

wvOASIS Stale Dated Check – Questions and Answers

Question: When does a check go stale in wvOASIS?

Answer: wvOASIS automatically stale dates checks 185 days from the issue date with allowances for weekends and holidays.

Question: What happens to a stale dated check in wvOASIS?

Answer: When a State of West Virginia check goes stale, wvOASIS automatically creates a Stale Dated Cancellation Document (SCDC) and posts this document to the West Virginia Treasury's Stale Check Fund within the State Treasury in accordance with W. Va. Code § 12-3-1(b). However, there is one exception to this process in that if stale dated federal funds are involved, these funds are deposited automatically back to the ISSUING fund via a wvOASIS process. Federal fund percentages are determined by the stale check funding tables found in wvOasis. It is important to make sure your state spending unit's funds are setup in wvOasis correctly.

Question: Are state spending units notified that a check will go stale soon?

Answer: No. State spending units are not notified if checks will go stale or have become stale. It is the state spending unit's responsibility to monitor the status of the checks issued by the spending unit.

Question: Should state spending units monitor their checks to see if they have cleared the bank?

Answer: Yes. It is the state spending unit's responsibility to monitor their issued checks to ensure the intended recipient/vendor received payment. If the recipient/vendor did not receive the issued check, the state spending unit can issue a stop payment and reissue the check to the recipient. The stop payment process is considered the best practice.

Question: How can I monitor my state spending unit's issued checks to see if they are cashed or stale?

Answer: State spending units can view their outstanding checks by going to the Advantage Financial module in wvOASIS Business Intelligence. Click on the Cash Management Folder, select the "WV-FIN-CASH-002 – Outstanding Checks" report, and then enter the appropriate prompts to run a query. If you cannot locate the report, please contact the wvOASIS helpdesk.

Question: What does the West Virginia Treasury do to help ensure checks do not go stale?

Answer: After 150 days of the issued check being outstanding, the West Virginia Treasury mails postcards to owners of checks BEFORE a check goes stale. The postcard prompts the owner of the check to call the ISSUING state spending unit prior to the check going stale so the state spending unit can issue a stop payment and reissue the check to the owner. An example of the post cards sent are below. If a state spending unit would like to receive a list of postcards mailed, please email Alexandria.ford@wvsto.com.

DON'T LET YOUR CHECK GO UNCLAIMED



Why claim
your money later
when you can get it now?

Checks issued by the State of West Virginia that are not cashed after six months, are void and the check amounts are reported to the Unclaimed Property Division. Lost checks that are not yet stale can be reissued by contacting the issuing agency.



West Virginia Treasury
Cash Management
322 70th Street
Charleston, WV 25304

Our records indicate that you appear to be the payee of «Check_EFT» issued by «ContactName» and this check has not been deposited or cashed. To prevent this check from going stale and being sent to Unclaimed Property, please contact «ContactName» at «ContactPhone».

Thank you
West Virginia Treasury

«Legal_Name»
«Address_Line_1»
«Address_Line_2»
«City», «State» «Zip»

Question: How does a state spending unit know if a check is stale?

Answer: In wvOASIS, "Jump To": PDCHK table or CHREC table, and search the check number per the example below. Issued and undelivered checks will appear in the CHREC table, while stale and paid (cashed) checks will appear in the PDCHK table.

https://prod-fin.wvoasis.gov/ - AMS Advantage - Internet Explorer

wOASIS Jump to: PDCHK Go Home Personalize Accessibility App Help About

Welcome, Abigail Campbell Procurement Budgeting Accounts Receivable Accounts Payable

wvOASIS PROD FIN Paid Checks [Menu Back](#)

[Browse](#) [Clear](#)

Bank Account: Document Code:
 Check / EFT Number: 000001003872282 Doc Dept:
 Check / EFT Amount: Document ID:
 Record Date: Cleared Date:
 Last Action Date: Status:

Bank Account	Check / EFT Number	Check / EFT Amount	Document ID	Status	Cleared Date	Cancellation Reason	Comments	Trace Number	Undeliverable Date	Forgery Affidavit Request Date	Forgery Affidavit Mailed to Agency Date	Forgery Affidavit Mailed to Bank Date
✓ 0001	000001003872282	\$3,013.00	AUTO1900153785	Stale Dated	03/25/2019	Stale			11/13/2018			

[Copy](#) First Prev Next Last
[Paid Check Restore](#) [Check Writer Payment](#) [Accrual Inquiry](#) [Paid Checks Update](#)

To see if Stale Dated checks have been returned to your state spending unit, due to containing federal funds or in error, run a wvOASIS Business Intelligence General Accounting report, WV-FIN-GL-146 and enter the following parameters:

- FY
- BSA (1020)
- Date Range
- Doc Code (SCDC and SCMDC)
- Fund

Report ID: WV-FIN-GL-146
 Run Date: 03/17/2016
 Run Time: 9:13:21 AM

State of West Virginia
 wvOASIS - Data Warehouse
 Document Listing

Cover Page

Parameters and Prompts

Run Date: 03/17/2016
 Run Time: 9:13:21 AM
 Fiscal Year(s): 2016
 BFY:
 Accounting Period(s):
 Record Start Date: 3/1/2016 12:00:00 AM
 Record End Date: 3/31/2016 12:00:00 AM
 Posting Code(s):
 BSA: 1020
 Event Type(s):
 Closing Classification(s):
 Doc Code(s): SCDC;SCMDC
 Bureau(s):
 Section(s):
 Group(s):
 District(s):
 Division(s):
 Unit(s):
 Vendor Code(s):
 Doc Run Date(Start):
 Doc Run Date(End):
 Doc Dept Code(s):

Fund(s): 1324
 Appropriation(s):
 Object(s):
 Sub-Object(s):
 Actg Line Dept(s):
 Revenue Source(s):
 Major Program(s):
 PPC(s):
 Phase(s):
 Program(s):
 Sub-Revenue Source(s):
 Activity:
 Sub-Activity:
 Function(s):
 Sub-Function(s):
 Location(s):
 Sub-Location(s):
 Doc ID(s):
 Vendor Legal Name(s):
 CFDA Number(s):
 Department(s):

Report Description:

Question: What if I see the check has been returned as “undelivered”?

Answer: To avoid an undelivered check going stale, the state spending unit should contact the recipient/vendor to verify the address and process a stop payment on the check. If it is determined payment is still needed, the state spending unit should reissue a new check using the stop payment process or EFT payment if accepted by recipient/vendor.

Question: What happens once a wvOASIS check stale dates and goes to Unclaimed Property?

Answer: Owners may search the Unclaimed Property database on the website at <https://www.wvtreasury.com/#4223-unclaimed-property> to determine if they have unclaimed property and file a claim. Additionally, the issuing state spending unit can request funds to be issued back to the state spending unit by completing an Agency Reimbursement Form. Contact patricia.sullivan@wvsto.com or john.mullanex@wvsto.com to request this form.

If you find stale checks have been returned into your fund by mistake, please contact Abigail.Campbell@wvsto.com at the West Virginia Treasury’s Unclaimed Property Division immediately. Checks returned to the spending unit’s fund due to the presence of federal funds are the state spending unit’s responsibility to reissue to the owner.