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FIN How-to: Viewing Check Details [1]

If you know a check/warrant number, you can look up information about that check, including whether it has been cashed and where it was sent.

Read the procedures

- 1. Log into the Finance System.
- 2. From the Finance Inquiry homepage, click on the Payment Inquiry tile.
- 3. On the Payment Inquiry page: Enter the check number in the "From Ref ID" field.
- 4. Click "Search."
- 5. Scroll down the Payment Inquiry Result section. This section shows the amount and reconciliation status.
 - If the check has not been cashed, the Reconciliation Status will show as Unreconciled.
 - If the check has been cashed, the Reconciliation Status will show as Reconciled and include the date it was cashed (Reconciliation Date).
- 6. For more details about the check, including the Issue Date (Accounting Date), Invoice #, and Voucher #, click on the **Payment Reference ID** value.
- 7. To see the Supplier ID #, click on the Voucher ID value.

Have a question or feedback?

Questions & Feedback [2]

Feedback or Question *

Your Name

Your Email Address

- CAPTCHA -

This question is for testing whether or not you are a human visitor and to prevent automated spam submissions.

Submit

Controller

Source URL: https://www.cu.edu/controller/fin-how-viewing-check-details

Links

[1] https://www.cu.edu/controller/fin-how-viewing-check-details [2] https://www.cu.edu/controller/forms/questions-feedback-0