

## Checks – Database Documentation

### Entity

## Checks

The Checks entity represents physical payment instruments issued through the Accounts Payable system to settle outstanding obligations to vendors. Each check represents a financial transaction that reduces both the cash general ledger account and the corresponding accounts payable liability. This entity supports payment tracking, reconciliation, auditability, and financial reporting of vendor payments.

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## Related Entities

The Checks entity is related to the following business entities:

- **Vendors**  
Checks are issued to vendors for goods or services provided.
  - **Invoices**  
Checks are issued to settle vendor invoices.
  - **General Ledger Accounts**  
Check payments reduce accounts payable liabilities and cash balances.
  - **Disbursement Batches**  
Financial transactions generated when payments are issued and recorded in the general ledger.
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## Key Tables

### CHK\_RECONCILIATION

#### Table Description

The CHK\_RECONCILIATION table serves as the primary record of all physical checks issued through the Accounts Payable system. Each record represents a single printed check and includes payment details, vendor information, and reconciliation status.

## Key Columns

- **CHECK\_NUM\_ALPHA**  
Check prefix used as a grouping mechanism for checks.
- **CHECK\_NUM\_NUMERIC**  
Numeric portion of the check number.
- **CHECK\_DTE**  
Date the check was issued.
- **CHECK\_AMT**  
Amount of the check.
- **CHECK\_RTN\_VOID\_DTE**  
Date the check cleared or was voided.
- **PAYMENT\_TYPE**  
Indicates the type of payment issued.

## Key Column Values (PAYMENT\_TYPE)

- **C** – Physical check
- **E** – Electronic check
- **CHECK\_VOID\_FLAG**  
Indicates whether the check was voided.

## Key Column Values (CHECK\_VOID\_FLAG)

- **Y** – Yes
- **N** – No
- **VOID\_DESCRIPTION**  
Description of why the check was voided.

## Other Important Columns

- **CHECK\_DISCOUNT**  
Discount applied prior to issuing the check.
- **ID\_NUM**  
Vendor identifier (foreign key to AP vendor records).

- **CHECK\_NAME**  
Payee name.
- **ATTENTION\_LINE**  
Payee attention line.
- **CHECK\_ADDR\_1, CHECK\_ADDR\_2, CHECK\_ADDR\_3**  
Payee address lines.
- **CHECK\_CITY**  
Payee city.
- **CHECK\_STATE**  
Payee state.
- **CHECK\_ZIP**  
Payee postal code.
- **SUBSID\_CDE**  
Subsidiary payable ledger associated with the payment.

#### **Relationships to Other Tables**

- **INVOICE\_HEADER**  
Joined using CHECK\_NUM\_ALPHA and CHECK\_NUM\_NUMERIC to identify invoices paid by the check.
- **CHK\_NUM\_ALPHA\_CTL**  
Joined using CHECK\_NUM\_ALPHA to identify the bank account associated with the check.
- **TRANS\_HIST**  
Joined using CHECK\_NUM\_ALPHA and CHECK\_NUM\_NUMERIC to identify the financial transactions generated by the payment.

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## **INVOICE\_HEADER**

### **Table Description**

The INVOICE\_HEADER table stores vendor invoices that are paid through checks. It provides the source liability records that are settled when checks are issued.

### **Key Columns**

- **ID\_NUM**  
Vendor identifier.
- **INVOICE\_NUM**  
Unique invoice identifier.
- **CHECK\_NUM\_ALPHA**  
Check prefix assigned when payment is processed.
- **CHECK\_NUM\_NUM**  
Check number assigned during payment processing.

#### **Other Important Columns**

- **CHECK\_GRP\_NUM**  
Identifier used to group invoices for payment.
- **SUM\_ON\_CHECK\_STUB**  
Description printed on the payment stub.
- **INVOICE\_DTE**  
Invoice date.
- **SUBSID\_CDE**  
Subsidiary payable ledger.
- **INVOICE\_AMT**  
Invoice amount.
- **INVOICE\_DISCOUNT**  
Discount amount applied.
- **INVOICE\_STS**  
Invoice posting status.

#### **Key Column Values (INVOICE\_STS)**

- **U** – Unposted invoice
- **S** – Suspended invoice
- **C** – Posted invoice

#### **Relationships to Other Tables**

- **CHK\_RECONCILIATION**  
Links invoices to the checks used for payment.

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## CHK\_NUM\_ALPHA\_CTL

### Table Description

The CHK\_NUM\_ALPHA\_CTL table controls check numbering and bank account associations for checks issued through Accounts Payable. It ensures checks are issued sequentially and tied to the appropriate bank and cash accounts.

### Key Columns

- **CHECK\_NUM\_ALPHA**  
Check prefix identifier.
- **BANK\_ACCT\_NUM**  
Bank account number associated with the check series.
- **NEXT\_CHECK\_NUMBER**  
Next available check number.
- **ACCOUNT\_NUMBER**  
General ledger account associated with the bank account.
- **ALLOW\_EPAYMENT**  
Indicates whether electronic payments are allowed.

### Relationships to Other Tables

- **CHK\_RECONCILIATION**  
Links checks to the issuing bank account.

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## TRANS\_HIST

### Table Description

The TRANS\_HIST table stores the financial journal entries created when checks are issued. Each record represents a debit or credit entry associated with the payment transaction.

### Key Columns

- **SOURCE\_CDE**  
Identifies the transaction source.

### Key Column Values (SOURCE\_CDE)

- **DB** – Disbursement transaction representing payment of accounts payable and reduction of cash.
- **GROUP\_NUM**  
Identifier grouping related journal entries.
- **TRANS\_KEY\_LINE\_NUM**  
Sequence number within the journal entry group.
- **TRANS\_DATE**  
Transaction date.
- **SUBSID\_TRANS\_STS**  
Journal entry posting status.

#### **Key Column Values (SUBSID\_TRANS\_STS)**

- **U** – Unposted
- **S** – Suspended
- **C** – Posted
- **Y** – Month closed
- **H** – Year closed
- **CHECK\_NUM\_NUM**  
Check number linking the transaction to CHK\_RECONCILIATION.

#### **Relationships to Other Tables**

- **CHK\_RECONCILIATION**  
Links financial transactions to checks.
- **INVOICE\_HEADER**  
Connects invoice payments to financial postings.

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#### **Columns No Longer In Use**

No columns were identified as no longer in use.

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