

## Check Copy Procedure

**Effective Date:** December 28, 2016  
**Function:** Accounts Payable  
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### Basis for Procedure

Check copies needed to provide proof of payment to appropriate parties as well as proper disbursement of funds. Authorized campus representatives can obtain copies of vendor checks cashed through the Key Bank KTT (Key Total Treasury) Web site. This may be necessary in some cases when a vendor claims he or she did not receive a check.

**Note:** If the vendor claims that he or she did not sign or cash the check, refer to the [Forged Check Procedure](#) for information about how to prove the endorsement on a check does not belong to the vendor the check was made payable to.

### Procedure Summary

The following outlines steps operating locations should take to obtain a copy of a vendor check

### Procedure

#### Obtain Authorization from Key Bank

The following steps are only required for initial access to Key Total Treasury (KTT)

Step	Role or Responsibility	References or Tips
Complete the <a href="#">Key Total Treasury (KTT) Authorization Form</a> in order to obtain authorization.	Campus Representative	
Provide authorized signature on the form	Campus OM or Delegate	
Submit form to Finance Office at Central Office	Campus Representative	Forms can be submitted via e-mail to <a href="mailto:RFTreasuryAdmin@rfsuny.org">RFTreasuryAdmin@rfsuny.org</a> or via fax at (518) 434-8347
Forward authorization form to Key Bank	Central Office (CO) Cash Manager	Key Bank will provide CO Cash Manager with the appropriate Logon ID and Password.
Mail the Logon ID and password information directly to the campus representative	CO Cash Manager	
Upon receipt, validate Logon ID and password	Campus Representative	If problems are encountered, email <a href="mailto:RFTreasuryAdmin@rfsuny.org">RFTreasuryAdmin@rfsuny.org</a> CO Cash Manager to log the issue and request assistance.

#### Obtain Verification Status of Check

The following steps must be completed prior to requesting the check copy through Key Bank's KTT Web Site.

Step	Role or Responsibility	References or Tips
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Determine the status of the check in the Oracle Accounts Payable module.	Campus Representative	Refer to <a href="#">Process Help-Inquiry on Payments</a> .
Verify that the check status is "reconciled" and move on to the following section, Obtain Check Copy.	Campus Representative	If check status is "negotiable", the check has not been cashed and therefore is unavailable to request a copy.

## Obtain Check Copy

Step	Role or Responsibility	References or Tips
Logon to the <a href="#">Key Total Treasury Web site</a>	Campus Representative	First time users will be asked to change their password.
Click the Account Management tab	Campus Representative	Check inquiry can also be accessed through the shortcut menu.
Click Check Inquiry	Campus Representative	
From the drop-down box, select the Vendor Account Number xxxxxxxx3036.	Campus Representative	Use only this account number.
Complete the form and submit the request.	Campus Representative	
Click the blue box link in the View Check column to view an image of the check.	Campus Representative	
Click Check Image Listing located directly under Check Inquiry.	Campus Representative	
Print to obtain paper copy of check.	Campus Representative	

## Definitions

*Key Total Treasury (KTT)*- The website associated with the Research Foundation's Corporate Bank accounts with Key Bank.

## Related Information

[Forged Check Procedure](#)

## Forms

[Key Total Treasury \(KTT\) Authorization Form](#)

## Change History

Date	Summary of Change
December 28, 2016	Updated to comply with procedure format and revised for clarity.

## Feedback

Was this document clear and easy to follow? Please send your feedback to [webfeedback@rfsuny.org](mailto:webfeedback@rfsuny.org).