

<b>Title</b>	<b>Stale Dated Warrants (Checks)</b>
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<b>Processes</b>	

### Stale Dated Warrant (Check) Process

Warrants (checks) written on the 1<sup>st</sup> Premier bank account for the State of South Dakota stale date after 180 days. The Office of the State Auditor (OSA) forwards a non-cash voucher and a detail list of stale dated checks to all Regental controllers and the Shared Payroll Center (SPC). The warrants are sorted by BAP code: BOR (AP warrants) and BRP (payroll warrants)

BAP	WARRANT	STATUS	PAY ENT	PMT DATE	AMOUNT	VENDOR_NAME	RECON_ DATE_ADDED
BOR	00011443634	APSS	1501	20100706	4,964.35	Doe, Jane	20100706
BOR	00011443750	APSS	1501	20100706	25.00	Doe, John	20100706
BOR	00011443783	APSS	1501	20100706	25.00	Business USA	20100706
BRP	00010015794	Payroll	1501	20100730	52.83	Student, Joe	20100728

### Accounts Payable Stale Dated Warrants

SDSU is responsible for initiating the stale date process on behalf of the Regental institutions. From the information received from OSA, SDSU identifies the institution, warrant (check) number, check date, Banner invoice number, amount, vendor name and A-id, FOAPAL string, and Student Id (if applicable) for each stale dated check. The list is sorted and totaled by FOAPAL string.

The following walks the process through both Banner and CAS for stale dated AP warrants.

1. The State Auditor returns the funds to the Accounts Payable Shared Services (APSS) for **AP and Payroll** stale dated checks. The following is the CAS entry for W330-223. The \$42,617.86 represents the total amount of checks (AP and Payroll) that stale dated for the BOR system. (SDSU Cash increased.)

	Company	Account	Center	DR	CR
N-Doc	9064	153001	1140000	\$42,617.86	
	9064	153001	2110001		\$42,617.86

2. AP cancels (CNNI) the check(s) listed on the detail file received from the State Auditor’s Office. This cancellation interfaces to CAS. (Institution’s cash increased.)

The check cancellation is interfaced to CAS.

	Company	Center	Account	DR	CR
Interface	9061	155001	1140000	\$968.50	
	9061	155001	5204020		\$968.50

  

	Fund	Org	Account	Program	DR	CR
	537775	540800	1XXX	04	\$968.50	
CNNI	537775	540800	744020	04		\$968.50

- SDSU enters a non-cash document to the State’s Impress Fund for the cancelled **AP checks only**. (SDSU Cash decreased.)

	Company	Account	Center	DR	CR
N-Doc	9064	2110001	153001	\$42,566.03	
	9000	2209321	330032		\$42,566.03
	9000	1140000	330032	\$42,566.03	
	9064	1140000	153001		\$42,566.03

- SDSU enters a Banner only journal entry reversing the transaction in Step #2 based on the detail from the check cancellation. The entry is necessary because institutions need to move the Claim on cash into the Unclaimed Property Fund while recognizing a liability to the State’s Unclaimed Property and keeping the expenditure (Net Assets) at the appropriate level.

	Fund	Org	Account	Program	DR	CR
ZNC	537775	540800	744020	04	\$968.50	
	537775	540800	1XXX	04		\$968.50

- Institutions must then enter a Banner journal voucher to move the dollars into their Unclaimed Property fund and to recognize the liability to the State’s Unclaimed Property. This transaction is the second part of Step #4, moving Claim on Cash and a Liability to the institution’s Unclaimed Property Fund.

	Fund	Org	Account	Program	DR	CR
ZNC	539910	552044	1XXX	99	\$968.50	
	539910	552044	2E0000	99		\$968.50

On CAS a correction document can be entered to keep the expenditure (Net Asset) at the appropriate level and move the liability to 52081900 (Other Expense). Banner account 2E0000 (Other Liabilities) crosswalks to CAS account 52081900 (Higher Education Temporary Expense).

	Company	Account	Center	DR	CR
E-Doc	9061	52040200	155001	\$968.50	
	9061	52081900	155001		\$968.50

If the state dated check was expended from Federal or Other Funds, the Banner journal voucher is to post to the liability account 2E0000 (Other Liabilities).

If the stale dated check was expended from General Funds and crosses fiscal years, post the Banner journal voucher to account 781007 (Refund of Prior Year Revenues).

Stale Dated Warrants (Checks)

	Fund	Org	Account	Program	DR	CR
ZNC	510000	540800	781007	99		\$968.50
	510000	540800	1XXX	99	\$968.50	

Likewise, on CAS a correction document can be entered to keep the expenditure (Net Asset) at the appropriate level and move the liability to 52080800 (Refund of Prior Year Revenue). Banner account 781007 crosswalks to CAS account 52080800 (Refund of Prior Year Revenue).

	Company	Account	Center	DR	CR
E-Doc	9061	52040200	155001	\$968.50	
	9061	52080800	155001		\$968.50

- An institution initiates correspondence with the vendor to determine if another check needs to be reissued. If another check needs to be reissued, the check cut from the institution's Unclaimed Property Fund.

	Fund	Org	Account	Program	DR	CR
INNI	539910	552044	2E0000	04	\$968.50	
	539910	552044	1XXX	04		\$968.50

	Company	Account	Center	DR	CR
Interface	9061	52081900	155001	\$968.50	
	9061	1140000	155001		\$968.50

- The institution will be responsible for forwarding all unclaimed property funds to Office of the State Treasurer.

The chart on the following pages illustrates the postings through the two accounting systems.

**Banner Process from Start to Finish.**

	Original Check is processed			#2 Check is Cancelled		#4 Shared Services entry *	#5 Campus entry *	#6 Check is Re-issued			
Date	9/8/09	9/9/09	9/10/10	5/4/10	5/5/10	5/21/10	5/21/10	6/7/10	6/8/10	6/8/10	Totals
Type	INV	CHK	JV(FZPCHKR)	CCK	JV	JV	JV	INV	CHK	JV	
Rule Class	INNI	DNNI	ZE16	CNNI	ZE16	ZNC	ZNC	INNI	DNNI	ZE16	
Bank	SS	SS	5L	SS	5L	5L	5L	SS	SS	5L	
Fund/Org/Account											
BANK / Org / 1099		(968.50)	968.50	968.50	(968.50)				(968.50)	968.50	0
BANK / Org / 105015			(968.50)		968.50	(968.50)	968.50			(968.50)	(968.50)
BANK / Org / 1XXX		968.50		(968.50)		968.50	(968.50)		968.50		968.50
Fund / Org / 1XXX		(968.50)		968.50		(968.50)	968.50		(968.50)		(968.50)
Fund / Org / 200005	(968.50)	968.50						(968.50)	968.50		0
Fund / Org / 2E0000							(968.50)	968.50			0
Fund / Org / 744020	968.50			(968.50)		968.50					968.50

\* Banner only entry

Red numbers represent credits and black numbers debits

**CAS process from start to finish**

Description	Original Check	#1 W330-223*	#2 Cancelled Check	#3 SDSU Entry **	#5 Campus Entry	#6 Check is Re-Issued	Totals
Date:	9/9/09		5/4/10	5/21/10		6/8/10	
Company/Center/Account							
Comp/Center/1140000	(968.50)		968.50			(968.50)	(968.50)
9064/153001/1140000		42,617.86		(42,617.86)			0.00
9064/153001/2110001		(42,617.86)		42,617.86			0.00
Comp/Center/5208190					(968.50)	968.50	0.00
Comp/Center/5204020	968.50		(968.50)		968.50		968.50

\* CAS only entry made by Auditor's office

\*\* CAS only entry made by SDSU to Balance SDSU's 9064 Cash

**Payroll Stale Dated Warrants**

BOR Policy provides for the handling of stale dated payroll checks once the list of stale dated checks is received from the State Auditor’s office. SPC makes the determination if the payroll warrant has stale dated for the first time or if the re-issued warrant has stale dated. The status of the payroll warrant determines how the stale dated warrant is to be handled and if the funds are to be sent to the Office of the State Treasurer as unclaimed property.

- A. Terminated employees:
  - i. If the check is over \$5.00
    - a) Shared Payroll Center (SPC) will re-issue the stale dated check.
  - ii. If the check is under \$5.00
    - a) No check will be re-issued and the funds are to be forwarded to the appropriate institution’s unclaimed property fund.
  - iii. If the second check stale dates, the funds will be forwarded to appropriate institution’s unclaimed property fund.
- B. Active employees:
  - i. SPC will re-issue the stale dated check regardless of the amount.

BAP	WARRANT	STATUS	PAY ENT	PMT DATE	AMOUNT	VENDOR_NAME	RECON_DATE_ ADDED	TYPE
BRP	00010013861	Payroll	1501	20090910	52.83	Joe Student	20090909	3

*May 06, 2010 reissued 2009 MN 08 stale dated check #10013861 (from PHICHEK) and reissued check #10014803 (PHICHEK) Joe Student (from NHIDIST)*

- 8. For the terminated employee with a stale dated check over \$5.00 [A(i)] or the active employee with a stale dated check [A(iii)]:
  - a. SPC reissues the payroll check through PHAADJT.
  - b. The transactions are reversed and restated, netting to zero. The transaction reversal and restatement is posted to Banner Finance as well as to CAS (the State of South Dakota’s Accounting System) through the 009 interface (NZPSRPT).

Stale Dated Warrants (Checks)

											Earn	Benefit			DR/	
Pay Event		ECLS	RUCL	FOAP			Doc #	FY	Code	Code	Hours	\$	CR			
2009	MN	8	3	36	ZNL	830313	845803	611110	03	F0002698	2010	ERR		-8	(\$57.20)	C
2009	MN	8	4	36	ZNL	830313	845803	611110	03	F0002698	2010	ERR		8	\$57.20	D
2009	MN	8	3	36	ZRB	830313	845803	622010	03	F0002698	2010		20	(\$3.54)	C	
2009	MN	8	4	36	ZRB	830313	845803	622010	03	F0002698	2010		20	\$3.54	D	
2009	MN	8	3	36	ZRB	830313	845803	622011	03	F0002698	2010		25	(\$0.83)	C	
2009	MN	8	4	36	ZRB	830313	845803	622011	03	F0002698	2010		25	\$0.83	D	
2009	MN	8	3	36	ZRB	830313	845803	622080	03	F0002698	2010		30	(\$0.23)	C	
2009	MN	8	4	36	ZRB	830313	845803	622080	03	F0002698	2010		30	\$0.23	D	
2009	MN	8	3	36	ZRB	830313	845803	622090	03	F0002698	2010		35	(\$0.04)	C	
2009	MN	8	4	36	ZRB	830313	845803	622090	03	F0002698	2010		35	\$0.04	D	
2009	MN	8	3	36	ZRB	830313	845803	744590	03	F0002698	2010	D00		(\$0.11)	C	
2009	MN	8	4	36	ZRB	830313	845803	744590	03	F0002698	2010	D00		<u>\$0.11</u>	D	
											Total Expenses		\$0.00			

											Earn	Benefit			DR/
Pay Event		ECLS	RUCL	FOAP			Doc #	FY	Code	Code	Hours	\$	CR		
2009	MN	8	3	36	ZEL	139993		210116		F0002698	2010		20	\$3.54	D
2009	MN	8	3	36	ZRL	139993		210116		F0002698	2010		20	\$3.54	D
2009	MN	8	4	36	ZRL	139993		210116		F0002698	2010		20	(\$3.54)	C
2009	MN	8	4	36	ZEL	139993		210116		F0002698	2010		20	(\$3.54)	C
2009	MN	8	3	36	ZRL	139993		210117		F0002698	2010		25	\$0.83	D
2009	MN	8	3	36	ZEL	139993		210117		F0002698	2010		25	\$0.83	D
2009	MN	8	4	36	ZRL	139993		210117		F0002698	2010		25	(\$0.83)	C
2009	MN	8	4	36	ZEL	139993		210117		F0002698	2010		25	(\$0.83)	C
2009	MN	8	3	36	ZRL	139993		210121		F0002698	2010		30	\$0.23	D
2009	MN	8	4	36	ZRL	139993		210121		F0002698	2010		30	(\$0.23)	C
2009	MN	8	3	36	ZRL	139993		210122		F0002698	2010		35	\$0.04	D
2009	MN	8	4	36	ZRL	139993		210122		F0002698	2010		35	(\$0.04)	C
2009	MN	8	3	36	ZRL	839979		200024		F0002698	2010	D00		\$0.11	D
2009	MN	8	4	36	ZRL	839979		200024		F0002698	2010	D00		(\$0.11)	C
2009	MN	8	3		ZNT	BANK		1098		F0002698	2010			\$52.83	D
2009	MN	8	4		ZNT	BANK		1098		F0002698	2010			<u>(\$52.83)</u>	C
											Total Liabilities		\$0.00		

c. SPC Accounting enters a non-cash document to the State's Impress Fund for the cancelled checks. (SDSU Cash decreased.)

	Company	Account	Center	DR	CR
	9064	2110001	153001	\$52.83	
N-Doc	9000	22094011	330040		\$52.83
	9000	1140000	330040	\$52.83	
	9064	1140000	153001		\$52.83



Stale Dated Warrants (Checks)

9. For the terminated employee with a stale dated check less than \$5.00 [A(ii.)] or the second check stale dates [A(ii)]:
  - a. The pay check is not re-issued.
  - b. SPC Accounting will prepare a non-cash document moving the funds from SDSU to the appropriate institution (Unclaimed Property Fund).

	Fund	Org	Account	Program	DR	CR
	539910	552044	1XXX	99	\$52.83	
ZNC	539910	552044	2E0000	99		\$52.83

	Company	Account	Center	DR	CR
	9061	1140000	155001	\$52.83	
N-Doc	9061	52081900	155001		\$52.83
	9064	2110001	153001	\$52.83	
	9064	1140000	153001		\$52.83

10. The institution will be responsible for forwarding all unclaimed property funds to Office of the State Treasurer.

Reference: BOR Policy 4:36(10) Payroll Practices\Stale Dated Check Policy