1. **Searching by supplier** (this is the long way or in cases where you don’t have a lot of info.)

Hint: go into the voucher and get the reference (cheque) number. Makes the search go quicker.

Finance > Accounts Payable > Review Accounts Payable Info > Payments > Payment

Enter supplier name and click on magnifying glass. Choose supplier from list.

Scroll down the page and click on Search.

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How to Look Up a Cashed Cheque

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Scroll down some more to see your results.

In this example cheque number 486145 was created on December 5, 2013 and cashed (reconciled) on January 2, 2014.

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How to Look Up a Cashed Cheque

McMaster University

Searching by Reference Number

Same navigation as above.

Scroll down, click search and voila!!!

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