2025

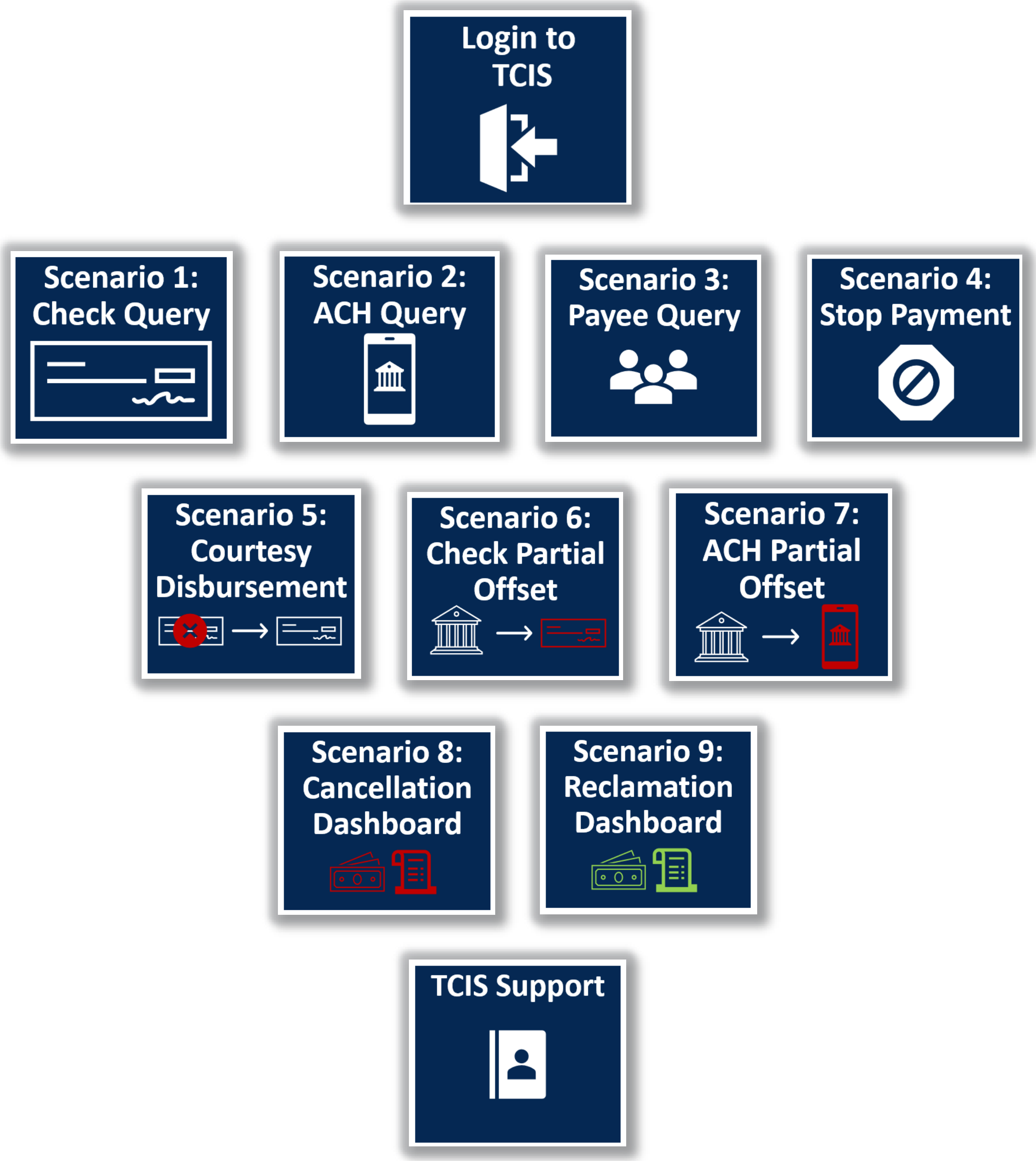
TCIS TREASURY CHECK INFORMATION SYSTEM

BUREAU OF THE FISCAL SERVICE

Quick Reference Guide

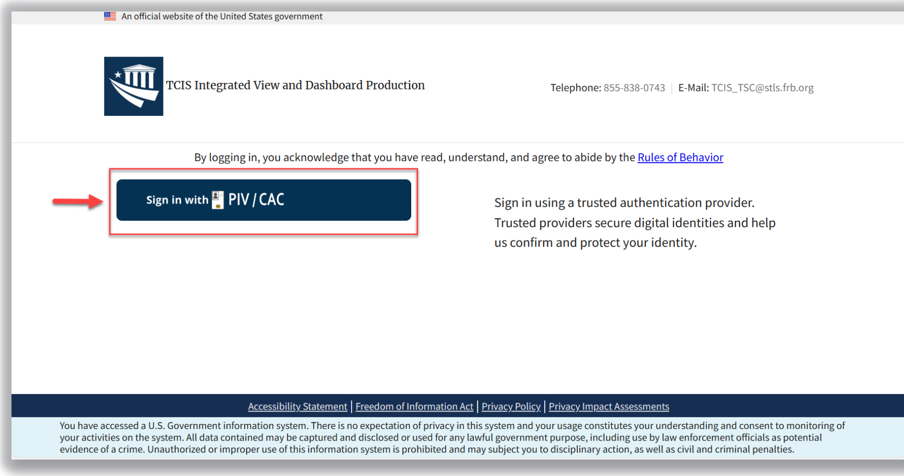
MARCH 2025

Click on the below tiles to take you to the corresponding scenario instructions.

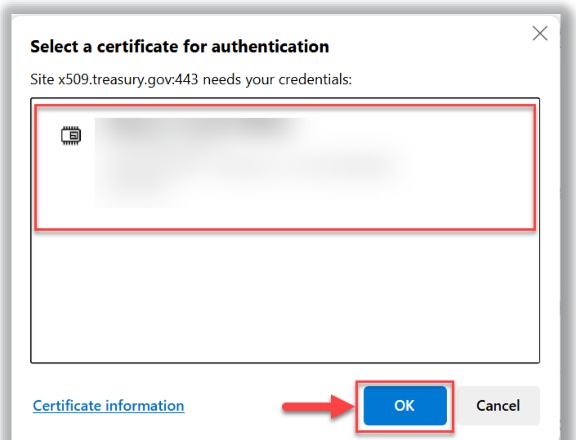


Log On to TCIS Integrated View or Dashboard

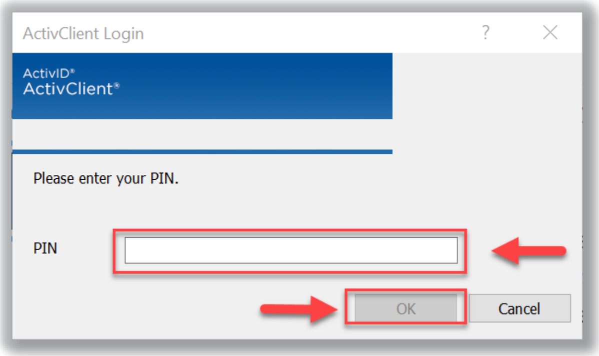
1. Access https://tcis.fiscal.treasury.gov via your browser.
2. You will be directed to the TCIS authentication page. Select PIV/CAC.



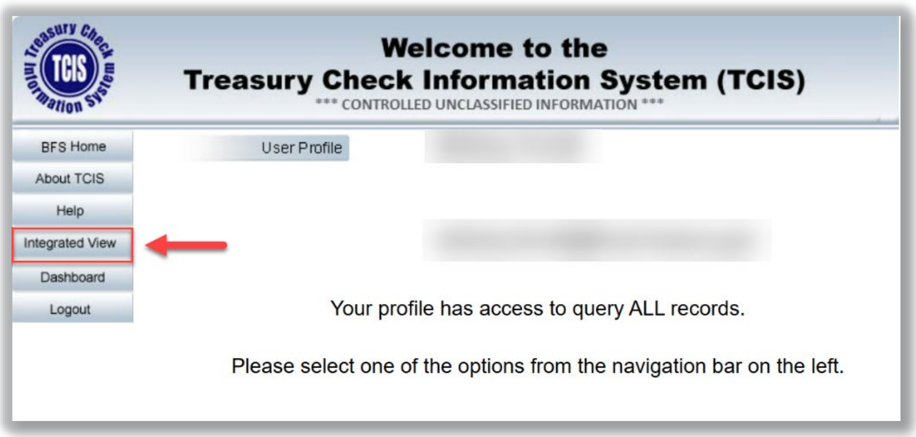
3. The certificate screen will pop up. Select your certificate. Click **OK.**



4. Enter your **PIN** and click **OK**.

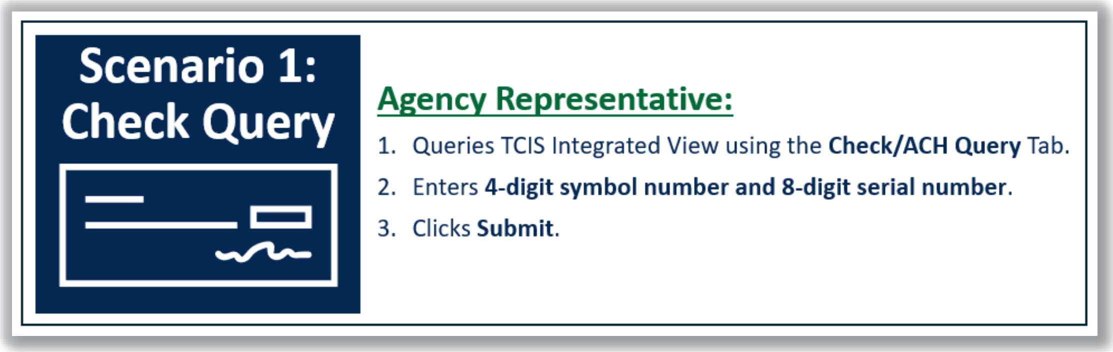


5. Once you are signed on successfully, you will see the ***Welcome to the Treasury Check Information System (TCIS)*** homepage. The main menu is displayed on the left-hand side. Click on **Integrated View** to start your check and/or ACH query.

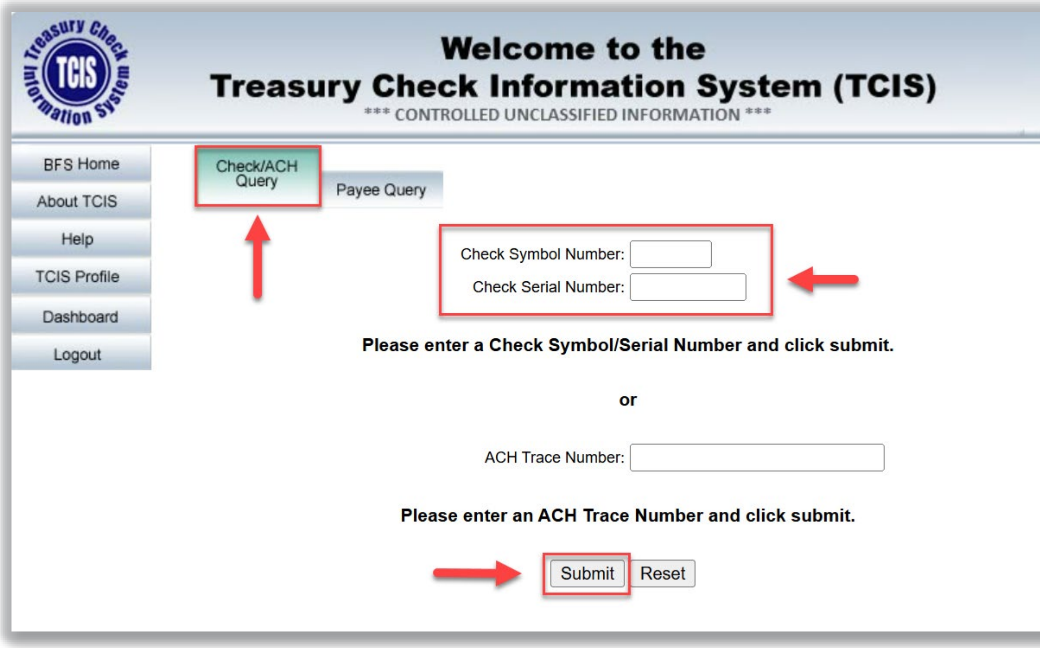


Integrated View: Check Query

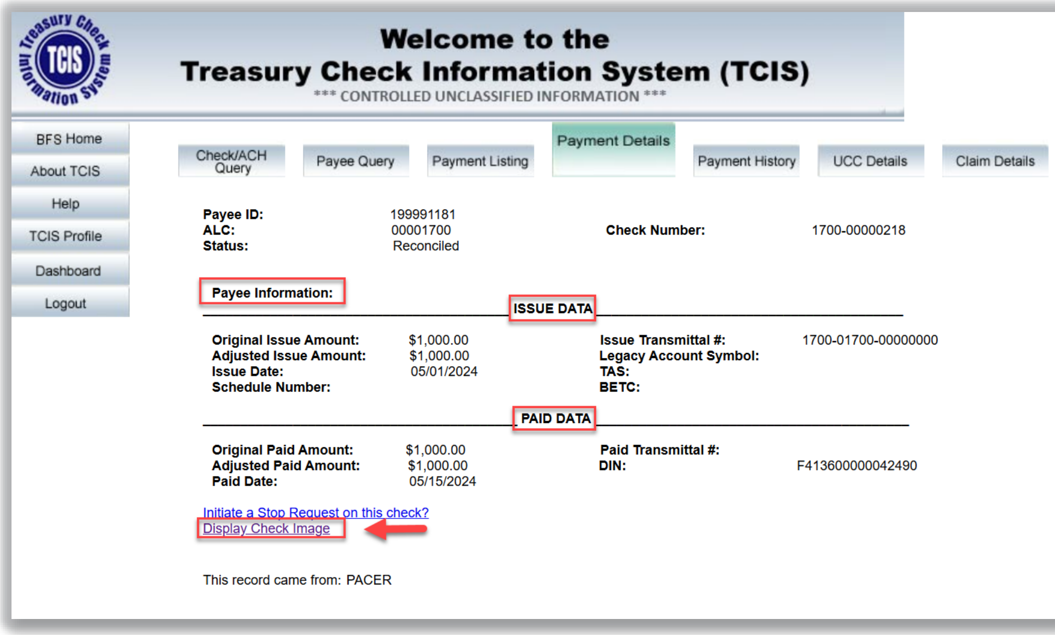
The below steps will walk you through the process on how to query check information when you have a symbol and serial number.



1. Once you access TCIS, click on the **Check/ACH Query** Tab.
2. Enter in the 4-digit **symbol** and 8-digit **serial number**, then click **Submit.**

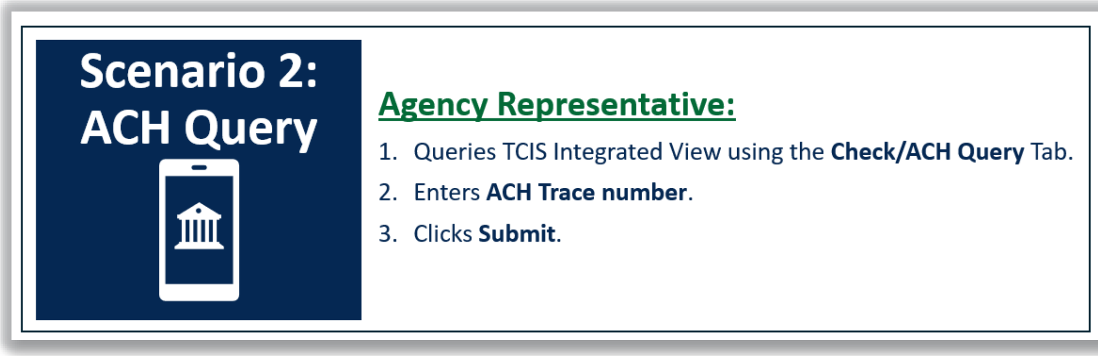


3. The system will display the **Payment Details** tab of the check query. This query will provide you basic information regarding the check payments.
    a. It will provide Payee Information, Issue Data, and Paid Data. If the check is "Reconciled", you can click the **Display Check Image** link to see the check image. Once clicked it opens a new tab with the check image.

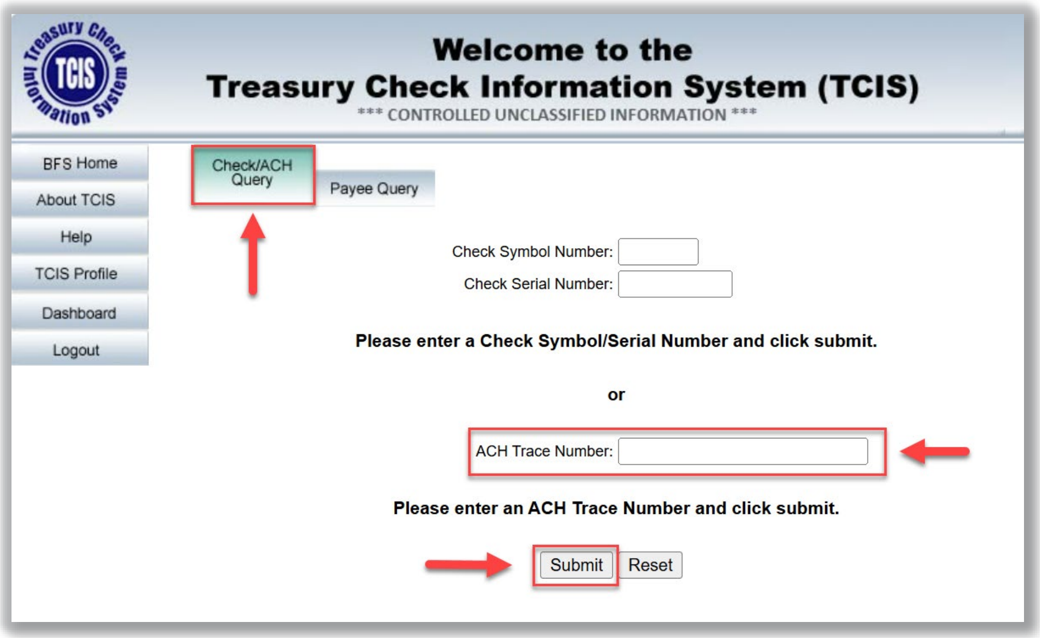


Integrated View: ACH Trace Number Query

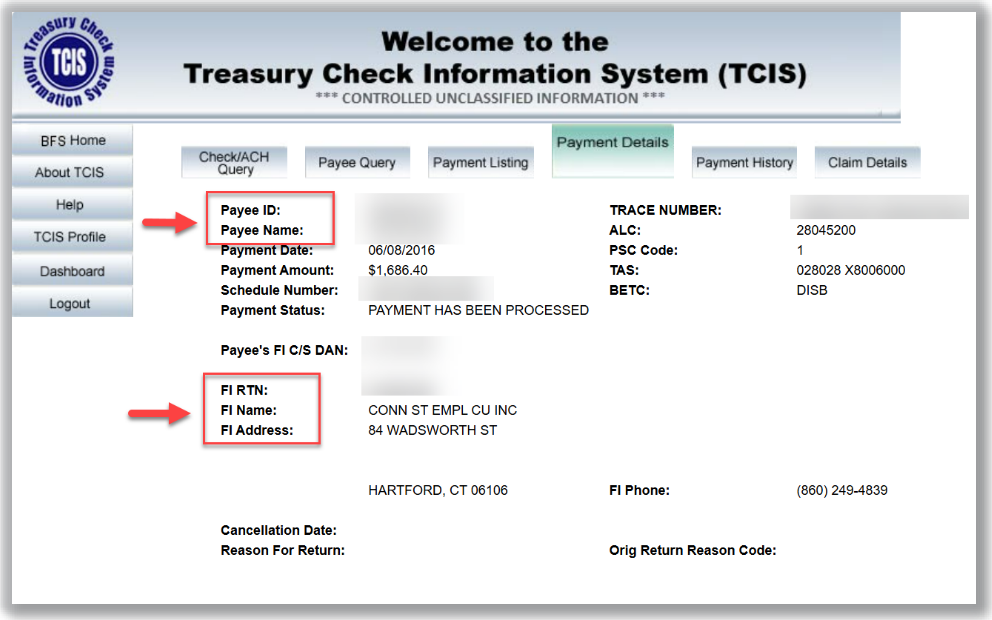
The below steps will walk you through the process on how to query ACH information when you have an ACH trace number.



1. Once you access TCIS, click on the **Check/ACH Query** Tab.
2. Enter in the **ACH Trace Number**, which is:
    a. 8-digit payment date,
    b. 8-digit originating regional finance center routing and transit number, and
    c. 7-digit trace sequence number, then
    d. Click **Submit.**



3. The system will display the **Payment Details** ACH Trace Number query, which will provide Payee Information and Bank Data.



Integrated View: Payee ID Query Tab

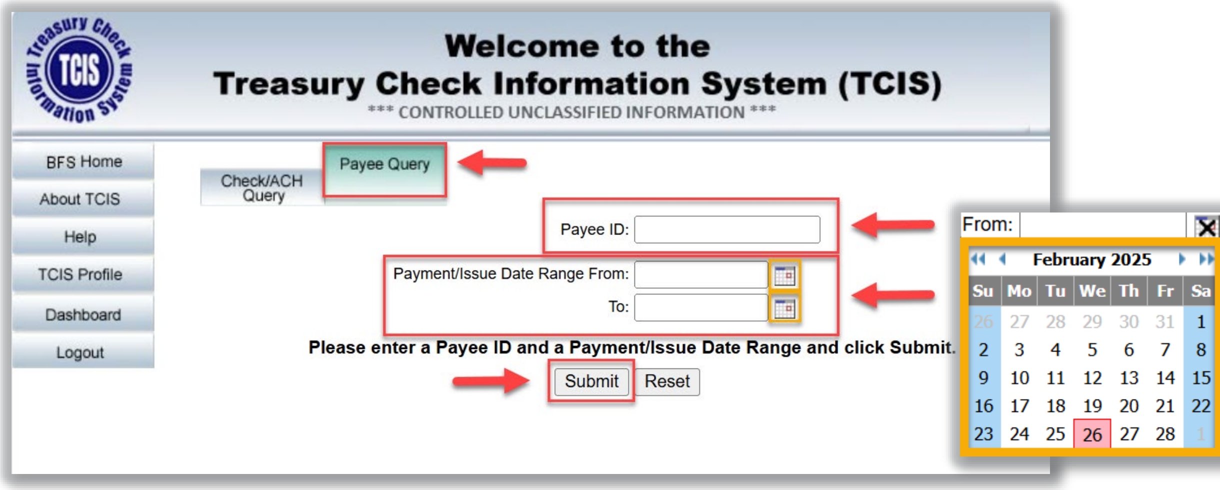
The below steps will walk you through the process on how to query using payee data when you do not have the check symbol or serial numbers or ACH trace number.

Scenario 3: Payee Query

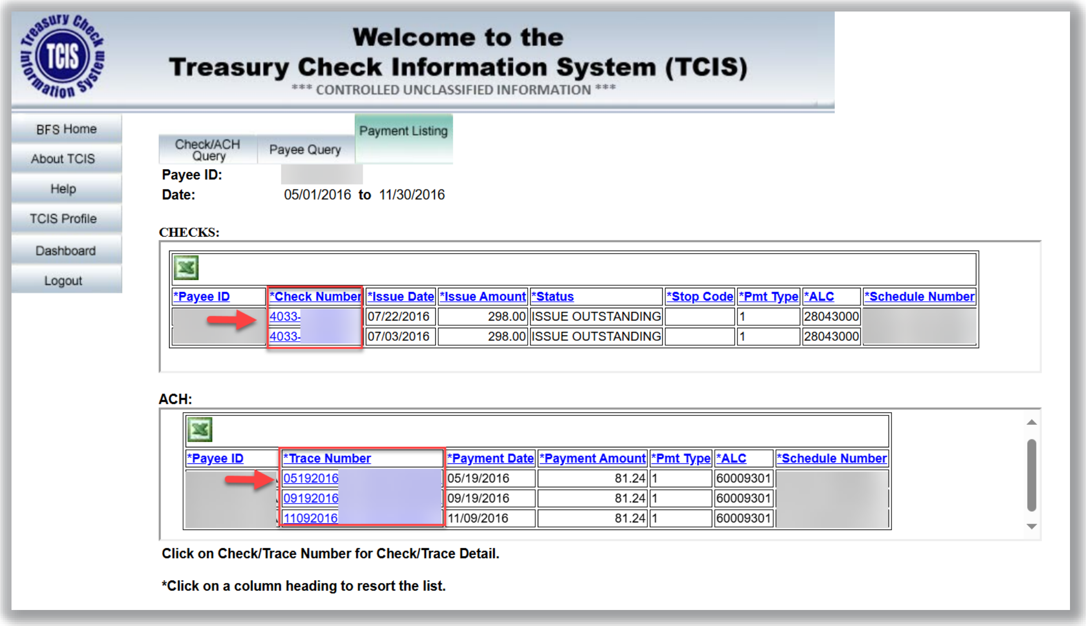
Agency Representative:

1. Queries TCIS Integrated View using the **Check/ACH Query** Tab.
2. Enters **Payee ID** and **Date Range**.
3. Clicks **Submit**.

1. Once you access TCIS, click on the **Check/ACH Query** Tab.
2. Enter in the **Payee ID** and **Date Range**, and click **Submit.**
   a. You can manually type in the date range or use the calendar icons on the right-hand side.
   NOTE: The date range cannot be more than 12 months.

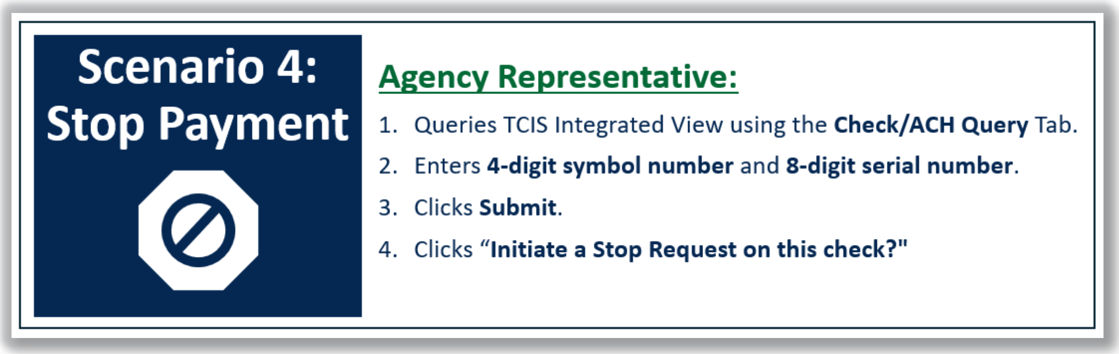


3. Two containers will pop up: **“CHECKS”** and **“ACH”.** Depending on the payment method, payments may be seen in one or both containers.
    a. Click on link(s) within the **Check Number** column or **Trace Number** to open the payment you’re looking to research.



Initiate a Request Stop Payment

The below steps will walk you through the process on how to initiate a stop request on a check and ACH payment. In addition, this will explain the various stop requests that can be initiated on a payment.

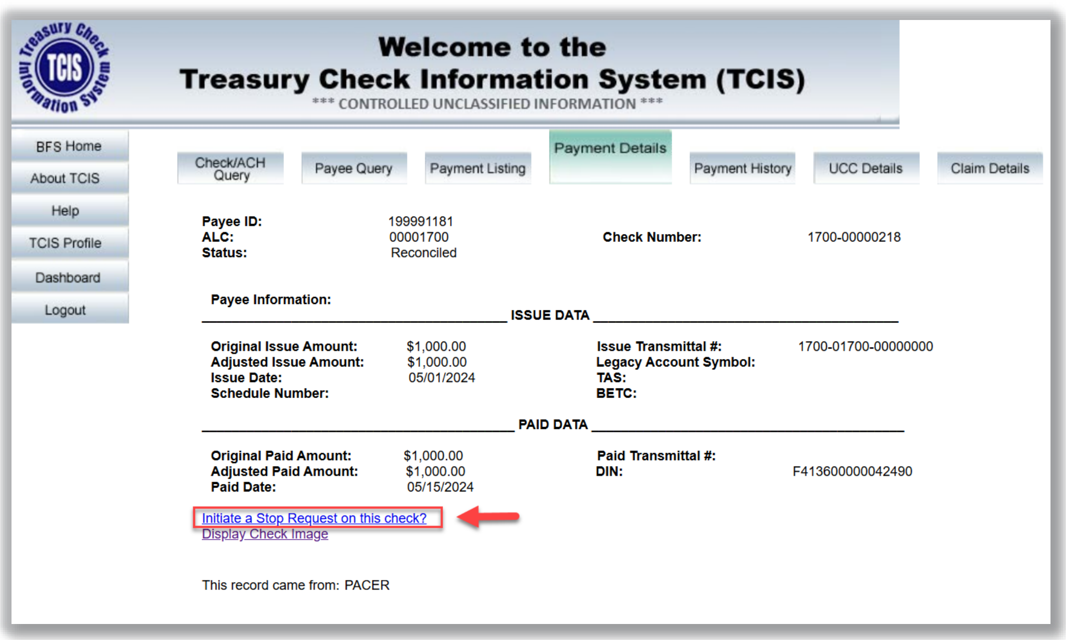


The various Stop Reason Codes include:

- A – Entitlement Recertified Before Status
- D – Entitlement Recertified After Status
- E – Non-Entitlement – Deceased
- F – Non-Entitlement
- G – Entitlement Lost/Stolen After Endorsement
- K – Photocopy
- L – Certified Photocopy

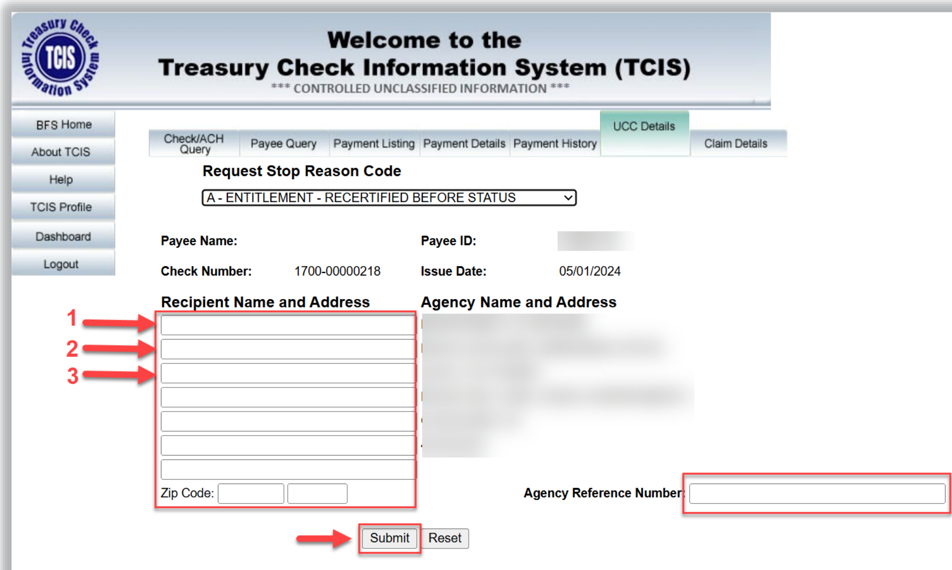
Check Payment Stop

1. Once you access TCIS, click on the **Check/ACH Query** Tab.
2. Enter in the 4-digit **symbol** and 8-digit **serial number**, then click **Submit.**
3. Once you access TCIS' Payment Details Tab, there is a link at the bottom that says, **Initiate a Stop Request on this check?**



4. This will direct you do the “UCC Details” tab, where you can select from a list of stop reason codes. Select the Stop Reason Code. Each stop reason code requires different information.

a. **A – Entitlement Recertified Before Status.**
   i. Enter **“Recipient Name and Address”** and an **“Agency Reference Number”**.
   NOTE: The first three boxes of the **“Recipient Name and Address”** are required fields.
   ii. Click **Submit**.

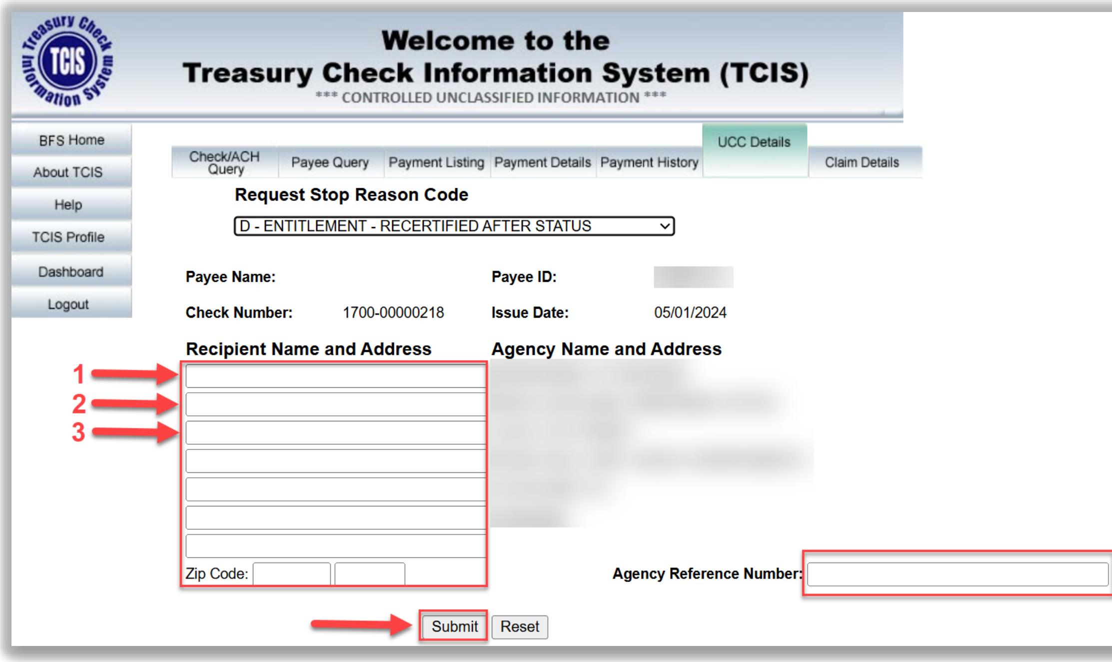


b. **D – Entitlement Recertified After Status.**

i. Enter **"Recipient Name and Address"** and an **"Agency Reference Number"**.

NOTE: The first three boxes of the **"Recipient Name and Address"** are required fields.

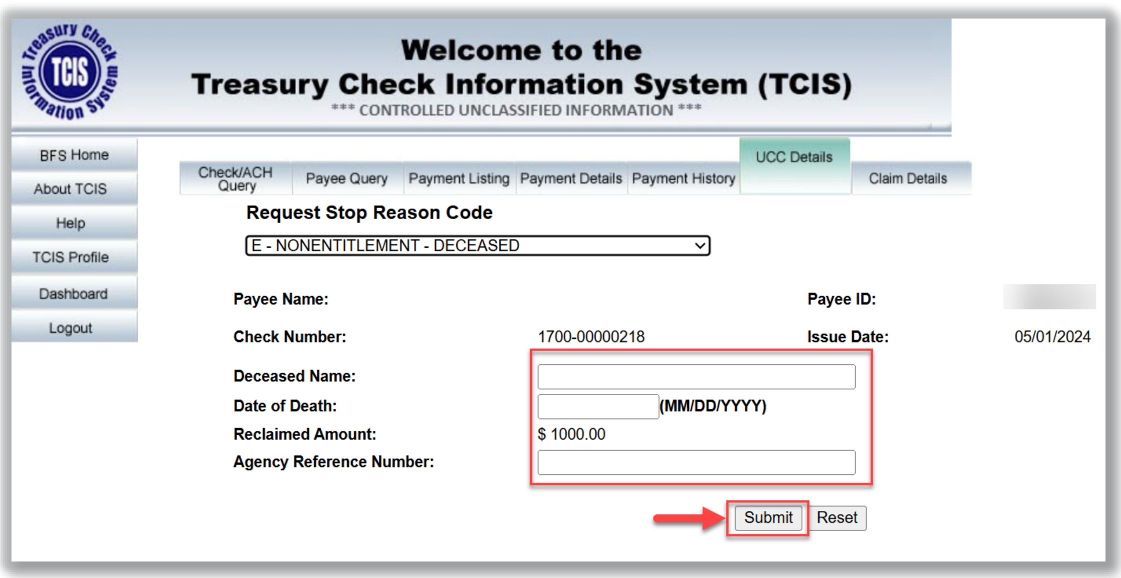
ii. Click **Submit**.



c. **E – Non-Entitlement – Deceased.**

i. Input in the **"Deceased Name", "Date of Death"** and **"Agency Reference Number"**.

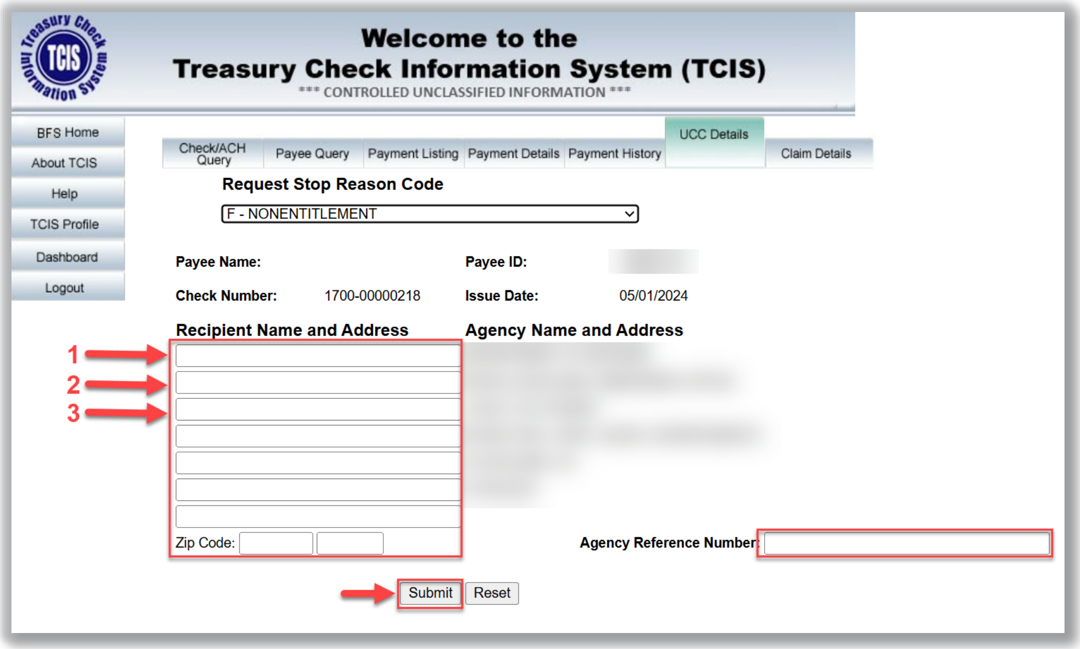
ii. Click **Submit**.



d. **F – Non-Entitlement.**

i. Enter **"Recipient Name and Address"** and an **"Agency Reference Number"**.
NOTE: The first three boxes of the **"Recipient Name and Address"** are required fields.

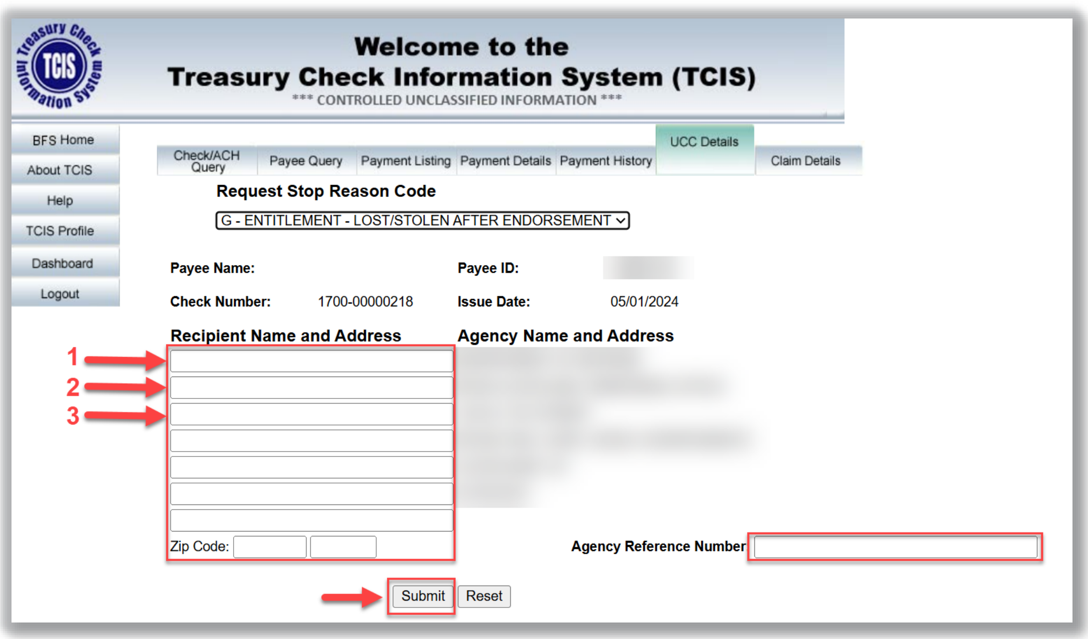
ii. Click **Submit**.



e. **G – Entitlement Lost/Stolen After Endorsement.**

i. Enter **"Recipient Name and Address"** and an **"Agency Reference Number"**.
NOTE: The first three boxes of the **"Recipient Name and Address"** are required fields.

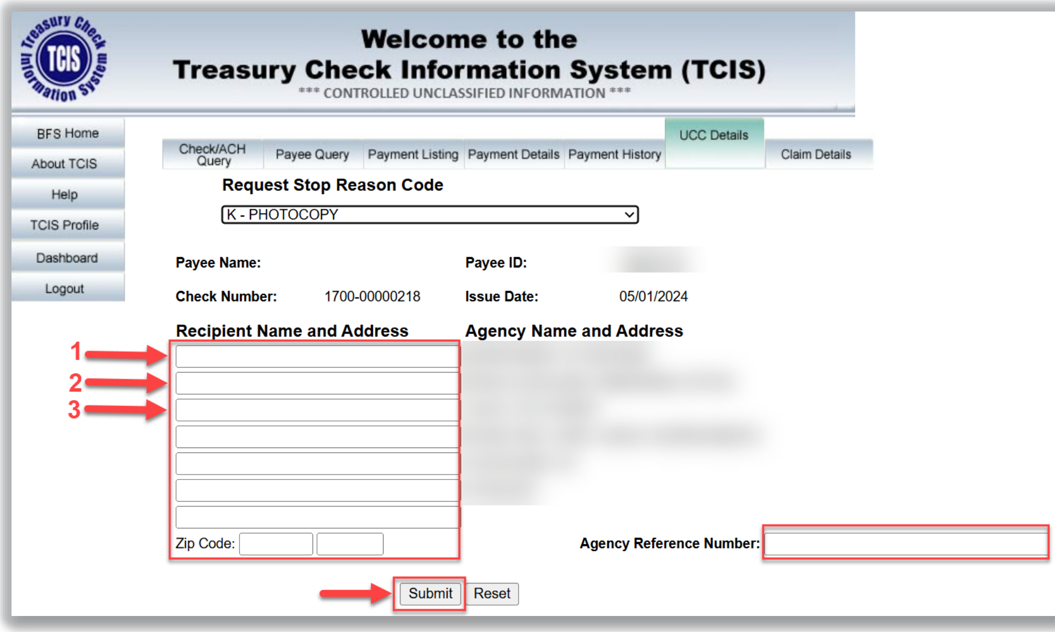
ii. Click **Submit**.



f. **K – Photocopy.**

i. Enter **"Recipient Name and Address"** and an **"Agency Reference Number"**.
NOTE: The first three boxes of the **"Recipient Name and Address"** are required fields.

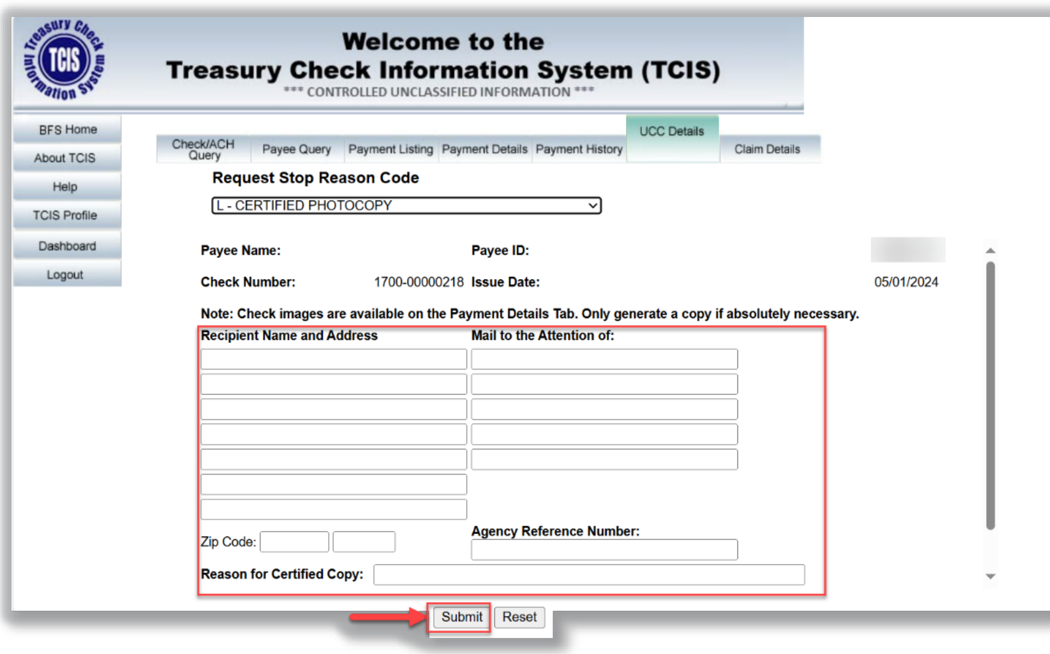
ii. Click **Submit**.



g. **L – Certified Photocopy.**

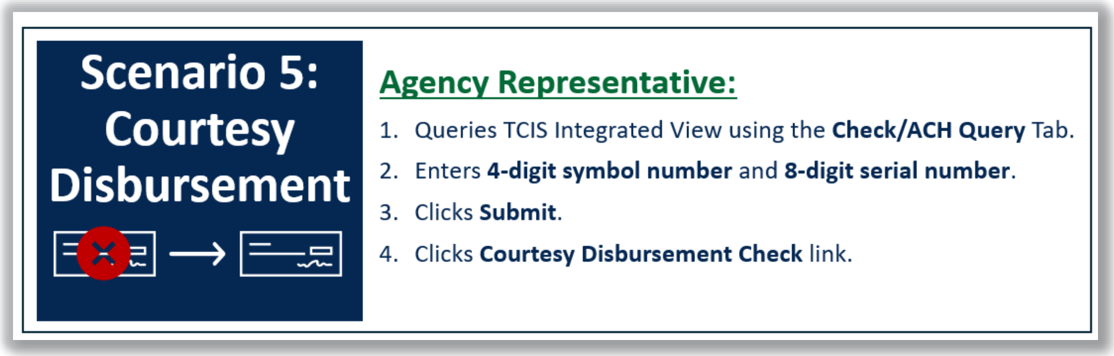
i. Enter **"Recipient Name and Address"** and an **"Agency Reference Number"**.
NOTE: The only required field is an **"Agency Reference Number"**

ii. Click **Submit**.

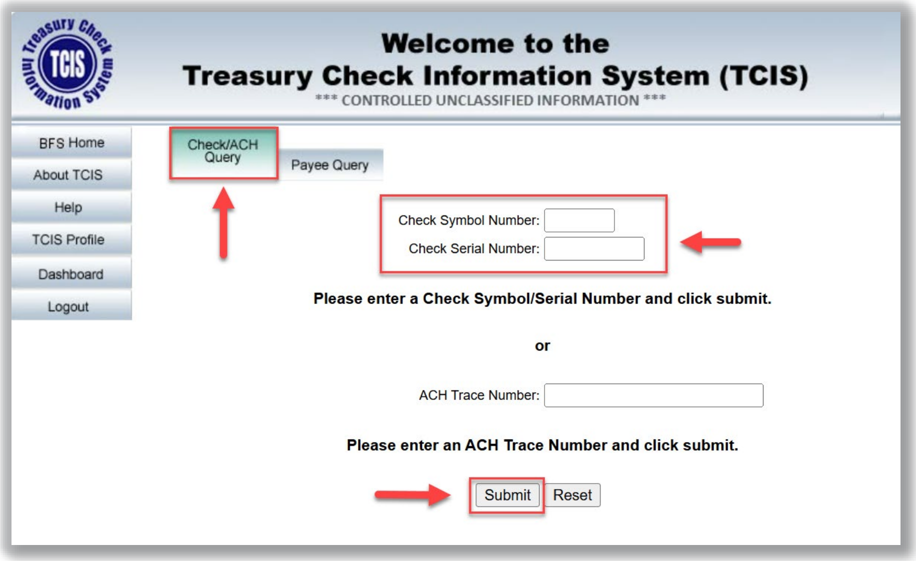


Courtesy Disbursements

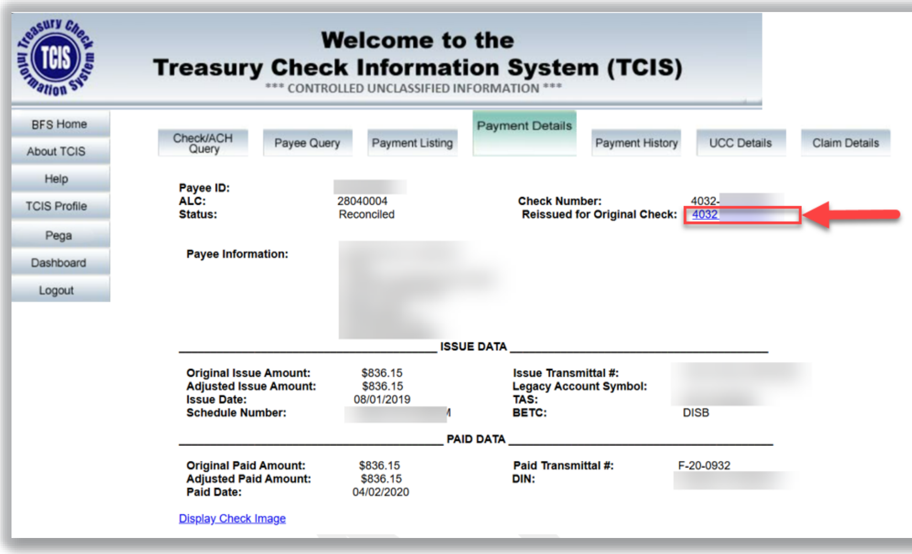
The below steps will walk you through the process on how to search for a Courtesy Disbursement Check.



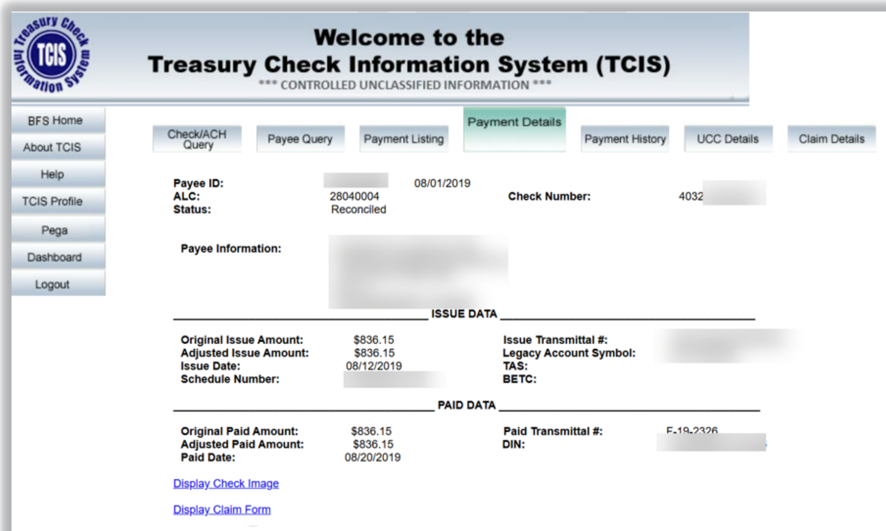
1. Once you access TCIS, click on the **Check/ACH Query** Tab.
2. Enter in the **Original** 4-digit **symbol** and 8-digit **serial number**, then click **Submit.**



3. The **Original** Check information will appear and the **Courtesy Disbursement Check** number and link will display under the **Original** check. Click the **Courtesy Disbursement Check** link.



4. The **Courtesy Disbursement Check** will display.



Partial Offsets – Checks

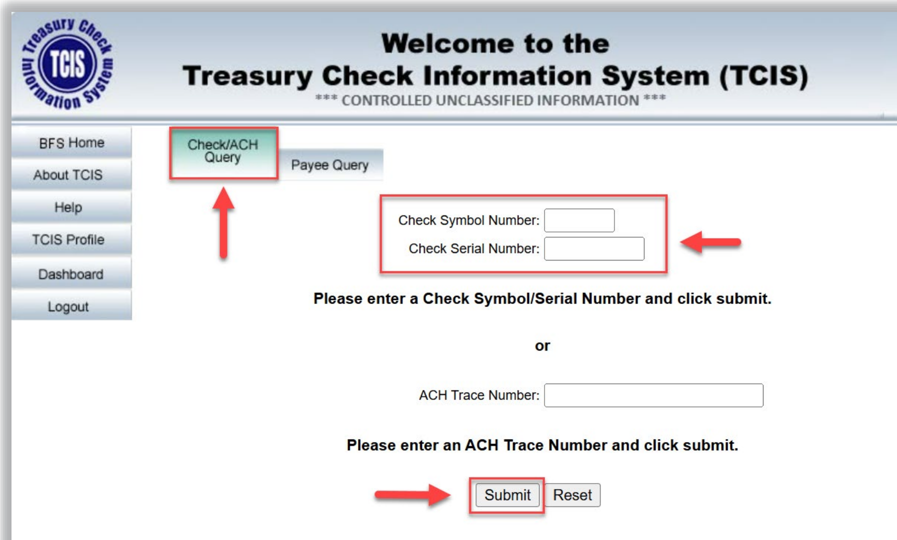
The below steps will walk you through the process on how to search for an offset check.

Scenario 6: Check Partial Offset

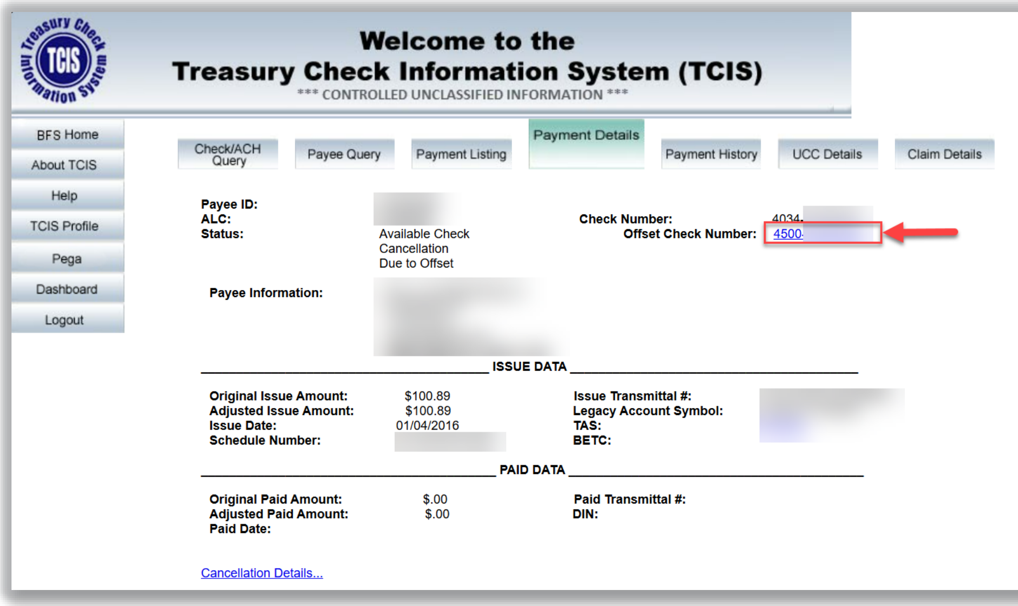
Agency Representative:

1. Queries TCIS Integrated View using the **Check/ACH Query** Tab.
2. Enters **4-digit symbol number** and **8-digit serial number**.
3. Clicks **Submit**.
4. Clicks **Offset Check Number** link.

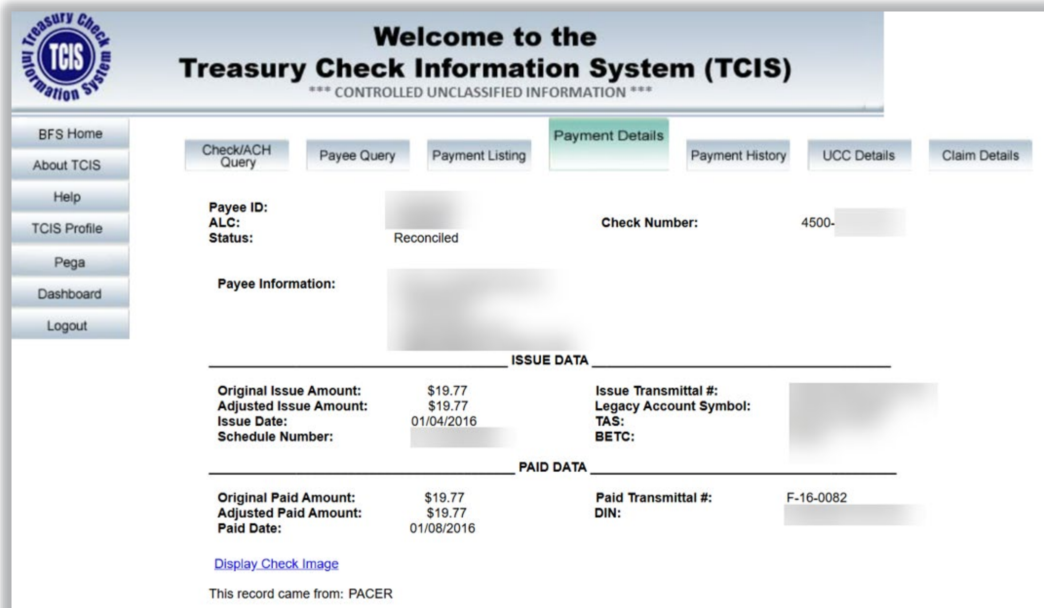
1. Once you access TCIS, click on the **Check/ACH Query** Tab.
2. Enter in the **Original** 4-digit **symbol** and 8-digit **serial number**, then click **Submit.**



3. The **Original** Check information will appear and the **Offset Check** number and link will display under the **Original** check. Click the **Offset Check** link.

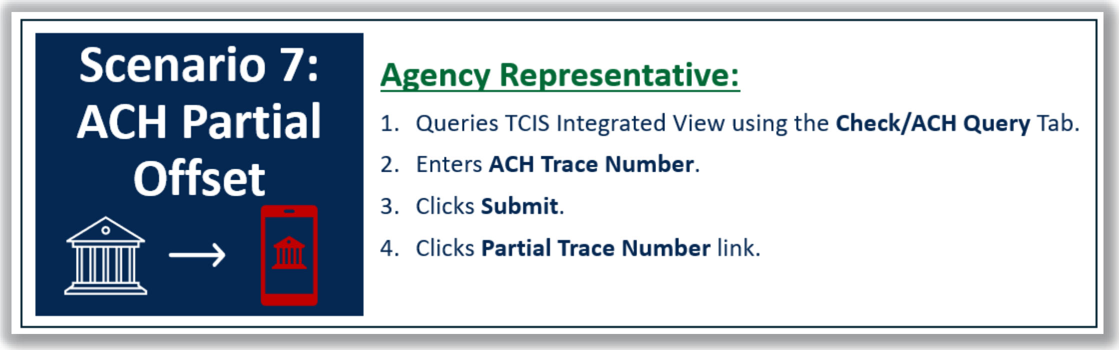


4. The **Offset Check** will display. Click on the **Display Check Image** to see a copy of the offset check. If questioned by your customer, advise the customer to contact TOP (Treasury Offset Program) at 800-304-3107 option #2 or 205-912-6181.

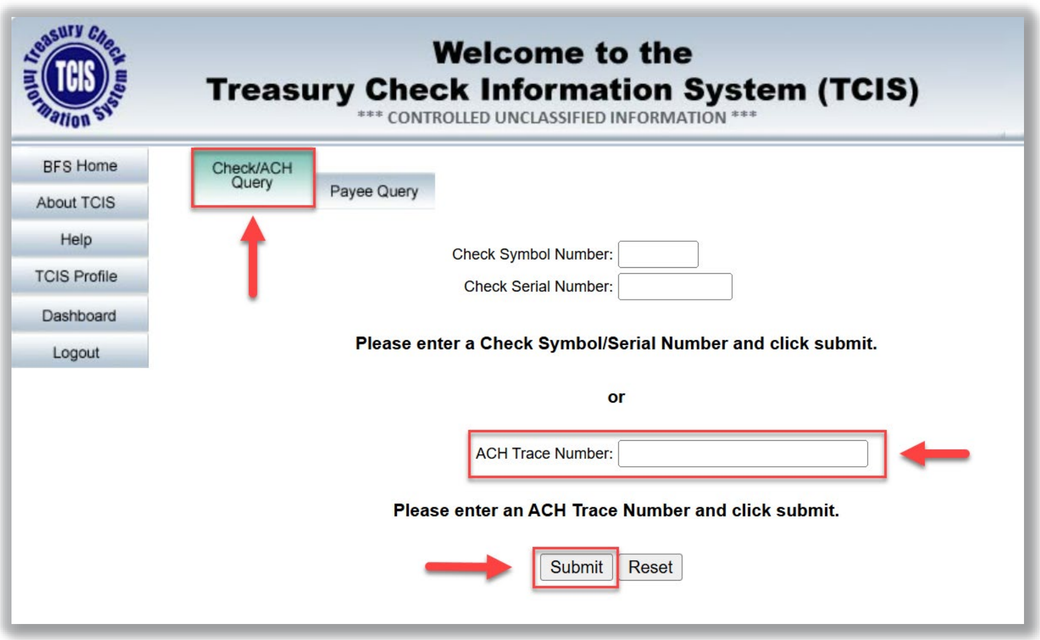


Partial Offsets – ACH

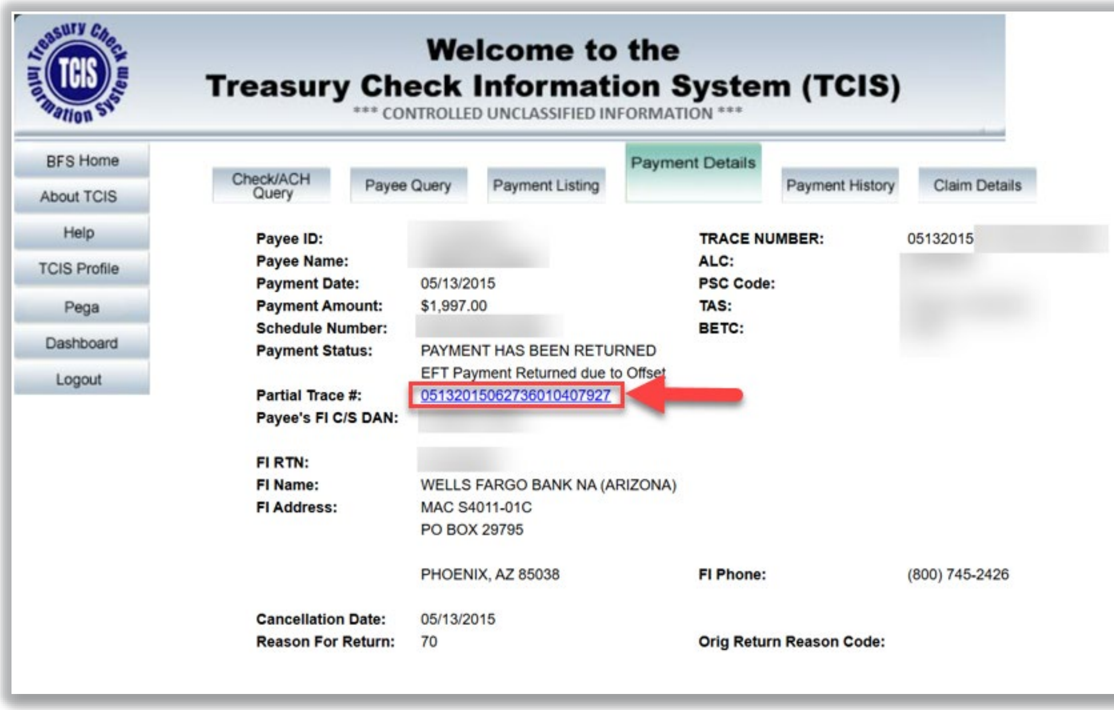
The below steps will walk you through the process on how to search for an offset ACH payment.



1. Once you access TCIS, click on the **Check/ACH Query** Tab.
2. Enter in the **Original ACH Trace Number**, which is:
   a. 8-digit payment date,
   b. 8-digit originating regional finance center routing and transit number, and
   c. 7-digit trace sequence number, then
   d. Click **Submit.**



3. The **Original** ACH information will appear and the **Partial Trace #** will display. Click the **Partial Trace #** link.



4. The **Partial ACH Payment** will display. If questioned by your customer, advise the customer to contact TOP (Treasury Offset Program) at 800-304-3107 option #2 or 205-912-6181.

Cancellation Dashboard

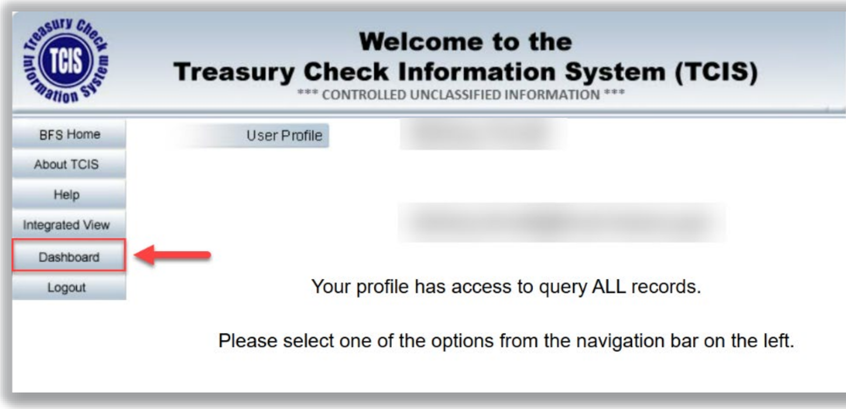
The below steps will walk you through the process on how to get to the Cancellation Dashboard.

Scenario 8: Cancellation Dashboard

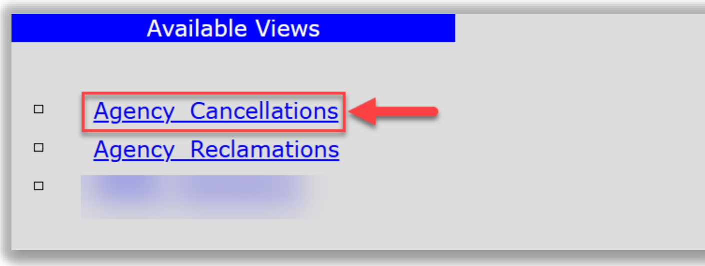
Agency Representative:

1. Click on **Dashboard** from TCIS toolbar.
2. Click on **Agency Cancellations**.
3. Selects **Date, Schedule Selection,** and **ALC**.
4. Clicks **Submit**.

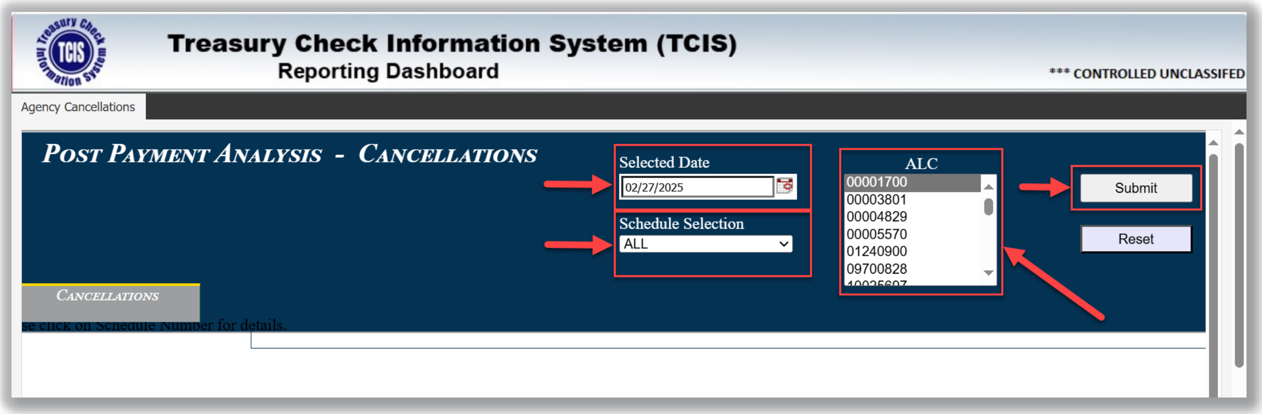
1. Click on **Dashboard** to start your check and/or ACH query.



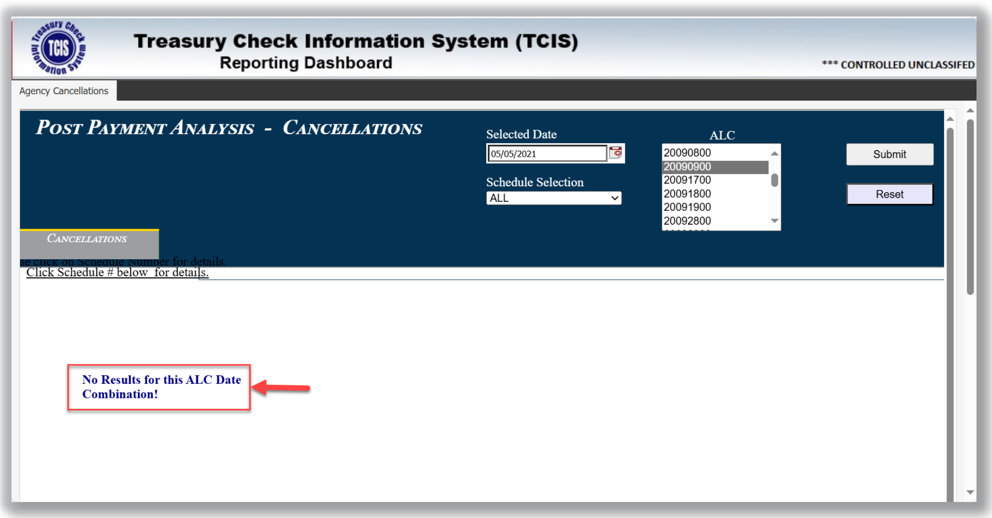
2. The **Dashboards** will display a menu option if you have access to Cancellation and Reclamation Dashboard. Select **Agency Cancellations** to retrieve the RFC Cancellation Reports.



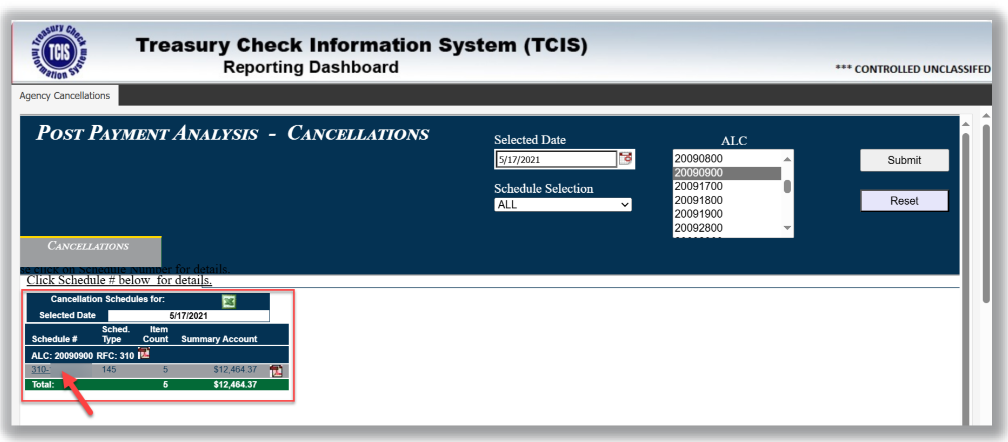
3. The Agency Cancellation dashboard will open in a new browser tab. The query options below display. Select a **Date, Schedule Selection, ALC,** and click **Submit**.



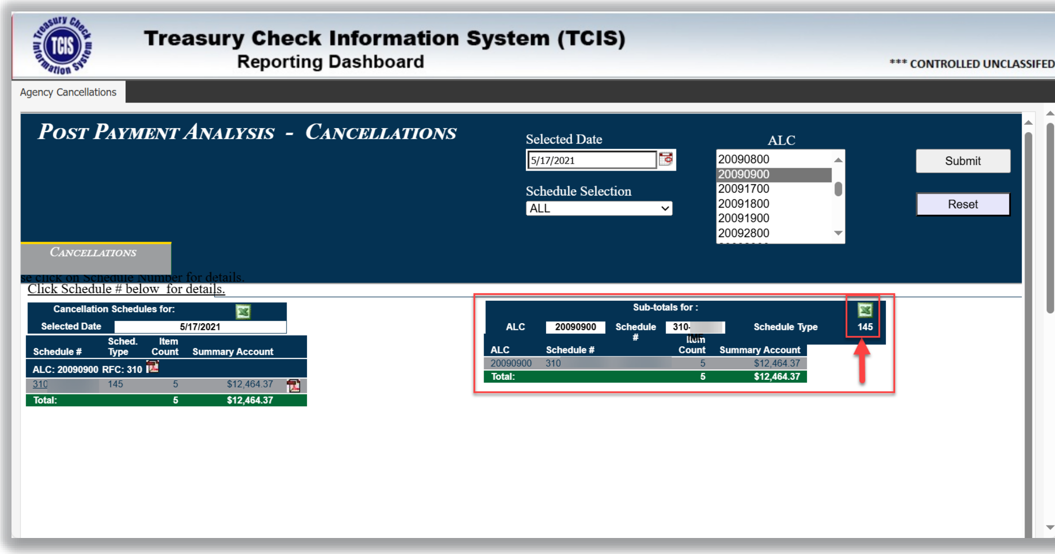
a. **No Results** will display if there are no Cancellation Schedules matching.



4. If there are results, the cancellation schedules matching the query will display. Click the **Schedule Number** to display the details.

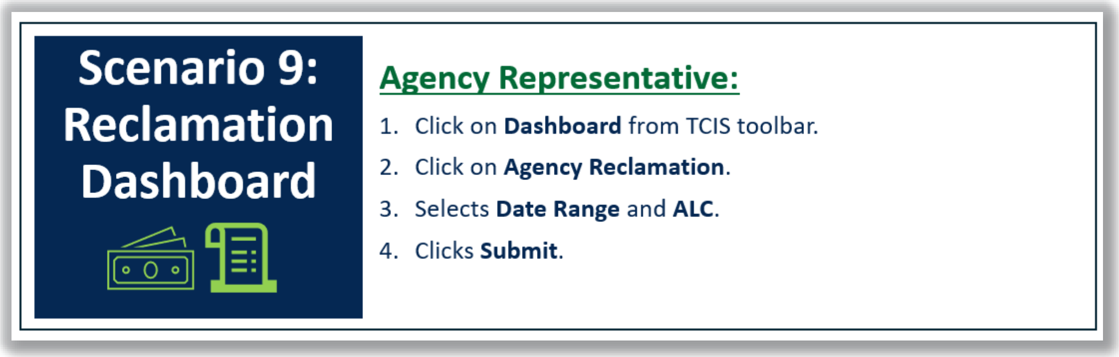


5. The schedule details will display, and an icon will appear to allow exporting.

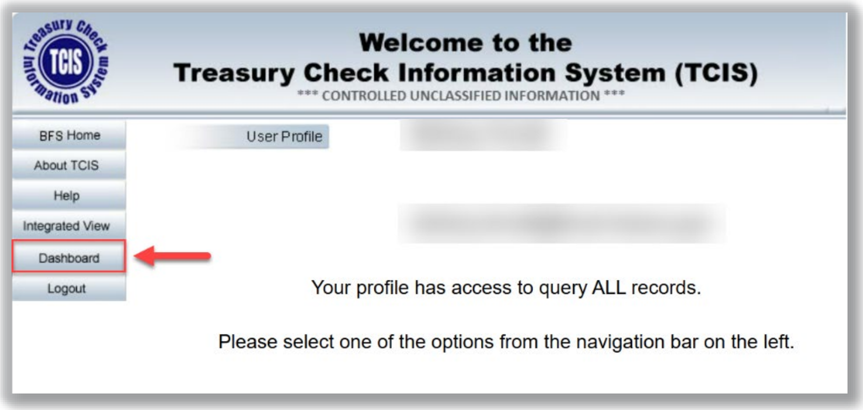


Reclamation Dashboard

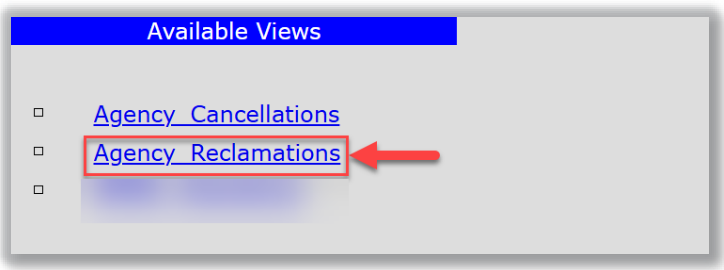
The below steps will walk you through the process on how to get to the Reclamation Dashboard.



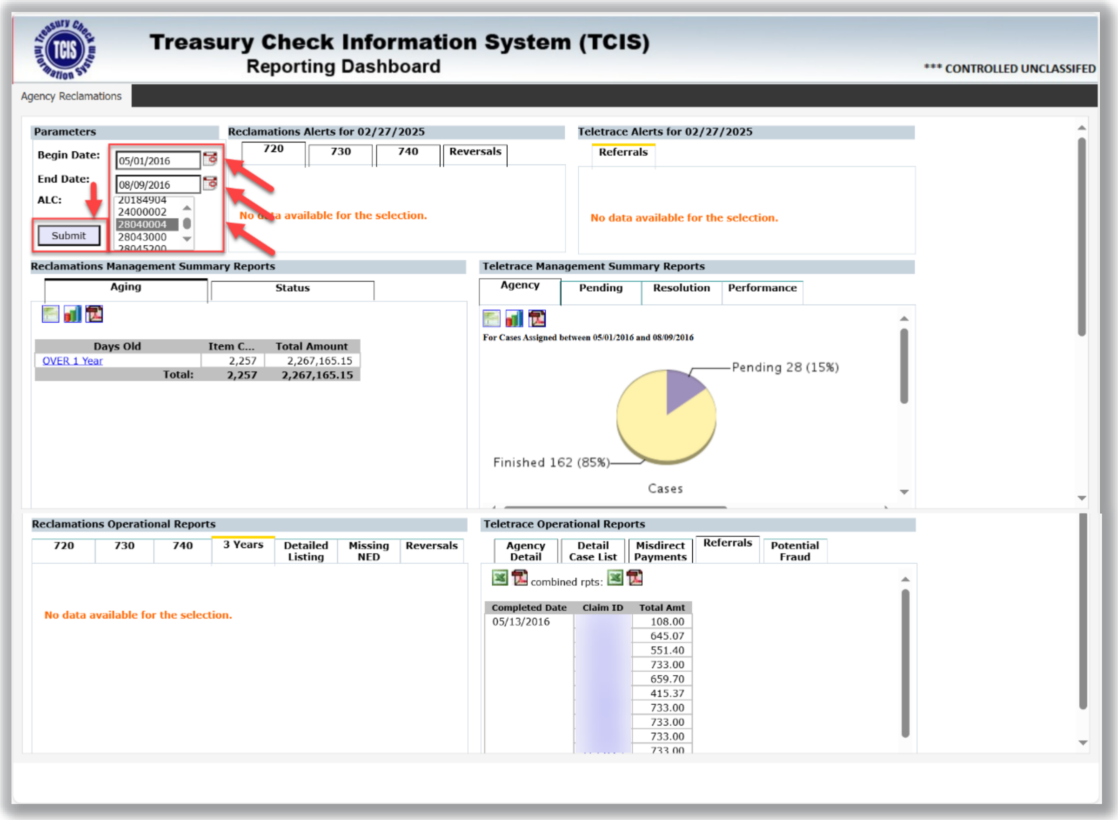
1. Click on **Dashboard** to start your check and/or ACH query.



2. The **Dashboards** will display a menu option if you have access to Cancellation and Reclamation Dashboard. Select **Agency Reclamations** to retrieve the Reclamation Dashboard.



3. The Agency Reclamation dashboard will open in a new browser tab. The query options below display. Select the **Date Range, ALC**, then click **Submit**.



Requests for Support

Contact the Treasury Support Center (TSC) at 855-838-0743 or TCIS_TSC@stls.frb.org for TCIS account support requests.