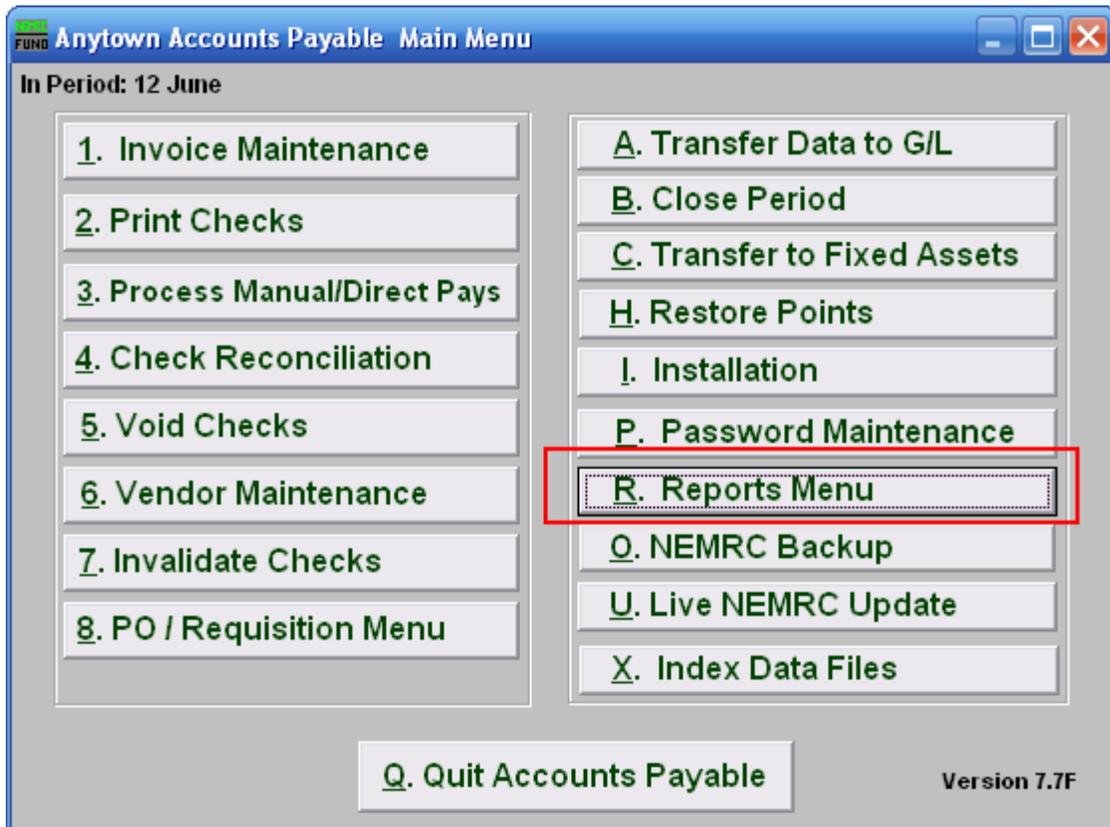


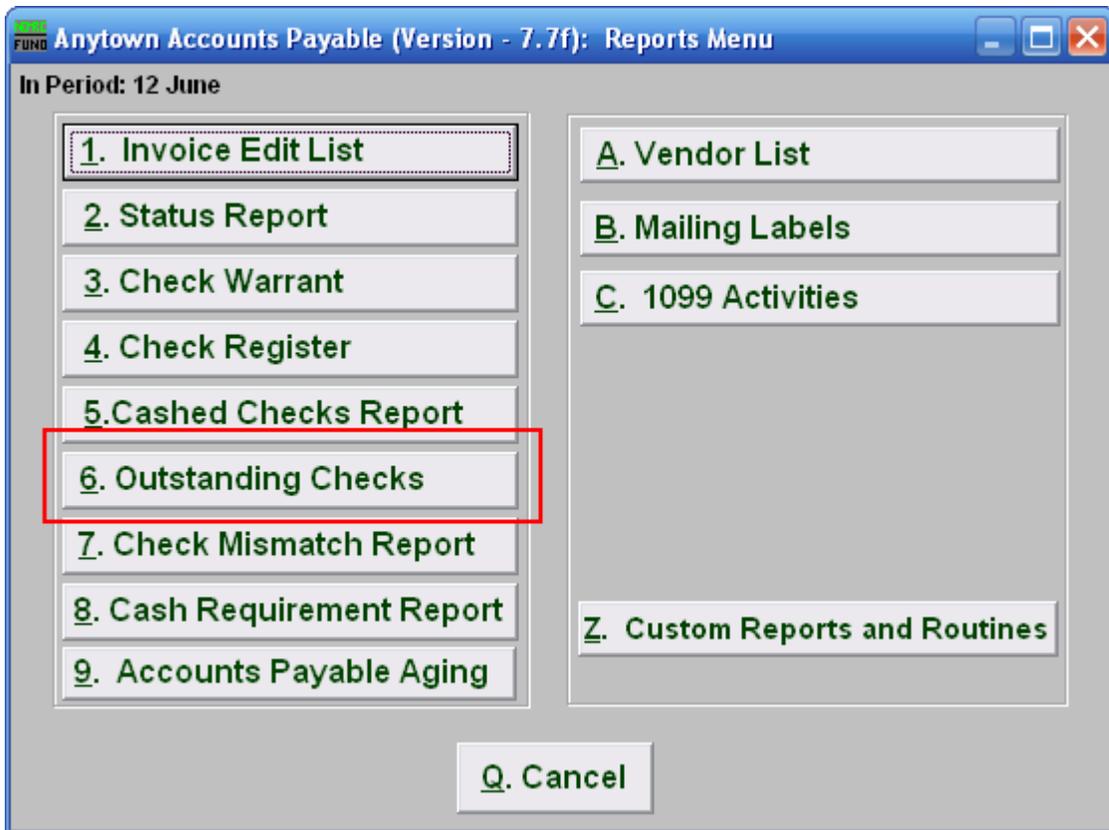
Accounts Payable

R. Reports Menu: 6. Outstanding Checks



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

Accounts Payable



Click on “6. Outstanding Checks” and the following window will appear:

Accounts Payable

Outstanding Checks

The screenshot shows a dialog box titled "Outstanding Checks Report" with a "FUND" icon in the top-left corner. The dialog has a blue title bar with standard window controls (minimize, maximize, close). The main area is light gray and contains the following elements:

- A dropdown menu labeled "Enter Checking Account Code (Blank for All)" with the value "1" selected.
- A checked checkbox labeled "Include Manual/Direct Pays" with a red "2" next to it.
- A date range field labeled "Check Date Range (Blank for All)" with the format " / / 3" followed by "to" and the date "12/04/2007".
- Four buttons at the bottom: "Preview 4", "5 Print", "File 6", and "7 Cancel".

- 1. Enter Checking Account Code (Blank for All):** Select the checking account code to report as set up in Installation 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.