State of Oklahoma

COR114

Express Checks Manual

Office of Management & Enterprise Services

OKLAHOMA

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Document History

Document Revision	Date	Description
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
3.0	10/21/2024	Upgrade Update

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

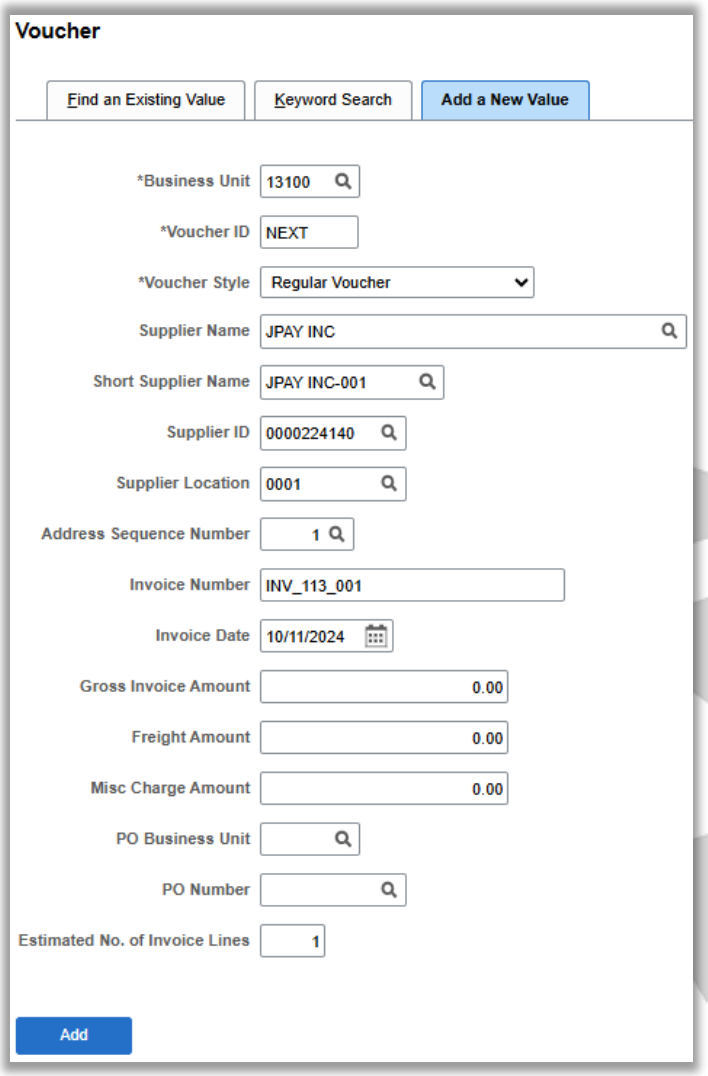
For a voucher to be eligible for Express Check payment:

- 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.



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 lookup icon on the right side of the field 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.

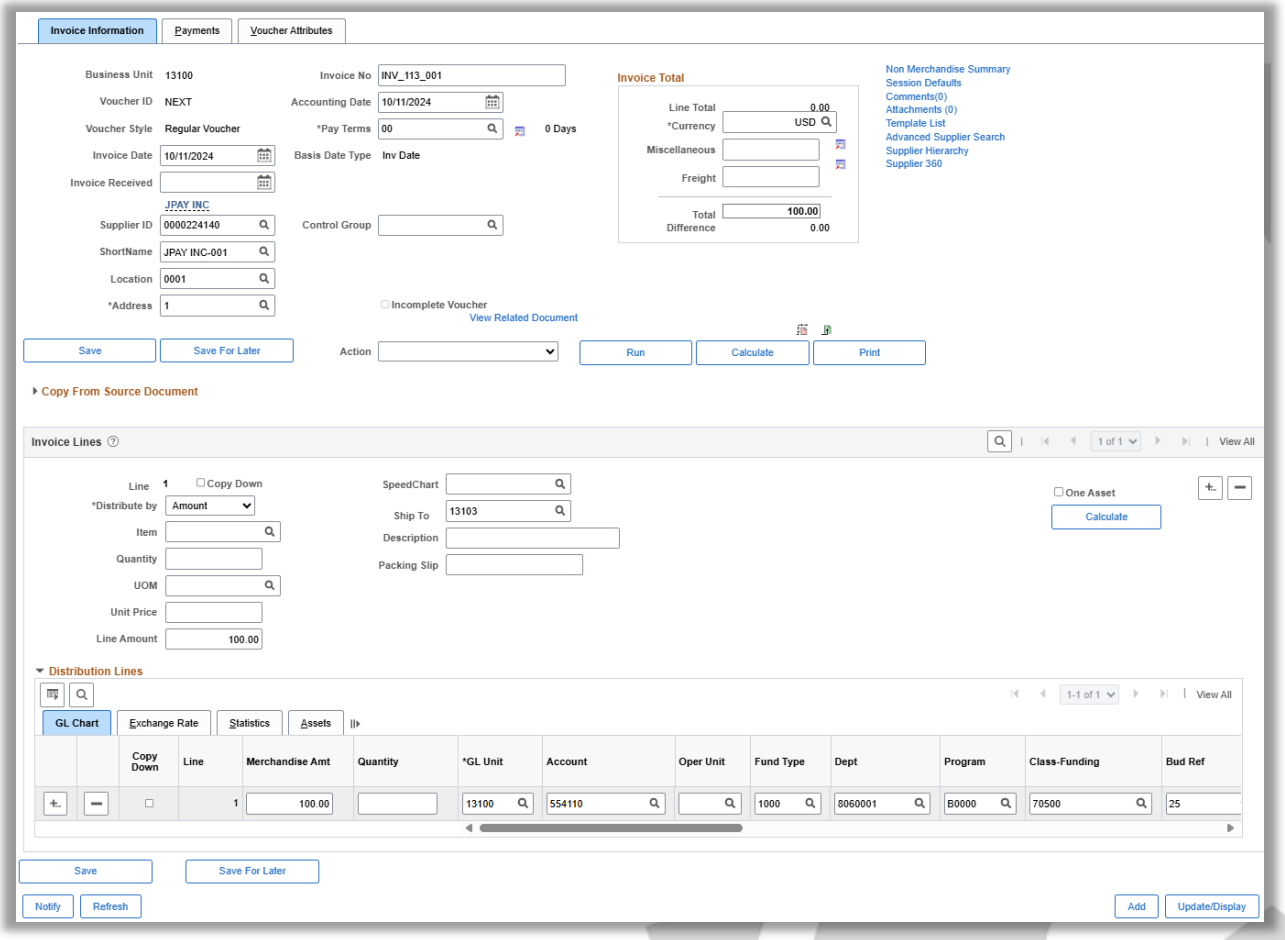
Invoice Date: **Enter** the invoice date or use the calendar icon to select the correct date.

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

Click the **Add** button 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.



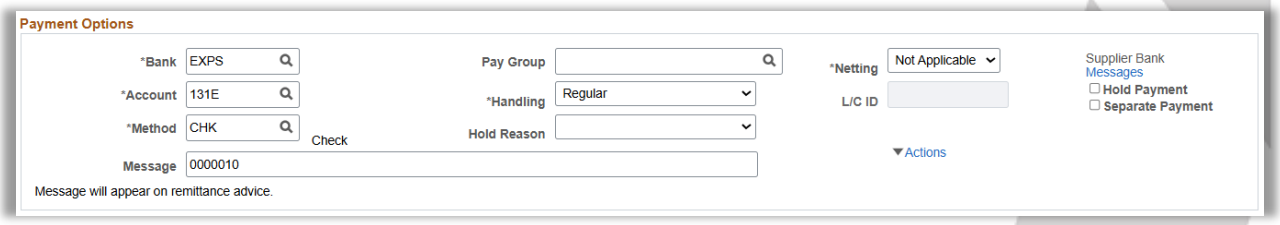
Enter the Distribution Lines GL Chartfields to record the expenditure. The class funding must begin with 7 to create an Express Checks.

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

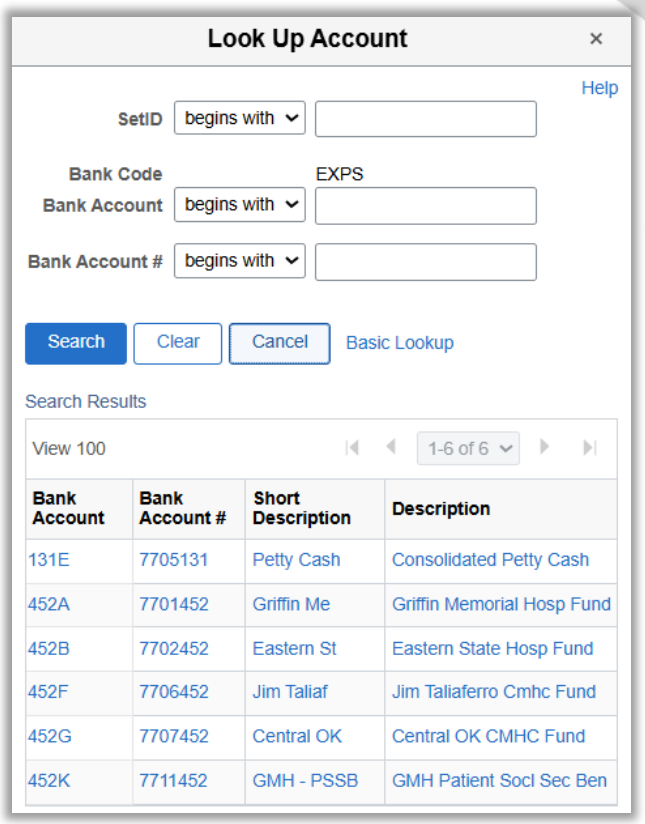
Express Payment Bank and Account

To create an Express Check, the Payment Options fields must be populated with specific values.



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.



Method: **Enter** CHK

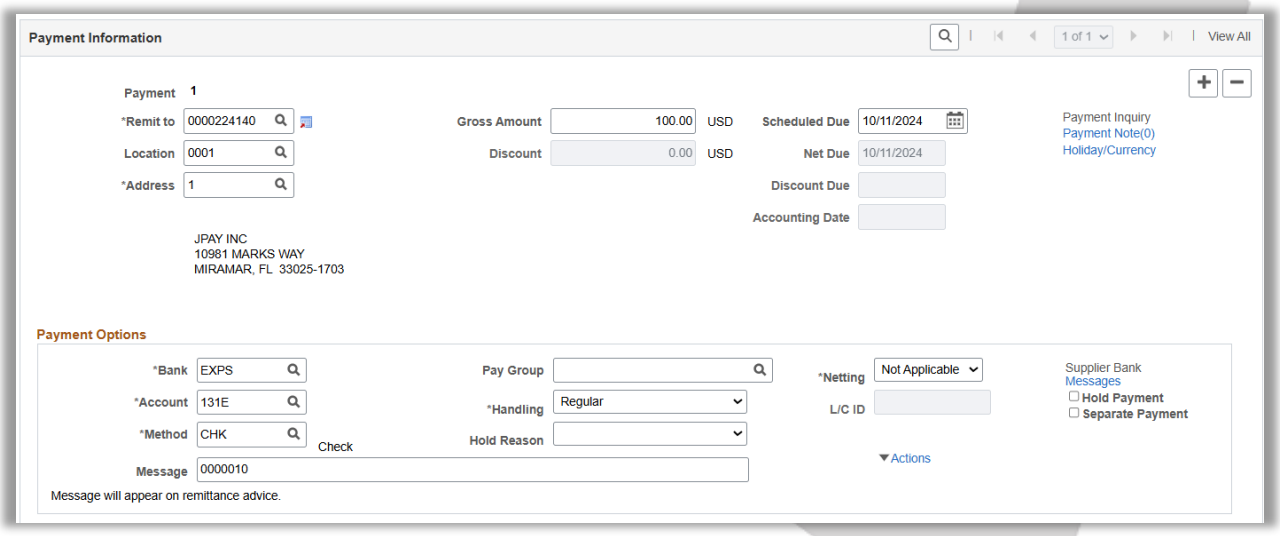
Pay Group: Leave blank.

Separate Payment: Do not check since Express Check generates one warrant per "*Remit To*" payee.

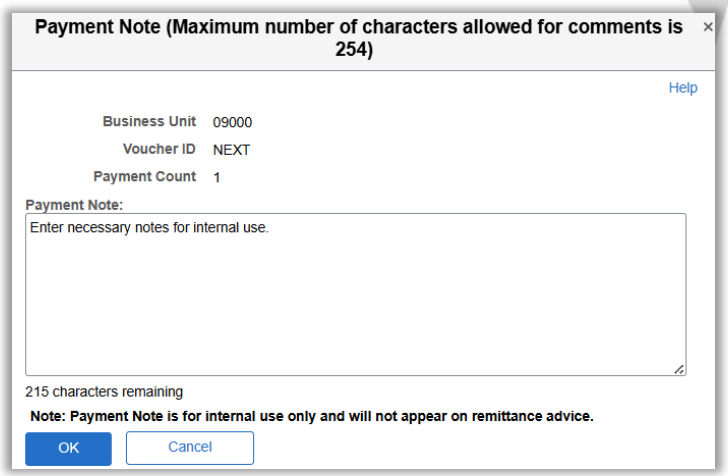
Check Stock Control Number

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.



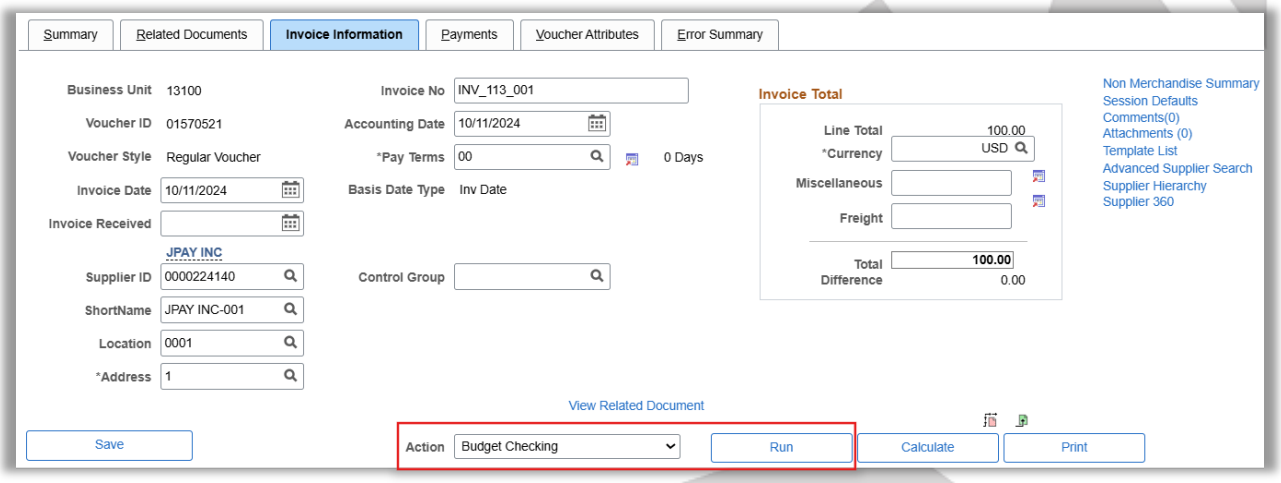
Payment notes can be entered onto the voucher for internal purposes only and must be entered before creating the Express Check. Please note that the Payment Note is now accessed by clicking the **Payment Note** link located on the right in the Payment Information section.



Budget Check Voucher

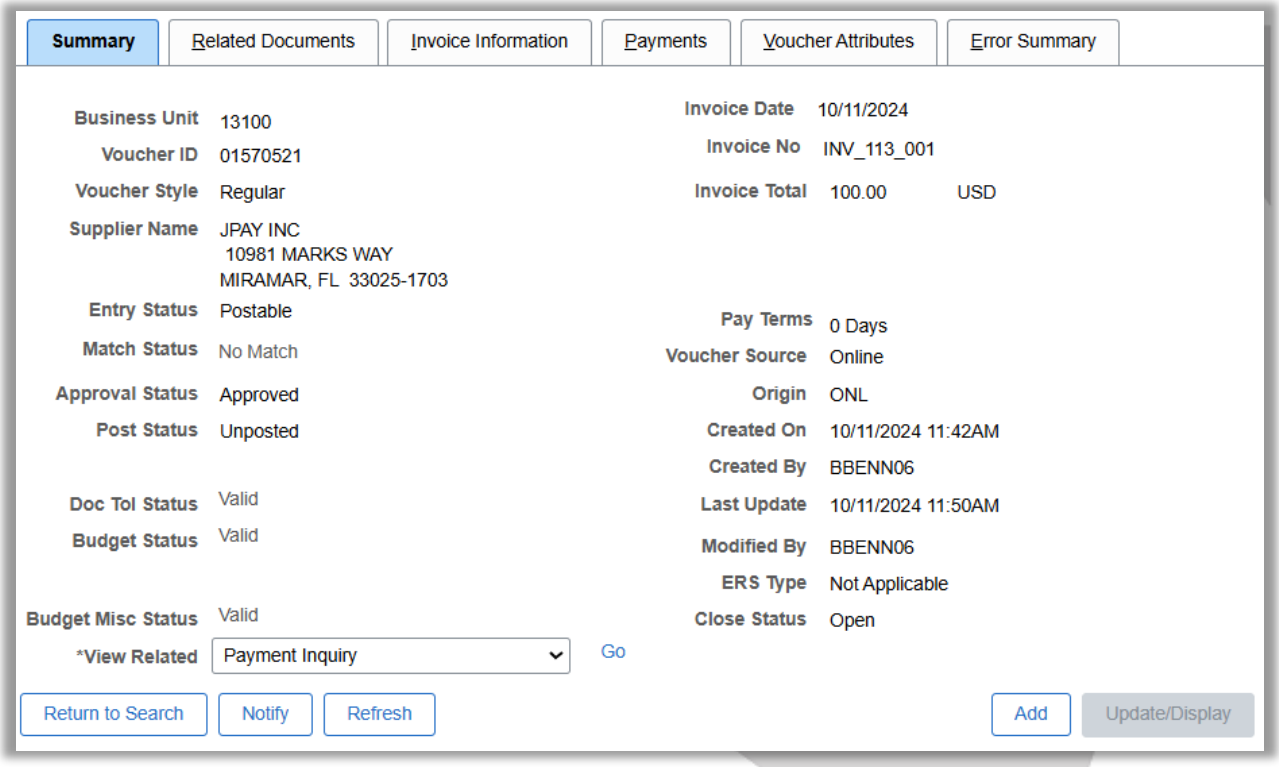
Save the voucher and **select** *Budget Checking* from the On-Demand *Action* drop down menu to budget check the voucher. If the voucher was vouchered against a purchase order, use the on-demand action of *Match, Doc Tol, Bdgt*.

After selecting the **Budget Checking** option from the drop-down menu, click the **Run** button.



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:



Match Status: Must be ***Matched*** or ***No Match***

Document Tolerance: Must be ***Valid***.

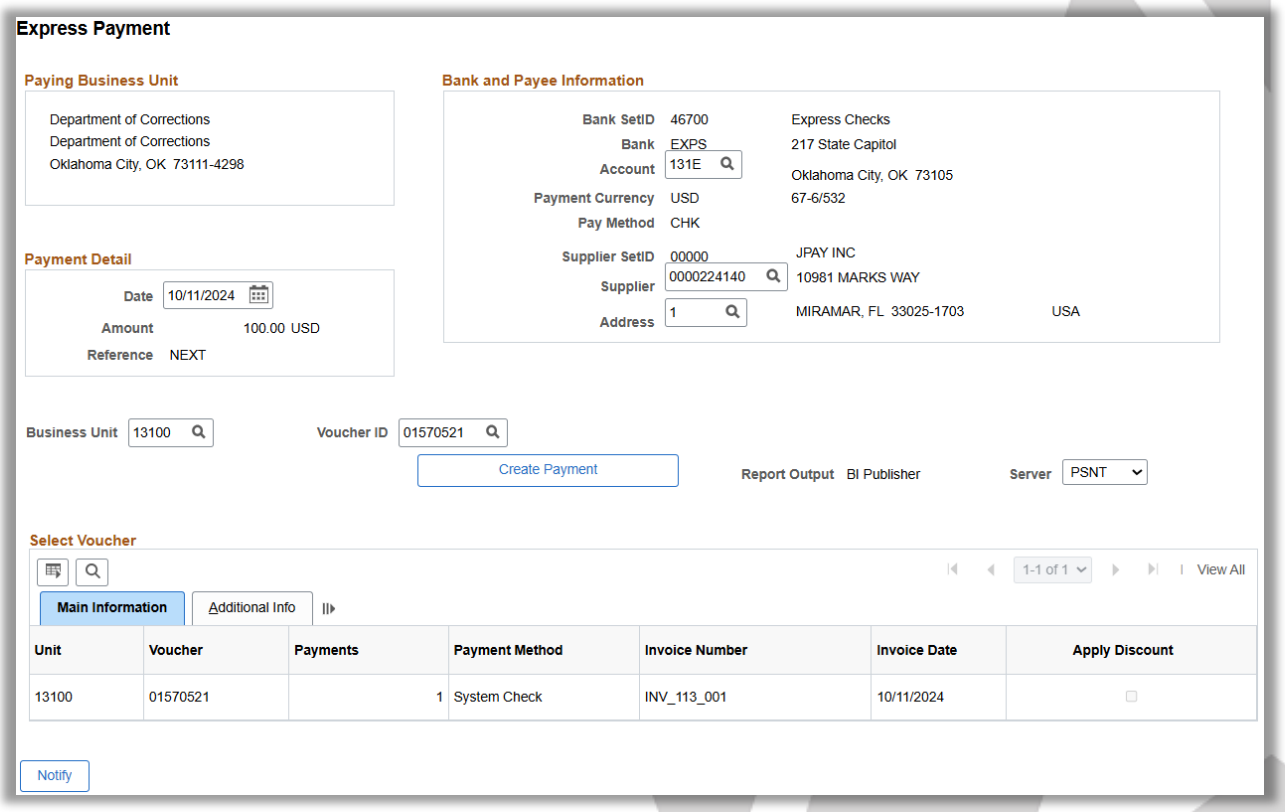
Budget Status: Must be ***Valid***.

This voucher is now eligible for Express Payments.

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.



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.

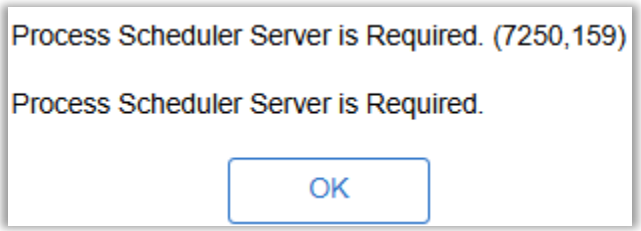
Business Unit: **Enter** the AP Business Unit.

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 Express Payment page. In the example above, the Voucher's class funding 70500 agrees with the Express Payment 131E Account illustrated.

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

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

NOTE: If selecting the Create Payment button results in this error message, the Server field on the Express Payment page was not populated with PSNT or PSUNX. Click **OK** and populate the server field.

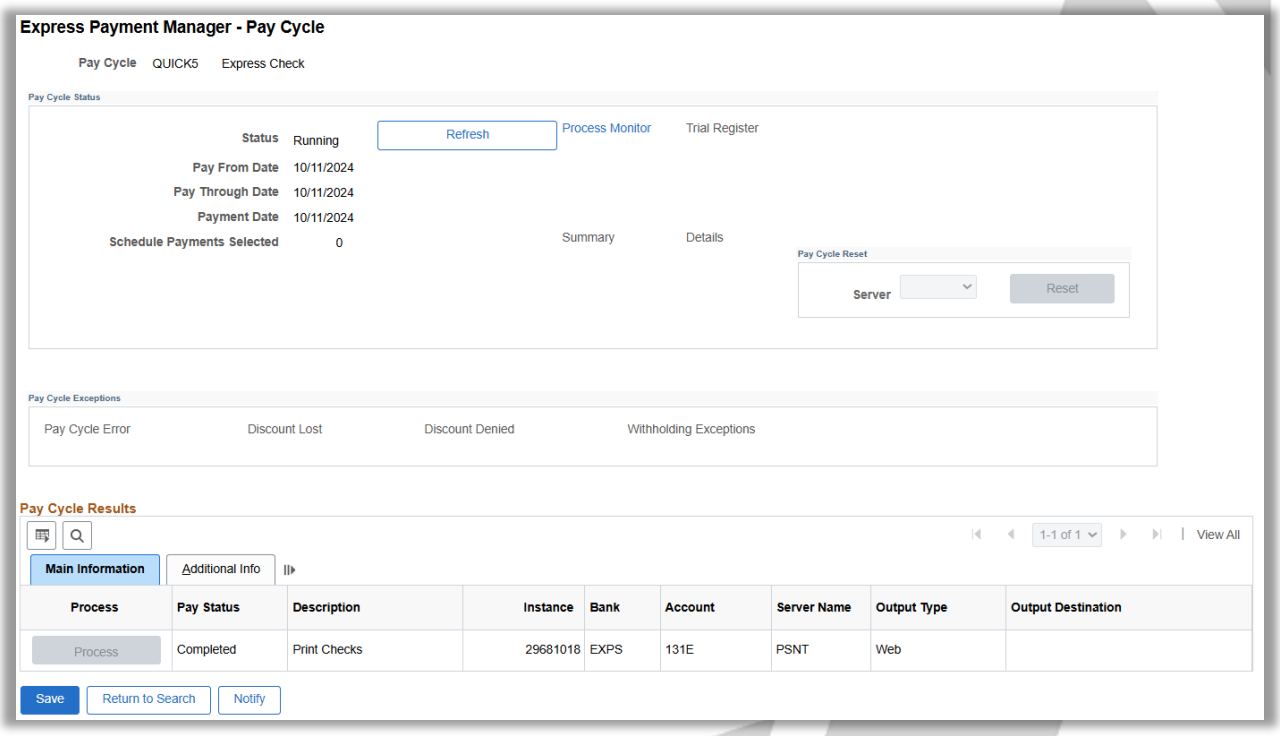


NOTE: Review the account and payee information carefully. This will be the last chance to return to the accounts payable screen through the regular navigation and change any information prior to making the payment.

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** button on the Express Payment page was selected. The initial Status is *Running*, meaning the voucher is selected for payment and is currently running.

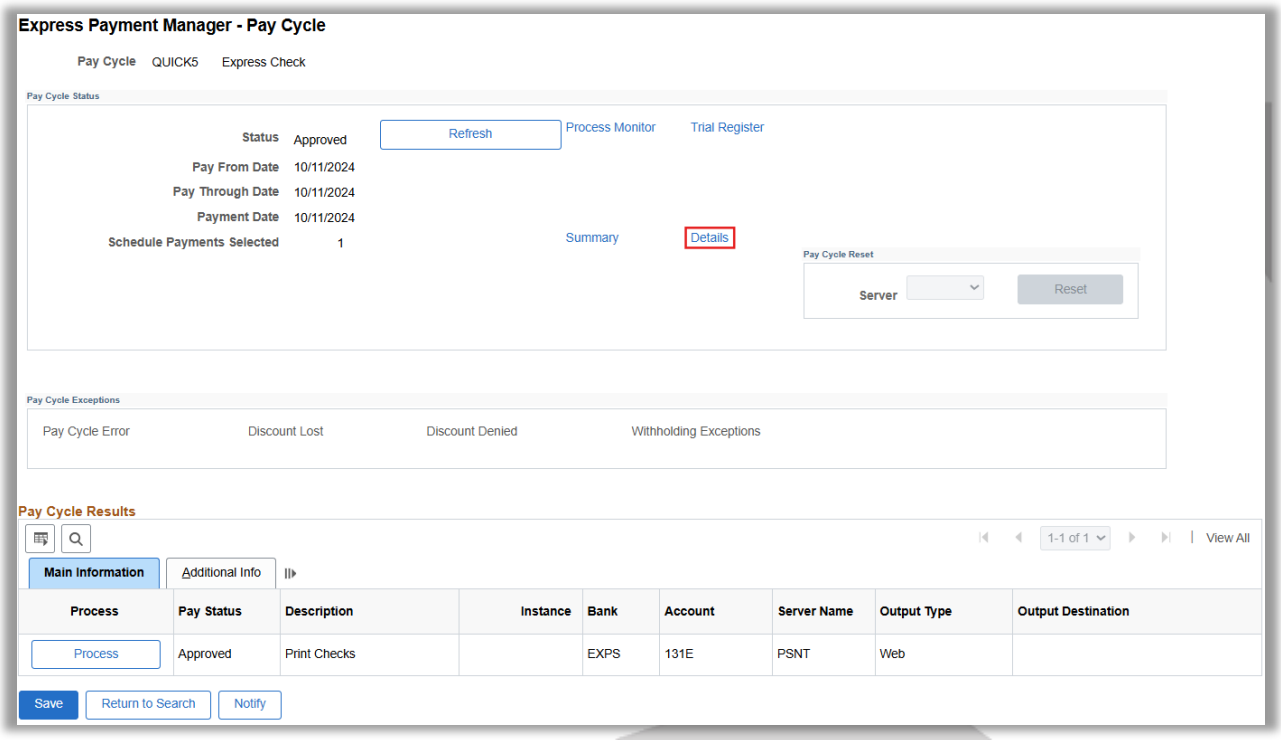


Click the **Refresh** button to display the most current status of the Express Payment Pay Cycle.

When the Status changes from ***Running*** to ***Approved***, Express Payment is ready to advance to the next step.

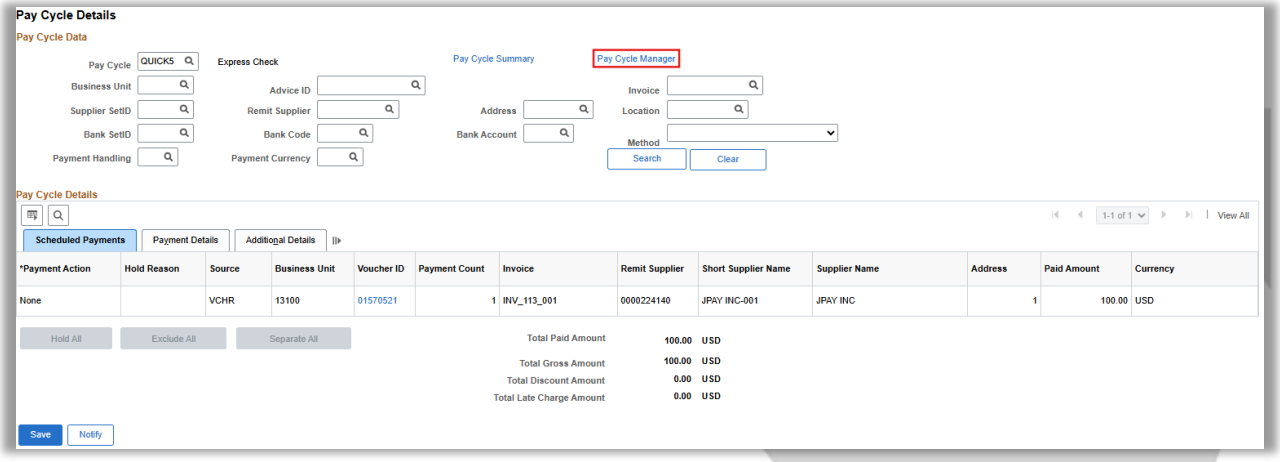
Select and Approve Payment

The Pay Cycle status is ***Approved*** and is ready to advance to the step of printing the warrant.



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** the **Search** button.

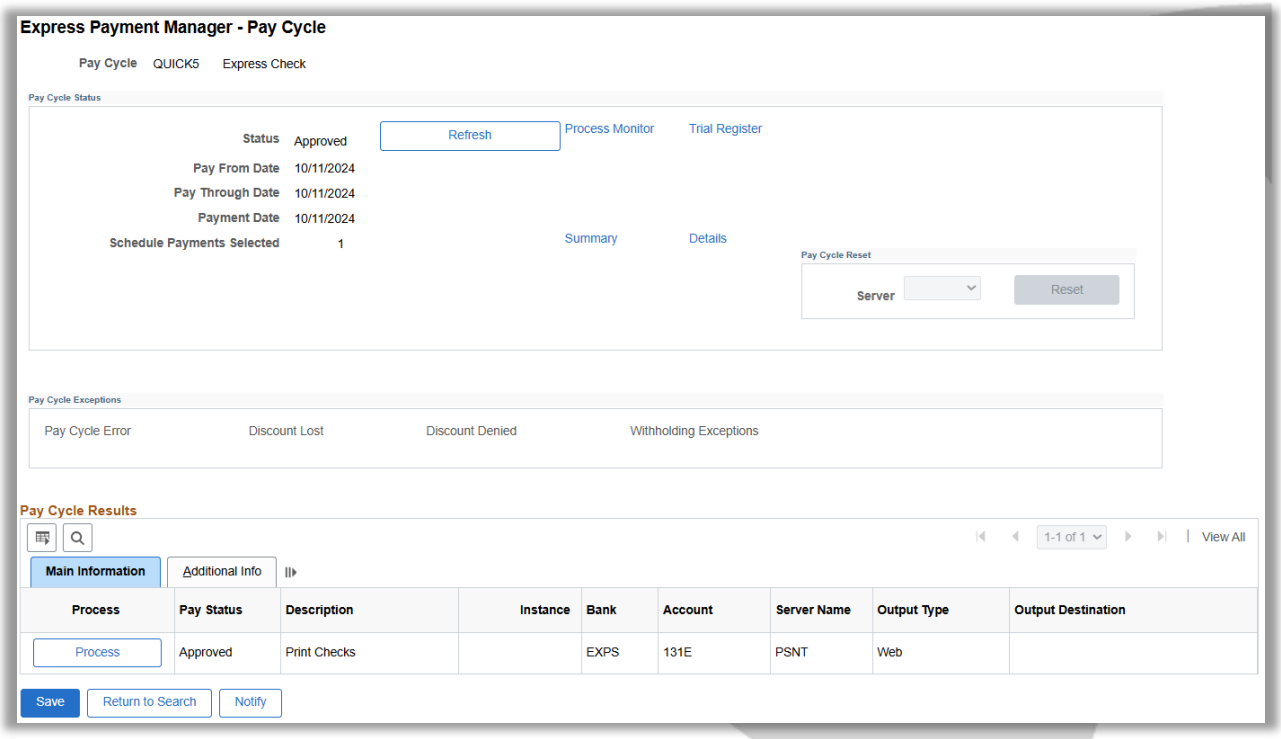


After reviewing the voucher information, **select** the **Pay Cycle Manager** link to return to the Pay Cycle Manager.

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 OMES Form MWC for cancellation.

Print Warrants

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

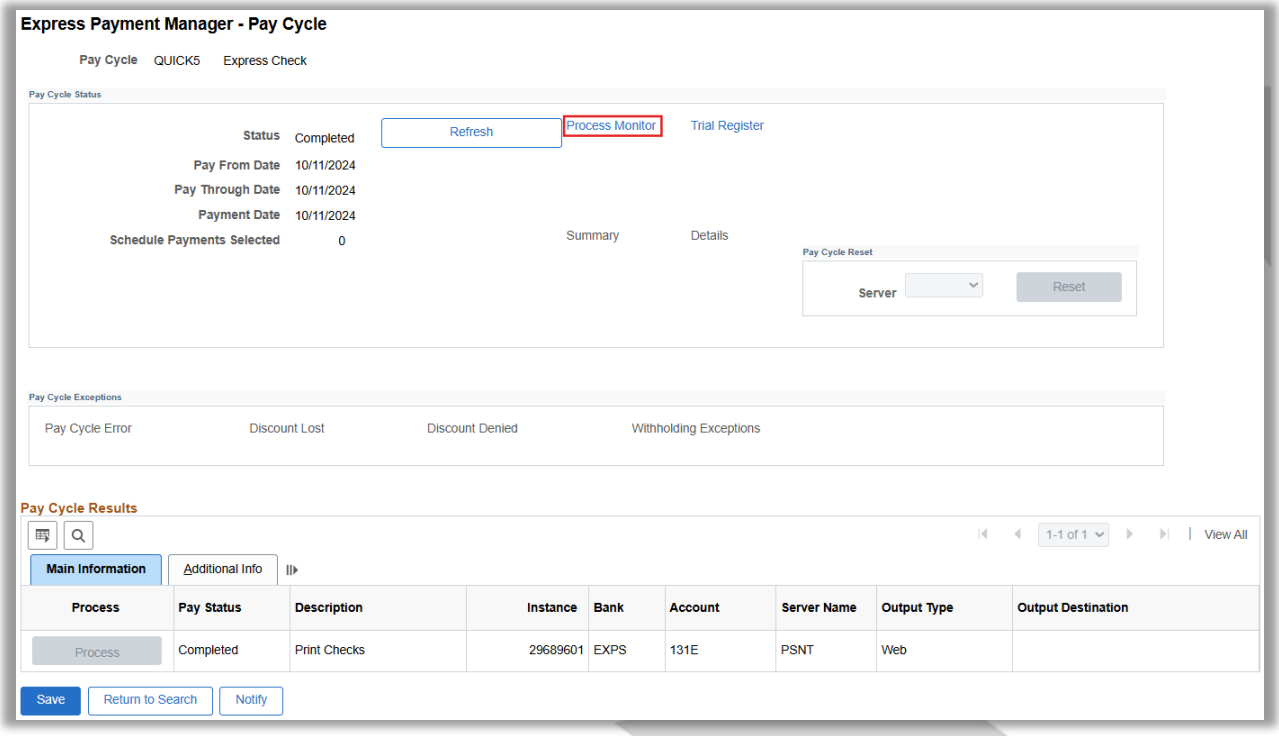


NOTE: Do not delay processing the Print Checks job. There are a limited number of *QUICKX* Pay Cycles available statewide. Until the Print Checks job is run, *QUICKX* Pay Cycles in *Approved* Status cannot select other vouchers for Express Payments.

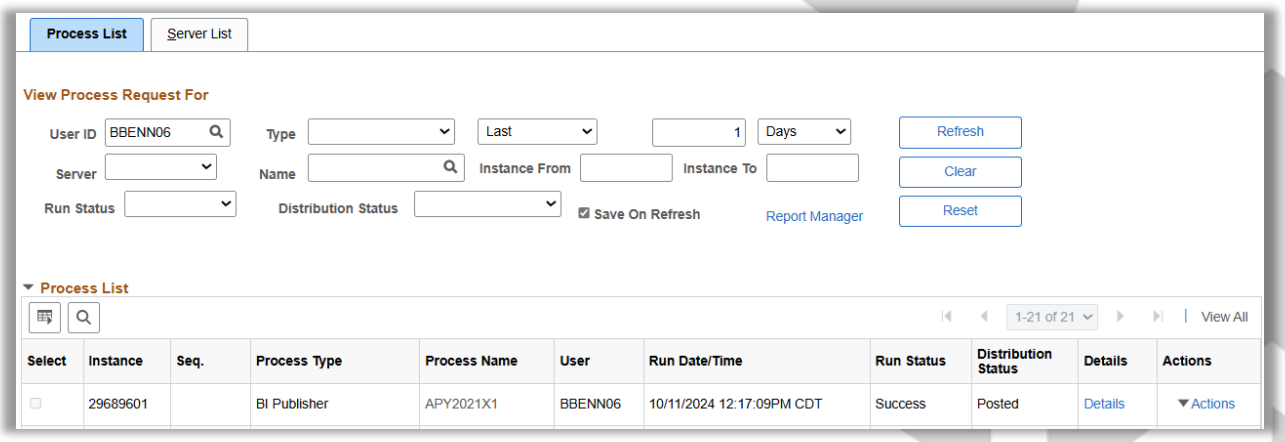
Click the **Refresh** button to display the most current status.

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.

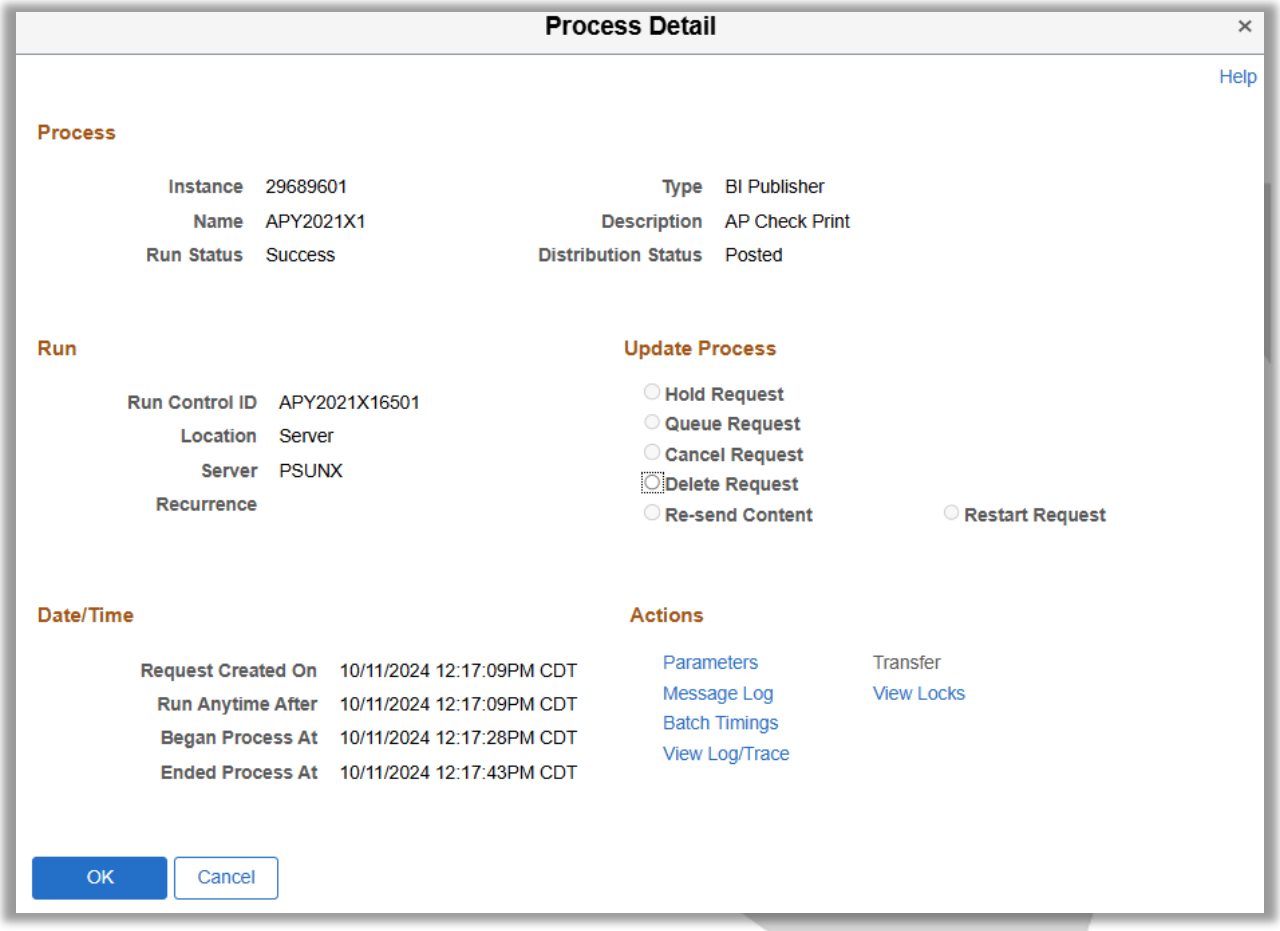


Select the **Refresh** button to update the progress.



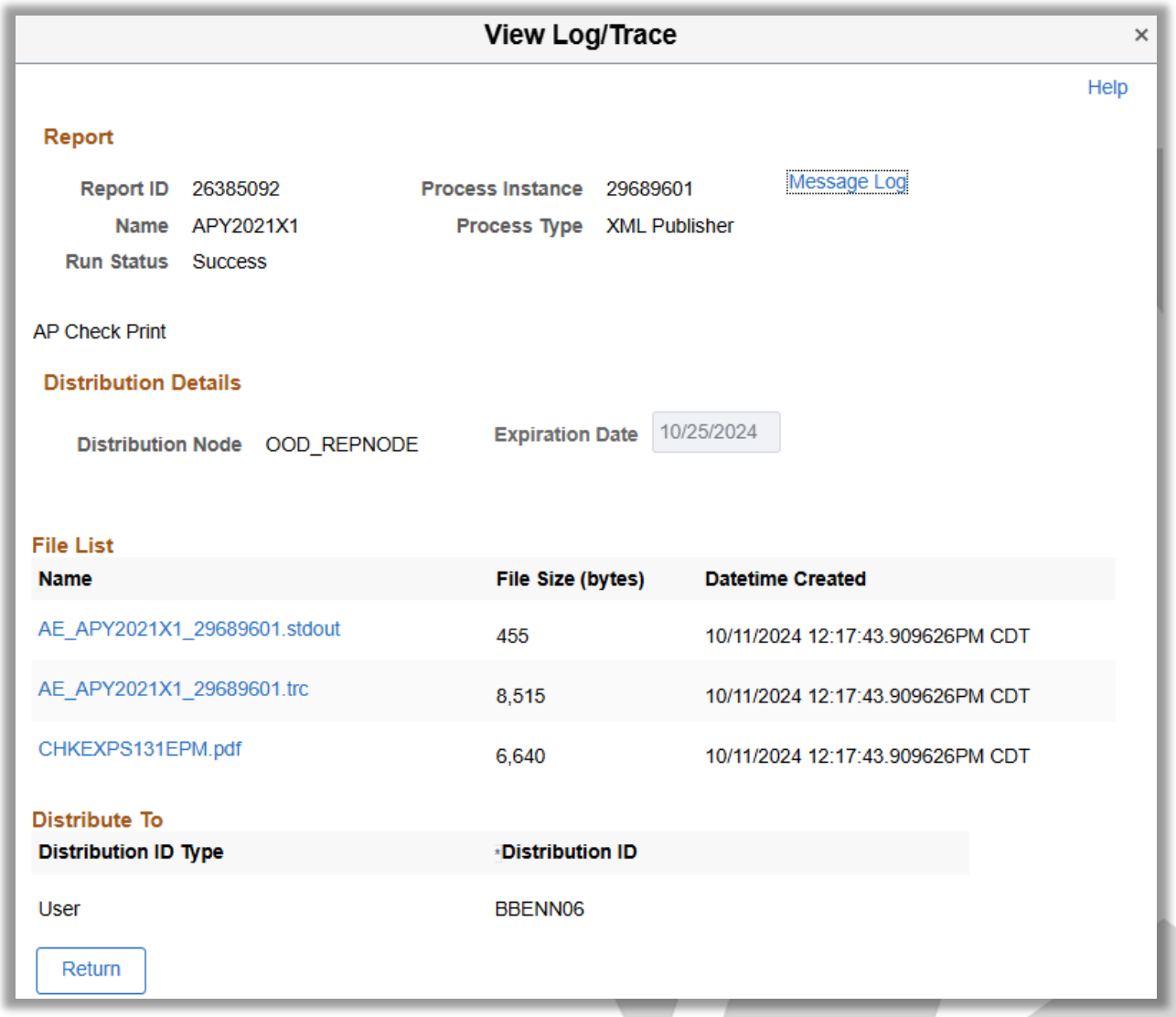
The job is finished when the Run status is *Success* and the Distribution Status is *Posted*. **Select** the **Details** link to access the Express Check warrant.

Select the **View Log/Trace** link.



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.

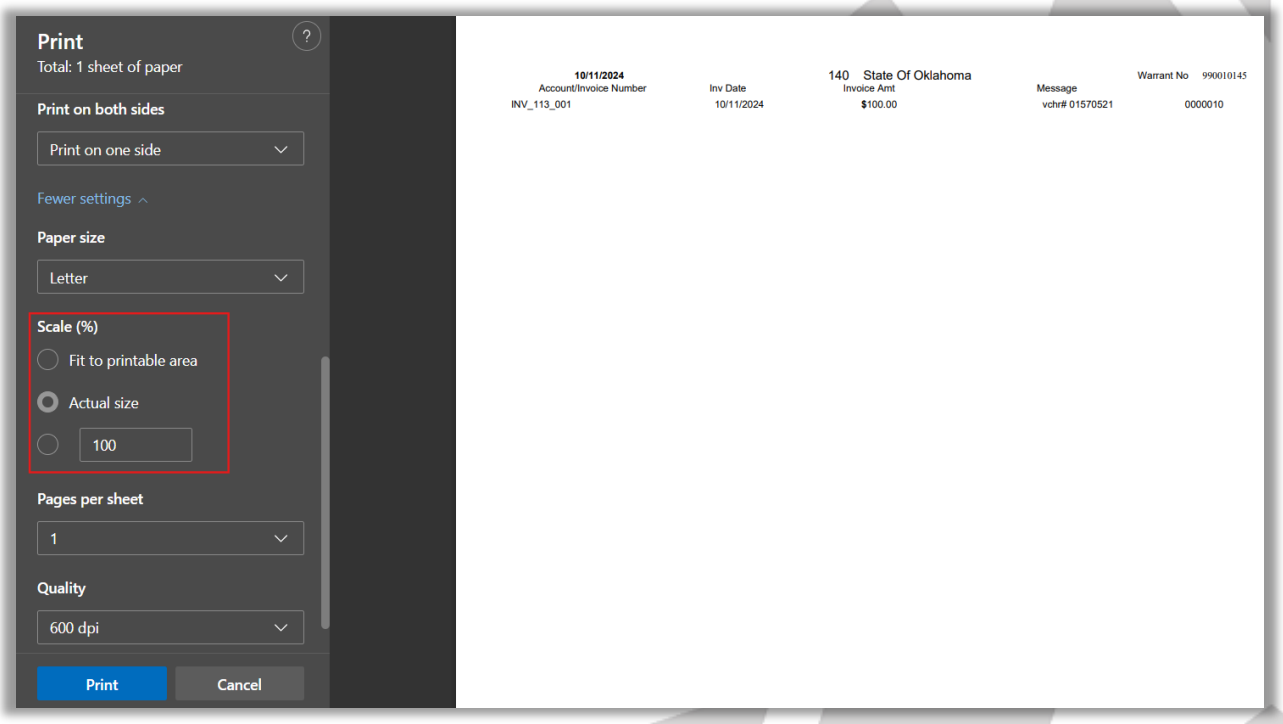
Select the **.pdf** report. This will allow you to view and print the check.



PDF Page Scaling

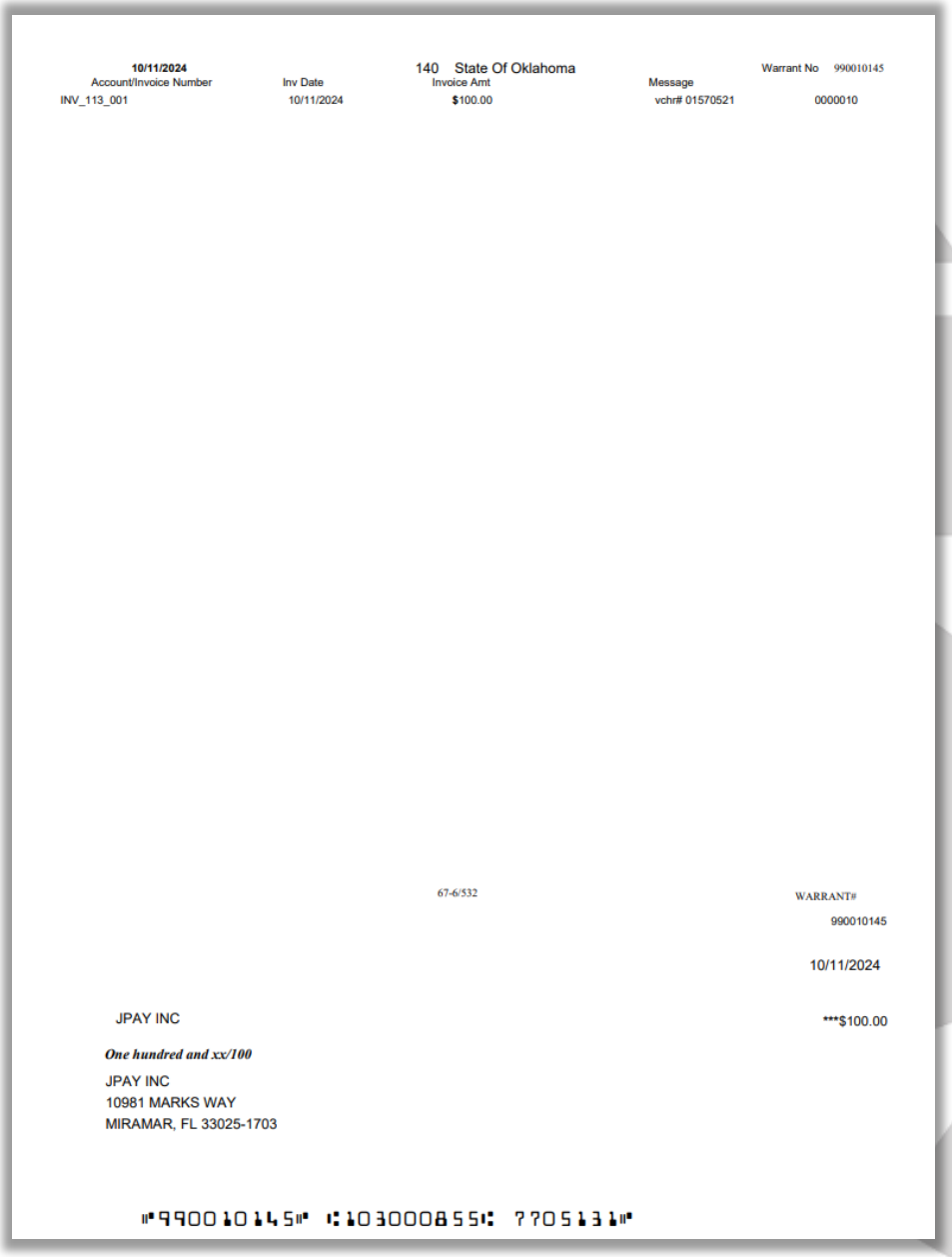
Before printing the warrant, set the Page Scaling field in the print options to *Actual size*. The default may be *Shrink oversized pages*, which causes the MICR line to print too high on the warrant.

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



Payment Advice and Warrant

Note that the Message field on the payment advice includes the voucher number and the stock control number.



10/11/2024 — 140 State Of Oklahoma — Warrant No 990010145

Account/Invoice Number	Inv Date	Invoice Amt	Message	
INV_113_001	10/11/2024	$100.00	vchr# 01570521	0000010

67-6/532

WARRANT#
990010145

10/11/2024

JPAY INC

***$100.00

One hundred and xx/100

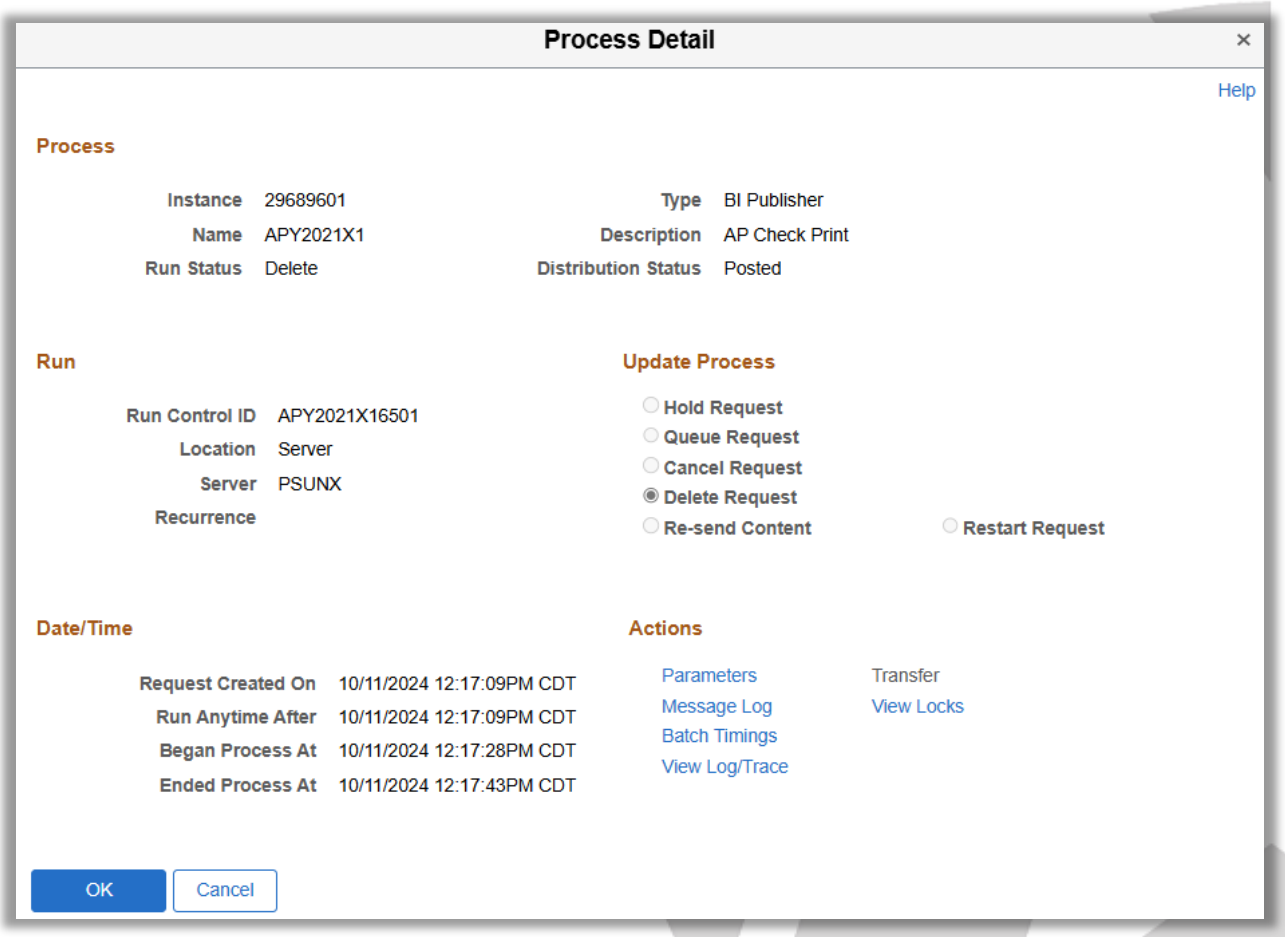
JPAY INC
10981 MARKS WAY
MIRAMAR, FL 33025-1703

⑈9900101145⑈ ⑆103000855⑆ 770513⑈

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.



Click the **OK** button.

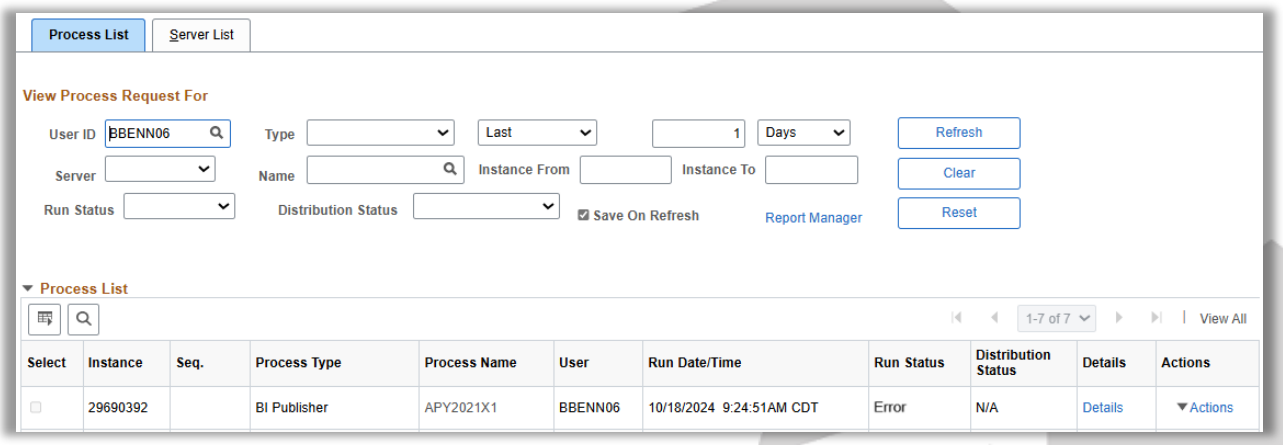
Spoiled Warrants

If the warrant does not print correctly on the check stock, it is considered spoiled and must be sent to OMES with the OMES Form MWC 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 OMES Form MWC 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.



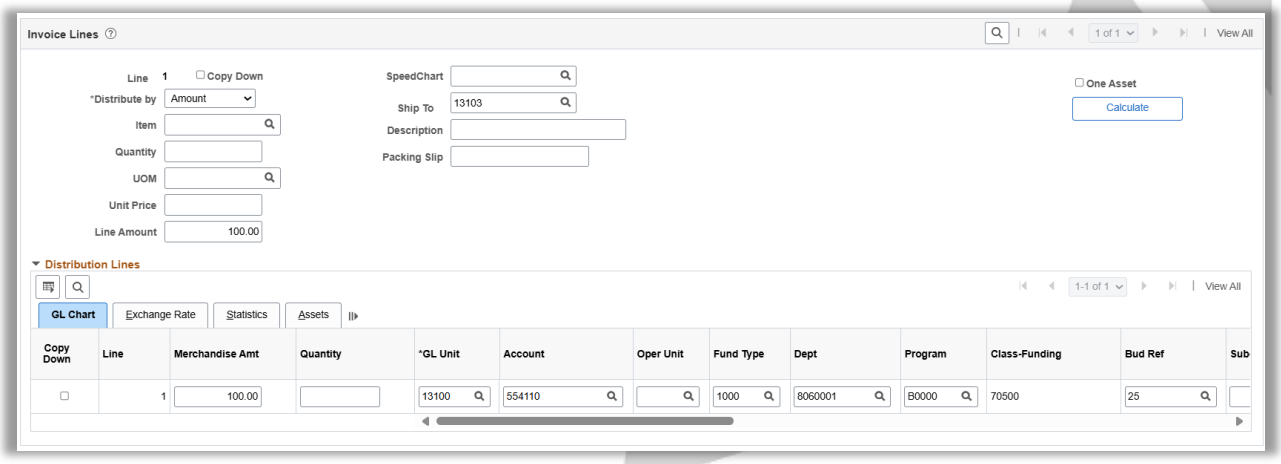
A new voucher will need to be created with the next sequential Stock Control Number assigned to it.

If the Run Status runs to *Error*, submit a SNOW ticket 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

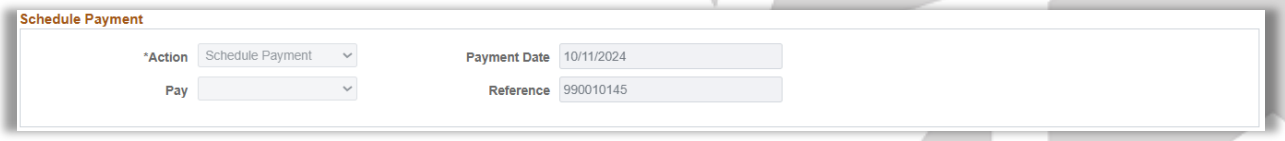
A warrant can be created the same day the voucher is created. It is not necessary for the voucher to post.



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.

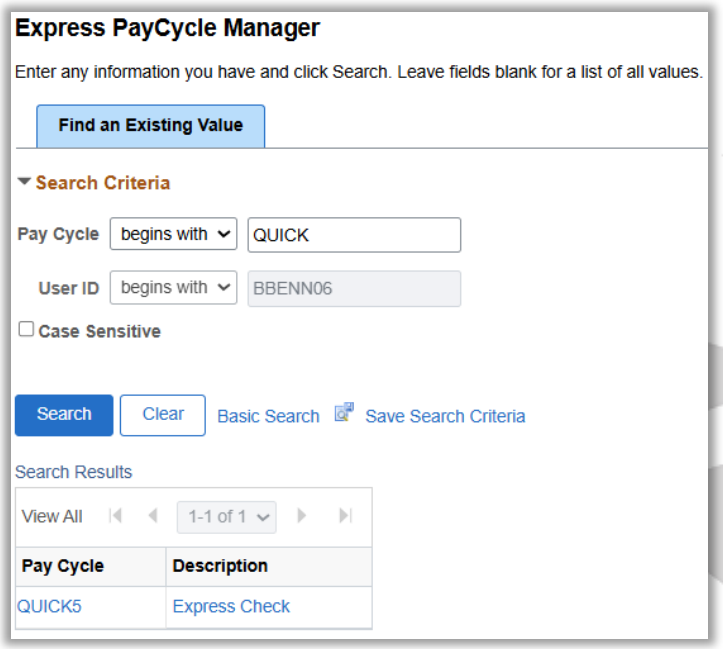


The Message and the Payment Note fields are no longer activated after the payment is created from the Express Payments page of the voucher.

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.



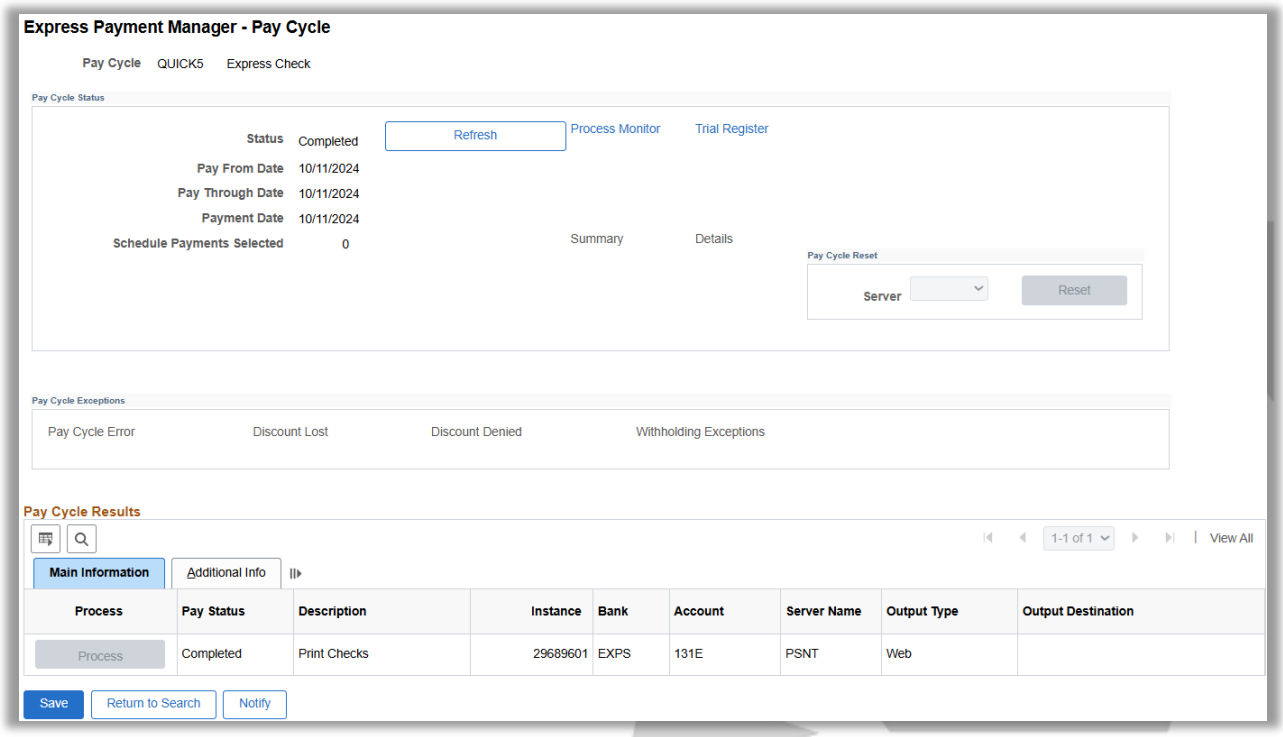
The Pay Cycle field will populate with QUICK and the User ID.

Click the **Search** button 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 *QUICK5* Pay Cycle Status in the illustration is *Completed*; thus, the steps to print the warrant beginning on the Print Warrant section in the *Running the Express Payment Cycle* chapter would be completed.

If the Status was *Approved,* 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.

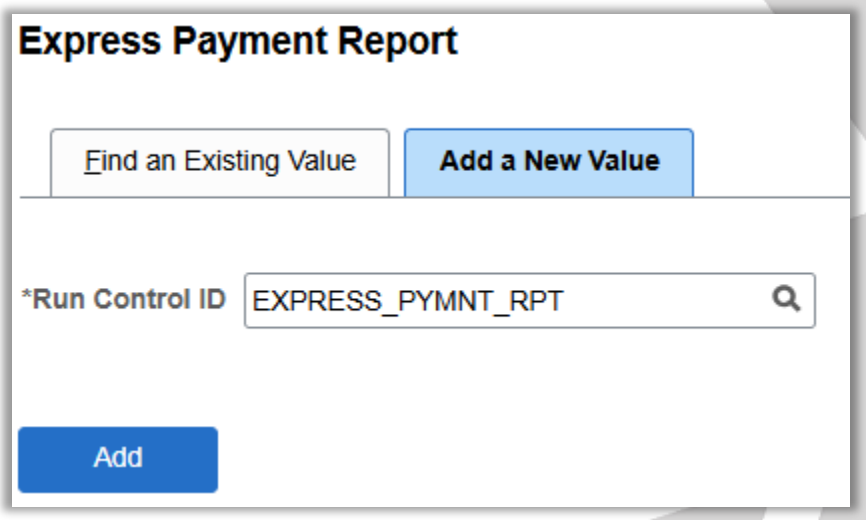

Express Payment Manager - Pay Cycle
Pay Cycle QUICK5 Express Check
Pay Cycle Status
Status Completed
Refresh
Process Monitor
Trial Register
Pay From Date 10/11/2024
Pay Through Date 10/11/2024
Payment Date 10/11/2024
Schedule Payments Selected 0
Summary
Details
Pay Cycle Reset
Server
Reset
Pay Cycle Exceptions
Pay Cycle Error
Discount Lost
Discount Denied
Withholding Exceptions
Pay Cycle Results
1-1 of 1
View All
Main Information
Additional Info
Process
Pay Status
Description
Instance
Bank
Account
Server Name
Output Type
Output Destination
Process
Completed
Print Checks
29689601
EXPS
131E
PSNT
Web
Save
Return to Search
Notify

Express Payment Reports
Express Payment History Report

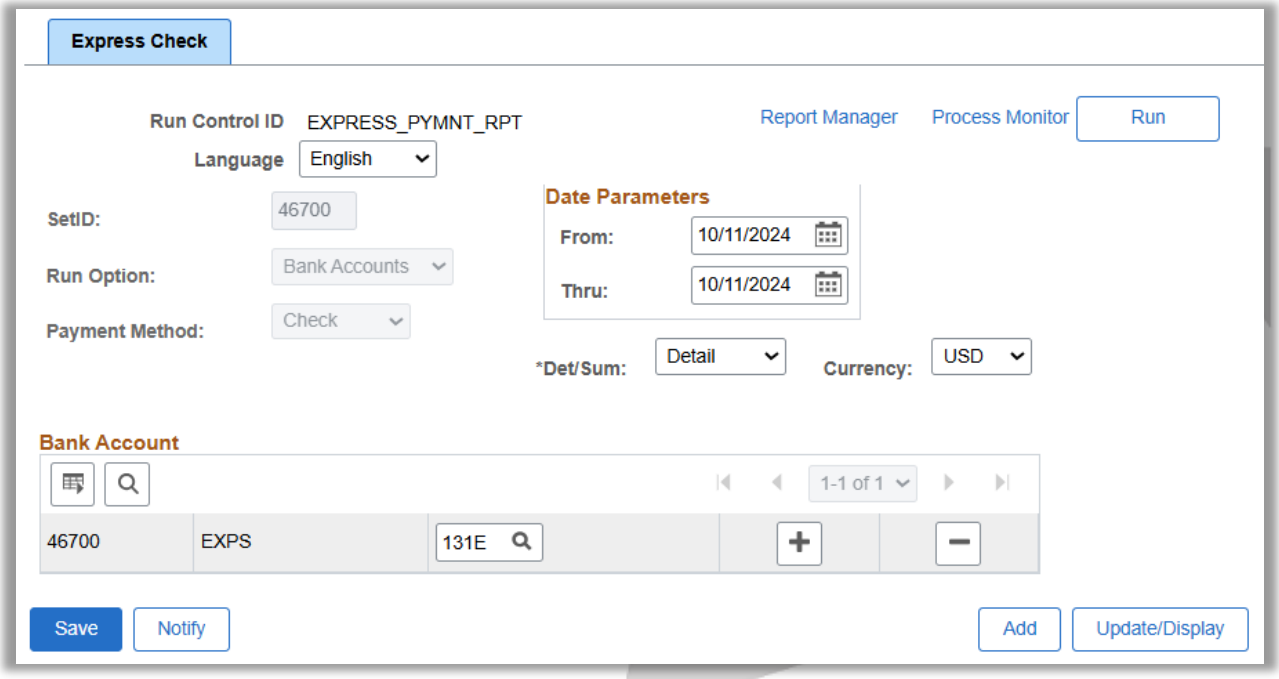
Navigation: Accounts Payable > Reports > Supplier > Express Payment Report

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.



Enter the Report Parameters.



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

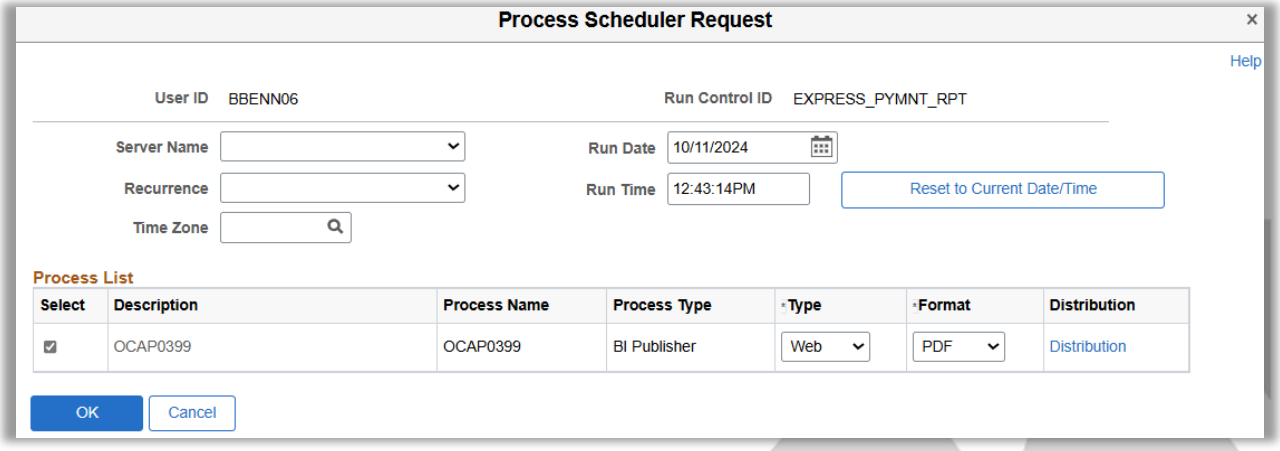
Det/Sum: Detail or Summary

Currency: USD

Bank Account: EXPS and bank account defined for the 7XX fund. **Click** the lookup icon to select a bank account.

Select the Plus/Minus (+/–) icons to add or delete bank accounts.

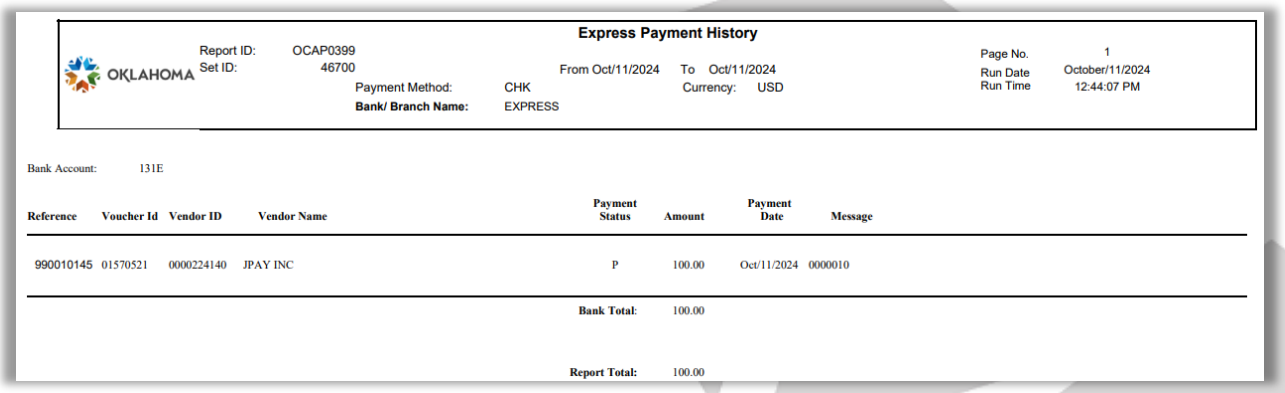
Click the **Run** button to run the report.



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 the **OK** button and access the report through the **Details** link on the Process Monitor page.

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

OKLAHOMA

Report ID: OCAP0399
Set ID: 46700
From Oct/11/2024 To Oct/11/2024
Payment Method: CHK
Currency: USD
Bank/ Branch Name: EXPRESS
Page No. 1
Run Date October/11/2024
Run Time 12:44:07 PM

Bank Account: 131E

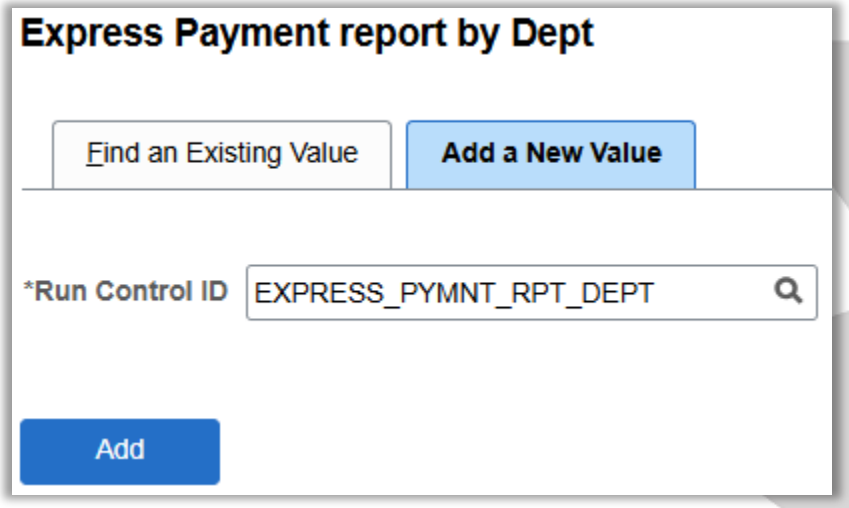
Reference	Voucher Id	Vendor ID	Vendor Name	Payment Status	Amount	Payment Date	Message
990010145	01570521	0000224140	JPAY INC	P	100.00	Oct/11/2024	0000010
				Bank Total:	100.00		
				Report Total:	100.00		

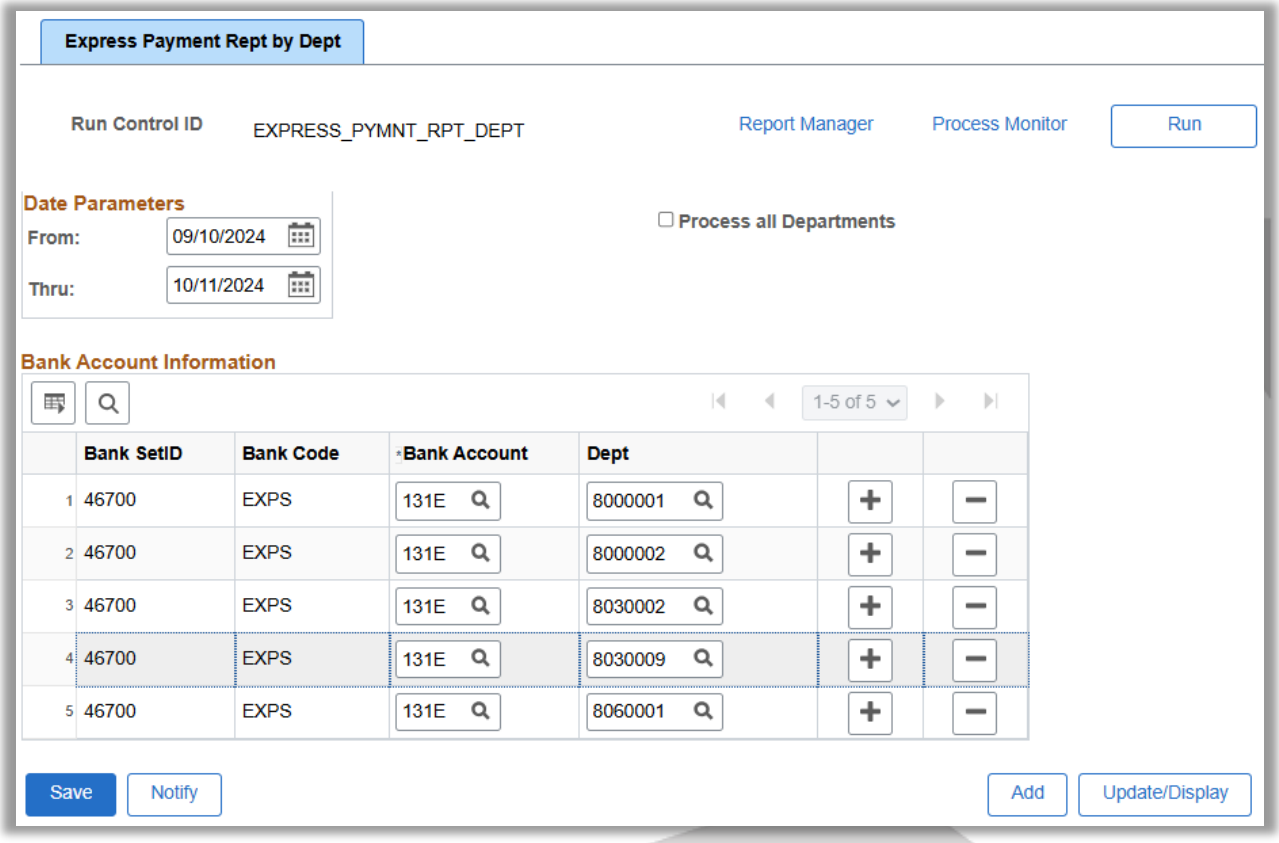
Express Payment History Report by Dept

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.





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

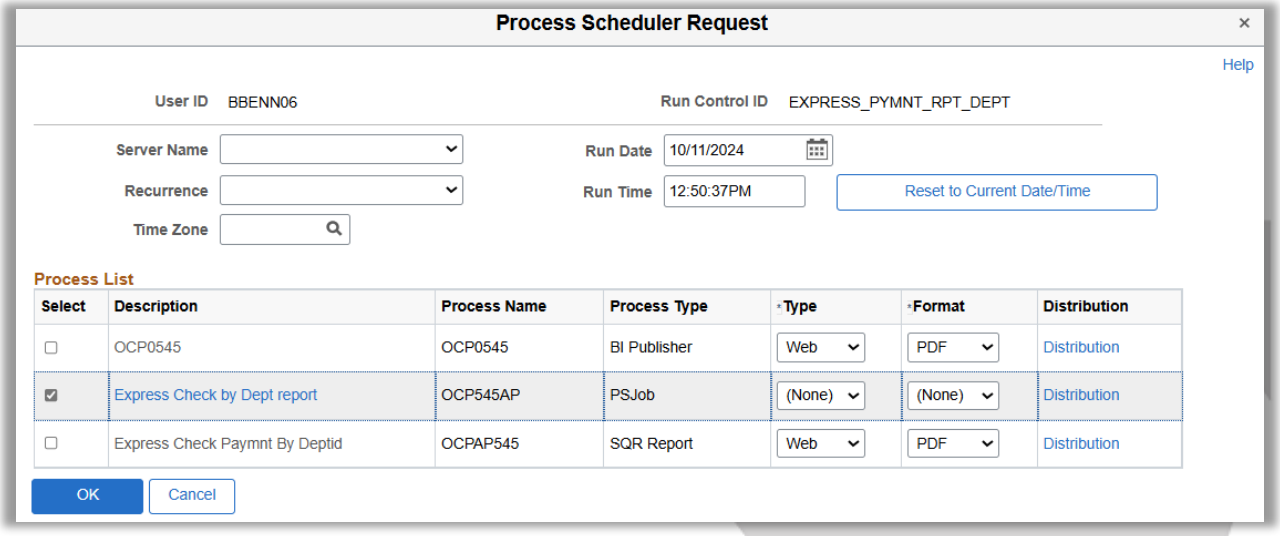
Process all Departments: **Select** if running a report for all departments. Report sorts by Department ID.

Bank Account: **Enter** or **click** the lookup icon to select a bank account.

Dept: Enter or **click** the lookup icon to select a department ID.

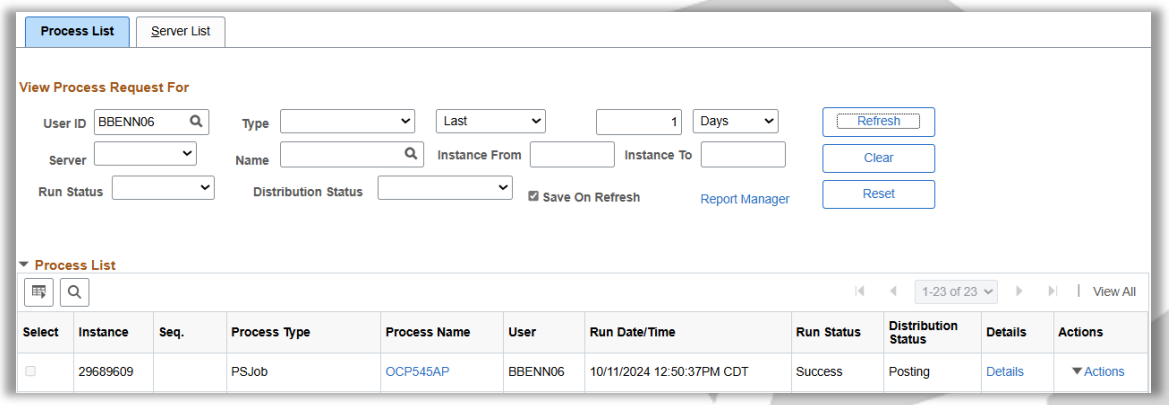
Select the Plus/Minus buttons to add or delete departments.

Click the **Run** button.

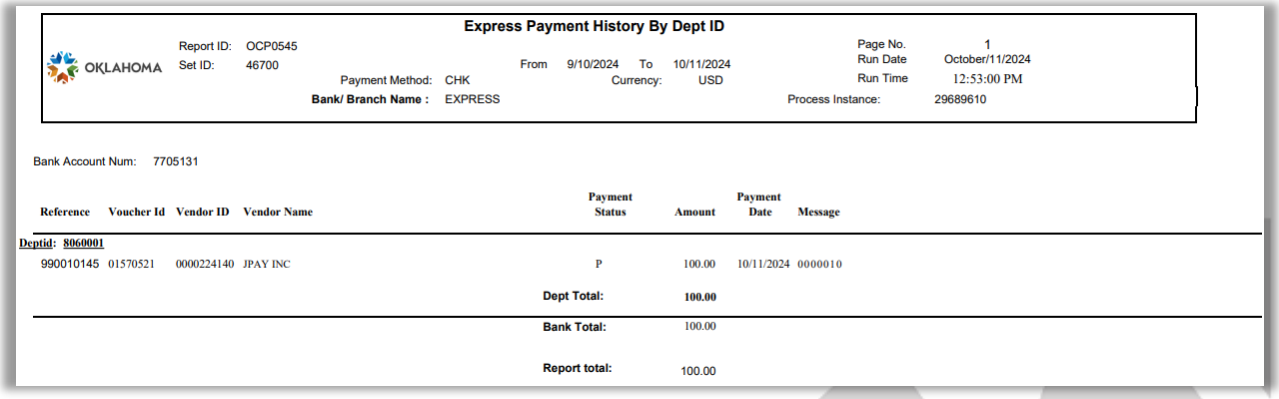


Select the **Express Check by Dept Report** link and leave the Type and Format as is. The Server Name can be left blank or populated with PSNT or PSUNX.

Click the **OK** button and access the report through the **OCP545AP** link on the Process Monitor page.



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

OKLAHOMA

Report ID: OCP0545
Set ID: 46700
Payment Method: CHK
Bank/ Branch Name : EXPRESS
From 9/10/2024 To 10/11/2024
Currency: USD
Page No. 1
Run Date October/11/2024
Run Time 12:53:00 PM
Process Instance: 29689610

Bank Account Num: 7705131

Reference	Voucher Id	Vendor ID	Vendor Name	Payment Status	Amount	Payment Date	Message
Deptid: 8060001							
990010145	01570521	0000224140	JPAY INC	P	100.00	10/11/2024	0000010
				Dept Total:	**100.00**		
				Bank Total:	100.00		
				Report total:	100.00		

Express Check Checklist

	Task	Initials	Date	Comments
1.01	Claim Entry role creates the voucher for Express Payment.			
a.	Accounts Payable > Vouchers > Add/Update > Regular Entry > Add a New Value			
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.	**Enter the Stock Control Number that will be used to print the check in the Message field**.			
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 *Running* while the Pay Cycle selects the voucher. Click the Refresh Button to display the most current status.			

3.02	When the status changes from *Running* to *Approved*, review the voucher information. Select the *Detail* link and Search.			
	Task	**Initials**	**Date**	**Comments**
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 *Approved* to *Completed*.			
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 *Details* 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 *View Log Trace* link to access the PDF hyperlink.			
d.	Set the Page Scaling field in the print options to *Actual Size*.			
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 is 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.			
	Authorization			
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?			
	Segregation of Duties			
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.			
	Safeguarding of Assets			
		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?			
	Recording			
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?			
	Reconciliation and Management Oversight			
21.	Do the reconciliation procedures include:			
a.	Comparing internal records to the PeopleSoft disbursements?			
b.	Comparing disbursements to the Express Payment History reports?			