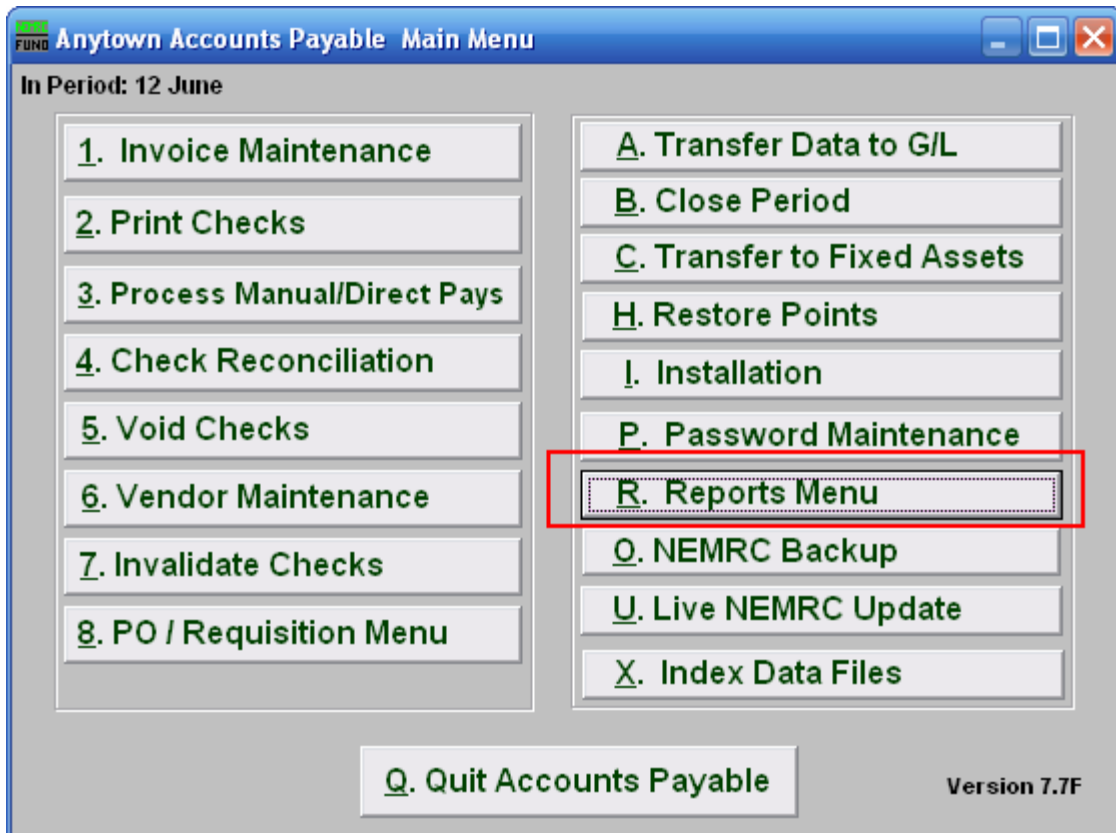


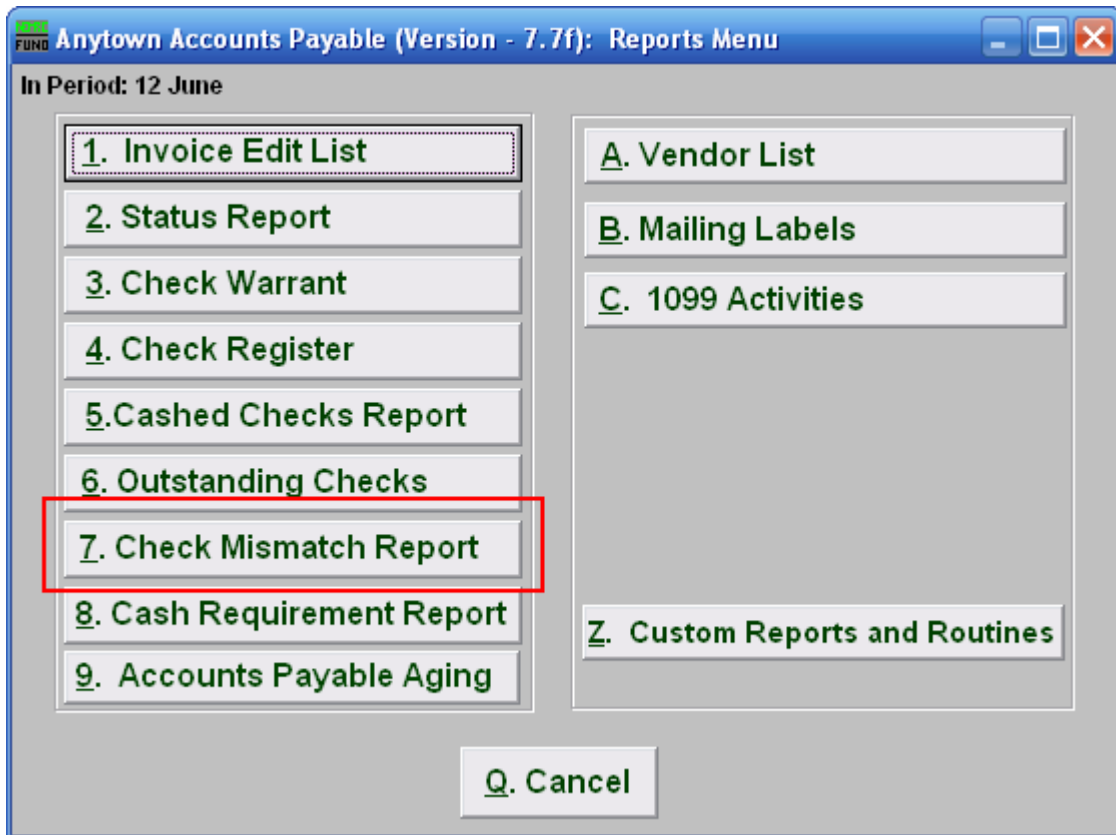
Accounts Payable

R. Reports Menu: 7. Check Mismatch Report



Click on “R. Reports Menu” from the Main Menu and the following menu will appear:

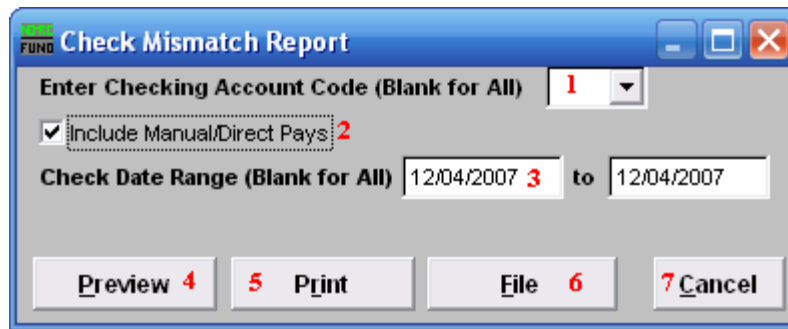
Accounts Payable



Click on “7. Check Mismatch Report” and the following window will appear:

Accounts Payable

Check Mismatch Report



- 1. Enter Checking Account Code (Blank for All):** Select the checking account code to report as set up in Installation Maintenance or leave this field empty to report for all
- 2. Include Manual/Direct Pays:** Check this box to include manual/direct pays made in the date range entered below.
- 3. Check Date Range (Blank for All):** Select the beginning and ending check issued dates for collecting data to report.
- 4. Preview:** Click this button to preview. Refer to GENERAL PREVIEW for more information.
- 5. Print:** Click this button to print. Refer to GENERAL PRINTING for more information.
- 6. File:** Click this button to save on this computer. Refer to GENERAL FILE for more information.
- 7. Cancel:** Click “Cancel” to cancel and return to the previous screen.