

How To Print Check Register Report

Here are the steps on how to print Open Payable Details Report:

1. Open Reports Viewer screen of Check Register: (See [How To Print Accounts Payable Reports](#))

The screenshot shows the 'Reports Viewer - Check Register' window. The 'Filter' tab is active, showing a filter for 'Filter Name' with the value 'iRelay LLC'. The 'Condition' is 'Equal To' and the 'From' date is '12/15/2015'. The 'To' date is blank. The 'Operator' is 'AND'. The 'Print' button is visible. The report itself is titled 'iRelay LLC' and 'Check Register'. It shows a table of transactions with columns: Check No., Date, Vendor, Type, Notes, Chk No., Date, System, Class, Amt, Withdraw, and Chk Amt. The transactions are for 'iRelay LLC' and 'iRelay LLC' with dates 12/15/2015 and 12/16/2015. The total amount is 10,200.00.

Check No.	Date	Vendor	Type	Notes	Chk No.	Date	System	Class	Amt	Withdraw	Chk Amt	
00000001	12/15/2015	iRelay LLC	AP Payment				AP	0.00	0.00		0.00	
00000002	12/16/2015	iRelay LLC	AP Payment	Transaction voided on 12/15/2015			AP	0.00	0.00		0.00	
00000003	12/16/2015	iRelay LLC	AP Payment	Void transaction for 12/15/2015			AP	0.00	0.00		0.00	
Total:										0.00	0.00	10,200.00

Printed By: 00000001 Date Created: 12/16/2015 12:25:00

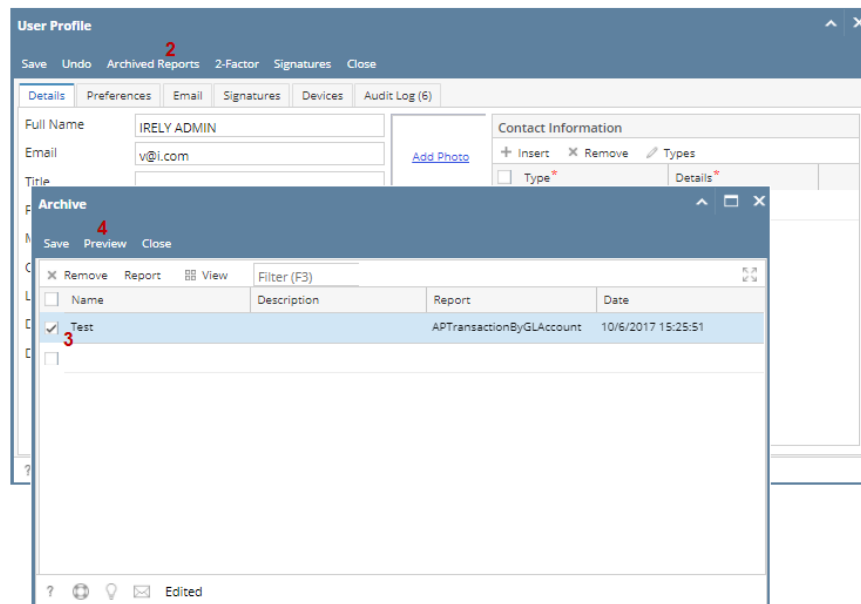
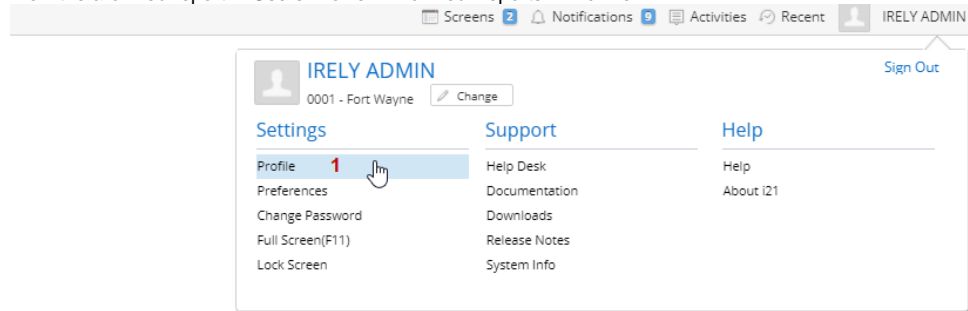
Filter Name	Condition	From	To	Operator
iRelay LLC	Equal To	12/15/2015		AND

2. Fill out on the **Selection Criteria** section. User can either select on the drop down list or manually enter values on the criteria fields. If fields are left blank, all transaction records will be included on the report.

The screenshot shows the 'Reports Viewer - Check Register' window with the 'Filter' tab active. The 'Filter Name' field is empty. The 'Condition' is 'Equal To'. The 'From' and 'To' date fields are empty. The 'Operator' is 'AND'. The 'Print' button is visible.

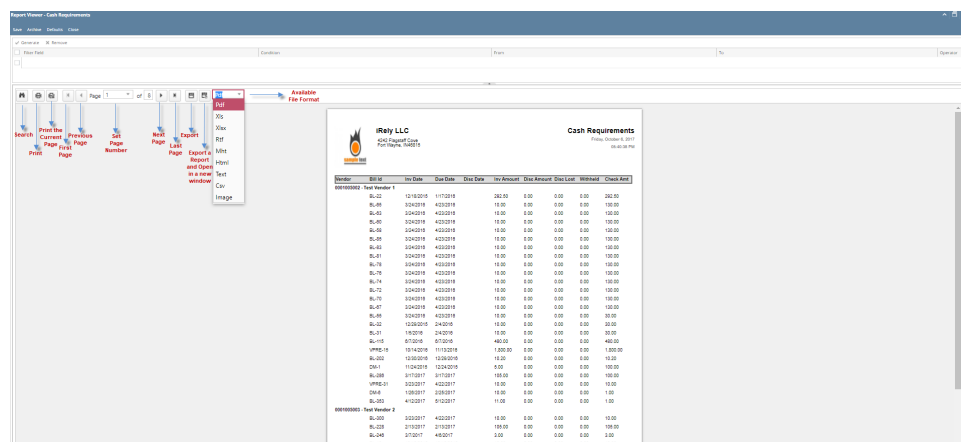
- **Save** - Users can save their preferred multiple filters using the 'Save' button. The next time that user will open the screen, filters are automatically saved without entering a new one.
- **Archive**
 - Users can archive the reports by Generating the report > Click Archive > Enter the Name and Description.

- View the archived report in Users Profile > Archived Reports > Archive



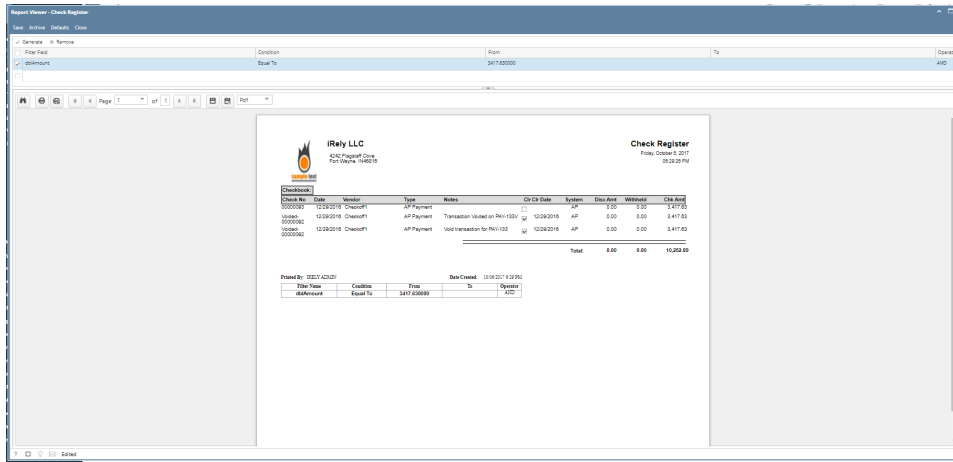
- Default** - Users enter a new filters and want to set back their default filters. Just click the **Defaults** toolbar button to automatically reflect the default filters that has been set.
 - Remove** - Users can remove the filters by selecting the filters > click **Remove**.
3. Preview and Print Reports

- Generate** - Click the 'Generate' button to preview the report.
- Search** - Search a sentence or word and the results will be highlighted.
- Print** - Print the report. After clicking Generate > Transactions are generated > Click Print.
- Print the Current Page** - Only the current page will be printed.
- Set Page Number** - If transactions are more than one (1) pages, user has options to view to either select or manually enter the number of page. Or user can also navigate to other pages as soon as they can using first page, previous page, next page, and last page buttons.
- Export** - Export buttons using different file type are also available. Click Generate > Select file type > Export a report and save to disk button. This automatically downloads the exported file based on the selected file type.
- Export a Report and Open in New Window** - Report will be exported and open in a new window

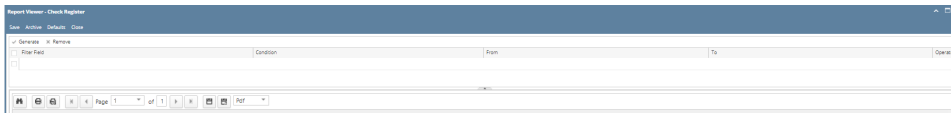


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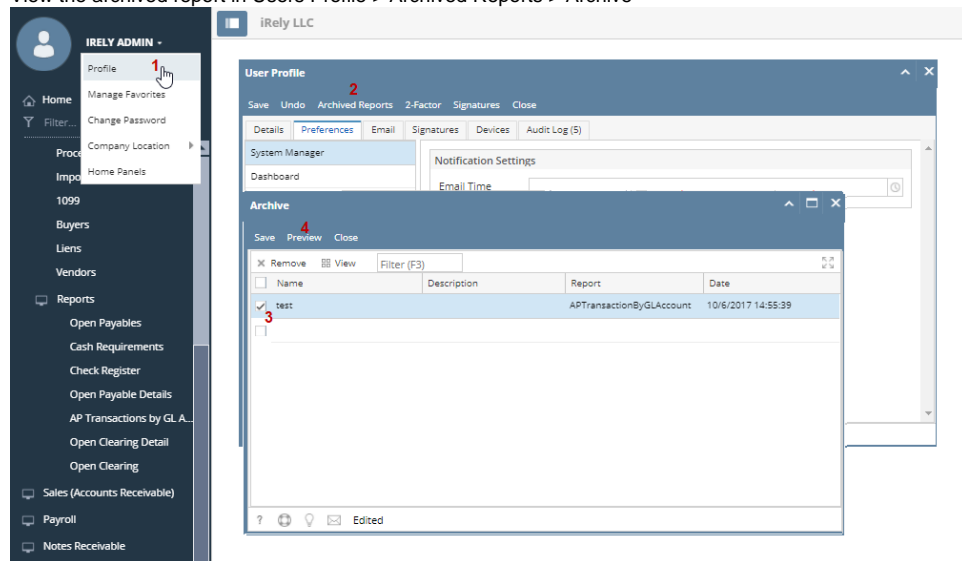
1. Open Reports Viewer screen of Check Register: (See [How To Print Accounts Payable Reports](#))



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- **Save** - Users can save their preferred multiple filters using the 'Save' button. The next time that user will open the screen, filters are automatically saved without entering a new one.
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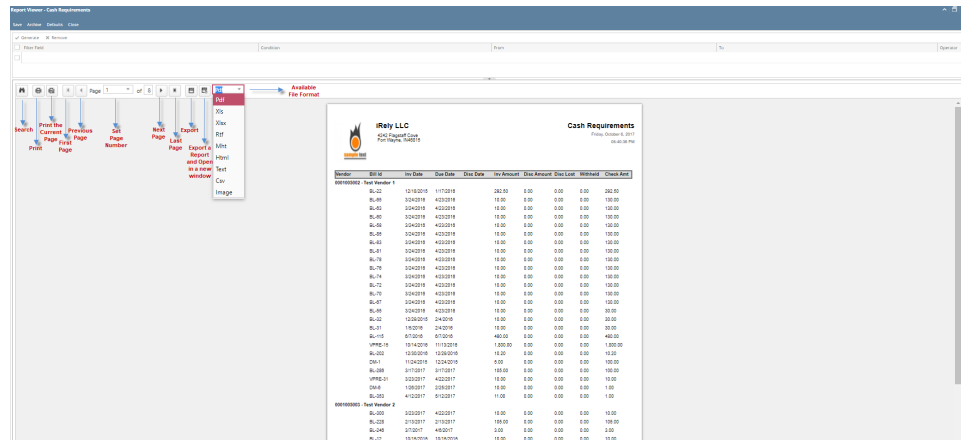


- **Default** - Users enter a new filters and want to set back their default filters. Just click the **Defaults** toolbar button to automatically reflect the default filters that has been set.
- **Remove** - Users can remove the filters by selecting the filters > click **Remove**.

3. Preview and Print Reports

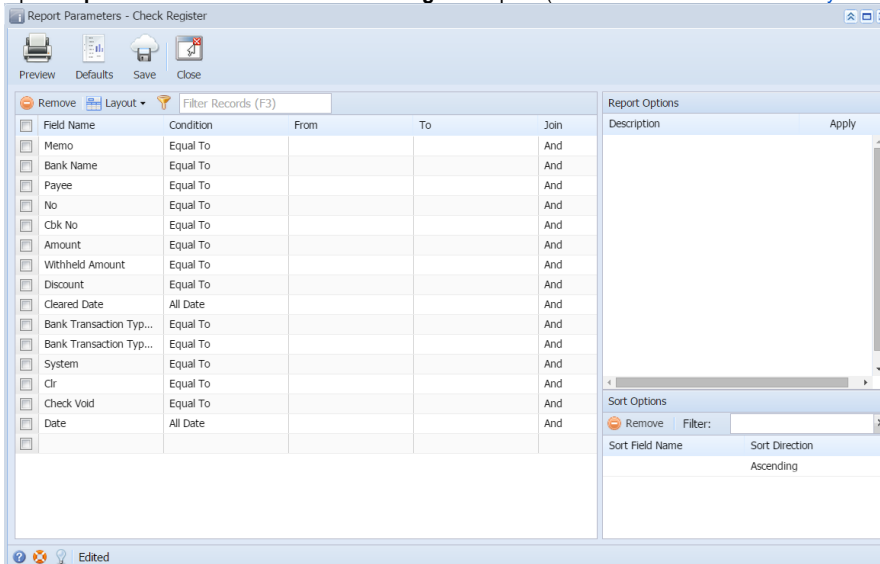
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- **Export** - Export buttons using different file type are also available. Click Generate > Select file type > Export a report and save to disk button. This automatically downloads the exported file based on the selected file type.
- **Export a Report and Open in New Window** - Report will be exported and open in a new window

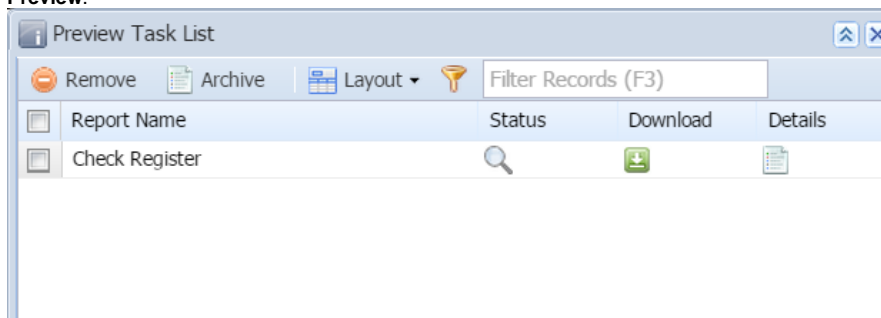


Here are the steps on how to print Check Register Report:

1. Open **Report Parameters** screen of **Check Register** report. (See [How To Print Accounts Payable Reports](#))



2. Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the **Field Name** column. If field is left blank, all records will be included in the report.
3. Preview the report by clicking the **Preview** toolbar button.
 - a. If generated report has more than 10 pages, **Preview Task List** screen will open. Click on the **magnifying glass** icon to open **Report Preview**.



- b. If generated report is 10 pages or less, **Report Preview** window will open automatically.

Report Viewer
Check Register

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Check Register

Wednesday, July 1, 2015
05:30:23 PM

Checkbook: TE - AP's Bank Account

Check No	Date	Vendor	Type	Notes	Clr	Clr Date	System	Disc Amt	Withheld	Chk Amt
00000002	06/25/2015	AP's Sample Vendor	AP Payment		<input checked="" type="checkbox"/>	06/26/2015	AP	1.13	1.82	34.55
00000003	06/25/2015	AP's Sample Vendor	AP Payment		<input checked="" type="checkbox"/>	06/26/2015	AP	0.45	0.73	13.82
00000006	06/25/2015	AP's Sample Vendor	AP Payment		<input type="checkbox"/>		AP	0.30	0.48	9.22
00000007	06/30/2015	AP's Sample Vendor	AP Payment		<input type="checkbox"/>		AP	1.05	1.70	32.24
00000008	06/30/2015	AP's Sample Vendor	AP Payment		<input type="checkbox"/>		AP	0.00	0.00	1.59
00000009	06/29/2015	AP's Sample Vendor	AP Payment		<input type="checkbox"/>		AP	0.38	0.61	11.51
00000010	06/29/2015	AP's Sample Vendor	AP Payment		<input type="checkbox"/>		AP	2.47	4.00	76.02
00000011	06/30/2015	AP's Sample Vendor	AP Payment		<input type="checkbox"/>		AP	0.00	20.62	391.83
00000012	06/30/2015	AP's Sample Vendor	AP Payment		<input type="checkbox"/>		AP	0.00	0.00	388.58
5645465	06/30/2015	AP's Sample Vendor	AP Payment		<input type="checkbox"/>		AP	0.00	0.00	400.00
6546541	06/30/2015	AP's Sample Vendor	AP Payment		<input checked="" type="checkbox"/>	06/30/2015	AP	0.00	0.00	3.19

Parameters

Field Name	From	To
Memo		
Bank Name		
Payee		
No		
Cbk No		
Amount		
Withheld Amount		
Discount		
Cleared Date		
Bank Transaction Type Name		
Bank Transaction Type Name		
System		
Clr		
Check Void		
Date		

Printed by: AGADMIN

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Here are the steps on how to print Check Register Report:

1. Open **Report Parameters** screen of **Check Register** report. (See [How To Print Accounts Payable Reports](#))

Report Parameters - Check Register

Preview Save Close

Delete Filter:

Field Name	Condition	From	To	Join
<input type="checkbox"/> Date	Equal To			And
<input type="checkbox"/> Bank Name	Equal To			And
<input type="checkbox"/> No	Equal To			And
<input type="checkbox"/> Cbk No	Equal To			And
<input type="checkbox"/> Amount	Equal To			And
<input type="checkbox"/> Discount	Equal To			And
<input type="checkbox"/> Cleared Date	Equal To			And
<input type="checkbox"/> Bank Transaction Typ...	Equal To			And
<input type="checkbox"/> System	Equal To			And
<input type="checkbox"/> Clr	Equal To			And
<input type="checkbox"/> Check Void	Equal To			And
<input checked="" type="checkbox"/> Payee	Equal To			And

Report Options

Description	Apply
Include Detail	<input type="checkbox"/>

Sort Options

Delete Filter:





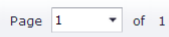





Sort Field Name	Sort Direction
	Ascending

Edited

2. Fill out **Selection Criteria** section. User can select from the combo box list, or manually type on the field of the Field Name column. If field is left blank, all records will be included in the report.

3. Preview the report by clicking the **Preview** toolbar button. The report looks like this:

Check Register



Page 1 of 1 Pdf

Check Register

Wednesday, September 17, 2014
01:05:34 AM

iRely Grain and Ag Co

Checkbook: 01 - My Bank

Check No	Date	Vendor	Type	Clr Clr Date	System	Disc Amt	Withheld	Chk Amt
	09/16/2014	Sample Company	AP Payment	<input type="checkbox"/>	AP	0.00	0.00	350.00
00000895	09/16/2014	Sample Company	AP Payment	<input type="checkbox"/>	AP	0.00	0.00	50.00
00000896	09/16/2014	Sample Company	AP Payment	<input type="checkbox"/>	AP	0.00	0.00	100.00

Options

[Include Detail](#)