

## **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.

### **Requesting 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

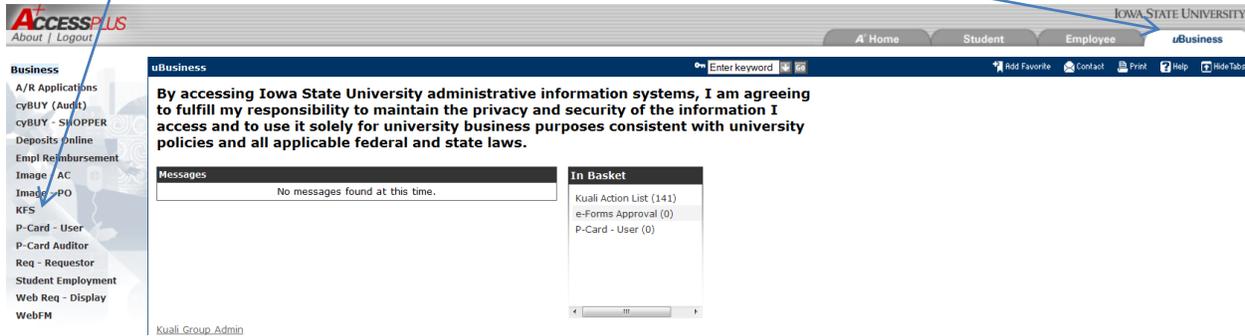
The Check Needs to be Canceled

An Image of a Cashed Check is Requested

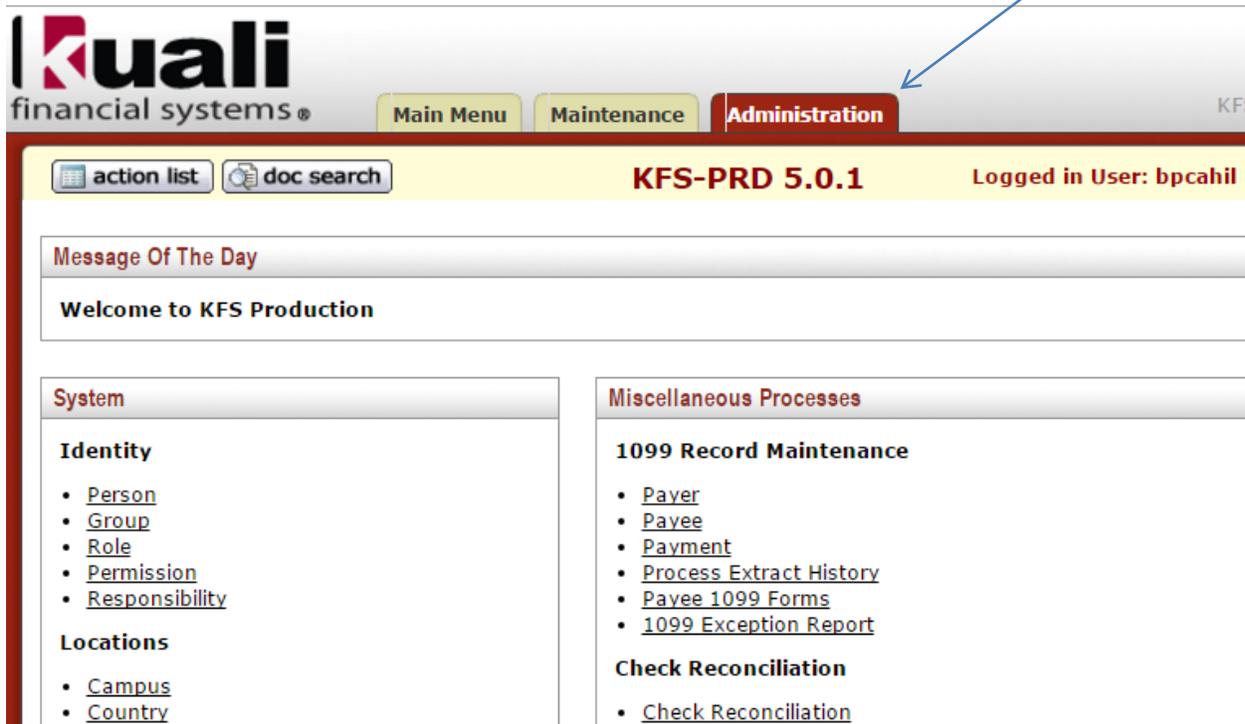
*If you have questions about the contents of this document, please contact Bill Cahill at 294-5124. This document was last updated on 05/10/2016.*

## 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.)

The screenshot shows the 'Check Reconciliation Lookup' form in the KFS-PRD 5.0.1 system. The 'Check Number' field is populated with '096978'. The 'Search' button is highlighted with a blue arrow. Below the form, a table displays one result for check number 96978.

Actions	Check Number	Bank Code	Bank Name	Check Date	Presentation Date	Source Code	PDP Amount	Bank Amount	Check Status	Recon Status Code
<a href="#">edit</a> <a href="#">copy</a>	96978	31	BANKERS TRUST CHECKS	02/15/2016	02/22/2016	P	1,080.94	1,080.94	CLRD	

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.

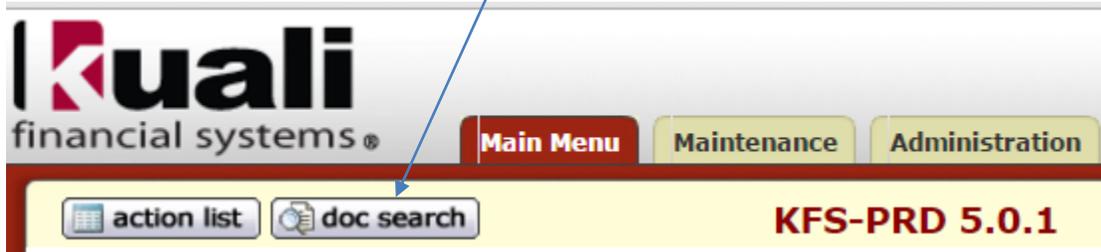
A Check Status of **CDIS** would mean the check was cancelled before it was cashed by the vendor.

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.

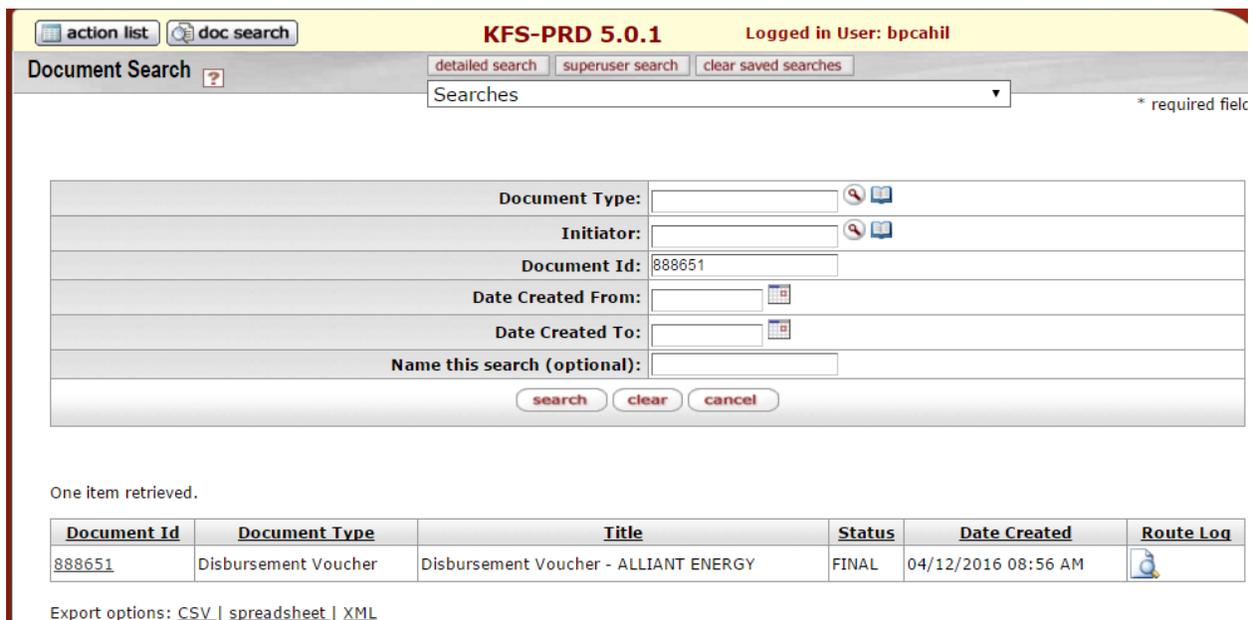
## Finding Check Numbers on Disbursement Vouchers (DVs, SDVs)

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

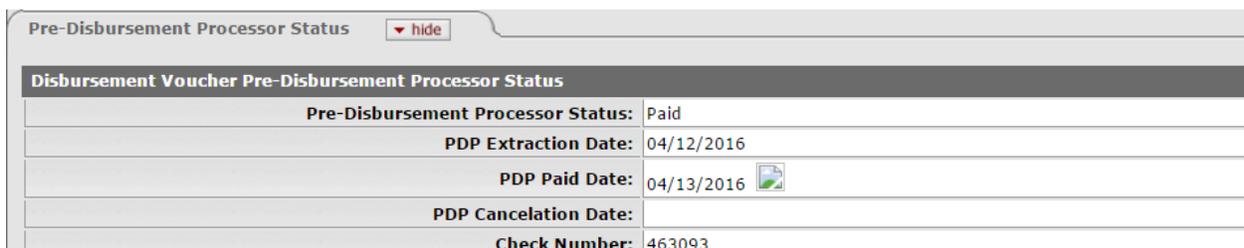
On the KFS Main Menu, click the **Doc Search** button on the top left of the screen.



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

The screenshot shows the 'Document Search' interface. At the top, there are buttons for 'action list' and 'doc search', and the text 'KFS-PRD 5.0.1' and 'Logged in User: bpcahl'. Below this is a search bar with a dropdown menu showing 'Searches'. There are also buttons for 'detailed search', 'superuser search', and 'clear saved searches'. The search criteria form includes fields for 'Document Type', 'Initiator', 'Document ID' (with the value '888651'), 'Date Created From', 'Date Created To', and 'Name this search (optional)'. There are 'search', 'clear', and 'cancel' buttons. Below the form, it says 'One item retrieved.' and shows a table with one row of search results. Below the table are 'Export options: CSV | spreadsheet | XML'.

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.

The screenshot shows the 'Pre-Disbursement Processor Status' tab. It has a 'hide' button. The title is 'Disbursement Voucher Pre-Disbursement Processor Status'. The details are as follows:

Pre-Disbursement Processor Status:	Paid
PDP Extraction Date:	04/12/2016
PDP Paid Date:	04/13/2016 
PDP Cancellation Date:	
Check Number:	463093

## Finding Check Numbers on VO Documents:

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	Print	PDF						
Account: 2011205 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				<a href="#">Account Overview</a> <a href="#">Labor Transaction Detail</a>						
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.

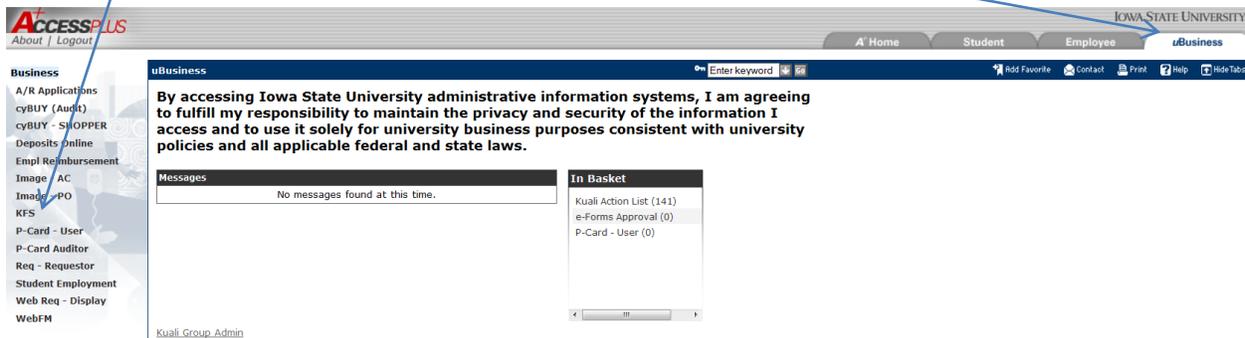
Additional Transaction Information							
<b>Payee Name:</b> RICOH USA INC				<b>Check Date:</b> 02/15/2016			
<b>Check Number:</b> 096978				<b>Total PO Amount:</b> 2,445.30			
<b>PO Number:</b> C5-02726-14				<b>Total Invoiced:</b> 506.60			
<b>PO Invoice Number:</b> 5040273440				<b>Total Remaining:</b> 1,938.70			
<b>Voucher/Reference Num:</b> X24641				<b>Net This Invoice:</b> 131.00			
<small>Scroll right to print entire voucher image.</small>							
AC_RefNum	CM_DATE	ISU_DeptCode	AC_PONum	ISU_Created By	AC_FormType	KUALI_eDoc_ID	oc_ID
 ...	2003-08-18	CONTR	...	20111222025304	P.O. Voucher		
 ...	2016-02-12	CONTR	...	pgriffith	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

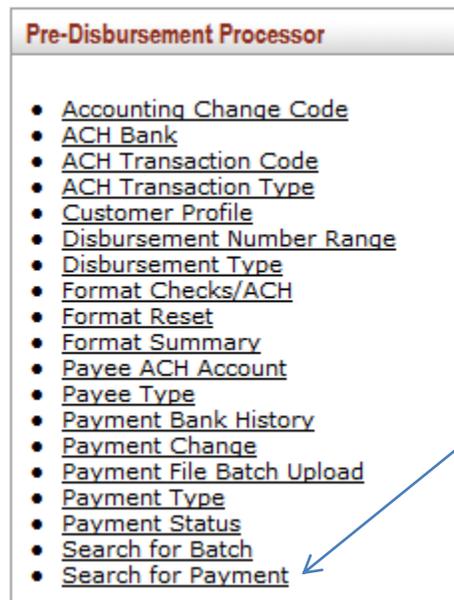
Log in to **AccessPlus** and click on the **uBusiness** tab. On the far left column of the screen, click on the **KFS** menu option.



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.

One item retrieved.

Actions	Customer	Source Document Number	Purchase Order Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
	IS-PPAY-ALL	760062	149149700	2170	IDEAL TRUCK & TRAILER INC	08/06/2013	08/06/2013	Check Cleared	Check	2782	1,478.92

Export options: CSV | spreadsheet | XML

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 Kualu 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.

The screenshot shows the Kuali financial systems search interface. The 'Purchase Order Number' field is highlighted with a blue arrow. Below the form is a table of search results.

Actions	Customer	Source Document Number	Purchase Order Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
	IS-PPAY-ALL	781688	C55270981	BTCH0000000000159256	ANDERSON ERICKSON DAIRY CO	07/16/2015	07/16/2015	Check Cleared	Check	75737	839.22
	IS-PPAY-ALL	781688	C55270981	BTCH0000000000159255	ANDERSON ERICKSON DAIRY CO	07/16/2015	07/16/2015	Check Cleared	Check	75738	54.53

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.

**Kuali** financial systems  
 Main Menu Maintenance Administration  
 KFS 5.0.1 11/20/2014 08:12 AM (Oracle)  
 Logged in User: bpcahl

Search for Payment

Payee Name:   
 Payee ID Type:   
 Payee ID:   
 Disbursement Type Code:   
 Disbursement Number:   
 Net Payment Amount:   
 Disbursement Date From:   
 Pay Date From:   
 Immediate Print:  Yes  No  Both  
 Special Handling:  Yes  No  Both  
 Attachment:  Yes  No  Both  
 Payment Status Code:   
 Source Document Type:   
 Source Document Number:

Location:   
 Unit:   
 Sub-Unit:   
 Purchase Order Number:   
 Invoice Number: 07-05-14  
 Requisition Number:   
 Disbursement Date To:   
 Pay Date To:   
 Customer Number for Institution:   
 Process ID:   
 Payment Detail ID:   
 Batch ID:   
 Payment Group Id:

search clear cancel

2 items retrieved, displaying all items.

Actions	Customer	Source Document Number	Purchase Order Number	Invoice Number	Payee Name	Pay Date	Disbursement Date	Payment Status	Disbursement Type Name	Disbursement Number	Net Payment Amount
	IS-PPAY-ALL	771324	C55270981	07-05-14	ANDERSON ERICKSON DAIRY CO	07/16/2014	07/16/2014	Check Cleared	Check	36909	1,631.31
	IS-PPAY-ALL	771111	C48268157	07-05-14	UNITED PARCEL SERVICE	07/07/2014	07/07/2014	Check Cleared	Check	36024	198.17

Export options: CSV | spreadsheet | XML

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.

The screenshot shows the AccessPlus uBusiness interface. At the top, there is a navigation bar with tabs for Home, Student, Employee, and uBusiness. Below the navigation bar, there is a disclaimer: "By accessing Iowa State University administrative information systems, I am agreeing to fulfill my responsibility to maintain the privacy and security of the information I access and to use it solely for university business purposes consistent with university policies and all applicable federal and state laws." Below the disclaimer, there are two panels: "Messages" (No messages found at this time.) and "In Basket" (Kuali Action List (124), e-Forms Approval (0), P-Card (1)). On the left side, there is a navigation menu with categories: Business, Human Resources, General, and Data Warehouse. The "Data Warehouse" category is expanded, showing "e-Data" and "e-Data: Lite". A blue arrow points from the "uBusiness" tab in the navigation bar to the "e-Data: Lite" option in the navigation menu.

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.

**ACCESSPLUS**  
About | Logout

**Business**

- A/R Applications
- cyBUY (Audit)
- cyBUY - SHOPPER
- Deposits Online
- Empl Reimbursement
- KFS
- P-Card
- P-Card Auditor
- Req - Display
- Req - Requestor
- Student Employment
- WebFM

**Human Resources**

- Link to HR
- Payroll-Tracetime

**General**

- e-Content
- e-Forms Approval
- e-Forms Aprvl,Admn
- e-Reports
- Emergency Plan
- File Transfer
- Training - KFS

**e-Data: Lite**

e-Data users have access to confidential, sensitive, and/or private information. Prior to accessing e-Data information, all e-Data users must read and accept the following:

**e-Data users:**

- Are obligated to keep e-Data and password information confidential and secure
- Have an obligation to report security breaches, loss of copies of e-Data and unauthorized access to confidential, sensitive or private information
- May only access, share, add or amend data required for university work-related purposes within their assigned duties
- Must exercise care in viewing/downloading e-Data information
- Must not use e-Data information for personal use or monetary gain or illegal activities or unauthorized purposes
- Must not use e-Data information for academic research purposes
- Will be appropriately disciplined for unacceptable use of e-Data, up to and including dismissal

**e-Data User Confidentiality Agreement**

By clicking Continue and accessing e-Data information, I agree to the requirements above, and agree to comply with the [Information Technology Security Policy](#), the [Data Warehouse e-Data Policy](#) and all other applicable university policies (such as [ISU Student Records Confidentiality Information](#)) and federal/state privacy laws pertaining to student, medical and financial information.

Please click on the Continue button to open the e-Data application in a new browser window. Your AccessPlus session is still active in this window.

Please remember to logoff and close both browser windows when you are done.

**Continue**

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

**Authentication Required**

Enter username and password for https://dw.iastate.edu

User Name:

Password:

**OK** **Cancel**

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.

**IOWA STATE UNIVERSITY e-Data: Finance Lite** [Click here to read about e-Data: Finance Lite](#) [Custom Reports Help](#)

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

**Run**

*Choose filters, select the report you want to see and click Run.*

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 Life

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

Report Name: 9. Sub-Acct Transaction Detail

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.

IBM Cognos Viewer - e-Data: Finance Lite

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**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)
- 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 Fiscal Year (3) 2016

Sub-Acct (2) 010000 Month (4) Apr

(\* for Null Sub Acct) Period View (5) Mo Periodic

Account Manager (6) Investigator - PI/COI (7)

**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

[Custom Reports](#)  
[Help](#)

[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	ROTO ROOTER	CHKD875350	125505	EX	0569	MISC REPAIRS & MAINTENANCE	030	C38269883	X31719	VO	010000	8,194.39

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.

**Additional Transaction Information**

Payee Name: ROTO ROOTER Check Date: 04/04/2016

Check Number: 125505

PO Number: C4-82699-83 Total PO Amount: 100,000.00

PO Invoice Number: 71993 Total Invoiced: 250,887.82

Voucher/Reference Num: X31719 Total Remaining: (150,887.82)

Net This Invoice: 8,194.39

Scroll right to print entire voucher image.

AC_RefNum	CM_DATE	ISU_DeptCode	AC_PONum	ISU_Created By	AC_FormType	KUALI_eD oc_ID
...	2016-03-25	CONTR	...	pgriffith	P.O. Voucher	875350

1 document(s)

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 Kualif 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 | [OK] | [Cancel]

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 Det](#)

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	<a href="#">C47269881</a>	<a href="#">W572707</a>	VO	010000	53.68
11/6/2014	05	ALLIANT ENERGY INC	DVCA	<a href="#">507926</a>	EX	0594	NATURAL GAS				01	010000	1,206.27
11/17/2014	05	ALLIANT ENERGY INC	DVCA	<a href="#">515938</a>	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**

<b>Pre-Disbursement Processor Status:</b>	Paid
<b>PDP Extraction Date:</b>	11/17/2014
<b>PDP Paid Date:</b>	11/18/2014
<b>PDP Cancellation Date:</b>	
<b>Check Number:</b>	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.

The screenshot displays the AccessPlus uBusiness interface. At the top, the 'ACCESSPLUS' logo is on the left, and 'IOWA STATE UNIVERSITY' is on the right. Below the logo is a navigation bar with tabs for 'Home', 'Student', 'Employee', and 'uBusiness'. A blue arrow points to the 'uBusiness' tab. On the left side, there is a sidebar menu with categories: 'Business', 'Human Resources', 'General', and 'Data Warehouse'. Under 'Business', 'e-Data' is highlighted with a blue arrow. Under 'Data Warehouse', 'e-Data: Lite' is also highlighted with a blue arrow. The main content area shows a disclaimer: 'By accessing Iowa State University administrative information systems, I am agreeing to fulfill my responsibility to maintain the privacy and security of the information I access and to use it solely for university business purposes consistent with university policies and all applicable federal and state laws.' Below the disclaimer are sections for 'Messages' (No messages found at this time.) and 'In Basket' (Kuali Action List (124), e-Forms Approval (0), P-Card (1)).

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.

The screenshot shows the ACCESSPLUS interface. On the left is a navigation menu with categories: Business (A/R Applications, cyBUY (Audit), cyBUY - SHOPPER, Deposits Online, Empl Reimbursement, KFS, P-Card, P-Card Auditor, Req - Display, Req - Requestor, Student Employment, WebFM), Human Resources (Link to HR, Payroll-Tracytime), and General (e-Content, e-Forms Approval, e-Forms Aprvl,Admn, e-Reports, Emergency Plan, File Transfer, Training - KFS). The main content area is titled "e-Data: Lite" and contains the following text:

e-Data users have access to confidential, sensitive, and/or private information. Prior to accessing e-Data information, all e-Data users must read and accept the following:

**e-Data users:**

- Are obligated to keep e-Data and password information confidential and secure
- Have an obligation to report security breaches, loss of copies of e-Data and unauthorized access to confidential, sensitive or private information
- May only access, share, add or amend data required for university work-related purposes within their assigned duties
- Must exercise care in viewing/downloading e-Data information
- Must not use e-Data information for personal use or monetary gain or illegal activities or unauthorized purposes
- Must not use e-Data information for academic research purposes
- Will be appropriately disciplined for unacceptable use of e-Data, up to and including dismissal

**e-Data User Confidentiality Agreement**

By clicking Continue and accessing e-Data information, I agree to the requirements above, and agree to comply with the [Information Technology Security Policy](#), the [Data Warehouse e-Data Policy](#) and all other applicable university policies (such as [ISU Student Records Confidentiality Information](#)) and federal/state privacy laws pertaining to student, medical and financial information.

Please click on the Continue button to open the e-Data application in a new browser window. Your AccessPlus session is still active in this window.

Please remember to logoff and close both browser windows when you are done.

Continue

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

The screenshot shows an "Authentication Required" dialog box. It contains a question mark icon and the text "Enter username and password for https://dw.iastate.edu". There are two input fields: "User Name:" with the value "bpcahil@iastate.edu" and "Password:" with masked characters. At the bottom are "OK" and "Cancel" buttons. A blue arrow points from the "Continue" button in the previous screenshot to the "OK" button in this dialog box.

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.

IOWA STATE UNIVERSITY **Financial Summary Portal**  
Selection Page

**Select by Account**

Enter Account Number  
2050040

Select

Next, click the **Run** button.

IOWA STATE UNIVERSITY **Financial Summary Portal**  
Selection Page

**Select by Account**

Enter Account Number  
2050040

Select Run

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

IOWA STATE UNIVERSITY **Financial Summary Reports**  
Financial Summary

Financial Summary  
 Object Summary by Consolidation  
 Object Summary by Level  
 Object Summary by Object  
 Account List by RU  
 Account List by Sub Fund Group  
 Account List by Department  
 Account List by Role  
 Labor and Object Consolidation Summary  
 Multi Year Summary

Sub Fund Group  
All Sub Fund Groups  
AUX-RESIDENCE/DINING

Fund Group  
All Fund Groups

Org Unit  
All Org Units

Org Department  
All Org Departments

Resource Unit  
All Resource Units

Account  
2050040 - ISU DINING

Year: 2016 Calendar Type: Fiscal Period: Month Periodic

Run Excel PDF

Transaction Detail  
Encumbrance Detail  
Pre-Encumbrance Detail  
Intramural Cash Report

SPA Financial Por  
Object Portal  
Sub Acct Portal  
Budget Portal  
Labor Portal  
Browse Lists  
Custom Reports  
Help

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

RU Name: 080 - RU-VP FOR STUDENT AFFAIRS RRC  
Effective Date: 7/1/1997  
Expiration Date:  
Closed Indicator: N

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 <a href="#">881187</a>	125460	EX	0424	FOOD SERVICE SUPPLIES		<a href="#">C66274132</a>	<a href="#">X32110</a>	VO	120000	275.37
4/1/2016	10	MCKEE FOODS CORPORATION	CHKD <a href="#">881188</a>	125460	EX	0424	FOOD SERVICE SUPPLIES		<a href="#">C66274132</a>	<a href="#">X32111</a>	VO	940000	78.16
4/1/2016	10	MCKEE FOODS CORPORATION	CHKD <a href="#">881206</a>	125460	EX	0424	FOOD SERVICE SUPPLIES		<a href="#">C66274132</a>	<a href="#">X32112</a>	VO	140000	342.40

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

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

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

[Run](#) [Export](#) [Print](#)

[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 <a href="#">791552</a>	89091	EX	0424	FOOD SERVICE SUPPLIES		<a href="#">C66274132</a>	<a href="#">X13220</a>	VO	120000	38.22
12/1/2015	06	LOFFREDO FRESH PRODUCE CO INC	CHKD <a href="#">791282</a>	89149	EX	0424	FOOD SERVICE SUPPLIES		<a href="#">C66274383</a>	<a href="#">X13117</a>	VO	010000	(17.65)
12/1/2015	06	LOFFREDO FRESH PRODUCE CO INC	CHKD <a href="#">791282</a>	89149	EX	0424	FOOD SERVICE SUPPLIES		<a href="#">C66274383</a>	<a href="#">X13117</a>	VO	300100	(17.65)
12/1/2015	06	LOFFREDO FRESH PRODUCE CO INC	CHKD <a href="#">791282</a>	89149	EX	0424	FOOD SERVICE SUPPLIES		<a href="#">C66274383</a>	<a href="#">X13117</a>	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](mailto: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.