

Office of State Uniform Payroll

Procedure Title: Outstanding Check Listing Accounts Payable Agencies	Revision Date:
	Issue Date: 11/9/20
Unit: Benefits and Financials Administration	Page Number: 1 of 2
Contact: _DOA-OSUP-BFA@la.gov	

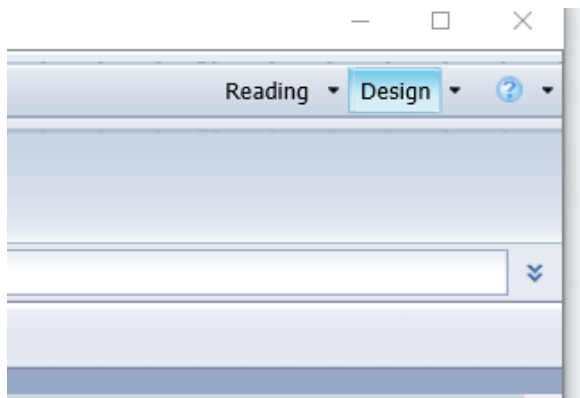
Accounts Payable Vendor Aged Outstanding checks are checks that were payable to vendors and have been outstanding (not negotiated/cashed) for three to five years. The state of the vendor's last known address will determine if the three-year period or the five-year period will apply.

The Aged Outstanding Check report is found on the LaGov ERP Portal. Agencies must run this report monthly to review outstanding Accounts Payable (AP) Vendor checks. Accounts Payable checks that are outstanding will require communication with the vendor in an attempt to negotiate the checks. For checks that need to be reversed or reissued, forms and procedures can be found on the [A/P Agencies](#) tab of the OSUP webpage. It is mandatory that all AP agencies take the necessary steps and make an attempt to negotiate outstanding checks.

To access the Aged Outstanding Check Report in LaGov ERP:

- Access LaGov ERP login and select **Data Warehouse**; Select **Finance** then click the **Accounts Payable** tab; Select **Aged Outstanding Check**. This will launch the Business Objects application.

Note: The **"Application Mode"** should be set to **"Design"** in the top, right corner.



- **Input Controls** can be used to filter (narrow) the data displayed in the report. (i.e. agency 276 can be selected under "Business Area" to only view DOTD). To access **Input Controls**, click the arrow next to **Document Summary** and select Input Controls.

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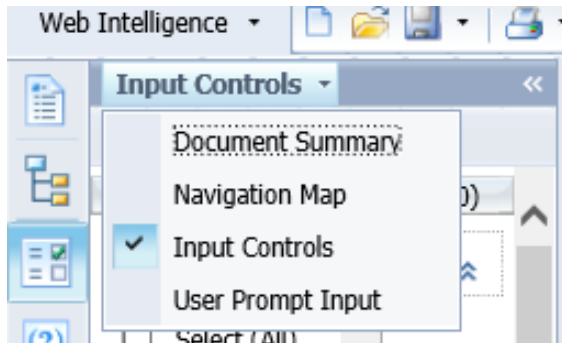
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- The report opens with all **Business Areas** selected. Users may **uncheck Select (All)** and select a specific Business Area(s). Select OK to apply filter.
- The report opens with **all Day O/S** ranges selected. Users should **uncheck Select (All)** and select **over 180 days**. Select OK to apply filter.

The report can be viewed, printed, and exported. This report may also be filtered by vendor number and check number. Please refer to "[Quick Tips for Aged Outstanding Check Report](#)" for further assistance.

Checks with the largest number of days outstanding must have the highest priority. Particular attention is placed on those for out of state vendors. Please make reasonable attempts to contact the vendor to negotiate these checks. You are encouraged to document your efforts.

If, after multiple attempts are made to contact the vendor and it is determined that the vendor will not negotiate the check, then these payments will be sent to the State Treasury's Unclaimed Property Division in the state the check was addressed following the procedures of that State's abandoned property laws.

For questions about accessing/running the report, submit a help desk ticket to the [LaGov Help Desk](#). For questions about what will be reported to abandoned property or how to reverse or reissue a check, contact the OSUP BFA Unit at _doa-osup-bfa@la.gov.