Determining the Status of a Check

Search for Payment Screen in KFS

– Searching by Check Number
If you already know the check number, see pages 2 and 3.

– Searching by Payee Name
If you know the payee name, but do not know the check number or status, see pages 2, 4, and 5.

– Searching by eDoc ID Number – Disbursement Vouchers (DVs, SDVs)
If you know the eDoc ID number, but do not know the check number or status, see pages 2 and 6.

– Searching by eDoc ID Number – VO Documents
If you know the eDoc ID number or the reference number for the attachments for a VO Document, you will not be able to determine the check number or status by the Search for Payment Screen. (Although VO Documents use KFS routing, they are legacy documents, rather than KFS documents.) However, other options for VO Documents are discussed on page 7.

– Searching by Purchase Order Number – VO Documents
Even if you know the purchase order number, you can use the Search for Payment Screen to determine the check number and status. See pages 2 and 8.

– Searching by Invoice Number – VO Documents
If you know the invoice number, you can use the Search for Payment Screen to determine the check number and status. See pages 2 and 9.

Determining the Check Number Using e-Data


– Searching for Check Numbers for Disbursement Vouchers – See page 16.

– Accessing Transaction Detail Information in e-Data – See pages 17 – 21.

Requesting Actions Based on the Status of a Check – See Page 22.
The Check is Lost, and You Need to Stop Payment and Reissue
The Check’s Payee Name, Amount, or Address Needs to be Changed
The Check Needs to be Canceled
An Image of a Cashed Check is Requested

If you have questions about the contents of this document, please contact Bill Cahill at 294-5124. This document was last updated on 01/05/2015.
Search for Payment Screen

Log in to AccessPlus and click on the uBusiness tab. On the far left column of the screen, click on the KFS menu option.

The resulting screen will be the KFS Main Menu, but you will need to click on the Maintenance tab instead.

At the very bottom left corner of the Maintenance tab, click on the link for Search for Payment.
Searching by Check Number:

If you already know the check number, you can enter it in the Disbursement Number field without searching for or retrieving other payments. In the example below, check number 2782 was entered as **002782**, and then the Search button was clicked. (Use of the leading zeros is optional, and the same results would have been achieved by entering 2782.)

Just one result was retrieved for IDEAL TRUCK & TRAILER INC, for check 2782 in the amount of $1,478.92. Since you already knew the check number, at least part of the check probably was charged to one of your accounts. The presence of a Purchase Order number indicates the check resulted from a VO Document instead of a Disbursement Voucher or Simple Disbursement Voucher.

The Payment Status column indicates a status of **Check Cleared**, which means the check has been cashed by the payee and has cleared our bank. (The actual date the check cleared will be later than either the Pay Date or Disbursement Date.) If the Payment Status column indicates **Extracted**, either the payee has not yet cashed the check, or the check has not yet cleared our bank. If the Payment Status column indicates **Cancel Disbursement**, the check has been canceled by the Accounting Office.

Using check number 2489 as another example, we see that sometimes multiple vouchers are combined into one check, and the actual check amount is the total of the two items ($869.30).
Searching by Payee Name:

The Search for Payment Screen allows you to go to the **Payee Name** field and enter the exact payee name, or a fragment of the name surrounded by asterisks. (Attempting to use the exact payee name is more prone to errors, due the issues discussed below.) You can also use the date filters to narrow the time period from which to search.

In the example above, the Payee Name was entered as *IDEAL TRUCK* and the Disbursement Date range was **08/01/2013** to **08/31/2013**, and then the **Search** button was clicked. Just one result was retrieved for IDEAL TRUCK & TRAILER INC, for check 2782 in the amount of $1,478.92.

The Payment Status column indicates **Check Cleared**, which means the check has been cashed by the payee and has cleared our bank. (The actual date the check cleared will be later than either the Pay Date or Disbursement Date.) If Payment Status column indicates **Extracted**, either the payee has not yet cashed the check, or the check has not yet cleared our bank. If the Payment Status column indicates **Cancel Disbursement**, the check has been canceled by the Accounting Office.

Searching by Payee Name tends to work best for infrequently used payees. For frequently used payees, it is better to use another search field on the Search for Payment Screen. For Disbursement Vouchers, consider using the eDoc ID number from e-Data’s Transaction Detail or a department statement, and then search by the Source Document Number field. For VO Documents, consider using e-Data to confirm the check number, and then search by check number in the Disbursement Number field.
One disadvantage of Searching by Payee Name is that you may retrieve payments that were not charged to your accounts. Also, nothing retrieved on this screen provides eDoc ID of 226177 needed to retrieve the document by doing a Doc Search.

Another disadvantage of Searching by Payee Name is that the payee may have been paid with an incorrect name format. For example, if the payee was an individual, the correct format would be **DOE JANE**. Many users of the Simple Disbursement voucher have been using the incorrect format of **JANE DOE**. Also, if someone prepared a Simple Disbursement Voucher, they could have added a middle initial to make the payee name **JANE M DOE** or **JANE M. DOE**. If Jane Doe was an employee, and person preparing the Disbursement Voucher accessed the Kuali Identity Management (KIM) table for the payee’s name, it would be displayed as **Doe, Jane**. Therefore, you may have to make multiple passes to find all of the payee name combinations for an individual.
Searching by eDoc ID Number – Disbursement Vouchers:

If you already know the Disbursement Voucher (DV) eDoc ID number, enter it in the Source Document Number field. In the example below, a Disbursement Voucher eDoc ID number of 515938 was entered, and then the Search button was clicked.

Just one result was retrieved, for check 431569, payable to ALLIANT ENERGY INC for $1,424.77.

The Payment Status column indicates Check Cleared, which means the check has been cashed by the payee and has cleared our bank. (The actual date the check cleared will be later than either the Pay Date or Disbursement Date.) If Payment Status column indicates Extracted, either the payee has not yet cashed the check, or the check has not yet cleared our bank. If the Payment Status column indicates Cancel Disbursement, the check has been canceled by the Accounting Office.
**Searching by eDoc ID – VO Documents:**

Although a VO Document looks and routes like a KFS document, it still functions as a legacy document. Therefore, we cannot use the Searching by eDoc ID method for VO Documents in the same way as we can for DVs. Also, the Doc Number displayed in e-Data for VO Documents actually is the check number. Similarly, using the Org Ref Number (e.g., W61369) used to access VO Document attachments is not a value that can be used on the Search for Payment Screen.

As an alternative for VO Documents, you can use the Search for Payment Screen to search by PO Number or Invoice Number, as explained on pages 8 and 9.

You can also go to e-Data’s Transaction Detail to find the check number in the Doc Number column (e.g., 51380), as explained on pages 10 through 13. Once the check number is determined, use the Search for Payment Screen - Searching by Check Number method on pages 2 and 3.

Clicking on the Org Ref Number appears to display the Check Status. However, this always displays a Check Status of Active, even when the check has been cashed, so it cannot be relied upon.

In the example above, the reference number W61369 was used once in 2002 and again in 2014, so please mind the dates before clicking. The Kuali eDoc ID of 527953 is displayed, but cannot be used for the Search by e-Doc ID method on the Search for Payment Screen, as explained above. However, you can do a KFS Doc Search using 527953.
Searching by Purchase Order Number:

Enter the Purchase Order Number in the respective field, without any spaces or dashes, and then click the Search button.

Sixty-six items were retrieved, although not all were caught in this screen shot. Check numbers are presented in the Disbursement Number field. For heavily used PO numbers, a date filter might be useful.
Searching by Invoice Number:

Enter the exact invoice number in the Invoice Number field, and then click Search.

In this example, the invoice number of 07-05-14 was used by two vendors, so be mindful of which one you select. (It also is possible to use both the Purchase Order Number and the Invoice Number to minimize the chance of duplicates.) We are interested in the first result of check 36909 payable to ANDERSON ERICKSON DAIRY CO in the amount of $1,631.31. The Payment Status column indicates Check Cleared, which means the check has been cashed by the payee and has cleared our bank. (The actual date the check cleared will be later than either the Pay Date or Disbursement Date.)
Accessing Transaction Detail Information in e-Data: Lite

You can use e-Data’s or e-Data: Lite’s Transaction Detail, or a departmental statement, to confirm the exact payee name, and that the payment actually was charged to one of your accounts. To access the Transaction Detail, log in to AccessPlus and click on the uBusiness tab.

On the far left side of the screen, click on the e-Data or e-Data: Lite menu option. In the following example, we will use e-Data: Lite, as it requires fewer steps. Go to page 17 for an explanation of how to access Transaction Detail in e-Data.
You will be prompted to read a confidentiality agreement and to click the **Continue** button. You may need to use the scroll bar on the right to advance to see the Continue button.

If prompted, enter your **User Name** and **Password** and click the **OK** button. The prompt seems to be more common when using Firefox.
In e-Data: Lite, click on either option #3 (no sub-accounts) or option #9 (with sub-accounts). In this example, we will be looking at the transaction detail for a specific sub-account, so we will choose #9. However, using a sub-account is not required.

Next, enter the Account and Sub-Account. Finally, click Run to display the results. Since the year is a fiscal year (not calendar year), selecting 2015 and December will display the results for December 2014, as that is the only December in fiscal year 2015. (The full version of e-Data allows selecting all months, or selecting a calendar year instead of a fiscal year.)
The **Transaction Detail** provides list of the account activity. In the **Doc Type** column **CHKD** indicates a VO Document (a payment on a purchase order) has been posted. Alternatively, a value of **DVCA** indicates a Disbursement Voucher (not on a purchase order) has been posted. The VO Document transactions will be covered first, as they display the check number in the Transaction Detail.
VO Document Transactions (Doc Type Displayed as CHKD):

The Doc Number column provides the check number for VO Documents, rather than the KFS eDoc ID number. In the example below, check number 50916 was written to ELECTRONIC ENGINEERING COMPANY, and this account was charged $10.08. If you want to determine the check’s status, go to the instructions at Search for Payment Screen – Searching by Check Number on pages 2 and 3.

Clicking on the Org Ref Number W61034 also provides the check number 050916, but the Check Status field always displays Active, even when the check has cleared. (Using the Payments browse in e-Data also displays a check as Active, even when the check has cleared.) Therefore, you should not rely on that information. Clicking on the Org Ref Number for a VO Document also provides access to the VO Document’s attachment, which usually is an invoice, but does not link to the actual VO Document.
Users should also be aware that the amount of the check can be understated. Multiple vouchers often are combined into a single check, and this screen uses the voucher amount, rather than the check amount. To determine the full check amount, you need to use the Search for Payment Screen – Search by Check Number method on pages 2 and 3. There actually are vouchers for $564.30 and $680.00 that were combined into one check (050916) for $1,224.30.

In the example on the previous page, clicking on the Ref Num (e.g., W61034) only gives you access to the documents attached to the VO Document. However, you can copy and paste the Kuali eDoc ID of 524449 into the KFS Doc Search screen to access both the VO Document and its attachments.
Disbursement Voucher Transactions (Doc Type Displayed as DVCA):

In contrast to the VO Document transactions, the Disbursement Voucher transactions use the Doc Number column to display the link to the KFS document, and the check number is not displayed. The Org Ref Number column is blank. Clicking on the Doc Number link (e.g., 515938) displays the Disbursement Voucher, which includes attachments in the Notes and Attachments tab.

Although the check number is not displayed in e-Data, it can be accessed by opening Disbursement Voucher 515938 and displaying the Pre-Disbursement Voucher tab, which usually is hidden. The Pre-Disbursement Processor Status of Paid only means that the check is written. It does not tell us whether the check has cleared our bank.

Now that we know the check number is 431569, we can use the Searching by Check Number method on pages 2 and 3. Alternatively, since we also know the Disbursement Voucher number of 515938, we can use the Searching by eDoc ID method on page 6.

As stated earlier, for a VO Document (payment on a purchase order) you can use the Search for Payment Screen in KFS to search by check number, PO number, or invoice number, but not by e-Doc ID or Org Ref ID.
Accessing Transaction Detail Information in e-Data

To access e-Data’s Transaction Detail, log in to AccessPlus, and click on the uBusiness tab.

On the far left side of the screen, click on the e-Data menu option. The e-Data: Lite option was explained on page 10.
You will be prompted to read a confidentiality agreement and to click the **Continue** button.

If prompted, enter your **User Name** and **Password** and click the **OK** button. The prompt is more common when using Firefox.
Click on either link for the Financial Portal.

In the Financial Portal, click on the Here link for Financial Summary Reports, or (if applicable) for Sub Account Reports.
Enter your **Account Number** (e.g., 2050040) and click the **Select** button.

Next, click the **Run** button.

Next, click the **Transaction Detail** link.
Select the year and the month of the transactions you would like to view. In e-Data (but not e-Data:Lite) you can choose between the fiscal and calendar years, and select one month or all months. When using a Fiscal year (instead of a calendar year), selecting 2015 and December will display the results for December 2014, as that is the only December in fiscal year 2015.

Clicking Run will display the results, which can be re-sorted, or exported to an Excel or PDF file.

Please refer back to page 13 for an explanation on how to use the Transaction Detail, page 14 for VO Documents, and page 16 for Disbursement Vouchers.
Requesting Actions Based on the Status of a Check

The Check is Lost, and You Need to Stop Payment and Reissue
Please contact Carole Gill (294-5181) or Jane Houk (294-5180) in the Accounting Office if a check has been lost and you need to stop payment and reissue a check to the payee. However, we generally do not stop payment and reissue a check until two weeks after it has been issued. A form is not required to stop payment and reissue a check. If the payee name, amount, or address needs to be changed, see the next paragraph.

The Check’s Payee Name, Amount, or Address Needs to be Changed
If the payee name, amount, or address needs to be changed, you must first complete a Canceled Check Form from http://www.controller.iastate.edu/templates/universityforms.htm. If the check was generated by a Simple Disbursement Voucher or Disbursement Voucher Document, please send a copy of the invoice to invoices@iastate.edu with an explanation of the changes needed. If the un-cashed check is available, it should be submitted to the Accounting Office with the Canceled Check Form.

The Check Needs to be Canceled
If the check needs to be canceled without making a new payment to the payee, complete a Canceled Check Form from http://www.controller.iastate.edu/templates/universityforms.htm. If the un-cashed check is available, it should be submitted to the Accounting Office with the Canceled Check Form.

An Image of a Cashed Check is Requested
Jenny Peebler (294-0521) in the Treasurer’s Office can provide an image of both sides of a cashed check if you provide the check number, payee name, and amount.