

**How to See if a Check has Been Cut or Cashed**

The majority of employees here at BU will pay using their BU Travel Visa, so most will not be owed reimbursement. For those that are owed reimbursement, they will have signed up for direct deposit- so most individuals who have money owed back to them will be guests.

**All Concur reimbursements are disbursed via Check. If your Guest is International, you will need to do a wire transfer reimbursement.**

**To determine if the check has been cut, you will need to see if the report has been approved and sent for payment- so it would appear in the BW report as an actual.**

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SMG OB GUEST/Eileen AOM Conference	Concur Invoice	2100146855	#	Reimburse Vendor	0000000000247368
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- |   |  |
|---|--|
| 1 | Locate the expense report that you are looking for in the BW report once it has posted. Under the vendor invoice column, right click the <b>Report Key</b>   |
| 2 | Select Goto then click FB03 to click into WebGui. Alternatively, if you already have WebGui open, you can follow along from page 3 of this document: <a href="http://www.bu.edu/travelservices/files/2019/04/How-to-Find-and-Track-an-Approved-Report-for-Approvers.pdf">http://www.bu.edu/travelservices/files/2019/04/How-to-Find-and-Track-an-Approved-Report-for-Approvers.pdf</a> |

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Reimburse Vendor	0000000000247368	Goto	FB03
-	-	Filter	

**Display Document: Data Entry View**

Menu | [Dropdown] | [Back] [Exit] [Cancel] [System] | [Display Another Document] [Select Individual Object] [Display Document Header] [Display Currency] [General Ledger View]

**Data Entry View**

Document Number: 2100146855    Company Code: TRBU    Fiscal Year: 2020  
 Document Date: 07/10/2019    Posting Date: 08/06/2019    Period: 2  
 Reference: 000000000247368    Cross-Comp.No.:  
 Currency: USD    Texts exist:     Ledger Group:

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Key	Account	Description	Text	Amount	BusA	Fund	Cost Center	Order	WBS element	Grant
31	REIMB...	Reimburse Vendor	Conference/Eileen AOM Con	246.00-						
40	513940	DUES & MEMBERSHIP	SMG OB GUEST/Eileen AOM Conference	45.50	1CRC	2000211114		9090001203		GRANTNR
40	513940	DUES & MEMBERSHIP	SMG OB GUEST/Eileen AOM Conference	45.50	1CRC	2000210000		9090001238		GRANTNR
40	513900	CONF FEES PAID	SMG OB GUEST/Eileen AOM Conference	77.50	1CRC	2000211114		9090001203		GRANTNR
40	513900	CONF FEES PAID	SMG OB GUEST/Eileen AOM Conference	77.50	1CRC	2000210000		9090001238		GRANTNR
				<b>0.00</b>						

- 3 | A new tab should open to the Display Document page: double click on the Reimburse Vendor line
- 4 | This will open the Address and Bank Data of the individual being reimbursed – click Cancel

**Address and Bank Data**

Menu | [Dropdown] | [Cancel] [System] | [Bank data] [IBAN]

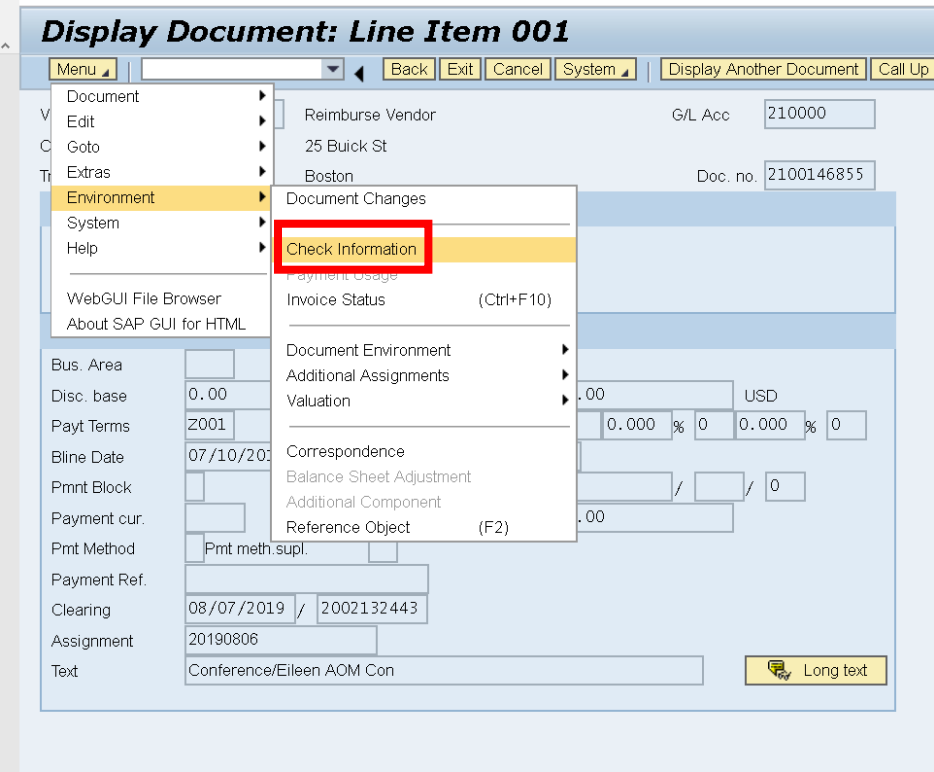
Vendor: REIMBURSE    Reimburse Vendor    G/L: 210000  
 Company Code: TRBU    Trustees of Boston Univ

**Item 1 / Business partner data**

Title: [ ]    Language Key:   
 Name: Eileen [REDACTED]  
 Street: [REDACTED]  
 PO Box: [ ]     PO w/o no.    PO Box PCode: [ ]  
 City: Allston    Postal Code: 02134

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Quick Reference Guide  
 How to See if a Check has Been Cut/Cashed  
 Administrators Toolkit



5	When you click cancel, you will be taken to a new <b>Display Document: Line Item 001</b> screen. Select the Menu drop down.
6	Select Environment, and then Check information. If Check information does not appear yet, this means a check hasn't been generated yet by the bank.

**Display Check Information**

Menu | [Dropdown] | [Back] [Exit] [Cancel] [System] | [Check recipient] [Check issuer...]

Paying company code: TRBU [Icon] Payment document no.: 2002132443

**Bank details**

House bank: JPMN2 Bank Key: [Redacted]  
 Account ID: JPDIS Bank Account: [Redacted]  
 Bank name: [Redacted]  
 City: [Redacted]

**Check information**

Check number: 3441474 Currency: USD  
 Payment date: 08/07/2019 Amount paid: 246.00  
 Check encashment: 08/15/2019 Cash discount amount: 0.00

**Check recipient**

Name: Eileen [Redacted]  
 City: Allston  
 Recipient country: US

3	Payment Date should be the date the check is “cut” - it does not mean the person has received their check. If you can click into the check information but there is no payment date- it means the physical check has not been cut and mailed yet from the Midwest (where the check printing facility is).
4	Check encashment means the person has cashed the check.