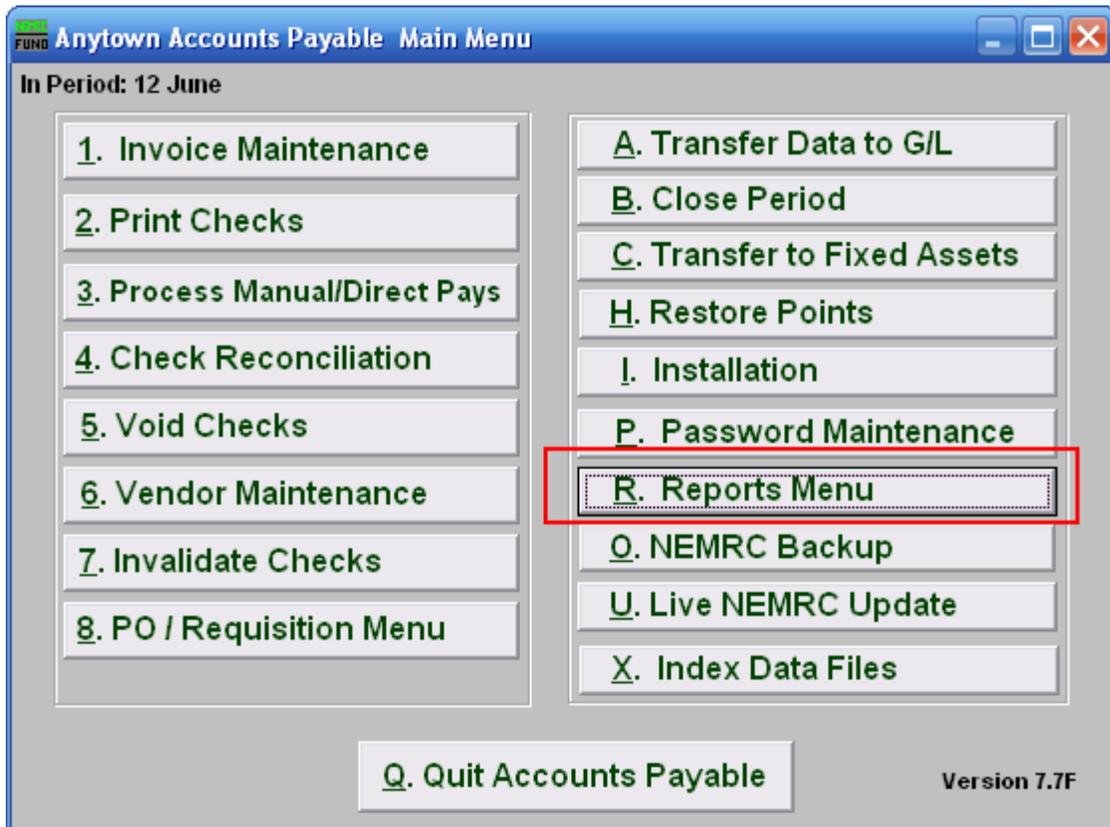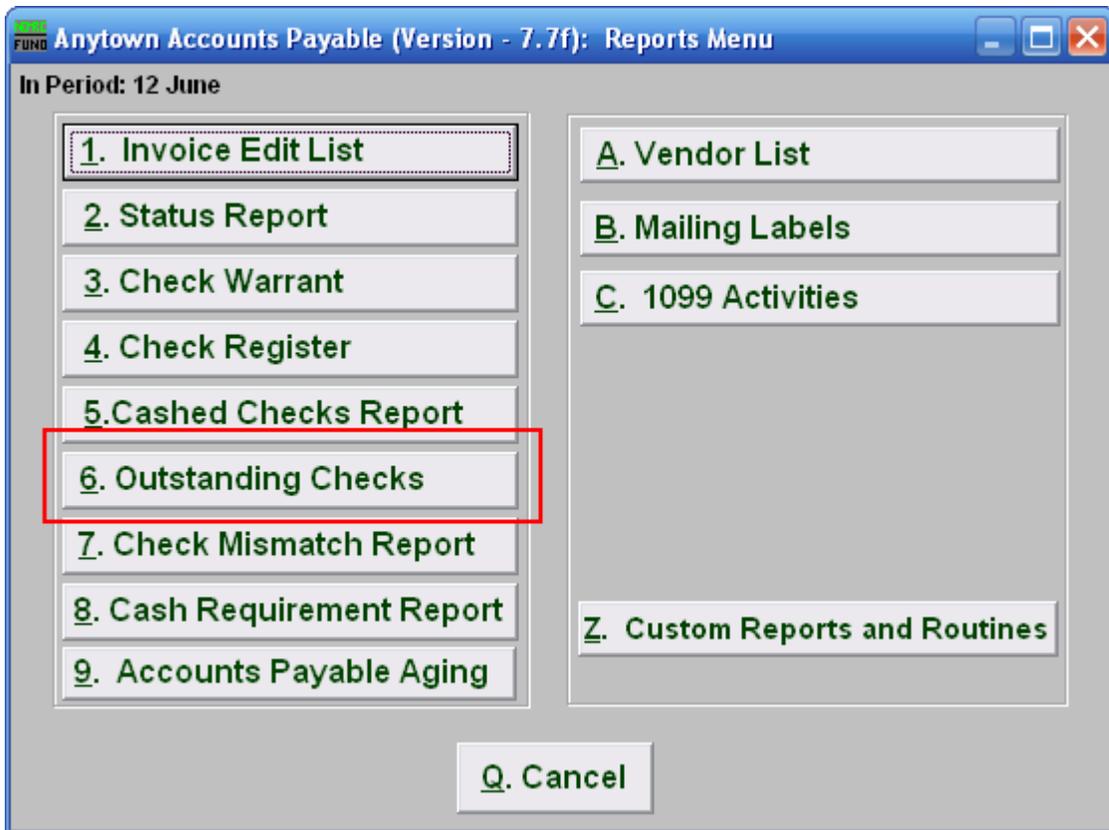Accounts Payable

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

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.