How to determine if an individual has been paid in UC Flex

1. In UCFLEX search box enter transaction /NFB03 and hit enter

2. Click Document List
3. Enter the Concur Expense Report Key in the Reference Number Field then click on the execute icon.

*An Concur Report Key ID is found in the Report Header of the Expense Report (Details > Report Header) OR on a UCFlex FM865 BW report under the document # column.

![Document List](image)

4. Double click on the DocumentNo

![Document List](image)

5. Double click on the 1st line of the transaction
6. The Pmt Method field will display C for check or P for direct deposit. If the user has direct deposit the clearing date is the expected date the deposit was made to their bank account.
7. If the user received a paper check the clearing date is the date the check was created. To determine if the check has been cashed, click on Environment (top tool bar), then Check Information.

8. Check Information contains Payment Date which is the date the check was created and Check encashment is the date the check was cashed. If Check Encashment is blank the check has not cashed.

If you have additional questions, please contact Accounts Payable at 513-556-6746.