Determining the Status of a Check

Search by Check Number Using the Check Reconciliation Screen

If you already know the check number, see pages 2 and 3 to determine the check's status.

Finding Check Numbers on Disbursement Vouchers (DVs, SDVs)

If you know the eDoc ID number for a Disbursement Voucher, but do not know the check number, see page 4, and then go to pages 2 and 3 to determine the check's status.

Finding Check Numbers on VO Documents (VOs)

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 on the VO Document itself. However, other options for VO Documents are discussed on page 5.

Using the Search for Payment Screen

- Searching by Payee Name

If you know the payee name, but do not know the check number or status, see pages 6 – 8, and then go to pages 2 and 3 to determine the check's status.

– Searching by Purchase Order Number – VO Documents Only

Even if you know the purchase order number, you can use the Search for Payment Screen to determine the check number. See pages 6 and 9, and then go to pages 2 and 3 to determine the check's status.

– Searching by Invoice Number – VO Documents Only

If you know the invoice number, you can use the Search for Payment Screen to determine the check number. See pages 6 and 10, and then go to pages 2 and 3 to determine the check's status.

Determining the Check Number Using e-Data

– Accessing Transaction Detail Information in e-Data: Lite – See pages 11 – 14.

– Searching for Check Numbers for VO Documents – See pages 15 – 16.

– Searching for Check Numbers for Disbursement Vouchers – See page 17.

– Accessing Transaction Detail Information in e-Data – See pages 18 – 23.

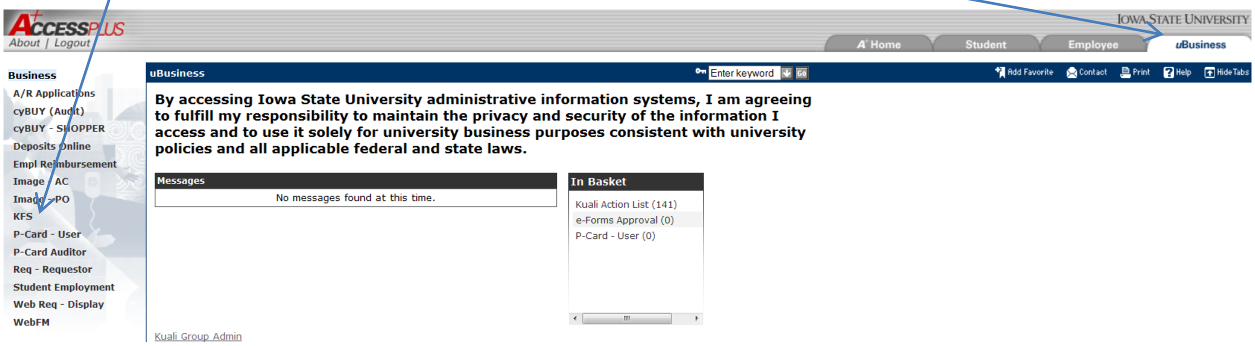
R**equesting Actions Based on the Status of a Check** – See Page 24

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

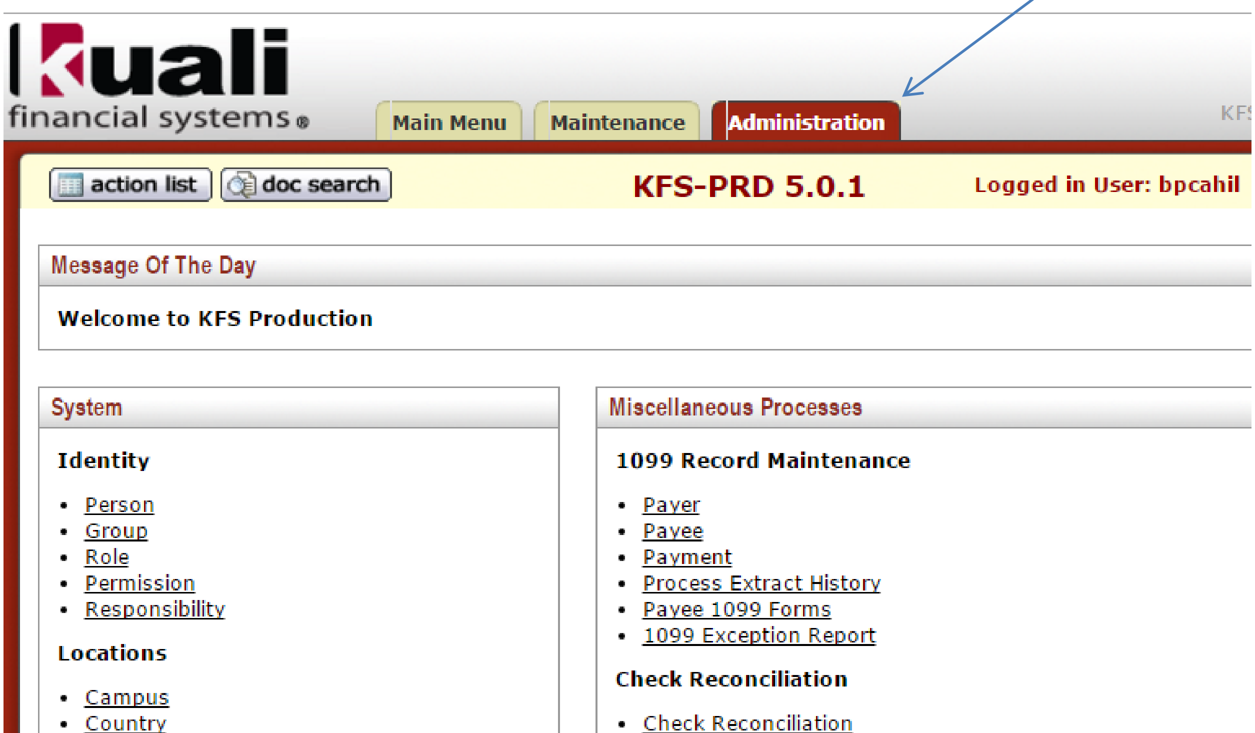
If you have questions about the contents of this document, please contact Bill Cahill at 294-5124. This document was last updated on 05/10/2016.

Searching by Check Number Using the Check Reconciliation 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.

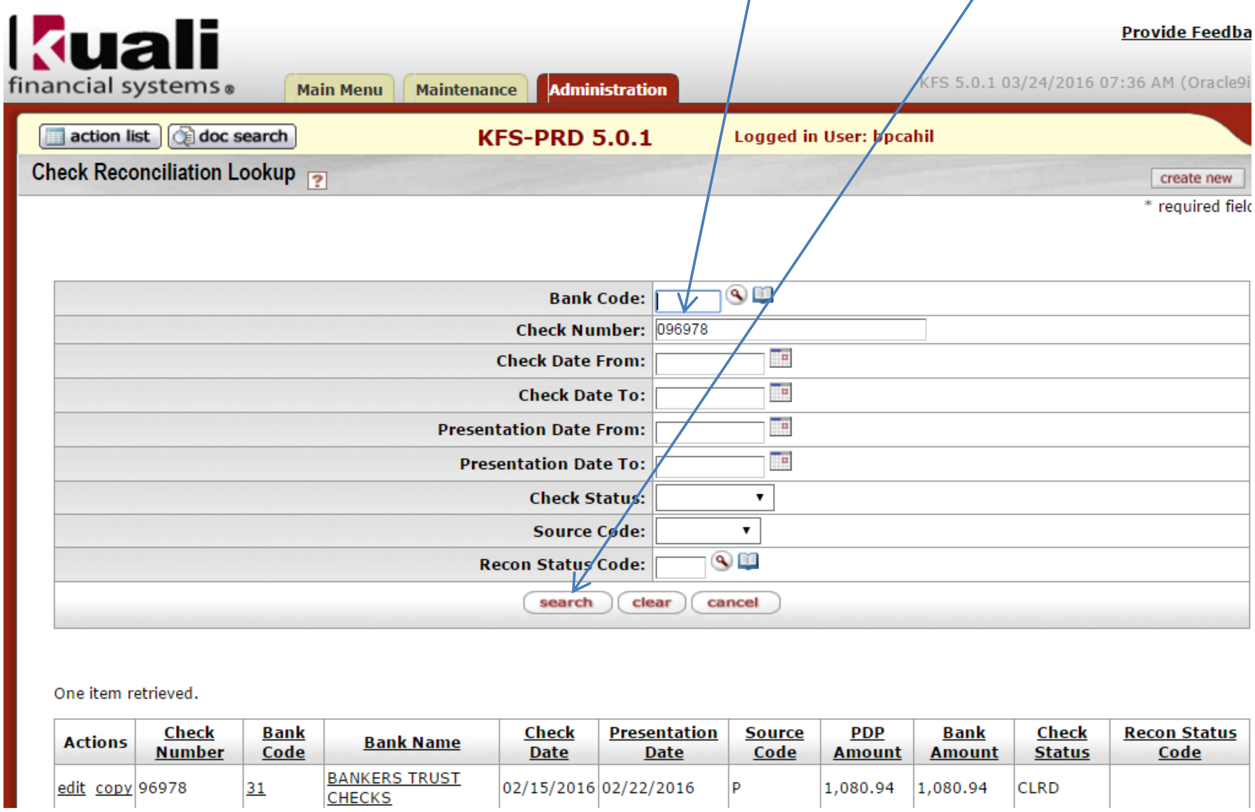


The resulting screen will be the KFS Main Menu, but you will need to click on the Administration tab instead.



In the center of the of the Administration tab, click on the link for **Check Reconciliation**.

If you already know the check number, you can enter it in the **Check Number** field. In the example below, check number 96978 was entered as **096978**, and then the **Search** button was clicked. (Use of the leading zeros is optional, and the same results would have been achieved by entering 96978.)



Just one result was displayed for check 96978 in the amount of $1,080.94. The name of the payee does not display on this screen.

Sometimes multiple vouchers on the same day are combined into one check, and the actual check amount is the total of the two items.

The Payment Status column indicates a status of **CLRD**, which means the check has been cashed by the payee and has cleared our bank.

A Check Status of **ISSD** would mean the check has been issued, but has not cleared our bank, and also would have blank values in Presentation Date and Bank Amount.

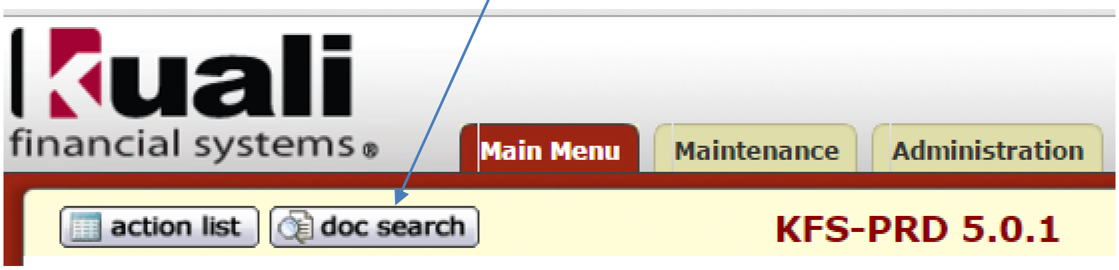
A Check Status of **CDIS** would mean the check was cancelled before it was cashed by the vendor.

A Check Status of **STAL** would mean the check was not cashed in the first six months. Please contact Dave Baker at 4-1940 for more information on this status, as the check may have been since been reissued or escheated to the respective state government.

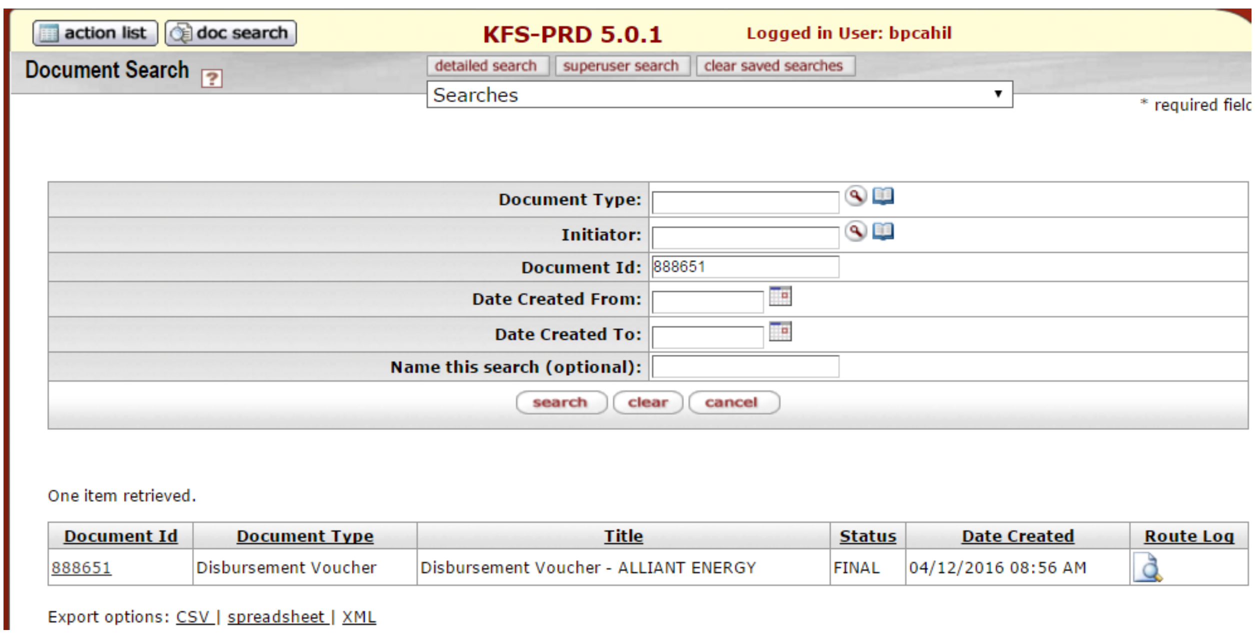
Finding Check Numbers on Disbursement Vouchers (DVs, SDVs)

If you already know the Disbursement Voucher number, use the Doc Search method to open the Disbursement Voucher, which contains the check number.

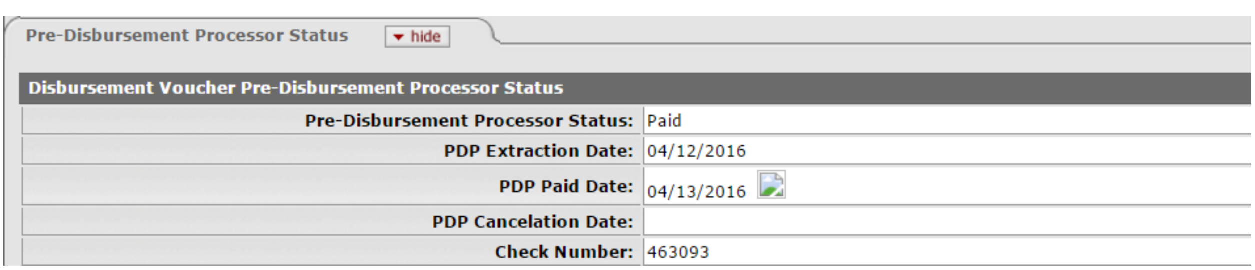
On the KFS Main Menu, click the **Doc Search** button on the top left of the screen.



Enter the Disbursement Voucher number (e.g., 888651) in the Document ID field.



Next, click on the Document ID link, which will display the Disbursement Voucher. Once the Disbursement Voucher is displayed, open the Pre-Disbursement Processor Status tab. The PDP Extraction Date is the date the check was generated. The PDP Paid Date is the following day, and does not indicate whether the check cleared our bank. For that, you need to use the Searching by Check Number instructions on pages 2 and 3.



<u>**Finding Check Numbers on VO Documents**</u>**:**

Although a VO Document looks and routes like a KFS document, it still functions as a legacy document. Therefore, we do not have a Pre-Disbursement Processor Status tab to display the check number.

As an alternative for VO Documents, you can go to e-Data's (or e-Data: Lite's) Transaction Detail to find the check number in the **Doc Number** column (e.g., 96978), as explained on pages 11 through 14. Once the check number is determined, go to pages 2 and 3 to show how to use the check number to determine a check's status.

IOWA STATE UNIVERSITY **Financial Summary Reports**
Transaction Detail

Year: 2016 | Calendar Type: Fiscal | Month: Feb | Account Number: 7011205 | Search Tran Date For: All Values | Run | Excel | PDF

Account: *7011205*
Account Name: CONTROLLER'S DEPT
Org Unit: 12 - VICE PRESIDENT FOR BUSINESS & FINANCE
Org Department: 500 - CONTROLLER'S DEPT

Effective Date: 7/1/89
RU Name: 120 - RU-VP FOR BUSINESS & FINANCE ASC
Close Indicator: N

Account Overview
Labor Transaction Detail

Sort By: Tran Date

Tran Date	Fiscal Period	Description	Doc Type	Doc Number	GL Object Type	Object Code	Object Name	Sub Object Code	Original Document Number (KFS Organization Doc Number)	Org Ref Number (KFS Org Ref ID)	Origination Code (KFS Reference Origin Code)	Sub Account	Amount
2/15/2016	08	EMERGENCY PAYROLL	SB	844419	IN	0079	MISC INTRAMURAL INCOME				01		50.00
2/15/2016	08	RICOH USA INC	CHKD 843233	96978	EX	0569	MISC REPAIRS & MAINTENANCE		C50272614	X24641	VO		131.00

Clicking on the **Org Ref Number** also displays the **Check Number**, and links to attachments.

Additional Transaction Information

Payee Name: RICOH USA INC
Check Number: 096978
PO Number: C5-02726-14
PO Invoice Number: 5040273440
Voucher/Reference Num: X24641

Check Date: 02/15/2016

Total PO Amount: 2,445.30
Total Invoiced: 506.60
Total Remaining: 1,938.70
Net This Invoice: 131.00

Scroll right to print entire voucher image.

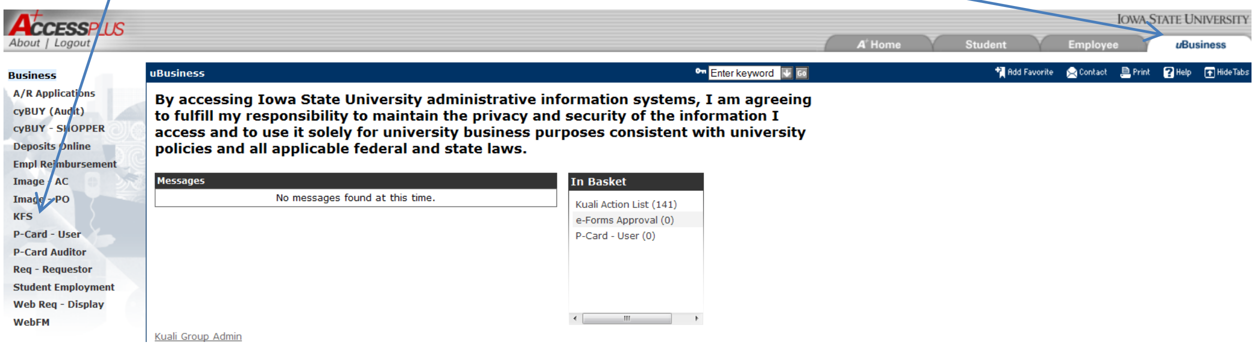
	AC_RefNum	CM_DATE	ISU_DeptCode	AC_PONum	ISU_Created By	AC_FormType	KUALI_eDoc_ID
pdf	...	2003-08-18	CONTR	...	20111222025304	P.O. Voucher	
pdf	...	2016-02-12	CONTR	...	pgrifith	P.O. Voucher	843233

2 document(s)

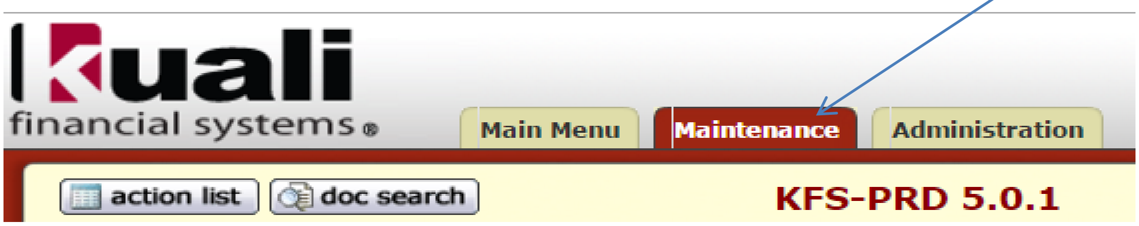
In the example above, the reference number X24641 was used once in 2003 and again in 2016, so please be mindful of the dates before clicking on the PDF icon. The Kuali eDoc ID of 843233 is displayed, but while you can use the Doc Search method to display the document itself, a VO Document will not display a check number.

Using the Search for Payment Screen

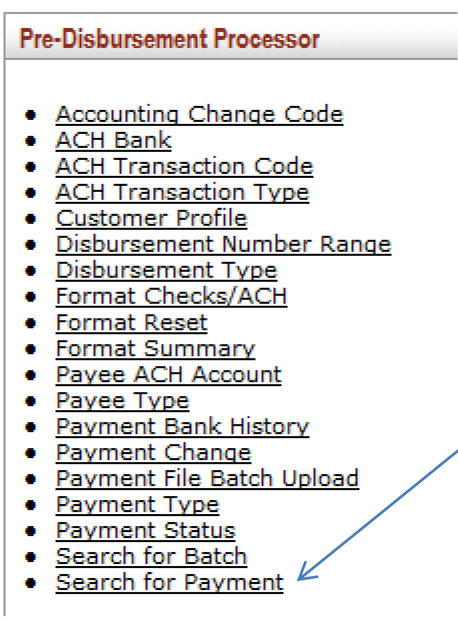
Log in to **AccessPlus** and click on the **uBusiness** tab. On the far left column of the screen, click on the **KFS** menu option.



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



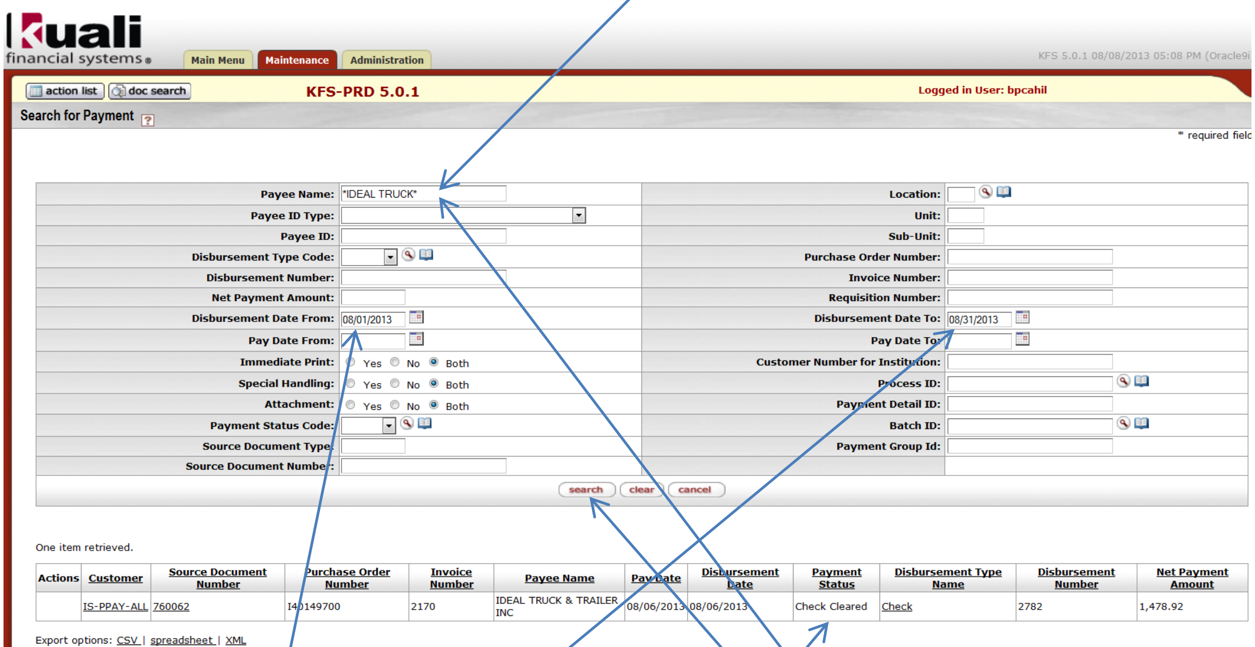
At the very bottom left corner of the Maintenance tab, click on the link for **Search for Payment**.



The Search for Payment Screen allows searching by multiple different criteria, including Payee Name, Purchase Order Number, and Invoice Number.

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.

Now that you know the check number, we recommend that instead of relying on the Payment Status field on this screen you use the Check Reconciliation screen instead, as demonstrated on page 3. The reason to not rely on the image directly above is that the actual date the check cleared will be later than either the Pay Date or Disbursement Date.

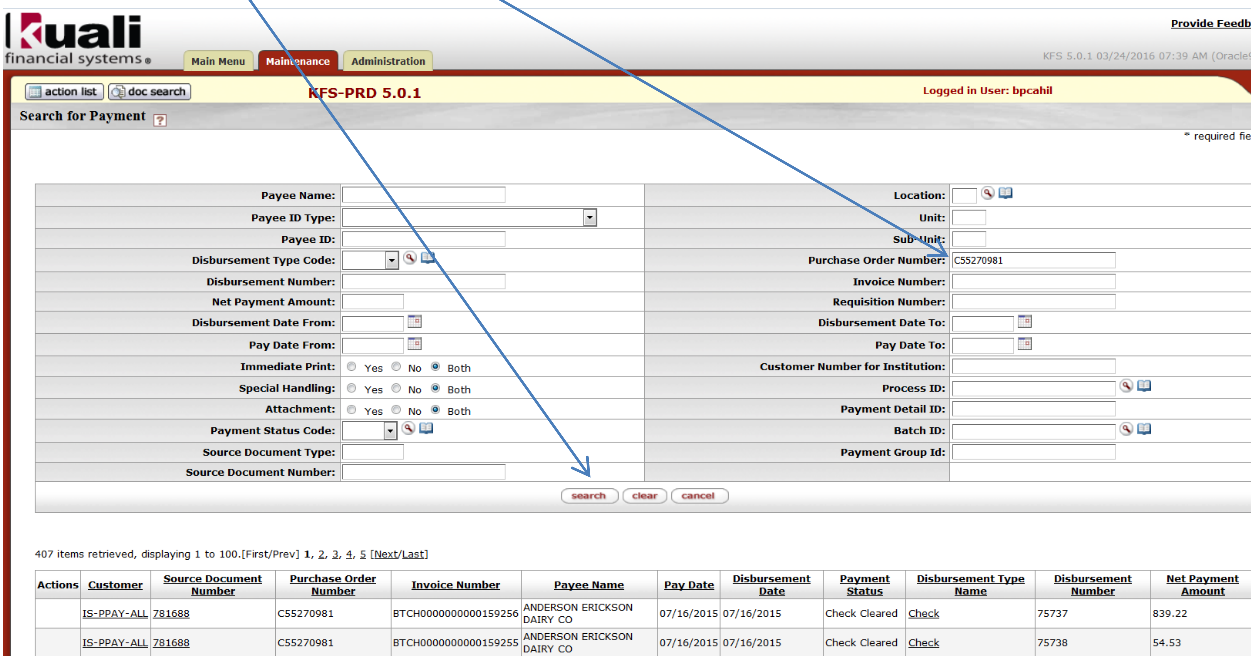
One disadvantage of Searching by Payee Name is that you may retrieve payments that were not charged to your accounts. See the first page for the page number for using e-Data or e-Data: Lite. Also, nothing retrieved on this screen provides eDoc ID of 226177, which would be needed to retrieve the document 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 the 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 Purchase Order Number

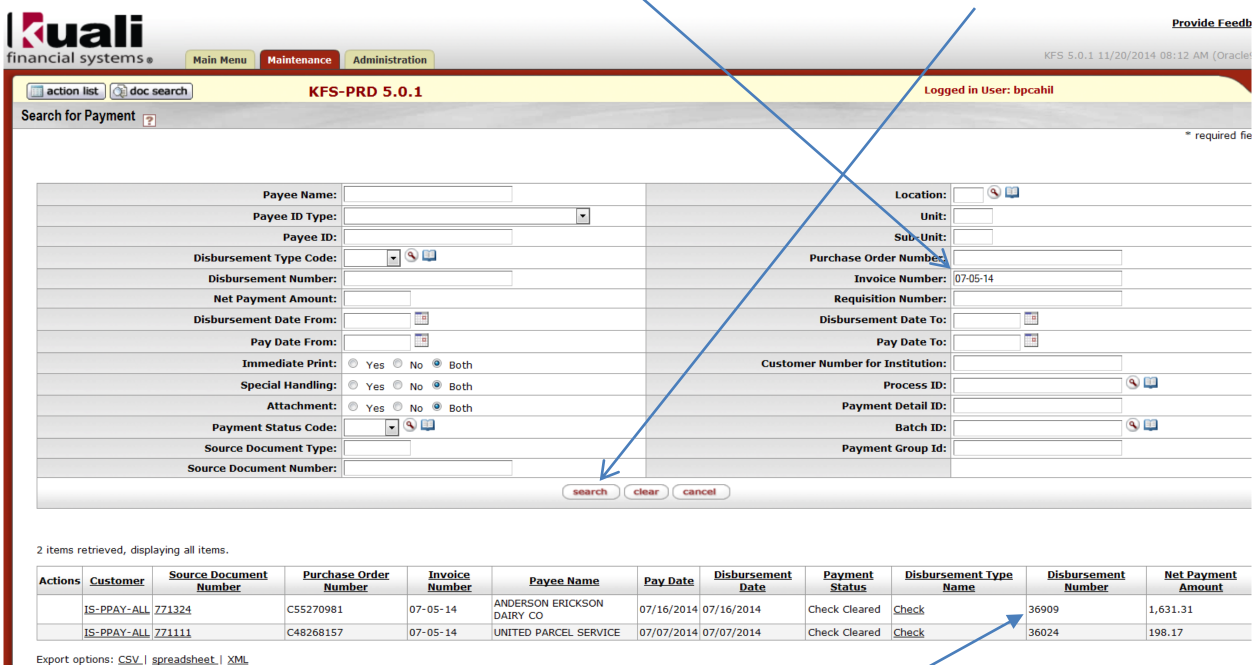
Enter the Purchase Order Number in the respective field, without any spaces or dashes, and then click the Search button.



407 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

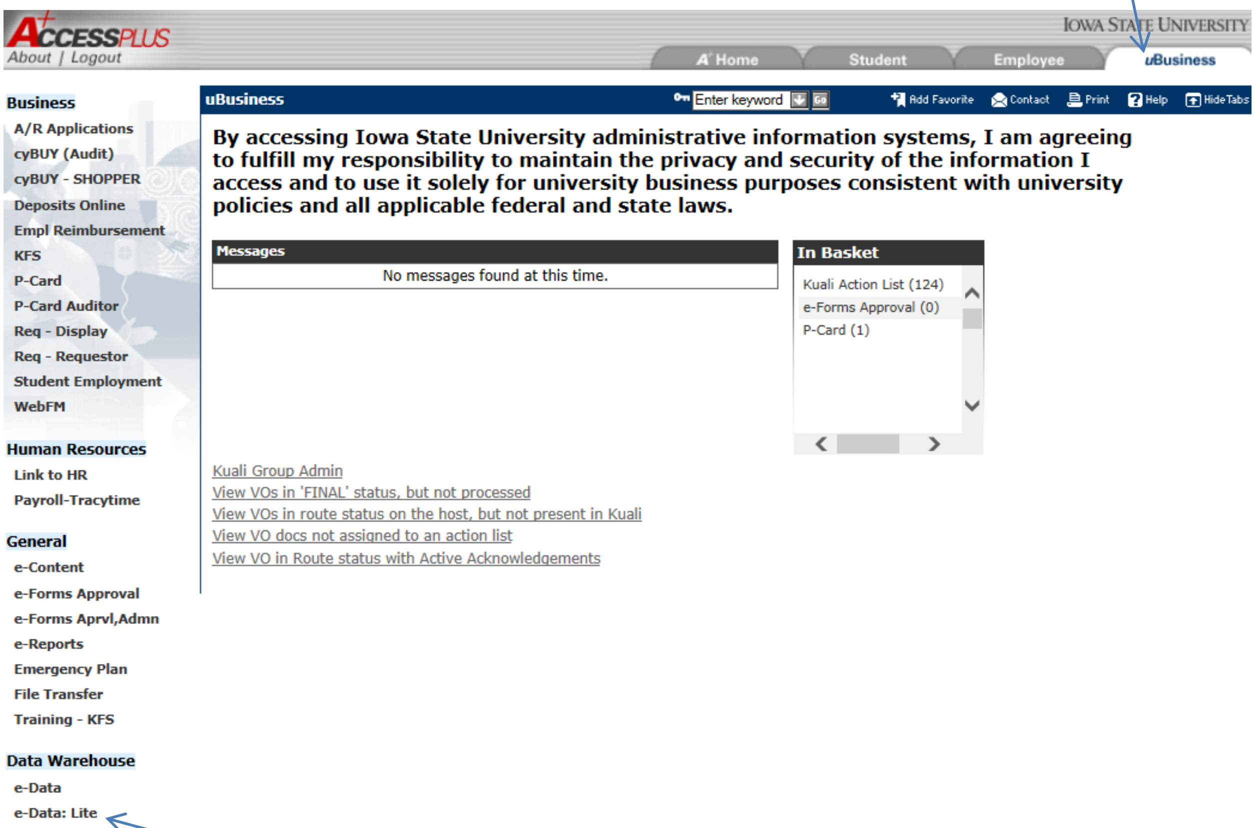
Enter the exact invoice number in the Invoice Number field, and then click Search.



In this example, the invoice number of 07-05-14 was used by two vendors on different PO numbers, 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.)

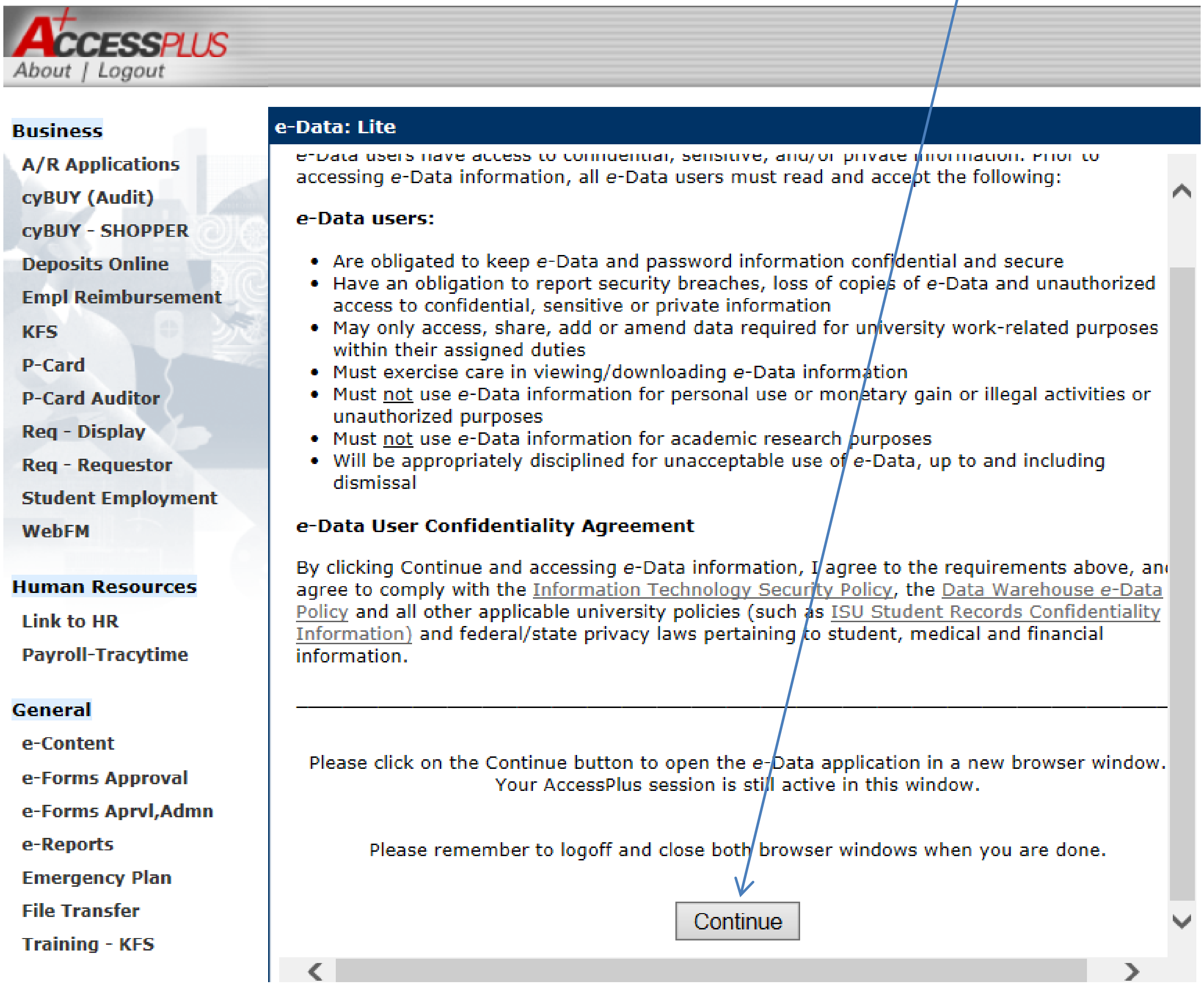
Accessing Transaction Detail Information in e-Data: Lite

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.

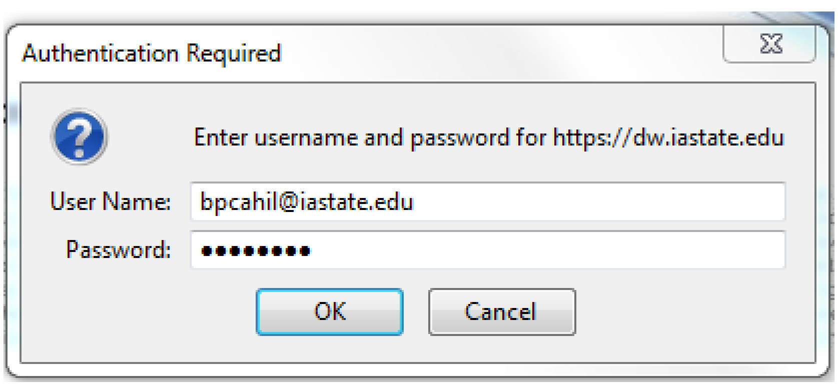


On the far left side of the screen, click on the **e-Data** or **e-Data: Lite** menu option. In the following example, we will use **e-Data: Lite**, as it requires fewer steps. Go to page 17 for an explanation of how to access Transaction Detail in e-Data.

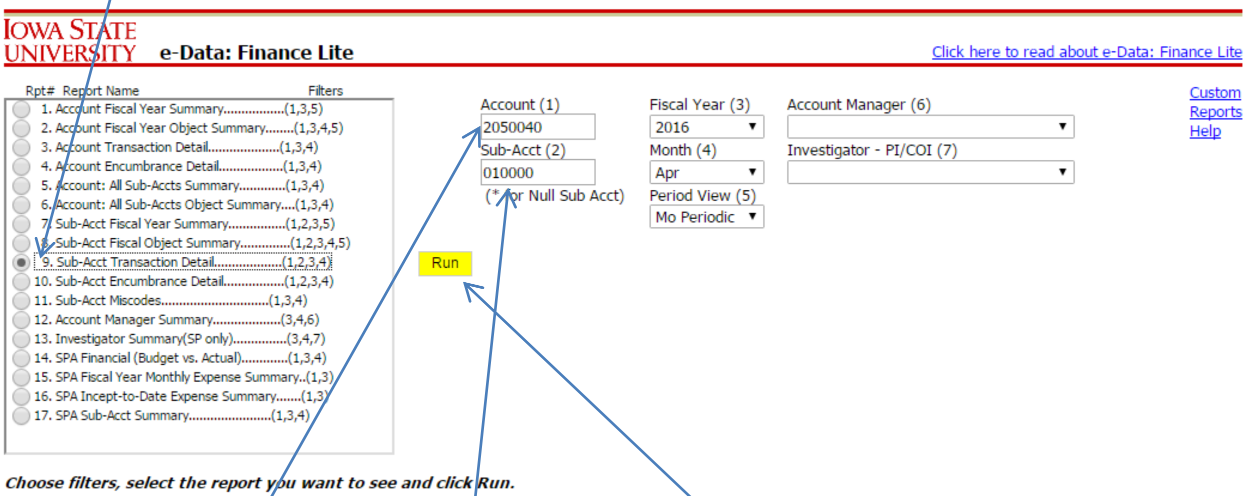
You will be prompted to read a confidentiality agreement and to click the **Continue** button. You may need to use the scroll bar on the right to advance to see the Continue button.



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 necessarily required.

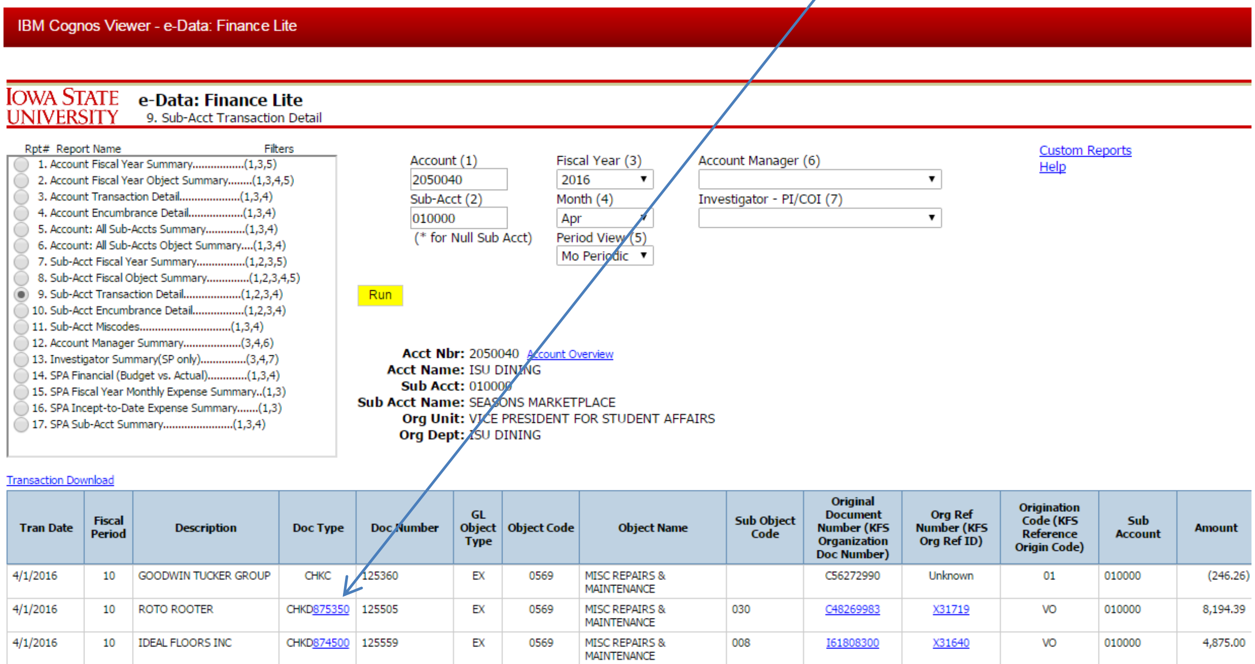


Next, enter the **Account** and **Sub-Account**. Finally, click **Run** to display the results. Be careful when selecting the months of July through December, as the year is a fiscal year (not calendar year). For example, selecting Fiscal Year 2015 and the Month of December will display the results for 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. The number immediately to the right of the CHKD is the Doc Number used in KFS, and the number in the Doc Number field actually is the check number for VO Documents.

A Doc Type of **DVCA** would indicate a Disbursement Voucher (not on a purchase order) has been posted. A Doc Type of **CHKC** indicates a check has been cancelled and credited to the account.

The VO Document transactions will be covered first, as they display the check number in the Transaction Detail.


IBM Cognos Viewer - e-Data: Finance Lite

IOWA STATE UNIVERSITY **e-Data: Finance Lite**
9. Sub-Acct Transaction Detail

Rpt# Report Name Filters
1. Account Fiscal Year Summary................(1,3,5)
2. Account Fiscal Year Object Summary........(1,3,4,5)
3. Account Transaction Detail...................(1,3,4)
4. Account Encumbrance Detail.................(1,3,4)
5. Account: All Sub-Accts Summary............(1,3,4)
6. Account: All Sub-Accts Object Summary....(1,3,4)
7. Sub-Acct Fiscal Year Summary................(1,2,3,5)
8. Sub-Acct Fiscal Object Summary.............(1,2,3,4,5)
9. Sub-Acct Transaction Detail...................(1,2,3,4)
10. Sub-Acct Encumbrance Detail.................(1,2,3,4)
11. Sub-Acct Miscodes.............................(1,3,4)
12. Account Manager Summary...................(3,4,6)
13. Investigator Summary(SP only)...............(3,4,7)
14. SPA Financial (Budget vs. Actual).............(1,3,4)
15. SPA Fiscal Year Monthly Expense Summary..(1,3)
16. SPA Incept-to-Date Expense Summary.......(1,3)
17. SPA Sub-Acct Summary.......................(1,3,4)

Account (1) 2050040
Sub-Acct (2) 010000
(* for Null Sub Acct)
Fiscal Year (3) 2016
Month (4) Apr
Period View (5) Mo Periodic
Account Manager (6)
Investigator - PI/COI (7)
Custom Reports
Help

Run

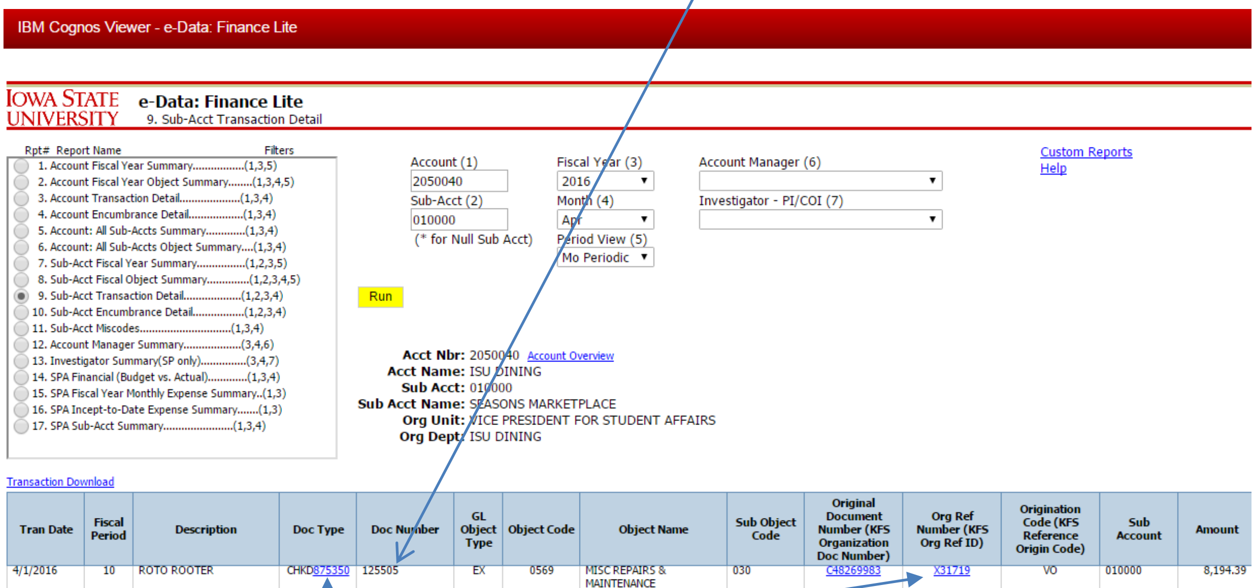
Acct Nbr: 2050040 Account Overview
Acct Name: ISU DINING
Sub Acct: 010000
Sub Acct Name: SEASONS MARKETPLACE
Org Unit: VICE PRESIDENT FOR STUDENT AFFAIRS
Org Dept: ISU DINING

Transaction Download

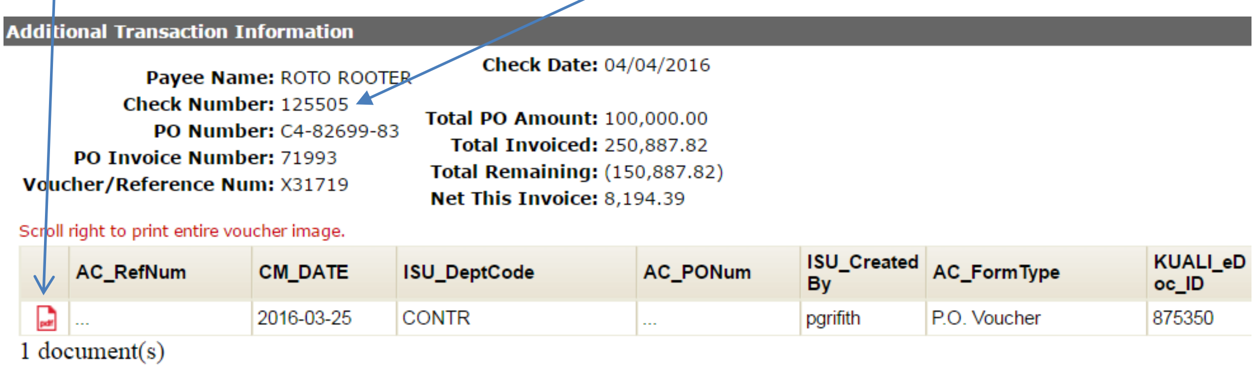
Tran Date	Fiscal Period	Description	Doc Type	Doc Number	GL Object Type	Object Code	Object Name	Sub Object Code	Original Document Number (KFS Organization Doc Number)	Org Ref Number (KFS Org Ref ID)	Origination Code (KFS Reference Origin Code)	Sub Account	Amount
4/1/2016	10	GOODWIN TUCKER GROUP	CHKC	125360	EX	0569	MISC REPAIRS & MAINTENANCE		C56272990	Unknown	01	010000	(246.26)
4/1/2016	10	ROTO ROOTER	CHKD875350	125505	EX	0569	MISC REPAIRS & MAINTENANCE	030	C48269983	X31719	VO	010000	8,194.39
4/1/2016	10	IDEAL FLOORS INC	CHKD874500	125559	EX	0569	MISC REPAIRS & MAINTENANCE	008	I61808300	X31640	VO	010000	4,875.00

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 125505 was written to ROTO ROOTER and this account was charged $8,194.39. 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 X31719 also provides the check number 125505. 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. However, to provide access to the actual VO Document, you can click on the reference number in the Doc Type (e.g., 875350) in e-Data/e-Data Lite.



Users should also be aware that the amount displayed in e-Data/e-Data Lite can be less than the actual check amount. Multiple vouchers for the same vendor on the same day 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.

In the example on the previous page, clicking on the Ref Num (e.g., X31719) only gives you access to the documents attached to the VO Document. However, you can enter the Kuali eDoc ID of 875350 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.

IOWA STATE UNIVERSITY **Financial Summary Reports**
Transaction Detail

Year: 2015 | Calendar Type: Fiscal | Month: Nov | Account Number: 2050040 | Run | Excel | PDF

Account: 2050040
Account Name: ISU DINING
Org Unit: 14 - VICE PRESIDENT FOR STUDENT AFFAIRS
Org Department: 629 - ISU DINING
Sub Acct: 010000 - SEASONS MARKETPLACE

Effective Date: 7/1/97
RU Name: 080 - RU-VP FOR STUDENT AFFAIRS RRC
Close Indicator: N

Account Overview
Labor Transaction Del

Sort By: Trans Description

Tran Date	Fiscal Period	Description	Doc Type	Doc Number	GL Object Type	Object Code	Object Name	Sub Object Code	Original Document Number (KFS Organization Doc Number)	Org Ref Number (KFS Org Ref ID)	Origination Code (KFS Reference Origin Code)	Sub Account	Amount
11/17/2014	05	ABC PEST CONTROL INC	CHKD	49843	EX	0399	OTHER SERVICES	045	C47269881	W57707	VO	010000	53.68
11/6/2014	05	ALLIANT ENERGY INC	DVCA	507926	EX	0594	NATURAL GAS				01	010000	1,206.27
11/17/2014	05	ALLIANT ENERGY INC	DVCA	515938	EX	0594	NATURAL GAS				01	010000	1,424.77

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.

Pre-Disbursement Processor Status hide

Disbursement Voucher Pre-Disbursement Processor Status

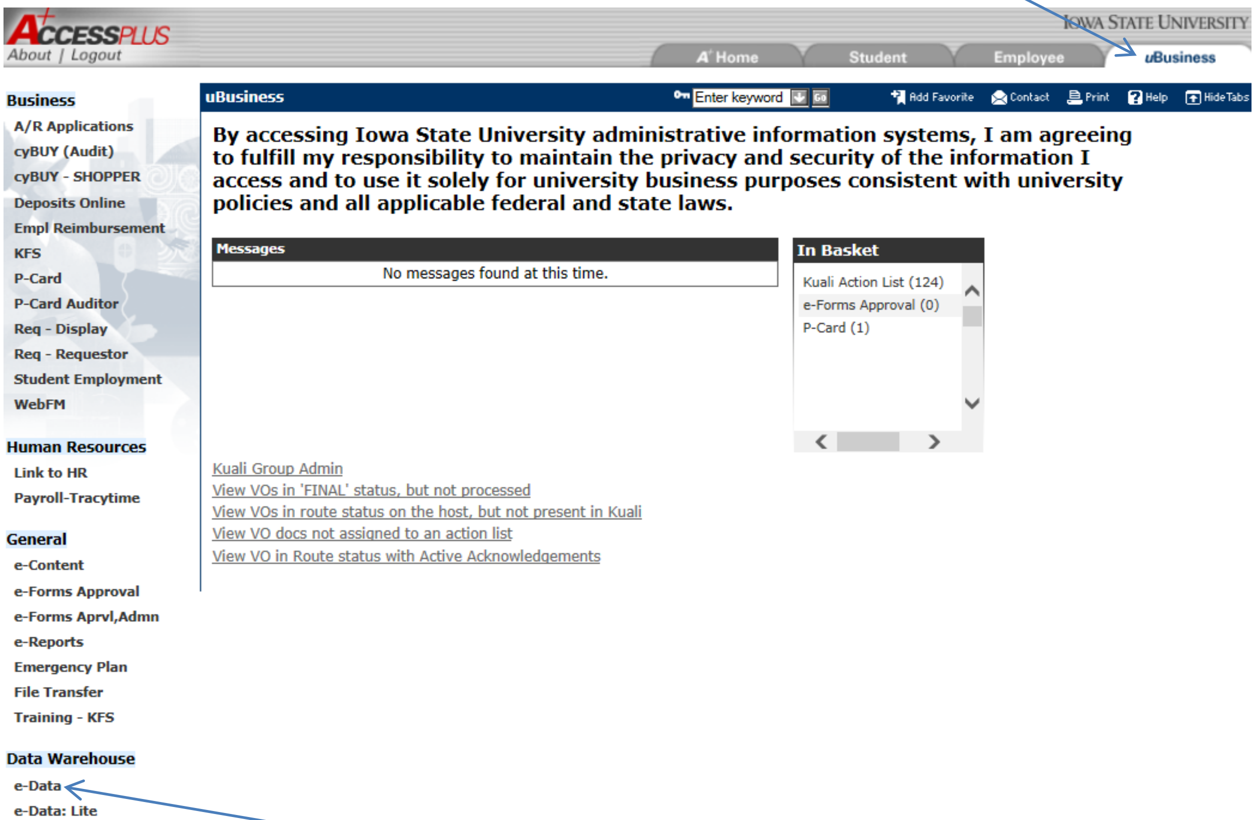
Pre-Disbursement Processor Status:	Paid
PDP Extraction Date:	11/17/2014
PDP Paid Date:	11/18/2014
PDP Cancelation Date:	
Check Number:	431569

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.

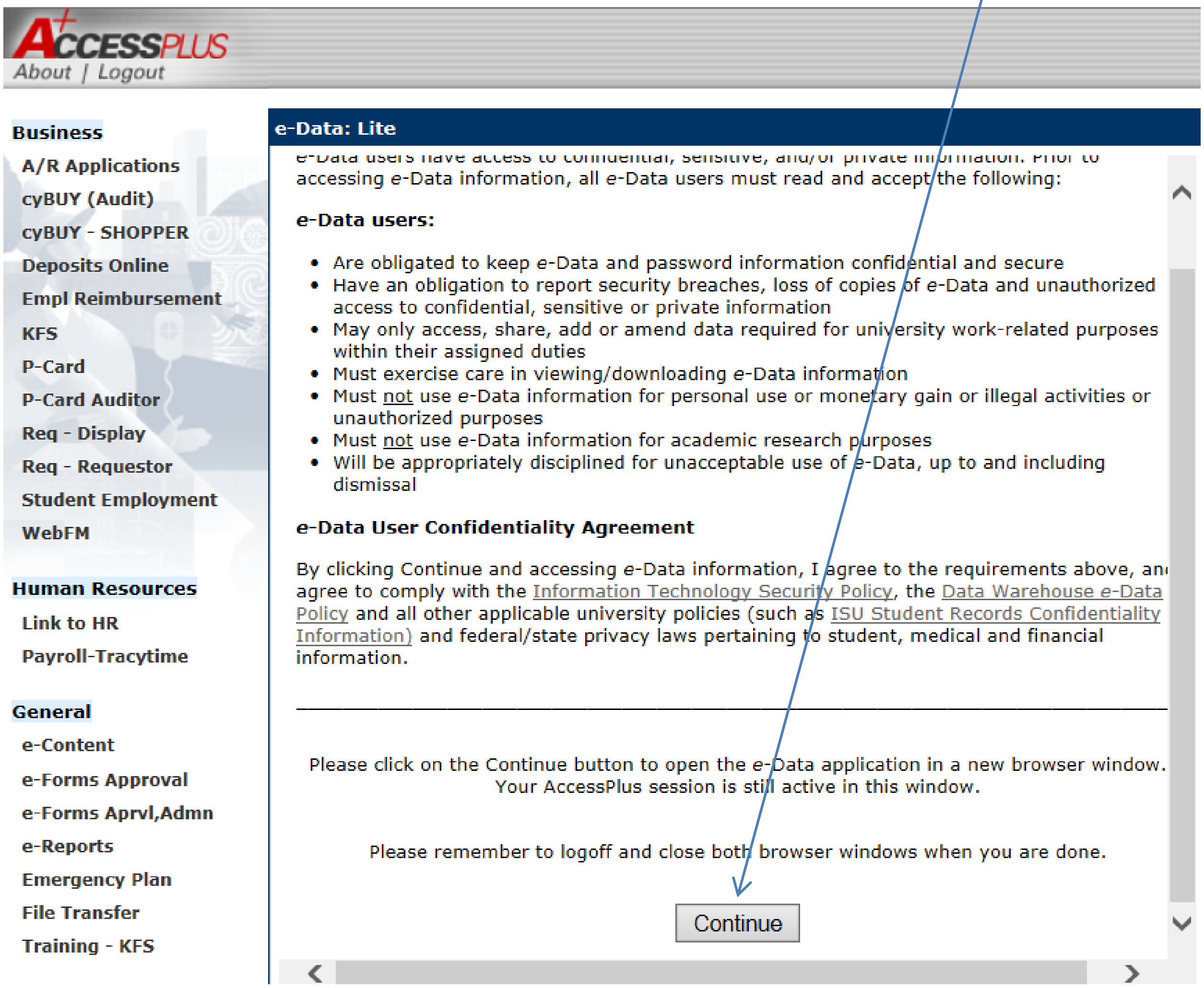
Accessing Transaction Detail Information in e-Data

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

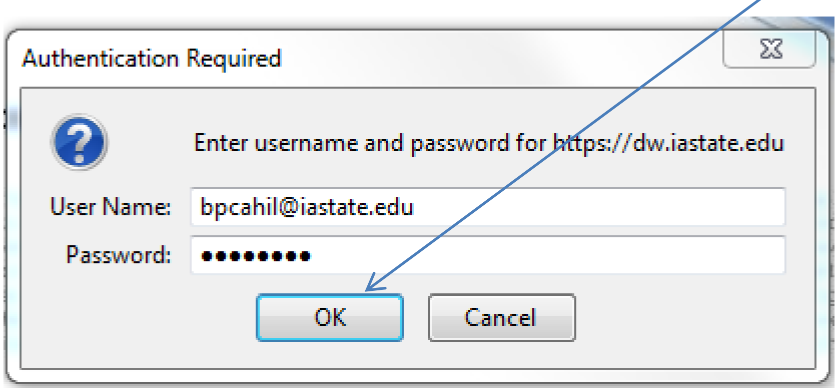


On the far left side of the screen, click on the **e-Data** menu option. The e-Data: Lite option was explained on page 10.

You will be prompted to read a confidentiality agreement and to click the **Continue** button.

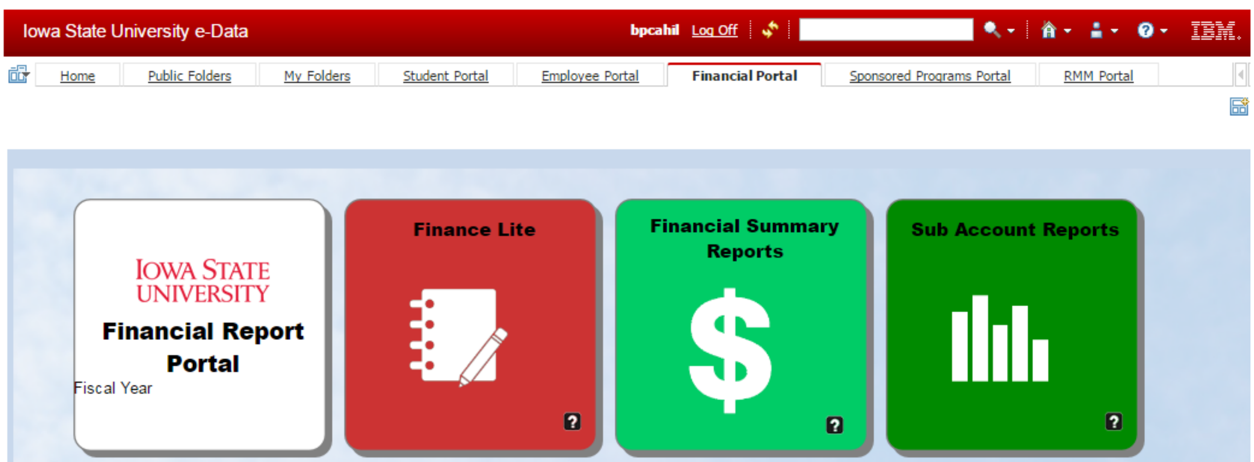


If prompted, enter your **User Name** and **Password** and click the **OK** button. The prompt is more common when using Firefox.

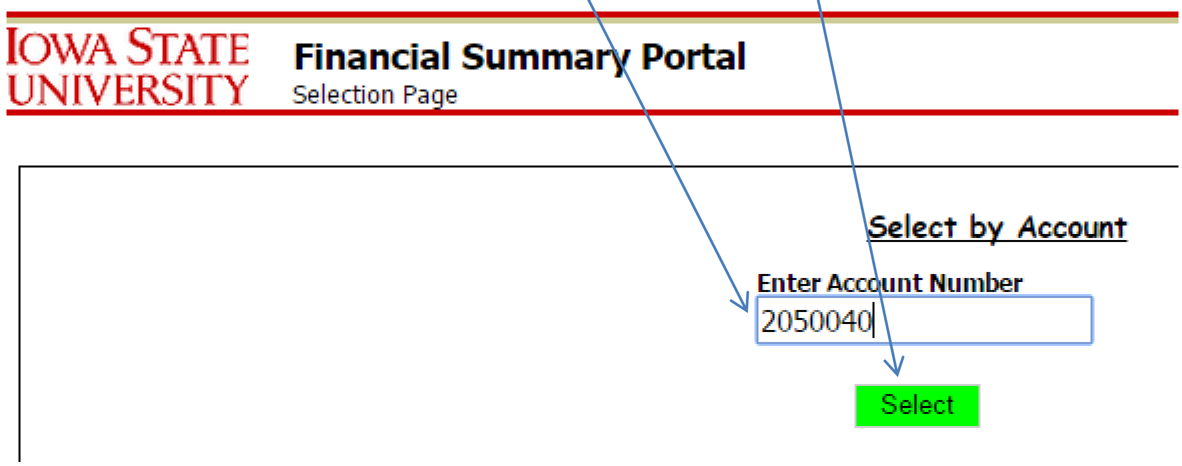


Click on either link for the **Financial Portal**.

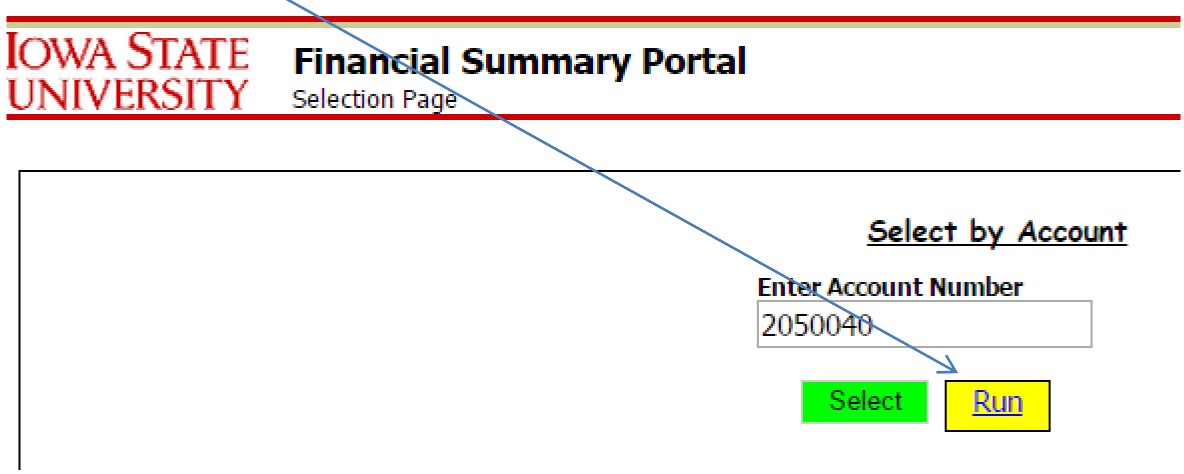
In the Financial Portal, click on either **Financial Summary Reports** or (if applicable) **Sub Account Reports**.



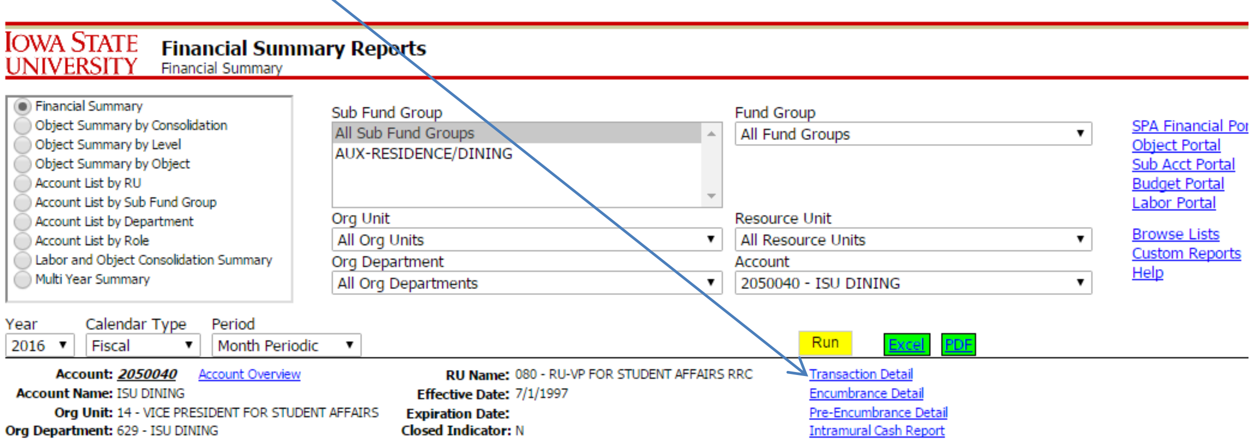
Enter your **Account Number** (e.g., 2050040) and click the **Select** button. In this example we are using the Financial Summary Reports icon and using an account that contains subaccounts, which means all subaccounts will be included.



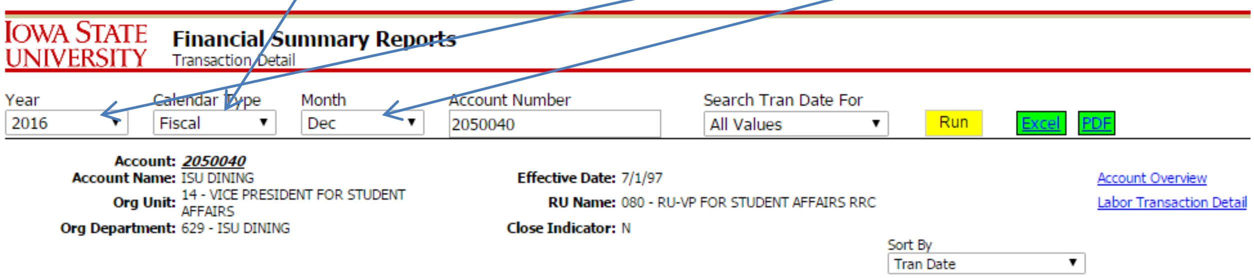
Next, click the **Run** button.



Next, click the **Transaction Detail** link.

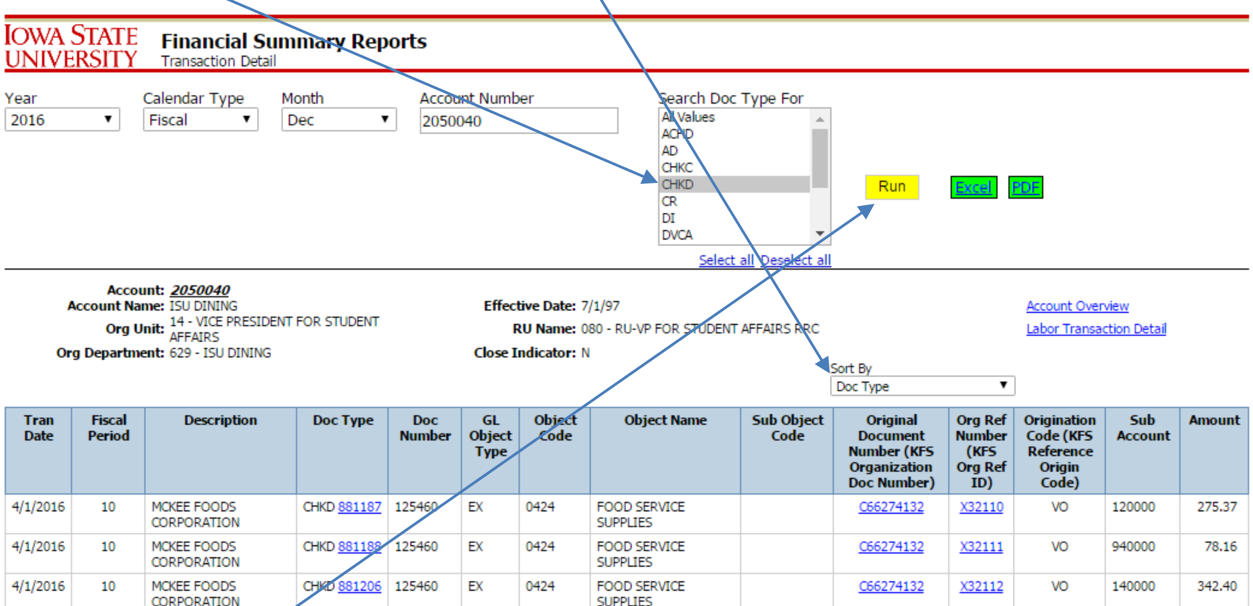


Select the year and the month of the transactions you would like to view. In e-Data (but not e-Data: Lite) you can choose between the fiscal and calendar years, and select one month or all months. When using a **Fiscal** year (instead of a calendar year), selecting **2016** and **December** will display the results for December 2015, 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. Clicking an option under **Sort By** allows sorting by a listed attribute, which then allows filtering the results using **Search Tran Date For**.

In the example below, we selected **Doc Type** under **Sort By**, which then allowed us to select **CHKD** under **Search Doc Type For** to only display the VO Documents. You can also use the CTRL key to select multiple Doc Types.



Tran Date	Fiscal Period	Description	Doc Type	Doc Number	GL Object Type	Object Code	Object Name	Sub Object Code	Original Document Number (KFS Organization Doc Number)	Org Ref Number (KFS Org Ref ID)	Origination Code (KFS Reference Origin Code)	Sub Account	Amount
4/1/2016	10	MCKEE FOODS CORPORATION	CHKD 881187	125460	EX	0424	FOOD SERVICE SUPPLIES		C66274132	X32110	VO	120000	275.37
4/1/2016	10	MCKEE FOODS CORPORATION	CHKD 881188	125460	EX	0424	FOOD SERVICE SUPPLIES		C66274132	X32111	VO	940000	78.16
4/1/2016	10	MCKEE FOODS CORPORATION	CHKD 881206	125460	EX	0424	FOOD SERVICE SUPPLIES		C66274132	X32112	VO	140000	342.40

After we click **Run**, only the filtered results will be displayed.

IOWA STATE UNIVERSITY

Financial Summary Reports
Transaction Detail

Year: 2016 | Calendar Type: Fiscal | Month: Dec | Account Number: 2050040

Search Doc Type For: All Values, ACHD, AD, CHKD, CR, DI, DVCA, GEC

Run | Excel | PDF

Select all Deselect all

Account: 2050040
Account Name: ISU DINING
Org Unit: 14 - VICE PRESIDENT FOR STUDENT AFFAIRS
Org Department: 629 - ISU DINING

Effective Date: 7/1/97
RU Name: 080 - RU-VP FOR STUDENT AFFAIRS RRC
Close Indicator: N

Account Overview
Labor Transaction Detail

Sort By: Doc Type

Tran Date	Fiscal Period	Description	Doc Type	Doc Number	GL Object Type	Object Code	Object Name	Sub Object Code	Original Document Number (KFS Organization Doc Number)	Org Ref Number (KFS Org Ref ID)	Origination Code (KFS Reference Origin Code)	Sub Account	Amount
12/1/2015	06	J&T DISTRIBUTING INC	CHKD 791552	89091	EX	0424	FOOD SERVICE SUPPLIES		C66274132	X13220	VO	120000	38.22
12/1/2015	06	LOFFREDO FRESH PRODUCE CO INC	CHKD 791282	89149	EX	0424	FOOD SERVICE SUPPLIES		C66274383	X13117	VO	010000	(17.65)
12/1/2015	06	LOFFREDO FRESH PRODUCE CO INC	CHKD 791282	89149	EX	0424	FOOD SERVICE SUPPLIES		C66274383	X13117	VO	300100	(17.65)
12/1/2015	06	LOFFREDO FRESH PRODUCE CO INC	CHKD 791282	89149	EX	0424	FOOD SERVICE SUPPLIES		C66274383	X13117	VO	940000	(35.30)

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 Teresa Wacha (294-0457) 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, you must submit a new voucher to generate the new check. If the check was generated by a VO 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.