

## Viewing Check Activity Using FAICHKH

The **Check Payment History Form (FAICHKH)** allows a search by check number. Best for resolving check problems, this form allows quick identification and review of all transactions paid on a single check or direct payment transaction.

The **Document Inquiry Form (FAIINVE)** can be accessed via the **Options** menu to get more information about the invoice, such as the remittance address and PO number.

Step	Task
1.	Type <b>FAICHKH</b> in the <b>GoTo...</b> field and press ENTER.
2.	Type the check number in the <b>Check Number</b> field.
3.	Type the appropriate bank code in the <b>Bank</b> field. <b>NOTE:</b> See the <b>Check Number Validation Form (FTICHKS)</b> to locate the bank code.
4.	Complete any other known information in the fields of the key block area.
5.	Click the <b>Next Block</b> button to review the results.
6.	Click the <b>Exit</b> button to return to the main menu.