

P300

Vendor Checks

SCREEN PURPOSE

OSPS uses the P300 Vendor Checks to produce checks for vendors and to replace lost checks for state employees. They also use it to refund cash deducted to purchase savings bonds.

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

ALSO KNOWN AS

PREREQUISITES, IF ANY

P310 Vendor Check Reversal / Stop Payment – If reissuing a vendor check, first, cancel the original check on the P310. OSPS must have the original check to be cancelled and rewritten.

SCREEN ACCESS KEY SEQUENCE

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SCREEN ELEMENTS

The screenshot shows a terminal-style interface for screen P300. At the top left, 'P300' is labeled with callout letter A. At the top right, 'VENDOR CHECKS' is labeled with B. Below this, two messages are shown: 'VR35 - TO ADD A VENDOR CHECK REQUEST:' and 'VR36 - FILL PARAMETERS, PRESS ENTER', with callout C pointing to the first message. The main form contains several fields: 'PRINT CHECK' with a blank space and callout D; 'VENDOR DEDUCTION CODE' with a blank space and callout E; 'POST P070 : N' with callout F; and 'SSN/EID:' with a blank space and callout G. An 'OR' separator is followed by a block of fields for vendor information: 'VENDOR NAME', 'ADDRESS', 'CITY', 'ST', and 'ZIP', with callout H pointing to this block. Below this is another block of fields: 'AGENCY', 'PAY PER ENDING', 'ISSUE DATE', and 'AMOUNT', with callouts J, K, L, and M pointing to their respective fields. At the bottom, 'COMMENT' and 'ACCOUNTING INFO' are shown, with the latter containing the value '105477 5 15010000850232' and callout N pointing to it.

Legend

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

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No.	Description
F	Possible values include: N = Do not make an entry on the P070 Deductions and Deduction Adjustments for the employee, default Y = Make a PPNN entry on the P070 Deductions and Deduction Adjustments
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 be posted, MMDDYY. If not specifically requested, or if the pay period has already dropped off the P190 Payroll Register Data, 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, this should default to today's date.
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

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

Code	Message with Code	Description
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
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	

For a complete alphabetical listing of OSPA screen message codes see Appendix E.

OSPA REASONABILITY EDITS

SUPPORTING DOCUMENTATION

Forms – The circumstances will determine which form(s), if any, you will need to submit 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 FLCH-9 Lost Check Replacement / Statement of Claimant – used by a vendor or an employee to request the replacement of an OSPA issued check

Form C-27 Stop Payment Request
Form OSPS.99.09 Vendor or Cancelled Check Rewrite
Form FVNF-21 Vendor Negative Form

Reports – The following OSPS reports provide documentation for payments and adjustments. For additional information, see Report Descriptions:

http://www.oregon.gov/DAS/SCD/OSPS/referencemanual.shtml#Chapter_3_Report_Descriptions

BONDE010 Contribution Register -- OSPA produces this report after OSPS reconciles the savings bond deductions and purchases after run 2 final. It lists the bond purchaser and owner, the SEQ (sequence number) from the P080 Bond Data Entry, the beginning balance from the prior month, the current month's deduction from the P070 Deductions and Deduction Adjustments, any adjustments or refunds for the month, purchases for the month, ending balance for the current month, and the denomination of the bond purchased.

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, employee ID, 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 run. Information includes employee, check or MICR number, check date, amount, and 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. 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

Affected By

Directly Affects

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

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

Indirectly Affects

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