
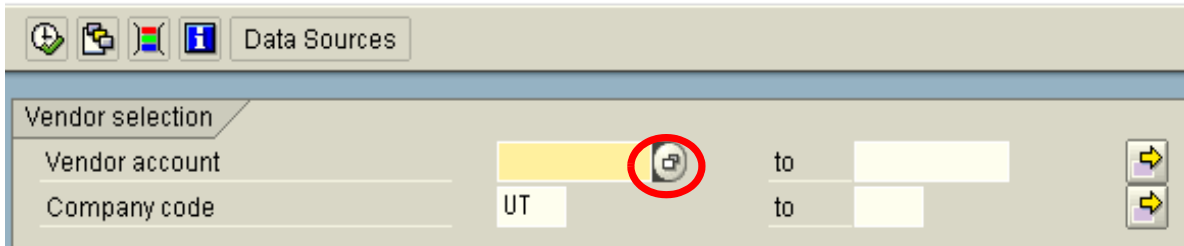


## FBL1N - To verify Travel Check (written and cashed)

1. Type **FBL1N** in the shortcut field and press **ENTER**, or select the report from your Favorites.
2. In the Vendor account selection area, click the **Matchcode** icon. 

### Vendor Line Item Display



Vendor selection

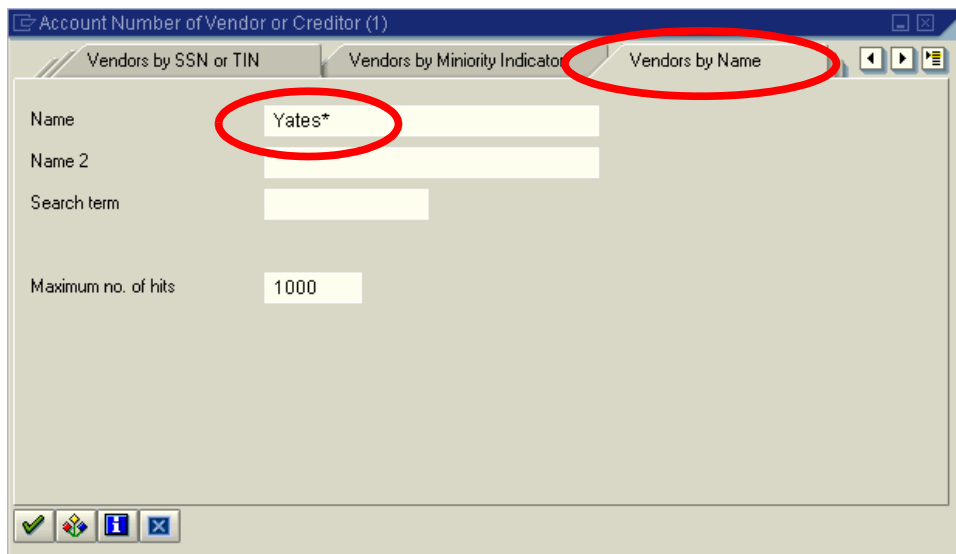
Vendor account  to

Company code  to

3. Use the scroll arrow buttons to find the tab **Vendors by Name**.

In the Name field, enter the **employee's last name followed by an asterisk**.

Click the green checkmark at the bottom of the window to search.



Account Number of Vendor or Creditor (1)

Vendors by SSN or TIN Vendors by Minority Indicator **Vendors by Name**

Name

Name 2

Search term

Maximum no. of hits

4. Find the employee's name, click to highlight and click the green checkmark at the top of the window to accept. The vendor number will now appear in the Vendor account selection area.

Name 1	Name 2	Vendor
YATES & SONS TILE & CULVERT COMPANY		1053515
YATES INDUSTRIAL SUPPLY CO		1032296
YATES TOWING & RECOVERY	ENTERPRISES LLC	1062435
Yates, Alexandra		4020602
Yates, Betsy Gail		4031773
Yates, Carol Hurst		4006375
Yates, Charles R		4018401
Yates, David Allen		4003432
Yates, David E		4031025
Yates, Emma L		4004225
Yates, Jere L		4011430
Yates, Jerri L		4014080
Yates, Julie A		4027836
Yates, Keri L		4006348
Yates, Keshayla A		4031401
Yates, Larry David		4014481
Yates, Marquette L		4009624
Yates, Mary E.		4022190
Yates, Michael		4029420
Yates, Robert G		4028927
Yates, Robert Louis		4012609
Yates, Samuel A		4002183
Yates, Verna J		4001912
Yates, Wanda S		4001508
Yates, Wendy D		4019957

5. Under the Line item selection area, mark the circle for **All items**.

Line item selection

Status

Open items  
Open at key date 06/24/2005

Cleared items  
Clearing date  
Open at key date

All items  
Posting date

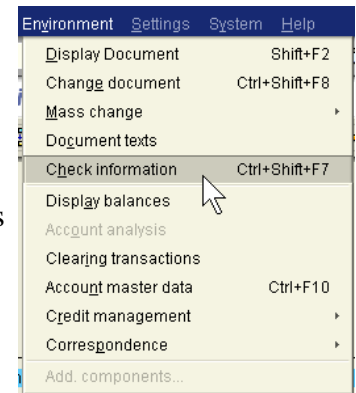
6. Click the **Execute** icon.

7. The Reference column will have Trip numbers from travel reimbursements that have **completed** Workflow. Find the appropriate line with the trip number you wish to inquire about and **highlight the trip number**. *Note: the amount in the column to the right will be a negative number since this is money being paid by UT.*

St	DD	Type	DocumentNo	Assignment	Reference	Amt in Loc.cur.	Net due dt	Doc. Date	Postg Date	Pmnt date	Check number	Clearing	Clrng doc.	Discount amount
		ZP	2000770652			743.49	04/12/2005	04/12/2005	04/12/2005	04/12/2005	10848873	04/12/2005	2000770652	0.00
		AB	2500402778	1100000006	1100000006	401.24	03/31/2005	03/31/2005	04/12/2005	03/31/2005	10848873	04/12/2005	2000770652	0.00
		AB	2500402779	1100000021	1100000021	342.25	03/23/2005	03/23/2005	04/12/2005	03/23/2005	10848873	04/12/2005	2000770652	0.00
		ZT	700000250	1100000292	1100000292	484.88	04/26/2005	04/26/2005	05/04/2005	04/26/2005	10864822	05/04/2005	2000785072	0.00
		ZP	2000785072			484.88	05/04/2005	05/04/2005	05/04/2005	05/04/2005	10864822	05/04/2005	2000785072	0.00
		ZT	700000368	1100000500	1100000500	59.64	04/29/2005	04/29/2005	05/09/2005	04/29/2005	10867091	05/09/2005	2000787405	0.00
		ZP	2000787405			59.64	05/09/2005	05/09/2005	05/09/2005	05/09/2005	10867091	05/09/2005	2000787405	0.00
		ZT	700001320	1100000300	1100000300	1,183.94	05/27/2005	05/27/2005	06/06/2005	05/27/2005	10883110	06/06/2005	2000804213	0.00
		ZT	700001321	1100001275	1100001275	188.86	05/31/2005	05/31/2005	06/06/2005	05/31/2005	10883110	06/06/2005	2000804213	0.00
		ZP	2000804213			188.86	06/06/2005	06/06/2005	06/06/2005	06/06/2005	10883110	06/06/2005	2000804213	0.00
		ZP	2000804213			1,183.94	06/06/2005	06/06/2005	06/06/2005	06/06/2005	10883110	06/06/2005	2000804213	0.00
* Cleared/open items symbol E						0.00								
** Account 4003432						0.00								
*** Company Code UT						0.00								
****						0.00								

8. At the top of the screen click the menu item **Environment | Check Information**

9. Under the **Check information** section, details on when the check was written and cashed will be displayed.



### Display Check Information

Paying company code: 
 Payment document no.

---

**Bank details**

House bank: 
 Bank Key:

Account ID: 
 Bank Account Number:

Bank name:

City:

---

**Check information**

Check Number: 
 Currency:

Payment date: 
 Amount paid:

Check encashment: 
 Cash discount amount:

Extract creation:

---

**Check recipient**

Name:

City:

Payee's country:

Regional code: