3357:13-17-241 Payroll Check Replacement Procedure

(A) An existing payroll check on the OPAY system can be replaced with a new check number. This is the best method to use if re-issuing a check with identical time and check data. Reconciled or voided checks cannot be replaced. A reconciled check has been cashed. If the check that should be replaced has been voided, the void will have reversed all history data. In this case, use the manual check process in the Payroll Calculation (PAY500) program to re-issue the check.

(B) Steps for processing replacement checks:

(1) Produce the replacement check using the payable system check production process.

(2) Notify the Accounting Manager via email that a replacement check is being produced and provide the following information:

(a) Original Payroll Check Number and Check Date

(b) Replacement Check Number and Check Date

(3) Using PAY720, substitute the first '0' of the replacement check number with a "9" and enter the replacement check number in the 'BEGIN/SINGLE CHECK #' field and press <enter>. The following message displays in the message bar:

(C) WARNING: CHECK NUMBER NOT FOUND

(1) This is correct since the check number entered is the <u>new</u> check number and it should not be on the system.

Use the <tab> key to move the cursor to the 'CHECK DATE' field and enter the check date. If this field is left blank, the current system date is used.

(2) Use the <tab> key to move the cursor to the 'REPLACES CHECK #' field. Enter the old check number and press <enter>. The employee ID, name, check amount, check date, and check type from the original check are loaded.

(3) Once <enter> is pressed, the <F2> function key will be labeled 'CONFIRM PROCESS'. Press the <F2> to confirm the update. There are now two records that cross reference each other.

(4) The employee ID, name, and check amount are copied from the check being replaced to the new check. The "original" check number is retained on all history files.

(5) NOTE: G/L and check history files are not updated when replacement checks are processed; only the PAY-CHECKS relation is updated with the new check number. The original check number is retained on all history files.

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