

Viewing the Check Register

Last Modified on 05/23/2018 3:18 pm EDT

1. Navigate to **Accounting > GL Accounts**.
2. At the bottom of the screen, click Related Records > Check Register Entries.

GL Accounts *Sorted by Account.ID*

Account	Account Name	Header	Account Type	Cash Flow Section	Balance	Status	ACTIVE
> 1121	Undeposited Funds - MC/Visa	1110	Cash	Cash	599.88	ACTIVE	● ↗ -
> 1122	Undeposited Funds - Amex	1110	Cash	Cash		ACTIVE	● ↗ -
> 1123	Undeposited Funds - Debit Card	1110	Cash	Cash		ACTIVE	● ↗ -
> 1124	Undeposited Funds - E-Check	1110	Cash	Cash		ACTIVE	● ↗ -
> 1200	Total Receivables	1100	Receivables		14,403.74	ACTIVE	● ↗ -
> 1201	Uncategorized Receivables	1200	Receivables	Accounts Receivable		ACTIVE	● ↗ -
> 1202	Accounts Receivable	1200	Receivables	Accounts Receivable	14,403.74	ACTIVE	● ↗ -
> 1203	Uncategorized Receivables	1200	Receivables	Accounts Receivable		ACTIVE	● ↗ -
> 1204	Due from NY (A/R)	1200	Receivables			ACTIVE	● ↗ -
> 1205	Due from UK (A/R)	1200	Receivables			ACTIVE	● ↗ -
> 1300	Inventory Assets	1000	Inventory		5,748.90	ACTIVE	● ↗ -
> 1301	Uncategorized Inventory	1300	Inventory	Other Assets	5,748.90	ACTIVE	● ↗ -
> 1303	Work In Process	1300	Inventory	Other Assets		ACTIVE	● ↗ -
> 1304	Raw Materials	1300	Inventory	Other Assets		ACTIVE	● ↗ -
> 1305	Finished Goods	1300	Cash	Other Assets		ACTIVE	● ↗ -
> 1306	Inter Office Inventory Transfers	1300	Cash	Other Assets		ACTIVE	● ↗ -
> 1500	Fixed Assets	1000	Assets			ACTIVE	● ↗ -
> 1501	Uncategorized Fixed Assets	1500	Assets	Fixed Assets		ACTIVE	● ↗ -
> 1800	Other Assets	1000	Assets			ACTIVE	● ↗ -
> 1801	Uncategorized Other Assets	1800	Assets	Other Assets		ACTIVE	● ↗ -
> 2000	Total Liabilities		Liabilities		49,923.89 CR	ACTIVE	● ↗ -
> 2100	Current Liabilities	2000	Liabilities		49,923.89 CR	ACTIVE	● ↗ -

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 [Constrain to B/S Accounts](#) |
 [Constrain to I/S Accounts](#) |
 [Go to Related... Check Register Entries](#)

3. The listing displays, where you can click on a row to view details.

Check Register

Record: 1 of 9

Account	Transaction ID	Date	Office	Payment Ref	Reconciled On	Deposit	Withdrawal	Value	Status
> 1120	> RCPT-50000	10/30/17	AI	14785		1,585.94		1,585.94	PENDING
> 1120	> RCPT-50001	11/29/17	AI	156985		592.87		592.87	PENDING
> 1115	> DISB-50000	11/29/17	AI				3,250.00	(3,250.00)	PENDING
> 1120	> RCPT-50002	11/29/17	AI	74851		5,050.00		5,050.00	PENDING
> 1120	> RCPT-50003	12/15/17	AI	798456321		2,507.50		2,507.50	PENDING
> 1115	> RCPT-50007	12/20/17	AI	456123		4,614.25		4,614.25	PENDING
> 1121	> RCPT-50008	12/21/17	AI	12345678910		599.88		599.88	PENDING
> 1115	> DISB-50007	12/21/17	AI	963741			4,589.00	(4,589.00)	PENDING
> 1115	> DISB-50008	12/22/17	AI	96325			20,000.00	(20,000.00)	PENDING
List Totals						14,950.44	27,839.00	(12,888.56)	