



Policy Number	Section Name	Policy Name	Effective Date	Revised Date
CM-100010	Cash Management	Check Imaging Request	2/28/07	

I. Purpose

The purpose of this policy is to define the procedures for agencies on Streamlined Banking to request check images of Accounts Payable and Payroll cleared checks by SAO from the two main disbursement accounts.

II. Background

Under the Streamlined Banking structure, the SAO Cash Management Group will be the centralized location to access the online system of Wachovia Connection or access the check image CD to retrieve check images upon agency request.

III. Policy

- A. Agencies on Streamline Banking will request check images through SAO.
- B. SAO will retain check image CD's for 7 years.

IV. Procedures for Streamlined Banking Agencies

1. The agency should use PeopleSoft AP Payment Inquiry or the Payment Activity Report to identify if the check has cleared the bank or navigate to the Review Paycheck Status Screen in HCM for a payroll check.
2. If a check image is needed, the agency must submit the online [Check Image Request Form](#) to SAO.
3. SAO Cash Management Group will access Wachovia Connection and run a search by check number and check date for the check image or access CD ROMs retained for check images.
4. SAO Cash Management Group will view the results for the cleared check and email the check image to the agency by the end of the business day, if the request is received by 2:00 P.M.

VI. Definitions

Check Image- An electronic or digital image of an original check that is created by a depositor, a bank or other participant in the check collection process.

See Also:

- CM- A/P Disbursement
- CM- Payroll Disbursement
- CM- NSF Policy

VII. Approval

Statewide Accounting	Joyce Smith
Financial Systems	Sherrie Southern
State Accounting Officer	Lynn Vellinga

VIII. Revision History

Version	Date
1	2/28/07
2	