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.
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.
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
**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](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.