DIRECTIONS FOR ACCESSING AND DOWNLOADING UNCASHED CHECKS AND UNCLAIMED CHECKS DATA

The City of Columbus Transparency Portal provides two options for requesters to access and interact with uncashed checks and unclaimed checks data.

- **Uncashed checks** consist of outstanding checks issued to individuals and organizations doing business with the City
- **Unclaimed checks** are stale dated checks that have been voided and moved to the unclaimed fund and do not appear in the uncashed check list. These unclaimed checks may have been reissued under a new check number or may be available to be claimed.

Dashboard views – Provide requesters an interactive, sorted, and searchable table view of uncashed checks and unclaimed checks separately.

- Sorted/filtered data is not available *directly* for download within a dashboard view
    - Requesters must download the all checks dataset from the City's data hub
- Tables are sorted (oldest to newest) by the check issuance date
- Requesters can search tables by payee name and sort the table on the available columns
    - Check date
    - Amount
    - Voucher number
    - Vendor account number
    - Payee name

1. Go to https://www.columbusauditor.org
2. Under **Portal Services** section > scroll down to **Payments** tile
3. Select **Explore Uncashed Checks** or **Explore Unclaimed Checks**

Payments

The City works with a variety of vendors to carry out our daily functions. This is where you'll be able to see who our current partners are, how much they were paid, and for what goods/services. Sometimes, checks go uncashed for these services. You can also find information on unclaimed funds here.

Explore Vendor Payments →
Explore Uncashed Checks →
Explore Unclaimed Checks →

4. Requesters can search tables by payee name (highlighted in red box)
    a. Requesters can also sort the table by each column

| Check Date	Amount	Voucher Number	Vendor Account Number	Payee Name
7/24/2023	355.00	APPY141328362	006183	Franklin County Clerk Of Courts
7/24/2023	300.00	APPY141328363	045746	Secure Properties LTD
7/24/2023	300.00	APPY141328364	045990	Hedrick Howard F
7/24/2023	1,770.00	APPY141328365	045990	Hedrick Howard F
7/24/2023	7,511.00	APPY141328366	046025	McCutcheon Raymond G
7/24/2023	2,880.00	APPY141328367	000118	Analytical Services Inc
7/24/2023	3,894.00	APPY141328369	000184	Lifeline Systems Company
7/24/2023	26.49	APPY141328370	000517	Huntington Merchant Services Llc
7/24/2023	3,985.69	APPY141328372	000717	Salvation Army, The
7/24/2023	7,319.80	APPY141328374	000964	Connect America.Com, Llc
7/24/2023	4,191.96	APPY141328375	000990	Hill International Inc
7/24/2023	207,189.48	APPY141328376	001006	MC NC LLC
7/24/2023	189,717.66	APPY141328379	001183	Hnhf Realty Collaborative
7/24/2023	50,000.00	APPY141328381	001406	Dress For Success Columbus
7/24/2023	30,740.16	APPY141328382	001501	Prime Home Care Llc
7/24/2023	23,840.30	APPY141328385	001889	Meals On Wheels OAA of Fairfield County
7/24/2023	1,315.30	APPY141328391	003088	Ohio Living Holdings
7/24/2023	22,258.08	APPY141328392	003128	Liberty Home Health Care Of Ohio Llc
7/24/2023	3,275.30	APPY141328393	003136	Hilliard Alf Trs Llc
Total	**12,214,475.33**			

All Checks Dataset – Through the Transparency Portal Data Hub requesters can download datasets for all bank checks (by fiscal year) in .csv or .json file formats.

- The City **does not** maintain separate datasets for uncashed checks or unclaimed checks.
- Requesters must download the all checks dataset and filter for uncashed checks and/or unclaimed checks
- All Checks Datasets are available by the Fiscal Year checks were issued.
    - o Requesters may have to download multiple fiscal years to capture all uncashed checks and/or unclaimed checks
- Checks issued 365 days and older are no longer valid and the City may move the uncashed checks to the City's unclaimed fund
    - o The City moves uncashed checks to the unclaimed fund periodically throughout the year
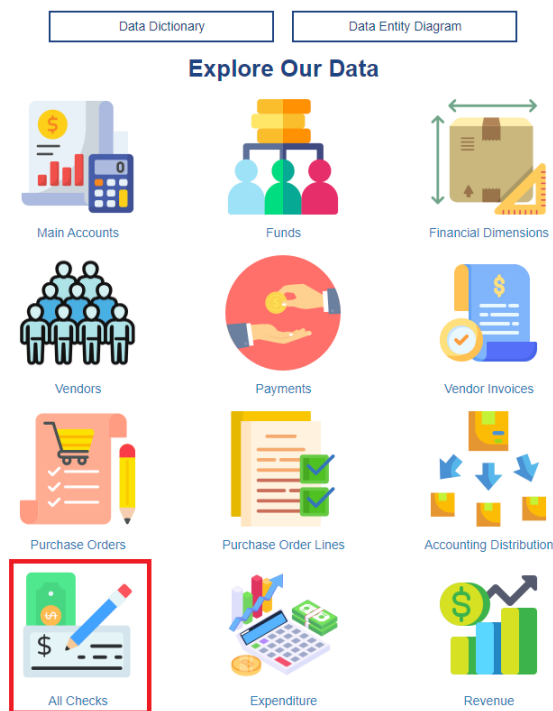
Download Current Fiscal Year All Checks Dataset

1. Go to https://www.columbusauditor.org
2. In the top ribbon, select **Data Hub** dropdown menu > select **Data Hub**
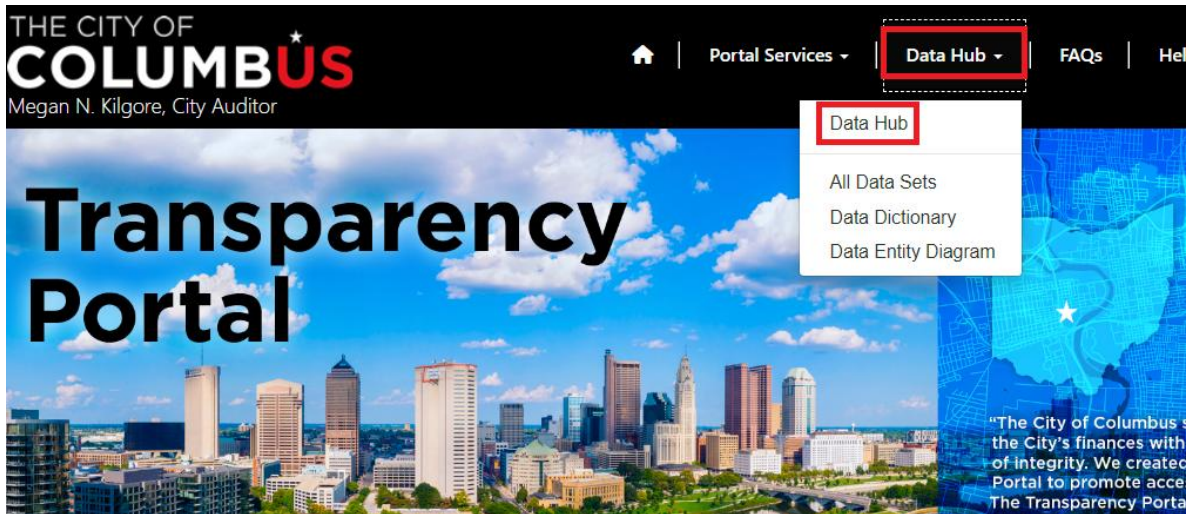
3. Select the **All Checks** icon

4. Select the CSV Icon for the current Fiscal Year City of Columbus Bank Checks Dataset
   a. Fiscal Year datasets are listed from (newest to oldest)
   b. To capture all uncashed and/or unclaimed checks – multiple fiscal year datasets need to be downloaded
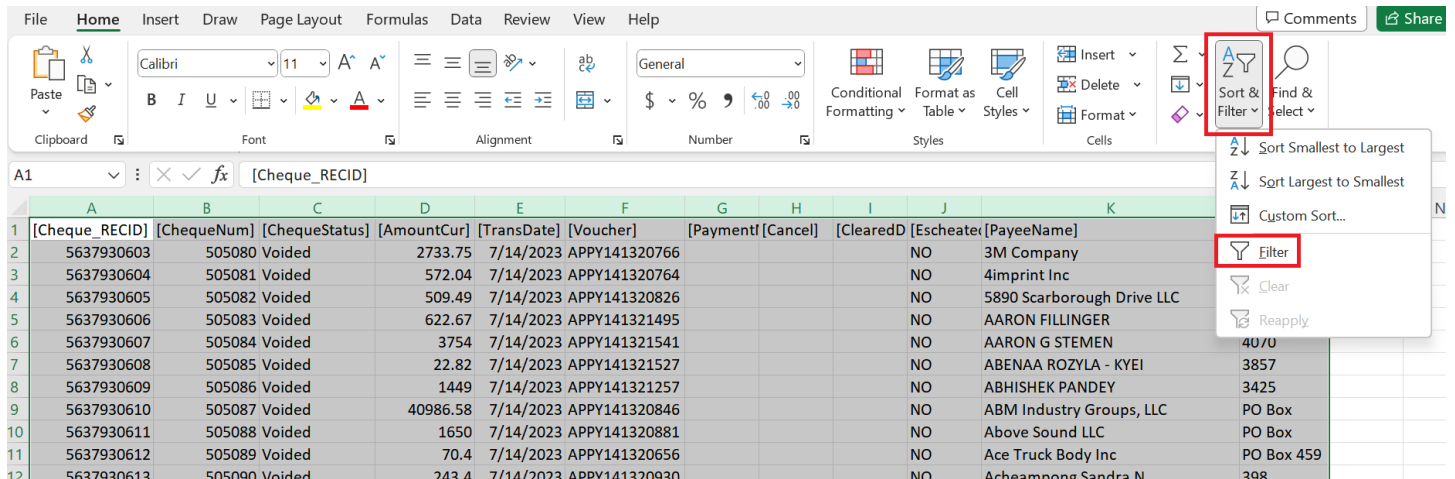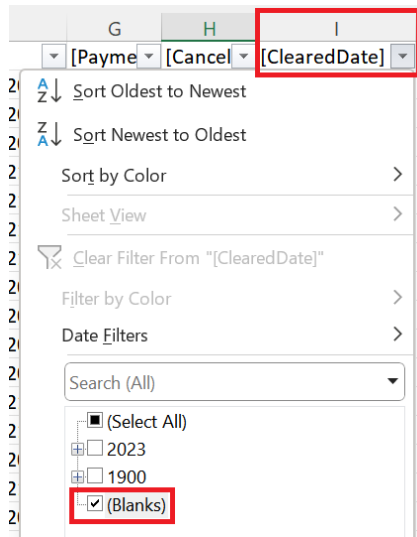
5. Download and save .csv file
6. Open .csv file

Filter All Checks Data Set – Uncashed Checks

1. Select/highlight columns A:K
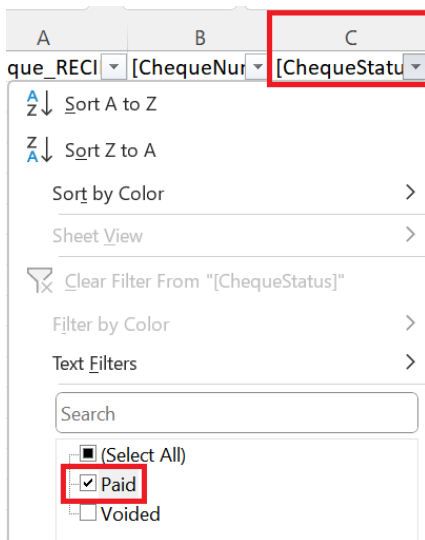2. In Header, select **Sort & Filter Icon** > select **Filter**


3. Select/Filter [ClearedDate] (Column I)
4. Uncheck Select All box
5. Check box for (blanks)
   a. Only the check box for (blanks) should be selected in the list

6. Select OK
7. Select/Filter [ChequeStatus] (Column C)
8. Uncheck Select All box
9. Check box for Paid
   a. Only the check box for Paid should be selected in the list

10. Select OK
11. Select/Filter [Escheated] (Column J)
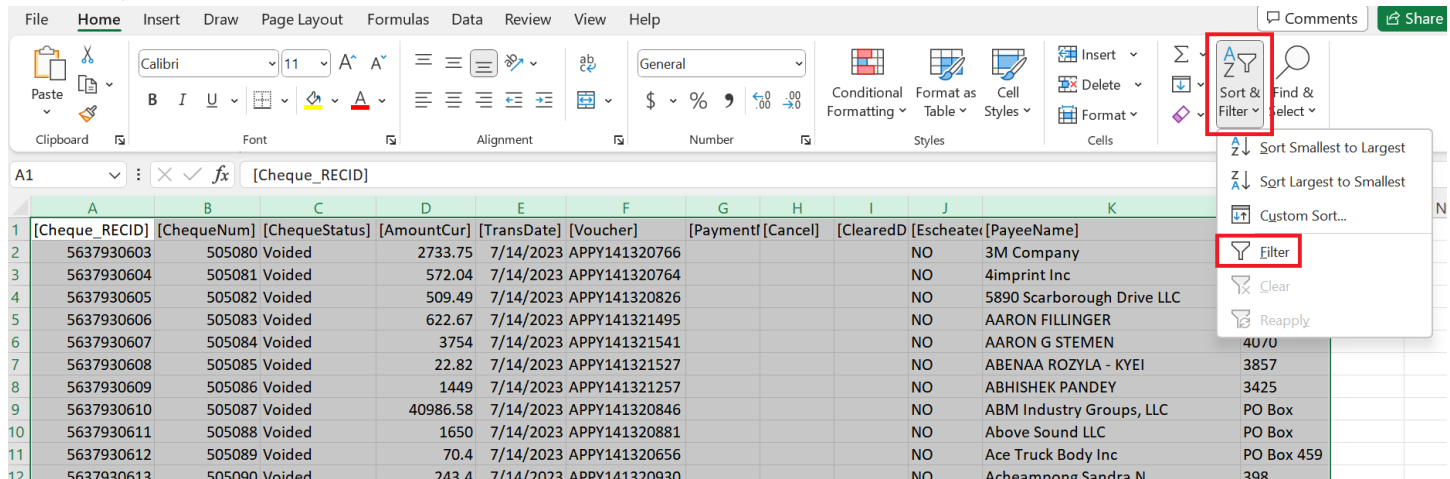12. Uncheck Select All box
13. Check box for NO
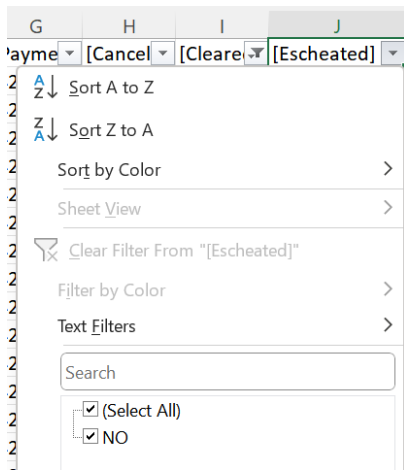
14. Filtered table is current list of Uncashed Checks for the selected Fiscal Year

Filter All Checks Data Set – Unclaimed Checks

Uncashed checks that are 365 days and older are no longer valid. The City periodically moves uncashed dormant checks (older than 365 days) to the City's unclaimed fund. When this process is completed the check is voided and will no longer appear in the uncashed checks list

- Uncashed checks that are moved to the City's unclaimed fund are marked as "escheated" in the City's financial system however, the funds remain under City control.

1. Select/highlight columns A:K
2. In Header, select **Sort & Filter Icon** > select **Filter**

3. Select/Filter [ClearedDate] (Column I)
4. Check Select All box
5. Uncheck box for (blanks)
   a. All **unclaimed checks** will have a cleared date equal to the date they were "escheated"
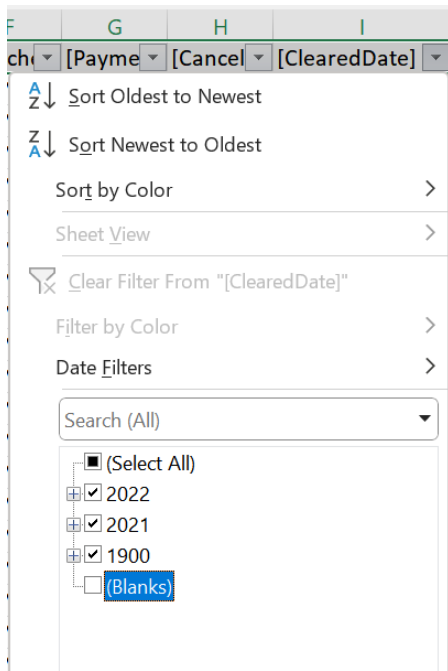
6. Select OK
7. Select/Filter [ChequeStatus] (Column C)
8. Uncheck Select All box
9. Check box for Paid
    a. Only the check box for Paid should be selected in the list
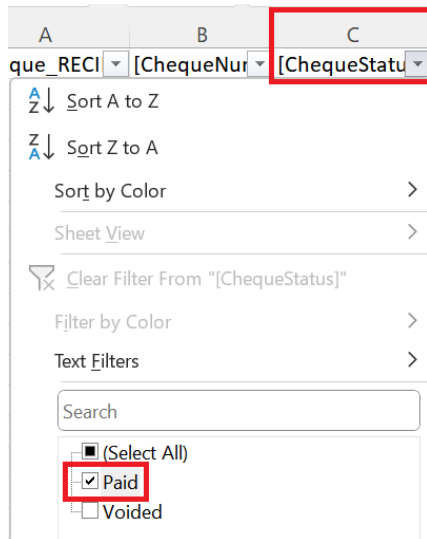
10. Select OK
11. Select/Filter [Escheated] (Column J)
12. Uncheck Select All box
13. Check box for **YES**
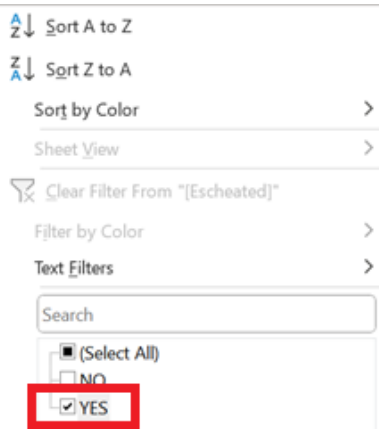
14. The filtered dataset represents unclaimed checks for the City

NOTE: Once a check is marked as "escheated" (but kept under City control) in the City's financial system it cannot be reversed, and the unclaimed check may have been reissued to the vendor with a new check number.

- **A re-issued check will have a new, unique check number**
- **Email accountingandoperations@columbus.gov to inquire on the status of an unclaimed check and to obtain direction on how to request reissuance if the check has not been reissued.**