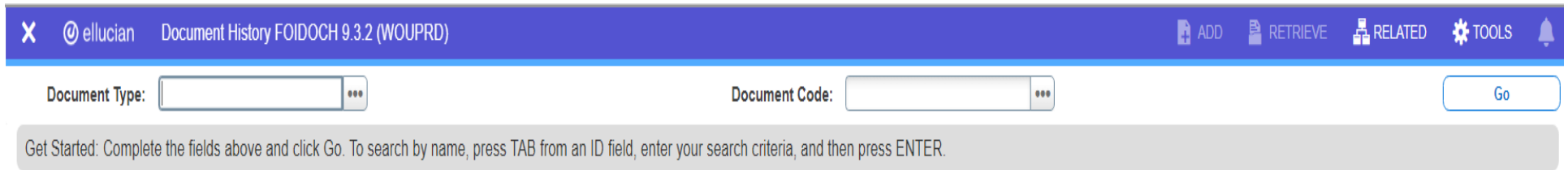


How to verify if a vendor check has been cashed or cancelled

Go to FOIDDOCH in banner



X ellucian Document History FOIDDOCH 9.3.2 (WOUPRD)

ADD RETRIEVE RELATED TOOLS

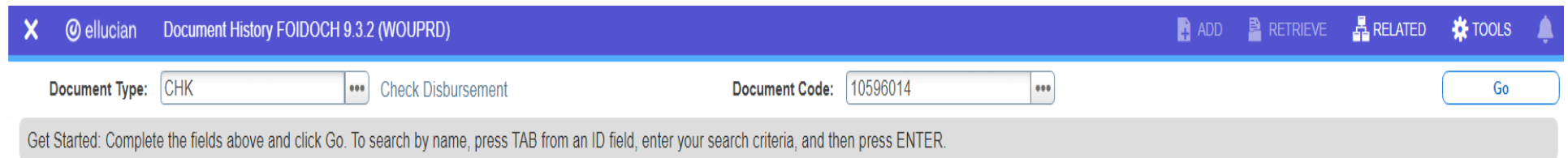
Document Type: Document Code: Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

Document Type – Type in CHK

Document Code – Type in the check number.

Click on Go, which is located in the upper right corner.



X ellucian Document History FOIDDOCH 9.3.2 (WOUPRD)

ADD RETRIEVE RELATED TOOLS

Document Type: Check Disbursement Document Code: Go

Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.

It will now bring up all the invoices that were paid with that check and the Check Disbursement information.

X ellucian Document History FOIDoch 9.3.2 (WOUPRD)				ADD	RETRIEVE	RELATED	TOOLS	
Document Type: CHK Check Disbursement Document Code: 10596014				Start Over				
DOCUMENT HISTORY				Insert	Delete	Copy	Filter	
Document Type	Document Number	Status	Status Description					
Invoice	I0564469	P	Paid					
Invoice	I0564478	P	Paid					
Invoice	I0564480	P	Paid					
Check Disbursement	10596014	F	Final Reconciliation					
1 of 1				10	Per Page	Record 1 of 4		

Click on “Check Disbursement”.

Click on “Related”.

X ellucian Document History FOIDoch 9.3.2 (WOUPRD)				ADD	RETRIEVE	RELATED	TOOLS	
Document Type: CHK Check Disbursement Document Code: 10596014				Search				
DOCUMENT HISTORY				Requisition Info [FPIREQN]				
Document Type	Document Number	Status	Status Description	Awaiting Approvals Info [FOAAINP]				
Invoice	I0564469	P	Paid	Approval History Info [FOIAPHT]				
Invoice	I0564478	P	Paid	Query Document [BY TYPE]				
Invoice	I0564480	P	Paid					
Check Disbursement	10596014	F	Final Reconciliation					
1 of 1				10	Per Page			

Click on “Query Document (BY TYPE)”.

Click on Go

Your screen will now show you if the check was cancelled and if so the date or if the check was cashed and if so the date or if it has not been cashed. This information is located in the second line at the top of the page.

Click "Start Over" if you need to look at a different check.