How do I verify if a vendor check payment has been cashed in Banner Finance?

Tell Me

A check must clear the bank before you can verify if it has been cashed

1. Open your web browser and go to banner.uncc.edu
2. Select BANPROD located under the Banner 9 Admin Pages area and log in
3. Enter FOIDOCH (Document History) in the search field
4. In the Document Type field, enter the appropriate type or select from the triple dot menu (if researching a check disbursement, enter document type "CHK")
5. If you know the check number, enter it in the Document Code field and Alt + Page Down or select the Go button

6. If there is an "F" in the status, it has cleared the bank statement (updated monthly)

7. If you do not know the check number, go to FAIVNDH (Vendor Detail History)
a. Enter the vendor id number or click on the triple dots next to the Vendor field and select Entity Name/ID Search (FTIIDEN)

b. In the DETAILS area, select Last Name from the Add Another Field drop-down menu

c. Add any part of the vendor's name and press F8 to execute the query

- This information is case sensitive

d. Double-click on the correct vendor name

e. Alt + Page Down or select Go

f. A list of check numbers appears on the far right-hand side of the screen

g. Close this form by clicking on the “X” in the left-hand corner or Ctrl + Q and go to step 3

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**Related FAQs**

- How do I verify if a vendor check payment has been cashed in Banner Finance?
- How do I move an entire account balance from one fund to another in Banner Finance?
- How do I determine if a fund has a debit or credit balance in Banner Finance?
- How do I look up all related endowment funds in Banner Finance?
- How do I determine if my fund has a negative balance in Banner Finance?