

Check Status Inquiry Resolution

This document provides guidance on the steps needed to verify the status of a check, obtain a copy of a cashed check, cancel a check payment, and handle checks that have been lost, stolen, staledated, or damaged.

How To:	Action:
Obtain the Trace ID # of an invoice transaction processed through SAP	<p>Access SAP transaction Y_DC6_14000366.</p> <p>Enter the SAP FI Doc # in the Document Number field and Execute.</p>
Obtain the Warrant ID # of an invoice transaction processed through SAP	<p>Access SAP transaction Y_DC6_14000337.</p> <p>Press "Enter" key to make the fields editable and/or ensure ZFI_T_WARRANT (Treasury Warrant Table) is in the Table field before continuing.</p> <p>Enter the Trace ID # in the Trace ID field and Execute.</p>
Verify the status of a check	<p>Access SAP transaction Y_DC6_14000336.</p> <p>Press "Enter" key to make the fields editable and/or ensure ZFI_T_RECON_CHX (Treasury Reconciliation Check) is in the Table field before continuing.</p> <p>Enter the Trace ID of the transaction you are verifying status of into the first Trace ID field and Execute.</p> <p>If results are returned the check has been cashed and a check number will be provided.</p> <p>If result is "No values found" the check has not been cashed.</p>
Obtain a copy of a cashed check	<p><u>Verify the status of the check</u> to confirm the check was cashed.</p> <p>Complete and submit <u>Check Trace Request Form</u>.</p>
Handle a reported lost or stolen check	<p><u>Verify the status of the check</u> to confirm the check was not cashed.</p> <p>If the check has been cashed, notify the payee. If the payee requests a copy of the cashed check, follow the procedure to <u>obtain a copy of a cashed check</u>.</p> <p>If the check has not been cashed, notify the payee NOT to attempt to cash the original check, if found. Complete and submit <u>Check Trace Request Form</u> to stop payment and obtain a replacement check.</p>

<p>Handle a check payment that the agency determines must be canceled and redeposited because payment is not due</p>	<p>If you do not have the original check in hand, <u>verify the status of the check.</u></p> <p>If the check has been cashed, ensure the payee remits the funds. If the payee requests a copy of the cashed check, follow the procedures to <u>obtain a copy of a cashed check.</u></p> <p>If you have the original check in hand, or if the check has NOT been cashed according to the SAP system, complete and submit <u>Check Trace Request Form</u> to cancel and redeposit the payment. You will be notified when the check has been canceled and funds redeposited to the original funding source.</p>
<p>Handle a stale dated or damaged check</p>	<p>Request the payee return the check.</p> <p>Complete and submit <u>Check Trace Request Form</u> to request and obtain a replacement check.</p> <p>Destroy the original check.</p>

RESOURCES:

[Check Trace Request Form.](#)

CONTACT INFORMATION:

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