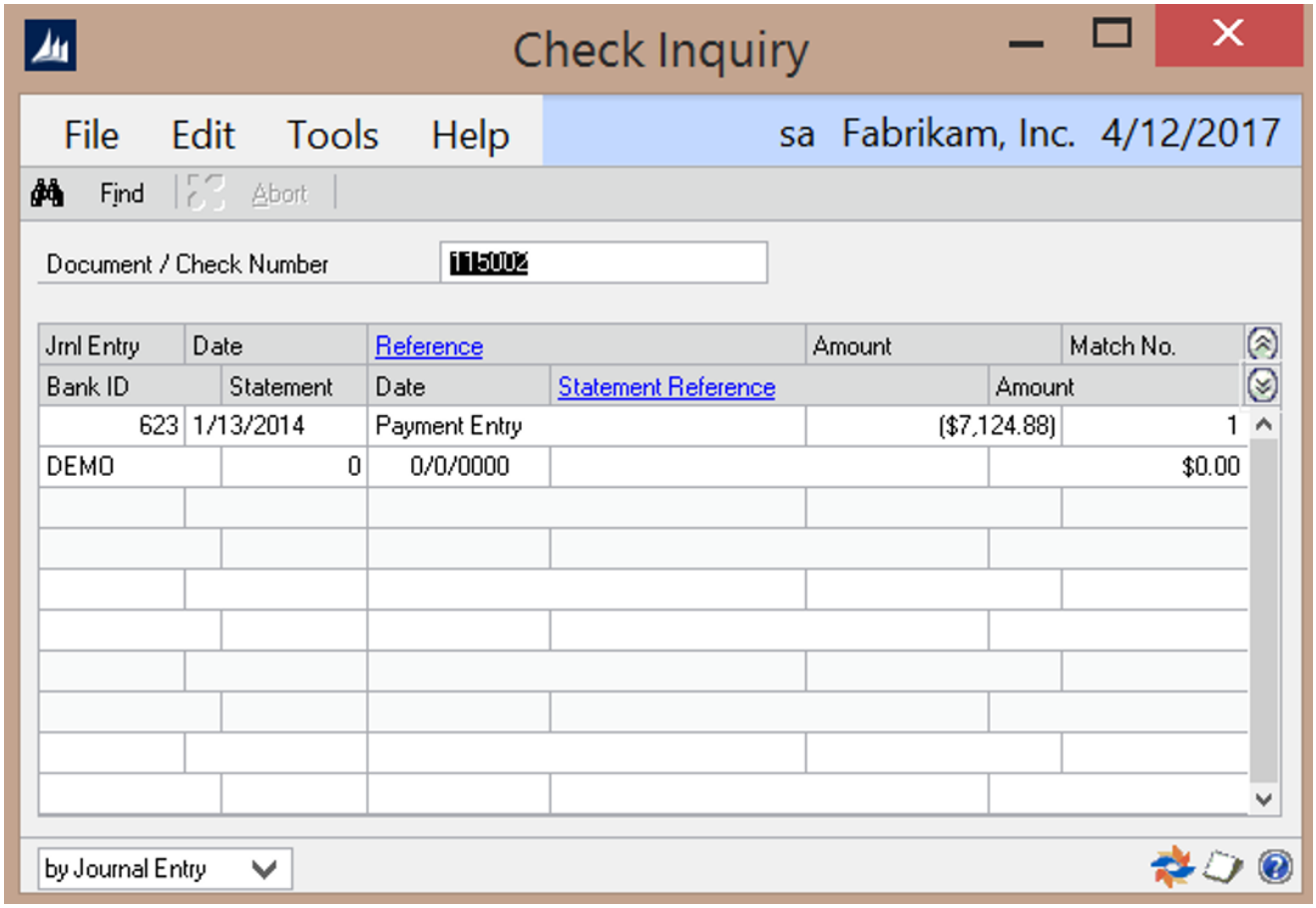
Check Inquiry

Last updated: August 25, 2022

Location

Inquiry >> Financial >> Advanced Bank Reconciliation >> Check Inquiry

Layout



Overview

The check inquiry window allows for searching through extracted GL Transactions for a specific document or check number. Any transaction that matches is shown in the grid section of the window.

Additionally, each transaction line is checked to see if has been reconciled. If it has, the information from the statement line is shown on the second row of the transaction.

Fields

Document / Check Number – The document or check number being inquired about.

Grid Fields

Jrnl Entry – Displays the journal entry associated to the selected Document / Check Number.

Date – Displays the date associated to the selected Document / Check Number.

Reference – Displays the reference associated to the selected Document / Check Number. Click on the Reference link to launch the GL Transaction Entry window to display the journal entry for a selected transaction.

Amount – Displays the amount associated to the selected Document / Check Number.

Match No. – Displays the match number associated to the reconciled transaction.

Bank ID – Displays the Bank Account ID associated to the reconciled transaction. Statement – Displays the statement number associated to the reconciled transaction. Date – Displays the date that the transaction was reconciled. Statement Reference – Displays the reference associated to the reconciled transaction. Click on the Statement
Reference link to launch the Bank Statement Inquiry window to display the bank statement for the selected transaction.

Amount – Displays the amount of the reconciled transaction.

Buttons

Find – Opens a find window used for searching for transactions.

Note: The dropdown box in the lower left determines which field to search on.

Abort – Cancels an in progress search and displays any results that were found up to that point.