

VI. PROCEDURE

The Fiscal Division is responsible for a monthly review of the Aged Outstanding Report.

1. The Accountant Supervisor 2 will process an Aged Outstanding Check Report through the Data Warehouse portion of the LEO system.
2. The Accountant Supervisor 2 will review the report for accuracy. After the review of the report, the Accountant Supervisor 2 will run the FBL1N report to verify the check numbers that correspond to the outstanding check report. Next the Accountant Supervisor 2 will notify the appropriate agency business manager requesting preferred method of processing.
 - a. If void is requested with justification provided, the Accountant Supervisor 2 will proceed as needed.
 - b. If notification is requested, the Accountant Supervisor 2 will mail a letter to the vendor to ascertain the whereabouts of the outstanding check or verify the outstanding checks has been lost.
3. Once the letter has been returned by the vendor, the Accountant Supervisor 2 will submit a VOID & Re-Issue or a VOID & Do Not Re-Issue form to OSUP (see policy ACT 903).
4. For all VOID & Re-Issue checks, mark the checks as SINGLE CHECKS to ensure the new check is not lost in the mail and the new check is submitted to the correct address according to the vendor. For all VOID & Do Not Re-Issue checks, a FB08 or an MR8M will need to be processed to reverse the payment. Following the reversal, an F-44 will need to be processed in order to complete take the transaction out of LaGov and have the funds returned as INA (income not available).
5. Make a copy of the new check along with the signed letter and forms and attach to the vendor file in the file room and file with the other cancelled checks.

IX. EXCEPTIONS

The Undersecretary may grant an exception to any provisions of this policy, provided such exception shall not be in conflict with the Office of Statewide Reporting and Accounting Policy requirements.

X. QUESTIONS

Questions regarding this policy should be directed to the Accountant Administrator (Fiscal Director) or Undersecretary. Detailed procedure can be located on the O Drive: sharedri/payables/policies and procedures/Procedure ACT 717

Summary of Changes: Policy Created (July 1, 2023)