

Check Listing Report

Last Modified on 04/22/2026 12:10 pm PDT

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The *Check Listing* report provides a detail breakdown of the AP Check Batch process by division for a given time period including the check number, the batch number of when the check ran, the amount and date of the check and associated invoice number. It is a more detailed view by check of the [Payment Batch Listing](#) report.

PARAMETER	VALUE
Division *	
Period *	Apr 2026
Source	

Report Parameters

Parameters are the specific criteria required to run a report, ensuring the system pulls only the specific data you need for your analysis.

Parameter	Value
Division <i>Required</i>	Filters the check listing to only those checks generated for accounts within the selected Division.
Period <i>Required</i>	Filters the check listing to only those checks generated during the selected time period
Source	Filters the check listings to only those checks for accounts that were gained via the source selected.

Run the Report

Follow these simple steps to run the report.

1. Select the **Division** the report applies to.
2. Select the time **Period** the report applies to.
3. Select a **Source** (optional).
4. Select **Run Report** or **Run as Excel**.
 - *Run Report*: results of the generated report will display in a new window tab.
 - *Run as Excel*: results will be exported to Excel for the user to open and view.

Understand the Report

Below is a sample report followed by a detailed breakdown of the data in the report.

Check Listing

Division: ABC WASTE Period: Mar 2026

BATCH #	ACCOUNT #	NAME	CHECK #	AMOUNT	DATE	INVOICE #
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ABC WASTE

10966	41005	Oil and Auto LLC	1	70.80	3/16/26	1863572
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\$ 70.80

10970	58531	Bill's Oil Change	1	301.80	3/16/26	1863589
10970	58531	Bill's Oil Change	2	31.10	3/16/26	1863590
10970	58531	Bill's Oil Change	3	76.80	3/16/26	1863591
10970	58531	Bill's Oil Change	4	68.10	3/16/26	1863592
10970	58531	Bill's Oil Change	5	124.10	3/16/26	1863593
10970	58531	Bill's Oil Change	6	100.30	3/16/26	1863594
10970	58531	Bill's Oil Change	7	476.10	3/16/26	1863595
10970	58531	Bill's Oil Change	8	30.60	3/16/26	1863596
10970	58531	Bill's Oil Change	9	45.90	3/16/26	1863597
10970	58531	Bill's Oil Change	10	58.30	3/16/26	1863599

\$ 1,313.10

10978	68563	Premium Auto Care	1	99.00	3/16/26	1863654
10978	68563	Premium Auto Care	2	224.70	3/16/26	1863655
10978	68563	Premium Auto Care	3	87.60	3/16/26	1863656
10978	68563	Premium Auto Care	4	186.60	3/16/26	1863657
10978	68563	Premium Auto Care	5	170.10	3/16/26	1863658

\$ 768.00

\$ 20,383.75

Total \$ 30,643.50

Grand Total \$ 30,643.50

Header / Footer

The header of the report displays the selected parameter values. Page numbers are also located at the top of every page. For audit purposes, the bottom of each page includes the name of the user who generated the report and a precise generation timestamp.

Report Body

The data returned is a list of all checks by batch number and account that meet the parameter criteria entered for Division, Period, and Source. At the end of the listing is a **Total** of all amounts.

Column	Value
Batch #	The AP Check Batch number where the check was run.
Account #	The account number of the account receiving the check.

Name	The name of the account receiving the check.
Check #	The specific check number for the check.
Amount	The total amount of the check disbursement.
Date	The date of the check.
Invoice #	The invoice number associated with the check.

Permissions

The following permissions are required to run the Check Listing report.

Permission ID	Permission Name
154	Standard / AR Reports
155	Standard / Account Reports
90016	Aging Details
