Vendor Check Summary

XREF23

REPORT PURPOSE

The report provides agencies with the amounts paid to vendors on behalf of the agency. It includes the amount of withholding for income tax and FICA taxes paid on behalf of the employee, the retirement program contributions, and the agency's ERB assessment, as well as, payments that result from deductions entered on the P070 Deductions and Deduction Adjustments screen.

This is the only report that identifies the check number used to pay the vendor. It is useful when researching vendor inquiries regarding payment or if a vendor reports a lost/stolen check.

REPORT FREQUENCY

The report is produced and distributed after every final payroll run.

MANAGEMENT CONTROLS

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

RESPONSIBILITIES

Agency payroll and accounting will verify total amounts paid to vendor by comparing it to the XREF15 Deduction Register Summary or XREF76 Deduction Register Summary. If a vendor check is canceled and re-written for a different amount or to a different vendor, write in the corrected amount and the MICR # by the original amount or vendor on the report and attach the documentation to create an audit trail.

REPORT INFORMATION DETAILS

The report is sorted by deduction package (first two characters of the deduction code) and vendor name. It includes agency number, name, and address, deduction package code, vendor name, amount of check, whether it is an agency specific check or a combined check, and the MICR # of agency specific checks. The combined checks are distributed by OSPS and include payments from all agencies.

The report also provides the total of all checks, the total of checks where the agency is responsible for mailing the check, and the total of all checks where OSPS is responsible for mailing the check.

REPORT MESSAGE CODES

Code	Message with Code	Description

SECURE STORAGE AND DESTRUCTION

The report does not contain confidential information.

DATAMART ASSOCIATIONS

This information is not available through the OSPA Datamart. Please contact OSPS to inquire about obtaining a duplicate report if necessary.

OTHER INFORMATION

A negative amount for a vendor usually indicates a deduction has been deleted between run 1 and run 2, creating an overpayment to the vendor. If no other entries are made, OSPA will subtract the overpayment from the next payment made to the vendor. However, if the negative is not cleared the next payroll run, OSPS will require the agency to pay OSPS the amount of the negative. Submit the payment and the Vendor Negative form (http://www.das.state.or.us/DAS/SCD/OSPS/forms.shtml) to OSPS.

REVISION HISTORY

Date	Rev. No.	Modification
11/08/06	1.0	Original