# CHKSTA – Reconcile, Void, & Reissue Checks

The CHKSTA program is used to reconcile payroll and deduction checks; void, reissue, or unvoid payroll, direct deposit, electronic transfer, deduction checks or refund of deduction checks.

The PAYREC program may be used as an alternative to automatically reconcile your cleared checks. PAYREC requires a file from your financial institution and assistance from your ITC.

## Check Reconciliation/Reverse Reconcile

This program handles reconciliation of single checks or ranges of checks. A reverse reconciling option is also available for checks that are reconciled in error and must be reversed.

While the reconcile options of the CHKSTA program do not produce a report, the CHKSTS option of the USPRPT program generates a report that lists the check status.

Note: Electronic transfer checks are automatically set to reconciled status when created. An error will occur if these check types are entered in either the reconcile or reverse reconcile modes of the program.

## Voiding and Reissuing Checks

The reissue option for payroll, refund of deduction, direct deposit, electronic transfer, and deduction checks is used when the same dollar amount is to be issued to the same employee or the same deduction company. This option will void the original check and reissue the check with a new number in one step. The program will not allow the user to reissue a check that has already been voided or reconciled (except electronic transfer checks). An error message will be issued.

When voiding and reissuing checks, text files are generated that can be used to print the check. Also created is a .dat file which is used by laser check software for printing purposes. For those not using laser check software, the .dat file is strictly informational and should not be printed.

The option to reissue an electronic transfer check as a deduction check is also available. An electronic transfer check with a vendor number will be reissued as a group deduction check (type GD). An electronic transfer check with a deduction code will be reissued as a deduction check (type DC).

The ability to have the original check number and original check pay date printed on the reissued check is available. Please contact your ITC if interested in this feature.

## Voiding Checks

The void option will update the check history to reflect a void status. When a payroll or direct deposit check is voided, a batch posting file is created. The batch posting file is used to post a reduction of expenditure in USAS. Accumulators will be updated based upon the original pay date on the check and the current processing period.

For example, if the check being voided was from a prior quarter but is in the current calendar and fiscal year, the QTD accumulators will not be updated, but the YTD and FTD accumulators will be. This must be taken into consideration when balancing and filing your quarterly tax return.

When a payroll or direct deposit check is voided and the criteria for the reporting period is met, the CHKSTA program creates a batch posting file called USPS_VOIDCCYYMMDDnn. BATCH.  The file must then be processed through the USAS program called AUTOPOST. AUTOPOST creates a reduction of expenditure posted to the USAS account from which the voided payroll check was expended originally. The name of the batch posting file includes the system date and a two digit number (nn = 00-99) in the event CHKSTA is run several times on one date. Each time it is run, a new file will be created incrementing "nn" by one.

As CHKSTA processes a void, it uses information found in the district's configuration screens to determine what fields need to be updated on the deductions. The void process will not update deduction amounts that cross closed reporting boundaries, except for SERS.

Specific details on what information is updated in the void process can be found in the USPS User Guide, in the Useful Procedures Section.

When deduction/electronic transfer checks are voided, no batch posting file is created.

### Unvoiding and Reissuing Checks

The option to unvoid and reissue direct deposit, payroll, electronic transfer, deduction, and refund of deduction checks is also available. This option has the exact opposite effect on the records as the void process. However, the original check history record remains voided and a new check is issued in its place. When a check is unvoided, a batch posting file is created called USPS_UNVOIDCCYYMMDDnn.BATCH. This file must then be processed through the USAS program called AUTOPOST, using the Unvoid option, to post the negative reduction of expenditure to the USAS files.

When unvoiding and reissuing checks, text files are generated that can be used to print the check. Also created is a .dat file used by laser check software for printing purposes. For those not using laser check software, the .dat file is strictly informational and should not be printed.