

wvOASIS Stale Dated Check – Questions and Answers

Question: When does a check go stale in wvOASIS?

Answer: wvOASIS automatically stale dates checks 185 days from the issue date with allowances for weekends and holidays.

Question: What happens to a stale dated check in wvOASIS?

Answer: When a wvOASIS check goes stale, wvOASIS automatically creates a Stale Dated Cancellation Document (SCDC) and posts this document to the West Virginia Treasury's Stale Check fund within the Unclaimed Property Division in accordance with W. Va. Code § 12-3-1(b). The exception is stale dated federal funds that are deposited automatically back to the ISSUING fund via a wvOASIS process. Federal fund percentages are determined by the Stale Check Funding tables in wvOasis. It is important to make sure your state spending unit's funds are set up correctly. You can access the Stale Check Funding tables by opening wvOASIS Financial and typing SCF into the Jump To box.

Question: Are state spending units notified that a check is about to go stale?

Answer: No. State spending units are not notified that wvOASIS checks are about to go stale or have become stale. It is the state spending unit's responsibility to monitor.

Question: Should state spending units monitor their checks to see if they have cleared the bank?

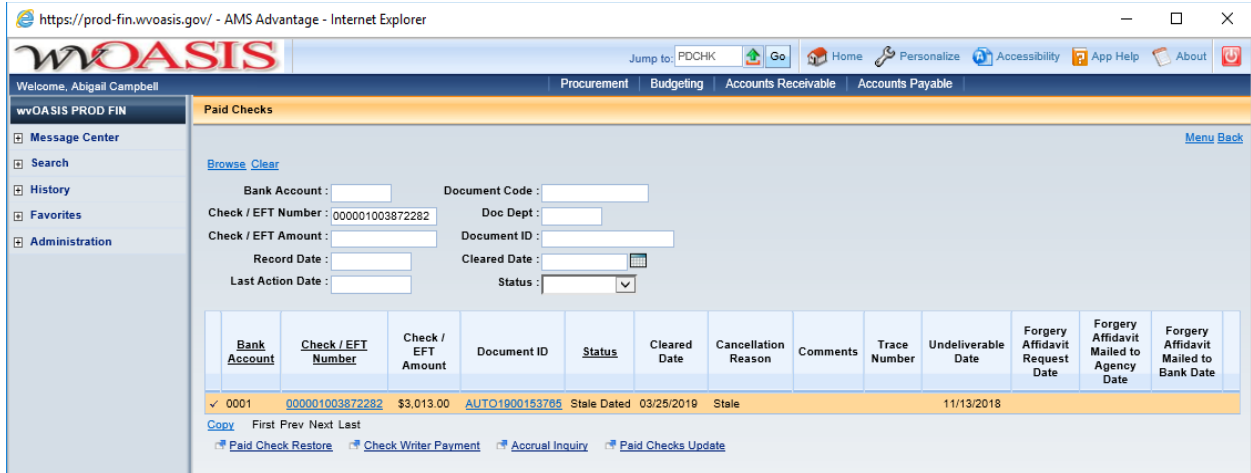
Answer: Yes. It is the state spending unit's responsibility to monitor their issued checks to ensure the intended recipient received payment. If the vendor did not receive the check, the state spending unit can issue a stop payment and reissue the check so that the recipient is paid. This is best practice. If you have any questions concerning stop payments, please email StopPaymentsGroup@wvsto.com.

Question: How can I monitor my state spending unit's issued checks to see if they are cashed or stale?

Answer: State spending units can view their outstanding checks by going to the Advantage Financial module in wvOASIS Business Intelligence. From there you will click on the Cash Management Folder and select WV-FIN-CASH-002 – Outstanding Checks report, on the refresh prompt then enter the appropriate prompts to run a query. If you cannot find the report, you should contact the wvOASIS helpdesk.

Question: How does a state spending unit know if a check is stale?

Answer: In wvOASIS, "Jump To": **PDCHK** table or **CHREC** table, and search the check number per the example below. Issued and undelivered checks will appear in the CHREC table, while stale and paid (cashed) checks will appear in the PDCHK table.



To see if Stale Dated checks have been returned to your state spending unit, due to containing federal funds or in error, run a wvOASIS Business Intelligence General Accounting report, WV-FIN-GL-146 and enter the following parameters:

- FY
- BSA (1020)
- Date Range
- Doc Code (SCDC and SCMDC)
- Fund

Report ID: WV-FIN-GL-146	State of West Virginia
Run Date: 03/17/2016	wvOASIS - Data Warehouse
Run Time: 9:13:21 AM	Document Listing

Cover Page

Parameters and Prompts

Run Date:	03/17/2016	Fund(s):	1324
Run Time:	9:13:21 AM	Appropriation(s):	
Fiscal Year(s):	2016	Object(s):	
BFY:		Sub-Object(s):	
Accounting Period(s):		Actg Line Dept(s):	
Record Start Date:	3/1/2016 12:00:00 AM	Revenue Source(s):	
Record End Date:	3/31/2016 12:00:00 AM	Major Program(s):	
Posting Code(s):		PPC(s):	
BSA:	1020	Phase(s):	
Event Type(s):		Program(s):	
Closing Classification(s):		Sub-Revenue Source(s):	
Doc Code(s):	SCDC;SCMDC	Activity:	
Bureau(s):		Sub-Activity:	
Section(s):		Function(s):	
Group(s):		Sub-Function(s):	
District(s):		Location(s):	
Division(s):		Sub-Location(s):	
Unit(s):		Doc ID(s):	
Vendor Code(s):		Vendor Legal Name(s):	
Doc Run Date(Start):		CFDA Number(s):	
Doc Run Date(End):		Department(s):	
Doc Dept Code(s):			

Report Description:

Question: What if I see the check has been returned as “undelivered”?

Answer: To avoid an undelivered check going stale, the state spending unit should contact the recipient/vendor to verify the address and process a stop payment on the check. If it is determined that payment is still needed, then the state spending unit should reissue a new check or EFT payment if accepted by recipient/vendor. If you have any questions concerning stop payments, please email StopPaymentsGroup@wvsto.com.

Question: What happens once a wvOASIS check stale dates and goes to Unclaimed Property?

Answer: Owners may search the Unclaimed Property database on the website at <https://www.wvunclaimedproperty.gov/> to determine if they have unclaimed property and file a claim. Another option is that the issuing state spending unit can request funds to be issued back to the state spending unit by completing an Agency Reimbursement Form. Contact patricia.sullivan@wvsto.com or john.mullanex@wvsto.com to request a form.

If you find Stale Checks have been returned into your fund by mistake, please contact Maegan.trout@wvsto.com at the West Virginia Treasury’s Unclaimed Property Division immediately. Checks returned due to federal funds are the state spending unit’s responsibility to reissue to the owner.