

CHECK RECONCILIATION FILE – IN AGY/MICRO SEQUENCE REPORT E469-05-1

REPORT PURPOSE

Payroll System Support (PSS) produces this report from the J460 file PSS receives from the Oregon State Treasury. It lists outstanding checks issued from the Joint Payroll Account on behalf of an agency. This tool helps agencies pro-actively resolve outstanding checks before they become eligible for the stale-dated check process.

REPORT FREQUENCY

The report is available electronically after each final payroll run 2.

MANAGEMENT CONTROLS

X	Legal compliance	X	Reliability of information
	Separation of duties	X	Access and accountability (physical security)
X	Audit compliance and resolution	X	Reasonable assurances and safeguards (waste, loss, and misappropriation)

RESPONSIBILITIES

Agency payroll reviews the report each pay period. For checks that are older than three months, contact the payees. For separated employees and vendors who are no longer at the listed address, research contact information. Process check cancellations and replacements as needed.

Do not forward stale-dated check information to PSS on a monthly basis. Make notes on the E469-05-1 and include them on the E701-030-A Outstanding Checks to be Purged from Check Recon report when you receive it.

REPORT INFORMATION DETAILS

PSS sorts the report by agency and check MICR number, with a page break between agencies.

The report includes:

- ST – Status. A = active, T = replaced but original check not returned
- CHECK MICRO NMBR - Check number
- NAME -- Payee’s name -- vendor or employee
- AMOUNT
- ISSUE DATE
- DUP DATE - Date a duplicate check was issued
- STOP DATE - Date the original check was stopped
- CANCEL DATE
- REDEEM DATE
- DUP MCR - Duplicate check number if re-issued
- EMP ID - Employee ID, OR#####
- TRAN CODE -- for manual checks, the screen used to produce the check
- PAY PERIOD END DATE
- PRE -- unknown definition
- SET – Set number for the payroll run
- MAN -- unknown definition

REPORT MESSAGE CODES

Intentionally left blank

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

Earlier reports included the payees' TIN and required secure distribution, storage and destruction. Current reports replace the TIN with the employee's ID number.

DATAMART ASSOCIATIONS

While you can query Name, Employee ID and Deposit Amount through the Datamart, you cannot completely reproduce the report. Please contact PSS to obtain a duplicate report if needed.

OTHER INFORMATION

Numbers for manual or off-cycle checks begin with 9.

If you work this report each month, you can significantly reduce the number of stale-dated checks you will need to research each year.

REVISION HISTORY

Date	Rev. No.	Modification
10/17/06	1.0	Original
08/15/07	1.1	Check numbers
05/13/09	1.2	Replace TIN with Employee ID
05/18/11	1.3	Periodic review, regular check numbers deleted, electronic reports
11/06/12	1.4	DAS re-org; manual re-org
6/20/17	1.5	Periodic review, no changes made