

P320 CHECK PRINT REQUEST

SCREEN PURPOSE

OSPS staff members use the P320 Check Print Request screen to order the daily printing of off-cycle or manual checks. The screen lists the vendor and manual checks that have been requested and the vendor or employee over payments that have been returned for the current day. Once OSPA has processed the check requests and overpayments, the application deletes that day's P320 entries.

ALSO KNOWN AS

P320

PREREQUISITES, IF ANY

The checks must first be requested on the P140 Manual Checks, P300 Vendor Checks or P370 Calculation of Current Payoff screen. OSPS records the return of overpayments on the P140 screen.

SCREEN ACCESS KEY SEQUENCE

P320

SCREEN ELEMENTS

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(A) P320 (C) OREGON STATE PAYROLL SYSTEM (B) PAGE 004
                                CHECK PRINT REQUEST (D) 05/11/05
                                (E) (F) (G) (H) 12:04:56
FILENAME ospsprnt BEG REQ 001 END REQ 051 50 CHECKS AVAILABLE TO PRINT

ACT  REQ  ----- NAME -----  --- SSN ---  AGENCY ---  AMOUNT ---  PER END
-    046 JONES, LINDA R          542-62-0547  83900      400.00    05/31/05
-    047 DHS OVERPAYMENT RECOVE  84500      96.75     05/31/05
-    048 OR EMPLOYMENT DEPT, AT  84500     252.23    05/31/05
-    049 DAVIES, RONALD SAMUEL   563-02-5852  86000      53.73     05/31/05
-    050 BARKER, ROBERT O JR    540-76-7789  10000     782.36    04/30/05
-    051 RUTHERFORD, DEBBIE V   574-52-6084  47100     475.00    05/31/05

(I) (J) (K) (L) (M) (N) (O)
CP02 LAST PAGE (P) LAST CHECK NUMBER: 09170830 (Q)

CP03 REQUEST 001-051 TOTAL 24,390.62 MICR NOS 09170831-09170881 PRINTED
(R) (S) (T)

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LEGEND

No.	Description
A	Screen designation. Screen access key sequence, required.
B	If the list of checks and return of overpayments fills more than one screen, there will be additional pages. Delete OSPSPRNT in FILENAME field and press [ENTER] to view the additional screens.
C	Screen title, protected
D	OSPA date, MM/DD/YY, and time, HH:MM:SS, 24-hour clock
E	Defaults to OSPSPRNT. Clear the field to view the next page. When you are ready to send the batch for processing, re-type OSPSPRNT.
F	REQ (request) number of the first check to print for that day, required. When ready to request checks, enter the first available REQ with a blank line under ACT.

No.	Description
G	REQ (request) number of the last check to print for that day, required. When ready to request checks, enter the last REQ number with a blank line under ACT.
H	The number of transactions to be processed. OSPA calculated, protected. This may include return of overpayments.
I	<p>The action to perform for the associated line.</p> <p>Possible values include: blank = nothing has happened yet D = delete. You may only delete a transaction before you have told OSPA to process the batch. M = Return of overpayment P = processed. OSPA populates the transactions with a P after you tell it to process the batch. R = reset</p>
J	The line number / request number for each transaction listed
K	The payee for the check from the P140 Manual Checks, P300 Vendor Checks or P370 Calculation of Current Payoff screen
L	SSN of the payee, if applicable
M	Agency charged for this check
N	Amount of the check or return of overpayment
O	Pay period to which the transaction will post
P	Prior to processing checks, indicates you have reached the last page
Q	Prior to processing checks, indicates the number of the last check previously printed
R	Displayed after user has pressed [ENTER] and OSPA has processed the request. Indicates REQ numbers that will be included in today's checks.
S	Displayed after user has pressed [ENTER] and OSPA has processed the request. Total amount of checks in today's run.
T	Displayed after user has pressed [ENTER] and OSPA has processed the request. Range of check numbers that will be used in producing the checks.

NOTES

Request to Process Transactions – To process the transactions in the batch displayed:

- Ensure FILENAME = OSPSPRNT
- Ensure BEG REQ has the lowest REQ number with ACT blank
- Ensure END REQ has the highest REQ number with ACT blank
- Press [ENTER]

For check requests, OSPA will populate the ACT field with P and display the REQ numbers, total amount, and check numbers for the batch.

SCREEN MESSAGE CODES

Code	Message with Code	Description
CP00	CHECKS AVAILABLE TO PRINT	Checks available to print
CP01	PRESS ENTER FOR NEXT PAGE	Press enter for next page of check listing
CP02	LAST PAGE	Last page of check listing
CP03	REQUEST - FILE NAME: TOTAL	Total amount of checks
CP04	MICR NOS - PRINTED	Span of micro numbers to be printed
CP10	INVALID ACTION	Action entered is invalid
CP11	NO PRINT REQUEST	No print request for record
CP12	CANNOT DELETE	Record cannot be deleted
CP13	CANNOT REPRINT	Record cannot be reprinted
CP14	INVALID BEGIN RQ	Entry in Beg Req invalid
CP15	INVALID END RQ	Entry in End RQ invalid
CP16	END RQ MUST BE = OR > BEG RQ	Ending Req field must be equal to less than Beg Req field
CP17	INVALID REQUIRED FILENAME	File name required
CP20	FILENAME AND REQ MUST BE PRESENT	File name, Beg Reg and End Reg fields must be completed
CP50	CHECK REQUEST RECORD NOT/FND	Check request record not found on database
CP51	REGISTER CORRECTIVE FLAG NOT/FND	Register corrective flag not found on database
CP52	AGENCY SEPARATION FLAG NOT/FND	Agency separation flag not found on database

Code	Message with Code	Description
CP53	DEDUCTION PAY ADVANCE NOT/FND	Deduction pay advance not found on database
CP56	SSN/AGENCY NOT FOUND	The SSN or EID and agency number entered do not match
CP90	SECURITY ERROR	Access not permitted to screen
CP91	DATA BASE NOT AVAILABLE	Database Error. OSPS will document action being taken, screen print error and fax to programmer
CP92	TRANSACTION COMPLETE	Transaction completed
CP93	HISTORY FILE NOT OPEN	History file closed. OSPS will document action being taken, screen print error and fax to programmer
CPAA	LAST CHECK NUMBER	Last check number to be printed
	RESPONSE CODE : (SPECIFIC CODE WILL APPEAR)	Database Error. OSPS will document action being taken, screen print error and fax to programmer
	TRANSACTION DIFFICULTY – ERROR CODE 7100-XX	The SSN entered does not match up with the agency number.
	TRANSACTION DIFFICULTY - PLEASE CALL CENTRAL PAYROLL (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. OSPS will document action being taken, screen print error and fax to programmer
	TRANSACTION DIFFICULTY - PLEASE CALL EXEC ACCOUNTING AND GIVE THEM THE FOLLOWING CODES: (SPECIFIC SYSTEM CODE WILL FOLLOW DEPENDING ON ISSUE)	Database Error. OSPS will document action being taken, screen print error and fax to programmer

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

OSPA REASONABILITY EDITS

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SUPPORTING DOCUMENTATION

Forms – The circumstances will determine which form(s), if any, the agency will submit for the processing of the check. OSPS check related forms include:

- Form 75.45.02.FO Request for Payroll Advance
- 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. See the OSPA Reference Manual, Report Descriptions for additional information.

XREFRA ACH Direct Deposit Register – OSPA produces this report after each final payroll run. It lists the employees who received payment through direct deposits for that payroll run. Information includes employee, SSN, transit number, account number, amount deposited, trace number, and 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 payroll run. Information includes employee, check or MICR number, check date, amount and set number. This is the only report that includes the check number.

OSPA SCREEN INTERACTIONS

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

AFFECTED BY

P140 Manual Checks – OSPS and some agency payroll staff use the P140 screen to enter the information required to produce manual or off-cycle checks for state employees where the register information is still on the P190 Payroll Register Data screen.

P300 Vendor Checks – OSPS staff members use the P300 screen to enter the information required to produce off-cycle checks for vendors and for state employees when replacing a lost check.

P370 Calculation of Current Payoff – For correctives, separating employees, or deceased employees, agency payroll confirms the entries made in OSPA on the P370 screen. They then send a screen print of the P370 to OSPS to request the manual check. OSPS will confirm that the P370 screen still displays the same numbers before processing the manual check. If it does, they can request the check from the P370 screen.

They can only process one check from the P370. If there are split payments or payments for more than one payroll month, they will request the second payment on the P140 or P300 screen.

DIRECTLY AFFECTS

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INDIRECTLY AFFECTS

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CATEGORY / SCREEN CLASSIFICATION

Checks, update. Access limited to OSPS staff members.

REVISION HISTORY

Date	Rev. No.	Modification
08/25/06	1.0	Original
03/27/08	1.1	WR #3284, add message CP56
02/24/11	1.2	WR #3700, end of payroll deduction for savings bonds; Appendix E to codes, periodic review
05/09/11	1.3	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