

**Matt Blunt**  
Governor



**Larry W. Schepker**  
Commissioner

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**Thomas J. Sadowski**  
Director

## **MEMORANDUM**

**TO:** State Agencies  
**FROM:** OA/Accounting  
**DATE:** October 27, 2008  
**RE:** Schedule Pay Date

We have implemented an edit check on the Schedule Pay Date field on the payment documents. If the Schedule Pay Date falls on a holiday or weekend, you will receive an error message that you will be able to override. You may either change the Schedule Pay Date or override the error message.

If the Schedule Pay Date is past the last day of the fiscal year that checks are processed, you will receive a hard error. You must change the Schedule Pay Date to a date prior to the last day of the fiscal year that checks are processed. Please keep in mind; checks are not processed on the last two working days of any month.

Please notify appropriate staff in your agency regarding this change.