



# **COR114 Express Checks Manual**



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## Document History

<b>Doc Rev</b>	<b>Date</b>	<b>Description</b>
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	
<input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/>	
Business Unit:	<input type="text" value="45200"/>
Voucher ID:	<input type="text" value="NEXT"/>
Voucher Style:	<input type="text" value="Regular Voucher"/>
Supplier Name:	<input type="text" value="MENTAL HEALTH AND SUBSTANCE ABUSE SERV"/>
Short Supplier Name:	<input type="text" value="DMHSAS-002"/>
Supplier ID:	<input type="text" value="000000452"/>
Supplier Location:	<input type="text" value="0020"/>
Address Sequence Number:	<input type="text" value="19"/>
Invoice Number:	<input type="text" value="EXP CHECK DEMO"/>
Invoice Date:	<input type="text" value="09/22/2014"/>
Gross Invoice Amount:	<input type="text" value="100.00"/>
Freight Amount:	<input type="text" value="0.00"/>
Misc Charge Amount:	<input type="text" value="0.00"/>
PO Business Unit:	<input type="text"/>
PO Number:	<input type="text"/>
Estimated No. of Invoice Lines:	<input type="text" value="1"/>
<input type="button" value="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.

**Supplier Information:** Enter supplier ID or short name to select the supplier. The  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.

**Invoice Date:** **Enter** the invoice date or use the  icon to select the correct date.

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

**Click**  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.

Invoice Information
Payments
Voucher Attributes

Business Unit 45200  
Voucher ID NEXT  
Voucher Style Regular Voucher  
Invoice Date 09/22/2014  
Invoice Received

Invoice No EXP CHECK DEMO  
Accounting Date 09/22/2014  
\*Pay Terms 00 0 Days  
Basis Date Type Inv Date

**Invoice Total**

Line Total 100.00  
\*Currency USD  
Miscellaneous  
Freight  
Total 100.00  
Difference 0.00

Supplier ID 000000452  
Short Name DMHSAS-002  
Location 0020  
\*Address 19

MENTAL HEALTH AND SUBSTANCE ABUSE SERV  
Control Group  
 Incomplete Voucher

View Related Document

Save
Save For Later
Action
Run
Calculate
Print

Copy From Source Document

Invoice Lines Find | View All

Line 1  Copy Down  
\*Distribute by Amount  
Item  
Quantity  
UOM  
Unit Price  
Line Amount 100.00

Calculate

SpeedChart  
Ship To D1COSHIP00  
Description  
Packing Slip

**Distribution Lines** Personalize | Find | View All

GL Chart	Exchange Rate	Statistics	Assets	
Copy Down	Line	Merchandise Amt	Quantity	*GL Unit Account Sub-Account Fund Type Class-Funding Dept Bud Ref
<input type="checkbox"/>	1	100.00		45200 554110 7300 70200 127000 14

Save Save For Later

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.

Payment Options			
*Bank	EXPS	Pay Group	
*Account	452A	*Handling	Regular
*Method	CHK	Hold Reason	
Message			<input type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payment
*Netting Not Applicable L/C ID		Actions	

Message will appear on remittance advice.

**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 Up Account			
SetID:	begins with		Help
Bank Code:		EXPS	
Bank Account:	begins with		
Bank Account #:	begins with		
<input type="button" value="Look Up"/> <input type="button" value="Clear"/> <input type="button" value="Cancel"/> Basic Lookup			
Search Results			
View 100		First 1-8 of 8 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. **Before creating the Express Check, 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 Information		Find   View All		First 1 of 1 Last	
<b>Payment 1</b>					
*Remit to	000000452	Gross Amount	0.00 USD	Scheduled Due	
Location	0020	Discount	0.00 USD	Net Due	
*Address	19	Accounting Data		Payment Inquiry	
MENTAL HEALTH AND SUBSTANCE ABUSE SERV ATTN FINANCE DEPT PO BOX 53277 OKLAHOMA CITY, OK 73152-3277				Payment Note(1)	
				Holiday/Currency	
Payment Options					
*Bank	EXPS	Pay Group		*Netting	Not Applicable
*Account	452A	*Handling	Regular	LC ID	
*Method	CHK	Hold Reason		= Actions	
Message	0000010			Supplier Bank	
Message will appear on remittance advice.					
<input type="checkbox"/> Hold Payment <input type="checkbox"/> Separate Payr					

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.

Payment Note (Maximum number of characters allowed for comments is 254)
Help
Business Unit 45200 Voucher ID NEXT Payment Count 1
<b>Payment Note:</b> Any necessary notes for internal use.
<b>Note: Payment Note is for internal use only and will not appear on remittance advice.</b>
<input type="button" value="OK"/> <input type="button" value="Cancel"/>



## Budget Check Voucher

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

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit 45200 Voucher ID 00386352 Voucher Style Regular Voucher Invoice Date 09/22/2014 Invoice Received		Invoice No EXP CHECK DEMO Accounting Date 09/22/2014 *Pay Terms 00 60 Days Basis Date Type Inv Date Supplier ID 0000000452 Short Name DMHSAS-002 Location 0020 *Address 19 MENTAL HEALTH AND SUBSTANCE ABUSE SERV Control Group		<b>Invoice Total</b> Line Total 100.00 *Currency USD Miscellaneous Freight Total 100.00 Difference 0.00
<input type="button" value="Save"/>		Action Budget Checking		<input type="button" value="Run"/> <input type="button" value="Calculate"/> <input type="button" value="Print"/>
<input type="button" value="View Related Document"/>				
<input type="button" value="Copy From Source Document"/>				



## 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:

Summary	Invoice Information	Payments	Voucher Attributes	Error Summary
<b>Business Unit</b> 45200	<b>Voucher ID</b> 00386352	<b>Voucher Style</b> Regular	<b>Supplier Name</b> MENTAL HEALTH AND SUBSTANCE ABUSE SERV ATTN FINANCE DEPT PO BOX 53277 OKLAHOMA CITY, OK 73152-3277	<b>Invoice Date</b> 09/22/2014 <b>Invoice No</b> EXP CHECK DEMO <b>Invoice Total</b> 100.00 USD <b>Pay Terms</b> 0 Days <b>Voucher Source</b> Online <b>Origin</b> ONL
<b>Entry Status</b> Postable	<b>Match Status</b> No Match	<b>Approval Status</b> Approved	<b>Post Status</b> Unposted	<b>Created On</b> 09/22/2014 2:33PM <b>Created By</b> [REDACTED] <b>Last Update</b> 09/22/2014 3:54PM <b>Modified By</b> [REDACTED] <b>ERS Type</b> Not Applicable <b>Close Status</b> Open
<b>Doc Tol Status</b> Valid	<b>Budget Status</b> Valid	<b>Budget Misc Status</b> Valid	<b>*View Related</b> <input type="text" value="Payment Inquiry"/> Go	

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																									
<table border="1"> <tr> <td>Payor</td> </tr> </table>	Payor	<table border="1"> <tr> <td colspan="2">Bank and Payee Information</td> </tr> <tr> <td>Bank SetID 46700</td> <td>Express Checks</td> </tr> <tr> <td>Bank EXPS</td> <td>217 State Capitol</td> </tr> <tr> <td>Account 452A</td> <td>Oklahoma City, OK 73105</td> </tr> <tr> <td>Payment Currency USD</td> <td>67-6/532</td> </tr> <tr> <td>Pay Method CHK</td> <td></td> </tr> <tr> <td>Supplier SetID 00000</td> <td>MENTAL HEALTH AND SUBSTANCE ABUSE SERV</td> </tr> <tr> <td>Supplier 0000000452</td> <td>ATTN FINANCE DEPT</td> </tr> <tr> <td>Address 19</td> <td>OKLAHOMA CITY, OK 73152-3277 USA</td> </tr> </table>	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		Supplier SetID 00000	MENTAL HEALTH AND SUBSTANCE ABUSE SERV	Supplier 0000000452	ATTN FINANCE DEPT	Address 19	OKLAHOMA CITY, OK 73152-3277 USA					
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Address 19	OKLAHOMA CITY, OK 73152-3277 USA																								
<table border="1"> <tr> <td colspan="2">Payment Detail</td> </tr> <tr> <td>Date 10/24/2014</td> <td></td> </tr> <tr> <td>Amount 0.00 USD</td> <td></td> </tr> <tr> <td>Reference NEXT</td> <td></td> </tr> </table>	Payment Detail		Date 10/24/2014		Amount 0.00 USD		Reference NEXT																		
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<table border="1"> <tr> <td>Business Unit 45200</td> <td>Voucher ID 00386367</td> </tr> </table>	Business Unit 45200	Voucher ID 00386367	<table border="1"> <tr> <td> <input type="button" value="Create Payment"/> <input type="button" value="Report Output"/> <input type="button" value="BI Publisher"/> </td> <td>Server <input type="text"/></td> </tr> </table>	<input type="button" value="Create Payment"/> <input type="button" value="Report Output"/> <input type="button" value="BI Publisher"/>	Server <input type="text"/>																				
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<table border="1"> <tr> <td colspan="2">Select Voucher</td> <td colspan="2">Personalize   Find   View All   <input type="text"/></td> <td colspan="2">First 1 of 1 Last</td> </tr> <tr> <td>Main Information</td> <td>Additional Info</td> <td colspan="4"></td> </tr> <tr> <th>Unit</th> <th>Voucher</th> <th>Payments</th> <th>Payment Method</th> <th>Invoice Number</th> <th>Invoice Date</th> </tr> <tr> <td>45200</td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </table>		Select Voucher		Personalize   Find   View All   <input type="text"/>		First 1 of 1 Last		Main Information	Additional Info					Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	45200					
Select Voucher		Personalize   Find   View All   <input type="text"/>		First 1 of 1 Last																					
Main Information	Additional Info																								
Unit	Voucher	Payments	Payment Method	Invoice 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.


**Voucher ID:** 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


Distribution Lines											
GL Chart	Exchange Rate	Statistics	Assets								
	Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
		1	12.34		45200	554110		7300	70200	1270001	14

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



Express Payment															
<b>Payor</b> Mental Health & Subst Abuse Sv DEPT OF MENTAL & SAS-CO OKLAHOMA CITY, OK 73152-3277	<b>Bank and Payee Information</b> Bank SetID 46700      Express Checks Bank EXPS              217 State Capitol Account 452B            Oklahoma City, OK 73105 Payment Currency USD      67-6/532 Pay Method CHK Supplier SetID 00000      MENTAL HEALTH AND SUBSTANCE ABUSE SERV Supplier 000000452      ATTN FINANCE DEPT Address 19                  OKLAHOMA CITY, OK 73152-3277      USA														
<b>Payment Detail</b> Date 09/24/2014 Amount 12.34 USD Reference NEXT															
Business Unit 45200      Voucher ID 00386367 Create Payment      Report Output      BI Publisher      Server PSNT															
Select Voucher      Personalize   Find   View All   First 1 of 1 Last Main Information      Additional Info															
<table border="1"> <thead> <tr> <th>Unit</th> <th>Voucher</th> <th>Payments</th> <th>Payment Method</th> <th>Invoice Number</th> <th>Invoice Date</th> <th>Apply Discount</th> </tr> </thead> <tbody> <tr> <td>45200</td> <td>00386367</td> <td>1</td> <td>System Check</td> <td>TEST102414</td> <td>10/24/2014</td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount	45200	00386367	1	System Check	TEST102414	10/24/2014	<input type="checkbox"/>	
Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount									
45200	00386367	1	System Check	TEST102414	10/24/2014	<input type="checkbox"/>									

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

**NOTE:** If selecting the  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.
<input type="button" value="OK"/>



---

**NOTE: 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.**

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# 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.

**Express Payment Manager - Pay Cycle**

Pay Cycle: QUICK1 Express Check

Pay Cycle Status

Status: Running  Process Monitor Trial Register

Pay From Date: 09/24/2014

Pay Through Date: 09/24/2014

Payment Date: 09/24/2014

Schedule Payments Selected: 0 Summary Details

Pay Cycle Reset

Server:

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Exceptions

Pay Cycle Results

Personalize | Find | View All |   First 1 of 1 Last

Process	Recreate	Pay Status	Description	Instance	Bank	Account	Server Name	Output Type	Output Destination
<input type="button" value="Process"/>	<input type="button" value="Recreate"/>	Completed	Print Checks		EXPS	452B	PSNT	Web	

Click  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.

**Express Payment Manager - Pay Cycle**

Pay Cycle: QUICK1 Express Check

---

**Pay Cycle Status**

Status: **Approved**    [Refresh](#)    [Process Monitor](#)    [Trial Register](#)

Pay From Date: 09/24/2014  
 Pay Through Date: 09/24/2014  
 Payment Date: 09/24/2014

Schedule Payments Selected: **1**    [Summary](#)    [Details](#)

[Pay Cycle Reset](#)  
 Server:

---

**Pay Cycle Exceptions**

[Pay Cycle Error](#)    [Discount Lost](#)    [Discount Denied](#)    [Withholding Exceptions](#)

---

**Pay Cycle Results** [Personalize](#) | [Find](#) | [View All](#) | 6

Main Information		Additional Info						
Process	Recreate	Pay Status	Description	Instance	Bank	Account	Server Name	Output Type
<a href="#">Process</a>	<a href="#">Recreate</a>	Approved	Print Checks		EXPS	452B	PSNT	Web

After the Pay Cycle status is **Approved**, but before the warrant is printed, review of the voucher information is available by selecting the [Details](#) link.





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

**Pay Cycle Details**

**Pay Cycle Data**

Pay Cycle <input type="text" value="QUICKX"/>	Express Check	Pay Cycle Summary	Pay Cycle Manager
Business Unit <input type="text"/>	Advice ID <input type="text"/>	Address <input type="text"/>	Invoice <input type="text"/>
Supplier SetID <input type="text"/>	Remit Supplier <input type="text"/>	Bank Account <input type="text"/>	Location <input type="text"/>
Bank SetID <input type="text"/>	Bank Code <input type="text"/>	Method <input type="text"/>	
Payment Handling <input type="text"/>	Payment Currency <input type="text"/>	<input type="button" value="Search"/>	<input type="button" value="Clear"/>

---

**Pay Cycle Details** Pe

Pay Cycle Details									
Scheduled Payments	Payment Details	Additional Details							
*Payment Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Supplier	Short Supplier Name	Supplier Name
None		VCHR	45200	00385352		1 EXP CHECK DEMO	0000000452	OMHSAS-002	MENTAL HEALTH AND SUBSTANCE ABUSE SERV

Total Paid Amount	100.00	USD
Total Gross Amount	100.00	USD
Total Discount Amount	0.00	USD
Total Late Charge Amount	0.00	USD

After reviewing the voucher information, **select** the [Pay Cycle Manager](#) link to return to the Pay Cycle Manager.

---

**NOTE:** 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.

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## Print Warrants

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

### Express Payment Manager - Pay Cycle

Pay Cycle QUICK1 Express Check

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**Pay Cycle Status**

Status	Approved	<input type="button" value="Refresh"/>	<a href="#">Process Monitor</a>	<a href="#">Trial Register</a>
Pay From Date	09/24/2014			
Pay Through Date	09/24/2014			
Payment Date	09/24/2014			
Schedule Payments Selected	1	<a href="#">Summary</a>	<a href="#">Details</a>	

---

**Pay Cycle Exceptions**

<a href="#">Pay Cycle Error</a>	<a href="#">Discount Lost</a>	<a href="#">Discount Denied</a>	<a href="#">Withholding Exceptions</a>
---------------------------------	-------------------------------	---------------------------------	--

---

**Pay Cycle Results**

<a href="#">Main Information</a>							<a href="#">Additional Info</a>	<input type="button" value="Print"/>	<a href="#">Persi</a>
<a href="#">Process</a>	<a href="#">Recreate</a>	Pay Status	Description	Instance	Bank	Account	Server		
<input type="button" value="Process"/>	<input type="button" value="Recreate"/>	Approved	Print Checks		EXPS	452B	PSNT		

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

Click  to display the most current status. When the Status changes from Approved to Completed, 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.

**Express Payment Manager - Pay Cycle**

Pay Cycle QUICK1 Express Check

**Pay Cycle Status**

Status **Completed**  [Process Monitor](#) [Trial Register](#)

Pay From Date 09/24/2014

Pay Through Date 09/24/2014

Payment Date 09/24/2014

Schedule Payments Selected **0** [Summary](#) [Details](#)

**Pay Cycle Exceptions**

Pay Cycle Error Discount Lost Discount Denied Withholding Exceptions

**Pay Cycle Results** [Personalize](#) | [Find](#) | [View All](#) |

Process	Recreate	Pay Status	Description	Instance	Bank	Account	Server Name	Output Type
<input type="button" value="Process"/>	<input type="button" value="Recreate"/>	Completed	Print Checks	12443012	EXPS	452B	PSNT	Web

Select  button to update the progress.

**View Process Request For**

User ID   Type  Last   Days

Server  Name   Instance  to

Run Status  Distribution Status   Save On Refresh

**Process List** [Personalize](#) | [Find](#) | [View All](#) | [First](#) | 1-10 of 10 | [Last](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12443012		BI Publisher	APY2021X1	<input type="text"/>	09/24/2014 9:49:55AM CDT	Success	Posted	<a href="#">Details</a>

The job is finished when the Run status is Success and the Distribution Status is Posted. Select the [Details](#) link to access the Express Check warrant.



Select the [View Log/Trace](#) link.

Process Detail x
Help

Process

<b>Instance</b> 12443012	<b>Type</b> BI Publisher
<b>Name</b> APY2021X1	<b>Description</b> AP Check Print
<b>Run Status</b> Success	<b>Distribution Status</b> Posted

<span style="background-color: #e0e0e0;">Run</span>	<span style="background-color: #e0e0e0;">Update Process</span>
---	--

<b>Run Control ID</b> APY2021X8 <b>Location</b> Server <b>Server</b> PSUNX <b>Recurrence</b>	<input type="radio"/> Hold Request <input type="radio"/> Queue Request <input type="radio"/> Cancel Request <input checked="" type="radio"/> Delete Request <input type="radio"/> Restart Request
---	---

<span style="background-color: #e0e0e0;">Date/Time</span>	<span style="background-color: #e0e0e0;">Actions</span>
---	---

<b>Request Created On</b> 09/24/2014 9:49:56AM CDT	<b>Parameters</b>	<b>Transfer</b>
<b>Run Anytime After</b> 09/24/2014 9:49:55AM CDT	<b>Message Log</b>	<b>View Locks</b>
<b>Began Process At</b> 09/24/2014 9:50:16AM CDT	<b>Batch Timings</b>	
<b>Ended Process At</b> 09/24/2014 9:50:46AM CDT	<b>View Log/Trace</b>	

---

**NOTE:** 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		
<b>Report ID:</b> 11126806	<b>Process Instance:</b> 12445482	Message Log
<b>Name:</b> APY2021X1	<b>Process Type:</b> XML Publisher	
<b>Run Status:</b> Success		
AP Check Print		
Distribution Details		
<b>Distribution Node:</b> pshttp	<b>Expiration Date:</b>	10/01/2015
File List		
Name	File Size (bytes)	Datetime Created
AE_APY2021X1_12445482.stdout	302	10/01/2014 1:41:03.234869PM CDT
AE_APY2021X1_12445482.trc	5,525	10/01/2014 1:41:03.234869PM CDT
APY2021X1.pdf	6,745	10/01/2014 1:41:03.234869PM CDT
Distribute To		
<b>Distribution ID Type</b>	*Distribution ID	
<b>User</b>		
Return		



## PDF Page Scaling

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

The Page Scaling option of **Actual size** allows the MICR line to print in the correct location on the warrant.

The screenshot shows a print options dialog box with the following sections:

- Pages to Print:** Includes radio buttons for "All" (selected), "Current page", and "Pages" (with a text box containing "1"). There is also a "More Options" link.
- Page Sizing & Handling:** Features four buttons: "Size", "Poster", "Multiple", and "Booklet". Below these are radio buttons for "Fit", "Actual size" (selected), "Shrink oversized pages", and "Custom Scale" (with a text box for "100" and a "%" symbol). There is also a checkbox for "Choose paper source by PDF page size".
- Orientation:** Includes radio buttons for "Auto portrait/landscape" (selected), "Portrait", and "Landscape".
- Comments & Forms:** Contains a dropdown menu set to "Document and Markups".
- Document: 8.5 x 11.0in**
- 8.5 x 11 Inches**
- Preview:** A small thumbnail of the document page is shown, displaying text and a MICR line at the bottom.



OKLAHOMA

## 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	Message vchr# 00386367	Warrant No 990000315 STOCK NUMBER 240848
67-6/532			WARRANT# 990000315 10/24/2014	
MENTAL HEALTH AND SUBSTANCE ABUSE SERV				***\$12.34
<i>Twelve and 34/100</i>				
MENTAL HEALTH AND SUBSTANCE ABUSE S ATTN FINANCE DEPT OKLAHOMA CITY, OK 73152-3277				
⑈990000315⑈ ⑆103000855⑆ 7702452⑈				

**NOTE:** 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 Delete Request in the Process Detail page to prevent duplicate printing of the warrant.

Process Detail		Help
<b>Process</b>		
Instance 12445482	Type BI Publisher	
Name APY2021X1	Description AP Check Print	
Run Status Delete	Distribution Status Posted	
<b>Run</b>	<b>Update Process</b>	
Run Control ID APY2021X2	<input type="radio"/> Hold Request	
Location Server	<input type="radio"/> Queue Request	
Server PSNT	<input type="radio"/> Cancel Request	
Recurrence	<input checked="" type="radio"/> Delete Request	
	<input type="radio"/> Restart Request	
<b>Date/Time</b>	<b>Actions</b>	
Request Created On 10/01/2014 1:40:16PM CDT	<a href="#">Parameters</a> <a href="#">Transfer</a>	
Run Anytime After 10/01/2014 1:40:16PM CDT	<a href="#">Message Log</a> <a href="#">View Locks</a>	
Began Process At 10/01/2014 1:40:33PM CDT	<a href="#">Batch Timings</a>	
Ended Process At 10/01/2014 1:41:03PM CDT	<a href="#">View Log/Trace</a>	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

Click





## 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 **under no circumstance should the warrant be printed more than once**. See the Express Check Internal Control Checklist at the end of the manual.

---

**NOTE:** 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 Success, 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 Error 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.

Process List
Server List

View Process Request For

User ID  
 Type  Last   Days

Server  Name  
 Instance  to

Run Status  Distribution Status   Save On Refresh

Process List										Personalize   Find   View All   <input type="button" value="🔍"/> <input type="button" value="📄"/>	First <input type="button" value="⏪"/> 1-49 of 49 <input type="button" value="⏩"/> Last
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details		
<input type="checkbox"/>	12446567		BI Publisher	APY2021X1	<input type="text"/>	10/24/2014 9:49:51AM CDT	Error	Posted	Details		

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

**If the Run Status runs to Error, 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.

Invoice Lines Find | V

Line 1  Copy Down

\*Distribute by: Amount

Item:

Quantity:

UOM:

Unit Price:

Line Amount: 13.13

SpeedChart:

Ship To: 01COSHIP00

Description:

Packing Slip:

Calculate

---

Distribution Lines Personalize | Find

GL Chart | Exchange Rate | Statistics | Assets

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Sub-Account	Fund Type	Class-Funding	Dept	Bud Ref
<input type="checkbox"/>	1	13.13		45200	554110		7300	70200	1270001	14

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.

Schedule Payment

\*Action: Schedule Paymen

Payment Date: 10/01/2014

Pay:

Reference: 990000313

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 Approved or Completed, the Express PayCycle Manager can be accessed using the Manage Express Payments.

Find an Existing Value

▼ Search Criteria

Pay Cycle: begins with ▼

User ID: begins with ▼

Case Sensitive

**Search Results**

First
1-5 of 5
Last

Pay Cycle	Description	User ID
QUICK1	Express Check	

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

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



## Express Payment Manager - Pay Cycle

Pay Cycle QUICK1 Express Check

### Pay Cycle Status

Status	Approved	<a href="#">Refresh</a>	<a href="#">Process Monitor</a>	<a href="#">Trial Register</a>
Pay From Date	09/24/2014			
Pay Through Date	09/24/2014			
Payment Date	09/24/2014			
Schedule Payments Selected	1		<a href="#">Summary</a>	<a href="#">Details</a>

### Pay Cycle Exceptions

<a href="#">Pay Cycle Error</a>	<a href="#">Discount Lost</a>	<a href="#">Discount Denied</a>	<a href="#">Withholding Exceptions</a>
---------------------------------	-------------------------------	---------------------------------	--

### Pay Cycle Results

Pay Cycle Results							Pers
Main Information	Additional Info						
Process	Recreate	Pay Status	Description	Instance	Bank	Account	Server
<a href="#">Process</a>	<a href="#">Recreate</a>	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.

**Express Payment Report**

Find an Existing Value | Add a New Value

---

Run Control ID:

Add

Find an Existing Value | Add a New Value

Enter the report parameters.

**Express Check**

Run Control ID 7XXX    Report Manager    Process Monitor   

Language

SetID:

Run Option:

Payment Method:

**Date Parameters**

From:

Thru:

\*Det/Sum:     Currency:

Bank Account		Personalize   Find	First	1 of 1	Last
46700	EXPS	<input type="text" value="131E"/>	<input type="button" value="+"/>		<input type="button" value="-"/>

**Date Parameters:** 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** to run the report.

**Process Scheduler Request** Help

---

**User ID:**  **Run Control ID:** 7XXX

---

**Server Name:**  **Run Date:**

**Recurrence:**  **Run Time:**

**Time Zone:**

**Process List**

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	OCAP0399	OCAP0399	BI Publisher	Web	PDF	Distribution

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 [Details](#) 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 ID: OCAP0399  
Set ID: 46700

Payment Method: CHK  
Bank/ Branch Name: EXPRESS

From Sep/24/2014 To Oct/27/2014  
Currency: USD

Page No. 1  
Run Date October/27/2014  
Run Time 11:16:01 AM

Bank Account: 452B

Reference	Voucher Id	Vendor ID	Vendor Name	Payment Status	Amount	Payment Date	Message
990000306	00386352	000000452	MENTAL HEALTH AND SUBSTANCE ABUSE SERV	P	100.00	Sep/24/2014	0000010



## 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.

Express Payment Rept by Dept
Run

Run Control ID 
Report Manager
Process Monitor

Language English

**Date Parameters**

From:

Thru:

Process all Departments

Bank Account Information				Personalize   Find   <input type="button" value="🔍"/>   <input type="button" value="📄"/>	First <input type="button" value="⏪"/> 1-6 of 6 <input type="button" value="⏩"/> Last
	Bank SetID	Bank Code	*Bank Account	Dept	
1	46700	EXPS	<input type="text" value="131E"/> <input type="button" value="🔍"/>	<input type="text" value="8007000"/> <input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>
2	46700	EXPS	<input type="text" value="131E"/> <input type="button" value="🔍"/>	<input type="text" value="8001000"/> <input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>
3	46700	EXPS	<input type="text" value="131E"/> <input type="button" value="🔍"/>	<input type="text" value="8002000"/> <input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>
4	46700	EXPS	<input type="text" value="131E"/> <input type="button" value="🔍"/>	<input type="text" value="8003000"/> <input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>
5	46700	EXPS	<input type="text" value="131E"/> <input type="button" value="🔍"/>	<input type="text" value="8012000"/> <input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>
6	46700	EXPS	<input type="text" value="131E"/> <input type="button" value="🔍"/>	<input type="text" value="8016000"/> <input type="button" value="🔍"/>	<input type="button" value="+"/> <input type="button" value="-"/>

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

**Process all Departments:** 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.

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 PSUNX.

Process Scheduler Request Help

User ID:  Run Control ID:

Server Name:  Run Date:

Recurrence:  Run Time:

Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input type="checkbox"/>	OCP0545	OCP0545	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Express Check by Dept report	OCP545AP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Express Check Paymnt By DeptId	OCPAP545	SQR Report	Web	PDF	Distribution

Click  and access the report through the [OCP545AP](#) link on the Process List.

Process List | Server List

View Process Request For


User ID:  Type:  Last:   Days

Server:  Name:  Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	12445897		PSJob	OCP545AP	<input type="text"/>	10/08/2014 9:45:58AM CDT	Success	Posted	Details

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 Payment History By Dept ID							Page No.	6
	Report ID: OCP0545	Set ID: 46700	Payment Method: CHK	From: 3/1/2014 To: 5/30/2014	Currency: USD	Run Date	October/08/2014	
	Bank/ Branch Name: EXPRESS					Run Time	11:03:48 AM	
						Process Instance:	12445898	

**DeptId: 8012002**

Account	Seq	Process Name	Type	Amount	Date	Message
990006545 00873442	0000078038	GREYHOUND LINES INC	P	24.50	5/29/2014	EXPRESS PAYMENT
				<b>Dept Total:</b>	435.99	

**DeptId: 8016002**

Account	Seq	Process Name	Type	Amount	Date	Message
990006191 00833182	0000078038	GREYHOUND LINES INC	P	30.50	3/6/2014	EXPRESS PAYMENT
990006193 00833236	0000078038	GREYHOUND LINES INC	P	147.50	3/6/2014	EXPRESS PAYMENT





## 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.	<b>Enter the Stock Control Number that will be used to print the check in the Message field.</b>			
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 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 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 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 <i>Detail</i> link and Search.			



	<b>Task</b>	<b>Initials</b>	<b>Date</b>	<b>Comments</b>
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 <u>Approved</u> 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 <u>None</u> .			
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 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.			
	<b>Authorization</b>			
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?			
2.	Has the OST Express Payment Approval Form been completed and submitted to OST for approval?			
3.	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 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.			
4.	Does the Agency have a dedicated MICR printer and has the 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?			
7.	Is Express Checks used only in cases when a warrant must be issued to the payee immediately?			
	<b>Segregation of Duties</b>			
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.			
	<b>Safeguarding of Assets</b>			



		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?			
	<b>Recording</b>			
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?			
	<b>Reconciliation and Management Oversight</b>			
21.	Do the reconciliation procedures include:			
a.	Comparing internal records to the PeopleSoft disbursements?			
b.	Comparing disbursements to the Express Payment History reports?			