Section 10 - Check History Processing

Page

Overview **10-1**

Check History Processing Main Menu 10-2

10.1 List By SSN **10-3**

View List Of Checks By SSN 10-5
View A Particular Check 10-5
Helpful Hints 10-6

10.2 List By Region, SSN **10-7**

View List Of Checks By Region and SSN 10-9
View A Particular Check 10-9
Helpful Hints 10-10

10.3 List By Bank Account . . . . . **.10-11**

View List Of Checks By Bank Account 10-13
View A Particular Check 10-13
Helpful Hints 10-14

10.4 List By Date . . . . . **.10-15**

View List Of Checks By Date 10-17
View A Particular Check 10-17
Helpful Hints 10-18

10.5 List By Cleared Bank Date . . . . . **.10-19**

View List Of Checks By Cleared Bank Date 10-21
View A Particular Check 10-21
Helpful Hints 10-22

Page

10.6 List By Check Number 10-23

View List Of Check By Check Number 10-25
View A Particular Check 10-25
Helpful Hints 10-26

10.7 List By Check Amount 10-27

View List Of Checks By Check Amount 10-29
View A Particular Check 10-29
Helpful Hints 10-30

10.8 Check Register From Check History 10-31

Create A Check Register 10-33

10.9 Fix Check Number 10-34

Fix Check Number After the Check Write 10-36
Helpful Hints 10-37

10.10 Purge Check History 10-38

Purge Checks From Check History 10-39
Helpful Hints 10-39
Void/Cancel Check From Check History 10-40
Helpful Hints 10-41
Unvoid/Cancel Check From Check History 10-42
Reissue Check From Check History 10-43
Helpful Hints 10-44

10 - CHECK HISTORY PROCESSING

Overview:

- ▲ List check history by social security number
- ▲ List check history by region and social security number
- ▲ List check history by bank account number
- ▲ List check history by date
- ▲ List check history by cleared bank date
- ▲ List check history by check number
- ▲ List check history by check amount
- ▲ Create a check register from check history
- ▲ Fix check history for incorrect check numbers assigned to prenumbered checks
- ▲ Purge check history
- ▲ Void a check from check history
- ▲ Unvoid a check from check history
- ▲ Reissue a check from check history

```
MASTER     Office of Statewide Information Systems          Wednesday 00/00/0000
+-------------------------------------------------------------------------------+
¦                       Check History Processing Main Menu                      ¦
+-------------------------------------------------------------------------------¦
¦                                                                               ¦
¦      1.  Check History Screen List By SSN                                     ¦
¦      2.  Check History Screen List By Region, SSN                             ¦
¦      3.  Check History Screen List By Bank Account                            ¦
¦      4.  Check History Screen List By Date                                    ¦
¦      5.  Check History Screen List By Cleared Bank Date                       ¦
¦      6.  Check History Screen List By Check Number                            ¦
¦      7.  Check History Screen List By Check Amount                            ¦
¦      8.  Check Register From Check History                                    ¦
¦      9.  Unclaimed Property Report                                            ¦
¦     10.  Fix Check History Wrong Check# Process                               ¦
¦     11.  Purge Check History                                                  ¦
¦     20.  Dept Of Revenue Report & Post                                        ¦
¦                                                                               ¦
¦     60.  Dept Of Revenue Report & Post Journal Reload                         ¦
¦                                                                               ¦
¦  Menu Selection ___                                                           ¦
¦                                                                               ¦
+-------------------------------------------------------------------------------+
Escape=Return Enter=Send
```

Unclaimed Property Report, Dept of Revenue Report & Post, and Dept of Revenue Report & Post Journal Reload can be found in the Special Processing Section 12.

10.1 Check History Screen List By SSN

```
MASTER     Office of Statewide Information Systems          Monday   00/00/0000
+-------------------------------------------------------------------------------+
¦                      Check History Screen List By SSN                         ¦
+-------------------------------------------------------------------------------¦
¦   SSN: 000-00-0014                                          More.. Next        ¦
¦            Bank Acct: 22/25100 Date: 08/07/98 Type: E Check No.: 1000043      ¦
¦      SSN   Bank  Date     Chk No.  Voucher/TA# Rgn Bank Acct. TY/BR   Amount  ¦
¦__000-00-0013 C 08/20/97   2000006     980013   01   22/25200   M-B     36.35 ¦
¦__000-00-0013   10/14/97   1000016     980017   01   22/25200   E-S    753.84 ¦
¦__000-00-0013   10/14/97   1000015     980017   01   22/25200   V-O    753.84 ¦
¦__000-00-0013   10/22/97   1000017     980006   01   22/25200   V-O     68.60 ¦
¦__000-00-0013 C 06/10/98   2000096     980006   01   22/25200   V-V     55.30 ¦
¦__000-00-0013 C 06/10/98   2000097     980006   01   22/25200   V-V    169.30 ¦
¦__000-00-0013 C 06/10/98   2000102     980006   01   22/25200   V-V     55.30 ¦
¦__000-00-0013 C 06/10/98   2000103     980006   01   22/25200   V-V    169.30 ¦
¦__000-00-0013 C 06/15/98   2000110     980006   01   22/25200   V-V     55.30 ¦
¦__000-00-0013 C 06/15/98   2000111     980006   01   22/25200   V-V    169.30 ¦
¦__000-00-0013   06/20/98   1000021     980006   01   22/25200   E-O     55.30 ¦
¦__000-00-0013   06/20/98   1000022     980006   01   22/25200   E-O    169.30 ¦
¦__000-00-0013   10/29/98   1000063     990006   01   22/25200   E-O     65.00 ¦
¦__000-00-0013   12/01/99   2000027     980006   01   22/25200   E-O     68.60 ¦
¦__000-00-0013   12/01/99   2000032     000006   01   22/25200   E-O    197.00 ¦
+-------------------------------------------------------------------------------+
Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev F6=Get Manual Chk/Dep
Read         0/0    Successful
```

Purpose This screen is used to list checks from the check history file, beginning with the social security number submitted. A particular check may be selected for detail viewing from this list screen.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4

Field	Size	Description
SSN	9	Unprotected. Optional. If left blank, the system will list checks starting with the lowest social security number. If entered, the system will list checks starting with the one specified.
Bank Account	7	Unprotected. Optional. If left blank, the system will list starting with the lowest social security number and the lowest check number. If entered, the system will list starting with the lowest social security number for the bank account specified.
Date	6	Unprotected. Optional. If left blank, the system will list starting with the lowest social security number and the lowest check number. If entered, the system will list starting with thelowest social security for the check date specified. Date format is MM/DD/YY.

Field	Size	Description
Type	1	Unprotected. Optional. If left blank, the system will list checks starting with the lowest social security number and the smallestlowest check number. If entered, the system will list checks starting with the social security number, bank account, date, and type if specified. Must be a valid type in the Reference Files.
Check No.	7	Unprotected. Optional. If left blank, the system will list checks starting with the lowest social security number and the lowest check number. If entered, the system will list check starting with the social security number, bank, date, type, and check number if specified.
__	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular check indicated.
SSN	9	Protected. Displays social security number.
Bank	1	Protected. Displays cleared bank status.
Date	6	Protected. Displays check date.
Chk No.	7	Protected. Displays check number.
Voucher/TA#	6	Protected. Displays voucher reference number or travel authorization number.
Rgn	2	Protected. Displays region.
Bank Acct.	7	Protected. Displays bank account number.
TY/BR	2	Protected. Displays check type and bank reconciliation status.
Amount	11	Protected. Displays check amount.

How To:

➜ *View a List of Checks By SSN*

From Travel Management System Main Menu

1. Enter Menu Selection ***7 - Check Processing*** and press ***Enter***.
2. Enter Menu Selection ***4 - Check History Processing*** and press ***Enter***.
3. Enter Menu Selection ***1 - Check History Screen List By SSN*** and press ***Enter***.
4. Enter ***SSN or FEIN*** and any additional selection fields desired - ***Bank Acct, Date - mm/dd/yy, Type, Check No.***
5. Press ***F3 - Read.***
6. Verify message at bottom of screen ***"Read: Successful"***.
7. To scroll forward press ***F3 - Read.***
8. To scroll backward press ***F5 - Read Prev***.

➜ *View a Particular Check*

1. Position cursor next to the social security number for the check you want to select.
2. Press ***F4 - Get Detail.***
3. System retrieves detail of the check on the Check History Detail Inquiry Screen List.
4. Verify message at bottom of screen ***"Read: Successful".***
5. To scroll forward press ***F4 - Read Next.***
6. To scroll backward press ***F10 - Read Prev***.

Helpful Hints

- ✔ This screen may also be reached from Travel Processing, Manual Check/Deposit Processing, or the Payroll Payable Processing Sections.
- ✔ Use the "F6" function key when selecting a check to be voided, canceled, or reissued.
- ✔ A check that has cleared the bank cannot be voided, canceled, or reissued.

10.2 Check History Screen List by Region, SSN

```
MASTER     Office of Statewide Information Systems          Tuesday 00/00/0000
+-------------------------------------------------------------------------------+
¦                  Check History Screen List By Region, SSN                     ¦
+-------------------------------------------------------------------------------¦
¦ Region: 01    SSN: 000-00-0004                                More.. Next     ¦
¦            Bank Acct: 22/25100 Date: 06/15/98 Type: V Check No.: 2000116      ¦
¦      SSN   Bank  Date     Chk No.  Voucher/TA No.  Bank Acct. TY/BR   Amount  ¦
¦__000-00-0001   05/19/98   2000085     000036        22/25100   A-O    200.00 ¦
¦__000-00-0001   11/19/98   1000078     200014        22/25100   C-O     35.00 ¦
¦__000-00-0001   12/17/97   2000055     000021        22/25100   E-O    215.88 ¦
¦__000-00-0002   12/01/99   2000026     000019        22/25200   E-O     88.24 ¦
¦__000-00-0002   01/01/00   2000036     000026        22/25200   A-O    150.00 ¦
¦__000-00-0002   03/30/00   2000063     000026        22/25200   E-O    100.00 ¦
¦__000-00-0003   11/19/98   1000079     200015        22/25200   C-O     60.00 ¦
¦__000-00-0004 C 10/13/97   1000012     980014        22/25100   E-R     15.70 ¦
¦__000-00-0004 C 04/29/98   2000084     980014        22/25100   E-V     26.00 ¦
¦__000-00-0004   05/19/98   2000092     000037        22/25100   E-O    130.00 ¦
¦__000-00-0004   05/20/98   2000088     000037        22/25100   A-O    100.00 ¦
¦__000-00-0004   06/02/98   2222222     980014        22/25100   M-O     15.70 ¦
¦__000-00-0004 C 06/10/98   2000098     980014        22/25100   V-V     55.90 ¦
¦__000-00-0004 C 06/10/98   2000106     980014        22/25100   V-V     55.90 ¦
¦__000-00-0004 C 06/15/98   2000115     980014        22/25100   V-V     55.90 ¦
+-------------------------------------------------------------------------------+
Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev
Read         0/0    Successful
```

Purpose This screen is used to list checks from the check history file, beginning with the region and social security number entered. A particular check may be selected for detail viewing from this list screen.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4

Field	Size	Description
Region	2	Unprotected. Required. If left blank, the system defaults to "00" and will list checks that are not coded to a specific region, starting with the lowest social security number. If entered, the system will list checks for the region specified, starting with the lowest social security number.
SSN	9	Unprotected. Optional. If left blank, the system will list checks for the region specified, starting with the lowest social security number. If entered, the system will list checks for the region specified, starting with the social security number specified.
Bank Acct	7	Unprotected. Optional. If left blank, the system will list checks starting with the lowest social security number for the region specified. If entered, the system will list checks for the region, social security number, and bank account specified.

Field	Size	Description
Date	6	Unprotected. Optional. If left blank, the system will list checks starting with the lowest social security number for the region specified. If entered, the system will list checks for the region, social security number, bank account, and check date specified. Date format is MM/DD/YY.
Type	1	Unprotected. Optional. If left blank, the system will list checks starting with the lowest social security number for the region specified. If entered, the system will list checks for the region, social security number, bank account, date, and type specified.
Check No.	7	Unprotected. Optional. If left blank, the system will list checks starting with the lowest social security number for the region specified. If entered, the system will list checks for the region, social security number, bank account, date, type, and check number specified.
__	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular check indicated.
SSN	9	Protected. Displays social security number.
Bank	1	Protected. Displays cleared bank status.
Date	6	Protected. Displays check date.
Chk No.	7	Protected. Displays check number.
Voucher/TA#	6	Protected. Displays voucher reference number or travel authorization number.
Bank Acct.	7	Protected. Displays bank account number.
TY/BR	2	Protected. Displays check type and bank reconciliation status.
Amount	11	Protected. Displays check amount.

How To:

➜ *View a List of Checks By Region and SSN*

From Travel Management System Main Menu

1. Enter Menu Selection ***7 - Check Processing*** and press ***Enter***.
2. Enter Menu Selection ***4 - Check History Processing*** and press ***Enter***.
3. Enter Menu Selection ***2 - Check History Screen List By Region, SSN*** and press ***Enter.***
4. Enter ***Region*** and any additional selection fields desired - ***SSN or FEIN, Bank Acct, Date - mm/dd/yy, Type, Check No.***
5. Press ***F3 - Read***.
6. Verify message at bottom of screen ***"Read: Successful"***.
7. To scroll forward press ***F3 - Read.***
8. To scroll backward press ***F5 - Read Prev***.

➜ *View a Particular Check*

1. Position cursor next to the social security number for the check you want to select.
2. Press ***F4 - Get Detail.***
3. System retrieves detail of the check on the Check History Detail Inquiry Screen List.
4. Verify message at bottom of screen ***"Read: Successful".***
5. To scroll forward press ***F4 - Read Next.***
6. To scroll backward press ***F10 - Read Prev***.

Helpful Hints

- ✔ This screen may also be reached from Travel Processing, Manual Check/Deposit Processing, or the Payroll Payable Processing Sections.
- ✔ Use the "F6" function key when selecting a check to be voided, canceled, or reissued.
- ✔ A check that has cleared the bank cannot be voided, canceled, or reissued.

10.3 Check History Screen List By Bank Account

```
MASTER     Office of Statewide Information Systems          Tuesday 00/00/0000
+-------------------------------------------------------------------------------+
¦                  Check History Screen List By Bank Account                    ¦
+-------------------------------------------------------------------------------¦
¦ Bank Acct: 22/25100 Date: 03/16/98 Type: V Check No: 2000078 More.. Next      ¦
¦   Bank Acct   Date   TY/BR  Chk No.  Voucher/TA No.     SSN    Bank   Amount   ¦
¦___22/25100  08/05/97  E-S   1000001     970001      000-00-0020       196.65 ¦
¦___22/25100  10/13/97  A-O   1000006     980016      000-00-0018       100.00 ¦
¦___22/25100  10/13/97  C-C   1000014     980002      555-55-5555 C      52.16 ¦
¦___22/25100  10/13/97  E-R   1000008     980011      000-00-0007 C      65.00 ¦
¦___22/25100  10/13/97  E-S   1000009     980011      000-00-0007        56.00 ¦
¦___22/25100  10/13/97  E-S   1000010     980015      000-00-0007        90.00 ¦
¦___22/25100  10/13/97  E-R   1000012     980014      000-00-0004 C      15.70 ¦
¦___22/25100  10/14/97  B-B   3233357     000000      000-00-0000 C  45,000.00 ¦
¦___22/25100  10/22/97  V-O   1000018     980003      777-77-7777        25.00 ¦
¦___22/25100  02/21/98  D-D     23447     000000      444-44-4444       358.00 ¦
¦___22/25100  03/15/98  D-D     12345     000000      444-44-4444       258.00 ¦
¦___22/25100  03/16/98  P-O   2000079     200001      666-66-6666        10.00 ¦
¦___22/25100  03/16/98  P-O   2000080     200001      666-66-6666        10.00 ¦
¦___22/25100  03/16/98  V-V   2000075     200001      666-66-6666 C      10.00 ¦
¦___22/25100  03/16/98  V-V   2000076     200001      666-66-6666 C      10.00 ¦
¦___22/25100  03/16/98  V-O   2000077     200001      666-66-6666        10.00 ¦
+-------------------------------------------------------------------------------+
Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev F6=Get Manual Chk/Dep
Read         0/0    Successful
```

Purpose This screen is used to list checks from the check history file, beginning with the bank account and date entered. A particular check may be selected for detail viewing from this list screen.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4

Field	Size	Description
Bank Acct	7	Unprotected. Optional. If left blank, the system will list checks starting with the lowest bank account and the oldest date. If entered, the system will list checks starting with the bank account specified.
Date	6	Unprotected. Optional. If left blank, the system will list checks starting with the lowest bank account and the oldest date. If entered, the system will list checks for the region and check date specified. Date format is MM/DD/YY.
Type	1	Unprotected. Optional. If left blank, the system will list checks starting with the lowest bank account and the oldest date. If entered, the system will list checks for the bank account, date, and type specified. Must be a valid type in the Reference Files.

Field	Size	Description
Check No	7	Unprotected. Optional. If left blank, the system will list checks starting with the lowest bank account and the oldest date. If entered, the system will list checks for the bank account, date, type, and check number specified.
__	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular check indicated.
Bank Acct.	7	Protected. Displays bank account number.
Date	6	Protected. Displays check date.
TY/BR	2	Protected. Displays check type and bank reconciliation status.
Chk No.	7	Protected. Displays check number.
Voucher/TA#	6	Protected. Displays voucher reference number or travel authorization number.
SSN	9	Protected. Displays social security number.
Bank	1	Protected. Displays cleared bank status.
Amount	11	Protected. Displays check amount.

How To:

➜ *View a List of Checks By Bank Account*

From Travel Management System Main Menu

1. Enter Menu Selection ***7 - Check Processing*** and press ***Enter***.
2. Enter Menu Selection ***4 - Check History Processing*** and press ***Enter***.
3. Enter Menu Selection ***3 - Check History Screen List By Bank Account*** and press ***Enter.***
4. Enter ***Bank Acct*** and any additional selection fields desired - ***Date - mm/dd/yy, Type, Check No.***
5. Press ***F3 - Read***.
6. Verify message at bottom of screen ***"Read: Successful"***.
7. To scroll forward press ***F3 - Read.***
8. To scroll backward press ***F5 - Read Prev***.

➜ *View a Particular Check*

1. Position cursor next to the bank account number for the check you want to select.
2. Press ***F4 - Get Detail.***
3. System retrieves detail of the check on the Check History Detail Inquiry Screen List.
4. Verify message at bottom of screen ***"Read: Successful".***
5. To scroll forward press ***F4 - Read Next.***
6. To scroll backward press ***F10 - Read Prev***.

Helpful Hints

- ✔ This screen may also be reached from Travel Processing, Manual Check/Deposit Processing, or the Payroll Payable Processing Sections.
- ✔ Use the "F6" function key when selecting a check to be voided, canceled, or reissued.
- ✔ A check that has cleared the bank cannot be voided, canceled, or reissued.

10.4 Check History Screen List By Date

```
MASTER     Office of Statewide Information Systems          Tuesday 00/00/0000
+-------------------------------------------------------------------------------+
|                        Check History Screen List By Date                      |
+-------------------------------------------------------------------------------|
| Date: 10/02/97 Bank Acct: 22/25200 Type: M Check No: 2000011 More.. Next      |
|    Date    Bank Acct TY/BR  Chk No.  Voucher/TA No.     SSN    Bank   Amount |
|__08/05/97  22/25100   E-S   1000001     970001      000-00-0020       196.65 |
|__08/07/97  22/25200   E-C   1000002     970003      000-00-0005 C     454.80 |
|__08/07/97  22/25200   E-O   1000003     970004      000-00-0019 C     482.00 |
|__08/07/97  22/25200   E-B   1000004     970006      000-00-0013 C     613.84 |
|__08/19/97  22/25200   D-B               000000      000-00-0000 C  47,500.00 |
|__08/19/97  22/25200   M-O   2000003     980014      000-00-0004 C     125.00 |
|__08/20/97  22/25200   M-B   2000004     980012      000-00-0010 C     715.23 |
|__08/20/97  22/25200   M-B   2000005     980013      000-00-0017 C     111.11 |
|__08/20/97  22/25200   M-B   2000006     980013      000-00-0013 C      36.35 |
|__08/20/97  22/25200   M-B   2000007     980001      000-00-0020 C      69.96 |
|__08/20/97  22/25200   M-B   2000008     980004      000-00-0018 C     136.25 |
|__08/20/97  22/25200   M-B   2000009     980003      000-00-0005 C     222.22 |
|__08/20/97  22/25200   M-R   2000010     980005      000-00-0012 C     156.25 |
|__08/29/97  22/25200   E-B   1000005     970005      000-00-0012 C     179.72 |
|__09/19/97  22/25200   M-C   2000001     980002      000-00-0018 C     100.00 |
|__09/19/97  22/25200   M-S   2000002     980011      000-00-0007        96.00 |
+-------------------------------------------------------------------------------+
Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev F6=Get Manual Chk/Dep
Read         0/0    Successful
```

Purpose This screen is used to list checks from the check history file, beginning with the date and bank account entered. A particular check may be selected for detail viewing from this list screen.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4

Field	Size	Description
Date	6	Unprotected. Optional. If left blank, the system will list checks starting with the oldest check date. If entered, the system will list checks starting with the date specified. Date format is MM/DD/YY.
Bank Acct	7	Unprotected. Optional. If left blank, the system will list checks starting with the oldest check date. If entered, the system will list checks for date and bank account specified.
Type	1	Unprotected. Optional. If left blank, the system will list checks starting with the oldest check date. If entered, the system will list checks starting with the date, bank account, and type specified. Must be a valid type in the Reference Files.
Check No	7	Unprotected. Optional. If left blank, the system will list checks starting with the oldest check date. If entered, the system will list checks starting with the date, bank account, type, and check number specified.

Field	Size	Description
__	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular check indicated.
Date	6	Protected. Displays check date.
Bank Acct.	7	Protected. Displays bank account number.
TY/BR	2	Protected. Displays check type and bank reconciliation status.
Chk No.	7	Protected. Displays check number.
Voucher/TA#	6	Protected. Displays voucher reference number or travel authorization number.
SSN	9	Protected. Displays social security number.
Bank	1	Protected. Displays cleared bank status.
Amount	11	Protected. Displays check amount.

How To:

➜ *View a List of Checks By Date*

From Travel Management System Main Menu

1. Enter Menu Selection ***7 - Check Processing*** and press ***Enter***.
2. Enter Menu Selection ***4 - Check History Processing*** and press ***Enter***.
3. Enter Menu Selection ***4 - Check History Screen List By Date*** and press ***Enter***.
4. Enter ***Date mm/dd/yy*** and any additional selection fields desired - ***Bank Acct, Type, Check No.***
5. Press ***F3 - Read.***
6. Verify message at bottom of screen ***"Read: Successful"***.
7. To scroll forward press ***F3 - Read.***
8. To scroll backward press ***F5 - Read Prev***.

➜ *View a Particular Check*

1. Position cursor next to the bank account number for the check you want to select.
2. Press ***F4 - Get Detail.***
3. System retrieves detail of the check on the Check History Detail Inquiry Screen List.
4. Verify message at bottom of screen ***"Read: Successful"***.
5. To scroll forward press ***F4 - Read Next.***
6. To scroll backward press ***F10 - Read Prev***.

Helpful Hints

- ✔ This screen may also be reached from Travel Processing, Manual Check/Deposit Processing, or the Payroll Payable Processing Sections.
- ✔ Use the "F6" function key when selecting a check to be voided, canceled, or reissued.
- ✔ A check that has cleared the bank cannot be voided, canceled, or reissued.

10.5 Check History Screen List By Cleared Bank Date

```
MASTER     Office of Statewide Information Systems          Tuesday 00/00/0000
+-------------------------------------------------------------------------------+
¦                 Check History Screen List By Cleared Date                     ¦
+-------------------------------------------------------------------------------¦
¦ Cleared Date: 00/01/01  Check #: 2000036                        More.. Next     ¦
¦            Bank Acct: 22/25100 Date: 01/01/00 Type: M Check No.: 2000036      ¦
¦   Cleared  Check #     SSN        Date   Voucher/TA# Bank Acct. T-R    Amount  ¦
¦__06/11/98  2000011 555-55-5555 10/02/97    000000    22/25200  M-R    125.00  ¦
¦__07/23/98  1000035 444-44-4444 07/23/98    980011    22/25100  C-C     22.00  ¦
¦__07/23/98  2000083 999-07-1098 04/14/98    200008    22/25100  C-C     23.40  ¦
¦__08/07/98  1000046 000-00-0028 08/07/98    200010    22/25200  C-C    145.00  ¦
¦__08/27/98          000-00-0000 08/19/97    000000    22/25200  D-B 47,500.00  ¦
¦__08/27/98  1000004 000-00-0013 08/07/97    970006    22/25200  E-B    613.84  ¦
¦__08/27/98  2000004 000-00-0010 08/20/97    980012    22/25200  M-B    715.23  ¦
¦__08/27/98  2000005 000-00-0017 08/20/97    980013    22/25200  M-B    111.11  ¦
¦__08/27/98  2000006 000-00-0013 08/20/97    980013    22/25200  M-B     36.35  ¦
¦__08/27/98  2000007 000-00-0020 08/20/97    980001    22/25200  M-B     69.96  ¦
¦__08/27/98  2000008 000-00-0018 08/20/97    980004    22/25200  M-B    136.25  ¦
¦__08/27/98  2000009 000-00-0005 08/20/97    980003    22/25200  M-B    222.22  ¦
¦__10/29/98  1000062 000-00-0022 10/29/98    990022    22/25100  A-V    500.00  ¦
¦__01/01/00  2000021 000-00-0020 12/01/99    000001    22/25100  E-V     15.50  ¦
¦__01/01/00  2000025 000-00-0004 12/01/99    000014    22/25100  E-R     75.80  ¦
+-------------------------------------------------------------------------------+
Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev F6=Get Manual Chk/Dep
Read         0/0    Successful
```

Purpose This screen is used to list checks by the date the checks cleared the bank. Checks which have not cleared the bank are shown first, if you do not enter a date. A particular check may be selected for detail viewing from this list screen.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4

Field	Size	Description
Cleared Date	6	Unprotected. Optional. If left blank, the system will list checks starting with the checks that have not cleared the bank and with the lowest check number. If entered, the system will list checks starting with the one specified. Date format is YY/MM/DD.
Check #	7	Unprotected. Optional. If left blank, the system will list checks starting with the checks that have not cleared the bank and with the lowest check number. If entered, the system will list checks starting with the cleared date and check number specified.
Bank Acct	7	Unprotected. Optional. If left blank, the system will list checks starting with the checks that have not cleared the bank and with the lowest check number. If entered, the system will list checks starting with the cleared date, check number, and bank account specified.

Field	Size	Description
Date	6	Unprotected. Optional. If left blank, the system will list checks starting with the checks that have not cleared the bank and with the lowest check number. If entered, the system will list checks starting with the cleared date, check number, bank account, and check date specified. Date format is MM/DD/YY.
Type	1	Unprotected. Optional. If left blank, the system will list checks starting with the checks that have not cleared the bank and with the lowest check number. If entered, the system will list checks starting with the cleared date, check number, bank account, date specified, and type specified.
Check No.	7	Unprotected. Optional. If left blank, the system will list checks starting with the checks that have not cleared the bank and with the lowest check number. If entered, the system will list starting with the cleared date, check number, bank account, date specified, type, and check number specified.
__	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular check indicated.
Cleared Date	6	Protected. Displays cleared bank status.
Chk No.	7	Protected. Displays check number.
SSN	9	Protected. Displays social security number.
Date	6	Protected. Displays check date.
Voucher/TA#	6	Protected. Displays voucher reference number or travel authorization number.
Bank Acct.	7	Protected. Displays bank account number.
TY/BR	2	Protected. Displays check type and bank reconciliation status.
Amount	11	Protected. Displays check amount.

How To:

➜ *View a List of Checks By Cleared Bank Date*

From Travel Management System Main Menu

1. Enter Menu Selection ***7 - Check Processing*** and press ***Enter***.
2. Enter Menu Selection ***4 - Check History Processing*** and press ***Enter***.
3. Enter Menu Selection ***5 - Check History Screen List By Cleared Bank Date*** and press ***Enter.***
4. Enter ***Date - yy/mm/dd*** and any additional selection fields desired - ***Check #, Bank Acct, Date, Type, Check No.***
5. Press ***F3 - Read***.
6. Verify message at bottom of screen ***"Read: Successful"***.
7. To scroll forward press ***F3 - Read.***
8. To scroll backward press ***F5 - Read Prev***.

➜ *View a Particular Check*

1. Position cursor next to the cleared check you want to select.
2. Press ***F4 - Get Detail.***
3. System retrieves detail of the check on the Check History Detail Inquiry Screen List.
4. Verify message at bottom of screen ***"Read: Successful".***
5. To scroll forward press ***F4 - Read Next.***
6. To scroll backward press ***F10 - Read Prev***.

Helpful Hints

- ✔ This screen may also be reached from Travel Processing, Manual Check/Deposit Processing, or the Payroll Payable Processing Sections.
- ✔ Use the "F6" function key when selecting a check to be voided, canceled, or reissued.
- ✔ A check that has cleared the bank cannot be voided, canceled, or reissued.

10.6 Check History Screen List Check Number

```
MASTER     Office of Statewide Information Systems          Tuesday   00/00/0000
+-------------------------------------------------------------------------------+
¦                 Check History Screen List By Check Number                     ¦
+-------------------------------------------------------------------------------¦
¦ Check #: 1000018                                          More.. Next         ¦
¦            Bank Acct: 22/25100 Date: 10/22/97 Type: V Check No.: 1000018      ¦
¦   Check#   Cleared     SSN        Date   Voucher/TA# Bank Acct. T-R    Amount ¦
¦__1000003  00/00/00 000-00-0019 08/07/97    970004    22/25200  E-O    482.00 ¦
¦__1000004  08/27/98 000-00-0013 08/07/97    970006    22/25200  E-B    613.84 ¦
¦__1000005  09/11/98 000-00-0012 08/29/97    970005    22/25200  E-B    179.72 ¦
¦__1000006  00/00/00 000-00-0018 10/13/97    980016    22/25100  A-O    100.00 ¦
¦__1000007  01/22/98 000-00-0005 10/13/97    980003    22/25200  E-R    102.00 ¦
¦__1000008  06/03/98 000-00-0007 10/13/97    980011    22/25100  E-R     65.00 ¦
¦__1000009  00/00/00 000-00-0007 10/13/97    980011    22/25100  E-S     56.00 ¦
¦__1000010  00/00/00 000-00-0007 10/13/97    980015    22/25100  E-S     90.00 ¦
¦__1000011  00/00/00 000-00-0017 10/13/97    980013    22/25200  E-S     89.00 ¦
¦__1000012  06/03/98 000-00-0004 10/13/97    980014    22/25100  E-R     15.70 ¦
¦__1000013  01/21/98 777-77-7777 10/13/97    980001    22/25200  C-C     36.00 ¦
¦__1000014  01/21/98 555-55-5555 10/13/97    980002    22/25100  C-C     52.16 ¦
¦__1000015  00/00/00 000-00-0013 10/14/97    980017    22/25200  V-O    753.84 ¦
¦__1000016  00/00/00 000-00-0013 10/14/97    980017    22/25200  E-S    753.84 ¦
¦__1000017  00/00/00 000-00-0013 10/22/97    980006    22/25200  V-O     68.60 ¦
+-------------------------------------------------------------------------------+
Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev F6=Get Manual Chk/Dep
Read         0/0    Successful
```

Purpose This screen is used to list checks from the check history file, beginning with the check number specified. A particular check request may be selected for detail viewing from this list screen.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4

Field	Size	Description
Check #	7	Unprotected. Optional. If left blank, the system will list checks starting with the lowest check number. If entered, the system will list checks starting with the check number specified.
Bank Acct	7	Unprotected. Optional. If left blank, the system will list checks starting with the lowest check number. If entered, the system will list checks starting with the check number and bank account number specified.
Date	6	Unprotected. Optional. If left blank, the system will list checks starting with the lowest check number. If entered, the system will list checks starting with the check number, bank account, and check date specified. Date format is MM/DD/YY.

Field	Size	Description
Type	1	Unprotected. Optional. If left blank, the system will list checks starting with the lowest check number. If entered, the system will list checks starting with the check number, bank account, date, and type specified.
Check No.	7	Unprotected. Optional. If left blank, the system will list checks starting with the lowest check number. If entered, the system will list checks starting with the check number, bank account, date, type, and check number specified.
__	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular check indicated.
Check #	7	Protected. Displays check number.
Cleared	6	Protected. Displays cleared bank status.
SSN	9	Protected. Displays social security number.
Date	6	Protected. Displays check date.
Voucher/TA#	6	Protected. Displays voucher reference number or travel authorization number.
Bank Acct.	7	Protected. Displays bank account number.
T/R	2	Protected. Displays check type and bank reconciliation status.
Amount	11	Protected. Displays check amount.

How To:

➜ *View a List of Checks By Check Number*

From Travel Management System Main Menu

1. Enter Menu Selection ***7 - Check Processing*** and press ***Enter***.
2. Enter Menu Selection ***4 - Check History Processing*** and press ***Enter***.
3. Enter Menu Selection ***6 - Check History Screen List By Check Number*** and press ***Enter.***
4. Enter ***Check #*** and any additional selection fields desired - ***Bank Acct, Date - mm/dd/yy, Type, Check No.***
5. Press ***F3 - Read***.
6. Verify message at bottom of screen ***"Read: Successful"***.
7. To scroll forward press ***F3 - Read.***
8. To scroll backward press ***F5 - Read Prev***.

➜ *View a Particular Check*

1. Position cursor next to the cleared check you want to select.
2. Press ***F4 - Get Detail.***
3. System retrieves detail of the check on the Check History Detail Inquiry Screen List.
4. Verify message at bottom of screen ***"Read: Successful".***
5. To scroll forward press ***F4 - Read Next.***
6. To scroll backward press ***F10 - Read Prev***.

Helpful Hints

- ✔ This screen may also be reached from Travel Processing, Manual Check/Deposit Processing, or the Payroll Payable Processing Sections.
- ✔ Use the "F6" function key when selecting a check to be voided, canceled, or reissued.
- ✔ A check that has cleared the bank cannot be voided, canceled, or reissued.

10.7 Check History Screen List By Check Amount

```
MASTER     Office of Statewide Information Systems          Wednesday 00/00/0000
+-------------------------------------------------------------------------------+
¦                  Check History Screen List By Check Amount                    ¦
+-------------------------------------------------------------------------------¦
¦ Check Amount:____15.00                                        More.. Next      ¦
¦            Bank Acct: 22/25200 Date: 05/19/98 Type: E Check No.: 2000086      ¦
¦   Check#   Cleared     SSN       Date   Voucher/TA# Bank Acct. T-R    Amount  ¦
¦__          11/24/98 000-00-0000 11/11/11    000000    22/25100  B-D       .00 ¦
¦__1111111   00/00/00 000-00-0000 12/02/97    000000    22/25101  D-O       .00 ¦
¦__          10/09/97 000-00-0000 10/09/97    000000    22/25200  B-B      1.50 ¦
¦__9800001   10/14/97 000-00-0000 10/09/97    000000    22/25200  B-B      1.50 ¦
¦__2000079   00/00/00 666-66-6666 03/16/98    200001    22/25100  P-O     10.00 ¦
¦__2000080   00/00/00 666-66-6666 03/16/98    200001    22/25100  P-O     10.00 ¦
¦__2000075   03/16/98 666-66-6666 03/16/98    200001    22/25100  V-V     10.00 ¦
¦__2000076   03/16/98 666-66-6666 03/16/98    200001    22/25100  V-V     10.00 ¦
¦__2000077   00/00/00 666-66-6666 03/16/98    200001    22/25100  V-O     10.00 ¦
¦__2000078   03/16/98 666-66-6666 03/16/98    200001    22/25100  V-V     10.00 ¦
¦__2000101   06/10/98 000-00-0012 06/10/98    200006    22/25100  V-V     10.00 ¦
¦__2000109   06/10/98 000-00-0012 06/10/98    200006    22/25100  V-V     10.00 ¦
¦__2000119   06/14/98 000-00-0012 06/15/98    200006    22/25100  V-V     10.00 ¦
¦__1000030   00/00/00 000-00-0012 06/20/98    200006    22/25100  C-O     10.00 ¦
¦__1000073   00/00/00 111-11-1111 11/19/98    100024    22/25201  P-O     10.00 ¦
+-------------------------------------------------------------------------------+
Escape=Return F2=Clear F3=Read F4=Get Detail F5=Read Prev F6=Get Manual Chk/Dep
Read         0/0    Successful
```

Purpose This screen is used to list checks from check history by check amount in ascending order, beginning with the check amount entered. A particular check request may be selected for detail viewing from this list screen.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4

Field	Size	Description
Check Amount	11	Unprotected. Optional. If left blank, the system will list checks starting with the check for the lowest amount. If entered, the system will list checks starting with the check amount specified.
Bank Acct	7	Unprotected. Optional. If left blank, the system will list checks starting with the lowest amount. If entered, the system will list checks starting with the check amount and bank account number specified.
Date	6	Unprotected. Optional. If left blank, the system will list checks starting with the lowest check amount. If entered, the system will list checks starting with the check amount, bank account, and check date specified. Date format is MM/DD/YY.

Field	Size	Description
Type	1	Unprotected. Optional. If left blank, the system will list checks starting with the lowest amount. If entered, the system will list checks starting with the check amount, bank account, date, and type specified.
Check No.	7	Unprotected. Optional. If left blank, the system will list checks starting with the lowest check amount. If entered, the system will list checks starting with the check amount, bank account, date, type, and check number specified.
__	1	Unprotected. Optional. If the cursor is placed in this field, the system will get detailed information concerning the particular check indicated.
Check #	7	Protected. Displays check number.
Cleared	6	Protected. Displays cleared bank status.
SSN	9	Protected. Displays social security number.
Date	6	Protected. Displays check date.
Voucher/TA#	6	Protected. Displays voucher reference number or travel authorization number.
Bank Acct.	7	Protected. Displays bank account number.
T/R	2	Protected. Displays check type and bank reconciliation status.
Amount	11	Protected. Displays check amount.

How To:

➜ *View a List of Checks By Check Number*

From Travel Management System Main Menu

1. Enter Menu Selection ***7 - Check Processing*** and press ***Enter***.
2. Enter Menu Selection ***4 - Check History Processing*** and press ***Enter***.
3. Enter Menu Selection ***7 - Check History Screen List By Check Amount*** and press ***Enter.***
4. Enter ***Check Amount*** and any additional selection fields desired - ***Bank Acct, Date - mm/dd/yy, Type, Check No.***
5. Press ***F3 - Read***.
6. Verify message at bottom of screen ***"Read: Successful"***.
7. To scroll forward press ***F3 - Read.***
8. To scroll backward press ***F5 - Read Prev***.

➜ *View a Particular Check*

1. Position cursor next to the cleared check you want to select.
2. Press ***F4 - Get Detail.***
3. System retrieves detail of the check on the Check History Detail Inquiry Screen List.
4. Verify message at bottom of screen ***"Read: Successful".***
5. To scroll forward press ***F4 - Read Next.***
6. To scroll backward press ***F10 - Read Prev***.

Helpful Hints

- ✔ This screen may also be reached from Travel Processing, Manual Check/Deposit Processing, or the Payroll Payable Processing Sections.
- ✔ Use the "F6" function key when selecting a check to be voided, canceled, or reissued.
- ✔ A check that has cleared the bank cannot be voided, canceled, or reissued.

10.8 Check Register From Check History

```
MASTER     Office of Statewide Information Systems          Wednesday 00/00/0000
+-------------------------------------------------------------------------------+
|                        Check Register From History                            |
+-------------------------------------------------------------------------------|
|                                                                               |
|          Check Date: 01/22/97  Type:_   Recon Status:_                        |
|                                                                               |
|              Region: AL                                                       |
|                                                                               |
|             Printer: 1                                                        |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|                                                                               |
|           Please put WIDE (132 Column) paper in Printer & make ready          |
|                                                                               |
+-------------------------------------------------------------------------------+
Escape=Return F3=Report                        F9=Stop Print  F10=Continue Print
```

Purpose This screen is used to request a report of checks and deposits from the check history file. The selection criteria are check date, check type, recon status, and region.

Cross Reference Reference & Set Up Processing - Section 3
SSN & FEIN Maintenance - Section 4

Field	Size	Description
Check Date	6	Unprotected. Optional. This field designates the date of the check write that you want to produce on the report. The system defaults to current date. Date format is MM/DD/YY.
Type	1	Unprotected. Optional. This field designates a specific type of check to produce on the report. If left blank, the system will produce a report of all check types for the date specified.
Recon Status	1	Unprotected. Optional. This field designates a specific bank reconciliation status to produce on the report. If left blank, the system will produce a report of checks with all recon statuses for the date specified.

Field	Size	Description
Region	2	Unprotected. Optional. This field designates a specific region to produce on the report. The system defaults to "AL" which will produce a report of all regions for the date specified.
Printer	1	Unprotected. Optional. This field designates which printer to utilize to print this report as set up in the System Default Maintenance Section.

How To:

➜ *Create a Check Register From Check History*

From Travel Management System Main Menu

1. Enter Menu Selection ***7 - Check Processing*** and press ***Enter.***
2. Enter Menu Selection ***4 - Check History Processing*** and press ***Enter***.
3. Enter Menu Selection ***8 - Check Register From Check History*** and press ***Enter***.
4. Enter ***Check Date - mm/dd/yy*** and any additional selection fields desired - ***Type, Recon Status, Region***.
5. Change ***Printer default*** if necessary (see "System Default Maintenance" Section 3-2).
6. Change ***paper in printer*** if necessary.
7. Press ***F3 - Report.***
8. Verify Message ***"Validation okay - Report - Selection Criteria ok? Y/N"***.
9. Enter ***Y or N.***
10. If ***Y*** - Extraction Process will begin.
11. Verify Message ***"Print Finished".***

10.9 Fix Check Number

```
MASTER     Office of Statewide Information Systems          Wednesday 00/00/0000
+-------------------------------------------------------------------------------+
¦                     Fix Check# on History & TA/TE Files                       ¦
+-------------------------------------------------------------------------------¦
¦            Printer: 1        Fix Records: N                                   ¦
¦         Check Date: 10/15/98                                                  ¦
¦                                                                               ¦
¦   Beg Check Number: 1000114  End Check Number: 1000174  Adjust: 100-(+/-)     ¦
¦                                                If Adjust = Zero History Check ¦
¦                                                Number Will Overlay TA/TE Chk  ¦
¦                                                Number, Only Date is Required. ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦  !!! Save Database Files before running this process .........                ¦
¦  !!! Save Database Files before running this process..........                ¦
¦  !!! Save Database Files before running this process .........                ¦
+-------------------------------------------------------------------------------+
Escape=Return F3=Fix
```

Purpose This screen is used to renumber checks on the check history file when you have a check run using the wrong beginning check number. It is for agencies using prenumbered checks. If you are using a laser printer and have a problem with the check numbering, please contact the OSIS staff for assistance.

Cross Reference Reference Set Up Maintenance - Section 3

Field	Size	Description
Printer	1	Unprotected. Optional. This field designates which printer to utilize to print this report as set up in the System Default Maintenance Section.
Fix Records	1	Unprotected. Required. This field designates whether to change the check numbers. "N" indicates you only want a report printed of the check number change and "Y" indicates you want the check numbers changed as specified. The system defaults to "N".
Check Date	6	Unprotected. Required. This field designates the date of the check write that you want the check numbers changed. The system defaults to current date. Date format is MM/DD/YY.

Field	Size	Description
Beg Check Number	7	Unprotected. Required. This field designates the first check number that you want to change.
End Check Number	7	Unprotected. Required. This field designates the last check number that you want to change.
Adjust	4	Unprotected. Required. This field designates how much of an adjustment you want to make to the check numbers. If the adjustment is a positive number, only the number will be displayed in the field. If the adjustment is a negative number, the number will be displayed with a (-) symbol. Note: If the adjustment is entered as zero, the check number in check history will overlay any incorrect check numbers on the TA/TE files.

How To:

➜ *Fix Check Numbers After the Check Write*

****** Before beginning this process be sure to do a Database Save - See Section 2 ******

From Travel Management System Main Menu

1. Enter Menu Selection ***7 - Check Processing*** and press ***Enter***.
2. Enter Menu Selection ***4 - Check History Processing*** and press ***Enter***.
3. Enter Menu Selection ***10 - Fix Check History Wrong Check # Process*** and press ***Enter.***
4. Change ***Printer default*** if necessary (see "System Default Maintenance" Section 3-2).
5. Change ***paper in printer*** if necessary.
6. Enter ***Fix Records - Y or N.***
7. Enter ***Check Date - mm/dd/yy***.

**** Be sure the "new check numbers" are not already on the check history file. ****

8. Enter ***Beg Check Number.***
9. Enter ***End Check Number.***
10. Enter ***Adjust*** - be sure to indicate (+) or (-).
11. Press ***F3 - Report.***
12. Verify Message ***"Validation okay - Report - Selection Criteria ok? Y/N"***.
13. Enter ***Y or N.***
14. If ***Y*** - Extraction Process will begin .
15. Verify Message ***"Print Finished".***

Helpful Hints

✔ You may want to process the number change with a fix records "n" in order to verify that the new check numbers the fix would generate are the correct check numbers.

10.10 Purge Check History

```
MASTER     Office of Statewide Information Systems          Wednesday 00/00/0000
+-------------------------------------------------------------------------------+
¦                     Purge Checks on Check History                             ¦
+-------------------------------------------------------------------------------¦
¦                                                                               ¦
¦    Thru Check Date: 11/25/97  Purge Uncleared Checks: N If Not Using Bank     ¦
¦                                                        Recon System Enter     ¦
¦            Printer: 1                                  "Y" for Purge          ¦
¦                                                        Uncleared Checks       ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦                                                                               ¦
¦      !!! Save Database Files Before Purging Records !!!                       ¦
¦      !!! Save Database Files Before Purging Records !!!                       ¦
¦      !!! Save Database Files Before Purging Records !!!                       ¦
¦                                                                               ¦
¦                                                                               ¦
¦          Please put WIDE (132 Column) paper in Printer & make ready           ¦
¦                                                                               ¦
+-------------------------------------------------------------------------------+
Escape=Return F3=Purge
```

Purpose This screen is used to purge old checks from the check history file.

Cross Reference Reference & Set Up Processing - Section 3

Field	Size	Description
Thru Check Date	6	Unprotected. Required. This field designates the last check write date that you want to purge from the check history files. The system defaults to current month and day, but prior year. Date format is MM/DD/YY.
Purge Uncleared Checks	1	Unprotected. Required. This field designates if you want the system to purge checks from the check history files that have not been cleared on the bank reconciliation. System defaults to "N" (No). Enter "Y" (Yes) to purge uncleared checks.
Printer	1	Unprotected. Optional. This field designates which printer to utilize to print this report as set up in the System Default Maintenance Section.

How To:

➜ *Purge Checks from Check History*

****** Before beginning this process be sure to do a Database Save - See Section 2 ******

From Travel Management System Main Menu

1. Enter Menu Selection ***7 - Check Processing*** and press ***Enter.***
2. Enter Menu Selection ***4 - Check History Processing*** and press ***Enter***.
3. Enter Menu Selection ***11 - Purge Check History*** and press ***Enter.***
4. Enter ***Thru Check Date - mm/dd/yy.***
5. Enter ***Y or N - Purge Uncleared Checks***.
6. Change ***Printer default*** if necessary (see "System Default Maintenance" Section 3-2).
7. Change ***paper in printer*** if necessary.
8. Press ***F3 - Purge.***
9. Verify Message ***"Validation okay - Purge - Selection Criteria ok? Y/N"***.
10. Enter ***Y or N.***
11. If ***Y*** - Purge Process will begin .
12. Verify Message ***"Purge Finished"***.

Helpful Hints

✔ If you are not using the bank reconciliation process in TMS, select option "Y" to purge the uncleared checks.

How To:

➜ *Void/Cancel a Check from Check History*

****** You must have an off-setting debit for the same agency and orgn as the check being canceled or the interface will create a credit memo in ISIS. ******

From Travel Management System Main Menu

1. Enter Menu Selection ***7 - Check Processing*** and press ***Enter***.
2. Enter Menu Selection ***4 - Check History Processing*** and press ***Enter***.
3. Enter Menu Selection ***6 - Check History Screen List By Check Number*** or any other check history listing and press ***Enter.***
4. Enter ***Check Number*** of check to void.
5. Press ***F3 - Read.***
6. Verify Message at bottom of screen ***"Read: Successful"***.
7. To scroll forward Press ***F3 - Read.***
8. To scroll backward Press ***F5 - Read Prev***.
9. Tab or arrow to the check and Press ***F6 - Check Manual Chk/Dep.*** (If you press F4 - Get Detail, you will not be able to change the check status from that screen.)
10. Verify information and that the correct check is detailed.
11. Tab or arrow to the Recon Status Field and Enter ***V*** for void or ***C*** for cancel.
12. Press ***F5 - Add/Change.***
13. Verify message at bottom of screen ***"Change: Successful"***.

Helpful Hints

✔ Be sure to print a "Check Requirements Report" prior to doing a check write to determine if you have enough debits to off-set the credit from the voided/canceled check. If the check will cause a credit memo on the interface, you may want to consider utilizing the Consolidated Check Option see Section 3-2.

✔ After the status of the check has been successfully changed to void or cancel, you can only change it back to outstanding by following the procedure for "unvoiding a check" found later in this section.

✔ You may want to print a new check register for your file to indicate this check is now at a void or cancel status.

✔ A credit entry will be generated against the expenditure coding and transmitted to ISIS in the interface process. The check request for the reimbursement to the travel imprest account will be automatically reduced by the amount of the voided/canceled check.

✔ If the check was issued in the prior year, the expenditure will be canceled in TMS, but no entry is transmitted to ISIS since prior year expenditures cannot be affected after year end close. A manual check must be processed utilizing the Check Request Maintenance with Auto PV at "N" to withdraw the funds from the bank account for deposit into Income Not Available.

✔ If the check is for Petty Cash, the bank account will be increased but the system will not reverse the expenditure or reduce the reimbursement to the bank account.

How To:

➜ *Unvoid/Cancel a Check from Check History*

****** Do not unvoid a check that has already been interfaced to AFS. ******

From Travel Management System Main Menu

1. Enter Menu Selection ***3 - Manual Check/Deposit Processing*** and press ***Enter***.
2. Enter Menu Selection ***6 - Unvoid Check History Screen List*** and press ***Enter.***
3. Enter ***Check Number*** of check to unvoid.
4. Press ***F3 - Read.***
5. Verify Message at bottom of screen ***"Read: Successful"***.
6. To scroll forward Press ***F3 - Read.***
7. To scroll backward Press ***F5 - Read Prev***.
8. Tab or arrow to the check and press ***F4 - Get Detail***.
9. System retrieves detail of check on the Unvoid Check Entry Screen.
10. Verify message at bottom of screen ***"Read: Successful".***
11. Verify information and that the correct check is detailed.
12. Tab or arrow to the ***Recon Status Field*** and enter ***O.***
13. Press ***F5 - Unvoid.***
14. Verify Message at bottom of screen ***"Unvoid - Change: Successful"***.
15. Verify recon status is at ***O.***

How To:

➜ *Reissue a Check from Check History*

From Travel Management System Main Menu

1. Enter Menu Selection ***9 - Check Request Processing*** and press ***Enter***.
2. Enter Menu Selection ***1 - Check Request Maintenance*** and press ***Enter***.
3. Enter ***Fiscal Year.***
4. Enter ***Check Amount***.
5. Enter ***Auto PV - N*** - since this check request is to replace a previously issued check, the "N" indicates you do not want the check to be reimbursed to the bank account.
6. Enter ***SSN or FEIN.***
7. Enter ***Bank Account.***
8. Enter ***Check Type.***
9. Enter the ISIS cost distribution coding and total amount for each line of distribution necessary.
10. Press ***F9 - Calculate.***
11. Verify the Calculated Amount and the Check Amount are equal. If not, make necessary changes and return to step 10.
12. Press ***F5 - Add.***
13. Verify message at bottom of screen ***"Add: Successful"***.

After the check is printed, you must change the status of the original check to "R" for reissue. Note the check number and date of the new check and continue with the procedure.

14. Enter Menu Selection ***3 - Manual Check/Deposit Processing*** and Press ***Enter***.
15. Enter Menu Selection ***4 - Check History Processing*** and Press ***Enter.***
16. Enter Menu Selection ***6 - Check History Screen List By Check Number*** or any other check history listing and press ***Enter.***

17. Enter ***Check Number*** of check reissued.

18. Press ***F3 - Read***.

19. Verify Message at bottom of screen ***"Read: Successful"***.

20.. To scroll forward Press ***F3 - Read***.

21. To scroll backward Press ***F5 - Read Prev***.

22. Tab or arrow to the check and Press ***F6 - Check Manual Chk/Dep*** - if you press F4 - Get Detail, you will not be able to change the check status from that screen.

23. Verify information and that the correct check is detailed.

24. Tab or arrow to the Recon Status Field and Enter ***R*** for reissue.

25. Tab or arrow to the Reissue Section and Enter ***Check No.*** and ***Date - mm/dd/yy*** of the new check.

26. Press ***F5 - Add/Change***.

27. Verify message at bottom of screen ***"Change: Successful"***.

Helpful Hints

✔ This procedure is used when a check has been lost or accidently destroyed. The check will be made payable for the same amount and to the same person/vendor. Be sure to verify with the bank that the check is still outstanding.

✔ If the check being reissued is to a different Petty Cash Custodian and bank sub account, a "B" bank adjustment will need to be made to correct the original entry.