

CMPOnline Searching for Checks

Searching for Checks

- Start by navigating to Accounting > Reports
 - Select the desired accounting report.
 - When searching for checks, the “Check Listing - All” report is recommended.
 - Select the bank account.
 - Enter a possible date range the check was written in.
 - This range can be as wide or narrow as needed.
 - Check the “Include File Numbers” box.
 - Click “Preview Report”
- Within the grid titled “Report Results”, you can:
 - Search within any column listed.
 - Copy
 - Export to Excel
 - Export to PDF
 - Print

Troubleshooting

If the desired checks are not found after the procedure above is completed, you can try these troubleshooting techniques below.

- Retry the steps above, ensure each step is followed directly.
- Use a wider date range, such as 01/01/2000 to 01/01/2022.
- Ensure the correct bank account is selected.

If problems continue, please contact our support team with the contact information below and a support specialist will review and assist shortly.

Questions?

support@casemasterpro.com

(386) 675-0177