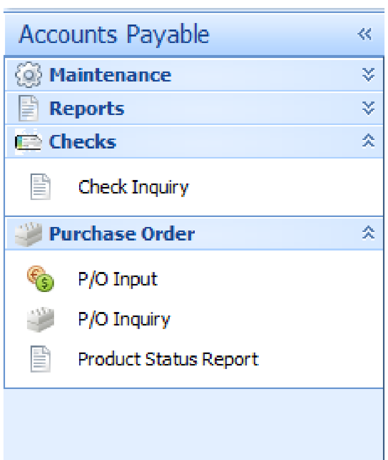
A/R Check Inquiry

Check Inquiry is where you can look up any information on any A/R check you have in the system. This report shows Check Number, Control Account, Customer Account, Customer Name, Invoice Number Payment Date, Total Amount, Control Account Name, Bank Account, and Invoice Date

Note: If you only have the check number you can look it up by only giving the check number or if you only know what the job name is that the check paid for you can look it up by the job name and it will list all the checks associated with that job

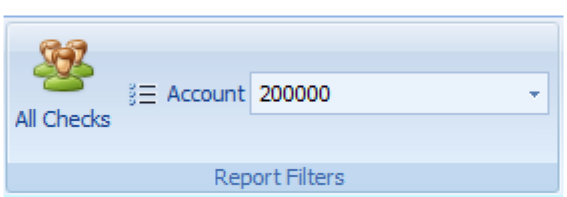
From the Main Menu (Accounts Payable > Checks > Check Inquiry)



Report Filters

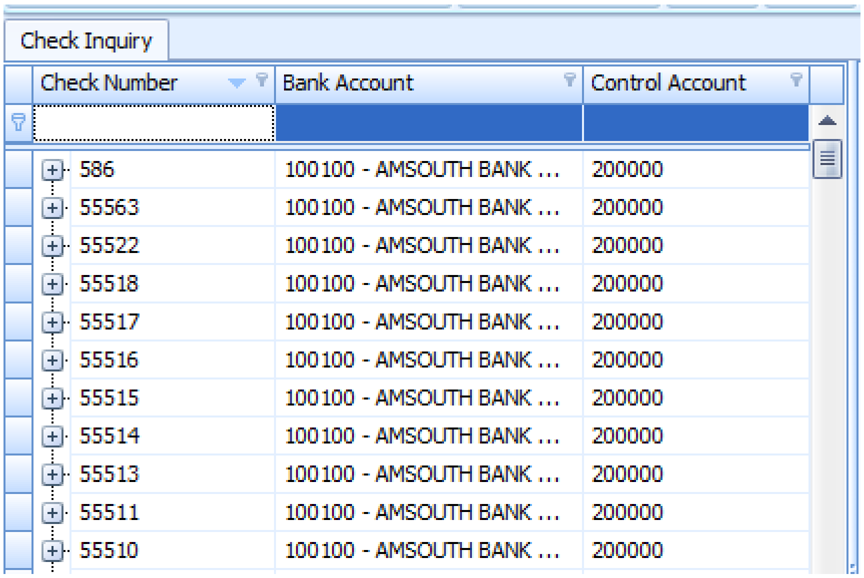
All Checks: You can select this option to see all checks, for example say you have a check selected but want to go back to viewing all the checks, simply click (All Checks).

Account: This is where you select which account you want to look at or you can decide to look at all accounts.



You can run the report by Check or by Vendor

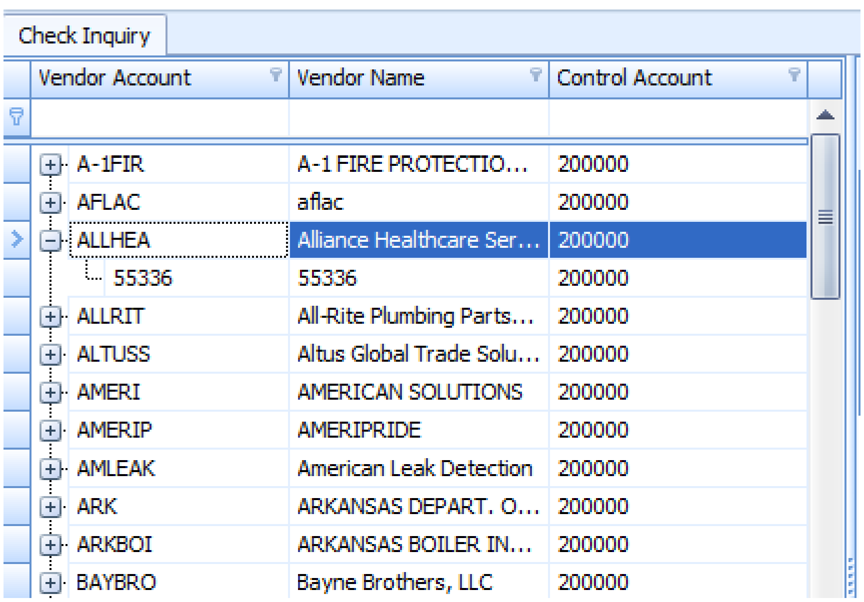
By Check: You search by check number in the “Tree”



Check Inquiry

Check Number	Bank Account	Control Account
586	100100 - AMSOUTH BANK ...	200000
55563	100100 - AMSOUTH BANK ...	200000
55522	100100 - AMSOUTH BANK ...	200000
55518	100100 - AMSOUTH BANK ...	200000
55517	100100 - AMSOUTH BANK ...	200000
55516	100100 - AMSOUTH BANK ...	200000
55515	100100 - AMSOUTH BANK ...	200000
55514	100100 - AMSOUTH BANK ...	200000
55513	100100 - AMSOUTH BANK ...	200000
55511	100100 - AMSOUTH BANK ...	200000
55510	100100 - AMSOUTH BANK ...	200000

By Vendor: You search by vendor name in the “Tree”

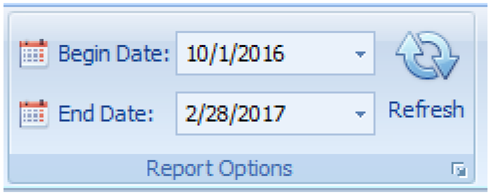


Check Inquiry

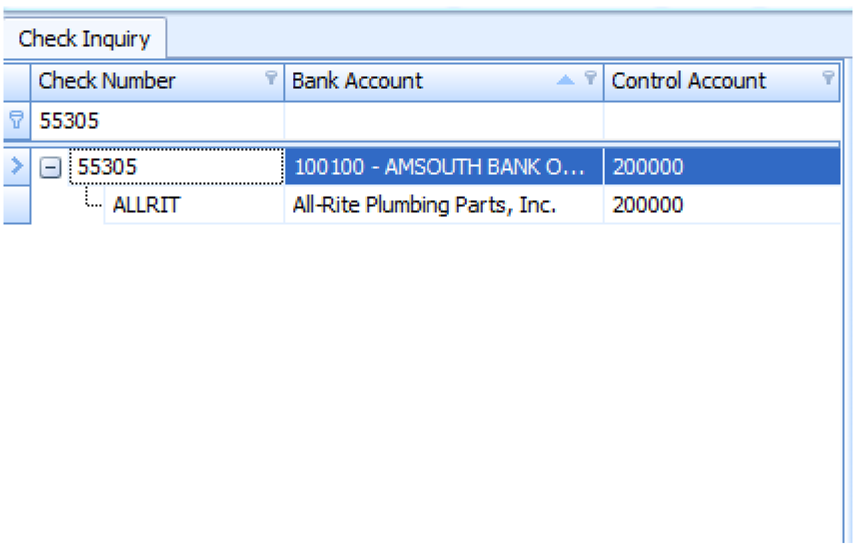
Vendor Account	Vendor Name	Control Account
A-1FIR	A-1 FIRE PROTECTIO...	200000
AFLAC	aflac	200000
ALLHEA	Alliance Healthcare Ser...	200000
55336	55336	200000
ALLRIT	All-Rite Plumbing Parts...	200000
ALTUSS	Altus Global Trade Solu...	200000
AMERI	AMERICAN SOLUTIONS	200000
AMERIP	AMERIPRIDE	200000
AMLEAK	American Leak Detection	200000
ARK	ARKANSAS DEPART. O...	200000
ARKBOI	ARKANSAS BOILER IN...	200000
BAYBRO	Bayne Brothers, LLC	200000

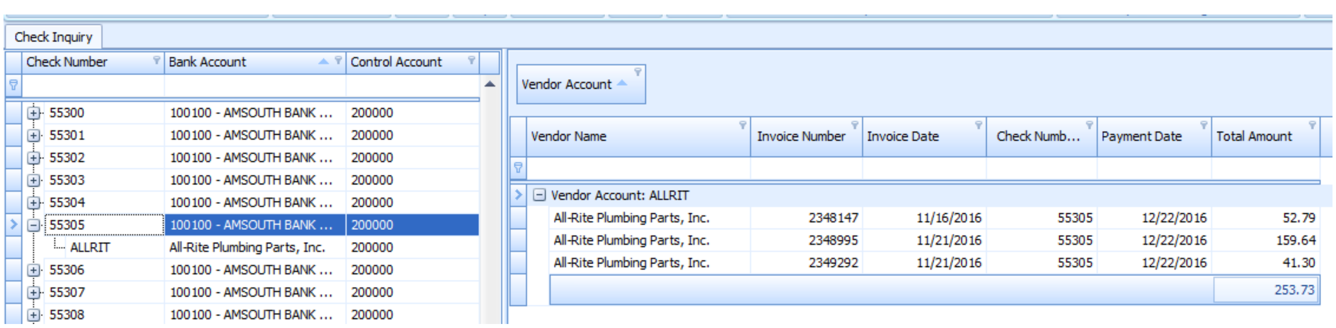
Report Options

Date: You can choose your date range here



Searching By Check: To the left of the screen you have what we call a “Tree”. This gives you the check numbers, Bank Account, Control Account. You can type in the check number and then click the plus sign beside the check number and it will show you everything that check paid. When you click on the check it comes up on the right side of the screen showing you Vendor Name, Invoice Number, Invoice Date, Check Number, Payment Date, Total Amount





Searching By Vendor: This gives you the Vendor Account, Vendor Name, Control Account. You can type in the vendor account and then click the plus sign to the left of the account name and it will show you all the checks cut to that vendor within the date range you have provided. By clicking on the vendor it will give you more detail to the right of the screen

Check Inquiry

Vendor Account	Vendor Name	Control Account
bfi		
BFI	BFI South Shelby Landfi...	200000
55015	55015	200000
55225	55225	200000
55243	55243	200000

Vendor Account (Filtered)

Vendor Name (Filtered)	Invoice Date	Invoice Number	Check Number	Payment Date	Total Amount
Vendor Account (Filtered): BFI					
BFI South Shelby Landfill - 5105	10/1/2016	CR19444	55243	1/9/2017	158.70
BFI South Shelby Landfill - 5105	11/30/2016	5105-19916	55243	1/9/2017	399.58
BFI South Shelby Landfill - 5105	11/30/2016	5105-19916	55243	1/9/2017	174.76
BFI South Shelby Landfill - 5105	11/30/2016	5105-19916	55243	1/9/2017	-399.58
BFI South Shelby Landfill - 5105	6/16/2016	5105-19444	55243	1/9/2017	32.52
BFI South Shelby Landfill - 5105	6/15/2016	20160615	55243	1/9/2017	-158.70
BFI South Shelby Landfill - 5105	1/19/2017	1161355	55243	1/9/2017	32.96

Check Number	Check Number	Control Account
bfi		
BFI	BFI South Shelby Landfi...	200000
55015	55015	200000
55225	55225	200000
55243	55243	200000

Vendor Account

Vendor Name	Invoice Date	Invoice Number	Check Number (Filt...	Payment Date	Total Amount
Vendor Account: BFI					
BFI South Shelby Landfill - 5105	6/16/2016	5105-19444	55015	10/24/2016	32.52
BFI South Shelby Landfill - 5105	6/16/2016	5105-19444	55015	10/24/2016	-32.52
BFI South Shelby Landfill - 5105	6/15/2016	20160615	55015	10/24/2016	-158.70
BFI South Shelby Landfill - 5105	6/15/2016	20160615	55015	10/24/2016	158.70
BFI South Shelby Landfill - 5105	9/30/2016	1148680	55015	10/24/2016	32.51
BFI South Shelby Landfill - 5105	9/30/2016	1148680	55015	10/24/2016	-32.51
BFI South Shelby Landfill - 5105	9/30/2016	1148651	55015	10/24/2016	31.66
BFI South Shelby Landfill - 5105	9/30/2016	1148651	55015	10/24/2016	-31.66
BFI South Shelby Landfill - 5105	9/30/2016	1148607	55015	10/24/2016	31.62
BFI South Shelby Landfill - 5105	9/30/2016	1148607	55015	10/24/2016	-31.62
BFI South Shelby Landfill - 5105	9/29/2016	1148400	55015	10/24/2016	31.42
BFI South Shelby Landfill - 5105	9/29/2016	1148400	55015	10/24/2016	-31.42
BFI South Shelby Landfill - 5105	9/29/2016	1148331	55015	10/24/2016	32.13
BFI South Shelby Landfill - 5105	9/29/2016	1148331	55015	10/24/2016	-32.13
					0.00