

Faster entry of random check numbers in Adagio Payables check reconciliation.

To start, select *Payments / Check Reconciliation* to open the Check Reconciliation Window.

Press **F5** to open Finder.



The screenshot shows a 'Find Check' dialog box with a search bar containing 'SIGNET BANK'. Below the search bar, there are two input fields: 'Bank code' with the value '1' and 'Check number' with the value '1471'. To the right of the input fields are two buttons: 'OK' and 'Cancel'.

Type the check number and press **Enter**. The highlight bar in the list moves to the selected check.

1	1471	SP001	SportSuppliers.Com	5/31/2001	16,580.03	0
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Press the **space-bar**. The check status changes to **O>C** making it ready to be cleared.

1	1471	SP001	SportSuppliers.Com	5/31/2001	16,580.03	O>C
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Press **F5** and type the next check number, and so on . . .

When the entries are complete, click on the *Post* button.