

Viewing the Check Register

Last Modified on 06/13/2022 12:10 pm EDT

This guide explains how access the check register. It is intended for beginning users.

You can review receipts, disbursements, and other accounting transactions from the check register.

1. Navigate from **Main Menu > Accounting > GL Accounts**.
2. If desired, filter the GL Accounts to show only the desired accounts.
3. In the footer links, click **Related Records > Check Register Entries**.

Record: 1 of 11

GL Accounts Sorted by Account ID

Account	Account Name	Header	Account Type	Cash Flow Section	Balance	Status
> 1120	Undeposited Funds - Cash/Checks	1110	Cash	Cash	259,843.36	ACTIVE
> 1115	Cash Checking (AI)	1110	Cash	Cash	2,062,858.57	ACTIVE
> 1114	Cash Checking (EE)	1110	Cash	Cash	100.00 CR	ACTIVE
> 1121	Undeposited Funds - MC/Visa	1110	Cash	Cash	19,598.40	ACTIVE
> 1122	Undeposited Funds - Amex	1110	Cash	Cash		ACTIVE
> 1101	Uncategorized Current Assets	1100	Assets	Other Assets		ACTIVE
> 1123	Undeposited Funds - Debit Card		Cash	Cash		ACTIVE
> 1124	Undeposited Funds - E-Check	1110	Cash	Cash		ACTIVE
> 1100	Current Assets	1000	Assets		4,392,766.48	ACTIVE
> 1110	Total Cash	1100	Cash		2,434,278.93	ACTIVE
> 1116	Cash Checking (MWRO)	1110	Cash	Cash	92,078.60	ACTIVE
List Totals					2,434,278.93	

Go to Related...
[Check Register Entries](#)
[GL Entries](#)

Show All | Constrain to B/S Accounts | Constrain to I/S Accounts | Related Records

4. At the list view, you can work with the records using all the standard aACE features.

Check Register

Record: 1 of 788

New Edit Delete Print Actions

Check Register

Account	Transaction ID	Date	Office	Payment Ref	Reconciled On	Deposit	Withdrawal	Value	Status	
> 1115	> DISB-50000	11/22/19	AI	6609	09/24/20		18,400.00	18,400.00 CR	CLEARED	🗑️ -
> 1115	> DISB-50001	11/25/19	AI	6622	09/24/20		1,640.00	1,640.00 CR	CLEARED	🗑️ -
> 1115	> DISB-50002	11/25/19	AI	6610	09/24/20		92.00	92.00 CR	CLEARED	🗑️ -
> 1115	> DISB-50004	12/04/19	AI	6608	09/24/20		80.97	80.97 CR	CLEARED	🗑️ -
> 1115	> DISB-50005	12/12/19	AI	6604	09/24/20		20,100.00	20,100.00 CR	CLEARED	🗑️ -
> 1120	> RCPT-50001	12/12/19	AI	29833		579.99		579.99	PENDING	🗑️ -
> 1115	> DISB-50006	12/13/19	AI	6612	09/24/20		358,961.00	358,961.00 CR	CLEARED	🗑️ -
> 1120	> RCPT-50002	12/13/19	AI	2318464		13,912.20		13,912.20	PENDING	🗑️ -
> 1115	> DISB-50007	12/19/19	AI	6623	09/24/20		2,874.45	2,874.45 CR	CLEARED	🗑️ -
> 1115	> DISB-50011	01/10/20	AI		09/24/20		1,999.95	1,999.95 CR	CLEARED	🗑️ -
> 1116	> DISB-50013	01/13/20	MWRO		09/24/20		3,279.20	3,279.20 CR	CLEARED	🗑️ -
> 1120	> RCPT-50003	01/21/20	AI	1586846546		1,107.93		1,107.93	PENDING	🗑️ -
> 1120	> RCPT-50004	01/21/20	AI	455652		342.00		342.00	PENDING	🗑️ -
> 1115	> DISB-50014	01/24/20	AI	6611	09/24/20		10,000.00	10,000.00 CR	CLEARED	🗑️ -
> 1115	> DISB-50015	01/27/20	AI	6621	09/24/20		51.96	51.96 CR	CLEARED	🗑️ -
> 1115	> DISB-50016	01/28/20	AI	6605	09/24/20		51.96	51.96 CR	CLEARED	🗑️ -
> 1120	> RCPT-50005	01/28/20	AI	4944561		113.96		113.96	PENDING	🗑️ -
> 1115	> DISB-50017	01/28/20	AI	6606	09/24/20		51.96	51.96 CR	CLEARED	🗑️ -
> 1120	> RCPT-50006	01/28/20	AI			91.96		91.96	PENDING	🗑️ -
> 1120	> RCPT-50007	01/28/20	AI			56.98		56.98	PENDING	🗑️ -
> 1120	> RCPT-50008	01/28/20	AI			621.99		621.99	PENDING	🗑️ -
> 1120	> RCPT-50009	01/28/20	AI			866.49		866.49	PENDING	🗑️ -
> 1120	> RCPT-50011	01/28/20	AI			1,121.98		1,121.98	PENDING	🗑️ -

Show All Related Records