

State of Oklahoma

COR114

Express Checks Manual

Office of Management & Enterprise Services



OKLAHOMA

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Document History

<u>Document Revision</u>	<u>Date</u>	<u>Description</u>
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.

Voucher

Find an Existing Value Keyword Search **Add a New Value**

*Business Unit

*Voucher ID

*Voucher Style

Supplier Name

Short Supplier Name

Supplier ID

Supplier Location

Address Sequence Number

Invoice Number

Invoice Date

Gross Invoice Amount

Freight Amount

Misc Charge Amount

PO Business Unit

PO Number

Estimated No. of Invoice Lines

Add

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.

Invoice Information | Payments | Voucher Attributes

Business Unit: 13100 | Invoice No: INV_113_001 | Voucher ID: NEXT | Accounting Date: 10/11/2024 | Voucher Style: Regular Voucher | *Pay Terms: 00 | 0 Days | Invoice Date: 10/11/2024 | Basis Date Type: Inv Date | Invoice Received: | Supplier ID: 0000224140 | Control Group: | ShortName: JPAY INC-001 | Location: 0001 | *Address: 1 | ☐ Incomplete Voucher | View Related Document

Invoice Total

Line Total: 0.00 | *Currency: USD | Miscellaneous: | Freight: | Total: 100.00 | Difference: 0.00

Non Merchandise Summary

Session Defaults | Comments (0) | Attachments (0) | Template List | Advanced Supplier Search | Supplier Hierarchy | Supplier 360

Save | Save For Later | Action: | Run | Calculate | Print

Copy From Source Document

Invoice Lines

Line 1 | ☐ Copy Down | SpeedChart: | Ship To: 13103 | ☐ One Asset | Calculate

*Distribute by: Amount | Item: | Quantity: | UOM: | Unit Price: | Line Amount: 100.00

Distribution Lines

GL Chart	Exchange Rate	Statistics	Assets	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref
				1	100.00		13100	554110		1000	8060001	B0000	70500	25

Save | Save For Later | Notify | Refresh | Add | Update/Display

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.

Payment Options

*Bank	EXPS	Pay Group		*Netting	Not Applicable	Supplier Bank Messages
*Account	131E	*Handling	Regular	L/C ID		<input type="checkbox"/> Hold Payment
*Method	CHK	Hold Reason		<input type="checkbox"/> Separate Payment		
Message	0000010					

Message will appear on remittance advice.

[Actions](#)

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.

Look Up Account × [Help](#)

SetID begins with

Bank Code EXPS

Bank Account begins with

Bank Account # begins with

[Search](#) [Clear](#) [Cancel](#) [Basic Lookup](#)

Search Results

View 100 1-6 of 6

Bank Account	Bank Account #	Short Description	Description
131E	7705131	Petty Cash	Consolidated Petty Cash
452A	7701452	Griffin Me	Griffin Memorial Hosp Fund
452B	7702452	Eastern St	Eastern State Hosp Fund
452F	7706452	Jim Taliaf	Jim Taliaferro Cmhc Fund
452G	7707452	Central OK	Central OK CMHC Fund
452K	7711452	GMH - PSSB	GMH Patient Socl Sec Ben



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 Information

Payment 1

*Remit to 0000224140 Q

Location 0001 Q

*Address 1 Q

Gross Amount 100.00 USD

Discount 0.00 USD

Scheduled Due 10/11/2024

Net Due 10/11/2024

Discount Due

Accounting Date

JPAY INC
10981 MARKS WAY
MIRAMAR, FL 33025-1703

Payment Options

*Bank EXPS Q

*Account 131E Q

*Method CHK Q

Pay Group

*Handling Regular

Netting Not Applicable

L/C ID

Message 0000010

Check

Hold Reason

Supplier Bank Messages

☐ Hold Payment

☐ Separate Payment

Message will appear on remittance advice.

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.

Payment Note (Maximum number of characters allowed for comments is 254)

Business Unit 09000

Voucher ID NEXT

Payment Count 1

Payment Note:

Enter necessary notes for internal use.

215 characters remaining

Note: Payment Note is for internal use only and will not appear on remittance advice.

OK Cancel



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.

The screenshot displays the 'Invoice Information' tab of a voucher management system. The form includes fields for Business Unit (13100), Invoice No (INV_113_001), Voucher ID (01570521), Accounting Date (10/11/2024), Voucher Style (Regular Voucher), Invoice Date (10/11/2024), Invoice Received, Supplier ID (0000224140), ShortName (JPAY INC-001), Location (0001), and Address (1). The 'Invoice Total' section shows Line Total (100.00), Currency (USD), Miscellaneous, Freight, Total (100.00), and Difference (0.00). The 'Action' dropdown menu is set to 'Budget Checking', and the 'Run' button is highlighted. The 'Save' button is also visible. The 'View Related Document' link is present below the form fields.



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:

Summary	Related Documents	Invoice Information	Payments	Voucher Attributes	Error Summary
Business Unit	13100	Invoice Date	10/11/2024		
Voucher ID	01570521	Invoice No	INV_113_001		
Voucher Style	Regular	Invoice Total	100.00	USD	
Supplier Name	JPAY INC 10981 MARKS WAY MIRAMAR, FL 33025-1703				
Entry Status	Postable	Pay Terms	0 Days		
Match Status	No Match	Voucher Source	Online		
Approval Status	Approved	Origin	ONL		
Post Status	Unposted	Created On	10/11/2024 11:42AM		
		Created By	BBENN06		
Doc Tol Status	Valid	Last Update	10/11/2024 11:50AM		
Budget Status	Valid	Modified By	BBENN06		
		ERS Type	Not Applicable		
Budget Misc Status	Valid	Close Status	Open		
*View Related	Payment Inquiry <input type="button" value="Go"/>				
Return to Search		Notify		Refresh	
				Add	Update/Display

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.

Express Payment

Paying Business Unit

Department of Corrections
Department of Corrections
Oklahoma City, OK 73111-4298

Bank and Payee Information

Bank SetID 46700 Express Checks
Bank EXPS 217 State Capitol
Account 131E Oklahoma City, OK 73105
Payment Currency USD 67-6/532
Pay Method CHK
Supplier SetID 00000 JPAY INC
Supplier 0000224140 10981 MARKS WAY
Address 1 MIRAMAR, FL 33025-1703 USA

Payment Detail

Date 10/11/2024
Amount 100.00 USD
Reference NEXT

Business Unit 13100 Voucher ID 01570521

Create Payment Report Output BI Publisher Server PSNT

Select Voucher

Main Information Additional Info

Unit	Voucher	Payments	Payment Method	Invoice Number	Invoice Date	Apply Discount
13100	01570521	1	System Check	INV_113_001	10/11/2024	<input type="checkbox"/>

Notify

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.

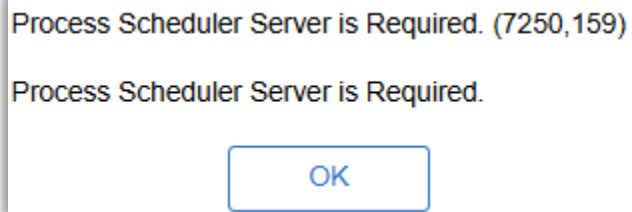
Business Unit: Enter the AP Business Unit.

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.

Express Payment Manager - Pay Cycle

Pay Cycle QUICKX Express Check

Pay Cycle Status

Status: Running [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

[Main Information](#) [Additional Info](#) [ID](#)

Process	Pay Status	Description	Instance	Bank	Account	Server Name	Output Type	Output Destination
Process	Completed	Print Checks	29681018	EXPS	131E	PSNT	Web	

[Save](#) [Return to Search](#) [Notify](#)

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.

Express Payment Manager - Pay Cycle

Pay Cycle QUICK5 Express Check

Pay Cycle Status

Status: Approved [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: 1 [Summary](#) [Details](#)

Pay Cycle Reset

Server: [Reset](#)

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Exceptions

Pay Cycle Results

[Main Information](#) [Additional Info](#) [Filter](#)

Process	Pay Status	Description	Instance	Bank	Account	Server Name	Output Type	Output Destination
Process	Approved	Print Checks		EXPS	131E	PSNT	Web	

[Save](#) [Return to Search](#) [Notify](#)

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.

Pay Cycle Details

Pay Cycle Data

Pay Cycle: Express Check: Pay Cycle Summary:

Business Unit: Advice ID: Invoice:

Supplier SetID: Remit Supplier: Address: Location:

Bank SetID: Bank Code: Bank Account: Method:

Payment Handling: Payment Currency:

Pay Cycle Details

Scheduled Payments | **Payment Details** | **Additional Details** | **...**

*Payment Action	Hold Reason	Source	Business Unit	Voucher ID	Payment Count	Invoice	Remit Supplier	Short Supplier Name	Supplier Name	Address	Paid Amount	Currency
None		VCHR	13100	01570521	1	INV_113_001	0000224140	JPAY INC-001	JPAY INC		100.00	USD

Total Paid Amount: 100.00 USD
 Total Gross Amount: 100.00 USD
 Total Discount Amount: 0.00 USD
 Total Late Charge Amount: 0.00 USD

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.

Express Payment Manager - Pay Cycle

Pay Cycle QUICKX Express Check

Pay Cycle Status

Status: Approved [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: 1 [Summary](#) [Details](#)

Pay Cycle Reset

Server: [Reset](#)

Pay Cycle Exceptions

Pay Cycle Error Discount Lost Discount Denied Withholding Exceptions

Pay Cycle Results

[Main Information](#) [Additional Info](#) [Filter](#)

Process	Pay Status	Description	Instance	Bank	Account	Server Name	Output Type	Output Destination
Process	Approved	Print Checks		EXPS	131E	PSNT	Web	

[Save](#) [Return to Search](#) [Notify](#)

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.

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

[Main Information](#) [Additional Info](#) [I»](#)

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](#)

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

[Process List](#) [Server List](#)

View Process Request For

User ID [Q](#) Type Last 1 Days [Refresh](#)

Server Name [Q](#) Instance From Instance To [Clear](#)

Run Status Distribution Status ☒ Save On Refresh [Report Manager](#) [Reset](#)

Process List

[Main Information](#) [Additional Info](#) [I»](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29689601		BI Publisher	APY2021X1	BBENN06	10/11/2024 12:17:09PM CDT	Success	Posted	Details	Actions

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.

×
Help

Process

Instance 29689601	Type BI Publisher
Name APY2021X1	Description AP Check Print
Run Status Success	Distribution Status Posted

Run

Run Control ID APY2021X16501

Location Server

Server PSUNX

Recurrence

Update Process

☐ Hold Request
☐ Queue Request
☐ Cancel Request
☒ Delete Request
☐ Re-send Content

☐ Restart Request

Date/Time

Request Created On 10/11/2024 12:17:09PM CDT

Run Anytime After 10/11/2024 12:17:09PM CDT

Began Process At 10/11/2024 12:17:28PM CDT

Ended Process At 10/11/2024 12:17:43PM CDT

Actions

[Parameters](#)
[Message Log](#)
[Batch Timings](#)
[View Log/Trace](#)

[Transfer](#)
[View Locks](#)

OK

Cancel

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.

View Log/Trace

×

Help

Report

Report ID

26385092

Process Instance

29689601

Message Log

Name

APY2021X1

Process Type

XML Publisher

Run Status

Success

AP Check Print

Distribution Details

Distribution Node

OOD_REPNODE

Expiration Date

10/25/2024

File List

Name	File Size (bytes)	Datetime Created
AE_APY2021X1_29689601.stdout	455	10/11/2024 12:17:43.909626PM CDT
AE_APY2021X1_29689601.trc	8,515	10/11/2024 12:17:43.909626PM CDT
CHKEXPS131EPM.pdf	6,640	10/11/2024 12:17:43.909626PM CDT

Distribute To

Distribution ID Type

Distribution ID

User

BBENN06

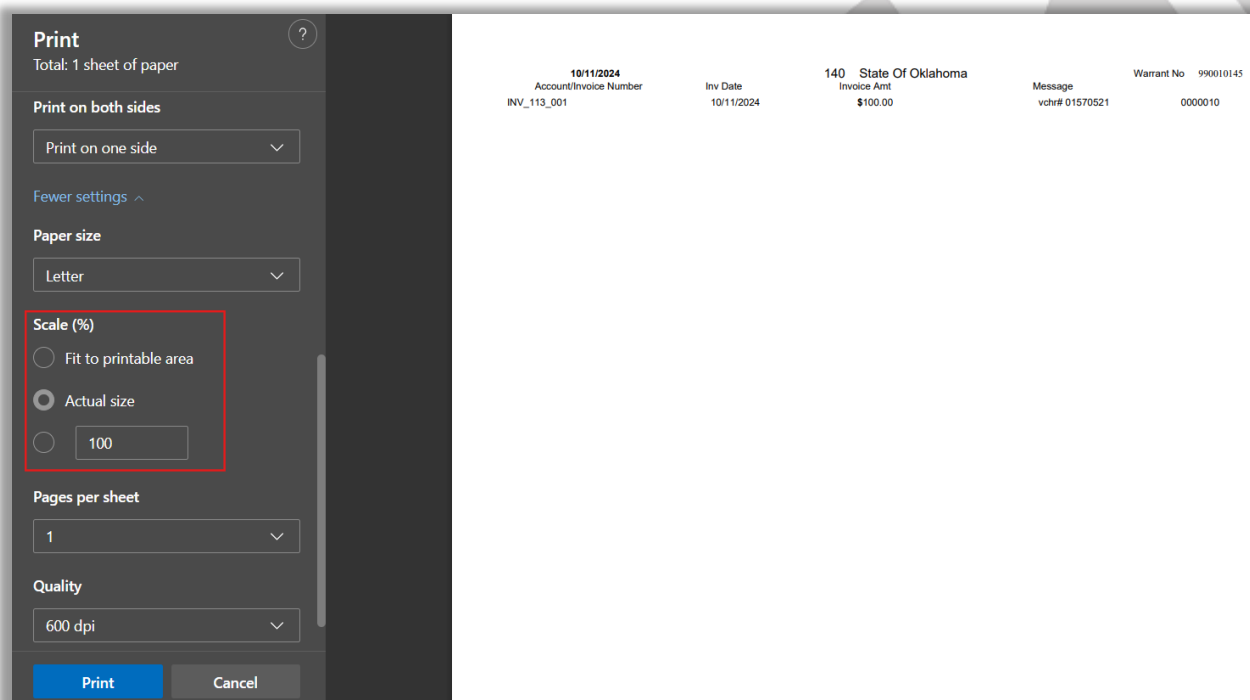
Return



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.



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.

Process Detail

Process

Instance

29689601

Type

BI Publisher

Name

APY2021X1

Description

AP Check Print

Run Status

Delete

Distribution Status

Posted

Run

Run Control ID

APY2021X16501

Location

Server

Server

PSUNX

Recurrence

Date/Time

Request Created On

10/11/2024 12:17:09PM CDT

Run Anytime After

10/11/2024 12:17:09PM CDT

Began Process At

10/11/2024 12:17:28PM CDT

Ended Process At

10/11/2024 12:17:43PM CDT

Update Process

☐ Hold Request

☐ Queue Request

☐ Cancel Request

☒ Delete Request

☐ Re-send Content

☐ Restart Request

Actions

Parameters

Message Log

Batch Timings

View Log/Trace

Transfer

View Locks

OK

Cancel

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.

The screenshot shows the 'Process Monitor' interface. At the top, there are tabs for 'Process List' and 'Server List'. Below this is a section titled 'View Process Request For' with various filters: User ID (BBENN06), Type (dropdown), Last (dropdown), 1 Days, Server (dropdown), Name (search), Instance From (dropdown), Instance To (dropdown), Run Status (dropdown), and Distribution Status (dropdown). There are buttons for 'Refresh', 'Clear', and 'Reset'. A checkbox for 'Save On Refresh' is also present. Below the filters is a 'Process List' table with columns: Select, Instance, Seq., Process Type, Process Name, User, Run Date/Time, Run Status, Distribution Status, Details, and Actions. The table contains one row with Instance 29690392, Process Type BI Publisher, Process Name APY2021X1, User BBENN06, Run Date/Time 10/18/2024 9:24:51AM CDT, Run Status Error, and Distribution Status N/A. The 'Details' column has a link to 'Details' and the 'Actions' column has a dropdown menu with 'Actions' selected.

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29690392		BI Publisher	APY2021X1	BBENN06	10/18/2024 9:24:51AM CDT	Error	N/A	Details	Actions

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.

The screenshot shows the 'Invoice Lines' window. At the top, there are fields for 'Line 1', 'Copy Down', 'SpeedChart', 'Ship To', 'Description', and 'Packing Slip'. Below these are fields for 'Distribute by', 'Item', 'Quantity', 'UOM', 'Unit Price', and 'Line Amount'. The 'Line Amount' is set to 100.00. A 'Calculate' button is visible. Below the main form is a 'Distribution Lines' section with a table. The table has columns: Copy Down, Line, Merchandise Amt, Quantity, *GL Unit, Account, Oper Unit, Fund Type, Dept, Program, Class-Funding, Bud Ref, and Sub. The first row shows Line 1 with a Merchandise Amt of 100.00, GL Unit 13100, Account 554110, Fund Type 1000, Dept 8060001, Program B0000, Class-Funding 70500, and Bud Ref 25.

Copy Down	Line	Merchandise Amt	Quantity	*GL Unit	Account	Oper Unit	Fund Type	Dept	Program	Class-Funding	Bud Ref	Sub
<input type="checkbox"/>	1	100.00		13100	554110		1000	8060001	B0000	70500	25	

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 screenshot shows the 'Schedule Payment' window. It has two rows of fields. The first row has 'Action' set to 'Schedule Payment' and 'Payment Date' set to '10/11/2024'. The second row has 'Pay' set to a dropdown menu and 'Reference' set to '990010145'.

*Action	Schedule Payment	Payment Date	10/11/2024
Pay		Reference	990010145

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.

Express PayCycle Manager

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Pay Cycle begins with

User ID begins with

☐ Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All 1-1 of 1

Pay Cycle	Description
QUICK5	Express Check

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.

Express Payment Report

*Run Control ID



Enter the Report Parameters.

Express Check

Run Control ID: EXPRESS_PYMNT_RPT Report Manager Process Monitor **Run**

Language: English ▼

SetID: 46700

Run Option: Bank Accounts ▼

Payment Method: Check ▼

Date Parameters

From: 10/11/2024 📅

Thru: 10/11/2024 📅

*Det/Sum: Detail ▼ Currency: USD ▼

Bank Account

🔍 🔍 1-1 of 1 ▼ ▶▶

46700	EXPS	131E 🔍	+	-
-------	------	--------	---	---

Save **Notify** **Add** **Update/Display**

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.



Process Scheduler Request
x

[Help](#)

User ID BBENN06
Run Control ID EXPRESS_PYMNT_RPT

Server Name

Recurrence

Time Zone

Run Date

Run Time

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input checked="" type="checkbox"/>	OCAP0399	OCAP0399	BI Publisher	Web	PDF	Distribution

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.

Report ID: OCAP0399
Set ID: 46700

Payment Method: CHK
Bank/ Branch Name: EXPRESS

From Oct/11/2024 To Oct/11/2024
Currency: USD

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.

Express Payment report by Dept

Find an Existing Value

Add a New Value

*Run Control ID

EXPRESS_PYMNT_RPT_DEPT

Add

Express Payment Rept by Dept

Run Control ID

EXPRESS_PYMNT_RPT_DEPT

Report Manager

Process Monitor

Run

Date Parameters

From: 09/10/2024

Thru: 10/11/2024

☐ Process all Departments

Bank Account Information

Bank SetID	Bank Code	Bank Account	Dept		
1 46700	EXPS	131E	8000001	+	-
2 46700	EXPS	131E	8000002	+	-
3 46700	EXPS	131E	8030002	+	-
4 46700	EXPS	131E	8030009	+	-
5 46700	EXPS	131E	8060001	+	-

Save

Notify

Add

Update/Display

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.



Process Scheduler Request

[Help](#)

User ID BBENN06 Run Control ID EXPRESS_PYMNT_RPT_DEPT

Server Name Run Date 10/11/2024

Recurrence Run Time 12:50:37PM [Reset to Current Date/Time](#)

Time Zone

Process List

Select	Description	Process Name	Process Type	Type	Format	Distribution
<input type="checkbox"/>	OCP0545	OCP0545	BI Publisher	Web	PDF	Distribution
<input checked="" type="checkbox"/>	Express Check by Dept report	OCP545AP	PSJob	(None)	(None)	Distribution
<input type="checkbox"/>	Express Check Paymnt By Deptid	OCPAP545	SQR Report	Web	PDF	Distribution

[OK](#) [Cancel](#)

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.

Process List **Server List**

View Process Request For

User ID BBENN06 Type Last 1 Days [Refresh](#)

Server Name Instance From Instance To [Clear](#)

Run Status Distribution Status ☒ Save On Refresh [Report Manager](#) [Reset](#)


Process List

☐ 1-23 of 23 [View All](#)

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details	Actions
<input type="checkbox"/>	29689609		PSJob	OCP545AP	BBENN06	10/11/2024 12:50:37PM CDT	Success	Posting	Details	Actions

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.



	Report ID: OCP0545	Express Payment History By Dept ID		Page No. 1
	Set ID: 46700	From 9/10/2024 To 10/11/2024	Run Date October/11/2024	
	Payment Method: CHK	Currency: USD	Run Time 12:53:00 PM	
	Bank/ Branch Name : EXPRESS	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 “ <i>Match, Doc Tol, Bdgt.</i> ”			
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 <u>Running</u> while the Pay Cycle selects the voucher. Click the Refresh Button to display the most current status.			



3.02	When the status changes from <u>Running</u> to <u>Approved</u> , review the voucher information. Select the <u>Detail</u> 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 <u>Approved</u> to <u>Completed</u> .			
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 <u>Details</u> 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 <u>View Log Trace</u> link to access the PDF hyperlink.			
d.	Set the Page Scaling field in the print options to <u>Actual Size</u> .			
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 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?			

