BUREAU OF THE
Fiscal Service
U.S. DEPARTMENT OF THE TREASURY

Treasury Check Information System

TCIS TREASURY CHECK INFORMATION SYSTEM
BUREAU OF THE FISCAL SERVICE

Quick Reference Guide

May 2022

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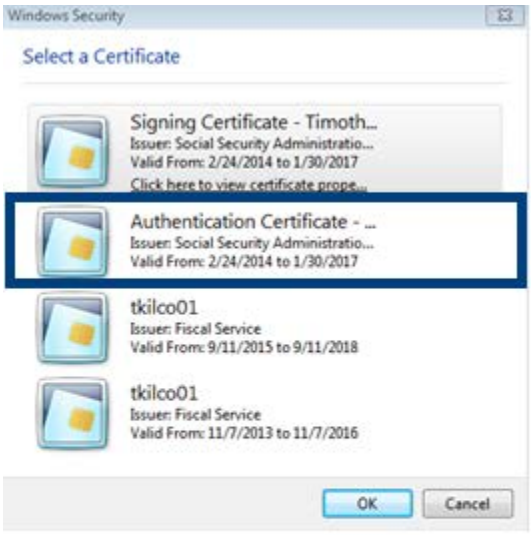
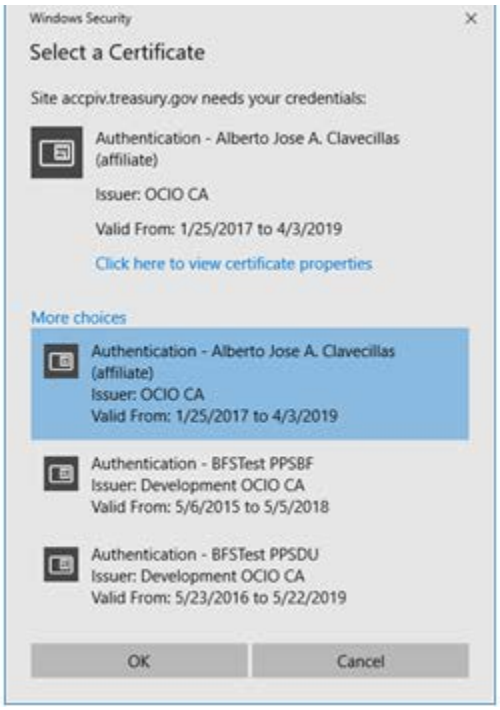
Log On to TCIS

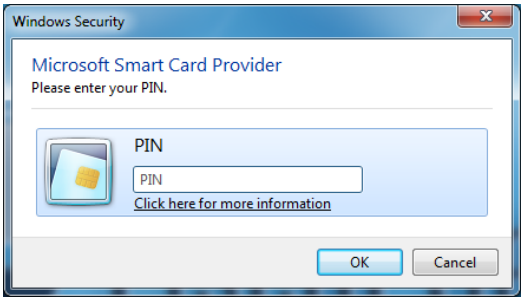
The URL for access to the application is https://tcis.fiscal.treasury.gov.



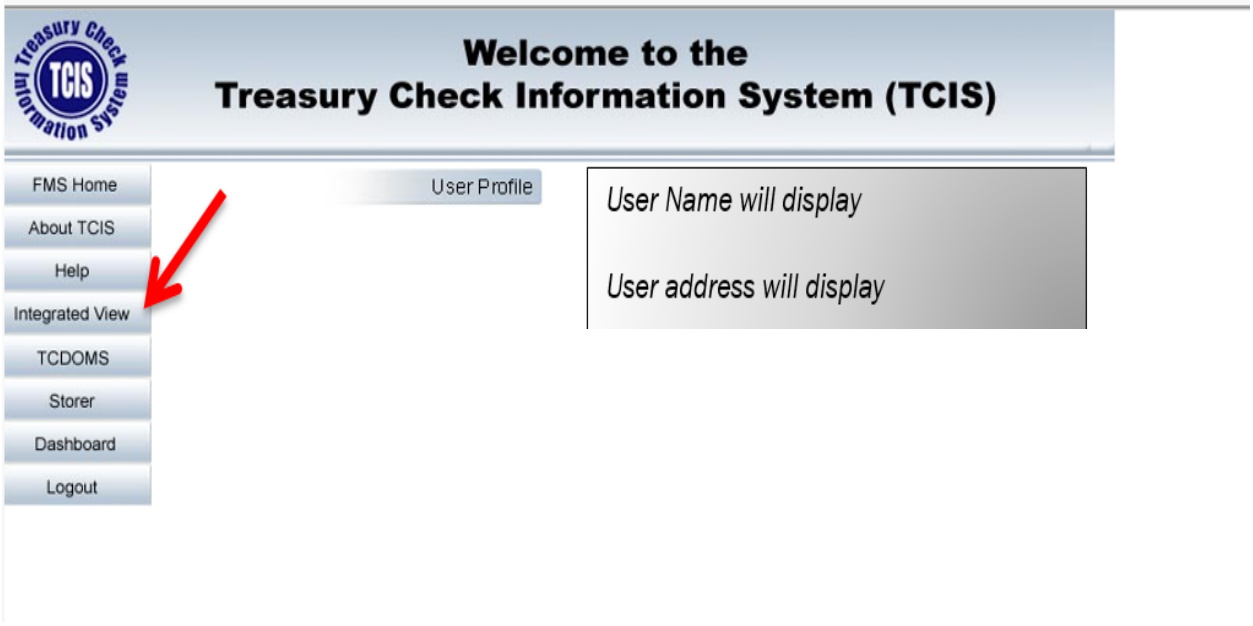


*If you have more than one certificate, select your Authentication Certificate and **click Ok***

*Type in you PKI Token PIN and **click ok***



*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.*



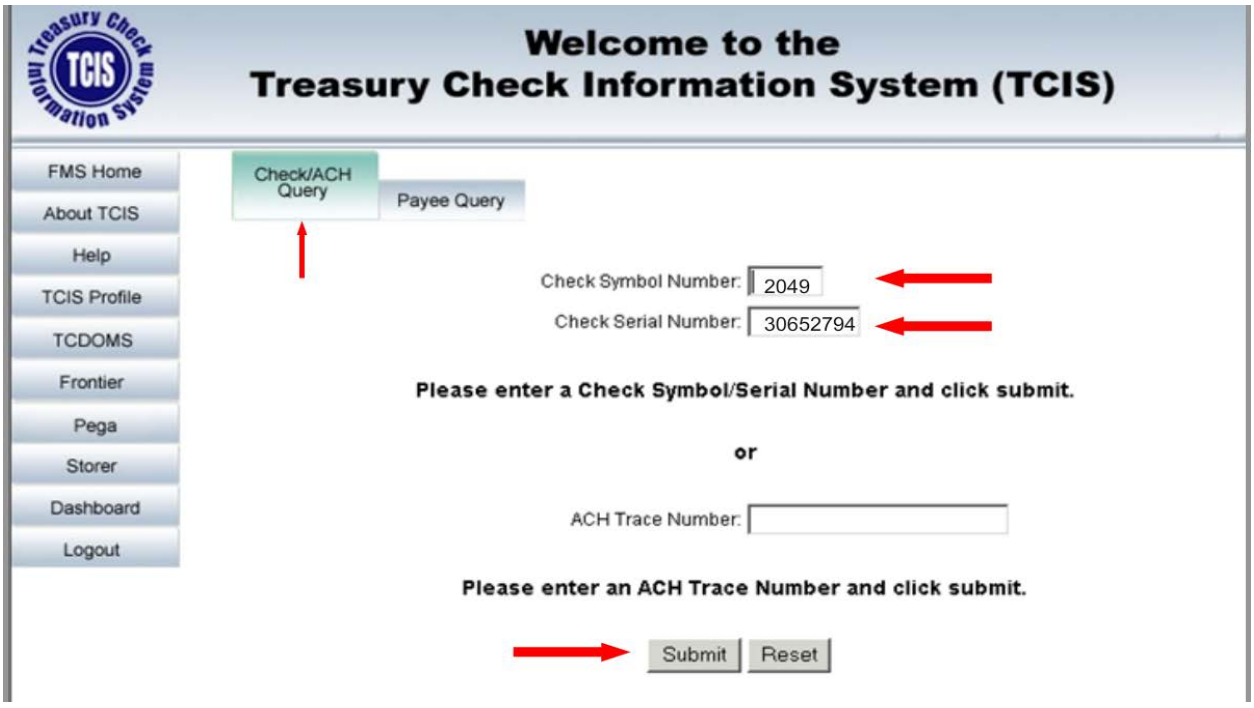
Treasury Check Information System (TCIS) Integrated View

SCENARIO

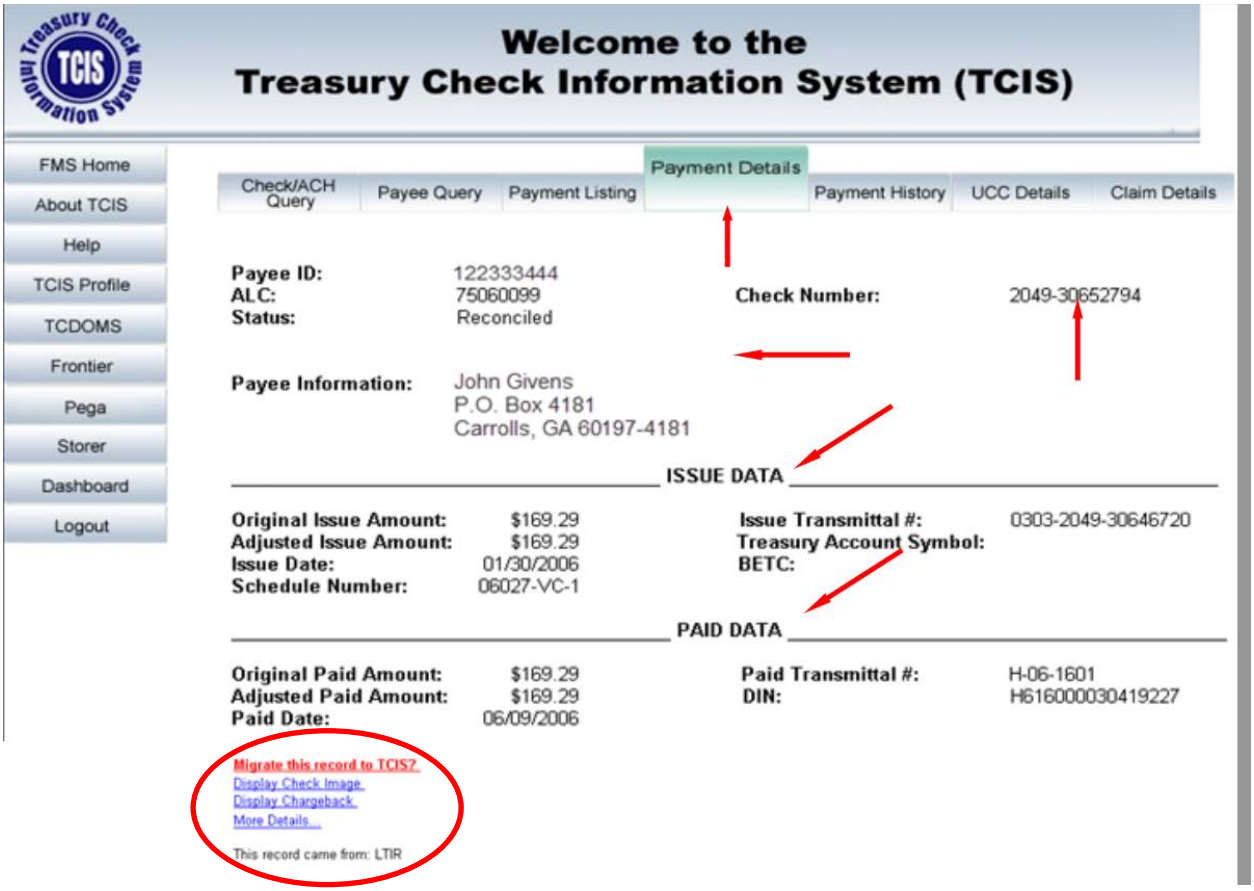
The Check Number is known.

Agency Representative:

- Queries TCIS Integrated View using the **Check/ACH Query Tab**.
- Enters the 4-digit **Check Symbol Number** which is a number that uniquely identifies the disbursing office that issued the check.
- Enters the **Check Serial Number** which is a number up to 8 digits long assigned in a range to a disbursing office.
- Clicks on the **Submit** button.



The system will display the "Payment Details" of the check query.



*Please note that the **Specialized Functions** displayed in the circled area shown above are based on your TCIS roles. For example if your role is FPA-Agency-IV* you can inquire and view images on checks for the 8-digit Agency Location Codes (ALCs) listed for your agency. If your role is *FPA-Agency-IV-UCC* you can inquire and view images on checks for the 8 digit Agency Location Codes (ALCs) listed for your agency and have the ability to submit a stop code against a particular check symbol/serial number.

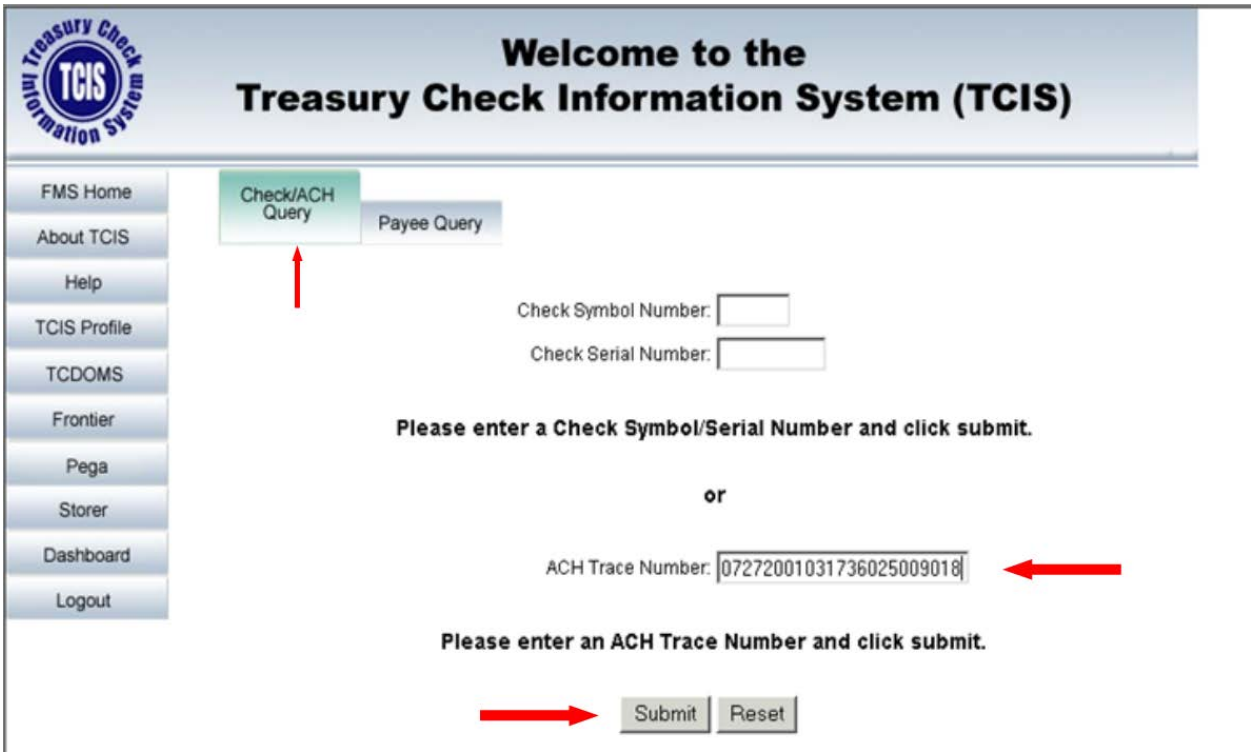
Treasury Check Information System (TCIS) Integrated View

SCENARIO

The ACH Trace Number is known.

Agency Representative:

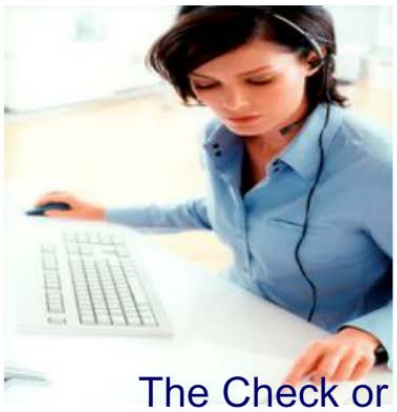
- Queries TCIS Integrated View using the **Check/ACH Query Tab**.
- Enters the 23-digit **Trace Number** consisting of:
  - The 8-digit **Original Payment Date**.
  - The 8-digit **Originating Regional Financial Center Routing and Transit Number**.
  - The 7-digit **Trace Sequence Number**.
- Clicks on the **Submit** button.



The system will display the "Payment Details" ACH Trace Number query.

Treasury Check Information System (TCIS) Integrated View

SCENARIO

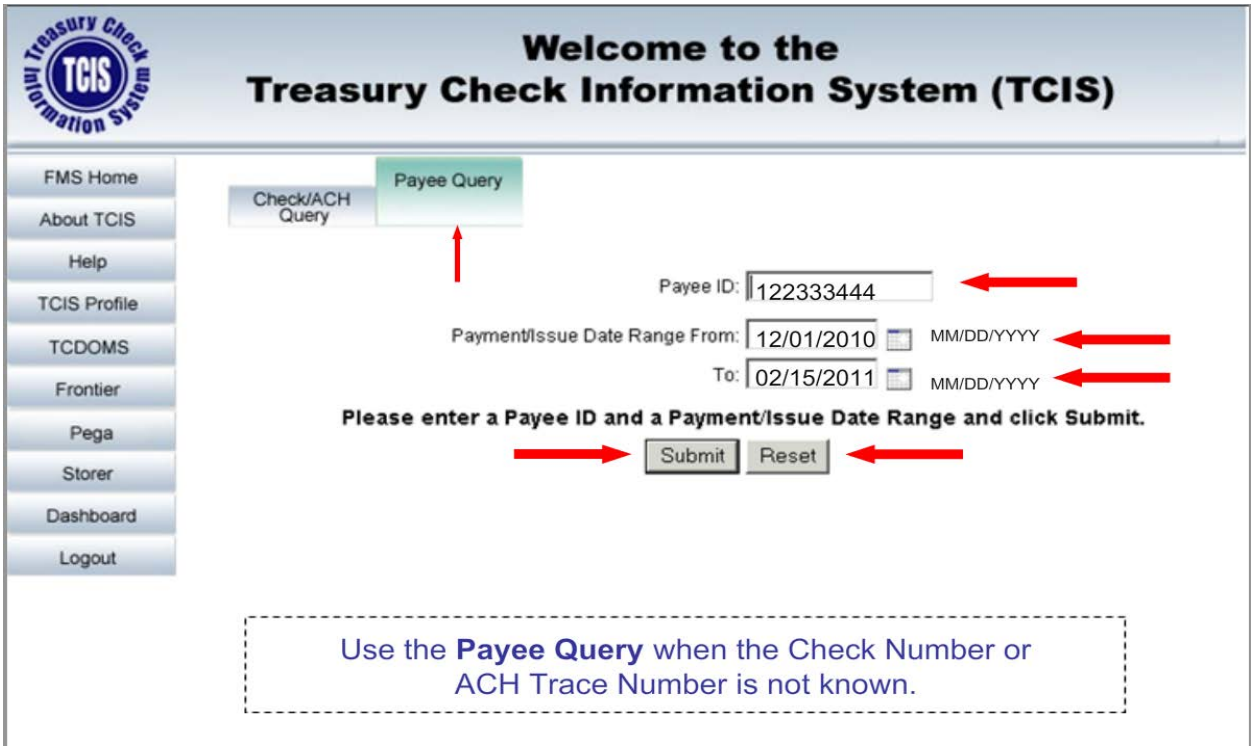


The Check or ACH Trace Number is not known.

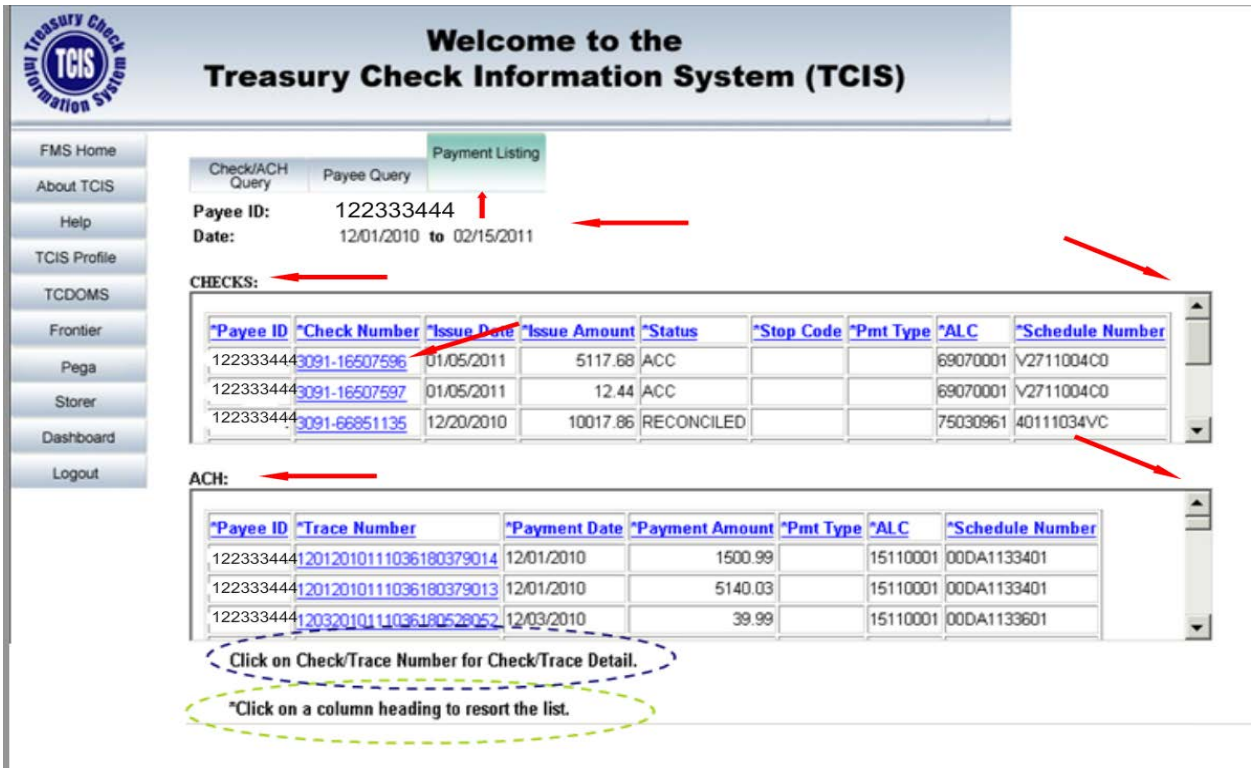
Agency Representative:

- Queries TCIS Integrated View using the **Payee ID Query Tab**.
- Enters the **Payee ID** number.
- Enters the **Date Range From Date**. (MM/DD/YYYY)
- Enters the **Date Range To Date**. (MM/DD/YYYY)
  - Date range up to a 12-month period.
- Clicks on the **Submit** button.

*The system will always default to the "Check/ACH Query tab. Click the **Payee Query** tab to bring up the Payee ID display page. Your date range can be requested up to twelve months or less.*

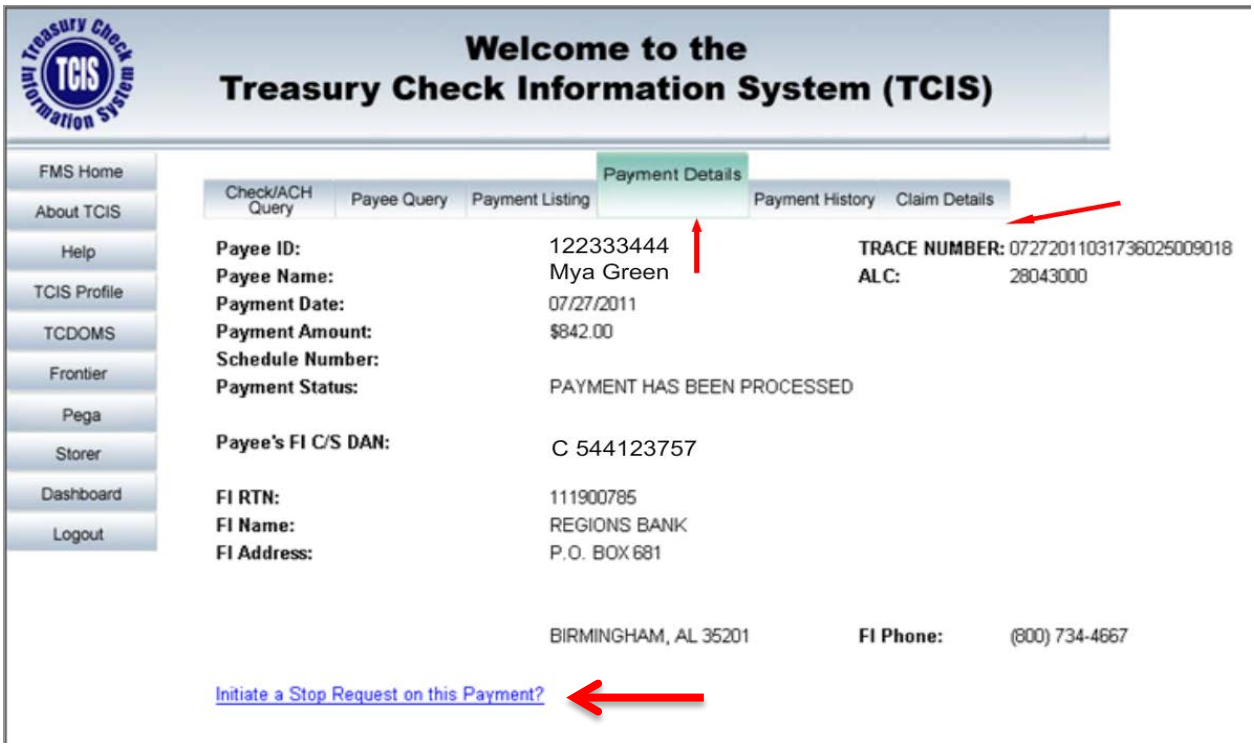


*The system will display the "Payment Listings" tab which list all the Checks and ACH Payments that fall in that date range. Click on a **Check Number** or **ACH Trace Number** to get the details of the payment selected.*

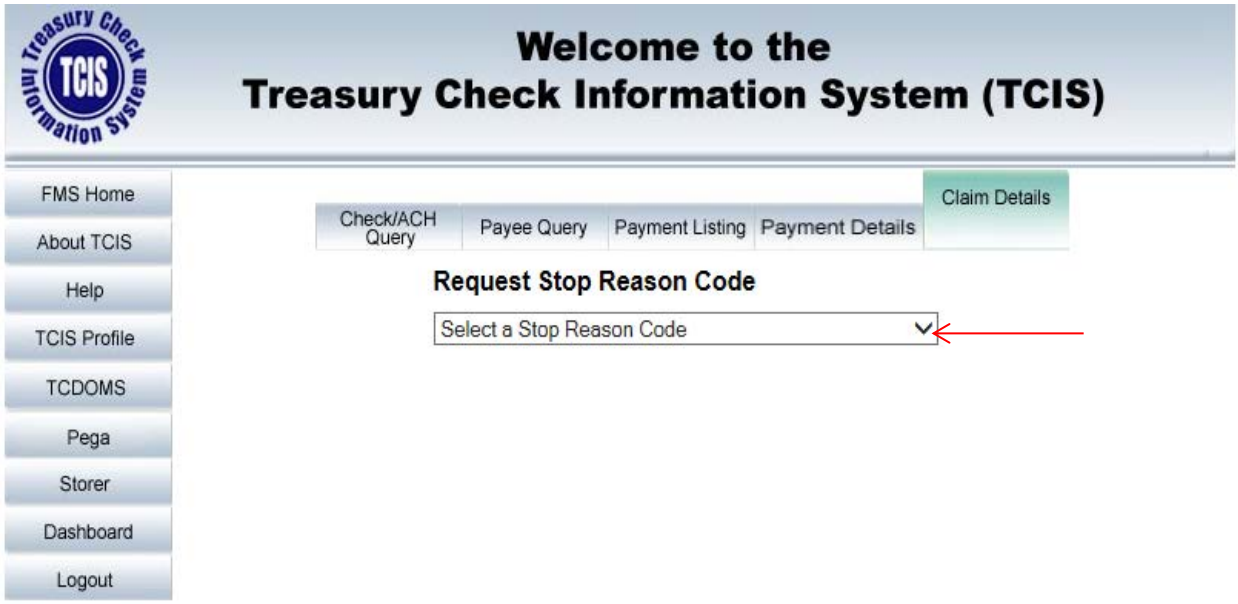


Initate a Request Stop Payment

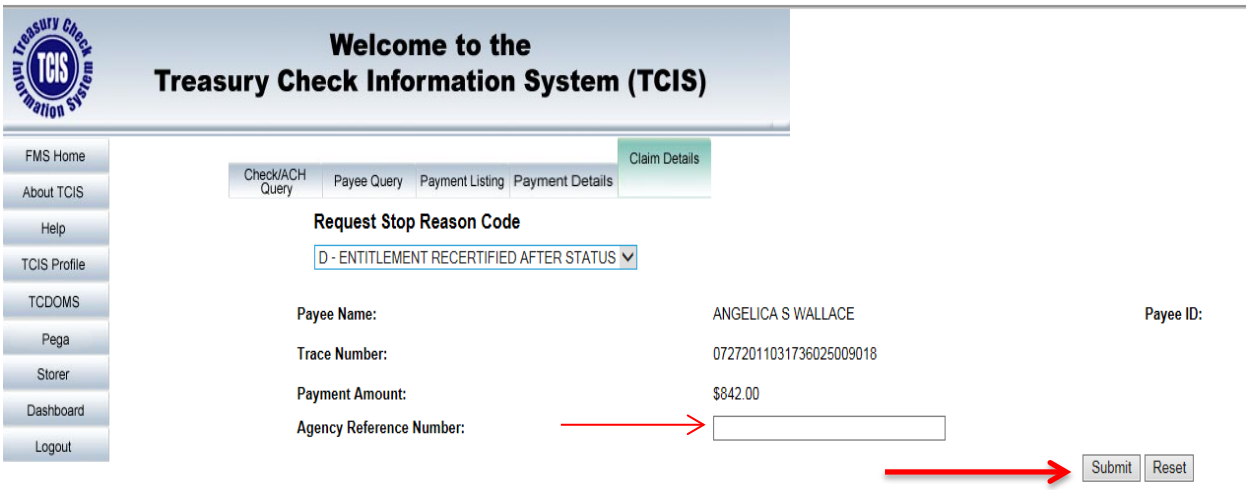
*Click on the **Initiate a Stop Request for an ACH Payment** link. Reson stop codes are different for ACH and Check Payments.*



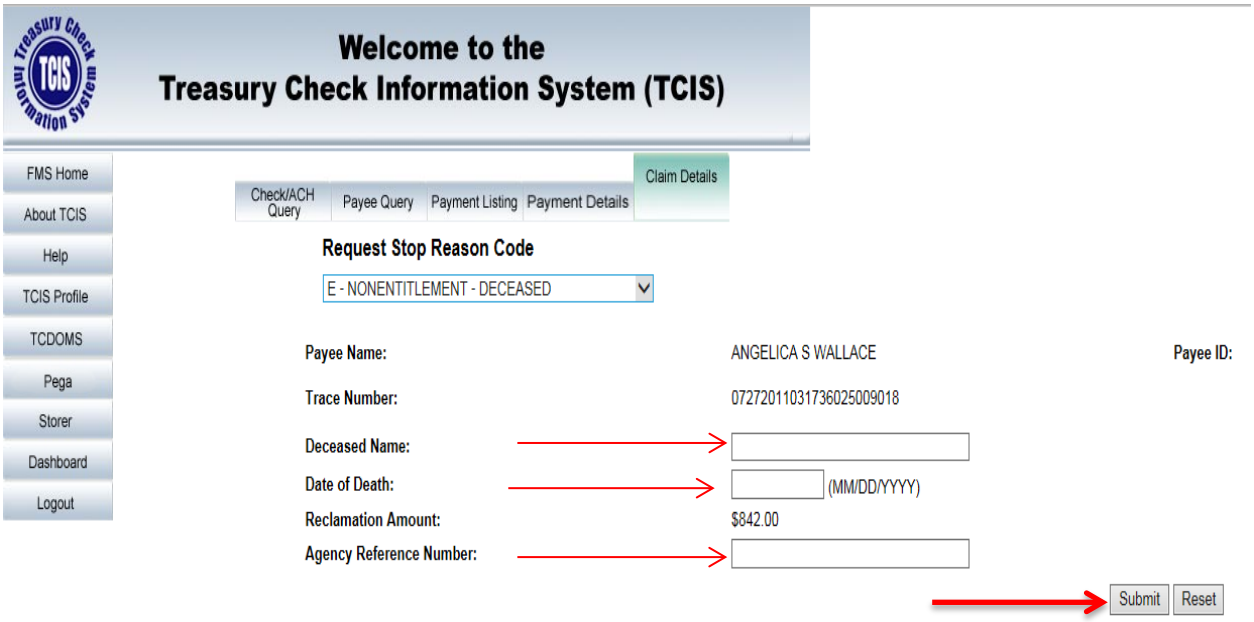
*Select a Stop Reason Code; the drop box will display option **D – Entitlement Recertified After Status** or **E – Non-Entitlement – Deseased**.*



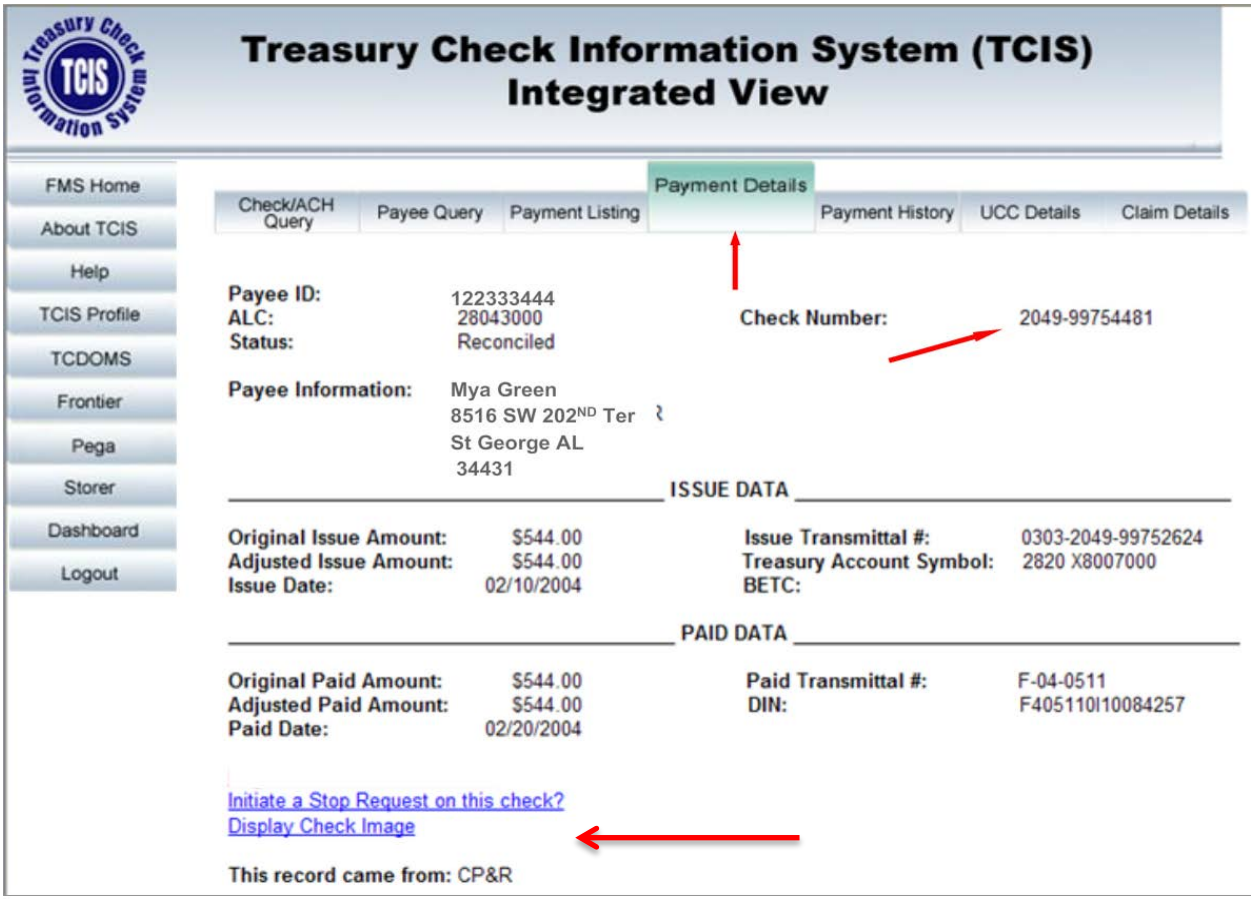
*The D- Entitlement Recertified After Status screen is display, the only required field is an **Agency Reference Number** click **Submit**.*



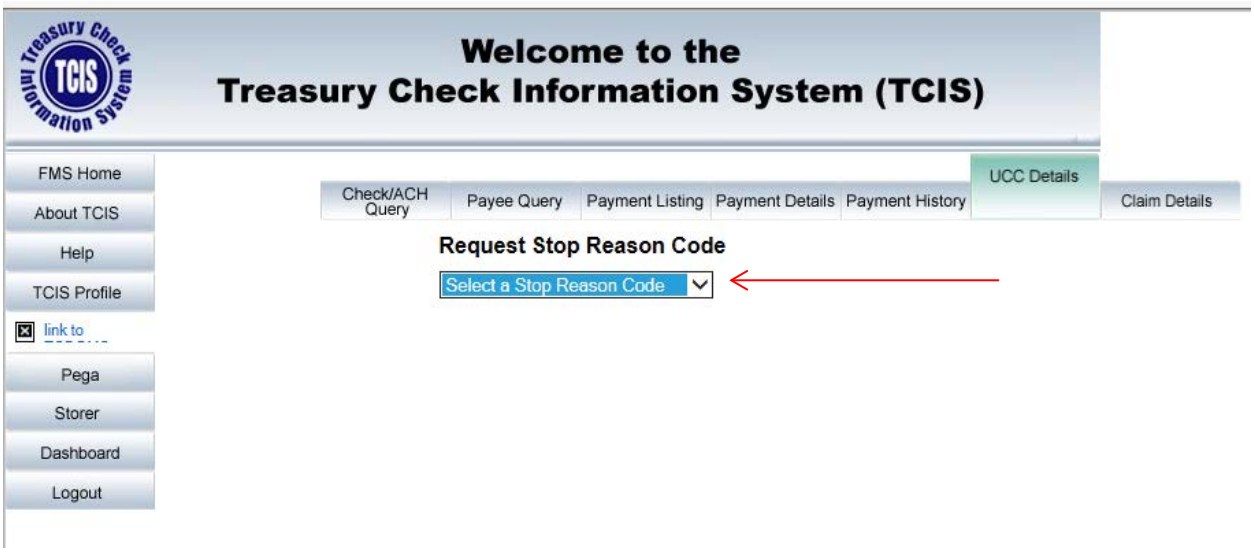
*The E- Non-Entitlement – Deceased is displayed, fill in the **Deceased Name**, **Date of Death** an **Agency Reference Number** click **Submit**.*



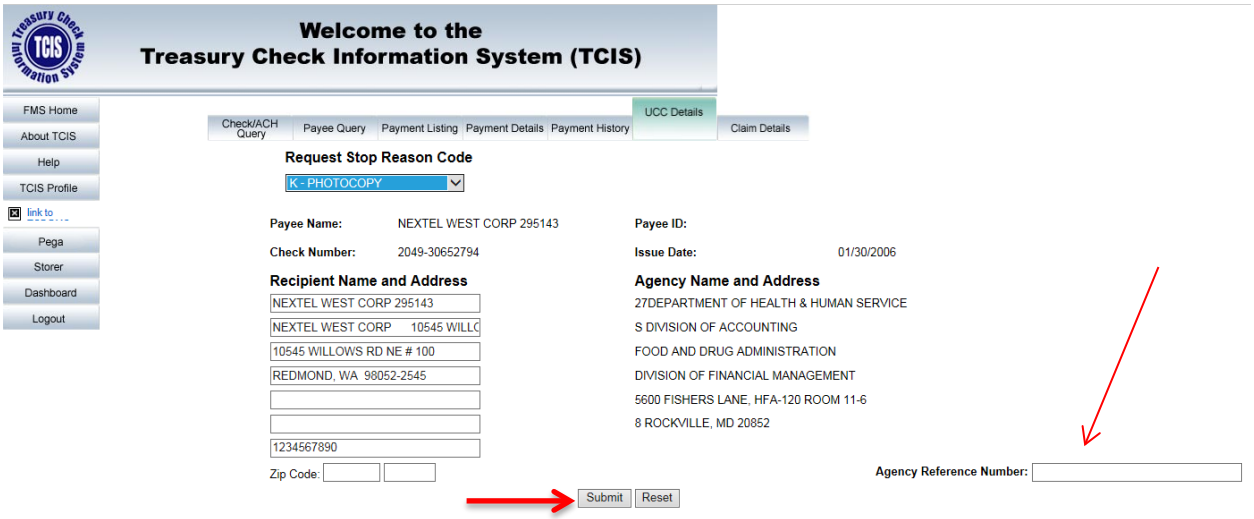
*Click on the **Initiate a Stop Request for an ACH Payment** link. Reson stop codes are different for ACH and Check Payments.*



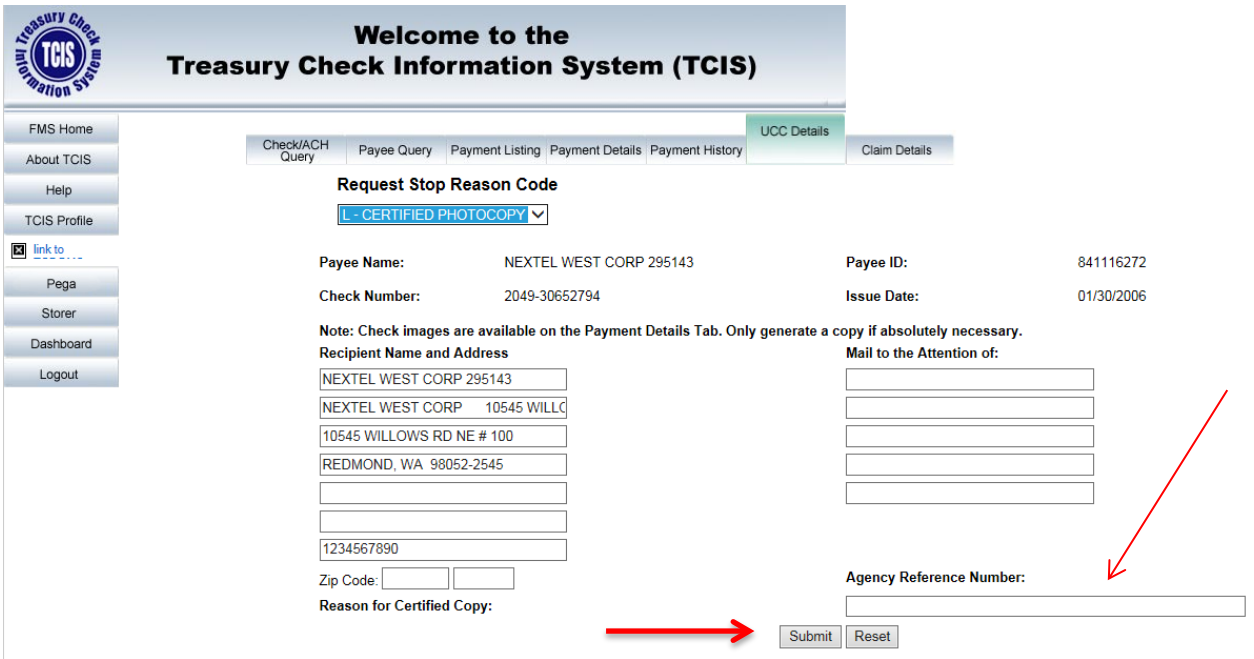
*Select a Stop Reason Code; the drop box will display option **K – Photocopy** or **L – Certified Photocopy**.*

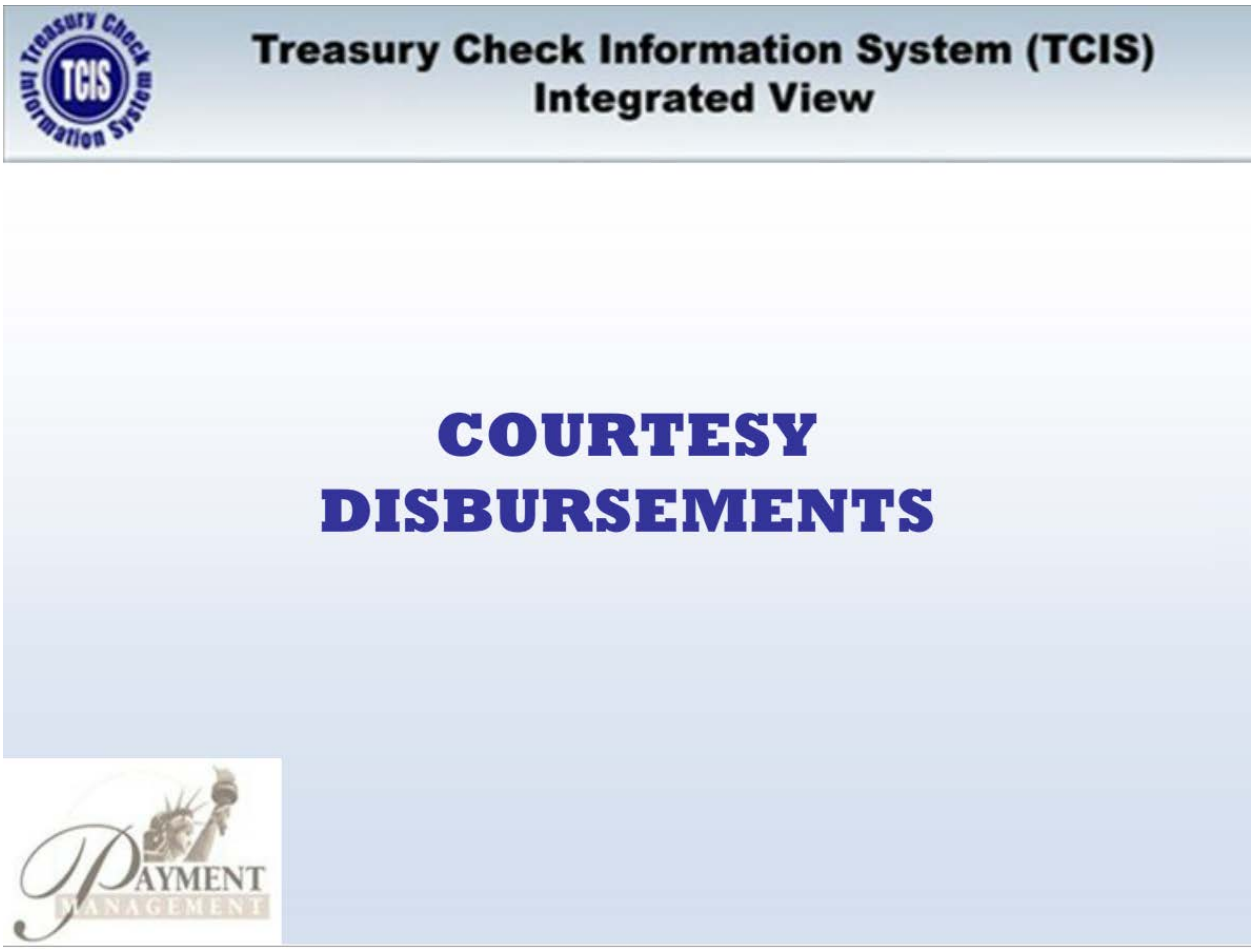


*The K – Photocoy screen is displayed, the only required field is an **Agency Reference Number** click **Submit**.*

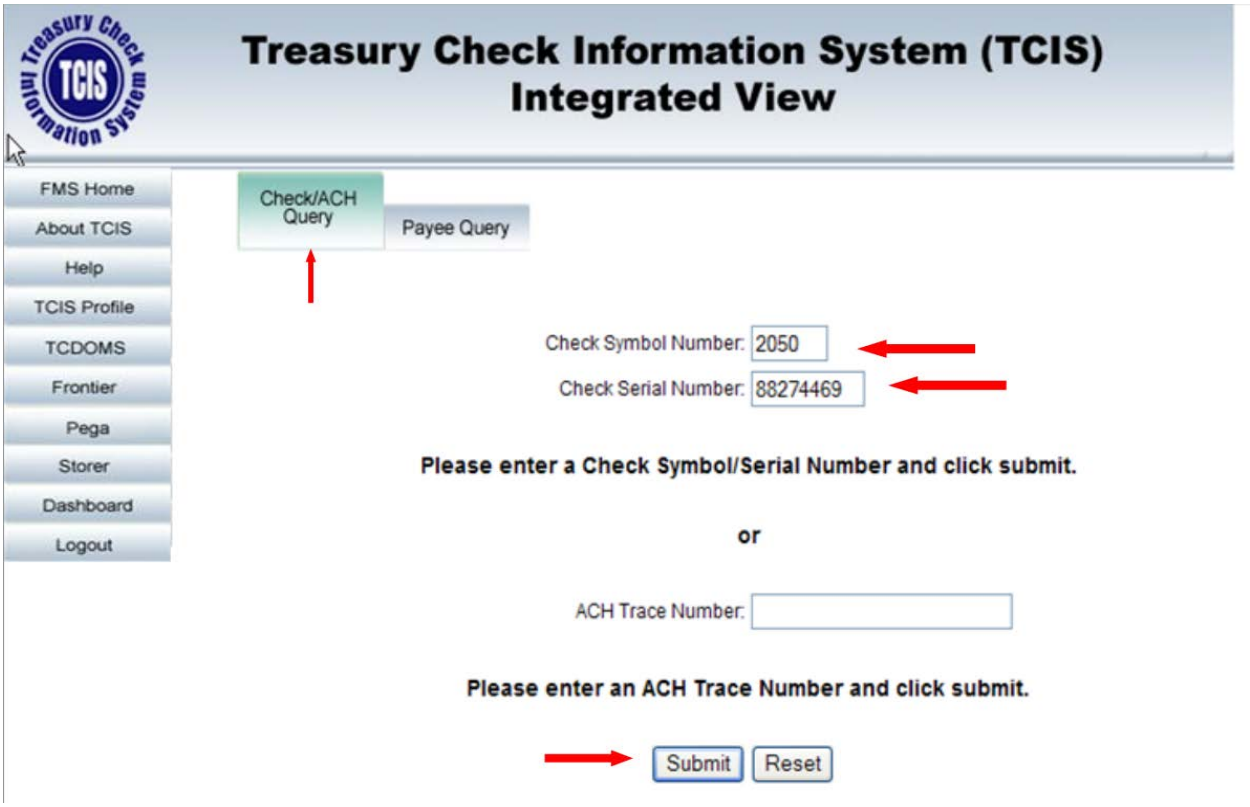


*The L – Certified Photocoy screen is displayed, the only required field is an **Agency Reference Number** click **Submit**.*

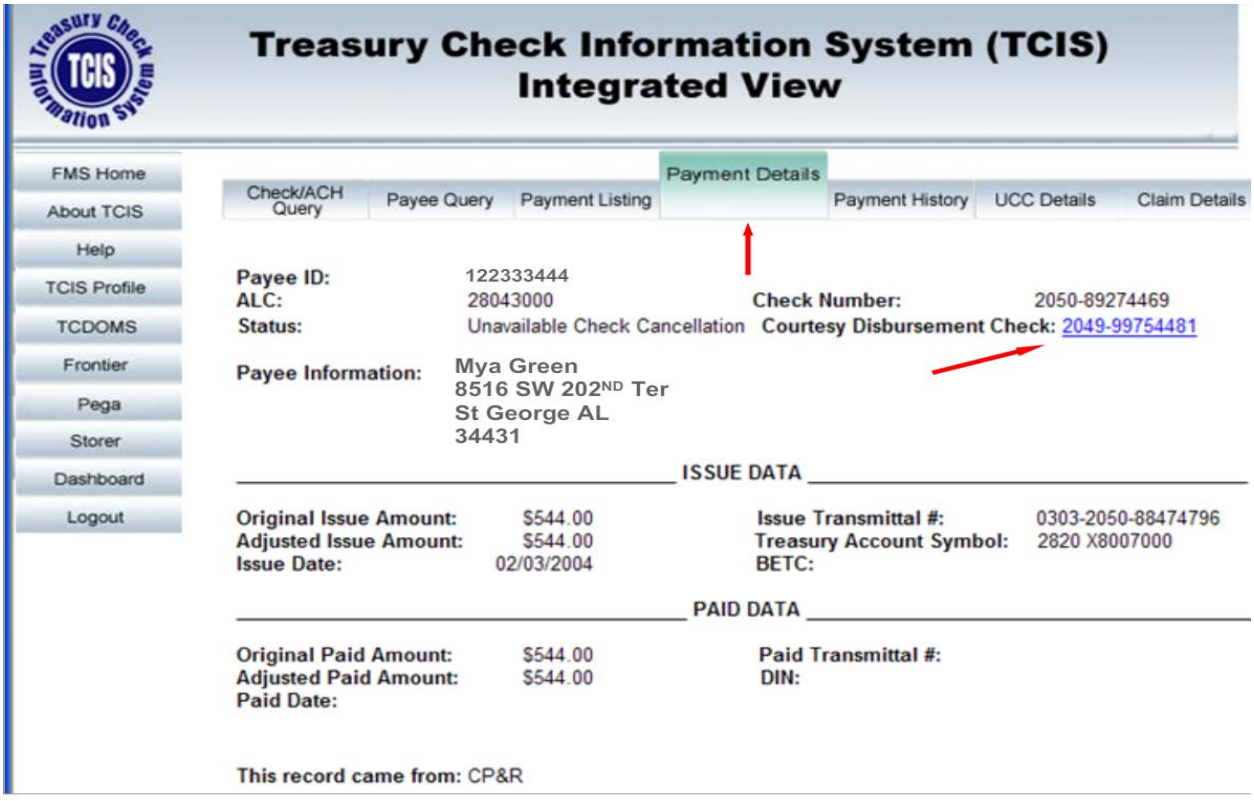



Treasury Check Information System (TCIS)
Integrated View
COURTESY
DISBURSEMENTS
PAYMENT
MANAGEMENT

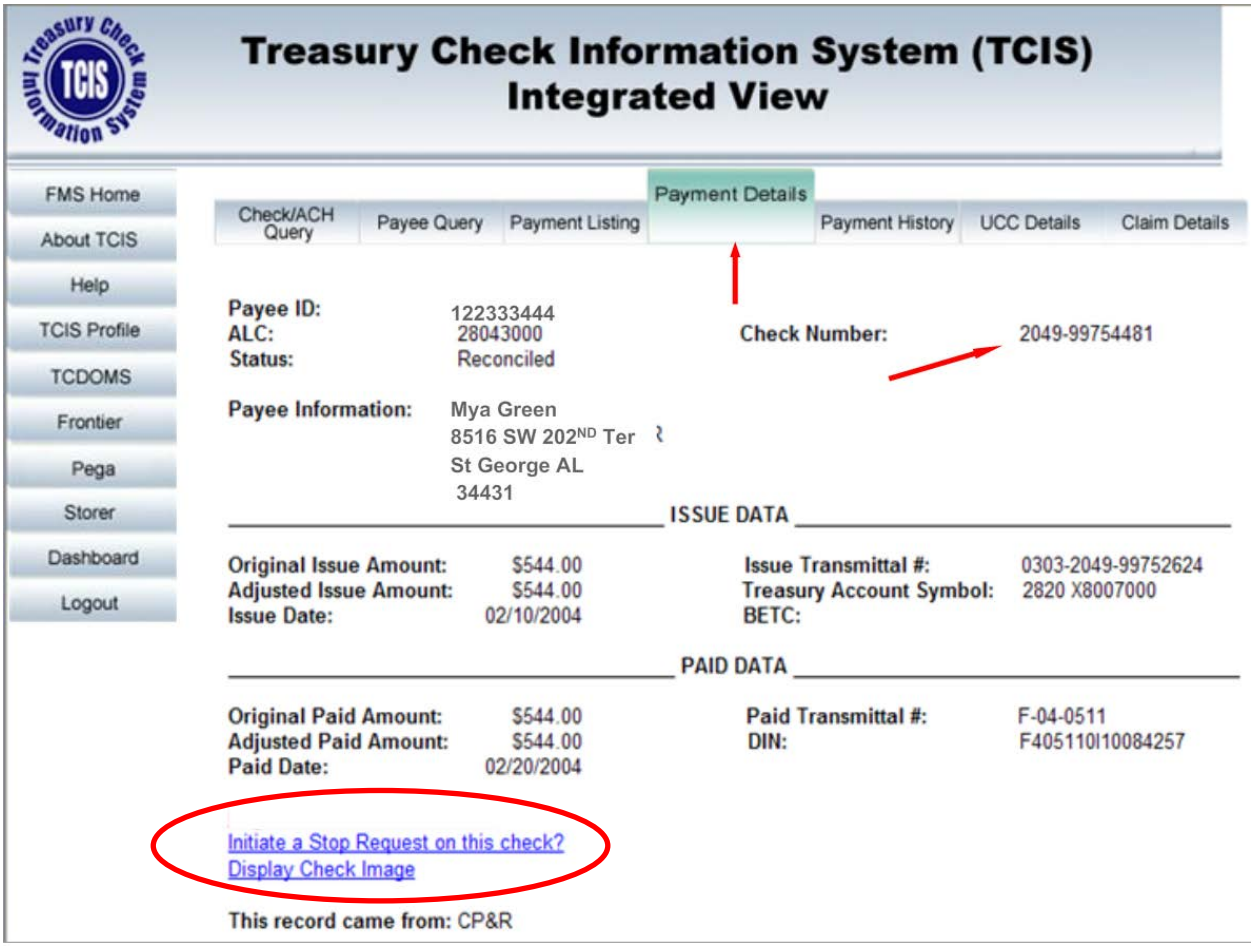
*User enters the original **Check Number***



*The **Courtesy Disbursement Check** number is underlined meaning you can click for more detail*



*The **Courtesy Disbursement Check** is displayed.*



*Please note that the **Specialized Functions** displayed in the circled area are shown above are based on your TCIS roles. For example if your role is FPA-Agency-IV* you can inquire and view images on checks for the 8-digit Agency Location Codes (ALCs) listed for your agency. If your role is *FPA-Agency-IV-UCC* you can inquire and view images on checks for the 8 digit Agency Location Codes (ALCs) listed for your agency and have the ability to submit a stop code against a particular check symbol/serial number.

Treasury Check Information System (TCIS)
Integrated View

PARTIAL OFFSETS – CHECK

PAYMENT MANAGEMENT

Treasury Check Information System (TCIS)
Integrated View

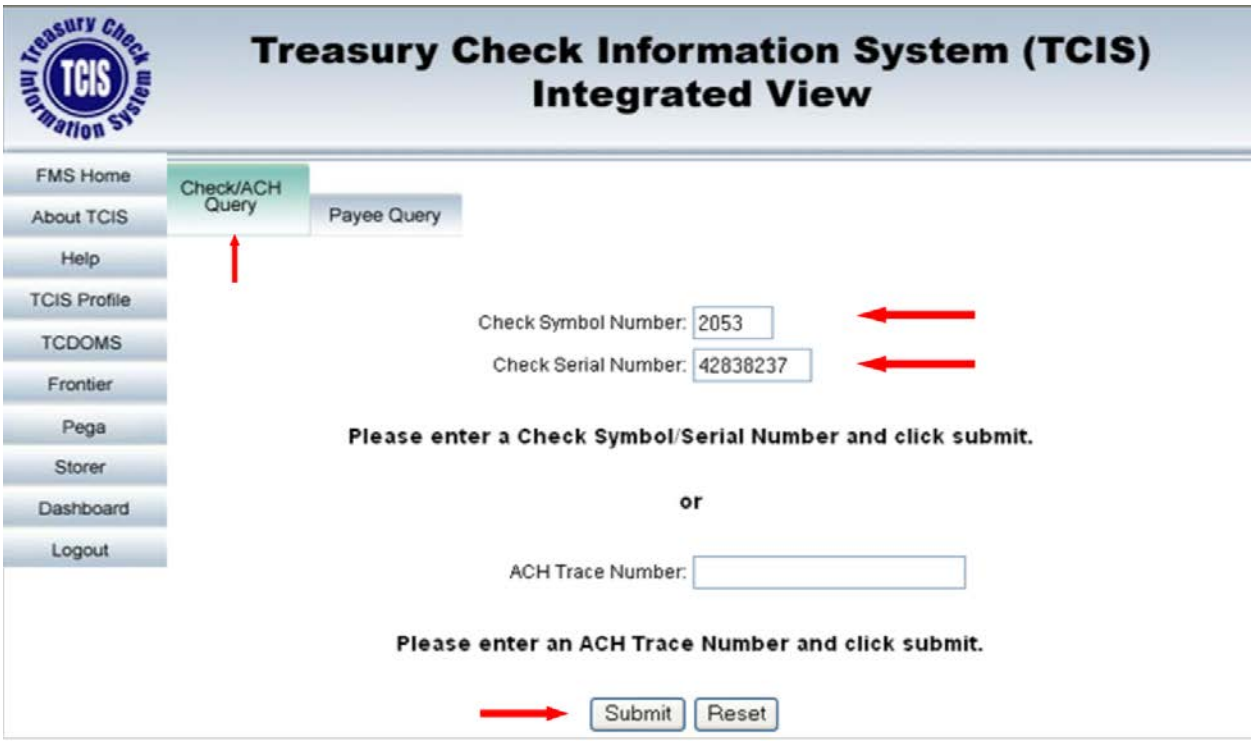
SCENARIO

Why is my check less than I usually receive?

Agency Representative:

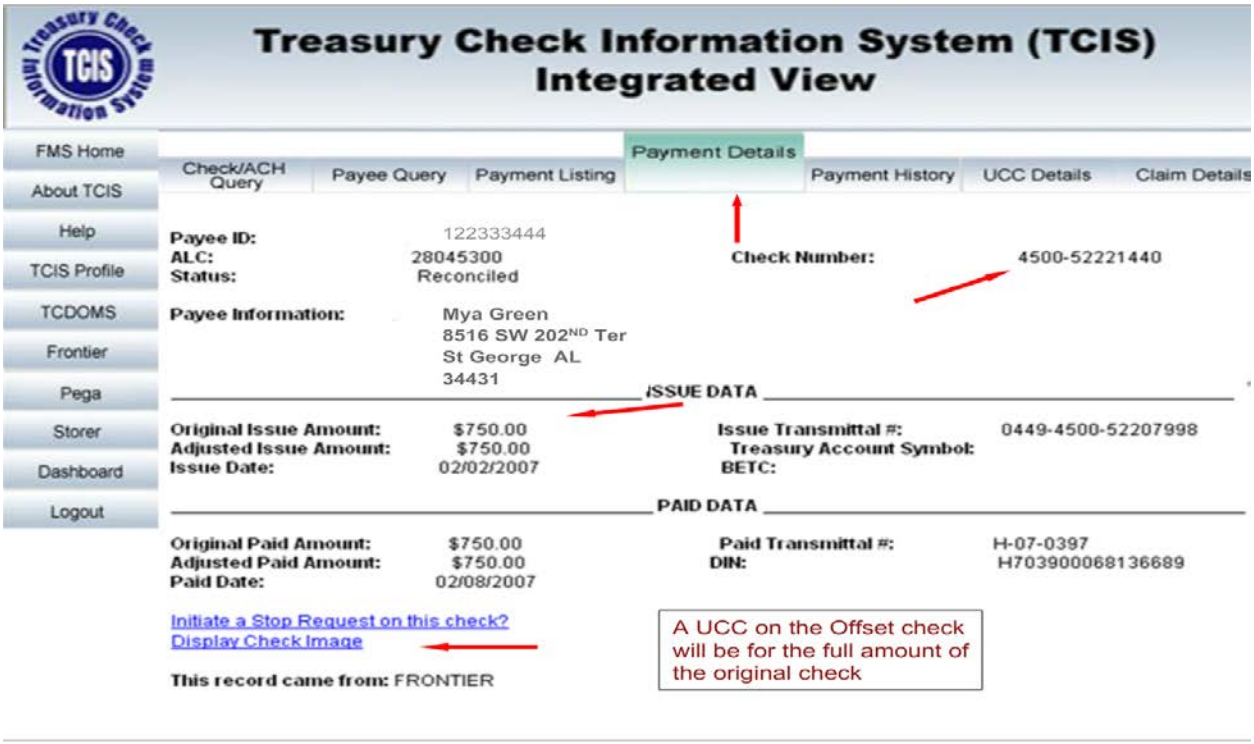
- Performs query to locate check payment using **Payee ID Query**.
- Selects a check payment from the **Payment Listing**.
- Selects **Payment Details** for check payment to identify an Offset Check.

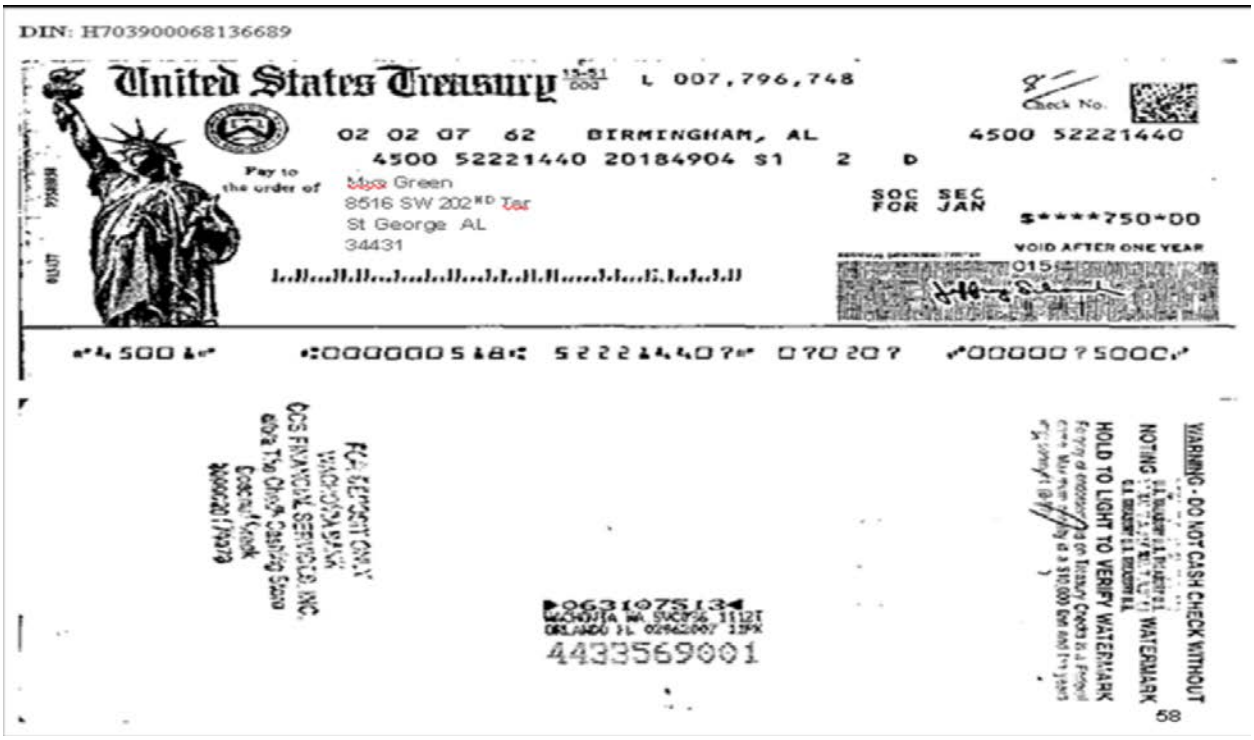
*User enters the original **Check Number** and click **Submit***



*The **original Check** is displayed with the **Offset Check Number** listed with a link for further detail.*

*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.*





Treasury Check Information System (TCIS)
Integrated View

PARTIAL OFFSETS – ACH

PAYMENT MANAGEMENT

Treasury Check Information System (TCIS)
Integrated View

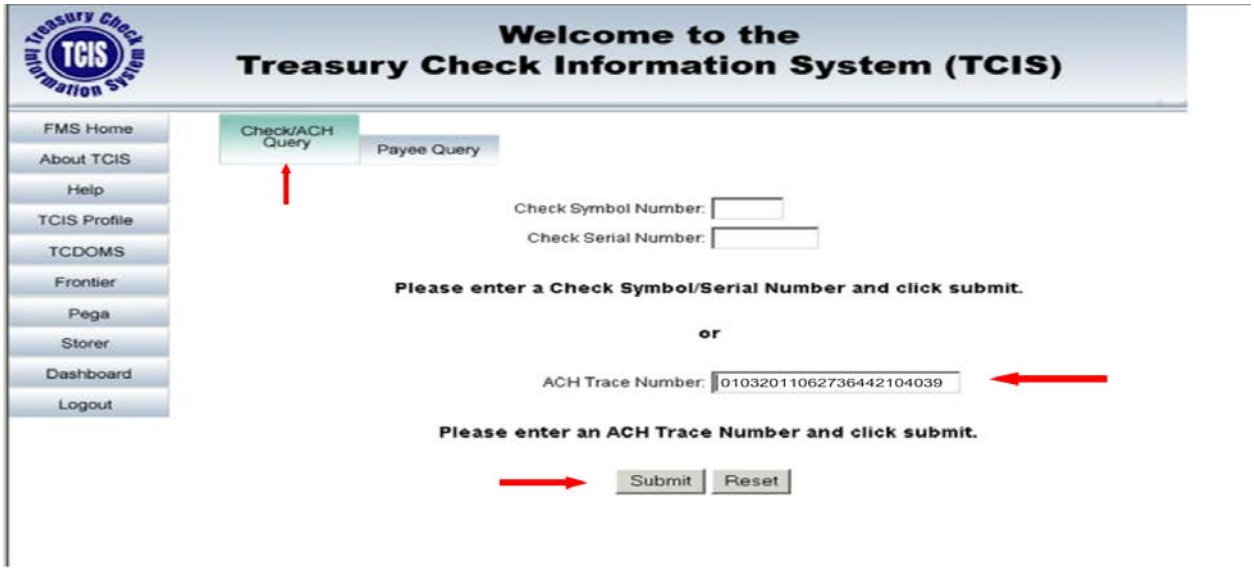
SCENARIO

Why is my payment less than I usually receive?

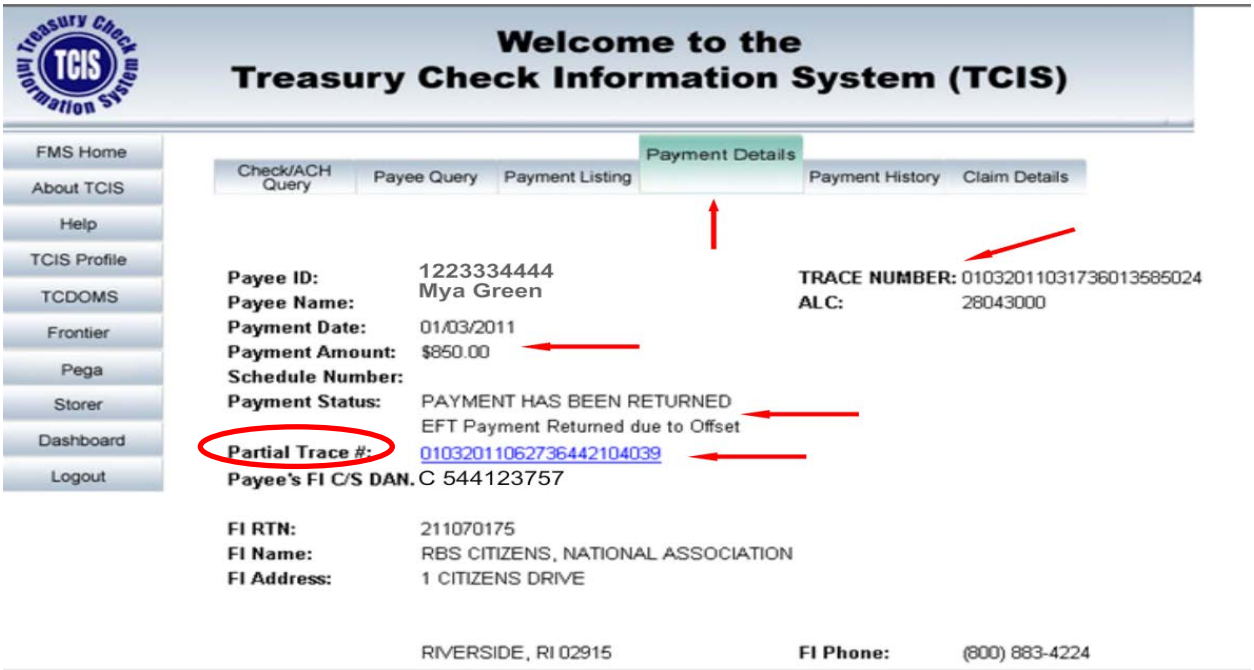
Agency Representative:

- Performs query to locate payment using **Payee ID Query**.
- Selects an ACH trace payment from the **Payment Listing**.
- Selects **Payment Details** for ACH trace payment to identify an Offset.

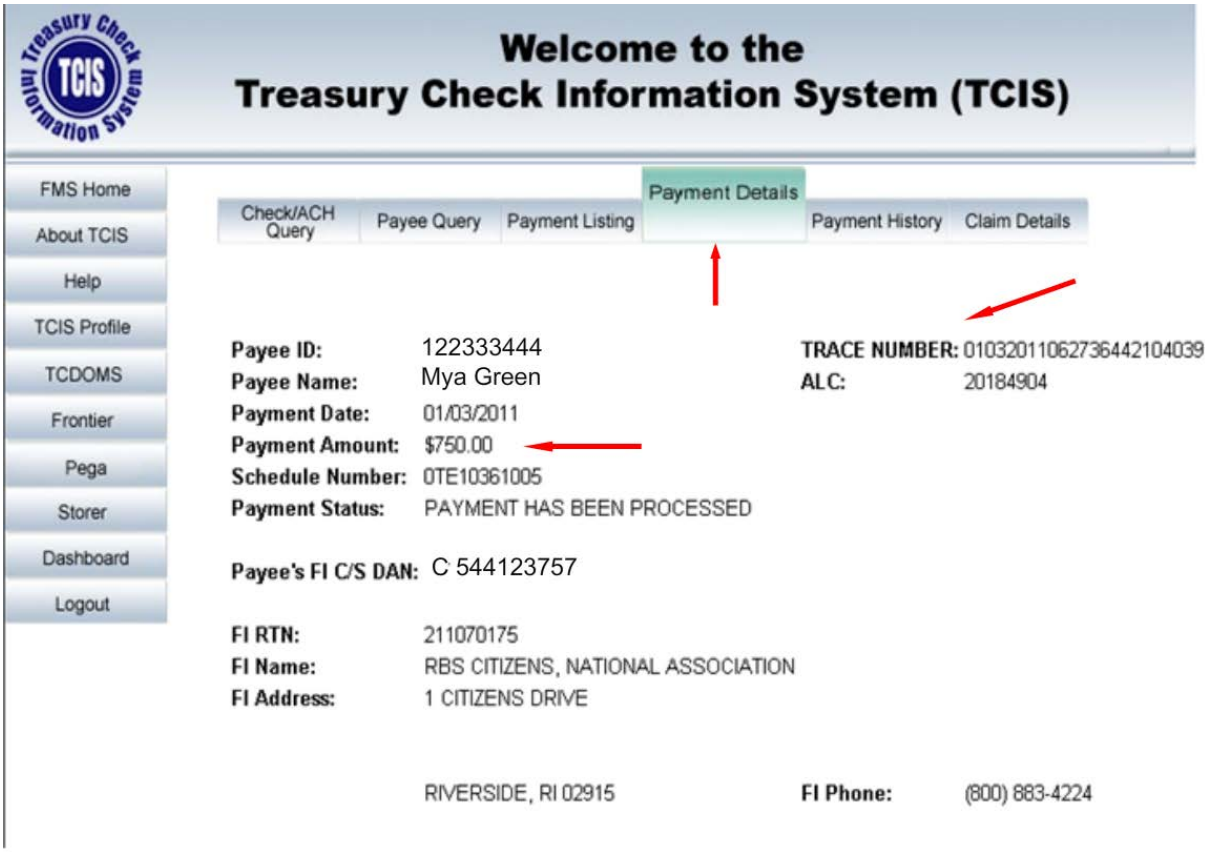
*User enters the original **Trace Number** and click **Submit***



*The **Partial Trace #** field is a user link field you can click for further detail.*

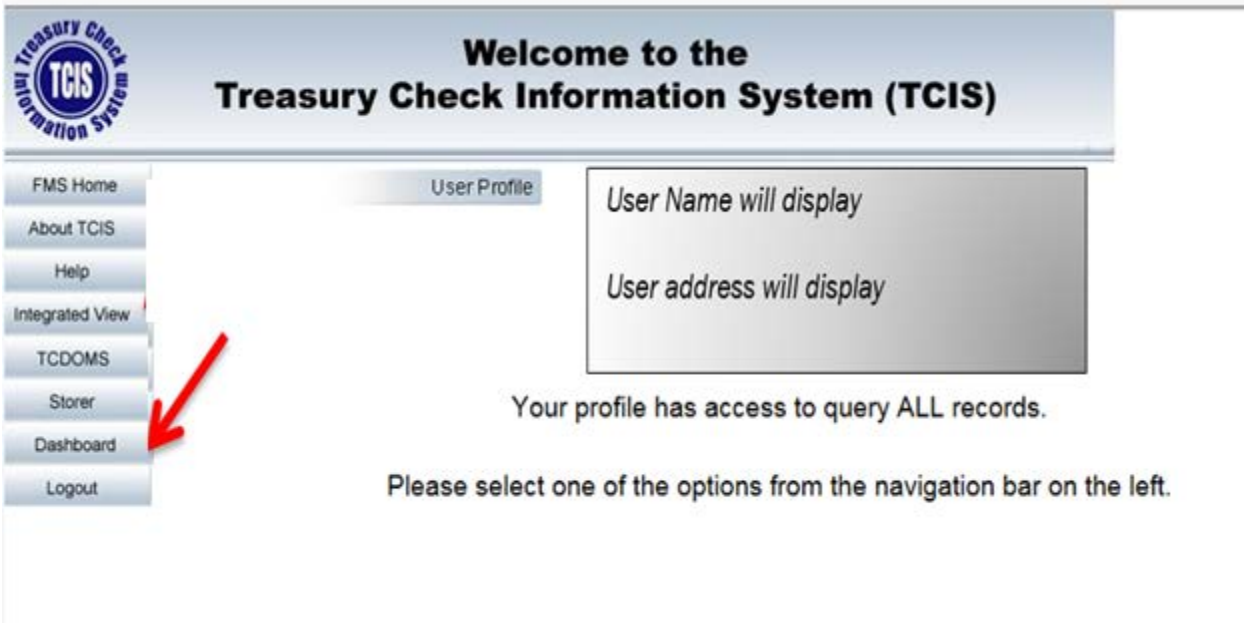


Questions regarding TOP (Treasury Offset Program) contact 800-304-3107 option #2 or 205-912-6181.

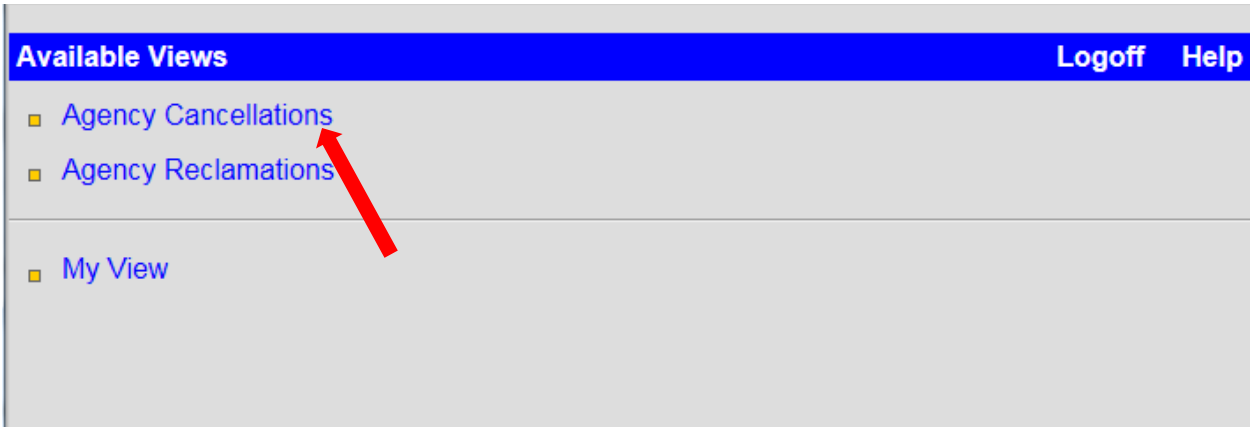


Dashboard – Cancellation Dashboard

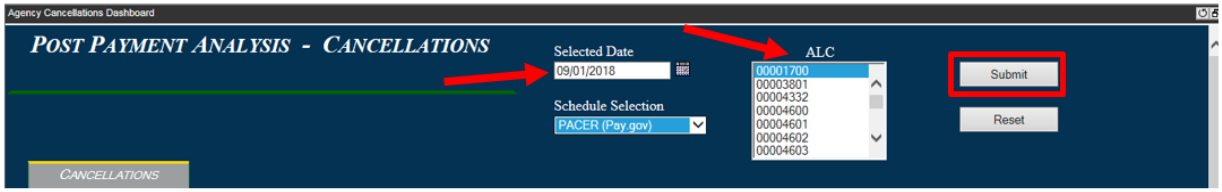
*Click on "**Dashboard**" to start your check and/or ACH query.*



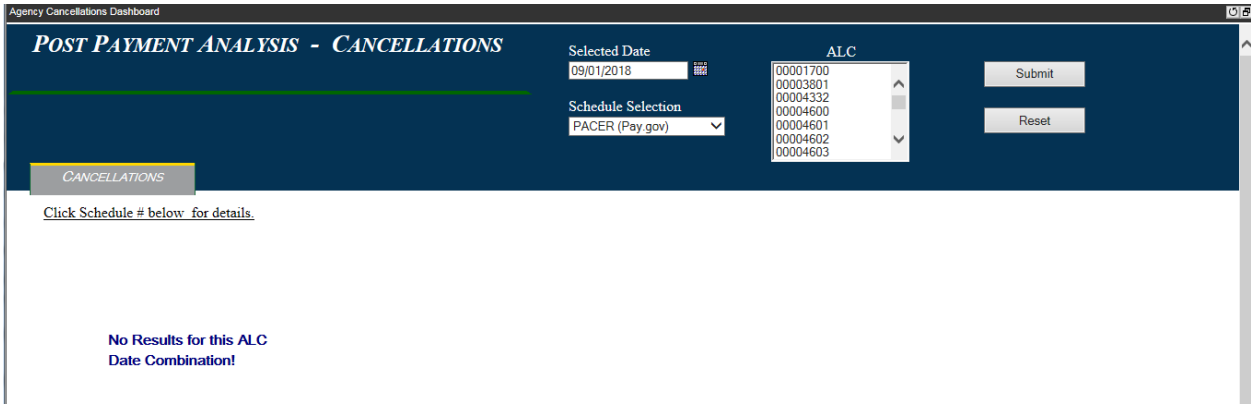
*The **Dashboards** will display a menu option if you have access to Cancellation and Reclamation Dashboard. Select **Agency Cancellations** to retrieve the RFC Cancellation Reports*



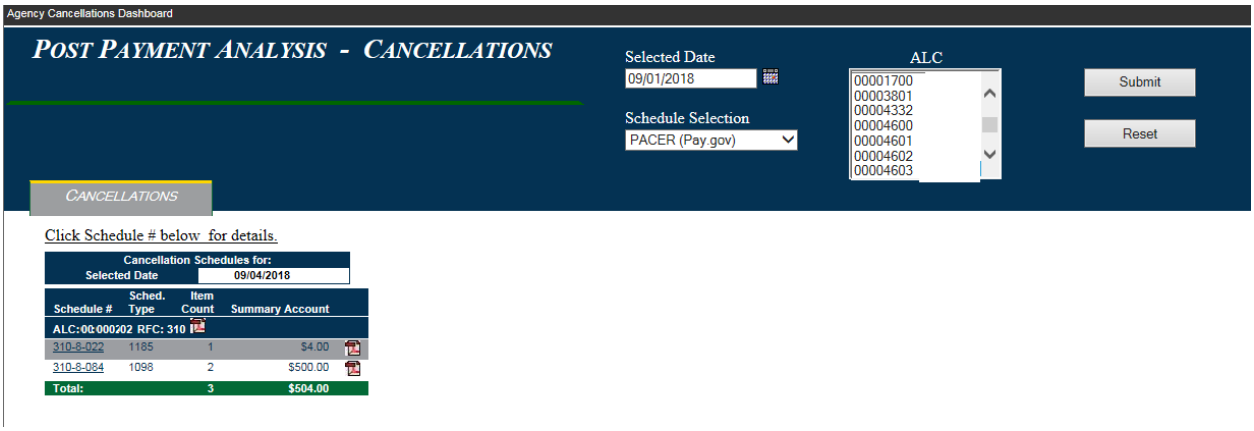
*The Agency Cancellation dashboard will open in a new browser tab. The query options below display. Select a Date, ALC and click **Submit.***



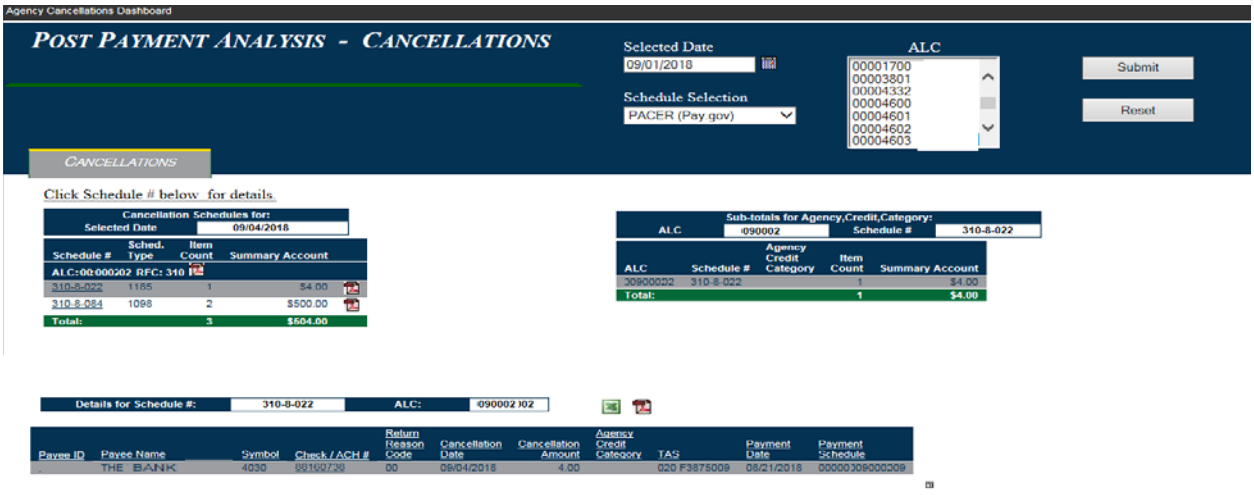
No Results *will display if there are no Cancellation Schedules matching.*



Cancellation Schedules matching the query will display.

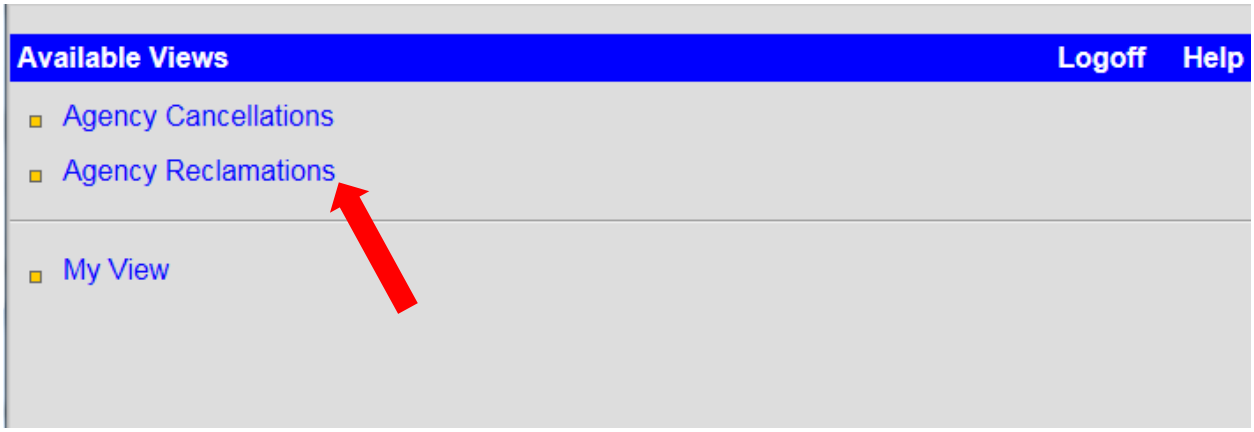


Click the Schedule Number to display the details. The *icons allow exporting to Excel and Adobe.*

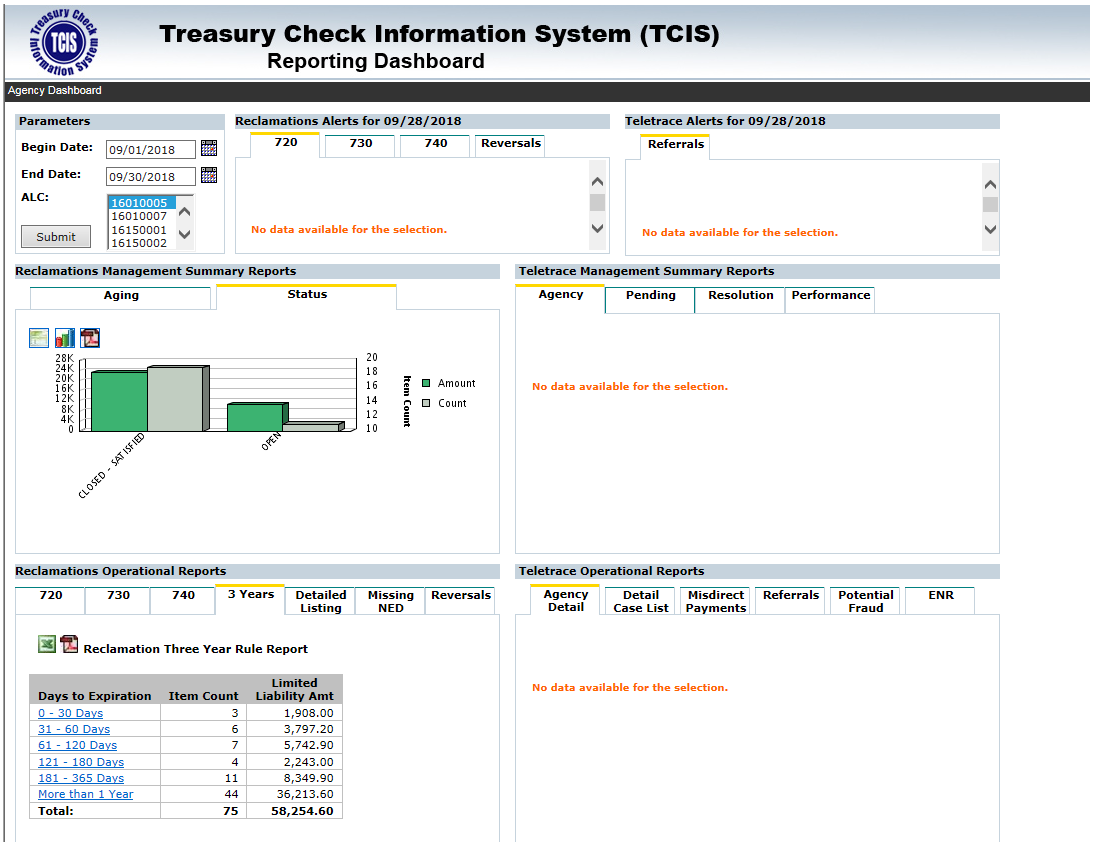


Dashboard – Reclamation Dashboard

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



The Agency Reclamation dashboard will open in a new browser tab. The query options below display. Select a Date, ALC and click Submit.



TCIS Contact Support Information

Points of Contact							
Title	**Fiscal Service IT Service Desk**	**Treasury Support Center St. Louis FRB**	**NPIRC Customer Engagement Center**	**NPIRC Customer Service Liaison - Deborah Jackson**	**NPIRC TCIS Project Manager - Jean Stevens**	**User's Designated TCIS Supervisor**	**NPIRC ISSO - John McNicholas**
Phone Number	**(304) 480-7777**	**(855) 838-0743 Option 0**	**(855) 868-0151 Option 0**	**(215) 516-8027**			
Email Address	itservicedesk@fiscal.treasury.gov	TCIS_TSC@stls.frb.org		Debbie.Jackson@fiscal.treasury.gov	jean.stevens@fiscal.treasury.gov		PFC-OSB-ISSO@fiscal.treasury.gov
ENROLLMENT							
Assistance with Self-Service Enrollment		**X**		**X**			
Assistance with Linking PIV Card	**X**	**X**		**X**			
Assistance with User Re-certification		**X**					**X**
APPLICATION FUNCTIONALITY / TRAINING							
Assistance with Integrated View			**X**	**X**			
Assistance with Retrieving RFC Agency Cancellation Reports				**X**			
Reporting Unavailability of the Application	**X**	**X**		**X**	**X**		
Technical Support	**X**	**X**					
CREDENTIALING							
Reset ISIM Password	**X**	**X**					
Reset IKEY Token Password	**X**						
Re-Activate TCIS Account		**X**				**X**	**X**