

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

Go to FOIDOCH in banner

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

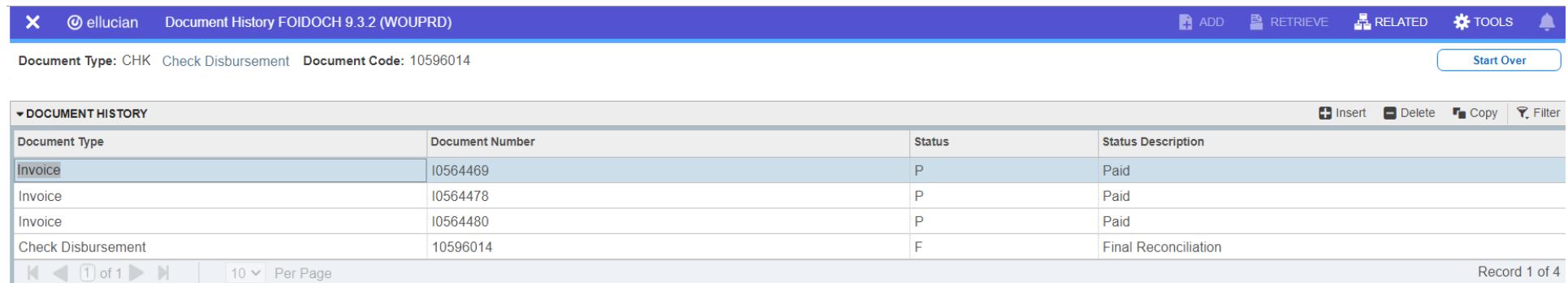
Document Code – Type in the check number.

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

Document Type	Document Code	Status	Last Modified
CHK	10596014	Cashed	2023-09-18 10:30:00

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.



Document Type: CHK Check Disbursement Document Code: 10596014

Start Over

DOCUMENT HISTORY			
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

Record 1 of 4

Click on “Check Disbursement”.

Click on “Related”.



Document Type: CHK Check Disbursement Document Code: 10596014

Search

Requisition Info [FPIREQN]

Awaiting Approvals Info [FOAAINP]

Approval History Info [FOIAPHT]

Query Document [BY TYPE]

DOCUMENT HISTORY			
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Check Disbursement	10596014	F	Final Reconciliation

Record 1 of 4

Click on “Query Document (BY TYPE)”.

The check number you were searching for will now be in the “Check Number” box.

Click on Go

Check Payment History FAICHKH 9.3.22.B (WOUprd)

Check Number:	10596014	...	Bank:	B1	...	General Suspense Checking	ADD	RETRIEVE	RELATED	TOOLS	Go
Vendor:							Check Vendor:				
Check Date:							Check Type:				
Check Amount:											
Cancel Date:							Cancel Reason:				
Recon Ind:				Date Cashed:							
Micro Number:											

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.

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.

Check Payment History FAICHKH 9.3.22.B (WOUprd)

Check Number: 10596014	Bank: B1	General Suspense Checking	Vendor: V00312981	Ellucian Company LP	Check Vendor:	Check Date: 07/11/2023	Check Type: Batch	Check Amount: 210,988.00	Start Over
Cancel Date:	Cancel Reason:	Recon Ind:	F	Date Cashed:	2023-07-17 00:00:00.0	Micro Number:	000008013415489		

► CHECK PAYMENT HISTORY

Document Number	Document Type	Net Amount
10564469	Invoice	27,438.00
10564478	Invoice	1,944.00
10564480	Invoice	181,606.00

Record 1 of 3

► VENDOR INVOICE

Vendor Invoice Code	Vendor Invoice Amount
90395641	27,438.00

Record 1 of 1

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