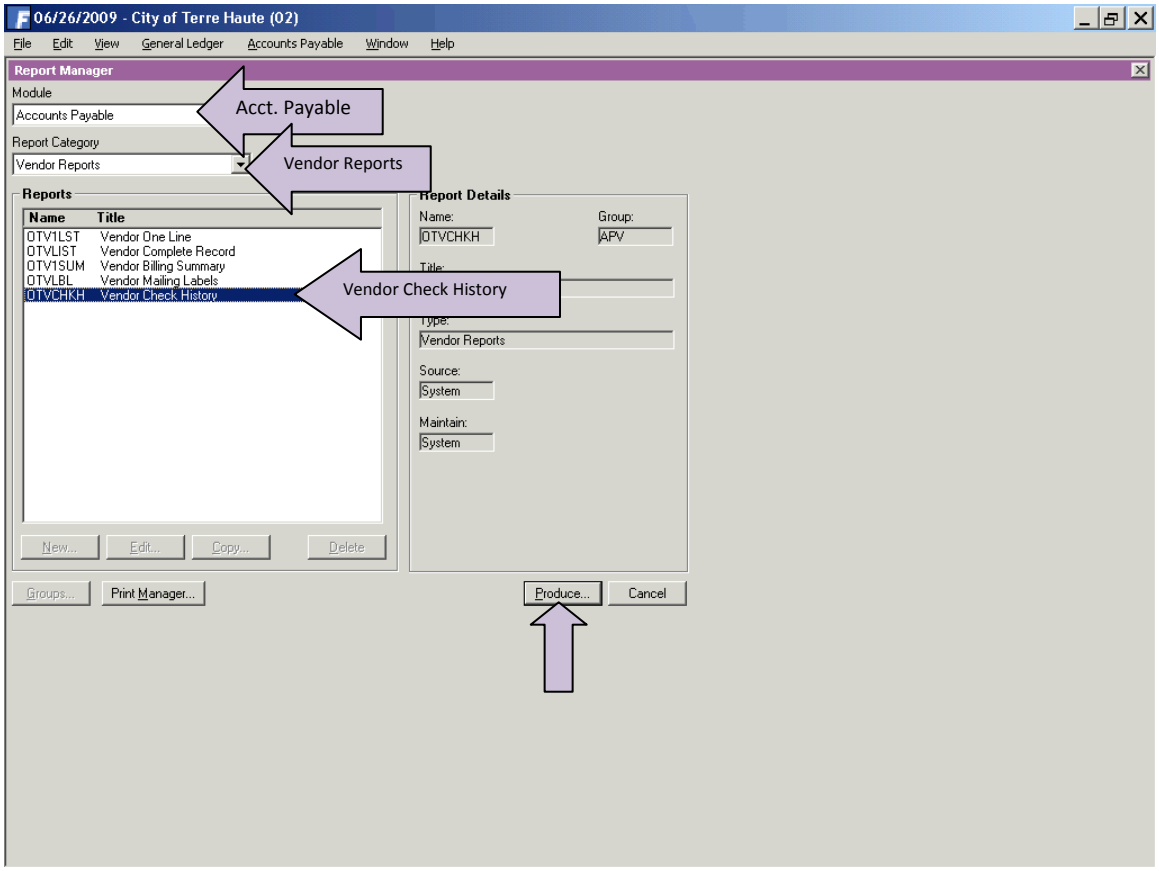
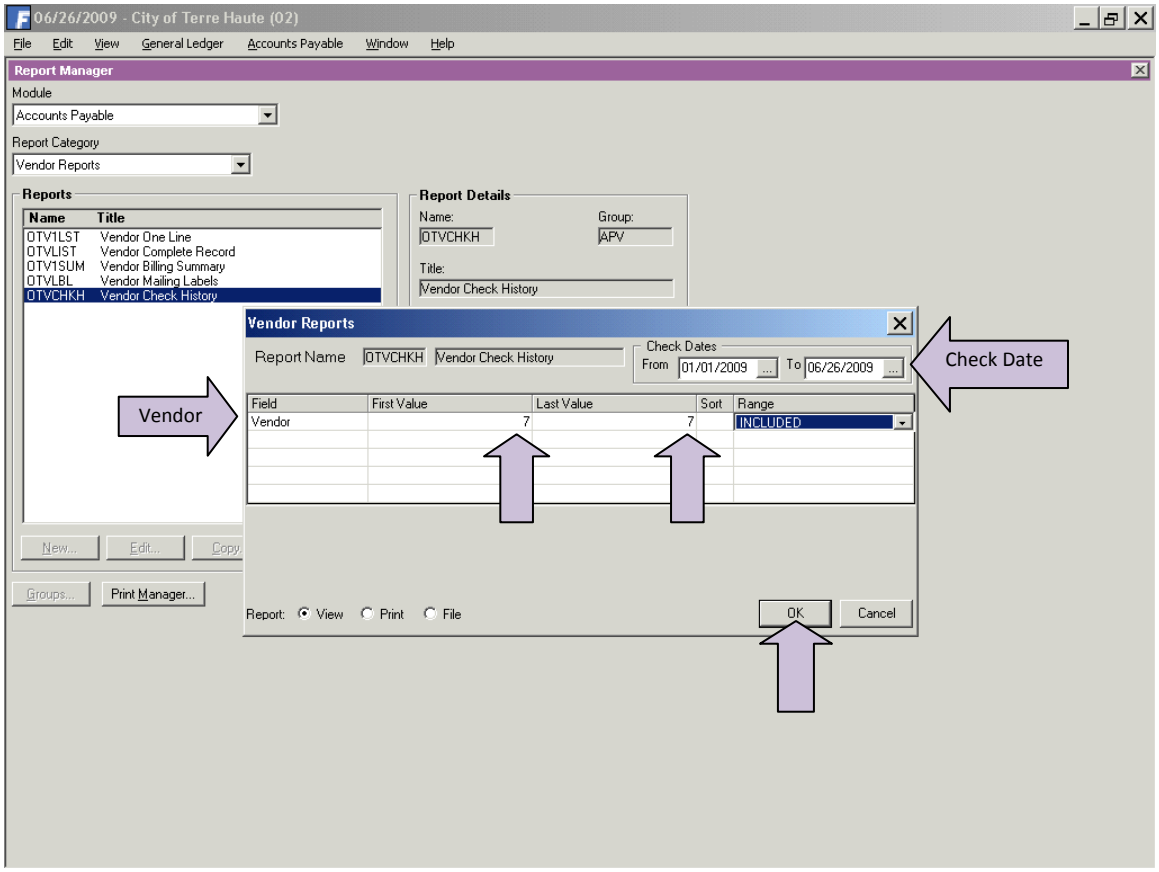
Vendor Check History Report

Report to get a check number for a vendor



1. Go to Report Manager
2. Module => Accounts Payable
3. Report Category =>Vendor Reports
4. Reports => Vendor Check History (OTVCHKH)
5. Click Produce button in the lower right hand of screen



6. Check Dates => enter the date range you want to inquire about for the vendor.
7. Field => chose Vendor in the drop down box.
8. First Value => Vendor number of the vendor you are inquiring about.
9. Last Value => Vendor number of the vendor you are inquiring about.
10. Hit the Tab button to lock it in.
11. Click the OK button to produce the report.