

COR114 Express Checks Manual



Table of Contents

Document History	
Express Checks	
Voucher Creation	Ę
Invoice Information Tab	7
Payments Page	8
Express Payment Bank and Account	8
Check Stock Control Number	
Creation of the Express Payment	
Running the Express Payment Pay Cycle	15
Pay Cycle – Express Payments Page	
Select and Approve Payment	
Print Warrants	18
Delete BI Publisher Check Process Instance	23
Spoiled Warrants	
Process Instances with Run Status of Error	25
Voucher After Warrant is Created	26
Class-Funding	26
Payment Reference Number	
Express Pay Cycle Manager	
Express Payment Reports	
Express Payment History Report	
Express Payment History Report by Dept	31
Express Check Checklist	33
Express Check Internal Control Checklist	35



Document History

Doc Rev	Date	Description
1.0	07/21/2008	Initial Document
1.1	05/11/2011	Claim Entry and Express Check Supervisor Roles Separated
2.0	05/01/2014	Upgrade Update
2.1	01/26/2021	Logo Change



Express Checks

Express payments are utilized by individual agencies for auxiliary accounts (ASA) in the 7XX family of funds. This enables payments to be issued directly by the agency. Any agency interested in using Express Checks must complete an application for approval. A dedicated MICR printer is required.

Prior to initiating an Express payment, voucher creation must be complete by a user with claim entry access. The Express Check is created by an Express Check Supervisor user. The process entails the following steps:

- Voucher Creation
- Creation of the Express Payment
- Running the Pay Cycle Manager

For a voucher to be eligible for Express Check payment:

- Voucher Class must begin with a 7
- Bank Account must be EXPS
- Express Payment Account must be set up for each 7XX voucher class
- Voucher must have a Valid Budget Checking status
- Matching must be No Match or Matched



Voucher Creation

Navigation: Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value

A user with **Accounts Payable Claim Entry access** utilizes this navigation to create the voucher.

Voucher	
Find an Existing Value Add	d a New Value
Business Unit:	45200 🔍
Voucher ID:	NEXT
Voucher Style:	Regular Voucher 🕶
Supplier Name:	MENTAL HEALTH AND SUBSTANCE ABUSE SERV
Short Supplier Name:	DMHSAS-002
Supplier ID:	0000000452
Supplier Location:	0020 Q
Address Sequence Number:	190
Invoice Number:	EXP CHECK DEMO
Invoice Date:	09/22/2014 国
Gross Invoice Amount:	100.00
Freight Amount:	0.00
Misc Charge Amount:	0.00
PO Business Unit:	Q
PO Number:	Q.
Estimated No. of Invoice Lines	: 1
Add	

Business Unit: Defaults to specific value for each User.

Voucher ID: Defaults to NEXT. The system sequentially numbers the vouchers. **DO NOT CHANGE**.

Voucher Style: Defaults to Regular Voucher. Use this style to create an Express Check.

<u>Supplier Information</u>: Enter supplier ID or short name to select the supplier. The ^Q allows for a supplier search.



Invoice Number:

- Enter identifiable invoice number from invoice.
- Enter invoice number per agency's style guide when no identifiable invoice number is on the invoice

<u>Invoice Date</u>: Enter the invoice date or use the invoice date or use the invoice date.

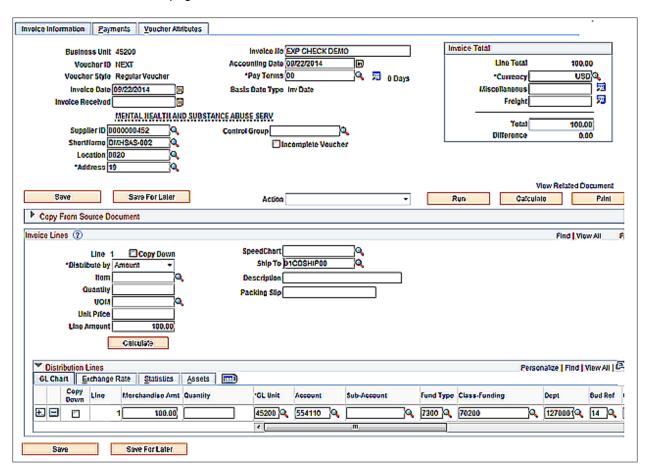
Gross Invoice Amount: Enter the total amount of the invoice.

Click Add to continue voucher creation.



Invoice Information Tab

The Invoice Information page displays. Invoice information can be populated directly on this page if it was not added on the Add page.



Enter the Distribution Lines GL Chartfields to record the expenditure. The class funding must begin with 7 to create an Express Checks.

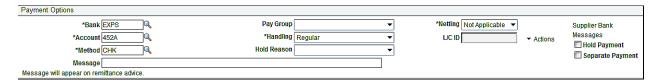
NOTE: Express Check vouchers may be good candidates to set up SpeedCharts so the accounting distribution information can be more easily populated onto the voucher.



Payments Page

Express Payment Bank and Account

To create an Express Check, the Payment Options fields must be populated with specific values.



Bank: Enter EXPS for Express Payments.

Account and Look Up Icon Displays the Express Payment bank accounts set up for the 7XX classes, the corresponding bank account numbers, and a description of the funds as illustrated below. The three (3) digits beginning with the second digit in the bank account number represent the 7XX class fund. Enter the unique four digit Express Payment account that matches the 7XX class used on the voucher.

Look U	lp Accou	nt				
			Help			
SetID:		begins with 🤜				
Bank Co	de:		EXPS			
Bank Ac	count:	begins with				
Bank Ac	count#:	begins with				
Look U	Jp CI	ear Can	cel Basic Lookup			
Search	Results					
View 100	l		First (4) 1-8 of 8 (b) Last			
Bank Account	Bank Account #	Short Description	Description			
131E	7705131	Petty Cash	Consolidated Petty Cash			
452A	7701452	Griffin Me	Griffin Memorial Hosp Fund			
452B	7702452	Eastern St	Eastern State Hosp Fund			

Method: Enter CHK.

Pay Group: Leave blank.

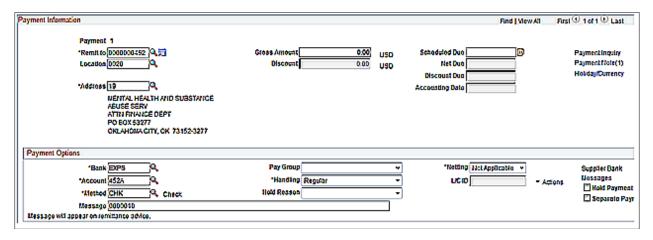
Separate Payment: Do not check since Express Check generates one warrant per "Remit To" payee.



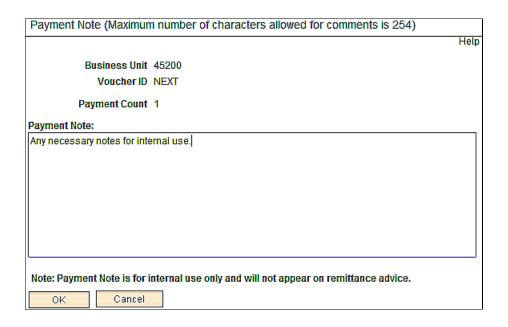
Check Stock Control Number

The check stock will have a Stock Control Number. <u>Before creating the Express Check</u>, enter the Stock Control number from the warrant that will be used to print the check in the Message field.

In this example, the Stock Control number from the warrant that will be used to print the check is 0000010. If it is entered in the Message field before Express Payments is run, it will print on the check stub and the Express Check Reports. This number is assigned to the voucher and will provide additional control to manage the check stock and help to prevent the warrant from being printed more than once.



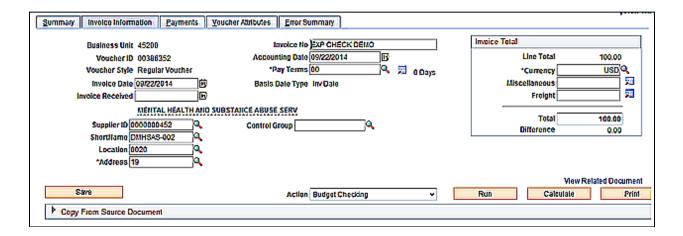
Payment notes can be entered onto the voucher for internal purposes only and must be entered before creating the Express Check. Please note that the Payment Note is now accessed by linking the Payment Comments located on the right in the Payment Information section.





Budget Check Voucher

Save the voucher and **select** <u>Budget Checking</u> from the On-Demand <u>Action</u> drop down box to budget check the voucher. If the voucher was vouchered against a purchase order, use the on-demand action of <u>Match</u>, <u>Doc Tol</u>, <u>Bdgt</u>.





Summary Tab Statuses

Verify statuses on the Summary page prior to attempting the Express Payment process to ensure the voucher will be selected for payment:



This voucher is now eligible for Express Payments.

Match Status: Must be Matched or No Match

Document Tolerance: Must be *Valid*.

Budget Status: Must be Valid.



Creation of the Express Payment

Express Payment Page

Navigation: Accounts Payable > Payments > Express Payments > Create Express Payment

An Express Check Supervisor utilizes this navigation to create the payment for the selected voucher.

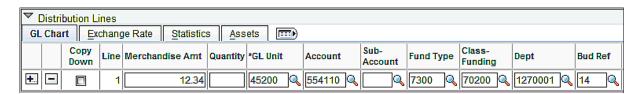
Express Payment			
Payor	Bank and Payee Information		
	Bank SetID 46700	Express Checks	
	Bank EXPS 217 State Capitol		
	Account 452A	Oklahoma City, OK 73105	
	Payment Currency USD	67-6/532	
	Pay Method CHK		
Payment Detail		MENTAL HEALTH AND SUBSTANCE ABUSE SERV ATTN FINANCE DEPT OKLAHOMA CITY, OK 73152-3277 USA t BI Publisher Server	
Select Voucher	Р	Personalize Find View All 🔄 🎟 💮 First ๋ 0 1 of 1 ๋ 0 La	ast
Main Information Additional Info			
Unit Voucher Payments	Payment Method In	nvoice Number Invoice Date	
45200			

Account: Enter the unique four digit Express Payment bank account entered on the Voucher.

Supplier ID: Enter the ten digit Supplier ID entered on the Express Check Voucher.

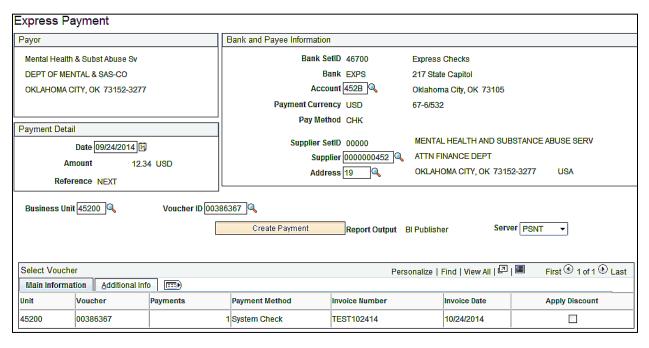
Business Unit: Enter the AP Business Unit.

<u>Voucher ID</u>: Enter the Voucher ID and tab out of the field to open the server field. If the voucher ID does not display after entering the Account Number, Supplier ID, and Business Unit, return to the voucher and review the Supplier ID and Class Funding on the Invoice Information page. The combination of these values must match with the Account number entered on the Payments page. In the example below, the class funding 70200 does not agree with the Express Payment 452A Account illustrated above



Also ensure that the Match Status is **No Match** or **Matched**, and the Document Tolerance and Budget Checking statuses are **Valid**.





After entering all the values in the Express Payment page, populate the Server field with PSNT or PSUNX, and **select** create Payment to start the Pay Cycle Manager and create the warrant.

<u>NOTE:</u> If selecting the <u>Create Payment</u> button results in this error message, the Server field on the Express Payments page was not populated with PSNT or PSUNX. Click OK and populate the server field.

Message
Process Scheduler Server is Required. (7250,159)
Process Scheduler Server is Required.
OK



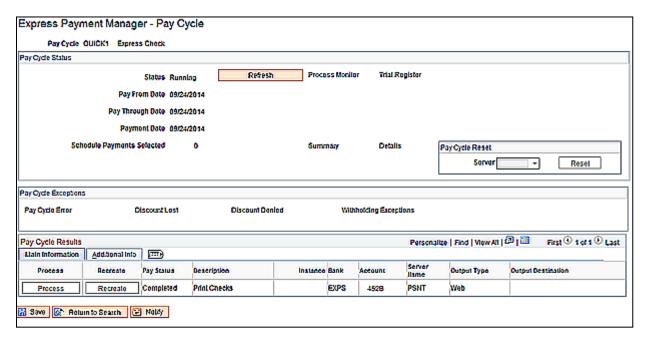
<u>NOTE:</u> Review the account and payee information carefully. This will be the last chance to return to the accounts payable screen through the regular navigation and change any information prior to making the payment.



Running the Express Payment Pay Cycle

Pay Cycle – Express Payments Page

The Express Payment Manager – Pay Cycle page displays and kicks off a Pay Cycle with a **QUICKX** ID (X can be alpha or numeric) when the Create Payment process on the Express Payment page was selected. The initial Status is **Running**, meaning the voucher is selected for payment and is currently running.

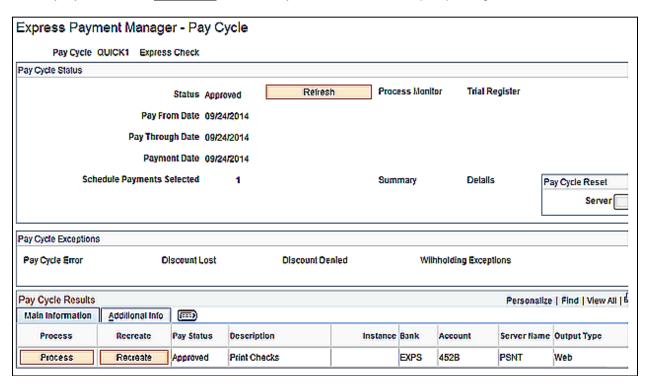


Click Refresh to display the most current status of the Express Payment Pay Cycle. When the Status changes from *Running* to *Approved*, Express Payment is ready to advance to the next step.



Select and Approve Payment

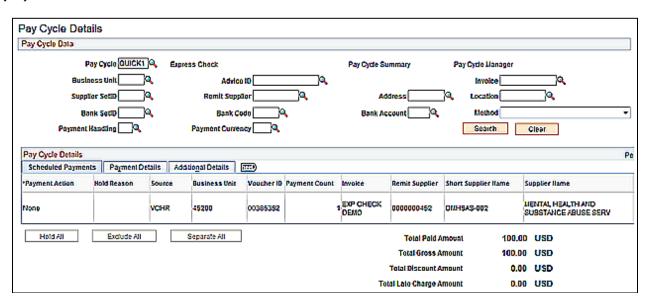
The Pay Cycle status is **Approved** and is ready to advance to the step of printing the warrant.



After the Pay Cycle status is <u>Approved</u>, but before the warrant is printed, review of the voucher information is available by selecting the <u>Details</u> link.



The Pay Cycle Detail Data page displays the voucher information for the voucher selected for the *QUICKX* Pay Cycle. **Select** Search.



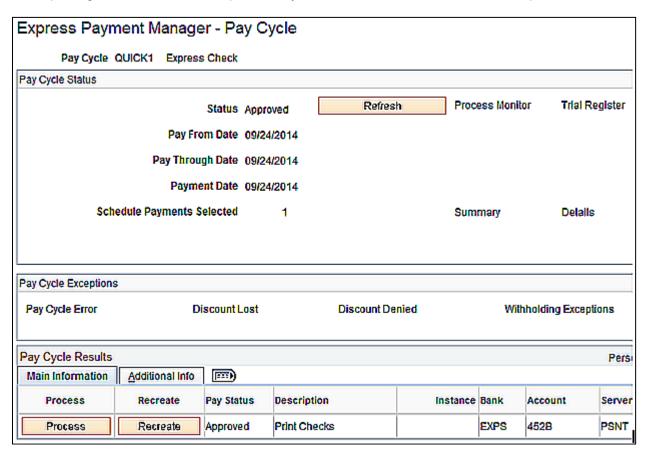
After reviewing the voucher information, **select** the <u>Pay Cycle Manager</u> link to return to the Pay Cycle Manager.

<u>NOTE:</u> Once the Pay Cycle status is Approved, the warrant number is assigned and populated into the Reference field on the Payments page of the voucher. If incorrect payment information is identified after reviewing the voucher information on the Pay Cycle Detail Data page, the warrant must still be printed so it can be returned to the Office of Management & Enterprise Service with an OST Stop Payment and Hard Cancel for cancellation.



Print Warrants

The final component of the process is to print the warrant by selecting the Process button. The actual printing will occur on a secure printer subject to the Office of State Treasurer's requirements.

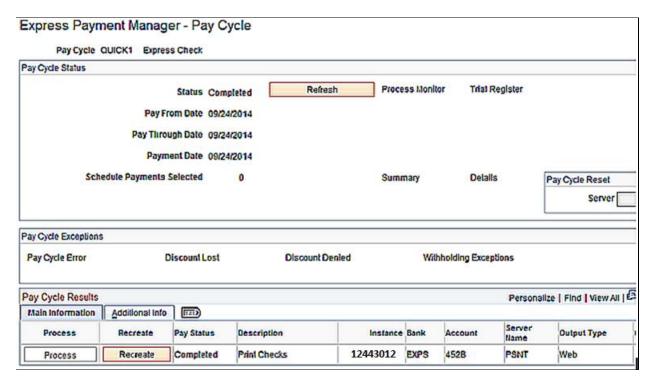


<u>NOTE:</u> Do not delay processing the Print Checks job. There are a limited number of <u>QUICKX</u> Pay Cycles available statewide. Until the Print Checks job is run, <u>QUICKX</u> Pay Cycles in <u>Approved</u> Status cannot select other vouchers for Express Payments.

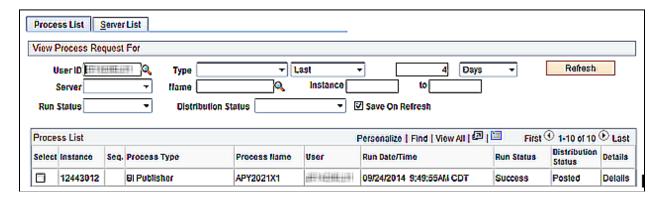
Click to display the most current status. When the Status changes from <u>Approved</u> to <u>Completed</u>, the Express Payment is ready to advance to the next step.



A process instance number associated with the APY2021X1 BI Publisher Check displays on the Express Payment Manager – Pay Cycle page. **Select** the **Process Monitor** link to view the Run Status of the instance.



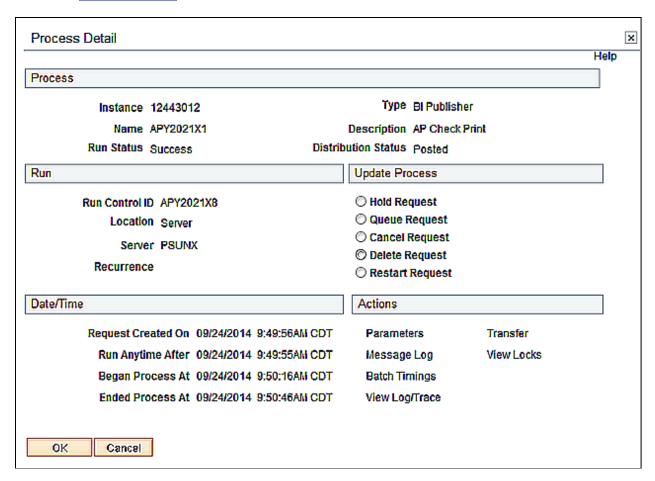
Select Refresh button to update the progress.



The job is finished when the Run status is <u>Success</u> and the Distribution Status is <u>Posted</u>. **Select** the <u>Details</u> link to access the Express Check warrant.



Select the View Log/Trace link.



<u>NOTE:</u> When more than one Express Check Pay Cycle is running concurrently, verify the QUICKX paycycle ID to ensure that the correct warrant will be printed on the check stock with the Check Stock Control number assigned to the voucher. See the Check Stock Control details in the Voucher Creation Chapter.



Select the .pdf report. This will allow you to view and print the check.

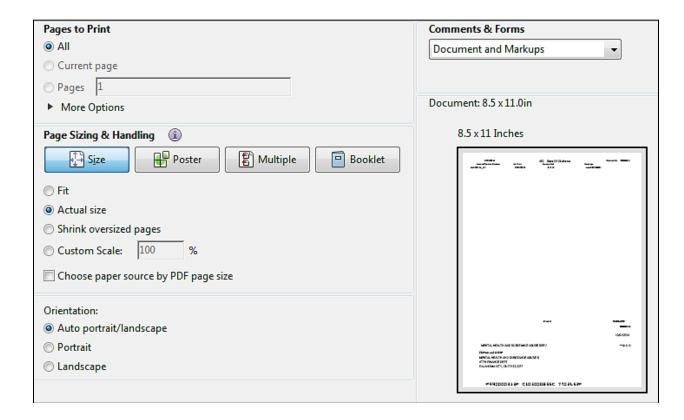
View Log/	Trace					
Report						
Report ID:	11126806	Process In	stance: 124454	82	Message Log	
Name:	APY2021X1	Process Ty	pe: XML Pu	blisher		
Run Status:	Success					
AP Check Pri	int					
Distribution	Details					
	Node: pshttp	Ex	piration Date:	10/01/2015	5	
File List			I			
Name			File Size (bytes)	Datetim	e Created	
AE_APY2021	X1_12445482.stdout	t	302	10/01/2	014 1:41:03.234869PM	CDT
AE_APY2021	X1_12445482.trc		5,525	10/01/2	014 1:41:03.234869PM	CDT
APY2021X1.p	odf		6,745	10/01/2	014 1:41:03.234869PM	CDT
Distribute To						
Distribution ID Type	*Distribution ID					
User	ALCOHOL: UN					
Return						



PDF Page Scaling

Before printing the warrant, set the Page Scaling field in the print options to <u>Actual size</u>. The default may be <u>Shrink oversized pages</u>, which causes the MICR line to print too high on the warrant.

The Page Scaling option of <u>Actual size</u> allows the MICR line to print in the correct location on the warrant





Payment Advice and Warrant

Note that the Message field on the payment advice includes the voucher number and the stock control number.

10/24/2014 Account/Invoice Number TEST102414	Inv Date 10/24/2014	452 State Of Oklahoma Invoice Amt \$12.34	W Message vchr# 00386367	arrant No 990000315 STOCK NUMBER 240848
		67-6/532		WARRANT# 990000315
				10/24/2014
MENTAL HEALTI	H AND SUBSTANCE	ABUSE SERV		***\$12.34
Twelve and 34/100				
MENTAL HEALTH ATTN FINANCE DI OKLAHOMA CITY,		BUSE S		
" " 9 9 000	00315" 1:1	030008551: 77024	5 211*	

<u>NOTE:</u> The MICR font must be installed on the personal computer in order for the MICR line to print correctly.



Delete BI Publisher Check Process Instance

After printing the warrant, delete the process instance by selecting the <u>Delete Request</u> in the Process Detail page to prevent duplicate printing of the warrant.

Process Detail		
	He	lp
Process		
Instance 12445482	Type BI Publisher	
Name APY2021X1	Description AP Check Print	
Run Status Delete Distrib	oution Status Posted	
Run	Update Process	
Run Control ID APY2021X2	○ Hold Request	
Location Server	Queue Request	
Server PSNT	Cancel Request	
	Delete Request	
Recurrence	A Restart Request	
Date/Time	Actions	
Request Created On 10/01/2014 1:40:16PM CDT	Parameters Transfer	
Run Anytime After 10/01/2014 1:40:16PM CDT	Message Log View Locks	
Began Process At 10/01/2014 1:40:33PM CDT	Batch Timings	
Ended Process At 10/01/2014 1:41:03PM CDT	View Log/Trace	
OK Cancel		

Click OK



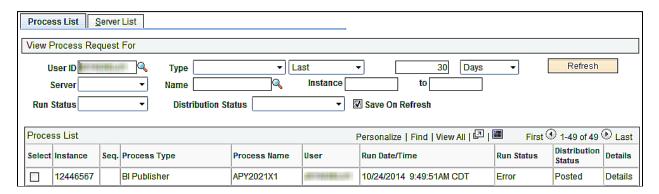
Spoiled Warrants

If the warrant does not print correctly on the check stock, it is considered spoiled and must be sent to OMES with the OST Stop Payment and Hard Cancel form for cancellation. The process instance must be deleted after printing the spoiled warrant and <u>under no circumstance</u> should the warrant be printed more than **once**. See the Express Check Internal Control Checklist at the end of the manual.

<u>NOTE</u>: The Check Stock Control Numbers must be accounted for, and since the voucher is assigned a Stock Control Number, it can only be printed once. A new voucher must be created with the next sequential Stock Control Number assigned to it.

Process Instances with Run Status of Error

If a BI Publisher Check APY2021X1 Instance errors instead of running to <u>Success</u>, the check stock that was assigned to a particular voucher is considered spoiled since the pdf file cannot be accessed to print the warrant. A copy of the Process Monitor showing the Instance in <u>Error</u> should be attached to the blank check stock that was assigned to the voucher and sent to OMES with the OST Stop Payment and Hard Cancel form for cancellation. The voucher number and warrant reference number should be written on the blank check stock to ensure the correct warrant is cancelled in PeopleSoft.



A new voucher will need to be created with the next sequential Stock Control Number assigned to it.

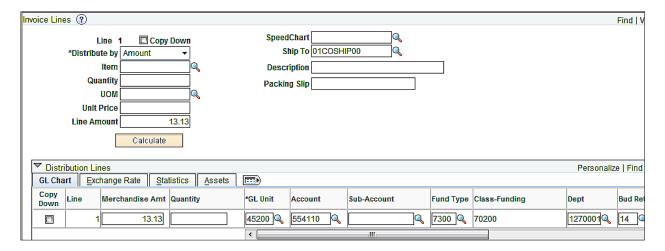
If the Run Status runs to <u>Error</u>, submit a helpdesk case so the OMES technical staff can determine the reason for the Error. **Do not delete the job** so the technical staff can access the messages.



Voucher After Warrant is Created

Class-Funding

A warrant can be created the same day the voucher is created. It is not necessary for the voucher to post.



If the warrant is created before the voucher posts, the class-funding field will be inactivated.

Payment Reference Number

The system assigns the warrant number in numerical sequence for each bank account number and is recorded in the Reference field on the Payments page of the voucher.



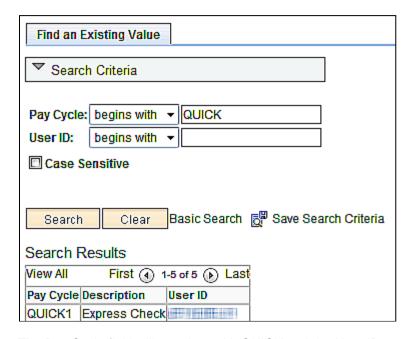
The Message and the Payment Note fields are no longer activated after the payment is created from the Express Payments page of the voucher.



Express Pay Cycle Manager

Navigation: Accounts Payable > Payments > Express Payments > Manage Express Payments

If the Express Check supervisor navigates elsewhere from the Express Payment Manager – Pay Cycle after creating an Express Check Payment before the Pay Cycle is <u>Approved</u> or <u>Completed</u>, the Express PayCycle Manager can be accessed using the Manage Express Payments.



The Pay Cycle field will populate with QUICK and the User ID.

Click Search to display a list of QUICKX Pay Cycles associated with the User ID. Click the QUICKX link to access an Express PayCycle Manager associated with a specific Pay Cycle.

The <u>QUICK1</u> Pay Cycle Status in the illustration is <u>Approved</u>; thus, the steps to process the warrant beginning on the <u>Select</u> and <u>Approve</u> Payment section in the <u>Running the Express Payment Cycle</u> chapter must be completed. If the Status is <u>Completed</u>, the steps to print the warrant beginning on the Print Warrant section in the same chapter would be completed.



Express Payn	nent Manage	er - Pay C	ycle					
Pay Cycle	QUICK1 Express	Check						
Pay Cycle Status								
		Status Appr	roved	Refres	h Proc	ess Moni	itor Trial	Register
	Pay Fro	m Date 09/2	4/2014					
	Pay Throu	gh Date 09/2	4/2014					
	Payme	nt Date 09/2	4/2014					
Sch	edule Payments S	elected	1		Sum	mary	Deta	ills
Pay Cycle Exceptions								
Pay Cycle Error	Di	scount Lost		Discount De	nied	Wii	thholding Exce	eptions
Pay Cycle Results								Persi
Main Information	Additional Info							
Process	Recreate	Pay Status	Description		Instance	Bank	Account	Server
Process	Recreate	Approved	Print Checks	;		EXPS	452B	PSNT



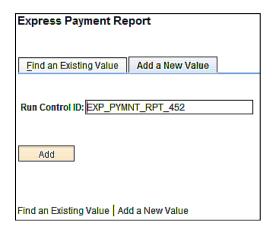
Express Payment Reports

Express Payment History Report

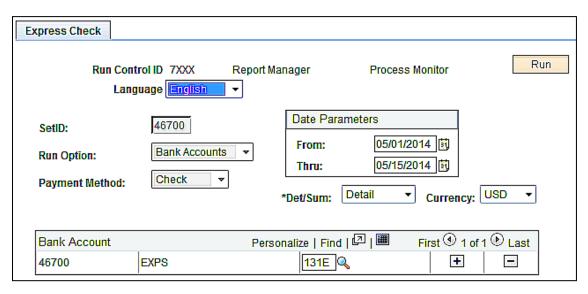
Navigation: Accounts Payable > Reports > Suppliers > Express Payment Report

The Payment Express Report provides a register of payments made on a particular bank account for a designated date range. The bank code EXPS is used to create Express Check payments in PeopleSoft so this report can be run for Express Check payments only. It can be used to reconcile the warrants recorded in PeopleSoft to the warrants cashed by OST and to monitor the used Stock Control Numbers.

Navigate to the report and add or use an existing Run Control ID. Make new run control IDs unique by adding initials, BU number, etc.



Enter the report parameters.



<u>Date Parameters</u>: **Select** a date range to run the report

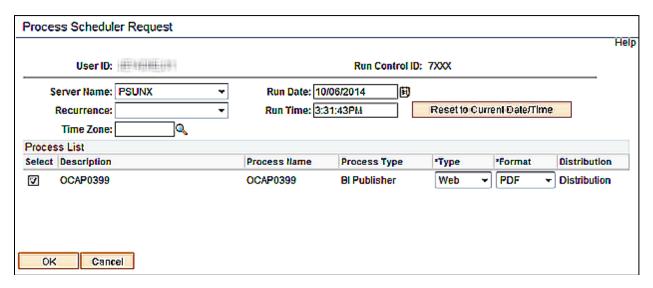


Detl/Sum: Detail or Summary

Currency: USD

Bank Account: EXPS and bank account defined for the 7XX fund. Click to select a bank account. Select to add or delete bank accounts.

Click Run to run the report.



Select the OCAP0399 process. The Type and Format are pre-populated with Web and PDF. The Server Name can be left blank or populated with PSNT or PSUNX.

Click and access the report through the <u>Details</u> link on the Process List.

The Express Payment History report lists the warrants in Warrant ID (Reference) order for the dates selected. Note the message field populated with the Stock Control numbers.



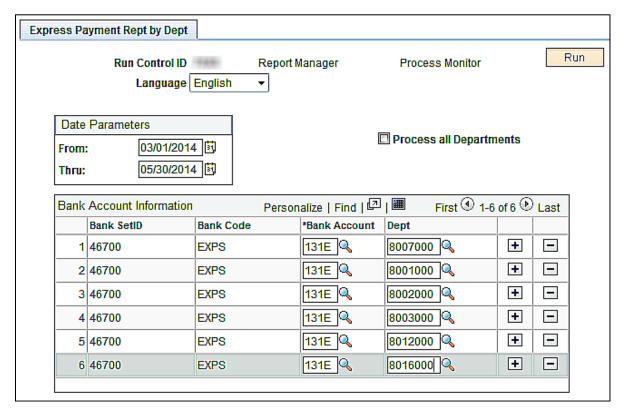


Express Payment History Report by Dept

Navigation: Accounts Payable > Reports > Suppliers > Express Payment Report by Dept

The Payment Express Report by Department provides a register of payments made on a particular bank account for a designated date range and selected departments. One or more, including all departments that have created 7XX Express Checks, can be selected. In the example, one bank account and multiple departments are selected, but if the agency has multiple bank accounts, one or more accounts can be selected to run on the report.

Add or Search for a Run Control ID to enter the report parameters.



Date Parameters: Select a date range to run the report.

<u>Process all Departments</u>: Select if running a report for all departments. Report sorts by Department ID.

Bank Account: **Enter** or **click** to select a bank account. **Dept**: Enter or **click** to select a department ID.

-

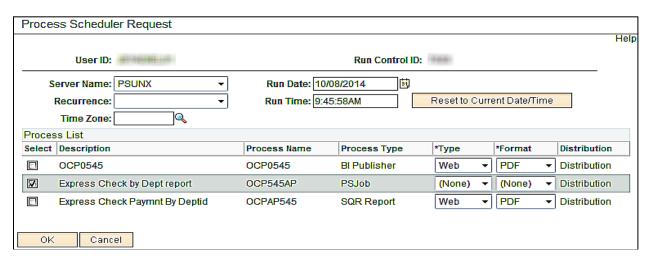
Select to add or delete departments.

COR114 Express Checks Manual Updated: January 26,2021

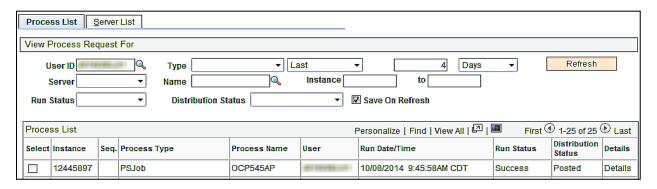
Click



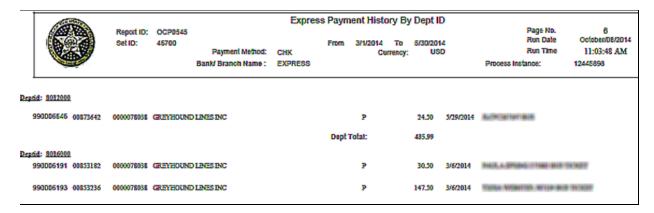
Select the Express Check by Dept Report link and leave the Type and Format as is. The Server Name can be left blank or populated with PSNT or PSUNX.



Click and access the report through the OCP545AP link on the Process List.



The Express Payment History by Dept ID report is sorted by Dept ID and Warrant ID (Reference) for the dates selected. It also includes a message field to report the Stock Control numbers used.





Express Check Checklist

	Task	Initials	Date	Comments
1.01	Claim Entry role creates the voucher for Express Payment.			
a.	Accounts Payable > Vouchers > Entry > Regular Entry			
b.	Class fund must begin with 7.			
C.	Budget check the voucher. If the voucher was vouchered			
	against a purchase order, use the on-demand action of			
	"Match, Doc Tol, Bdgt."			
1.02	Select the Payments Tab to enter the bank account and other			
	payment information.			
a.	Change the Bank from OST to EXPS.			
b.	Enter the Express Payment account that matches the 7XX			
	class used on the voucher.			
C.	The Look Up Account icon displays the available Express			
	Payment accounts, the corresponding bank account numbers,			
	and a description of the ASA account.			
d.	The three digits beginning with the second digit in the bank			
	account number represent the 7XX account number.			
e.	The Method is CHK.			
f.	Do not enter a pay group.			
g.	Do not check Separate Payment since Express Checks			
	generates one warrant per Remit To payee.			
h.	Enter the Stock Control Number that will be used to print			
	the check in the Message field.			
1.03	Note the Voucher ID, Account, and Supplier ID.			
2.01	Express Payment Supervisor creates the Payment Selection.			
a.	Accounts Payable > Payments > Express Payments > Create			
_	Express Payment			
b.	Upon accessing the Express Payments page, enter the			
	Account, Supplier ID, Business Unit, and Voucher ID. Use the			
	Look Up Voucher ID page for a list of eligible vouchers. After			
	selecting a voucher, review the payment information carefully.			
	This will be the last chance to return to the accounts payable screen through the regular navigation and change any			
	information prior to making the payment.			
C.	Populate the server field with PSNT or PSUNX and select the			
0.	Create Payment button to access the Pay Cycle - Express			
	Payments page.			
3.01	A Pay Cycle, identified by the ID of QUICKX (X can be alpha			
0.0.	or numeric), selects the voucher for payment.			
a.	There is a limited number of QUICKX pay cycles available			
	statewide; thus, it is important to complete the Pay Cycle from			
<u></u>	beginning to end.			
b.	Monitor the status of the Express Payment Pay Cycle. The			
	status is <i>Running</i> while the Pay Cycle selects the voucher.			
	Click the Refresh Button to display the most current status.			
3.02	When the status changes from <i>Running</i> to <i>Approved</i> , review			
	the voucher information. Select the <u>Detail</u> link and Search.			



	Task	Initials	Date	Comments
3.03	Click the Pay Cycle Manager link to begin the final component			
	of printing the warrant.			
4.01	Run the process to print the warrant.			
a.	Select the Process button under Pay Cycle Results on the Pay			
	Cycle - Express Payments page.			
b.	Click the Refresh Button to monitor the Express Payment Pay			
	Cycle status until the status changes from <i>Approved</i> to			
	<u>Completed.</u>			
4.02	Print the warrant.			
a.	Select the Process Monitor hyperlink to monitor the status of			
	the APY2021X1 BI Publisher Check process. The job is			
	finished when the run status is Success and the Distribution			
	status is Posted.			
b.	Click the <u>Details</u> link and verify the Pay Cycle ID to ensure that			
	the correct warrant will be printed on the check stock with the			
	Stock Control Number assigned to the voucher.			
C.	Click the <u>View Log Trace</u> link to access the PDF hyperlink.			
d.	Set the Page Scaling field in the print options to <i>None</i> .			
e.	Delete the process instance after printing the warrant.			
5.01	Return spoiled checks or check stock that was assigned to a			
	particular voucher that could not be printed to OMES with the			
	MWC form for cancellation.			
6.01	Run the Express Payment History reports on a recurring basis			
	and reconcile the cash account.			



Express Check Internal Control Checklist

		Initials	Date	Comments
	Express Check is a PeopleSoft process that allows users to			
	select a 7XX fund voucher for quick creation of payment			
	outside of regular payment cycles. It requires a voucher to be			
	entered into the system and approved for payment before the Express Payment. It is should be used only when the			
	disbursement must be issued immediately. It is not to be			
	substituted for 7XX payments that can be generated through			
	the Office of State Treasurer.			
	Authorization			
1.	Has the Express Check Application for Approval form (Form			
	301) been submitted to the Office of Management and			
	Enterprise Services (OMES) for Claim Entry and Express			
	Check Supervisor users authorized to create Express Payments?			
	Has the OST Express Payment Approval Forn been			
2.	completed and submitted to OST for approval?			
	Have procedures been developed which specify how the			
	Agency is to comply with the State's requirements regarding			
	the issuance, recording, safeguarding, and reconciliation of			
3.	Express Checks? The procedures should include affirmation			
	that neither the Agency nor agency employees will use Express Checks with the intent to defraud the state and be			
	signed by the finance officer and Express Check payers.			
	Does the Agency have a dedicated MICR printer and has the			
4.	MICR line been approved by the Treasurer's (OST) office?			
	Has the MICR font been installed on the user's computer?			
5.	Has the Express Check Stock authorized by OST's office been			
	ordered from a supplier on the statewide contract?			
6.	Has Express Check access been limited to payers responsible for these duties?			
	Is Express Checks used only in cases when a warrant must			
7.	be issued to the payee immediately?			
	Segregation of Duties			
8.	Is the person approving the disbursement an individual other			
	than the payer with access to Claim Entry?			
9.	Is there adequate separation of responsibility in disbursing the funds? Does an individual other than the user entering the			
	claim have access to the check stock and printer?			
10.	Is there adequate separation of responsibility in keeping the			
	records? Does an individual other than the users entering the			
	claim and running the pay cycle reconcile the 7XX funds?			
11.	If adequate separation of duties is not possible due to limited			
	staff, senior management must be aware of this limitation and			
	perform periodic reviews (at least monthly) of the records to			
	ensure funds are adequately protected.			
	Safeguarding of Assets			



		Initials	Date	Comments
12.	Are the Express Check Stock and the MICR printer locked up? Are the keys restricted to the custodian of the check stock and printer?			
13.	Have procedures been developed to adequately account for the Check Stock Control Numbers?			
14.	Do the Express Check procedures strictly prohibit duplicate printing of warrants?			
15.	Is the Process Instance of the APY2021X1 process deleted after the warrant is printed?			
16.	Are spoiled checks or stock that was assigned to a particular voucher that could not be printed returned to OMES for cancellation?			
17.	Do Express Check warrants require two signatures?			
18.	Is the custody of check signing devices (check signing machine with signature plate or rubber signature stamp) kept by the individual whose name is on the signature device?			
	Recording			
19.	Do all Express Check Payment require approved documentation that is filed and maintained at the Agency?			
20.	Are the Stock Control Numbers printed on the stub compared to the Stock Control Number on the back of check and logged?			
	Reconciliation and Management Oversight			
21.	Do the reconciliation procedures include:			
a.	Comparing internal records to the PeopleSoft disbursements?			
b.	Comparing disbursements to the Express Payment History reports?			