

Elementary Schools  
**Schoolbooks**  
Check Lookup

Use this procedure to view information on a specific check previously issued or voided.

1. Click the “Check Lookup” menu button, or make the selection from the “Reports” drop-down menu and then selecting “Vendor Reports” and “Check Lookup”.
2. Enter the check number in the “Check No.” field and press the Tab key. Data for the specified check will be displayed. Note that the “Cleared Date” field will show the last day of the month in which the check cleared, not the actual date of clearing.
3. To view additional checks, repeat step 2.
4. When done viewing check information, click on “OK”.