LIMITED–PURCHASE–CHECK

POSITIVE–PAY

Purpose:
- Report checks to the bank as they are issued by the buying departments. (An issue is a check that is prepared by the Custodian and is released to the Payee. A check that has been prepared, yet remains in the custody of the Custodian is not an issue.)
- Will help to deter fraud – The bank will compare the information that we provide against the checks that are clearing. The University will resolve bank items and University issues that do not agree. If a payee shows up at a Wells Fargo teller window with an LPC that has not been recorded by the buying department, the teller will notify Accounts Payable and we must decide to accept or deny the payment. If the payee is a depositor at Wells, the check will clear as usual if the department has recorded the issue in this system.
- Timelier bank reconciliation. Most of the checks that clear the bank will agree with the checks that appear on the positive pay system.

Access:
- A User who logs into this system must first be authenticated through the CIS (Campus Information System) portal.
- The Custodian's UNID must be related to the checks in the Check Range.
- All saved changes will carry the User's UNID.

Features:

The User can do the following tasks in this system:
1. **Maintain checks**
   - Enter or Spoil checks that have not been previously issued
   - Update information on a check that has not been reported to the bank.
   - Undo or clear all information on a check that has not been reported to the bank.
2. **Void checks**
   - Void checks that have been reported to the bank. (This process can be "**Undo**ne" before the positive pay file is sent to the bank.)
3. **Display Checks**
   - Display a list of checks that have been reported to the bank. This list can be exported into Excel format.

To start: Select "**LPC Positive Pay**" under "**PROCESSING**" / Administrative Financials on the CIS page. The following screen will appear:

THE UNIVERSITY OF UTAH   HELP

                                                     ADMINISTRATIVE FINANCIAL SERVICES

:: search limited purchase checks ▪ ▪ ▪

Limited Purchase Checks				
Custodian: [_____]	Check Range: [_____]	to	[_____]	

maintain checks   void checks   display checks

[University Home Page]

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Disclaimer

Enter the Custodian's UNID, the beginning check number, and the ending number. **Note** that any check range can be entered including the same check number in both beginning and ending numbers, but only checks that belong to the Custodian can be entered or modified. The following error message will appear if the number on the right is smaller than the check on the left:

Error:
• The check range "to" cannot be smaller than the check range "from"

Limited Purchase Checks				
Custodian: [_____]	Check Range: [151182]	to	[151181]	

If the check or check range does not include any checks that belong to the Custodian, the system will display this error message:

Error:
- The report has no checks based on your criteria.

Maintain Checks

Custodian: 00000000 DOE, JACKSON	Check Range: 151172 to 151172

refresh   total

| Not Available-P | 151172 | 12/19/2001 | $1,028.01 | ELIZABETH'S CUSTOM CATERING | 1 |
| Not Available-V | 151172 | 12/19/2001 | $1,028.01 | ELIZABETH'S CUSTOM CATERING | |

new search   void checks   display checks

1 ► These checks are grayed out because they belong to another Custodian. Thus they cannot be modified.

MAINTAIN CHECKS

Maintain Checks				
Custodian: 00000000 DOE, JACKSON				Check Range: 151

[refresh] [total]

	Check #		Check Date	Amount	Payee
Not Available-P	151172	🗐	12/19/2001	$1,028.01	ELIZABETH'S CUSTOM CATERING
Not Available-V	151172	🗐	12/19/2001	$1,028.01	ELIZABETH'S CUSTOM CATERING
Not Available-P	151173	🗐	12/19/2001	$60.14	MICHAEL ELY
Bank-Issue	151174	🗐	01/10/2001	$67.00	
Bank-Issue	151175	🗐	02/15/2002	$335.34	MARKETING DATA DBA LS MICRO
Bank-Issue	151176	🗐	02/26/2002	$699.28	MARKETING DATA DBA LS MICRO
Bank-Issue	151177	🗐	02/27/2002	$16.73	
Bank-Issue	151178	🗐	04/12/2002	$80.57	PIE PIZZERIA
Bank-Issue	151179	🗐	07/22/2002	$210.34	OLD SPAGHETTI FACTORY
Bank-Issue	151180	🗐	12/19/2002	$71.14	IC GROUP
Bank-Issue	151181	🗐	06/19/2003	$67.20	PIE PIZZERIA
Bank-Issue	151182	🗐	12/11/2002	$470.00	RODIZIO GRILL
Bank-Issue	151183	🗐	08/05/2003	$267.56	OLIVE GARDEN
Bank-Issue	151184	🗐	10/09/2003	$240.00	DATAIMAGE
Bank-Issue	151185	🗐	11/05/2003	$120.00	GASTRONOMY INC
Bank-Issue	151186	🗐	12/10/2003	$387.99	TONY ROMAS
Enter Spoil	151187				
Enter Spoil	151188				
Enter Spoil	151189				
Enter Spoil	151190				

These checks are grayed out because they belong to another Custodian. Thus they cannot be modified.

These items have been reported to bank. These checks can be voided but not modified. If you click on the icon between the check number and check date, the following box will appear with the memo field that was entered at the time the check was recorded or modified. (Letting the mouse hover over the icon will also display the contents of the memo field.)

[JavaScript Application] ⚠ CONVERSION [OK]
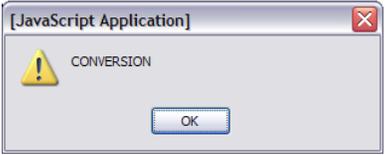
2 These are checks that can be recorded or spoiled. The line commands are: **Enter, Spoil**, Undo, and Update.

new search   void checks   display checks

- Clicking on "**new search**" will clear the screen and go back to the opening screen.
- Clicking on "**void checks**" will display a page with the checks that are available for canceling.
- "**display checks**" will list the checks that have been reported to the bank and belong to the Custodian.
- See the discussion below for an explanation of the "[refresh]" and "[total]" buttons.

ENTER

Example: The Custodian prepared check numbered 151187 last week payable to OfficeMax, and gave it to an Office Assistant to shop for supplies. Click on "Enter" next to 151187 to enter the check information. The next display will look like this:

Enter		
	Check Number:	151187
	Check Date:	09/22/2004
Payee: Office Max	**Amount**	168.25
Memo: Office Supplies – Gave blank check to Marti on Wednesday and received the receipt and check copy on Sept 27.		

next check	done	previous check
refresh	save	cancel

The Check Date defaults to today, but it can be changed to any date between six months ago and a year into the future. If the date is more than six months ago, the system will return this message:
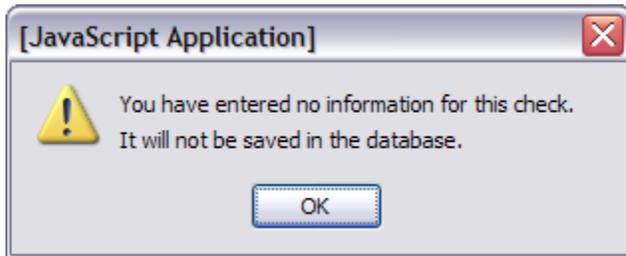
Error:
- The check date must be between 04/10/2004 and 09/27/2005

Enter		
	Check Number:	151187
	Check Date:	01/27/2004
Payee: Office Max	**Amount**	168.25

A similar message appears for days that are more than one year into the future. **Be careful with dates, because they will affect the timeliness of reporting issues to the bank.**

The following options are available after data entry is complete:

- It is important to notice that on the data entry screen above that the "previous check" selection is not available. That is because check numbered 151187 has already been reported to the bank and is not available to edit. Otherwise, "previous check" would appear like the other options, and upon selection the system would display check numbered 151186 if it was empty or available for edit.
- Click on "**next check**" to clear the screen and enter check number 151188. If you want to instead go to 151189, another click on "**next check**" will display the following message:

[JavaScript Application] ✕

⚠ You have entered no information for this check.
It will not be saved in the database.

OK

- After selecting "OK" the system will display check numbered 151189 (even if the check is available to edit). If check numbered 151189 is also blank and "**done**" or "**save**" is selected instead of entering data, the same error message will appear.
- "**refresh**" will repaint the screen with current data entry. This is especially important if a change is made to the date.
- "**done**" will save the data entry and will go back to the "Maintain Checks" screen.
- The Check Date, Payee, and Amount fields must be complete or the system will not save the data entry. Selecting "**save**" will save the data entry, but will not navigate to another window.
- Click on "**cancel**" to ignore everything and return to "Maintain Checks" screen.

Dating the check with a date other than today has the following effect:

Maintain Checks

Custodian: 00000000 DOE, JACKSON				Check Range: 151172 to 151190

Ante-dated Check(s) exist.
Post-dated Check(s) exist. } **3**

refresh | total

	Check #	Check Date	Amount	Payee
Bank-Issue	151186	12/10/2003	$387.99	TONY ROMAS
Update Spoil Undo	151187	09/22/2004	$168.25	Office Max ▶ **4**
Update Spoil Undo	151188	09/27/2005	$500.00	Berry Goldwater ▶ **5**
Enter Spoil	151189			
Enter Spoil	151190			

} **6**

3 — Check numbered 151187 is dated before today so it is ante-dated or **RED**. Check numbered 151188 is dated after today so it is post-dated in **GREEN**. **This warning will appear when one or both of these conditions exist.**

4 — This check will be sent to the bank with the next transmittal.

5 — Since this check is dated after today, the information will not be sent to the bank until September 27, 2005.

6 — Any check can be spoiled before the check information is sent to the bank. A check is spoiled when it is damaged, outdated or un-usable. A spoiled check will not be sent to the bank, because it is not in circulation.

If the check is lost, you must submit a "Stop Payment" request to Accounts Payable. A part of our business process will record the stop payment order with the bank, and we will void the check after we receive the stop payment confirmation. You will be notified if the check has already cleared the bank.

Once the check has been sent to the bank, the only way to affect the check is to "Void" the check. Checks that are returned by the Post Office as undeliverable, or returned by the vendor because they are damaged or the vendor wants to donate the money, or were issued for the wrong amount, or issued to the wrong payee are examples of checks that should be voided. Only checks marked as "**Bank-Issue**" can be voided. **Do not void a check unless you have the physical check. Use the "Stop Payment" process above to void checks that are not in your possession. Do not take the vendor's word that the check has never been cashed.**

Note: A "**Bank-Issue**" that is more than six months old from Today's date cannot be marked as void on this system. These checks are "Stale Dated" items because they are beyond the six month grace period on the face of the check. Contact Accounts Payable to void these checks.

Today's data entry can be undone with the **Undo** command. This includes a Bank-Issue that has been voided.

The **Update** command allows the user to change information that was entered today.

Once the check information is submitted to the bank, the **Update**, **Spoil**, and **Undo** commands will no longer be available. The term "**Bank-Issue**" will replace the blue commands.

UNDO EXISTING DATA ENTRY

CAUTION: Selecting Undo will permanently delete information. There is no recovery method.

Note: Undo is not available once the check information has been sent to the bank.

Example: Now consider that you are looking at today's data entry and discover that you did not create check numbered 151188 to Berry, but instead issued 151189. Selecting "Undo" will clear the information for check numbered 151188, but you must select "Enter" on line 151189 to reenter the information. After "Undo":

Bank-Issue	151185	11/05/2003	$120.00	GASTRONOMY INC
Bank-Issue	151186	12/10/2003	$387.99	TONY ROMAS
Update Spoil Undo	151187	09/22/2004	$168.25	Office Max
Enter Spoil	151188			
Enter Spoil	151189			
Enter Spoil	151190			

new search   void checks   display checks

After the check has been re-recorded to check numbered 151189:

Bank-Issue	151185	11/05/2003	$120.00	GASTRONOMY INC
Bank-Issue	151186	12/10/2003	$387.99	TONY ROMAS
Update Spoil Undo	151187	09/22/2004	$168.25	Office Max
Enter Spoil	151188			
Update Spoil Undo	151189	09/27/2005	$500.00	Berry Goldwater
Enter Spoil	151190			

new search   void checks   display checks

UPDATING A CHECK

Note: Update is not available once the check information has been sent to the bank.

Example: An audit of check numbered 151187 revealed that the check was not made out to Office Max, but the Office Assistant instead took it to Office Depot. Selecting "**Update**" will open the "Update Check" screen and allow a change to any of the fields.

Update Check

	Check Number:	151187
	Check Date:	09/22/2004
Payee: Office Max ► 7	Amount	$168.25
Memo: Office Supplies – Gave blank check to Marti on Wednesday and received the receipt and check copy on September 17.		

next check   done   previous check
refresh   save   cancel

7 ► The Payee's name is now available for edit.

Change the Payee to Office Depot and select "**done.**" The data entry will now appear as:

Maintain Checks

Custodian:	00000000	DOE, JACKSON		Check Range: 151172 to 151190

Ante-dated Check(s) exist.
Post-dated Check(s) exist.

[refresh] [total]

	Check #		Check Date	Amount	Payee
Not Available-P	151172	🛈	12/19/2001	$1,028.01	ELIZABETH'S CUSTOM CATERING
Not Available-V	151172	🛈	12/19/2001	$1,028.01	ELIZABETH'S CUSTOM CATERING
Not Available-P	151173	🛈	12/19/2001	$60.14	MICHAEL ELY
Bank-Issue	151174	🛈	01/10/2001	$67.00	
Bank-Issue	151175	🛈	02/15/2002	$335.34	MARKETING DATA DBA LS MICRO
Bank-Issue	151176	🛈	02/26/2002	$699.28	MARKETING DATA DBA LS MICRO
Bank-Issue	151177	🛈	02/27/2002	$16.73	
Bank-Issue	151178	🛈	04/12/2002	$80.57	PIE PIZZERIA
Bank-Issue	151179	🛈	07/22/2002	$210.34	OLD SPAGHETTI FACTORY
Bank-Issue	151180	🛈	12/19/2002	$71.14	IC GROUP
Bank-Issue	151181	🛈	06/19/2003	$67.20	PIE PIZZERIA
Bank-Issue	151182	🛈	12/11/2002	$470.00	RODIZIO GRILL
Bank-Issue	151183	🛈	08/05/2003	$267.56	OLIVE GARDEN
Bank-Issue	151184	🛈	10/09/2003	$240.00	DATAIMAGE
Bank-Issue	151185	🛈	11/05/2003	$120.00	GASTRONOMY INC
Bank-Issue	151186	🛈	12/10/2003	$387.99	TONY ROMAS
Update Spoil Undo	151187	🛈	09/22/2004	$168.20	Office Depot
Enter Spoil	151188				
Update Spoil Undo	151189	🛈	09/27/2005	$500.00	Berry Goldwater
Enter Spoil	151190				

new search   void checks   display checks

Selecting "[refresh]" in the upper left hand corner of the display will redisplay what appears here.

The "total" button will redisplay the screen with only entries that have not been sent to the bank and will provide a total that the User can use to balance their data entry at the end of the day:

Maintain Checks				
Custodian: 00000000 DOE, JACKSON			Check Range: 151172 to 151190	
Ante-dated Check(s) exist. Post-dated Check(s) exist.				
refresh total				
	Check #	Check Date	Amount	Payee
Update Spoil Undo	151187 🖉	09/22/2004	$168.25	Office Depot
Update Spoil Undo	151189 🖉	09/27/2005	$500.00	Berry Goldwater
	Total Number of Checks: 2	Total Amount: $668.25		

new search   void checks   display checks

Selecting "refresh" now will redisplay the original **Maintain Checks** screen.

SPOILING A CHECK

Note: A check can be spoiled at any time prior to reporting the check to the bank. Once the check data has been sent to the bank, the check must go through the "**void**" process.

Example: Disaster strikes. You discover in August 2005 that the check that you have been holding for Berry was soaked by a coach's drink and was glued to the bottom of their mug. You pry the advice from the mug, and the remainder does not look good. If you do not wish to issue the original check, select "**Spoil**" in front of check number 151189.

Spoil		
	Check Number:	151189
	Check Date:	09/27/2005
Payee: Berry Goldwater	**Amount**	$500.00
Memo: Officiating – Check was found under the coach's soft drink with a water ring in the middle of the check.		8

next check   done   previous check
refresh   save   cancel

If you try to select "**done**" without documenting the reason for the spoil, the following error message will display:

[JavaScript Application]	✕
⚠ Please change the text in the memo.	
OK	

8 ▶ An explanation for the spoil action is necessary even if the check has an existing memo.

Two things happened as a result of the spoiled action. The check is marked as "Spoiled" and the Post-dated check warning goes away.

Maintain Checks

Custodian: 00000000   DOE, JACKSON   Check Range: 151172 to 151190

Ante-dated Check(s) exist.

[refresh] [total]

	Check #	Check Date	Amount	Payee
Bank-issue	151186	12/10/2003	$387.99	TONY ROMAS CUSTOM CATERING
Update Spoil Undo	151187	09/22/2004	$168.25	Office Max
Enter Spoil	151188			
Spoiled Undo	151189	09/27/2005	$500.00	Berry Goldwater
Enter Spoil	151190			

Clicking on the " [total] " button now will redisplay the screen with only entries that have not been sent to the bank:

Maintain Checks

Custodian: 00000000   DOE, JACKSON   Check Range: 151172 to 151190

Ante-dated Check(s) exist.

[refresh] [total]

	Check #	Check Date	Amount	Payee
Update Spoil Undo	151187	09/22/2004	$168.25	Office Depot
	Total Number of Checks: 1		Total Amount: $168.25	

new search   void checks   display checks

The bad check sits on your desk until 6:00 PM on September 26 when you find that you have no more check stock and the officials are expecting their checks on the day of the game. There is nothing wrong with the check except for the water stain and it does not obstruct the MICR clear band. You then decide that the circumstances predicate that the check is still good. The Spoil action can be undone **BEFORE** the date on the check. Select "**Undo**" to clear the original entry:

Bank-Issue				
	151186 📄 12/10/2003	$387.99	TONY ROMAS	
Update Spoil Undo	151187 📄 09/22/2004	$168.25	Office Max	
Enter Spoil	151188			
Enter Spoil	151189			
Enter Spoil	151190			

new search   void checks   display checks

The check must then be reentered on the day that it is issued to the payee:

Enter

	Check Number: 151189
	Check Date: 09/27/2005
Payee: Berry Goldwater	Amount 500
Memo: Officiating	

next check   done   previous check
refresh   save   cancel

The issue will be sent to the bank on the 27th.

Bank-Issue				
	151186 📄 12/10/2003	$387.99	TONY ROMAS	
Update Spoil Undo	151187 📄 09/22/2004	$168.25	Office Depot	
Enter Spoil	151188			
Update Spoil Undo	151189 📄 09/27/2005	$500.00	Berry Goldwater	
Enter Spoil	151190			

new search   void checks   display checks

VOID CHECKS

Note: Any check that has been reported to the bank and not previously voided can be voided.

Example: Tony Romas Restaurant returned the check for $387.99 because they did not deposit the item within the six month grace period for cashing checks. They still expect to be paid, but you should not pay them until you record the returned check with the bank.

Select "**void checks**" at the bottom of the "Maintain Checks" screen. A list of all issues will appear:

	Void Checks			
Custodian: **00000000 DOE, JACKSON**				Check Range: 151172 to 151190

refresh	list voided checks			

	Check #	Check Date	Amount	Payee
Void	151174	01/10/2001	$67.00	
Void	151175	02/15/2002	$335.34	MARKETING DATA DBA LS MICRO
Void	151176	02/26/2002	$699.28	MARKETING DATA DBA LS MICRO
Void	151177	02/27/2002	$16.73	
Void	151178	04/12/2002	$80.57	PIE PIZZERIA
Void	151179	07/22/2002	$210.34	OLD SPAGHETTI FACTORY
Void	151180	12/19/2002	$71.14	IC GROUP
Void	151181	06/19/2003	$67.20	PIE PIZZERIA
Void	151182	12/11/2002	$470.00	RODIZIO GRILL
Void	151183	08/05/2003	$267.56	OLIVE GARDEN
Void	151184	10/09/2003	$240.00	DATAIMAGE
Void	151185	11/05/2003	$120.00	GASTRONOMY INC
Void	151186	12/10/2003	$387.99	TONY ROMAS

new search   display checks   maintain checks

If no void checks appear on the **Maintain Checks** screen, selecting " list voided checks " now will display the following error message:

:: void limited purchase checks ...

Error:

- There are no checks to display

Voided Checks

Custodian: **00000000 DOE, JACKSON**	Check Range: 151172 to 151190

refresh

Total Number of Checks: 0	Total Amount: $0.00

new search   display checks   maintain checks

Select " refresh " to return to the **Void Checks** page.
Click on "**Void**" next to check numbered 151186. The "**Void Check**" page will appear:

Void Check

	Check Number: 151186
	Check Date: 12/10/2003
Payee: TONY ROMAS	Amount $387.99
Memo: CONVERSION	

next check   done   previous check
refresh   save   cancel

An explanation for the void must appear in the Memo field before the void can be saved. If "**done**" is selected now, the following error message will appear:

Microsoft Internet Explorer ✕

⚠ Please change the text in the memo.

OK

It is best to date the memo field, because it is invaluable if someone is trying to figure out why a check is modified or voided:

Void Check

	Check Number: 151186
	Check Date: 12/10/2003
Payee: TONY ROMAS	**Amount** $387.99

Memo: CONVERSION. On October 4, 2004, the vendor returned the stale dated check for replacement.

next check   done   previous check
refresh   save   cancel

A click on "**refresh**" will return the **Void Check** screen to its original state before the memo was altered.
Click on "**cancel**" to return to return to the **Void Checks** screen without voiding this check.

Click on "**done**" and the system will save the memo and return to the **Void Checks** screen, where another check can be selected for void.

Notice that the check numbered 151186 no longer appears on this screen:

Void Checks

Custodian:	00000000 DOE, JACKSON		Check Range: 151172 to 151190

[refresh] [list voided checks]

	Check #	Check Date	Amount	Payee
Void	151174	01/10/2001	$67.00	
Void	151175	02/15/2002	$335.34	MARKETING DATA DBA LS MICRO
Void	151176	02/26/2002	$699.28	MARKETING DATA DBA LS MICRO
Void	151177	02/27/2002	$16.73	
Void	151178	04/12/2002	$80.57	PIE PIZZERIA
Void	151179	07/22/2002	$210.34	OLD SPAGHETTI FACTORY
Void	151180	12/19/2002	$71.14	IC GROUP
Void	151181	06/19/2003	$67.20	PIE PIZZERIA
Void	151182	12/11/2002	$470.00	RODIZIO GRILL
Void	151183	08/05/2003	$267.56	OLIVE GARDEN
Void	151184	10/09/2003	$240.00	DATAIMAGE
Void	151185	11/05/2003	$120.00	GASTRONOMY INC

new search   display checks   maintain checks

Select "list voided checks" now and the system will display and total the checks that have been marked for void, but not yet sent to the bank in the positive pay file:

Voided Checks				
Custodian: 00000000 DOE, JACKSON				Check Range: 151172 to 151190

refresh

	Check #	Check Date	Amount	Payee
Voided	151186 *i*	12/10/2003	$387.99	TONY ROMAS
Total Number of Checks: 1		Total Amount: $387.99		

new search   display checks   maintain checks

Click on the "refresh" button to return to the "**Voided Checks**" screen. Another check can be selected for void.

Clicking on "**new search**" will clear the current page and return to the opening screen to review a new range of checks or checks for a different Custodian.

"**display checks**" will clear the screen and open a new page with a list of the checks that have been reported to the bank.

Note: Check numbered 151186 (the void above) will appear on the list as a "P"aid item until it is reported to the bank. Then it will be marked with a "**V**" under **P/V**.

Display Checks				
Custodian: **00000000 DOE, JACKSON**				Check Range: 151172 to 151190

excel	refresh		Check Date(s): 01/10/2001	12/10/2003

Check #	P/V	Check Date	Amount	Payee
151174 ℹ P		01/10/2001	$67.00	
151175 ℹ P		02/15/2002	$335.34	MARKETING DATA DBA LS MICRO
151176 ℹ P		02/26/2002	$699.28	MARKETING DATA DBA LS MICRO
151177 ℹ P		02/27/2002	$16.73	
151178 ℹ P		04/12/2002	$80.57	PIE PIZZERIA
151179 ℹ P		07/22/2002	$210.34	OLD SPAGHETTI FACTORY
151180 ℹ P		12/19/2002	$71.14	IC GROUP
151181 ℹ P		06/19/2003	$67.20	PIE PIZZERIA
151182 ℹ P		12/11/2002	$470.00	RODIZIO GRILL
151183 ℹ P		08/05/2003	$267.56	OLIVE GARDEN
151184 ℹ P		10/09/2003	$240.00	DATAIMAGE
151185 ℹ P		11/05/2003	$120.00	GASTRONOMY INC
151186 ℹ P		12/10/2003	$387.99	TONY ROMAS

new search   void checks   maintain checks

"**maintain checks**" will return to the **Maintain Checks** screen.

Note that the following items have been modified:

- 151186 – Voided (yet still available to undo)
- 151187 – Issued to Office Depot
- 151189 – Issued to Berry Goldwater

	Maintain Checks			
Custodian: 00000000 DOE, JACKSON			Check Range: 151172 to 151190	
	Ante-dated Check(s) exist. Post-dated Check(s) exist.			
refresh total				

	Check #	Check Date	Amount	Payee
Not Available-P	151172	12/19/2001	$1,028.01	ELIZABETH'S CUSTOM CATERING
Not Available-V	151172	12/19/2001	$1,028.01	ELIZABETH'S CUSTOM CATERING
Not Available-P	151173	12/19/2001	$60.14	MICHAEL ELY
Bank-Issue	151174	01/10/2001	$67.00	
Bank-Issue	151175	02/15/2002	$335.34	MARKETING DATA DBA LS MICRO
Bank-Issue	151176	02/26/2002	$699.28	MARKETING DATA DBA LS MICRO
Bank-Issue	151177	02/27/2002	$16.73	
Bank-Issue	151178	04/12/2002	$80.57	PIE PIZZERIA
Bank-Issue	151179	07/22/2002	$210.34	OLD SPAGHETTI FACTORY
Bank-Issue	151180	12/19/2002	$71.14	IC GROUP
Bank-Issue	151181	06/19/2003	$67.20	PIE PIZZERIA
Bank-Issue	151182	12/11/2002	$470.00	RODIZIO GRILL
Bank-Issue	151183	08/05/2003	$267.56	OLIVE GARDEN
Bank-Issue	151184	10/09/2003	$240.00	DATAIMAGE
Bank-Issue	151185	11/05/2003	$120.00	GASTRONOMY INC
Bank-Issue	151186	12/10/2003	$387.99	TONY ROMAS
Voided Undo	151186	12/10/2003	$387.99	TONY ROMAS
Update Spoil Undo	151187	09/22/2004	$168.25	Office Depot
Enter Spoil	151188			
Update Spoil Undo	151189	09/27/2005	$500.00	Berry Goldwater
Enter Spoil	151190			

new search   void checks   display checks

Note: Select "**Undo**" at any time before the positive pay file is sent to the bank to remove the void on check 151186.

DISPLAY CHECKS

Purpose: This selection is intended to provide a list of recorded checks that can be used to supplement a Check Register. This page only displays checks that have been reported to the bank.
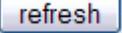
Note: The Check Date(s) will default to the dates of the checks within the original check range criteria on the opening page.

Exercise: Select "display checks" on the Maintain Checks screen.

:: **display limited purchase checks** ...

Display Checks				
Custodian: **00000000 DOE, JACKSON**			Check Range: 151172 to 151190	

excel   refresh   Check Date(s): 01/10/2001   12/10/2003

Check #	P/V	Check Date	Amount	Payee
151174 ℹ	P	01/10/2001	$67.00	
151175 ℹ	P	02/15/2002	$335.34	MARKETING DATA DBA LS MICRO
151176 ℹ	P	02/26/2002	$699.28	MARKETING DATA DBA LS MICRO
151177 ℹ	P	02/27/2002	$16.73	
151178 ℹ	P	04/12/2002	$80.57	PIE PIZZERIA
151179 ℹ	P	07/22/2002	$210.34	OLD SPAGHETTI FACTORY
151180 ℹ	P	12/19/2002	$71.14	IC GROUP
151181 ℹ	P	06/19/2003	$67.20	PIE PIZZERIA
151182 ℹ	P	12/11/2002	$470.00	RODIZIO GRILL
151183 ℹ	P	08/05/2003	$267.56	OLIVE GARDEN
151184 ℹ	P	10/09/2003	$240.00	DATAIMAGE
151185 ℹ	P	11/05/2003	$120.00	GASTRONOMY INC
151186 ℹ	P	12/10/2003	$387.99	TONY ROMAS

new search   void checks   maintain checks

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All checks that are dated within this Check Date(s) range will be displayed below. These dates are available for edit. Select " refresh " when the dates have been changed.

Example: You want to record the last four items in your Excel check register.
- ○ Change the beginning date to "08/01/2003" and the next date to "12/31/2003."

Display Checks				
Custodian: 00000000 DOE, JACKSON			Check Range: 151172 to 151190	
excel refresh		Check Date(s): 08/01/2003		12/31/2003
Check # P/V Check Date Amount Payee				

- ○ Select " refresh " and the screen displays the checks that are dated within this date criteria:

Display Checks				
Custodian: 00000000 DOE, JACKSON			Check Range: 151172 to 151190	
excel refresh		Check Date(s): 08/05/2003		12/10/2003

Check #	P/V	Check Date	Amount	Payee
151183 ⓘ	P	08/05/2003	$267.56	OLIVE GARDEN
151184 ⓘ	P	10/09/2003	$240.00	DATAIMAGE
151185 ⓘ	P	11/05/2003	$120.00	GASTRONOMY INC
151186 ⓘ	P	12/10/2003	$387.99	TONY ROMAS

new search   void checks   maintain checks

○ Select the "[excel]" button to move the displayed checks to Excel:

The browser should send the information directly to Excel:
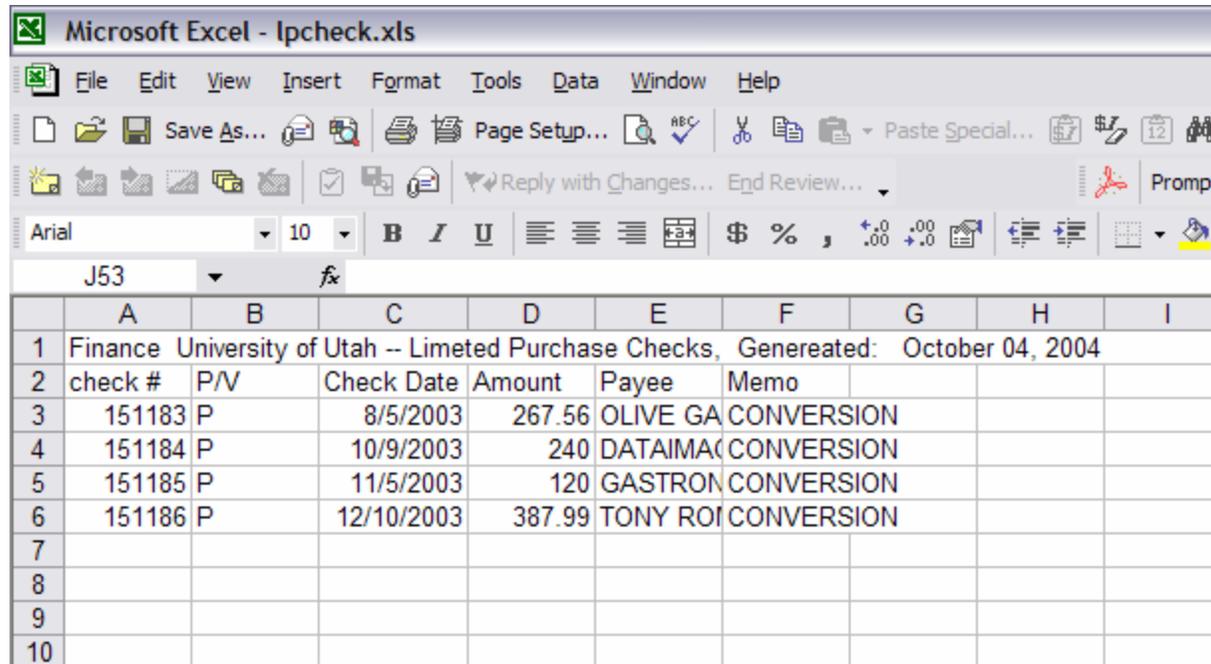
Microsoft Excel - lpcheck.xls

File   Edit   View   Insert   Format   Tools   Data   Window   Help

Save As... Page Setup... Paste Special... Prompt

Reply with Changes... End Review...

Arial   10   B I U $ % ,

J53   fx

	A	B	C	D	E	F	G	H	I
1	Finance University of Utah -- Limeted Purchase Checks, Genereated: October 04, 2004								
2	check #	P/V	Check Date	Amount	Payee	Memo			
3	151183	P	8/5/2003	267.56	OLIVE GA	CONVERSION			
4	151184	P	10/9/2003	240	DATAIMA(	CONVERSION			
5	151185	P	11/5/2003	120	GASTRON	CONVERSION			
6	151186	P	12/10/2003	387.99	TONY ROI	CONVERSION			
7									
8									
9									
10									

Or, it will create a CSV file that can be cut from the screen and pasted directly into Excel:
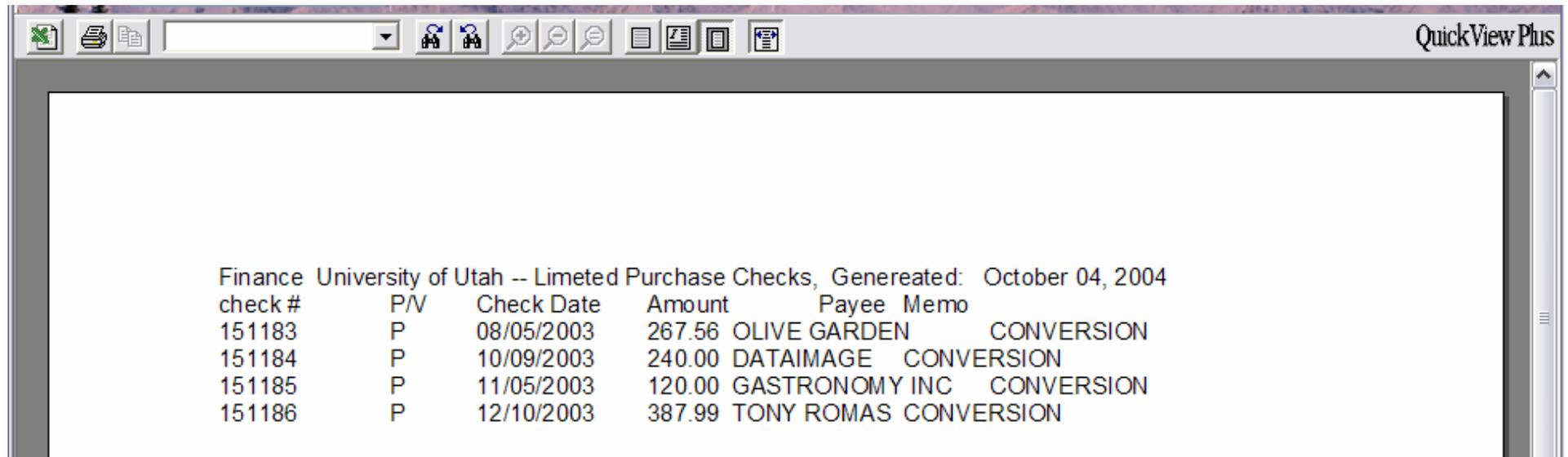
QuickView Plus

Finance University of Utah -- Limeted Purchase Checks, Genereated: October 04, 2004

check #	P/V	Check Date	Amount	Payee	Memo
151183	P	08/05/2003	267.56	OLIVE GARDEN	CONVERSION
151184	P	10/09/2003	240.00	DATAIMAGE	CONVERSION
151185	P	11/05/2003	120.00	GASTRONOMY INC	CONVERSION
151186	P	12/10/2003	387.99	TONY ROMAS	CONVERSION

EXIT

To exit the LPC Positive Pay system:

- Select "new search"
- Close the browser window

HELP

Accounts Payable would be glad to provide assistance with this system. You are welcome to visit Accounts Payable in room 405 of the Park Building, or by calling 581-6976 and asking for the LPC accountant or Email your problems to our [web contact](#).