

Office of State Uniform Payroll

Procedure Title: Indicate Check Payment Should be Pulled for Agency Pick Up

Revision Date: 11/09/2020

Issue Date: 06/25/2019

Unit: Benefits and Financial Administration Unit

Page Number: 1 of 2

Contact: _DOA-OSUP-BFA@la.gov

The Office of State Uniform Payroll (OSUP) is the accounts payable Central Control Agency for vendor payment processing for the LaGov ERP system. Agencies should follow this procedure to request a check payment be pulled by the Office of Statewide Reporting and Accounting Policy (OSRAP) staff.

Select “single flag” and then select applicable agency number from the drop down list for “Payment Method Supplement” as shown below:

The screenshot displays the 'Park Incoming Invoice: Company Code 0010' interface. The 'Payment Method Supplement (2)' dialog box is open, showing a list of 19 entries. A red circle highlights the 'Pmnt Meth.Sup.' checkbox in the main form, and a red arrow points from it to the dialog box. The dialog box contains a table with the following entries:

PmtMthSu	Description
00	DOTD - Hold for pickup
01	DEQ - Hold for pickup
02	CPRA - Hold for pickup
03	DNR - Hold for pickup
04	WLF - Hold for pickup
05	FPC - Hold for pickup
06	CRT - Hold for pickup
07	CS - Hold for pickup
08	DOJ - Hold for pickup
09	DVA - Hold for pickup
10	LCLE - Hold for pickup
11	DED - Hold for pickup
12	LRC - Hold for pickup
13	PSC - Hold for pickup
14	WVH - Hold for pickup
15	NEVH - Hold for pickup
16	SWVH - Hold for pickup
17	NWVH - Hold for pickup
18	SEVH - Hold for pickup

OSRAP will pull all checks marked and hold for the agency to pick up at the State Treasurer’s

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Office. Agencies not wishing to pick up their checks in person must make arrangements with the State Treasurer's Office to have their checks sent via messenger mail or mailed to the agency.