

P300 VENDOR CHECKS

SCREEN PURPOSE

OSPS uses the P300 Vendor Checks screen to produce checks for vendors and to replace lost checks for state employees.

After they make entries on the P300 screen, OSPS staff members use the P320 Check Print Request screen to print the checks.

ALSO KNOWN AS

P300

PREREQUISITES, IF ANY

P310 Vendor Check Reversal / Stop Payment Screen – If reissuing a vendor check, first, cancel the original check on the P310 screen. OSPS will not cancel and rewrite a check without the original check.

SCREEN ACCESS KEY SEQUENCE

P300

SCREEN ELEMENTS

<p>(A) P300</p> <p>PRINT CHECK (D) : _</p> <p>VENDOR DEDUCTION CODE : (E)</p> <p>OR</p> <p>(H) VENDOR NAME : _____ ADDRESS : _____ CITY : _____ ST : _____ ZIP : _____ - _____</p> <p>(I) AGENCY : _____ (J) PAY PER ENDING : _____ (K) ISSUE DATE : _____ AMOUNT : _____ (L)</p> <p>COMMENT : _____ (M) ACCOUNTING INFO : 105477 5 15010000850232 (N)</p>	<p>(B) VENDOR CHECKS</p> <p>(C) VR35 - TO ADD A VENDOR CHECK REQUEST: VR36 - FILL PARAMETERS, PRESS ENTER</p> <p>(F) POST P070 : N</p> <p>(G) SSN/EID: _____</p>
--	--

LEGEND

No.	Description
A	Screen designation. The screen access key sequence, required.
B	Screen title, protected.
C	OSPS messages, protected. See Screen Message Codes below.
D	Always Y, print check
E	<p>Deduction code from the PTD1 Payroll Deduction Table screen. If you enter an existing deduction code, OSPA will bring in the name and address from the PTD1 screen.</p> <p>Possible values include: The vendor's deduction code on the PTD1 screen DEC = Deceased check EDUC = Education expenses MOVE = Moving expenses PANN = Payable to Agency PPNN = Payable to DAS</p>

No.	Description
F	Possible values include: N = Do not make an entry on the P070 Deductions and Deduction Adjustments screen for the employee, default Y = Make a PPNN entry on the P070 Deductions and Deduction Adjustments screen
G	If POST P070 = Y, enter employee's SSN (#####) or Employee ID (OR#####). If POST P070 = N and you enter the employee's SSN or Employee ID, OSPA will still bring in the employee's name and address.
H	If VENDOR DEDUCTION CODE and SSN/EID are blank, enter the payee information.
I	Agency to whom this check should be charged.
J	Pay period where this should post, MMDDYY. If not specifically requested, or if the pay period has already dropped off the P190 Payroll Register Data screen, enter the current open pay period.
K	Check date requested, MMDDYY. If not specifically requested, or if the pay period has already dropped off the P190 Payroll Register Data screen, this should default to today's date. It must be a valid date in the prior, current or next calendar year.
L	Amount of check request
M	Prints on the B360 Employee Screen Update Activity report only
N	Unknown.

NOTES

Checks for a net amount of \$15,000.00 or more must be counter-signed by the OSPS Manager.

Deadlines – Agency staff members must fax their requests to OSPS by noon on the working day they want the check. OSPS staff members will distribute the checks to agency lockboxes by 3:00 PM on the same day.

SCREEN MESSAGE CODES

Code	Message with Code	Description
VR01	DED CODE OR NAME SHOULD BE SPACES	
VR02	DED CODE NOT FOUND	Deduction coded entered was not found

Code	Message with Code	Description
VR03	END OF DEDCODE PKG FILE	End of deduction code package file has been reached
VR04	DED CODE PKG FILE NOT OPEN	Deduction file is not open. OSPS will document action being taken, screen print error and fax to a programmer
VR05	SCREEN ACTIVITY FILE NOT FOUND	System file not found. OSPS will document action being taken, screen print error and fax to a programmer
VR06	SCREEN ACTIVITY FILE NOT OPEN	Screen activity file is not open. OSPS will document action being taken, screen print error and fax to programmer
VR07	PRINT CHECK SHOULD BE Y OR SPACES	Print check field must be a Y or spaces
VR12	AGENCY NUMBER SHOULD BE NUMERIC	Agency number must be numeric
VR13	AGENCY NUMBER NOT FOUND	Agency number entered was not found in table
VR17	PROBLEM READING AGENCY FILE	Database Error. OSPS will document action being taken, screen print error and fax to programmer
VR18A	MSG NR FROM FILE READ PROGRAM =	Database Error. OSPS will document action being taken, screen print error and fax to programmer
VR19	CHECK ISSUE DATE INVALID	Check issue date invalid. It must be a valid date in the prior, current or next calendar year.
VR20	AMOUNT SHOULD BE NUMERIC	Amount must be numeric
VR21	AMOUNT CANNOT BE EQUAL TO ZERO	Check amount cannot equal zero
VR22	AMOUNT LENGTH IS OVER FIELD SIZE	Amount entered is greater than 9999999
VR24	PAY PERIOD END DATE INVALID	Pay period end date as entered is invalid
VR25	DAY MUST BE LAST DAY OF THE MONTH	Day entered is invalid Day must equal to the last day of the given month
VR26	CHECK FEE SHOULD BE NUMERIC	Check fee field (M) must be numeric.
VR27	CHECK FEE CANNOT BE EQUAL TO ZERO	Check fee field cannot be equal to zero
VR28	CHECK FEE LENTH IS OVER FLD SIZE	Check fee entered is greater than length of field
VR29	BIENNIUM SHOULD BE NUMERIC	Biennium field entry must be numeric
VR30	SYSTEMS RECORD NOT FOUND	Database Error. OSPS will document action being taken, screen print error and fax to programmer
VR35	TO ADD A VENDOR CHECK REQUEST	Message appears on screen when first entering screen

Code	Message with Code	Description
VR36	FILL PARAMETERS, PRESS ENTER	Message appears on screen when first entering screen
VR37	NO CHECK PRINTING REQUESTED	Print check field does not contain an entry
VR38	NO UPDATE MADE TO DAILY LOG FILE	No update was made to daily log file
VR39	GARNISHMENT MUST BE Y OR N	If garnishment, Post P070 field must equal 'Y' or 'N'
VR40	INVALID SSN/AGENCY	Entry for SSN/Agency not valid
VR41	DEDUCTION CODE MUST BE PRESENT	If Post P070 equals 'Y', a deduction code must be present
VR50	UPDATE MADE TO DAILY LOG FILE	Update to daily log file successful
VR51	VR51 - REQUEST # =	Update to daily log file successful, and request number is given
VR90	UNAUTHORIZED ACCESS	Access not permitted to screen
VR93	DATA BASE ERROR NOT ACCEPTED	Database Error. OSPS will document action being taken, screen print error and fax to programmer
	YEAR/MONTH/DAY RELATIONSHIPS	

See the OSPA Reference Manual, Codes, Screen Message Codes for a list.

OSPA REASONABILITY EDITS

ISSUE DATE must be a valid date in the prior, current or next calendar year

SUPPORTING DOCUMENTATION

Forms – The circumstances will determine which form(s), if any, you will use to request a vendor or employee check. OSPS check related forms include the following. They are available on the OSPS web site: <http://www.oregon.gov/DAS/SCD/OSPS/form.shtml> .

- Form C-27 Stop Payment Request (for checks under 90 days old and over \$50)
- OSPS.99.03 Lost Check Replacement (for checks over 90 days old or under \$50)
- OSPS.99.22 Forged Check Affidavit
- OSPS.99.23 Cancel an OSPS Issued Check
- OSPS.99.24 Payment Notification Form

Reports – The following OSPS reports provide documentation for payments and adjustments. For additional information, see the OSPA Reference Manual, Report Descriptions: <http://www.oregon.gov/DAS/SCD/OSPS/referencemanual.shtml>

XREFRA ACH Direct Deposit Register – OSPA produces this report after each final payroll run. It lists the employees that received payment through direct deposits for that payroll run.

Information includes:

- Employee name
- Employee ID
- Transit number
- Account number
- Amount deposited
- Trace number
- Kind of account

XREFRL Alpha Listing of Employee Checks -- OSPA produces this report after each final payroll run. It lists the employees that received paper checks for that run. Information includes:

- Employee name
- Check or MICR number
- Check date
- Amount
- Set number

This is the only report that includes the check number.

Screens – In requesting a check, the agency may include a screen print of the following:

P370 Calculation of Current Payoff – for correctives, separating employees or deceased employees, the agency staff member confirms the entries made in OSPA on the P370 screen. The staff member then sends a screen print of the P370 with the authorized signature and payee to OSPS to request the manual check.

OSPA SCREEN INTERACTIONS

See the OSPA Reference Manual, Screen Descriptions for additional information.

AFFECTED BY

Intentionally left blank

DIRECTLY AFFECTS

P070 Deductions and Deduction Adjustments – If POST P070 = Y on the P300 screen, OSPA will create a PPNN entry on the P070 screen.

P320 Check Print Request – After OSPS makes the entry on the P300 screen, an OSPS staff member requests the printing of the checks with the P320 screen.

INDIRECTLY AFFECTS

Intentionally left blank

CATEGORY / SCREEN CLASSIFICATION

Checks, update. Access limited to OSPS staff members.

REVISION HISTORY

Date	Rev. No.	Modification
08/07/06	1.0	Original
02/11/09	1.1	WR#3319, remove check fee amount field; change in form numbers; removal of SSN from reports
06/23/09	1.2	Periodic review
03/01/10	1.3	WR#3575, ISSUE DATE edits
05/09/11	1.4	WR#3700, end savings bond deductions; OSPS.99.24 replaced OSPS.99.12 and OSPS.99.15; OSPS.99.23 replaced OSPS.99.09, OSPS.99.10 and OSPS.99.14; OSPS.99.22 replaced FLCH-9