Overview:
Accounting Services has been working closely with Information Services and Technology on an effort to add new functionality to provide Accounts Payable check clearing information in AISystem. This will create efficiency for departments to be able to view this information online without having to contact Accounting. Departments will be able to see if a check has cleared the bank and the clear date on the AP Vendor Document screen under the AP Doc Status Inquiry page.

Checks with clearing dates from July 1, 2013 will be available in AISystem. A limited number of checks that cleared late in FY13 will also be populated.

Rules:
- Check Information is available only on paper checks issued from AP documents (CR, TA, TR, IN and CM).
- The user can only view check statuses on those documents that they have security to view.
- Department Users can see the check status using the AP Vendor Document menu item.
- There is a two-day delay in obtaining the cleared check information from the bank. For example: if the check clears on 7/10, the status will display on the Accounts Payable document on 7/12.

Check Status:
On ACH checks, the status will display Not applicable for ACH payments.
On cleared checks, the status will display as Cleared with a clearing date.
On checks that have not been cleared yet, the status will be displayed as Not cleared.
On old checks on which we do not have information from the bank; the status will display Data not available.

Below is a screen print of the AP Doc Status Inquiry page. The new fields are located on the bottom of the page. For assistance in navigating and field descriptions, click on the AP Vendor Docs Help hyperlink located on the right hand side of the AP Vendor Document page.
Navigation:
Main Menu > Accounts Payable > AP Vendor Document

To research the check status for an invoice applied against a PO
1. Complete the Encumb ID: field with the Purchase Order encumbrance number (that is the number that ends with an alpha character).
2. Click the Search button or the press the Enter key.
3. Click on the hyperlinked FIS document number for the invoice that displayed in the Doc ID column of the search grid.
4. Go to the AP Doc Status Inquiry page.

Alternately, you can complete the Doc Code: field with IN and the Invoice No: field with the vendor’s invoice number or you can enter the vendor number and click on the hyperlinked FIS document number.

To research the check status for a Free Balance invoice
1. Complete the Encumb ID: field with the FIS document number assigned to the Free Balance invoice.
2. Click the Search button or press the Enter key.
3. Click on the hyperlinked FIS document number for the invoice that displays in the Doc ID column of the search grid.
4. Go to the AP Doc Status Inquiry page.

Alternately, you can complete the Doc Code: field with IN and the Invoice No: field with the vendor’s invoice number or you can enter the vendor number and click on the hyperlinked FIS document number.

To research the check status for a CR, TR or TA document
1. Complete the Doc Code: field with the appropriate value (CR, TA or TR).
2. Complete the Doc ID: field with the corresponding FIS number.
3. Click the Search button or press the Enter key.
4. Click on the hyperlinked FIS document number for the CR, TR and TR that displays in the Doc ID column of the search grid.
5. Go to the AP Doc Status Inquiry page.

Alternately, you can enter the vendor number and click on the hyperlink ed FIS document number.

New Procedures to Cancel a Check or Receive a Copy of a Check
Effective July 15, 2013

Check Cancel Request Procedures
- Departments should send an email to wuapckaction@wumail.wustl.edu with a subject line of Cancel Check and the check number (ex: Cancel Check #123456).
- In the body of the email answer the following 3 questions:
  o Should the check be canceled & a new check reissued in its place or should the check not be reissued. The reason the check is being canceled should also be included.
  o If a check should be reissued, what steps has the department taken to ensure the proper delivery of the new check. For example, the department confirmed that the address on file is correct or if they have worked with Accounts Payable to update the address.
  o Does the department physically have the check in hand? If yes, the check should be defaced and sent back to Accounts Payable at Campus Box 1056.
• The request must contain a screen shot of the AP Doc Status Inquiry under AP Vendor Document. Individuals who do not have access to AIS should include the following information in the email request: check#, check date, vendor name, document # and amount.
• It is suggested to wait ten days from check date prior to requesting a cancel / reissue if the reason is that the check has not been delivered by US mail.

**Check Copy Request Procedures**
• Departments should send an email to [wuapckaction@wumail.wustl.edu](mailto:wuapckaction@wumail.wustl.edu) with a subject line of “Check Copy and the check number”.
• The body of the email must contain a screen shot of the AP Doc Status Inquiry under AP Vendor Document. Individuals who do not have access to AIS should include the following information in the email: check #, cleared date, and vendor name.